

# Guidelines for national and local reports on security and armed violence

## **TIER 1**

### Expert Group on security and armed violence reports

These guidelines for Tier 1 support countries and local governments in developing the content of the reports.

They include:

- An overview of the structure of the report;
  - Information on how to fill out the template;
  - The main sources of data;
  - Suggested definitions for the various indicators;
  - A set of questions and issues to consider in the sections designated for comments.
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This initiative works to increase the number of countries and local governments producing regular reports on security and armed violence.

An expert group on security and armed violence reports ('expert group') has been established to support countries and local governments in producing these reports. The expert group has developed a template and set of guidelines to aid and direct countries and local governments in the development of their reports. It can also support countries through: outreach to relevant actors who will be engaged in the initiative; technical expertise; facilitated access to technical and human resources needed to implement this initiative; analysis of the information included in the reports; and informing practical action.

The reports aim to assess the incidence of, and responses to, insecurity and armed violence at a national and local level. They are tools to drive and strengthen responses to violence.

The reports facilitate the promotion of effective practices to reduce insecurity and armed violence and allow experiences to be shared and adapted in order to react to different realities. They uniquely integrate the main indicators used by countries and the international community to monitor violence, reflecting the multi-faceted nature of insecurity and armed violence.

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# GENERAL COMMENTS ON THE TEMPLATE

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The template includes a set of indicators and information that together provide an overview of the incidence of, and responses to, armed violence and insecurity at the national or local level.

There are similarities between this template and other reporting systems. This should ease the efforts of filling it out since some of the data will have been generated already. On the other hand there are a number of key differences. This template allows users to integrate several information sources that are typically separated, for example crime and health statistics, in one place.

In addition, this report has a broader scope, including both information on violence that happens in non-conflict settings, as well as data related to armed conflict.

Finally, the inclusion in this report of additional dimensions, such as policies, programmes and laws in response to violence and insecurity, will improve the overall understanding of the impact of armed violence and insecurity and facilitate the development of effective responses to it.

The template is divided into two sections, Tier 1 and Tier 2. Tier 1 contains basic information that should be provided by every country. Tier 2 provides an opportunity to include additional information, trends and disaggregated data.

**These guidelines refer to Tier 1 exclusively.**

## PERIODICITY OF REPORTING

Countries should consider repeating this effort every two to three years in order to be able to monitor the evolution and trends in insecurity and armed violence. The two-tiered approach should allow countries to increase the amount of information that they will provide year after year.

The report should be produced in narrative form, with data included in the excel sheet provided.

## DATA SOURCES

This report aims to include data provided by several sources. This is a key aspect, making the report unique, and as such should be considered carefully by actors filling out the template.

The main data sources that should be taken into account are health, crime and conflict statistics.

### **Crime statistics**

*Government institutions:* Police; Ministries of Gender, Justice, Defence; Statistics institutes.

*International organisations:* United Nations Office on Crime and Drugs (UNODC); UN Habitat; United Nations Development Programme (UNDP); UN peacekeeping missions.

*Civil society organisations:* Crime observatories; Media; Academic institutes; relevant non-governmental organisations.

### **Health statistics**

*Government institutions:* Morgues; Health and Social welfare; Statistics institutes; Development institutions.

*International organisations:* World Health Organisations (WHO); Regional bodies linked to the World Health Organisation.

*Civil society organisations:* Violence Observatories; Media; Academic institutions; relevant non-governmental organisations.

### **Conflict statistics (if not included under crime rates)**

*Government institutions:* Ministry of Defence; Army; Statistics institutes; National commissions on small arms and light weapons.

*International organisations:* United Nations Children Education Fund (UNICEF); UN High Commissioner for Refugees (UNHCR); United Nations Development Programme (UNDP); UN peacekeeping missions.

*Civil society organisations:* Conflict and Human Rights Observatories; Media; Academic institutes; relevant non-governmental organisations.

