SADC Regional Anti-Trafficking in Persons Data Collection System User Manual

Disclaimer: This user manual was not professionally edited.

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Acronyms

ETD	Emergency Travel Document
GB	gigabyte
GHz	gigahertz
ICT	Information and communications technology
IOM	International Organisation for Migration
MS	Member State
NFP	National Focal Person
NGO	nongovernmental organisation
OCA	Occasionally Connected Application
RAM	Random-access memory
SADC	Southern African Development Community
TIP	Trafficking in Persons
UNODC	United Nations Office on Drugs and Crime
VoT	Victim of Trafficking

Definitions

Administrator is a person responsible for managing the data collection system.

Application is a software programme that runs on a computer. The word "application" is used because each programme has a specific function for the user. For example, a word processor can help a student to create a research document.

Client is a piece of computer hardware or software that accesses a service made available by a server. The server is often (but not always) on another computer system. In this case the client accesses the service via the Internet.

Configuration Files are the initial settings for some computer programs. They are used to set how the system will interact with the rest of computer system.

Database is an organised collection of data.

Interface is the window that the user interacts with, enabling the user to communicate with the back-end database. The user sends commands or requests to the back-end database using the interface, and the database's communication with the user will be displayed on this interactive window. While the interface is that window that is immediately visible to the user, the database is not.

Age	Male	Female	Total
Below 18:	0	7	8
19 To 35:	1	5	6
36 To 49:	3	2	5
Above 50:	3	0	3

Figure I Example of an interface

Occasionally Connected Application (OCA) is an application that uses data from a remote database but that might not always have access to the remote database. OCA is used when access is not continuously available. In these situations, applications can use data from a local database that is located on the local machine and occasionally synchronise the data with the remote database on a server whenever access to the remote database is granted.
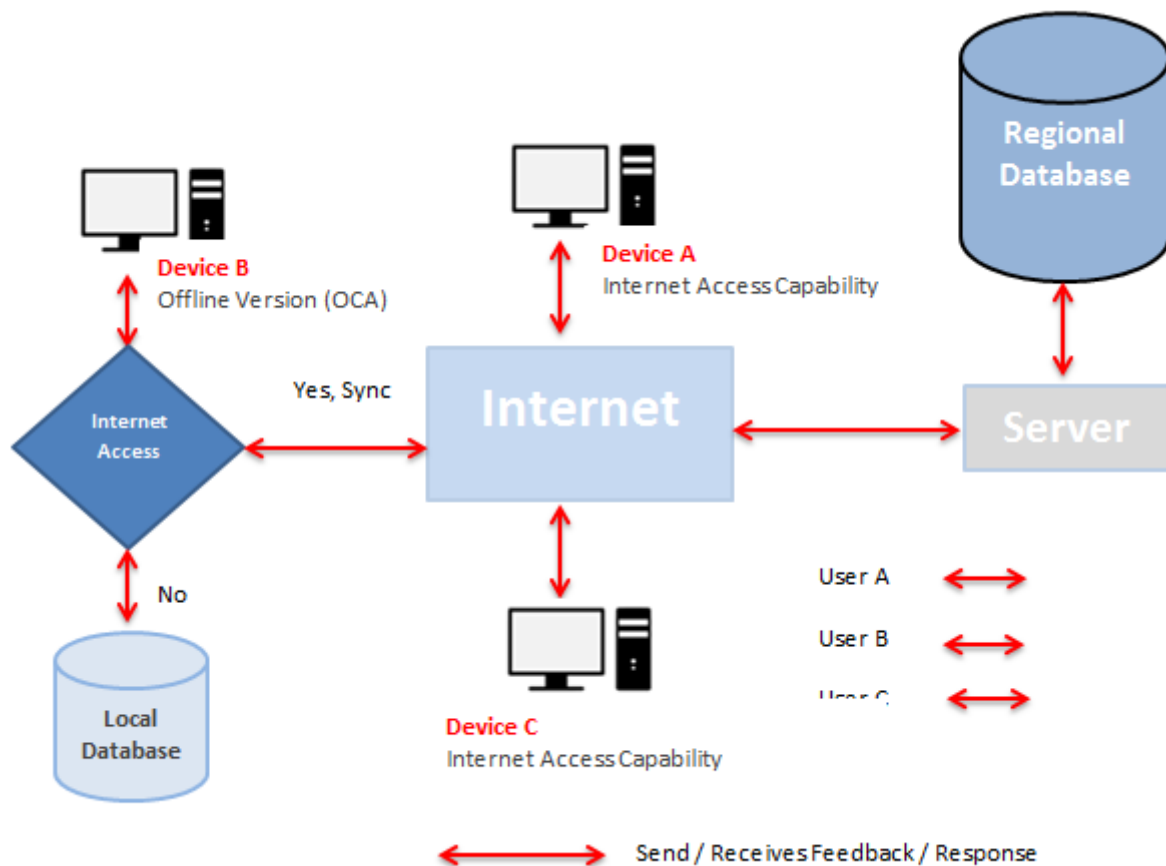
Figure II – Database-to-device communication flow

In the example above, the computer or smartphone connects to the central data source via the Internet. If the Internet is unavailable, the computer or smartphone will still be able to capture information, which will only be uploaded once the Internet connection has been restored.

Operating system is the main software programme on a computer that manages all the computer hardware and software. An example of operating system software is Microsoft Windows 7.

Programme is a set of software instructions stored in the memory of a computer.

Query is a form of questioning directed to find answers from a database stored on a server. For example, a researcher submits a query to a database through a search engine such as Google, and receives the response from the database in the form of search results.

Running system is a system that is in operation or functioning.

Server is a computer that receives requests from clients (user machines), acts on the requests and sends back responses.

System Configuration determines what the system will do and how its parts will interact with other processes, components or devices within its boundary.

User is a person or software using this system.

Username identifies a user's account. A user will not be able to access the system unless they have provided a valid username and password.

Introduction

Trafficking in Persons (TIP) related crimes have been widely reported on around the globe. The Southern African Development Community (SADC), made up of 15 Member States, is not exempted from this heinous crime that affects individuals, societies and countries alike. However, it is very difficult to gauge the trends of TIP in the SADC region due to the absence of reliable data resulting from the region's limited capacity to collect data and document cases of TIP. For the SADC region to successfully reduce incidences of TIP, it is important that reliable data is collected to inform interventions at Member State (MS) level, as well as regionally and internationally.

SADC Member States have raised concerns regarding the continued dissemination of data on TIP arguing that the majority of this data is not subjected to proper validation. Unclear data collection methods used to gather the statistics on TIP have also intensified Member States' concerns surrounding the reliability of the data on TIP that is constantly disseminated in the region and worldwide. The collection of data on TIP faces huge challenges particularly as a result of the complex nature of the crime, elusive syndicates involved and a lack of understanding of the crime by stakeholders who are crucial in the collection, analysis and management of data on the crime in Member States.

As a result of the concerns raised by SADC Member States, SADC Secretariat and the United Nations Office on Drugs and Crime (UNODC) have collaborated to strengthen the capacities of SADC Member States to collect and manage TIP data. Once collected, the data will serve as a critical resource in the fight against the crime. However, it is important to emphasise that the success of the initiative is highly dependent on the cooperation of all the stakeholders, particularly at MS level. It is, therefore, essential that regional cooperation and coordination is enhanced if SADC, as a region, is to effectively and efficiently combat this crime.

This User Manual is structured as follows:

Chapter 1: Presents a general overview of the system.

Chapter 2: System summary addressing system configuration, user access levels, and an introduction to the alternative modes of operation, referred to as the Occasionally Connected Application (OCA).

Chapter 3: Introduces the system operation, specifically on how to use the system, register as a user, and navigating through the system.

Chapter 4: Guides the User on TIP victim profiling, in particular the demographic (including socio-economic) information that can help in understanding the victim of trafficking (VoT) better.

Chapter 5: Looks at the trafficking process, that is, how the VoT was trafficked.

Chapter 6: The Investigation chapter follows up on information submitted in Chapters 4 and 5, and probes the case further, including capturing information on the traffickers.

Chapter 7: Guides the User on how to capture and/or update information on the TIP case under prosecution.

Chapter 8: Captures information relating to the assistance provided to the identified and/or rescued VoT.

Chapter 9: Informs the User on the various reports that can be generated from the system, and how these can be downloaded.

Chapter 10: The User is informed of the three databases that are part of the Repository, that is, Case Law database, Legislation database, and Policy database, and how these can be updated and downloaded.

Chapter 11: Presents the Annexes that are appended to this User Manual.
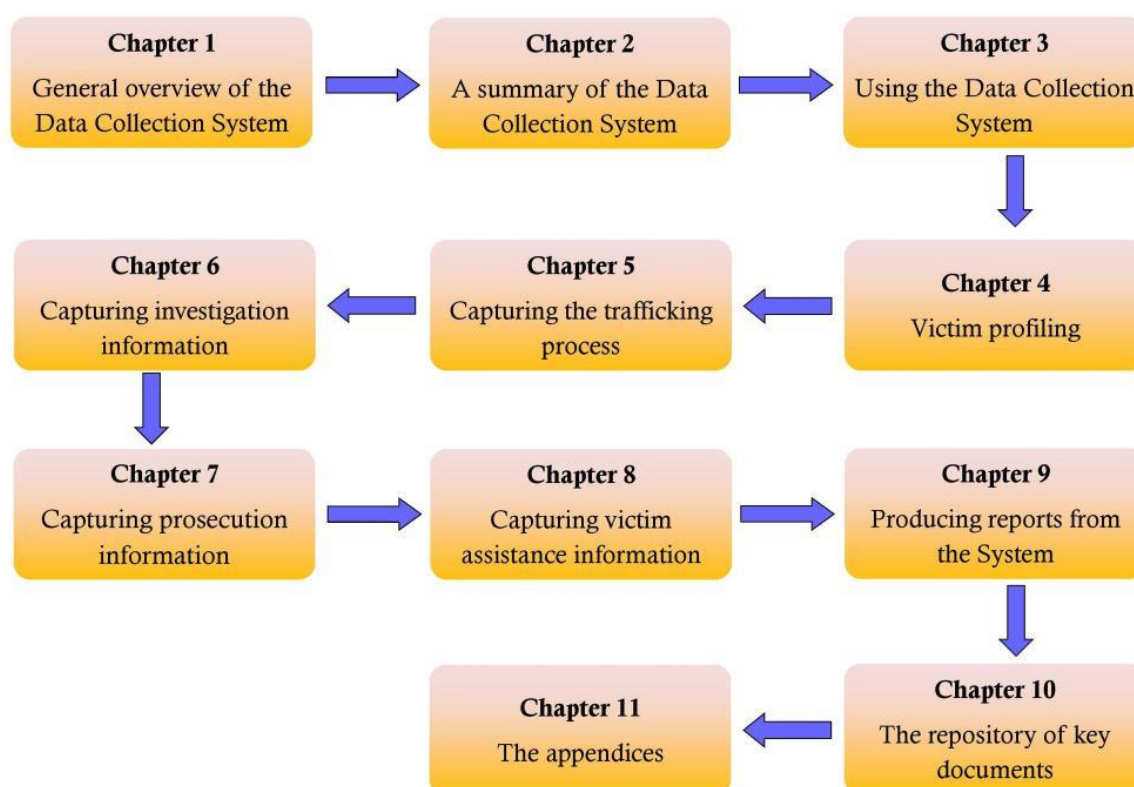
Figure IV – Chapter layout

1.0 General Information

1.1 System Overview

The SADC Regional Anti-Trafficking in Persons Data Collection System is intended to assist anti-Trafficking in Persons (TIP) data collection and sharing among SADC Member States by collecting data from each of the Member States and storing it in a secure central repository.

The database will be used to collect and compile disaggregated data on TIP to inform national planning and decision making, and reporting at national, regional and international levels. Therefore, information from the database will facilitate production of statistical reports disaggregated by sex, age, nationality and other key categories for purposes of:

- Profiling of victims,
- Profiling of traffickers,
- Monitoring of trafficking routes,
- Monitoring of methods used by traffickers (*modus operandi*) and forms of exploitation,
- Assessment of services provided to victims, and
- Monitoring investigation and prosecution of the crime.

The data collection system application development follows a three-tier application architecture. In other words, the system has:

i. a front-end, which is the interface;

ii. the application logic; and

iii. a back-end, which is the database.

Users have access to the front-end only, while the back-end is accessed solely by Administrators. On the interface, users can enter, update, view information and produce reports based on the information in the database. At the back-end, the database saves all the information that has been entered by users. The data collection system is entirely Internet based and all the information is stored in an online database.

1.2 Authorised User Permission

Usage of this data collection system is limited to administrators and authorised users only. Users require a username and an approved password in order to access the system. For assistance on how to get authorisation to use the system, please see *Appendix I* under Section 12.1).

1.3 Point of Contact

Enquiries can be sent to the Administrator at tipsupport@sadc.int.

2.0 System Summary

This provides a summary of how the data collection system works. It includes a description of the users of the system and their levels in the functioning of the system. It also looks at the information flow through the system.

2.1 System Configuration

The SADC Regional Anti-Trafficking in Persons Data Collection System is a combination of document-based and electronic-based data collection. This means that at the document-based level, physical interview forms are completed by interviewers and this information is subsequently captured in the data collection system. At computer-based level, an electronic form that comes on a web browser such as Internet Explorer or Mozilla Firefox is connected through the Internet to a database system based at the regional hub. The electronic form at the user's computer on the web browser accepts information, submits it to the database, and also receives results from requests sent to the server by the user.

There are three user levels in the system namely:

    i.   Administrators based at the regional hub,

    ii.   Users based at national hubs, and

    iii.   Interviewers at sectorial level.

At sectorial level, the system is paper-based and interviewers are the contact points with the victims of trafficking (VoTs). The interviewers are responsible for interviewing the VoTs and completing the interview forms. Users at the National Hubs enter the information that they extract from the paper-based interview forms into the electronic system.

Figure 2.1 illustrates the system configuration clearly showing the users of the system, their placement physically and systematically and also where paper-based and electronic-based input takes place.
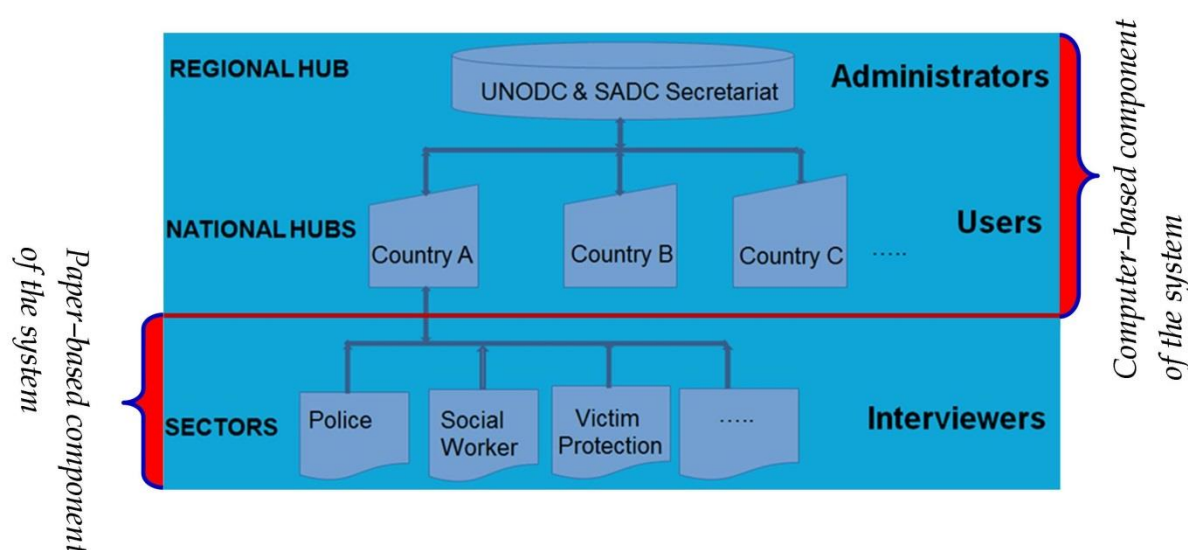
Figure 2.1 Outline of system configuration

The National Hubs represent each of the SADC Member States that are connected to the system.

2.2 Information Flow

Figure 2.2 depicts the normal flow of the data in the data collection system. It represents the information flow process followed by the system and its response to user requests.
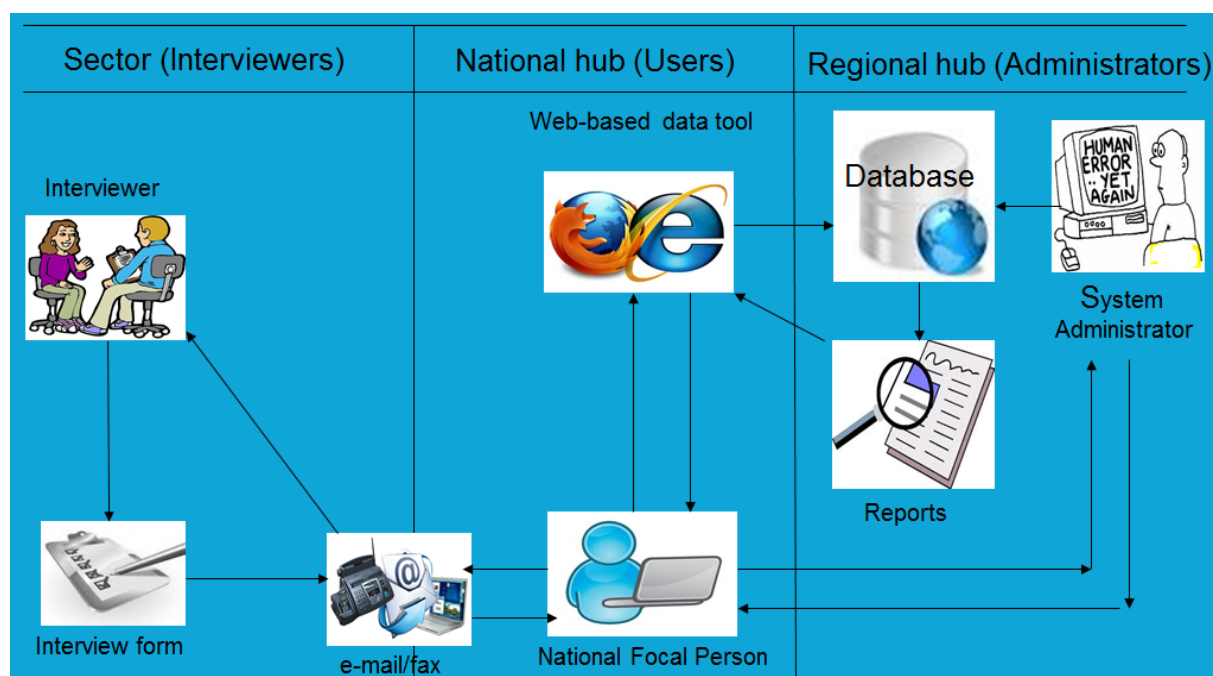
Figure 2.2 Information flow throughout the system

The process begins the moment a VoT is attended to by a first responder, who could be a social worker, a police officer, an immigration officer or any other individual who is mandated by law to interview and assist a VoT. The first responder or interviewer completes the relevant form and sends it to the National Focal Person (NFP) via fax, email or any other means deemed suitable and secure and consistent with the national legislation governing data security. On receipt of the completed form, the NFP opens the SADC Regional Anti-Trafficking in Persons Data Collection System using a web browser of choice, and enters the data as it appears on the forms.

To ensure security of the victim's information, these forms must always be kept safely and the passwords to the system must never be disclosed to anyone. It is, therefore, the responsibility of whoever is authorised to access the data collection system to ensure that their user credentials are not illegally accessed by other people.

The information is saved in the database immediately after all changes have been submitted. If information needs to be edited, the VoT's data can be retrieved, edited and re-submitted.

Users at the National Hub can request reports from the database system as and when required. System administrators at the Regional Hub can produce reports and any other information as requested by the National Hubs. They are also responsible for the day-to-day help-desk administration of the system.

2.3 User Access Levels

Two distinct access levels are defined, namely **Administrators** and **Users**. The data collection system activities are completely visible to the User. The information that the User has already entered into the system is accessible and readily available to other Users who are responsible for data capturing, validation and report generation for that particular Member State (MS). The Users should be able to search for VoTs whose information would have already been captured, edit and update those entries.

Users enter information into the system through a web-based user interface, entering data that has been gathered through the paper-based interview forms. The forms are split into five sections i.e. Victim Profile, Trafficking Process, Investigation, Prosecution and Victim Assistance. Users can only have access to their respective country's database, and upload files into the repository but cannot delete the information in the database. However, Administrators have access to all databases and can remove files from the repository.

Administrators are responsible for registering, activating and de-registering users, interviewers and interpreters.

2.4 Contingencies and Alternative Modes of Operation

This application is Internet-based although it will also work even when Internet connectivity is lost. It is important to note that when one has limited access to the Internet and the speed is slow, it then becomes time consuming to upload large files onto the data collection system using the Internet-based application.

The data collection system also has an Occasionally Connected Application (OCA) mode, which enables users to continue working in off-line mode, despite losses in Internet connectivity (see Section 11.0). Uploading of files will be done in the background once Internet connectivity has been restored.

3.0 Using the system

Now that you have an understanding of this system, it is time to access the system and start using it. This chapter will take you through the interfaces, hardware and software requirements. It will explain to you how to register as a user, log in and out, and how to navigate through the system.

3.1 System Requirements

For optimum results, the User's technology equipment must have the following minimum hardware and software requirements.

A system running Windows 7 or higher:

- At least 1 gigahertz (GHz) or faster 32-bit (x86) or 64-bit (x64) processor
- At least 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
- At least 16 GB available hard disk space (32-bit) or 20 GB (64-bit)
- At least DirectX 9 graphics device with WDDM 1.0 or higher driver

Additionally, Internet access and .NET framework 4.5 are a prerequisite.

The system must be updated with the latest web browser version for optimal performance.

3.2 Starting the Application

Start the SADC Regional Anti-Trafficking in Persons Data Collection System application from your web browser by accessing the following web address: <http://tip.sadc.int>.

3.3 Registration as a User

In order to be registered as a new user to the system, the form in *Appendix I – Account Requests* must be completed and submitted to the Head of the National Hub for authorisation. The forms must then be forwarded to the Administrator using the following email address: tipsupport@sadc.int.

3.4 Logging in and out of the Data Collection System

Once a User has been registered on the system, they will be assigned with a username and password by the Administrator who sits at the Regional Hub. Passwords will only be sent via the email address that is registered on the system for security purposes.

Upon entering the web address, the Login web page (Figure 3.1) will be displayed.

Figure 3.1 Login homepage

3.4.1 Logging into the Data Collection System

Logging into the data collection system will require that users enter the approved credentials.

> **Username –** enter the username assigned to you by the Administrator.

> **Password –** enter the password as assigned to you by the Administrator.

Note. Three consecutive unsuccessful login attempts will block the account and the user will have to contact the Administrator to have the password reset. The reset password will be sent to the user's email account as registered on the system.

WARNING: Keep your passwords in a very secure place. Passwords must NEVER be shared or written down but should rather be memorised.

3.4.2 Forgot Your Password?

If you have forgotten your password, click on the **Forgot Password** button and follow the steps prescribed. Once a reset button is clicked, the password will be changed and sent via the email address that is registered on the system.

If you encounter errors, please refer to *Appendix II – Error messages*.

Note: Passwords and Usernames are case sensitive
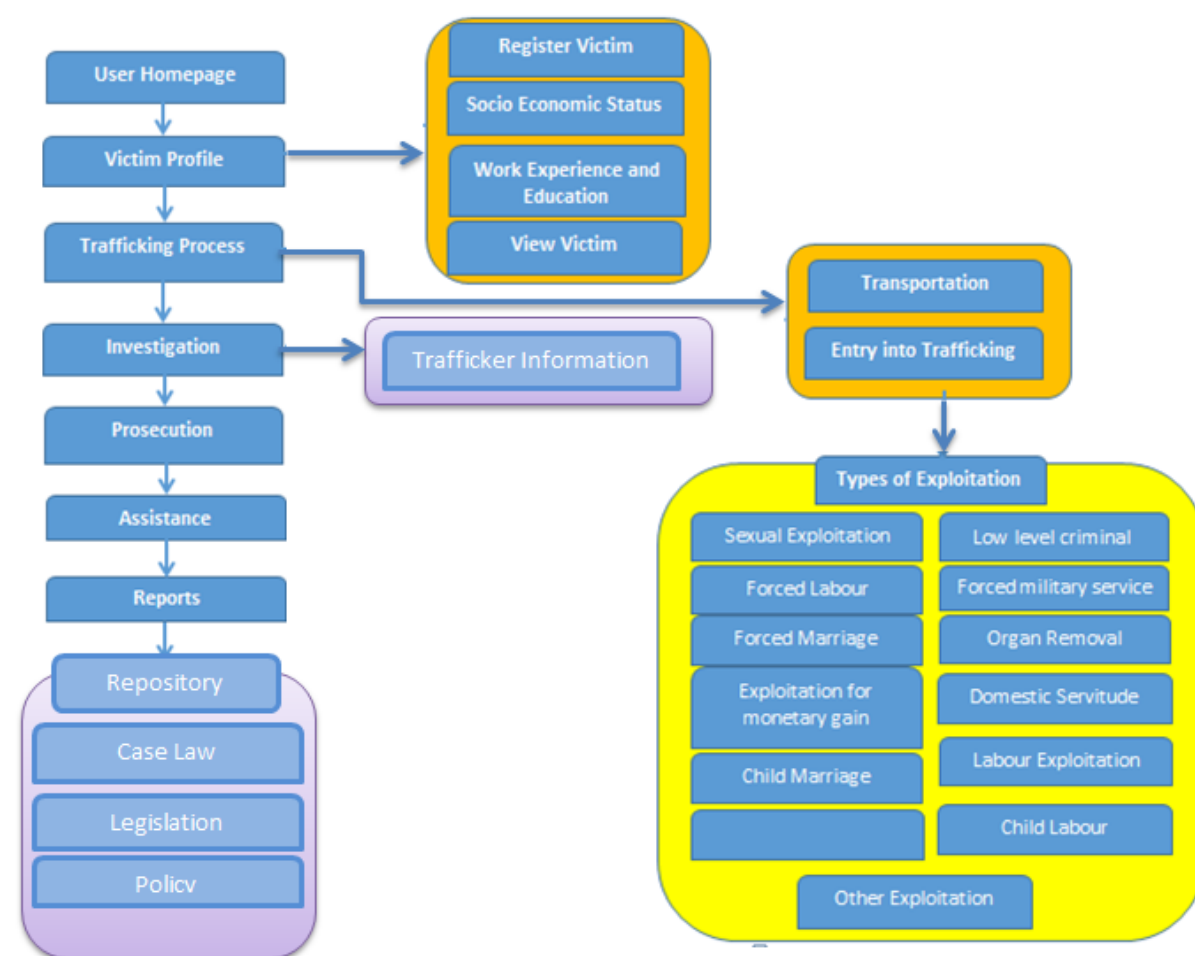
Figure 3.3 Navigating through the system

Figure 3.3 shows the links between all the forms in the data collection system.

3.5 Navigating through the System

Upon successful logging in as a User, a "Homepage" will be displayed.

Homepage is the first page displayed after successful log in.

Victim Profile contains the personal details of the VoT, such as Age, Name, Sex, Socio-economic Status, and Work Experience and Education.

Trafficking Process contains the VoT's information that has to do with how and why they ended up being trafficked. It contains the following information categories: entry into trafficking, the method of transportation and the type of exploitation (if there was exploitation).

Assistance includes information on the type of assistance that was offered to the VoT, ranging from accommodation to financial assistance and repatriation.

Investigation deals with the involvement of the law enforcement agents in handling the perpetrators, and gathering specific data about the traffickers.

Prosecution deals with the trial stage of the TIP case.

Reports contain disaggregated TIP reports for the respective countries. For a report to be generated, there should be data in the database. This means that if there is no data in the database, a report cannot be generated.

Repository is an electronic repository of documentation and laws for fighting TIP in Member States. It has three major categories namely:

- **Case Law database,** which contains TIP case law by country, case summaries and full judgements where available;
- **Legislation database** where the TIP-specific legislation for the respective countries in the SADC region are stored and can be downloaded from; and
- **Policy database,** which includes policy documents, national strategic frameworks and action plans on TIP from SADC Member States.