## DEFINITIONS

Clear definitions of the concepts used throughout Tier 1 are essential to the understanding of information provided by countries. It is a key element of effective reporting and should be considered carefully by all actors undertaking this effort.

Section A of these guidelines, on *'impact of insecurity and armed violence'*, offers a set of suggested definitions for each concept. These definitions are used in the template, and are examples of the type of information that should be included under each indicator.

In cases where the country and local government definitions of a concept differ from the one suggested in the guidelines, the definition used by the country or local government should be included under section D, *'methodology'*, of the template.

## TIME RANGE

For some indicators in Tier 1 it is suggested that the time range be provided for the last 5 years.

When this is not possible, data should be provided for the last available year.

## PRESENTATION OF THE REPORT

The report should be produced in narrative form and in the excel sheet provided.

Illustrative tables and dashboards to show indicators and trends are very useful to describe data.

# THE NATIONAL PROCESS

The process by which countries and local governments develop the report is as important as the information included in the report. Since this effort aims to generate understanding of the incidence and responses to security and armed violence, it is essential that all the relevant actors at the national and/or local level be engaged throughout the process.

We suggest that countries adopt a multi-stakeholder approach by assigning roles to relevant government and non-governmental institutions, and to other actors involved in armed violence prevention, reduction and security enhancement.

The domestic process to produce the reports should be seen as a cycle made up of various stages, in which diverse national actors participate. Their roles should be clearly established in order to facilitate the development of the report.

The text boxes provide a number of examples of the type of roles that should be considered in the production of these reports.

## **Early stage roles**

*Initiators* bring the topic to the table, and are responsible for identifying and engaging relevant stakeholders.

*Conveners* officially invite all relevant stakeholders to meet regularly and develop the report. Given different national realities the convener should be nominated on the basis of clearly defined criteria that work in the interest of the objectives of the initiative.

*Technical supporters* are in charge of supporting the process of filling in the template and identifying, collating and managing relevant data.

*Donor(s)* should be identified and established early on in the process to support the production of the report financially.

## **Intermediate stage roles**

*Data providers* provide data to be included in the reports. They are the sources of information.

*Data analysers* collect, collate and compare (when feasible) the data to analyse its content. These can be national and/or international actors such as members of the expert group on national and local armed violence reports

*Report writers* write the report based on findings drawn from the analysis of the data.

## **Final stage roles**

*Government endorsers* for cases where the government has participated in drafting the report.

*Disseminators* are in charge of publishing the report and promoting it.

*Policy and programmes experts* can be national or international experts that elaborate recommendations and practical steps based on the content of the reports.

# TERMINOLOGY AND CONTENT

## A. Impact of insecurity and armed violence, including armed conflict

### GENERAL TERMINOLOGY *(These terms are used throughout the template)*

#### Victims

By *victims* we mean the persons that suffer direct physical, psychological or economic harm or the impairment of one or more fundamental rights due to a violent act. If for certain indicators your country or local government includes direct victims as well as indirect victims such as family members or partners, please point that out in section D on '*methodology*.'

#### Victims' age group

Age groups are usually defined by clusters of 5 years, starting at 0-4, then 5-9, 10-14, 15-19, 20-24, 25-29, 30-34, 35-39, 40-44, 45-49, 50-54, 55-59, 60-64, 65-70, 70-75 and +75.

Combined age-group reporting (e.g. victims aged 0-14 as one category) is frequent and can be reported as such in this document.

#### Victims' sex

Victims' sex is understood as '*male*', '*female*' or '*unknown*' in the case that no information is available.

#### Victims' nationality

Please include here information on the nationality of the victim based on the definition of nationality used by your country or local government.

For certain indicators, information on the ethnicity or religion of the victim is highly relevant, for example in cases of internal ethnic or religious armed conflicts and armed violence. If your country or local government records this information please include it under this section. In this case, please include a note in this sense under section D on '*methodology*'.