Sign Out enables the User to sign out of the system.

Users can <u>Register</u>, <u>View</u> and <u>Update</u> the VoT's information as and when the information is made available. Due to the unpredictable nature of cases, certain cases can take several years to be concluded. The system has been designed to cater for that. Current cases can be retrieved and updated as and when necessary. The only operation that cannot be done is deleting. Should there be an erroneously entered VoT, a request to delete should be submitted to the Administrators through the Head of the National Hub or an authorised official at the National Hub.

3.6 Homepage

This is the first page that is displayed after a User has successful logged in (see Figure 3.4).

The homepage consists of **Quick Links** and a **Menu Bar** linking users to all the forms in the data collection system and the identification of the logged in User.

As a security measure, users are automatically logged out of the system if they are not active for a period of more than five (5) minutes. Users will then be required to sign in again in order to continue using the system.

Figure 3.4 Homepage

To sign out, click the **SIGN OUT** button at the top right corner of the **Homepage**, which comes soon after your name.

4.0 Victim Profile

Now that you know how to navigate through the system, it is time to load the information of the VoT from the paper-based case interview forms received from the different sectors. This section takes you through entering, editing and accessing personal details of the VoT i.e. **Age, Name, Sex**, **Socio-economic Status** and **Work experience and Education**.

4.0 Registering a victim

To access the victim profile

- Click the **Victim Profile** tab on the "Homepage".
- Try to capture all details as accurately as possible (Filed are not mandatory if possible you do not have the case number you can still procced with profiling the victim).
- Click **Continue** to save the information, the system will generate the incident number for that particular case.

Since the data collection system endeavours to collect personal information, the principle of 'informed consent' applies. As such, a VoT has to be informed of his/her rights before their information can be captured. The individual should also be informed of the reason for collecting the information. Consent has to be sought before the information is processed and stored.

Figure 4.1 Register new case

4.1 Victim Profile

Victim profile is split into three (3) stages, namely:

- Personal details – Registration of a Victim
- Socio-economic status information
- Work Experience and Education

The Victim Profile contains the **Personal Details** of the victim, the **Socio-economic Status** and the **Work Experience and Education.**

Even though some information might be missing at the time of capturing the data in the system, the form will still be able to save as not all the fields are mandatory. The Victim

Profile can be updated at a later stage should more information become available. Users are able to view **Victim Profiles** through a search function.

4.2 Personal Details

Continue with the registration of a victim, A **Victim ID and the Incident number** will be generated automatically when the page loads and is displayed on top of the page (See Figure 4.2). For example, SWV2005 represents a VoT from Swaziland. The first two letters [SW] represent the Kingdom of Swaziland, V representing Victim, and the number 4 digits being the unique number generated randomly by the system.

Note: The VICTIM ID is the unique identifier for every form related to the VoT. The VICTIM ID will be referred to throughout the system usage, so please insert it on the Case Interview Form for each particular case. This will also help reduce unnecessary duplication in the system.

Figure 4.2 Registering VoT's personal details

- Try to capture all details as accurately as possible. Note that under the **ID TYPE**, passports and other travel documents such as Emergency Travel Documents (ETDs) fall under **OTHER.**
- Click **Save and Continue** to save the information.
- After clicking **Submit**, a pop-up message box with the **Victim ID** will appear. Write down the **Victim ID** on the paper-based **INTERVIEW FORM** for future reference (see *Appendices III, IV, V* and *VI* for examples of the paper-based forms).
- Click **Cancel** to ignore changes made to the Victim Profile and Exit.
- System will automatically delete registered case number

4.2.1 Socio-Economic Status Information

The interface has been designed in such a way that there will be minimal usage of the keyboard and more usage of the mouse. The options are mostly drop-down. However, in

instances where the user chooses the option **OTHER**, the keyboard has to be utilised to type in the required details.

The **Socio-economic status** is divided into two sections as shown in Figure 4.3.

- The Socio-economic form will appear after saving the personal detail of a victim, the name of a victim registered will appear on top of the form as shown in Figure 4.3.
- Complete all the relevant information.

Figure 4.3 Socio-economic status data entry form

- Click **Save and Continue** once the form has been completed to save the new changes.
- Clicking on **Cancel,** the system will show a dialog box with the victims successfully registered.
- Click NO to exit the profiling forms of victim
- Click Yes to add new victim under that certain case you will be working on
- To update Socio-economics exit the registration form. Click victim profile and enter the case number or the incident number, the system will re-direct you to update pages.

4.2.2 Work Experience and Education

To access the form for the work experience and education data:

- By Clicking save and continue on Socio-economics form the form work Experience and education will appear as shown in figure 4.4.
- Complete all the relevant information.

Work Experience and Education

Enter Victim ID   [   ]   Search

1.1 Has the individual had any work experience?	[- ▼]
1.2 What was the last activity/occupation the individual was engaged in prior to departure from the place of origion?	[- ▼]
1.2.1 If OTHER, please specify:	[ ]
1.3 Has the individual had any formal education?	[- ▼]
1.4 What was the last level of education received?	[- ▼]

Submit   Update   Cancel

Figure 4.4 Work Experience and Education form

- Clicking **Submit** will save the changes done into the database.
- Clicking on **Cancel,** the system will show a dialog box with the victims successfully registered.
- Click NO to exit the profiling forms of victim
- Click Yes to add new victim under that certain case you will be working on
- To update Socio-economics exit the registration form. Click victim profile and enter the case number or the incident number, the system will re-direct you to update pages.

4.2.3 Updating Victim Profile Details

To update the **Victim Profile** details:

- Click the **Victim Profile** tab on the "Homepage".
- Enter a case number/Incident number
- Click Continue(if the case number exist on the system the system will automatically redirect you to the update page)

An update form will show.
- Enter the **Victim ID**[1] or Incident number generated by the system automatically when registering the victim and press **Search**

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[1] Encase you have forgotten the victim ID, Go to Victim Profile, Victim View, and you can search for a victim using a victim ID or using the date range or country. And then copy the victim ID from there

Update victim Profile

Search by Incident / Victim ID	NAV10265	Search

The system will detect weathere the Text entered is an Incidednt number or a Vicitm ID.
- If the text enetered is a Victim ID the system will load the profile of the victim as shown in figure 4.5
- Complete all the relevant information.

Update victim Profile

Search by Incident / Victim ID   NAV10265   Search

Inceident Number		**Victim ID** NAV10265	
First Name(s) *: test		Country of birth *: Angola	
Family Name(s) *: Borihla		Place of Birth :	
Sex *: Female		Citizenship *: Angola	
Language :		Last place of residence :	
Race : White		**Address :**	
ID Type : Driver's License			
ID Number : 05605050		Interview Date :	
Age : 34		Interview Location *: dsf	
Additional Remarks (Please state)			

Cancel   Update

Figure 4.5 Updating victim profile

- By Clicking update the system will procced to Socio economic click update and continue if you do not have any changes on that form.

- If text entered is an incident number the system will display a list of victims linked to that incident number.

- Select from the list a victim ID to Update.

5.0 Trafficking Process

Now that you have captured the VoT's bio-data into the system, it is time to find out how they ended up being trafficked.

The **Trafficking Process** tab contains victim's information that has to do with how and why he or she ended up being a VoT. It captures the **Act**, **Means** and **Purpose** of trafficking. This section explains how to populate the following information categories: entry into trafficking, the method of transportation and the type of exploitation (if there was exploitation).

5.1 Trafficking Process
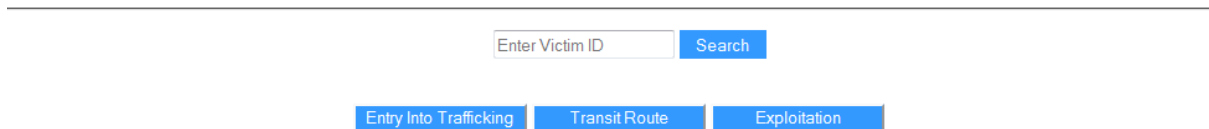
This section deals with the process and action of recruitment of the VoT. It is divided into two sections namely:

1. Entry into trafficking and exploitation; and
2. Transit route

To access the page for Trafficking Process:

- Click the **Trafficking Process** tab on the "Homepage". The screen as shown in Figure 5.1 will appear.
- Enter the **Victim ID** and click **Search** as shown in Figure 5.1.

Case Interview Form : Trafficking Process

| Enter Victim ID | Search |

| Entry Into Trafficking | Transit Route | Exploitation |

Figure 5.1 Trafficking Process homepage

5.2 Entry into Trafficking

This form contains information on the **Act** and the **Means** used to recruit a person into trafficking. It also contains information on the **Purpose** of trafficking, which is mainly for exploitation.

- Select and click on the **Entry into Trafficking** tab.
- **Entry into Trafficking** form will show up as shown in Figure 5.2.

THE PROCESS : ENTRY INTO TRAFFICKING

1.1 What was the **action(s)** employed in the process of trafficking? Receipt
  1.1.1 If recruitment, how was the victim recruited? Personal contact
    1.1.1.1 If OTHER, please specify:
  1.1.2 What was the individual's relationship with the recruiter/s? -
    1.1.2.1 If OTHER, please specify:
  1.1.3 Was the individual sold in the trafficking process? No
  1.1.4 Did the individual pay any money to a recruiter in advance? No
    1.1.4.1 If Yes, how much? US Dollars $ 0
    1.1.5 Which place/ country did the victim expect to go and what were the expected benefits/promises?

    Please specify:
  1.1.6 If Yes, record the most significant sale and the sale price in USD: US Dollars $ 0
1.2 What was the **means** employed in the process of trafficking? Deception
  1.2.1 If deception, to which place/ country did the victim expect to go and what were the expected benefits/promise?

    Please specify :
1.3 Was there any exploitation? : Yes

| Update | Cancel |

Figure 5.2 'Entry into trafficking' data entry form

- Enter the information requested in the data entry form.
- At the end of the form at **Question 1.3**, the User is required to indicate whether or not there was any exploitation experienced by the victim. If the answer is "**NO**", click Submit to save and proceed to the next step. However, if the answer is "**YES**", then select the Type of Exploitation to complete the form. You should select one type of exploitation at a time. This will open up a form to enter more details on the type of exploitation that the VoT was subjected to. For example, if you select **Sexual Exploitation**, the form for sexual exploitation will be displayed. Fill in the form, click **Save** and you will then be able to select another type of exploitation and follow the same process. Remember to always click **Save** for the information to be saved into the system.

5.2.1 Accessing the 'Exploitation' page

- First make sure you have selected **YES** in response to Question 1.3 of the **Entry into Trafficking** form.

- Once you have selected **YES** to Question 1.3, the system will take you to the various forms of exploitation as shown in Figure 5.3.

Figure 5.3 accessing the 'Exploitation' page

Exploitation takes many forms and has been divided into 12 major areas namely:

1. Sexual Exploitation
2. Forced labour
3. Child marriage
4. Child labour
5. Low level crime
6. Forced marriage

7. Forced military service
8. Exploitation for monetary gain[2]
9. Labour Exploitation
10. Organ removal
11. Servitude
12. Slavery

Please select **Other** in the event that the form of exploitation that the VoT will have experienced is not on the list.

Clicking on the forms of exploitation will give you an opportunity to provide the details about the exploitation of the particular VoT (see Figure 5.4).

Forced Labour

1.1 Did the individual have to pay a debt to his/her exploiters	- ▾
1.1.1 Please specify - Total amount?	
-Amount per month?	
1.1.2 What was the debt for?	
1.2 What type of work was undertaken?	- ▾
1.2.1 If OTHER, please specify:	
1.2.2 If FACTORY WORKS,please specify manufacturing sector:	
1.3 How many days per week was the individual required to work?	
1.4 What was the average hours worked per day?	
1.5 How much did the individual earn on everage per day (estimate in USD)?	
1.5.1 Of this sum was the individual allowed to keep a sum for her/himself per day:	- ▾
1.5.2 If YES, please specify in USD and percentage total earnings per day:	
1.6 Was the individual able to remit money home?	- ▾
1.6.1 If YES, how much?	
1.7 Were other persons in the same situation as the individual?	- ▾
1.7.1 If YES, how many?	
1.7.2 What was their sex?	- ▾
1.7.3 What were their approximate ages?	- ▾
1.7.4 What were their nationalities? Please specify:	
1.8 Was the individual deported without pay/with insuffucient pay after the work?	- ▾
1.9 Was the exploiter involved in alerting law enforcement of any unlawful condition justifying the deportation?	
1.10 Did the exploiter confiscate the individual's travel document or other identifying document?	- ▾
1.10.1 If YES, please specify:	
1.11 How was the individual freed?	- ▾
1.12 Additional Remarks (Please state):	

Save   Cancel

Figure 5.4 Forced Labour Exploitation data entry form

---

[2] Exploitation for monetary gain refers to stealing of a child/children from their biological parent(s) or guardian(s) and transfer of the child/ children to another jurisdiction for purposes of actual or perceived eligibility to obtain a financial benefit accruing to a person with a child, e.g. a government social grant.

5.2.2 Transit Route

The transit route data entry form captures the routes followed by traffickers in bringing the victims from their source country or community to their place of destination, where they were exploited (see Figure 5.5).

To access the page:

- Click the **Trafficking Process** tab on the "Homepage".
- Select and click the **Transit Route** button.
- Complete all the relevant information.
- Click **Save** to save all changes to the database.
- Press **Cancel** to discard all changes done and go back to the **Trafficking Process** page.

Figure 5.5 Transit route data entry form

6.0 Investigation

Victim's details, background and trafficking process have now been loaded to the system. It is now time to find out how the individuals ended up being trafficked, and capture the information about those who were involved in the syndicate.

The **Investigation** tab contains information that has to do with how, where, when and what happened in the trafficking process. It captures the arrests made, the status of the investigation and the details of traffickers that have been implicated in the particular cases.

6.1 Investigation

Data collection forms for law enforcement are completed by officers mandated by the national law in each of the SADC Member States.

6.1.1 Creating a New Case

- Select and click the **Investigation** tab on the "Homepage". The screen in Figure 6.1 will appear.

Case Interview Form : Investigation

| LSV2001 | Search |

Figure 6.1 Investigation homepage

- In the **Victim ID** text box, enter the **Victim ID** that was generated automatically when the Victim was registered on the **Victim Profile** form (See Section 4.1 of this manual) and click **Search**.

Case Interview Form : Investigation

| AOV10474 | Search |

1.1	Have any suspects been arrested to date.	Yes
	1.1.2 If NO, please explain why there have been no arrests?	
1.2	Has an investigation been conducted?	-
	1.2.1 If NO, please specify:	
	1.2.2 If YES, what is the status of the investigation?	-
	1.2.2.1 If PENDING, specify:	
	1.2.2.2 If WITHDRAWN or CASE FILE CLOSED please specify:	

| Update | Cancel | Add/Update Trafficker |

Figure 6.2 Investigation data entry form

- After clicking the **Search** button, the system will check if the **Victim ID** entered already exists in the database.
- If it is the first time entering the details of a VoT, an empty form will be displayed (see Figure 6.2). Complete this form and click on **Submit** to save the details of the VoT in the data collection system.
- However, if the **Victim ID** already exists, the information will be loaded onto the form. Update this information as necessary. This will update the details of that particular VoT.
- Click **Cancel** to exit the form.

6.1.2 Updating an Investigation

- Follow all the steps for creating a new investigation case as above.
- Click **Update** to accept changes.

- Click **Cancel** to exit.

6.1.3 Trafficker Information

This trafficker information section captures the offender's details.

- Complete all the relevant information

Figure 6.3 Investigation data entry form

- Click **Save** to save the information of the first trafficker and to add other offenders.
- When you are done adding offenders, press the **Cancel** button to discard the changes made to the form.
- When done with the investigation form, click **Submit** to add changes to the database and to exit the page.

6.1.4 Updating an Investigation

- Follow all the steps for creating a new case as above
- Click **Update** to update changes.

7.0 Prosecution

After investigations have begun or are concluded, the case is taken to the courts for prosecution. The **Prosecution** tab captures details of the case, its verdict, nature of sanction/penalty and compensation for the victim, if any.

7.1 Prosecution

This part of the form will only be completed once the case has reached the trial stage. It can also be updated on an on-going basis whenever new information relating to a specific case is made available.

7.1.1 Creating a New Case

- Go to the "Homepage".
- Select and click **Prosecution** tab. The screen in Figure 7.1 will appear.

Case Interview Form : Prosecution

LSV2001 [Search]

1.1	What is the status of the case ?	- ▾
	1.1.1 If WITHDRAWN, please explain :	
	1.1.2 If accused is released on bail, are their current whereabouts known ?	- ▾
	1.1.2.1 If YES, please specify:	
	1.1.2.2 If NO, Specify:	
	1.1.3 If bail forfeited, please explain:	
1.2	In which trial court is this case enrolled?	- ▾
	1.2.1 If in a foreign court , please specify:	
	1.2.2 What is the assigned court case number?	
1.3	What was the verdict?	- ▾
	1.3.1 If guilty specify :	- ▾
1.4	What was the outcome of this prosecution ?	- ▾
	1.4.1 If ACQUITTAL , state the reasons:	- ▾
	1.4.4 If REVIEW/APPEAL, what was the outcome:	
	1.4.3 If OTHER, please specify	
1.5	What was the nature of the sanction/penalty?	- ▾
	1.5.1 If CUSTODIAL SANCTION/penalty what was the severity of the sanction/penalty?	
	1.5.2 If FINED, please specify the amount in USD :	
	1.5.3 If SUSPENDED, please specify	- ▾
1.6	Did the victim receive any compensation	- ▾
	1.6.1 If YES, please specify the amount in USD :	
1.7	Was there any asset forfeiture conducted?	- ▾
	1.7.1 If YES, please specify assets forfeited (include the VALUE in USD) :	

[Submit] [Cancel]

Figure 7.1 Prosecution data entry form

- In the **Victim ID** text box, enter the **Victim ID** that was generated automatically when the Victim was registered on the **Victim Profile** form, and click **Search**.
- If the **Victim ID** exists, his/her information will be loaded to the textboxes in the form. Update the information as necessary.
- If it is the first time entering a victim's information, an empty form will appear. Complete the form and press **Submit**.
- Click **Submit** to save changes and exit.

7.1.2 Updating a Case

- Follow all the steps above and complete the sections that you want to update.
- Click **Update** to update changes.
- Click **Cancel** to exit.

8.0 Assistance

This section captures the details of the assistance given to the VoT and the duration of the assistance.

8.1 Victim Assistance

The forms for **Assistance** are completed by victim support agencies, Social Workers or other national and/or international organisations that provide VoTs with some form of assistance, as mandated by the national law.

8.1.1 Creating Victim Assistance Form for a New Victim

If the victim received assistance, the following form should be completed. The steps that should be followed to complete the form are as follows:

- Go to the "Homepage".
- Select and click the **Assistance** tab. The screen in Figure 8.1 will appear.
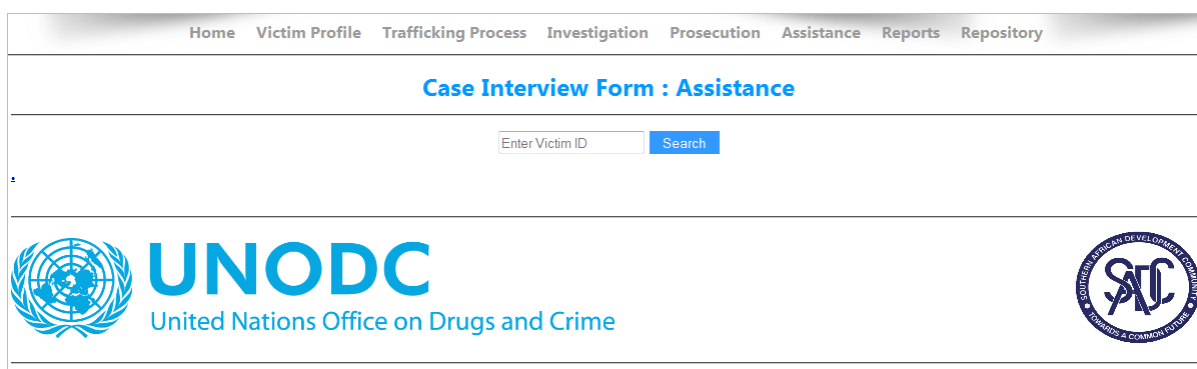
Figure 8.1 Victim Assistance homepage

To populate the assistance form, follow the steps outlined below:

- In the **Victim ID** text box, enter the **Victim ID** that you are searching for, which was generated automatically when the Victim was registered in the **Victim Profile** form, and click **Search**.
- After clicking the **Search** button, the system will check if the **Victim ID** entered already exists in the database or not. If the victim exists in the database, the entire victim's Assistance details will be loaded onto the form.
- If it is the first time entering a victim's details, an empty form will be displayed (see Figure 8.2). Complete the form as necessary and click **Submit**.

Figure 8.2 Victim assistance data entry form

- Once you have completed the sections with the information captured on the paper-based interview form, click **Submit** to save the changes and exit.

8.1.2 Updating Victim Assistance Form

- Follow all the steps above for creating a new victim assistance case.
- Click **Update** to update changes.
- Click **Cancel** to exit.

9.0 Reports

Generation of reports is the core function of the SADC Regional Anti-Trafficking in Persons Data Collection System. All data entered into the system needs to be aggregated so that it becomes meaningful and can be used for decision-making and policy formulation.

This section enables the user to create reports from the data stored in the system. The data can be extracted into a spread-sheet application and be modified accordingly. It is important to note that the generation of reports is highly dependent on the data captured in the system. Comprehensive data captured results in comprehensive reports. Scant data results in poor reports. Interviewers are, therefore, encouraged to capture as much data on the case as is possible, which will also enable the users to capture the data into the system.

9.1 Standard Reports

This Module is designed to generate both *ad hoc* and standard reports. To access reports from the system, follow the steps below:

- Go to the "Homepage".
- Select and click the **Reports** tab.
- Reports are divided into different sections namely VoT, Entry into Trafficking, Transit Route, Investigation, Prosecution and Assistance as seen in Figure 9.1.

Figure 9.1 Different reports generated by the system

To access the reports, click the relevant report button. Report extraction follows the same steps as outlined in the VoT Reports in the section below.

9.1.1 Generating a standard report

For instance, to generate VoT reports:

- Click the **VoT Reports** button.
- Select group type for the reports
- The report will be automatically displayed on the home screen for instance **by gender and age report** as shown in Figure 9.2.

Figure 9.2 VoT reports By Age & Gender

- To extract the report to an excel spreadsheet on your computer, **click the Export to CSV button on the bottom of the report.**
- A pop up will appear on the screen asking whether you want to open or save (see Figure 9.3)
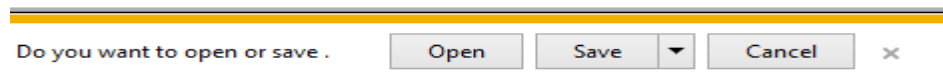
Figure 9.3 Options to open and/or save the reports

Then choose where you want to save the extracted file to.

- Click the **Exit** button to return to the **Reports** homepage.

10.0 Repository

This part of the system contains a repository of policies, case laws and legislations from SADC Member States. Policies include National Strategic Frameworks, National Action Plans, Standard Operating Procedures and other relevant documents. Legislation database is a repository of specific laws to counter TIP. Case Law database contains full cases or summaries of TIP cases in the Member States.

10.1 Repository

The **Repository** tab contains links to case law, legislation and policy databases. To access the **Repository** tab, go to the "Homepage".

- Select and click the **Repository** tab. Figure 10.1 will be displayed.

Figure 10.1 Repository homepage

10.2 Case Law database

Clicking on the **Case Law** tab will take you to a list of cases for TIP judgements in the SADC region grouped by each MS.

10.2.1 View cases

To view a case in a particular MS, click on the MS name/flag and select the case that you are looking for.

The number of cases for a specific MS is displayed in parenthesis (…) next to the MS name.
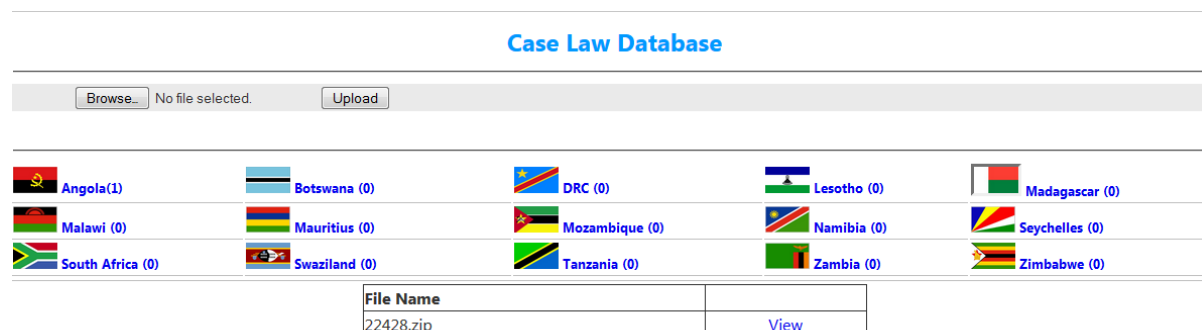
Figure 10.2 Case law databases

10.2.2 Uploading case documents

To upload a case:

- Click **Browse** to open a dialogue box with files from your computer.
- Select the file you want to upload and click **Open.** The file name will appear in the dialogue box. Please ensure that the file name on your computer should never contain details that will make it easier to identify the VoT by their true name.
- Click **Upload.**

10.3 Legislation

The legislation link contains the different TIP legislation for the various Member States in the SADC region.

10.3.1 View Legislation

To view legislation:

- Go to the "Homepage".
- Click the **Repository** tab and select **Legislation database.**
- Click the name/flag of the MS you are interested in.
- The list of files will be displayed underneath the country's flag.
- Click on the file that you want to view, and follow the instructions.

10.3.2 Uploading legislation documents

To upload files to the legislation database, follow the same steps as presented in Section 10.2.2.

10.4 Policy

All policies that are adopted by, and in use in the Member States are listed in the **Policy database**.

10.4.1 View Policy

To view Policy files:

- Go to the "Homepage" and select **Repository.**
- Select and click **Policy database**.
- Click the name/flag of the MS you are interested in.
- The list of files will be displayed underneath the country's flag.
- Click on the file that you want to view, and follow the instructions.

10.4.2 Upload policy files

- Click on the **Browse** button to select the file you want to upload.
- Click **Upload.**

11.0 Offline version of the Data Collection System

An occasionally connected application is an application that uses data from a remote database but that might not always have access to the remote database. OCA is used when access to the Internet is not guaranteed. In these situations, applications can use data from a local database and periodically synchronize the data with the remote database.

Now that you have attained an understanding of the online system and what is OCA, you can now use the offline version of the system. The functionality of the system is similar to the functionality of the online version. This section will explain how to install and how to start using the system.

11.1 Occasionally Connected Application

The Occasionally Connected Application (OCA) is an offline version of the SADC regional anti-trafficking in person's data collection system. It was developed in response to concerns raised by Member States that they do not always have access to a reliable Internet connectivity. As such, the OCA allows an authorised User to work offline, and synchronise the captured data with the online system once Internet access has been restored.

11.1.1 Installing the OCA

The Administrator will provide a setup file to install the OCA to a designated Information and Communication Technology (ICT) expert in each of the SADC Member States. Once you have been provided with the installation file, double click on it and start the installation process.

The designated ICT expert in each MS will be trained on how to install and configure the system and will provide an installation guide to the registered users.