#### Means used *(Examples of means that can be reported under this category)*

- "*Firearms*", including pistols, rifles, revolvers etc. The United Nations' '*Protocol against the illicit manufacturing of and trafficking in firearms, their parts and components*' defines them as "*any portable barrelled weapon that expels, is designed to expel or may be readily converted to expel a shot, bullet or projectile by the action of an explosive.*"<sup>1</sup>; "*Blades and sharp objects*", for example knives and machetes;

<sup>1</sup> Based on the definition from the UN protocol against the illicit manufacturing of and trafficking in firearms, their parts and components and ammunition, supplementing the United Nations convention against transnational organized crime, New York, 31 May 2001, [http://www.unodc.org/pdf/crime/a\\_res\\_55/255e.pdf](http://www.unodc.org/pdf/crime/a_res_55/255e.pdf).



- “Hanging, strangulation and suffocation”;
- “Bodily force” in cases where any body part is used as a tool to commit violence;
- “Explosives”, for example grenades and improvised explosive devices. The United Nations’ ‘International Ammunition Technical Guideline’ defines them as “a substance or mixture of substances which, under external influences, is capable of rapidly releasing energy in the form of gases and heat.”<sup>2</sup>;
- “Blunt objects” include any object that is not sharp and without a blade that is used as a tool to commit violence;
- “Others” for any other tools not included above;
- “Unknown” in cases where the mean is unknown.

## COUNTING UNITS

The counting unit of the indicators reported in the categories below should be ‘victim-based’. This means that data should be reported on the basis of the number of victims for each event. If data is reported on the basis for example of the number of ‘criminal cases’ or perpetrators instead of the number of victims, this should be clearly stated in section D on ‘methodology’.

## MAIN INDICATORS

### 1. Violent deaths

“Violent deaths” is an overarching category of deaths that are deemed ‘violent’.

Tier 1 of this report includes the following categories as violent deaths:

- Homicides;
- Deaths due to legal interventions;
- Deaths due to internal or external armed conflict (including deaths due to terrorism);
- Suicides;
- Accidental deaths caused by firearms; and
- Firearm deaths due to undetermined external causes.

The definitions of these deaths will vary considerably from country to country. Section D of the template, on ‘methodology,’ offers an opportunity for countries and local governments to include their own definitions for each of these categories if they differ from what is suggested below.

If data on deaths due to ‘legal interventions’, ‘armed conflict’, ‘terrorism’, or ‘accidents’ are included in the category of ‘homicides’, it should be clearly stated so in section D on ‘methodology’. If feasible, they should still be reported separately as suggested below.

#### 1.1. Homicides

It is suggested that countries use two different data sources to illustrate number of homicides. For example, the first data source could be health data and the second police or judiciary data.

In this section countries should include deaths that are characterised by the following three elements:

1. The killing of a person by another person (objective element).

<sup>2</sup> United Nations, International Ammunition Technical Guideline, Glossary of terms, definitions and abbreviations, UN ODA, 2011, <http://www.un.org/disarmament/convarms/Ammunition/IATG/docs/IATG01.40.pdf>.

2. The intent of the perpetrator to kill or seriously injure the victim (subjective element).
3. The intentional killing is against the law, which means that the law considers the perpetrator liable for the unlawful death (legal element).<sup>3</sup>

The United Nations Office on Drugs and Crime defines ‘intentional homicides’ as the “*unlawful death purposefully inflicted on a person by another person.*”<sup>4</sup>

The World Health Organisation in the public health International Classification of Diseases (ICD-10 categories X-85 to Y-09) defines homicides as ‘*deaths due to assault (homicide).*’<sup>5</sup>

### ***Homicide attempts***

For the purpose of this report, homicide attempts should NOT be included under this section. If they are included in the numbers presented in this section, this should be clearly stated under section D on ‘*methodology*’. As far as possible homicides and attempted homicides should be separated.

#### **1.1.1. Total number of homicides**

By “*total number of homicides*” we mean the total figure (absolute value) of homicide incidents, or the number of victims of homicides.

#### **1.1.2. Homicides disaggregated by victims’ age group, sex and nationality**

The report should disaggregate the total number of homicides by victims’ age group, sex and nationality. See page 7 of these guidelines for a definition of these concepts.

#### **1.1.3. Homicides disaggregated by mean used**

The report should disaggregate the total number of homicides by the type of mean used to commit the homicides. See pages 7 and 8 of these guidelines for a suggested list of means that can be included under this section.

#### **1.1.4. Provide trends in the total number of homicides**

By “*trends in the total number of homicides*” this report understands the evolution year after year, over a period of five years (the last five years available), of the total figure (absolute value) of homicide cases, or the number of victims of homicides. For example, in 2009 the total number of homicides was XX. In 2010 the total number decreased to XX. Over the last 5 years to total number of homicides has been decreasing by XX.

Tables and dashboards can be useful to illustrate trends.

### **1.2. Deaths due to legal interventions**

This category includes violent deaths that have been caused by police officers, military personnel, or other state officials in service.

Deaths due to legal interventions are often excluded from records showing the impact of armed violence and insecurity. It is nevertheless an important aspect that needs to be understood and addressed if necessary. Violence by state officials can have a negative impact on efforts to address and prevent violence.

The World Health Organisation in the public health International Classification of Diseases (ICD-10 category Y35) defines “*legal interventions*” as “*deaths in the context of law enforcement actions and operations*”.<sup>6</sup> Legal interventions are equally recorded by criminal justice statistics (e.g. police statistics).

<sup>3</sup> United Nations Office on Drugs and Crime (UNODC), *Towards a standardized definition of intentional homicide for statistical purposes*, June 2013.

<sup>4</sup> United Nations Office on Drugs and Crime (UNODC) documents on homicide statistics, for example the methodological annex to the 2011 Homicide Study: [http://www.unodc.org/documents/data-and-analysis/statistics/crime/Methodology\\_2012revision.pdf](http://www.unodc.org/documents/data-and-analysis/statistics/crime/Methodology_2012revision.pdf).

<sup>5</sup> World Health Organization, International Classification of Diseases, Assault, 2010, <http://apps.who.int/classifications/icd10/browse/2010/en#/X85-Y09>.

<sup>6</sup> World Health Organisation, International Classification of Diseases, Legal Intervention and operations of war, 2010, <http://apps.who.int/classifications/icd10/browse/2010/en#/Y35-Y36>.

### **1.2.1. Total number of deaths due to legal interventions by the police, military or other state official in service**

By “*total number of deaths due to legal interventions*” we mean the total figure (absolute value) of legal intervention cases, or the number of victims of legal interventions.

### **1.2.2. Provide trends in the total number of deaths due to legal interventions**

By “*trends of the total number of deaths due to legal interventions*” we mean the yearly evolution over a period of five years (the last five years available) of the total figure (absolute value) of legal intervention cases, or the number of victims of legal interventions. For example, in 2009 the total number of deaths due to legal interventions was XX. In 2010 the total number decreased to XX. Over the last 5 years to total number of deaths due to legal interventions has been decreasing by XX.

Tables and dashboards can be useful to illustrate trends.

## **1.3. Deaths due to internal or external armed conflict**

Conflict and other types of violence (organised crime, interpersonal violence etc.) are often separated as distinct problems. Nevertheless they are often interconnected and especially difficult to distinguish. In order to elaborate a complete overview of the type of violence affecting people in a country, it is therefore important to address sets of data on death due to both internal and external armed violence.