11.1.2 Starting the system

Start the application by double clicking on the Anti-Trafficking in Persons Data Collection System icon on your desktop, which will take you to the login page (see Figure 11.1). You will be requested to supply your authorised credentials, or login details, for you to be able to access the system. Once the system has successfully verified your credentials, you will be authorised to access the system and start uploading data into the system. It is, therefore, important that you are registered as a user, and keep your user credentials safe to limit unauthorised access into the system.
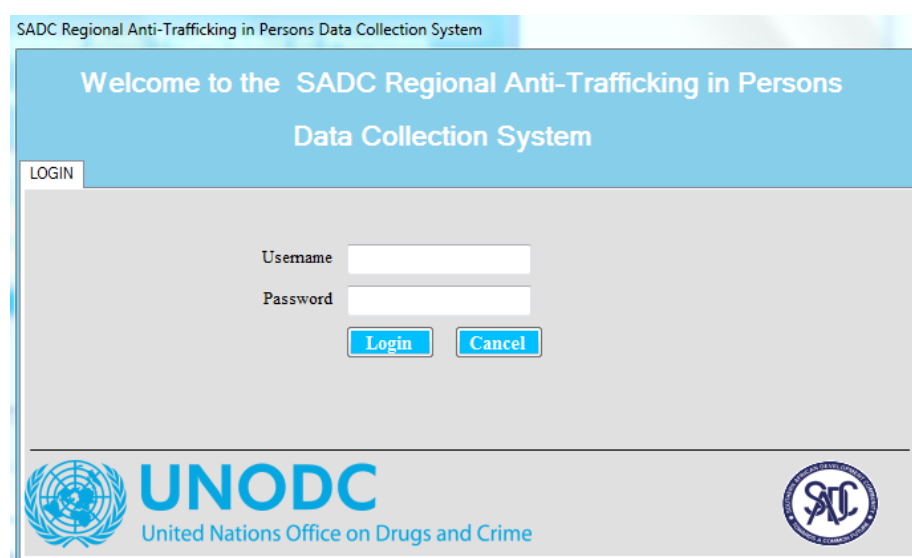
Figure 11.1: Log in to the Data Collection System

11.1.3 Registering a new user

In order to be registered as a new user to the system, the form in *Appendix I – Account Requests* must be completed and submitted to the Head of the National Hub for authorisation. The forms must then be forwarded to the Administrator using the following email address: tipsupport@sadc.int.

11.1.4 Login into the Data Collection System

Once a User has been registered, they will be assigned with a username and password by the Administrator. Passwords will only be sent via the email address that is registered on the system for security purposes.

> **Username** – enter the username that was assigned to you by the Administrator.

> **Password** – enter the password as assigned to you by the Administrator.

Note. Three consecutive unsuccessful login attempts will block the account and the User will have to contact the Administrator to have the password reset. The reset password will be sent to the User's email account that is registered in the system.

WARNING: Keep your password in a very secure place. Passwords must NEVER be shared or written down, but should rather be memorised.

Upon successfully logged in, the main page will show up. See Figure 11.2 on how to navigate through the system.
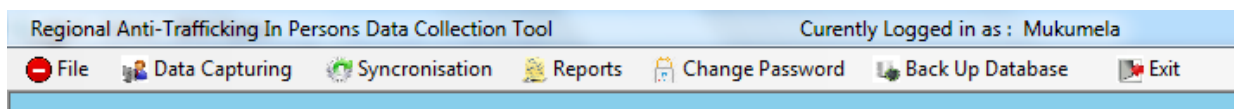
Figure 11.2: Data Collection System main page

11.1.5 Forgot password

If you have forgotten your password, contact Administrator. The Administrator will reset your password and enable login using your new password.

11.1.6 Navigation through the system

The navigation shows the relationship or links between all the forms in the data collection system
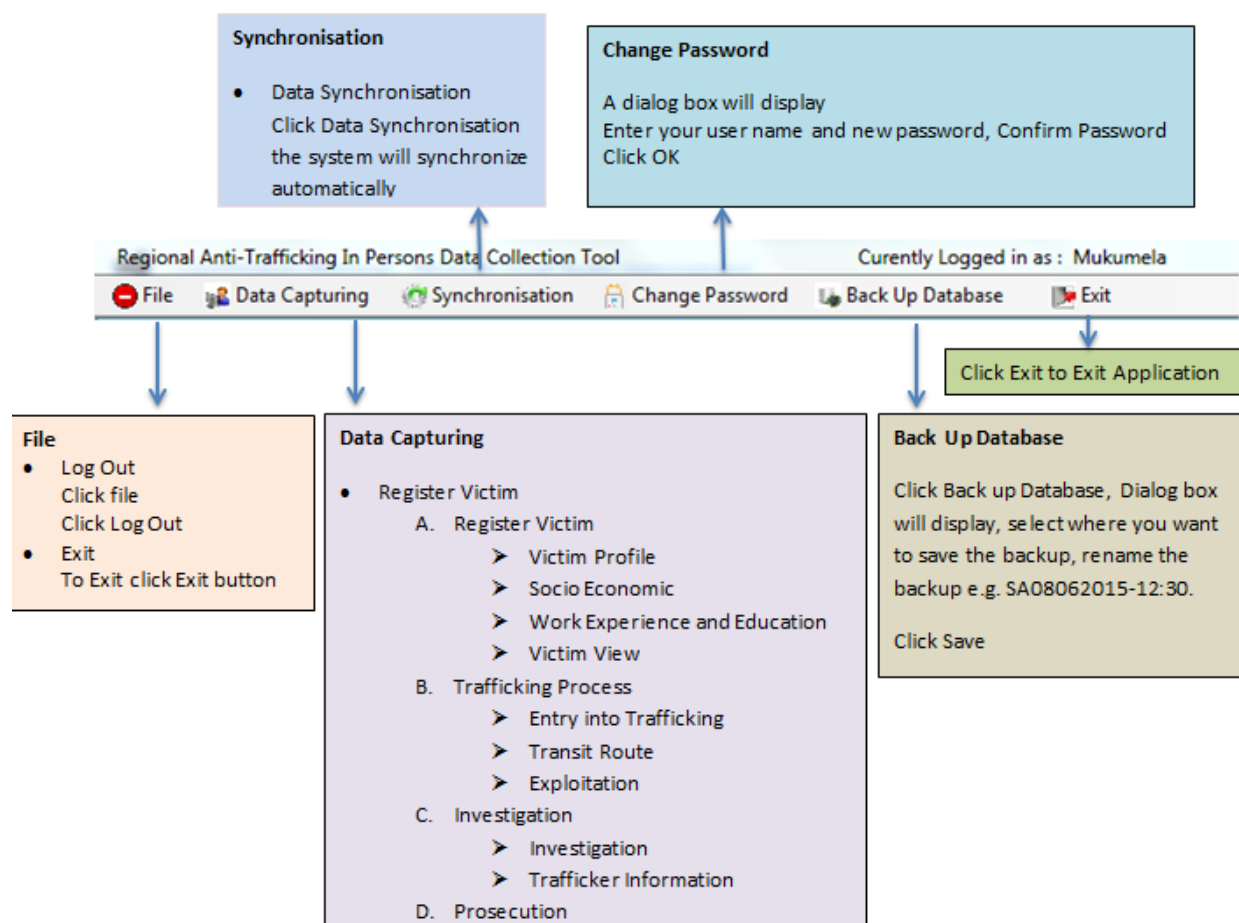
Figure 11.3: Data Collection System Navigation

11.2 Register Victim

To register a victim, click on the **Register Victim** button under **Victim Profile**. The **Register form** will appear as shown in Figure 11.4. A **Victim ID** will be generated automatically when the **Submit** button is clicked. For example, **ZAV1305** represents a VoT from South Africa. The first two letters [ZA] represent country, [V] represent Victim, while the numbers [7764] are uniquely and randomly generated by the system.

Figure 11.4: Victim profile

11.2.1 Updating Victim's Personal Details

To update the **Victim Profile** details:

- Click **Victim Profile** tab and click on the **Register Victim** button.
- Click the **Update** button.
- In the textbox, enter the Victim ID and click **Search**, which will retrieve the victim's information.
- Update all details as necessary and click **Update** to save the changes and redirect to the **Socio Economic Information** tab.

Even though some information may be missing, the form will still be able to save as not all the fields are mandatory.

The Victim Profile contains the **Personal Details** of the victim, the **Socio Economic Information** and the **Work Experience and Education** information

11.2.2 Socio-Economic Information

The **Socio-economic status** is divided into two sections as shown in Figure 11.5.

- Click on the **Victim Profile** tab on the "Homepage".
- Select and click the **Register/Update** button under the **Socio-Economic Status Information** link and you will get a screen as shown in Figure 11.5.
- Enter the **Victim ID** and click the **Search** button.

Figure 11.5: Socio Economic Information

11.2.2.1 Updating Socio-Economic Status

To update the **Socio-economic status** details:

- Click the **Victim Profile** tab on the "Homepage".
- Select and click the **Socio economic** button.
- In the text box, enter the **Victim ID**, which was generated automatically when the Victim was registered in the **Victim Profile** form, and click **Search.**
- Update all details as necessary.
- Click **Update** to save the changes and review.
- Click **Cancel** to exit the page.

11.2.3 Work Experience and Education

To access the page:

- Click on the **Victim Profile** tab.
- Click **Work Experience and Education** button.
- Complete all the relevant sections.

Figure 6: Work Experience and Education form

- Clicking **Submit** will save the changes done in the database.
- Click **Cancel** to discard all the changes made.

11.2.3.1 Updating Work Experience and Education

To update the **Work Experience and Education** status details:

- Click the **Victim Profile** tab on the "Homepage".
- Select and click the **Work Experience and Education** button.
- In the text box, enter the **Victim ID**, which was generated automatically when the Victim was registered in the **Victim Profile** form, and click **Search.**
- Update all details as is necessary.
- Click **Update** to save the changes and review.
- Click **Cancel** to exit the page.

11.3 Trafficking Process

This section deals with the process and action of recruitment of the VoT. It is divided into two sections namely:

1. Entry into trafficking and exploitation; and
2. Transit route

To access the page for Trafficking Process:

- Click the **Trafficking Process** tab on the "Homepage". The screen, as shown in Figure 11.7, will appear.
- Enter the **Victim ID** and click **Search** as shown in Figure 11.7.

Figure 11.7: Trafficking Process homepage

11.3.1 Entry into Trafficking

This form contains information on the **Act** and the **Means** used to recruit a person into trafficking. It also contains information on the **Purpose** of trafficking, which is for exploitation, thus capturing information about all the three elements of TIP.

- Select and click on the **Entry into Trafficking** button.

Figure 11.8 'Entry into Trafficking' data entry form

The form for **Entry into Trafficking** will show up as shown in Figure 11.8.
- Enter the information requested in the data entry form.
- Answer YES or NO to Question 1.3 (Was there any exploitation?) as presented in Figure 11.8. This question will enable you to have access to the exploitation form if there was exploitation. If the answer is NO, then the User will not have access to the **Exploitation** details form. If you mistakenly answered NO, you can still revisit the question and answer YES in order to access the **Exploitation** form.

11.3.2 Transit Route

The transit route data entry form captures the routes followed by traffickers in bringing the victims from their source country or community to their place of destination, where they were exploited (see Figure 11.9).

To access the page:

- Click the **Trafficking Process** tab on the "Homepage".
- Select and click the **Transit Route** button.
- Fill in all the relevant sections.
- Click **Submit** to save all changes to the database.
- Click **Cancel** to discard all changes done and go back to the **Trafficking Process** page.

Figure 11.9: Transit route data entry form

11.4 Investigation

Data collection forms for law enforcement are completed by officers mandated by the national laws in each of the SADC Member States.

11.4.1 Creating a New Case

- Select and click the **Investigation** tab on the "Homepage". The screen in Figure 11.10 will appear.
- In the **Victim ID** text box, enter the **Victim ID** that was generated automatically when the Victim was registered on the **Victim Profile** form and click **Search**.

Figure 11.10: Investigation homepage

- After clicking the **Search** button, the system will check whether or not the **Victim ID** entered already exists in the database. If the **Victim ID** exists, the information will be loaded onto the form and then can be updated accordingly.
- If it is the first time entering the details of that particular VoT, an empty form will be displayed (see Figure 11.10). Complete this form and click on **Submit**.
- Click **Update** button to save changes
- Click **Cancel** to exit the form.

11.4.2 Trafficker Information

This trafficker information section captures the offender's details.

- If suspects were arrested, in response to **Question 1.1** (see Figure 11.10), select and click "**YES**" on the drop down menu and the screen in Figure 11.11 will be displayed.
- Fill in all the relevant sections.

Figure 11.11: Trafficker Information

- Click **Add** to save the information of the first trafficker and to add other offenders. Click on the **Cancel** button to discard any modifications made.

To update Investigation information, follow all the steps for creating a new investigation case as above. Click **Update** to accept changes, or **Cancel** to exit.

11.5 Prosecution

This part of the form will only be completed once the case has reached the trial stage. It can also be updated on an on-going basis whenever new information relating to a specific case is made available.

11.5.1 Creating a New Case
- Go to "Homepage".
- Select and click **Prosecution** tab. The screen in Figure 11.12 will appear.

Figure 11.12: Trafficker Information

In the **Victim ID** text box, enter the **Victim ID** that was generated automatically when the Victim was first registered.

- If the **Victim ID** exists, his/her information will be loaded to the textboxes in the form. Update the information as necessary.
- If it is the first time entering a victim's information, an empty form will appear. Complete the form and click **Submit**. Click **Update** to save changes and exit.

11.6 Assistance

The data collection system groups the assistance that can be rendered to a VoT into ten (10) types, namely:

- Social;
- Housing;
- Vocational;
- Micro-enterprise;
- Legal;
- Medical;
- Financial;
- Educational;

- Immigration; and
- Community-based.

The forms for **Assistance** are completed by victim support agencies, Social Workers or other national and/or international organisations that provide VoTs with some form of assistance, as mandated by the national law.

11.6.1 Creating Victim Assistance Form for a New Victim

If the victim received assistance, the following form should be completed. The steps that should be followed to complete the form are as follows:

- Go to "Homepage".
- Select and click the **Assistance** tab. The screen in Figure 11.13 will appear.

Figure 11.13: Social Assistance

To populate the **Assistance** form, follow the steps outlined below:

- In the **Victim ID** text box, enter the **Victim ID** that you are searching for, which was automatically generated when the Victim was first registered, and click **Search**.
- After clicking the **Search** button, the system will check if the **Victim ID** entered already exists in the database or not. If the victim exists in the database, the entire victim's Assistance details will be loaded onto the form.
- However, if it is the first time entering a victim's details, an empty form will be displayed. Complete the form as necessary and click **Submit** (see Figure 11.13).

11.6.2 Updating Victim Assistance Form
- Follow all the steps above for creating a new victim assistance case.
- Click **Update** to update changes.
- Click **Cancel** to clear.

11.7 Accessing the 'Exploitation' form

- Exit the form and go to the Main menu (See Figure 11.2).
- Click **Data Capturing** on the menu bar, then select **Exploitation**.

Remember: For you to be able to access the **Exploitation** forms, you need to complete the **Entry into Trafficking** form first and select **YES** in response to **Question 1.3**.(See Figure 11.8).