Based on the broadly accepted categorisation of the Uppsala University in Stockholm<sup>7</sup>, this report considers the following types of armed conflicts:

- Internal armed conflicts (civil wars) – also called ‘intra-state conflicts’ (e.g. the conflict in the former Yugoslavia).
- International armed conflicts (‘external’ armed conflict) – also called ‘inter-state conflicts’ (e.g. the conflict between India and Pakistan over the Kashmir territory).
- Internationalised internal armed conflicts – or internationalised non-international armed conflict – this is a civil war characterised by the intervention of the armed forces of a foreign power (e.g. the intervention in the Libyan uprising and civil war).
- Extra-state armed conflicts (e.g. the conflict between Rwandan forces and Hutu rebels in the Democratic Republic of the Congo, or the conflict between the United States and Al Qaida in Pakistan).

This category includes, but is not limited to:

- Battle-related deaths (the use of armed conflict behaviour between warring parties in a conflict dyad – the ‘two armed and opposing actors’ – be it state-based or non-state);
- One-sided violence, such as massacres (i.e. the use of armed force by the government of a state or by a formally organised group against civilians);
- Non-state conflict deaths (i.e. the use of armed force between two organised armed groups, neither of which is the government of a state).<sup>8</sup>

These types of actions include for example: battles between state security forces and an insurgent armed group; massacres committed by a state or non-state armed organisation; actions of insurgents against state security forces (attacks, targeted killings etc.); extremist/sectarian/religious/ethnic/land-conflict/organised crime-related forms of violence.

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<sup>7</sup> Uppsala University, Department of Peace and Conflict Research, <http://www.pcr.uu.se/research/ucdp/definitions/>.

<sup>8</sup> Uppsala University, Department of Peace and Conflict Research, <http://www.pcr.uu.se/research/ucdp/definitions/>.

The World Health Organisation (ICD-10 category Y36) describes this category as ‘war operations’.<sup>9</sup> A potential source of information for these numbers is the health mortality data.

### **Terrorist attacks**

Deaths due to terrorist attacks should be reported in this section as well. These victims should be identified specifically as such (i.e. terrorism victims). The United Nations General Assembly has defined terrorism as any “*act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in the hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organisation to do or abstain from doing any act.*”<sup>10</sup>

If victims of terrorism have been reported in any of the other above categories, please precise so in section D on ‘methodology’ and indicate under which category these deaths have been recorded.

#### **1.3.1. Total number of deaths due to internal or external armed conflict**

By “*total number of conflict deaths*” we mean the total figure (absolute value) of deaths due to internal or external armed conflict, or the number of victims of internal or external armed conflict.

#### **1.3.2. Deaths due to internal or external armed conflict disaggregated by victims’ age group and sex**

The report should disaggregate the total number of conflict deaths by the victims’ age group and sex. See page 7 of these guidelines for a definition of these concepts.

#### **1.3.3. Deaths due to internal or external armed conflict disaggregated by mean used**

The report should disaggregate the total number of conflict deaths by the type of mean used to kill. See pages 7 and 8 of these guidelines for a suggested list of means that can be included under this section.

#### **1.3.4. Provide trends in the total number of deaths due to internal or external armed conflict**

By “*trends in the total number of deaths due to internal or external conflict*” we mean the yearly evolution over a period of five years (the last five years available) of the total figure (absolute value) of deaths cases due to internal or external armed conflict, or the number of victims of conflict. For example, in 2009 the total number of deaths due to internal or external conflict was XX. In 2010 the total number decreased to XX. Over the last 5 years to total number of deaths due to internal or external conflict has been decreasing by XX.

Tables and dashboards can be useful to illustrate trends.

### **1.4. Suicides**

This category includes deaths where the victim has deliberately killed him/herself.

Although suicides are not commonly associated with crime or conflict, they entail an act of violence directed against oneself. They cause loss of life, but also emotional, social and sometimes economical burdens for the ones left behind. Suicide can sometimes be an extreme consequence of other violent acts, such as sexual abuse.

The World Health Organisation defines suicide as “*the act of deliberately killing oneself*”<sup>11</sup>. It is included under the World Health Organisation ICD-10 categories from X60 to X84.<sup>12</sup>

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<sup>9</sup> World Health Organisation, International Classification of Diseases, Legal Intervention and operations of war, 2010, <http://apps.who.int/classifications/icd10/browse/2010/en#/Y35-Y36>.