11.7.1 Exploitation
- Enter the **Victim ID** and click on the **Search** button. Click on the type of exploitation that you want to enter details for, such as sexual exploitation, forced labour, organ removal, etc.
- Clicking **Submit/Update** will save the changes done in the database.
- Click **Cancel** to discard all the changes made.

Figure 11.14: Social Assistance

11.8 Synchronisation

The OCA provides for data synchronisation with the regional database. Synchronisation requires Internet access for it to be successfully implemented. The data captured using the OCA will require to be made uniform with the data already captured in the online system. The synchronisation of the OCA and the live database will be prompted by the User, as it is not an automatic process.

- Click the **Synchronisation** button on the menu bar.
- Click on **Data Synchronisation**. A dialog box will show "The current changes will be synchronised with the regional database. Internet connectivity is required. Do you want to proceed?" (Yes / No).
- Click **Yes** to proceed or **No** to cancel
- If you click **Yes**, the following message will appear: "Data will be Synchronised Automatically with the regional database." Click **OK** to finish.

12.0 Appendices

12.1 Appendix I– Account Requests

Please use this form to request the following user account actions:

- Create a new account.
- Update information on an existing account.
- Suspend/Close an existing account.

Accounts

All account requests must be made by the Head of the respective Country Hub or any other authorised official. There are three (3) types of accounts that can be requested in order to access and use the system:

1. User – Can log into the system and enter or edit data. A User can also be an Interpreter.
2. Interviewer – The first contact point with the victim. An Interviewer can also be a User.
3. Interpreter – An Interpreter present during the VoT interview.

a) The authorised official must complete and sign the first section of the **Account Request Form**.

b) The person who will receive access to the data collection system must complete the second section of the Account Request Form.

Changes to Existing Accounts

Should any information regarding an existing user account change, kindly complete the attached *Account Request Form* (see 11.1.2) in full, clearly specifying the Request Type. Changes to existing accounts may include:

- Update of contact information
- Closure of an account
- Change of position (indicate new job title)

Submission of Account Request Form

Most account changes (role assignments, new accounts, account closures) must be requested by the Head of the Country Hub, or in some cases, the Head of the Secretariat. The Regional Hub administrators will verify all account requests as needed. Request forms sent via e-mail must be scanned to include the original signatures.

Completed account forms may be submitted to the Regional Hub Administrators by email at tipsupport@sadc.int. PLEASE NOTE: The email account is unable to accept emails over 10MB in size. Please ensure that the total file size does not exceed 10MB.

The initial account information will be sent to the user's email address (new or changed) provided. Upon the initial login the user must change the temporary password assigned by the system.

If you have any questions, please contact the Regional Hub Administrators at tipsupport@sadc.int.

12.1.1 Account Request Form

Request Type	New Account		Account Change		Account Closure	
Account Type:	User		Administrator			

User's details.		
First Name (Mr,Mrs,Miss) :		**Last Name:**
Title or Position:		**Organisation:**
Work Address:		
Office Tel:		**Mobile:**
Skype ID:		**Email Address:**
Province/District:	**City:**	**Country:**

Data Access Request/ Security Compliance Statement[3]

As the Authorised User, I hereby agree to abide by the following:

- I will not disclose data from the Data Collection System to anybody except an authorised system user whose role permits access to data.
- I will not make any unencrypted electronic copies of data from the Data Collection System.
- I will take all reasonable steps to ensure that I do not violate the privacy and confidentiality of any data from the Data Collection System.
- I will ensure proper disposal of data (in any format) and printed reports.
- I will access the Data Collection System only to the extent that my duties require such access.
- I will report inappropriate or malicious use of the Data Collection System to the Regional Hub Administrators.
- I will immediately notify the Regional Hub Administrators of any account changes, including the need to close my account.

I, …………………………………………….., in my capacity as ……………………………….., certify that I have read and understood the Data Access Request/ Security Compliance Statement, and commit to abide by it.

Signature: …………………………………………………………………………………………

Done at ……………………………………………………, on this day, the …… of …... 20…

---

[3] This form should be signed by the nominated User whose account needs to be registered.

Authorising Official's details*	
Name:	
Designation:	
Organisation Name:	
Work address:	

City:	**Country:**

OFFICIAL STAMP & APPROVAL SIGNATURE

Date:

Note: Authorising Official* - Requests should be signed by an authorised organisation signing official who can be the National Head of the anti-TIP Coordinating Committee, Task Force or Council, or the Head of the Secretariat or Department performing the Secretariat function for the Anti-TIP Coordinating Committee, Task Force or Council.

Acknowledgement by Regional Administrator

Name: _____

Signature: _____

Date: _____

12.2 Appendix II – Error Messages

12.2.1 Login Errors

After clicking the Login button the possible errors are below:

	Errors	*Solution*
Login	Enter Username	Fill in the "Username" field
	Enter Password	Empty password field. Re-enter your password in the 'password field'
	Username not found	Re-enter the username provided to you at registration. **Note:** Username is case sensitive.
	Invalid password	Make sure your password is correct. **Note:** Password is case sensitive
Reset	Username not found	Enter the username you use when logging in. Contact the Administrator on the email below if you have forgotten your username. Email: tipsupport@sadc.int
	Email does not match	Enter the email that you used to receive your login details.

12.2.2 Search and Editing errors

	Errors	*Solution*
SEARCH	Victim ID not found	Enter the correct Victim ID that corresponds with the Victim Profile. **Note:** The system can only search for a VoT whose ID is registered in the system.
	Please enter Victim ID	Enter a valid Victim ID.
	Invalid query. Please check syntax	Check if the information typed is correct.
	Missing or invalid field	Check if one of the text boxes is not left blank.

12.2.3 Navigation Errors

	Errors	Solution
Navigation	Page not found	Check if there is Internet connection.
	Page or Form not responding	Refresh the page by pressing **F5** on your keyboard.
	Navigation to the webpage was cancelled.	Click on the '**Fix this problem**' link. Then click **Run** in the File Download dialog box, and follow the steps.

12.2.4 Saving and Updating Errors

	Errors	Solution
Saving and updating errors	Page not found	Check if there is Internet connection.
	Page or Form not responding	Refresh the page by pressing **F5** on your keyboard.
	ERROR	Contact the Administrator Email: tipsupport@sadc.int
	Database connection fail	Contact the Administrator Email: tipsupport@sadc.int
	Field or table not found	Log out and login again

12.3 Appendix III – Victim Interview Form

Victim Profile

INFORMED CONSENT   <u>**Confidential**</u>

Has the individual been informed that (name of organization/department) reserves the right to share her/ his individual case data for assistance purposes and only with government departments and partnering organizations involved in direct assistance?   (Yes/ No)

Has the individual further been informed that (name of organization/department) reserves the right to make a limited disclosure of non-personal data based on the information collected at the interview to law enforcement for the purpose of rescuing other victims that remain under the control of traffickers or preventing other potential victims from being trafficked?   (Yes/ No)

Has the individual further been informed that (name of organization/department) reserves the right to use (only anonymous, aggregate) data for research purposes?   (Yes/ No)

First Name(s): ………………………………………………….   **Family Name(s):** …………………………………………………………..

Country of birth: …………………………………………………   **Place of Birth:** ……………………………………………………………

Citizenship: ………………………………………………………   **Last place of residence:** …………………………………………………

Sex: (M/ F)………………………………………………………   **Race:** (Black/ White/ Mixed Race/ Asian/Other)

ID Type (ID Document/Birth Certificate/ Driver's License/ Passport/ Other)   **Language:** ………………………………………………

ID Number: ………………………………………………..…………   **Interview Date:** ……………………………………………………

Age: …………………………………………………………..   **Interview Location:** …………………………………………………….

Address: e.g. (City/Town/Village/ Nearest School or shop) …………………………………………………………………………..
……

Additional Remarks (Please state): ………………………………………………………………………………………………..……
……

---

1. PRE-TRAFFICKING: SOCIO-ECONOMIC INFORMATION

1.1. What was the structure of the family of origin at the time of the trafficking incident? (Extended family/ nuclear/ single head female/ single head male/ orphan/ other).

> **1.1.1. If OTHER, please specify:**
> ………
> ………

1.2. If the individual was not living with his/her family prior to entry into the trafficking process, who was he/she living with prior to departure? (Adopted/ Alone/ Employer/ Friends/ Homeless/ Institution/ Partner/ Relatives/ School/ Other)

> **1.2.1. If OTHER, please specify:** ………………………………………………………………………………………………………

1.3. What was the marital status of the victim at the time of the trafficking incident? (Divorced/ Married/ Partner/ Single/ Separated/ Widowed)

1.4. Does the individual have any children? (Yes/ No)

> **1.4.1. If YES, number of children:** ………………………………………………….

1.5. Did any violence take place in social or family setting where individual was living prior to departure? (Yes/ No)

> **1.5.1. If YES, please specify:** ……

FOR CHILDREN

– –

1.6. Does the individual have any siblings? (Yes/ No/ NK)

> **1.6.1. If YES, please fill in the following table:**

Number of siblings	
Number of siblings living at place of residence	
Number of siblings living in place of origin	
Number of siblings living elsewhere	

> **1.7. Are the individual's parents alive? Please fill in the following table:**

Father	(Yes/ No/ NK)
Mother	(Yes/ No/ NK)
If KNOWN, what is the father's full name	
If KNOWN, what is the mother full name	

1.8. What is/was the profession of the father and the mother respectively?

1.8.1. Father: (Agricultural work/ Child care/ Construction/ Domestic work/ Factory work/ Fishing/ Military service/ Mining / Restaurants and hotel work/ Small street commerce/ Study/ Trade/ Transport sector/ Unemployed/ Other/ NA/ NK)

1.8.2. Mother: (Agricultural work/ Child care/ Construction/ Domestic work/ Factory work/ Fishing/ Military service/ Mining/ Restaurants and Hotel work/ Small street commerce/ Study/ Trade/ Transport sector/ Unemployed/ Other/ NA/ NK)

2. WORK EXPERIENCE AND EDUCATION

1.1. Has the individual had any previous work experience? (Yes/ No/ NA/ NK)

1.2. What was the last activity/occupation the individual was engaged in prior to departure from the place of origin? (Give multiple answers if necessary) (Agricultural work/ Begging/ Child care/ Construction/ Domestic work/ Factory work/ Fishing/ Low-level criminal activities/ Military service/ Mining/ Prostitution/ Restaurants and hotel work/ Small street commerce/ Trade/ Transport sector/ Unemployed/ Other/ NA/ NK)

    1.2.1. If OTHER, please specify: …………………………………………………………………………………………………….…………….

    ……….……………

1.3 Has the individual had any formal education? (Yes/ No)

1.4. What was the last level of education received? (High school/ Middle school/ Primary school/ Technical training/ University/ NA/ NK)

3. THE PROCESS: ENTRY INTO TRAFFICKING

1.1. What was the action(s) employed by the trafficker in the process of trafficking? (Select all that apply) (Harbouring/ Receipt/ Recruitment/ Transportation/ Transfer)
    1.1.1 If recruitment, how was the victim recruited? (Employment agency/ Internet advertisement/ Newspaper advertisement/ Personal contact/ Radio advertisement/ Travel agency/ Television advertisement/ Other/ NA/ NK)

        1.1.1.2 If OTHER, please specify: ……………………………………………………………………………….…………

    1.1.2. What was the individual's relationship with the recruiter(s)? (Acquaintance/ Business contact/ Family/ Friend/ Neighbour/ Partner/ Pimp Relative/ Stranger/ Other/ NA/ NK)

        1.1.2.1. If OTHER, please specify: ……………………………………………………………………………………

    1.1.3. Was the individual sold in the trafficking process? (Yes- by family member/ Yes- by partner/ Yes- by other/ No)

        1.1.3.1. If YES, what was the most significant sale price? …………………………………………………….

    1.1.4. Did the individual pay any money to the recruiter(s) in advance? (Yes/ No)

        1.4.1.1. If YES, how much? …………………………………………………………………………………………………….

    1.1.5. Which place/ country did the victim expect to go to, and what were the expected benefits/promises?

1.1.5.1. Place/ Country: …………………………………………………………………………….

1.1.5.2. Expected benefits (please   specify): ……………………………………………………………………………………

1.1.5.3 What actually happened at the destination? ………………………………………………………………………

1.2. What was the means employed in the process of trafficking? (Select all that apply) (Abduction/ Abuse of Position of Vulnerability/ Abuse of power/ Coercion/ Deception/ Financial exploitation/ Use of threat/ Use of force/ Fraud/)

1.3. Was there exploitation? (Yes/No).
      1.3.1. If No, was there an intention to exploit the victim (Yes/No)
      1.3.1.1.   If yes, what was the intended purpose?
      ……

4. TRANSIT ROUTE

Case movement by place/country, timeframe and exploitation

Country of Departure: …………………………………………………………………… **City** …………………………………………………………………

Country passed (please specify all countries passed): …………………………………………………………………………………………

Country of arrival: ………………………………………………………………………… **City** …………………………………………………………………

1.1.   Means of transport ((Boat/ Bus/ Car/ Air/ Foot/ Train/Mode/ Other) Select all that apply):

1.2.   Date of departure: (mm/yyyy) …………………………………………………………………………………………

1.3.   Did the victim travelled with other victims/migrants? (Yes/ No)

1.4.   Did the victim travel with their own documents? (Yes/ No)

1.5.   Were forged documents used to facilitate travel of the victim? (Yes/ No)

1.6.   Was the exit and/or entry visa obtained for travel? (Yes/ No)

    1.9.1. If Yes, please specify which type: ………………………………………………………………………………………..

    1.9.2. If APPLICABLE, was the border crossed at an official entry point? (Yes/ No)

1.7.   Was the victim exploited during the transit: (Yes/ No)

    1.10.1. If YES, please specify the type of exploitation experienced during transit:

    ……

5. TYPES OF EXPLOITATION

Select tick all that apply

Sexual exploitation		Forced labour		Low level criminal activities		Forced military service		Forced marriage		Organ removal		Exploitation for monetary gain	
Labour exploitation		Child Marriage		Child labour		Servitude		Slavery		Other			

IF Sexual exploitation

1.1. Categorize the form of exploitation (Forced prostitution/ Rape/ Sexual abuse)

1.2. For how long did the victim experience this form of exploitation? …..………………………………………………………………… …………………….

1.3. Did the individual have to pay a debt to his/her exploiters? (Yes/ No)

1.4. If YES, please specify - Total amount? …….. - Amount per month?** ………………………………………………………………………………….

1.5. What was the debt for? ……

1.6. How many customers/clients did the individual have to serve per day on average? …………………………………………………………………

1.7. What was the average payment per client? …………………………………………………………………………………

>   **1.7.1. Of this sum was the individual allowed to keep a sum for her/himself per day:** (Yes/ No/ NA/ NK)

>   **1.7.2. If YES, please specify the amount and percentage total earnings per day:** ………………………………….

>   ……….

1.8. Was the individual able to remit money home? (Yes/ No/ NA/ NK)

>   **1.8.1. If YES, how much?** …………………………………………………………………………………………………

1.9. Who were the individual's clients? Please specify by ticking (√) the appropriate answers as listed below (1.9.1 – 1.9.3):

>   **1.9.1. Background:** (Foreign/ National/ Both/ NA/ NK)

>   **1.9.2. Occupation:** (Civilians/ Military/ Police/ Tourists/ Other/ NA/ NK)

>   **1.9.3. Main age groups:** (Below 18/ 18-29/ 30 and above/ All age groups)

1.10. Type of working location: (Bars and/or nightclubs/ Cars/ Escort or call-girl agencies/ Hotels/ Motels/ Private houses-apartments/ Sauna massage parlours'/ Streets/ Other/ NA/ NK)

1.10.1. If OTHER, please specify: ………………………………………………………………………………………………

………

1.11. How many days per week was the individual required to work? ……………….……………….

1.12. What were the average hours worked per day? ……………………..………..

1.13. Were other persons in the same situation as the individual? (Yes/ No/ NA/ NK)

1.13.1. If YES, how many: ………………………..……..

1.13.2. What was their sex? (M/ F/ Both/ NK)

1.13.3. What were their approximate ages: (Below 18/ 18-29/ 30-49 /50 and above/ All age groups)

1.13.4. What were their nationalities? …………………………………………………………………………………..

1.14. Did the exploiter confiscate the individual's travel document or other identifying document? (Yes/No)

1.14.1. If YES, please specify: ………………………………………………………………………………………

1.15. How was the individual freed? (Client/ Family intervention/ Friend/ Law enforcement intervention/ NGO intervention/ Self/ Other/ NA/ NK)

1.16. Additional Remarks (Please state): ………………………………………………………………………………………

………
……

IF Forced Labour

1.1. Did the individual have to pay a debt to her/his exploiters? (Yes/ No)

1.1.1. Please specify - Total amount? …………………………………..

- Amount per month: …………………

1.1.2. What was the debt for? ……………………………………………………………………………………

1.2. What type of work was undertaken?
(Agricultural work/ Begging/ Child care/ Construction/ Domestic work/ Factory work/ Fishing/ Mining/ Restaurants and hotel work/ Small street commerce/ Trade/ Transport sector/ Other/ NA/ NK)

1.2.1. If OTHER, please specify: …………………………………………………………………………………

………

1.2.2. If FACTORY WORK, please specify sector: ………………………………………………………….

………

1.3. How many days per week was the individual required to work? …………………………………………………………….

1.4. What was the average hours worked per day? ....

1.5. How much did the individual earn on average per day? ....

> **1.5.1. Of this sum, was the individual allowed to keep a sum for her/himself per day?** (Yes/ No/ NA/ NK)

> **1.5.2. If YES, please specify the amount and percentage total earnings per day:** ....

1.6. Was the individual able to remit money home? (Yes/ No/ NA/ NK)

> **1.6.1. If YES, how much?** ....

1.7. Were other persons in the same situation as the individual? (Yes/ No/ NA/ NK)

> **1.7.1. If YES, how many:** ....

> **1.7.2. What was their sex?** (M/ F/ Both/ NK)

> **1.7.3. What were their approximate ages?** (Below 18/ 18-29/ 30 and above/ All age groups)

> **1.7.4. What were their nationalities? Please specify:** ....

1.8. Was the individual deported without pay/ with insufficient pay after the work? (Yes/ No/ NA/ NK)

1.9. Was the exploiter involved in alerting law enforcement of any unlawful condition justifying the deportation? (Yes/ No)

1.10. Did the exploiter confiscate the individual's travel document or other identifying document? (Yes/No)

> **1.10.1. If YES, please specify:** ....

1.11. How was the individual freed? (Client/ Family intervention/ Friend/ Law enforcement intervention/ NGO intervention/ Self/ Other/ NA/ NK)

1.12. Additional Remarks (Please state): ....

....

If Low Level Criminal Activities

1.1. Did the individual have to pay a debt to her/ his exploiters? (Yes/ No)

> **1.1.1. Please specify - Total amount?** ....

>> **- Amount per month?** ....

> **1.1.2. What was the debt for?** ....

1.2. What type of illegal activities was the individual forced to engage in? (Bag snatching/ Burglary/ Pick pocketing/ Robbery/ Trade of counterfeit goods/ Trade of illegal substances/ other)

> **1.2.1. If OTHER, please specify:** ....

> ....

1.3. How many days per week was the individual required to work? ……………………………………..

1.4. What were the average hours worked per day? ....

1.5. How much did the individual earn per day? …………………………………………..

       1.5.1. Of this sum, was the individual allowed to keep a sum for her/himself per day? (Yes/ No)

1.6. Was the individual able to remit money home? (Yes/ No)

       1.6.1. If YES, how much? …………………………………………………………..

1.7. Were other persons in the same situation as the individual? (Yes/ No)

       1.7.1. If YES, how many: …...……………………………………….

       1.7.2. What was their sex? (M/ F/ Both/ NK)

       1.7.3. What were their approximate ages: (Below 18/ 18-29/ 30-49/50 and above/ All age groups)

       1.7.4. What were their nationalities? Please specify: …………………………………………………………………………

1.8. Did the exploiter confiscate the individual's travel document or other identifying document? (Yes/No)

       1.8.1. If YES, please specify: …………………………………………………………………………………………

1.9. How was the individual freed? (Client/ Family intervention/ Friend/ Law enforcement intervention/ NGO intervention/ self/ other)

1.10. Additional Remarks (Please state): …………………………………..……………………………………………………

    ………………………………………………………………..……………………………………………………………………

If Forced Military Service

1.1. In what type of military unit/ militia was the individual engaged in? (Regular/ Irregular)

1.2. What was the name of the armed group? Please Specify: ……………………………………………………………..

    ……

1.3. What type of activities did the individual perform? (De-mining/ Front line combat/ Support staff/ Other)

       1.3.1. If OTHER, please specify: ………………………………………………………………………….

       …….

1.4. Were other persons in the same situation as the individual? (Yes/ No)

       1.4.1. If YES, how many: …………………………………………………………………………………….

       1.4.2. What was their sex? (M/ F/ Both/ NK)

1.4.3. What were their approximate ages: (Below 18/ 18-29/ 30-49/50 and above/ All age groups)

1.4.4. If under 18, were there persons in the same situation under 15 years of age? (Yes/ No)

1.5. How was the individual freed? (Client/ Family intervention/ Friend/ Law enforcement intervention/ NGO intervention/ Self/ Other)

1.6. Additional Remarks (Please state): …………………………………………………………………………………………………

…….…………

If Forced Marriage

1.1. What are the reasons for forced marriage? (Select all that apply) (Custom/ Debt/ Dispute settlement/ Poverty/ Other)

1.1.1. If OTHER, please specify: …………………………………………………………………………………………………

1.2. Did the individual know the spouse before the wedding? (Yes/ No)

1.2.1. If YES, how? ……………………………………………………………………………………………………

1.3. What is the spouse's nationality? ……………………………………………………………………………………………

1.4. What is the spouse's occupation? ……………………………………………………………………………………………

1.5. Was a bride price, dowry or dower paid? (Yes - bride price/ Yes - dowry/ Yes - dower/ No)

1.5.1. If YES to bride price, dowry or dower, how much and/or which material goods?

………

1.5.2. If YES to bride price, which individual(s) received the bride price? (Parent/ Relative/ Sibling/ Other)

1.6. Did the exploiter confiscate the individual's travel document or other identifying document? (Yes/No)

1.6.1. If YES, please specify: …………………………………………………………………………………….…………

1.7. How was the individual freed? (Client/ Family intervention/ Friend/ Law enforcement intervention/ NGO intervention/ Self/ Other)

1.8. Additional Remarks (Please state): …………………………………………………………………………………….…………

…….…………

If Organ or Body Part Removal

1.1. Did the individual have to pay a debt to her/his exploitation? (Yes/No).

    1.1.1. If YES, please specify: Total amount? …………………………………………………………………………………

    1.1.2 What was the debt for? …………………………………………………………………………………………….

1.2. Which body parts were removed? Tick/mark with an X

Kidney	
Cornea	
Other	

 If OTHER, please specify: ………………………………………………………………………………………………….

………..

1.3. Where was the operation performed? (Hospital/ Private clinic/ Private house/ Other).

    1.3.1. If OTHER, please specify:

    ………………………………………………………………………………………………………

1.4. In which country was the operation performed? ………………………………………………………………………………

1.5. If organ was sold, how much was offered or actually paid for the removed organ? …………………………………………

1.6. If applicable, to whom the money was paid? (Criminal organizer(s)/ Family member/ Friend/ Self)

1.7. Were other persons in the same situation as the victim? (Yes/ No)

    1.7.1. If YES, how many: ……………………………………….

    1.7.2. What was their sex? (M/ F/ Both/ NK)

    1.7.3. What were their approximate ages: (Below 18/ 18-29/ 30-49/50 and above/ All age groups)

    1.7.4. What were their nationalities? Please specify: …………………………………………………………………….

1.8. How was the individual freed? (Client/ Family intervention/ Friend/ Law enforcement intervention/ NGO intervention/ Self/ Other/ NA/ NK)

1.9. Additional Remarks (Please state): …………………………………………………………………………………..

If Child Marriage

1.1. What was the reason for the child marriage: (Cultural practice/ Economic benefit for the trafficker/ Payment of debt by parent or guardian/ Reduction of economic burden on family/ Other)

  1.1.1. If ECONOMIC BENEFIT FOR THE TRAFFICKER, please specify amount if known: …………………………………………

   ………

  1.1.2. If OTHER, please specify…………………………………………………………………………………………………..

1.2. Was the individual involved in any educational activity at the time of the marriage? (Yes/ No)

  1.2.1. If YES, was the individual able to continue with their education? ……………………………………………………………….

1.3. Did the victim fall pregnant as a result of the marriage? (Yes/No)

  1.3.1. If YES, how many children were born out of the marriage? …………………………………………………………………

1.4. Did the individual have any maternal health problems? (Yes/No)

 1.4.1. If YES, please specify……………………………………………………………………………………………………

1.5. During the marriage, was the individual subjected to any form of violence? (Yes/No)

 1.5.1. If YES, please specify whether violence was through:

Beating	
Child labour	
Physical abuse	
Rape	
Verbal abuse	
Under age sexual intercourse	

1.6. Were there other persons in the same situation as the individual in the community where the individual was identified? (Yes/No)

  1.6.1. If YES, how many: ……………………………………………………………………………………………….

  1.6.2. What was their sex? (M/ F)**:** ………………………………………………………………………………

  1.6.3. What were their approximate ages? (Below 18/ 18-29/ 30-49/50 and above/ All age groups)

  1.6.4. What were their nationalities? Please specify: ……………………………………………………………..……

 1.7. How was the individual freed? (Client/ Family intervention/ Friend/ Law enforcement intervention/ NGO intervention/ Self/ Other/ NA/ NK)

1.8. Additional Remarks (Please state): …………………………………………………………………………………..

If Exploitation for monetary gain

1.1. What was the monetary gain for the trafficker? (Financial support from spouse or partner/ Government child care grant/ Other)

    1.1.1. If OTHER, please specify………………………………………………………………………………

    1.1.2. Approximately how much did they expect to gain from the exploitation …………………………………………………

    1.1.3. Was any of the money used for the upkeep of the child? (Yes/ No).

    1.1.4. Is there any evidence of mistreatment of the child while in the custody of the trafficker? (Yes/No)

        1.1.4.1. If YES, please specify type of mistreatment (Beating/ Child labour/ Neglect/ Physical abuse/ Verbal abuse/ Other)

1.2. How was the individual freed? (Client/ Family intervention/ Friend/ Self/ Law enforcement intervention/ NGO intervention/ Other/ NA/ NK)

1.3. Additional Remarks (Please state): ………………………………………………………………………………………….

    ……

If Labour Exploitation

    1.1. Was the work performed under (Perceived threat/ Real threat). Please tick (√) the appropriate answer.

    1.2. What was the nature of the threat? (Physical harm, Reporting to the authorities the victim's illegal status, Other)

    1.2.1. If OTHER, please specify: ………………………………………………………………………………………

    1.3. How was the exploitation carried out? (Excessive wage reductions violating previous agreements, Total withholding of wages Restriction of movement and confinement to work place or limited area, Other)

    1.3.1. If OTHER, please specify: ………………………………………………………………………………………

    1.4. Did the individual have to pay a debt to her/his exploiters? (Yes/ No)

    1.4.1. Please specify - Total amount? …………………………………………..

                    - Amount per month: ………………………………………………**

    1.4.2. What was the debt for? ………………………………………………

    1.5. What type of work was undertaken? (Agricultural work/ Begging/ Child care/ Construction/ Domestic work/ Factory work/ Fishing/ Mining/ Restaurants and hotel work/ Small street commerce/ Trade/ Transport sector/ Other/ NA/ NK)

    1.5.1. If OTHER, please specify: ………………………………………………………………………………

    1.5.2. If FACTORY WORKS, please specify sector: ………………………………………………………………

        ………..