<sup>10</sup> UN General Assembly Resolution 54/109 “International Convention for the Suppression of the Financing of Terrorism,” 1999, Article 2 (1b).

<sup>11</sup> World Health Organisation, Suicide, 2013, <http://www.who.int/topics/suicide/en/>.

<sup>12</sup> World Health Organisation, International Classification of Diseases, Intentional self-harm, 2010, <http://apps.who.int/classifications/icd10/browse/2010/en#/X60-X84>.

### **Suicide attempts**

Suicide attempts should not be reported under this section. If they are included, this should be clearly stated under section D on '*methodology*'. As far as possible suicide and attempted suicide should be separated.

#### **1.4.1. Total number of suicides**

By "*total number of suicides*" we mean the total figure (absolute value) of victims of suicides.

#### **1.4.2. Suicides disaggregated by victims' age group and sex**

The report should disaggregate the total number of suicides by victims' age group and sex. See page 7 of these guidelines for a definition of these concepts.

#### **1.4.3. Suicides disaggregated by mean used**

The report should disaggregate the total number of suicides by the mean used to commit suicide. See pages 7 and 8 of these guidelines for a suggested list of means that can be included under this section.

#### **1.4.4. Provide trends in the total number of suicides**

By "*trends in the total number of suicides*" we mean the yearly evolution over a period of five years (the last five years available) of the total figure (absolute value) of victims of suicide. For example, in 2009 the total number of suicides was XX. In 2010 the total number decreased to XX. Over the last 5 years to total number of suicides has been decreasing by XX.

Tables and dashboards can be useful to illustrate trends.

### **1.5. Accidental deaths caused by firearms**

This section includes violent deaths caused by firearms that have not been defined as homicides, conflict deaths, or suicides.

This category is relevant because it can indicate challenges with firearms proliferation and their misuse. It also allows, in certain cases, the identification of statistical challenges in recording violent deaths that should actually be included under homicides or suicides.

The World Health Organisation has included this category in the latest public health International Classification of Diseases (ICD-10 categories from W32 to W34).<sup>13</sup>

For example of weapons included under the category of '*firearms*' please refer to the examples included under '*means*' on pages 7 and 8.

#### **1.5.1. Total number of accidental deaths caused by firearms**

By "*total number of accidental deaths caused by firearms*" we mean the total figure (absolute value) of victims of accidental deaths.

### **1.6. Firearm deaths due to undetermined external causes**

Although the reasons why a victim has been killed are not always clearly identifiable, there is necessarily always one. People die violently either by accident, due to suicide, or murder. Taking accidental deaths into

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<sup>13</sup> World Health Organisation, International Classification of Diseases, Exposure to inanimate mechanical forces, 2010, <http://apps.who.int/classifications/icd10/browse/2010/en#/W20-W49>.

account becomes very important in order to estimate the real impact of violence, even more so when there are challenges with the quality of the data.<sup>14</sup>

The World Health Organisation considers a similar category in the latest public health International Classification of Diseases (ICD-10 categories from Y22 to Y24)<sup>15</sup>.

For this report we have limited this category to deaths due to undetermined external causes that were caused by firearms specifically. This approach is important in order to identify the deaths that have most probably been due to a violent act, whether accidentally or intentionally. The use of a firearm, more so than other types of means, often indicates a violent act. This helps to exclude potential deaths that were not due to armed violence and insecurity.

#### **1.6.1. Total number of firearm deaths due to undetermined external causes**

By “*total number of deaths with firearms due to undetermined external causes*” we mean the total figure (absolute value) of cases of deaths due to undetermined external causes, or the number of victims caused by firearms due to undetermined external causes.

#### **1.7. Overall number of violent deaths**

This broader category illustrates the impact of insecurity and armed violence as a whole. It can be helpful both in order to attract attention to the number of people killed by violence, and to illustrate the economical and social impact of armed violence and insecurity.

To be coherent with the content of the report, in Tier 1 this category includes only the violent deaths due to the reasons presented above. Tier 2 offers an opportunity to broaden this category even more, to include violent deaths to due self-defence and other reasons.

#### **1.7.1. Overall total number of violent deaths**

By “*Overall total number of violent deaths*” we understand the total figure (absolute value) of victims of all the categories included under violent deaths in Tier 1. This means the sum of the total deaths due to homicides, legal interventions, armed conflict, suicides, accidental deaths due to firearms, and deaths caused by firearms due to undetermined external causes.

When aggregating the total number of deaths for these categories, please do not double-count certain indicators in cases where one category of violent death was already included in another category.

In order to avoid double-counting, please be clear which categories have been included in the total overall number of violent deaths. If one of the categories has not been included, please specify the reason for this in section D on ‘*methodology*’.

## **2. Physical assaults**

The section on physical assaults relates to non-lethal forms of physical violence. This category should include the number of victims that have been violently injured, either physically or psychologically, by another person.

Knowledge of the number of people who are injured, and not only killed, due to a violent act is important in order to understand the full impact of armed violence and insecurity. Evidence shows that in certain cases, homicide rates might be decreasing whilst the number of people injured increases dramatically. Failing to notice and record such changes will hamper efforts to effectively tackle armed violence and insecurity.

<sup>14</sup> Fleitas Diego, La Seguridad Ciudadana en Argentina y su relación con el Contexto Regional, FLACSO, 2010.

<sup>15</sup> World Health Organisation, International Classification of Diseases, Event of undetermined intent, 2010, <http://apps.who.int/classifications/icd10/browse/2010/en#Y10-Y34>.

The United Nations Office on Drug and Crime defines “Physical assault” as “a physical attack against the body of another person, including battery but excluding indecent assault”.<sup>16</sup>

Some criminal or penal codes distinguish between aggravated assault (i.e. major assault) and simple assault, depending on the degree of the resultant injury. If such a distinction is made in your country, please provide the relevant data for both types of assault. In this case, please refer to this under section D on ‘methodology’.

Typically, the public health system will record intentional injuries, whereas the criminal justice system will record ‘physical (or violent) assault’.

### **Physical assault attempts**

For the purpose of this report, attempts to physically assault someone should not be included in this section. If attempts are included in the numbers presented in this section, this should be clearly stated under section D on ‘methodology’. As far as possible physical assaults and attempts should be separated.

#### **2.1. Total number of physical assaults**

By “total number of physical assaults” we mean the total figure (absolute value) of cases of victims of physical assaults that do not lead to death.

#### **2.2. Physical assaults disaggregated by victims’ age group and sex**

The report should disaggregate the total number of physical assaults by victims’ age group and sex. See page 7 of these guidelines for a definition of these concepts.

#### **2.3. Physical assaults disaggregated by mean used**

The report should disaggregate the total number of physical assaults by the type of mean used to harm. See pages 7 and 8 of these guidelines for a suggested list of means that can be included under this section.

## **3. Robberies**

Since they entail certain levels of violence, robberies are not merely a crime against property. In some cases they can explain the reasons behind some violent deaths and injuries. Robberies can have serious indirect effects on the economy and the development of a country or region. They create insecure environments and cause economic losses. Neighbourhoods plagued with robberies often see a migration of businesses and people to other safer areas. People that fear being robbed will avoid going and shopping in certain areas. Understanding robberies can help prevent some of these challenges and address them effectively.

The United Nations Office on Drug and Crime defines ‘robberies’ as “the theft of property from a person, overcoming resistance by force or threat of force”. Where possible, the category of robbery should include mugging (bag snatching) and theft with violence, but should exclude pickpocketing and extortion.<sup>17</sup>

Because high percentages of robbery cases are not denounced, victimisation surveys can be an important tool to identify this type of crime.

<sup>16</sup> United Nations Office on Drugs and Crime (UNODC) documents on assault statistics, for example the 2012 questionnaire on UN Crime Trend Statistics, <http://www.unodc.org/unodc/en/data-and-analysis/statistics/crime/cts-data-collection.html>.

<sup>17</sup> United Nations Office on Drugs and Crime (UNODC) documents on assault statistics, for example the 2012 questionnaire on UN Crime Trend Statistics, <http://www.unodc.org/unodc/en/data-and-analysis/statistics/crime/cts-data-collection.html>.



### **Robbery attempts**

For the purpose of this report, robbery attempts should not be reported in this section. If they are included in the numbers presented in this section, this should be clearly stated under section D on 'methodology'. As far as possible the two should be separated.

#### **3.1. Total number of robberies**

By "total number of robberies" we mean the total figure (absolute value) of robbery cases, or the number of victims of robbery.

#### **3.2. Number of robberies disaggregated by mean used**

The report should disaggregate the total number of robberies by the type of mean used to commit the robbery. See pages 7 and 8 of these guidelines for a suggested list of means that can be included under this section.

#### **3.3. Total number of carjacks/car robberies**

For the purpose of this report this is understood as the "removal of a motor vehicle without the consent of owner of the vehicle"<sup>18</sup>. In particular, this report focuses on cars.

By "total number of carjacks/robberies" we mean the total figure (absolute value) of robbery cases where a car was stolen. In order to report this information, we suggest using car insurance information and/or criminal and justice system data as sources.

## **4. Rapes**

Sexual violence and rape, as a distinctive indicator of this type of violence, is under-reported. This is often due to the victims' fears of retaliation and the failure of state institutions to properly recognise their needs. Improving records on the numbers of people raped is relevant because it implies an important effort by state authorities to improve the trust and confidence of victims in their institutions. Stronger institutions that are able to deal with such challenging and sensitive cases will be a very important tool in responding to and preventing other types of violence.

In June 2008, the UN Security Council recognised that "women and girls are particularly targeted by the use of sexual violence, including as a tactic of war to humiliate, dominate, instil fear in, disperse and/or forcibly relocate civilian members of a community or ethnic group."<sup>19</sup> Increasing the evidence on the number of victims of rape will shed a light on gender-based violence. Whilst for many types of crimes young males are often the majority of the victims (and the perpetrators), recording rape will help to inform how women and girls are affected by insecurity and armed violence.

The United Nations Office on Drugs and Crime defines rape as "sexual intercourse without valid consent."<sup>20</sup>

### **Aggravated sexual assaults**

Aggravated sexual assault is included under this section. If in certain countries those two elements are recorded separately, both set of data should be included here and a note about this should be included under section D on 'methodology'.

<sup>18</sup> Elaborated on the basis of the UN ODC definition.

<sup>19</sup> United Nations Security Council, S/Res/1820, June 2008 <http://www.securitycouncilreport.org/atf/cf/%7B65BFCF9B-6D27-4E9C-8CD3-CF6E4FF96FF9%7D/CAC%20S%20RES%201820.pdf>

<sup>20</sup> United Nations Office on Drugs and Crime (UNODC) documents on assault statistics, for example the 2012 questionnaire on UN Crime Trend Statistics, <http://www.unodc.org/unodc/en/data-and-analysis/statistics/crime/cts-data-collection.html>.



### **Rape attempts**

For the purpose of this report, rape attempts should not be presented in this section. If they are included in the numbers presented in this section, this should be clearly stated under section D on '*methodology*'. As far as possible rape and attempted rape should be separated.

#### **4.1. Total number of rapes**

By "*total number of rapes*" we mean the total figure (absolute value) of rape and aggravated sexual assault cases, or the number of victims of rapes and aggravated sexual assaults.

#### **4.2. Number of rapes disaggregated by victims' age group and sex**

The report should disaggregate the total number of rapes by victims' age group