1.6. How many days per week was the individual required to work? …………………………………………………………………..

1.7. What was the average hours worked per day? ……………………………………………………………………..

1.8. How much did the individual earn on average per day? …………………………………….

   1.8.1 Of this sum, was the individual allowed to keep a sum for her/himself per day? (Yes/ No/ NA/ NK)

   1.8.2. If YES, please specify the amount and percentage total earnings per day: …………………………………………………..

   ………

1.9. Was the individual able to remit money home? (Yes/ No/ NA/ NK)

   1.9.1 If YES, how much? …………………………………………………….

1.10. Were other persons in the same situation as the individual? (Yes/ No/ NK)

   1.10.1. If YES, how many: ………………………………………………………

   1.10.2. What was their sex? (M/ F)

   1.10.3. What were their approximate ages? (Below 18/ 18-29/ 30 and above/ All age groups)

   1.10.4. What were their nationalities? Please specify: ……………………………………………………………………………….

1.11. Was the individual deported without pay/ with in sufficient pay after the work? (Yes/ No/ NA/ NK)

1.12. Was the exploiter involved in alerting law enforcement of any unlawful condition justifying the deportation? (Yes/ No)

1.13. Did the exploiter confiscate the individual's travel document or other identifying document? (Yes/No)

   1.13.1. If YES, please specify: ……

   ……

1.14. How was the individual freed? (Client/ Family intervention/ Friend/ Law enforcement intervention/ NGO intervention/ Self/ Other/ NA/ NK**)**

1.15. Additional Remarks (Please state): …………………………………………………………………………………………………

   ………

If Child labour

1.1. Did the individual have to pay a debt to her/his exploiters? (Yes/ No)

1.1.1. Please specify - Total amount?)…………………………………..

- Amount per month? …………

1.1.2. What was the debt for? ………………………………………………………………………………………………….

1.2. What type of work was undertaken?
(Agricultural work/ Begging/ Child care/ Construction/ Domestic work/ Factory work/ Fishing/ Mining/ Restaurants and hotel work/ Small street commerce/ Trade/ Transport sector/ Other)

1.2.1. If OTHER, please specify: ……………………………………………………………………………………………………

………

1.2.2. If FACTORY WORKS, please specify sector: ……………………………………………………………

………

1.3. Was the work hazardous or otherwise inappropriate for the person's age? (Yes/No)

1.3.1 If YES, please explain……

1.4. Did the work put the child at risk? (Yes/No)

1.4.1 If YES, please state how by ticking (√) the appropriate answer in the following table:

Well being	
Education	
Physical	
Spiritual	
Moral	
Emotional	
Social development	

1.5. How many days per week was the individual required to work? ……………………………………………………………

1.6. What was the average hours worked per day? ………………………………………………………………………………

1.7. How much did the individual earn on average per day? ………………………….………………………….

1.7.1. Of this sum, was the individual allowed to keep a sum for her/himself per day? (Yes/ No)

1.8. Was the individual able to remit money home? (Yes/ No)

1.8.1. If YES, how much: …………………………………………….

1.9. Were other persons in the same situation as the individual? (Yes/ No)

1.9.1. If YES, how many: ...………………………………………………………

1.9.2. What was their sex? (M/ F)

1.9.3. What were their approximate ages: (Below 18/ 18-29/ 30-49/50 and above/ All age groups)

1.9.4. What were their nationalities? Please specify: ……………………………………………………………………

……

1.10. Was the individual deported without pay/ with insufficient pay after the work? (Yes/ No)

1.11. Was the exploiter involved in alerting law enforcement of any unlawful condition justifying the deportation? (Yes/ No)

1.12. Did the exploiter confiscate the individual's travel document or other identifying document? (Yes/No)

1.12.1. If YES, please specify ……………………………………………………………………………………………

1.13. How was the individual freed? (Client/ Family intervention/ Friend/ Law enforcement intervention/ Self/ NGO intervention/ Other)

1.14. Additional Remarks (Please state): ………………………………………………………………………………

If Servitude

1.1. Was the labour or service obtained through threats of harm? (Yes/No)

   1.1.1. If YES, please specify: ………………………………………………………………………………………

1.2. Was the labour or services obtained through a scheme or pattern intended to cause the person to believe they would suffer harm? (Yes/No)

   1.2.1 If YES, please specify: ………………………………………………………………………………………..

If Slavery

1.1. Was the individual reduced to state of submission to the control of the trafficker? (Yes/No)

   1.1.1. If YES, please specify: ……………………………………………………………………………………….

1.2. Did the trafficker exercise ownership over the individual? (Yes/No)

   1.2.1. If YES, please specify: ……………………………………………………………………………………….

IF OTHER EXPLOITATION TYPE

Type

....

Description

....
....
....
....

Investigation

1. Have any suspects been arrested to date? (Yes/ No)

    1.1. If NO, to 1.1, please explain why there have been no arrests?

      ……

    1.2. Case number? ……………………………………………….

    1.3. Is the residence of the trafficker(s) known by the VoT? (Yes/ No/ NA/ NK)

    1.4. Are any of the VoT's family members' involved in the trafficking process? (Yes/ No)

    1.5. Are any of the VoT's other closely related persons or friends implicated in the trafficking process?(Yes/ No)

    1.6. Does the trafficker have ties to organised crime? (Yes/ No)

    1.7. If YES, please specify the type of organised crime ………………………………………………………………………

    1.8. What was the type of mobilisation? ……………………………………………………………………………………………

    1.9. How are the trafficker organised? ……

    1.10. Were the suspects charged? (Yes/ No)

1.2 Has an investigation been conducted? (Yes/ No)

    1.2.1 If NO, please specify: …….

    1.2.2. If YES, what is the status of the investigation? (Case File Closed/ Withdrawn/ Completed/ Pending)

        1.2.2.1. If PENDING, Specify: ……………………………………………………………………………………………

        ………..

        1.2.2.2 If WITHDRAWN or CASE FILE CLOSED please specify: …………………………………………………………..

        ……

Trafficker 1 Profile

Surname: …………………………………………… Date of Birth: …………………………………………

Name: …………………………..………………………… Race (Asian/ Black/ Mixed Race/ White)

Gender: (M/ F) ………………………….   Age: ………………

Country of Birth: ……………………………………… ID Type (Birth Certificate/ Driver's License/ ID Document/ Passport/ Other)

ID Number ………………………………………… Language: …………………………………………………………………………

Citizenship ……………………………………… Nationality ……………………………………………………………………….

Last place of residence: ……

Date of arrest ……………………………………… Role in Trafficking Process (Select all that apply) (Buyer/ Harbourer/ Kidnapper/ Receiver/ Recruiter/ Seller/ Transporter)
Address: ……………………………………………………………………………………………….

FROM   Country ………………………………………. Place …………………….……………………………………….……………

TO   Country ………………………………………. Place …………………….……………………………………………………..

Trafficker 2 Profile

Surname: …………………………………………… Date of Birth: …………………………………………

Name: …………………………..………………………… Race (Asian/ Black/ Mixed Race/ White)

Gender: (M/ F) ………………………….   Age: ………………

Country of Birth: ……………………………………… ID Type (Birth Certificate/ Driver's License/ ID Document/ Passport/ Other)

ID Number ………………………………………… Language: …………………………………………………………………………

Citizenship ……………………………………… Nationality ……………………………………………………………………….

Last place of residence: ……

Date of arrest ……………………………………… Role in Trafficking Process (Select all that apply) (Buyer/ Harbourer/ Kidnapper/ Receiver/ Recruiter/ Seller/ Transporter)
Address: ……………………………………………………………………………………………….

FROM   Country ………………………………………. Place …………………….…………………………………………………

TO   Country ……………………………………… Place …………………….……………………………………………………..

Trafficker 3 Profile

Surname: ………………………………………… Date of Birth: …………………………………………

Name: ………………………………………………… Race (Asian/ Black/ Mixed Race/ White)

Gender: (M/ F) …………………………. Age: ………………

Country of Birth: ………………………………………… ID Type (Birth Certificate/ Driver's License/ ID Document/ Passport/ Other)

ID Number …………………………………………. Language: …………………………………………………………………………

Citizenship ………………………………………. Nationality ……………………………………………………………………………….

Last place of residence: ………

Date of arrest ……………………………………………. Role in Trafficking Process (Select all that apply) (Buyer/ Harbourer/ Kidnapper/ Receiver/ Recruiter/ Seller/ Transporter)
Address: …………………………………………………………………………………………….

FROM Country …………………………………………. Place ……………………………………………………………………………

TO Country ……………………………………………. Place ……………………………………………………………………………..

Trafficker 4 Profile

Surname: ………………………………………… Date of Birth: …………………………………………

Name: ………………………………………………… Race (Asian/ Black/ Mixed Race/ White)

Gender: (M/ F) …………………………. Age: ………………

Country of Birth: ………………………………………… ID Type (Birth Certificate/ Driver's License/ ID Document/ Passport/ Other)

ID Number …………………………………………. Language: …………………………………………………………………………

Citizenship ………………………………………. Nationality ……………………………………………………………………………….

Last place of residence: ………

Date of arrest ……………………………………………. Role in Trafficking Process (Select all that apply) (Buyer/ Harbourer/ Kidnapper/ Receiver/ Recruiter/ Seller/ Transporter)
Address: …………………………………………………………………………………………….

FROM Country …………………………………………. Place ……………………………………………………………………………
TO Country ……………………………………………. Place ……………………………………………………………………………..

Note: *If there are more than 4 traffickers, make copies of this page and annex them to this form.*

PROSECUTION

1. What is the status of the case? (Awaiting allocation of trial date/ Cancelled/ Finalised/ Part heard/ pending trial/pending appeal/pending review/ Struck off the role/ Withdrawn)

   1.1. Please explain your selection: ……………………………………………………………………………………………

2. If accused is released on bail, are their current whereabouts known? (Yes/ No)

   2.1. If YES, please specify: ……………………………………………………………………………………………..

   2.2. If NO, please specify: ………………………………………………………………………….…………

   2.3. If bail forfeited, please explain: …………………………………………………………..…………

3. In which trial court is this case enrolled? (Foreign court/ High Court/ Magistrate Court/ Supreme Court/ Other lower courts)

   3.1. If in a foreign court, please specify: ……………………………………………………………………………

4. What is the assigned court case number? ……………………………………………………………………………..

5. What was the verdict? (Discharged at the close of State's case/ Guilty/ Not guilty/)

   5.1. If guilty, please specify: (Accessory before or after the fact/ Attempt/ Principal offence/ related offence/ other competent verdict)

6. What was the outcome of this prosecution? (Acquittal/ Appeals/ Conviction obtained/ Reviews / Other)

   6.1. If ACQUITTAL, state the reasons (Failure to produce victim/ Inconsistency/ Insufficient evidence/ No corroborative evidence/ Unavailability of witnesses/ Uncooperative victim witness)

   6.2. If REVIEW/ APPEAL, What was the outcome? ……………………………………………………………………

   6.3. If OTHER, please specify………………………………………………………………………………………

7. What was the nature of the sanction/penalty? (Correctional Supervision/ Custodial sanction/ Fined/ Suspended sanction/ Other)

   7.1. If CUSTODIAL SANCTION/penalty, how many years were imposed? ………………………………………….

   7.2. If FINED, please specify the amount: ……………………….....……………………………………………………………..

   7.3. If SUSPENDED, please specify (Conditionally/ Wholly)

8. Did the victim receive any compensation? (Yes/ No)

   8.1. If YES, please specify the amount ………………………………………………………………………………….

9. Was there any asset forfeiture conducted? (Yes/ No)

   9.1. If YES, please specify assets forfeited …………………………………………………………………………

ASSISTANCE

1. **Was Social Assistance provided?** (Yes/No)
1.1. **Will Housing Assistance be provided?** (Yes/No)

   1.1.1 If YES, please specify:

Housing Assistance	Duration	Provided by
Medical rehabilitation centre	……….(Days) /………(Months)	Government/ NGO/ Other
Housing allowance	……….(Days) /………(Months)	Government/ NGO/ Other
Half-way house	……….(Days) /………(Months)	Government/ NGO/ Other
Shelter	……….(Days) /………(Months)	Government/ NGO/ Other

1.2. **Will Vocational Training be provided?** (Yes/No)

   1.2.1.   **If YES, please specify:** (Computer classes/ foreign language/ Professional training/ Other).

Vocational training	Duration	Provided by
	……….(Days) /………(Months)	Government/ NGO/ Other

   1.2.2.   **If OTHER, please specify:** …………………………………………………………………………………………………….

   ……

1.3. **Will the individual take part in a micro-enterprise or income generating project?** (Yes/No)

   1.3.1 If YES, what kind of business project will be developed? (Agro business/ Foreign language/ Manufacturing/ Professional training/ Service sector/ Trade or Shop/ Other).

Micro-enterprise income generating project	Duration	Provided by
	……….(Days) /………(Months)	Government/ NGO/ Other

   1.3.2. If OTHER, please specify: ………………………………………………………………………………………………

1.4. **Will Legal Assistance be provided?** (Yes/No)

   1.4.1.   **If YES, please specify:** (Civil/ Criminal).

Legal Assistance	Duration	Provided by

	..........(Days) /.........(Months)	Government/ NGO/ Other

1.5. Will Medical Assistance be provided? (Yes/No)

Medical Assistance	Duration	Provided by
	..........(Days) /.........(Months)	Government/ NGO/ Other

1.6. Will Financial Assistance be provided? (Yes/No)

1.6.1. If YES, please specify: (Educational grant/ Family and dependent support grant/ Reinstallation/ Wage support/ Other).

Financial Assistance	Duration	Provided by
	..........(Days) /.........(Months)	Government/ NGO/ Other

1.6.2. If OTHER, please specify: ………………………………………………………………………………………………….

……

1.7. Will Educational Assistance be provided? (Yes/No)

1.7.1. If YES, please specify the education level to be commenced: (High school/ Primary school or elementary school/ Secondary education/ Technical school/ Tutoring/ University/ Other).

Educational Assistance	Duration	Provided by
	..........(Days) /.........(Months)	Government/ NGO/ Other

1.7.2. If OTHER, please specify: …………………………………………………………………………………………………..

1.8. Will Immigration Assistance be provided? (Yes/No)

1.8.1. If YES, please specify the immigration status? (conditional permanent resident, lawful permanent resident(lpr), naturalized citizen)

Immigration Assistance	Duration	Provided by
	..........(Days) /.........(Months)	Government/ NGO/ Other

1.8.2. If OTHER, please specify: …………………………………………………………………………………………………

………..

1.9. Will the individual benefit from other community-based assistance? (Yes/No)

1.9.1. **If YES, please specify giving multiple options if necessary** (Financial assistance/ Housing/ Legal assistance/ Medical assistance/ Micro-enterprise/ Vocational training/ other)

1.9.2. If OTHER, please specify …………………………………………………………………………………………………

………

1.10. Interview data/ Remarks: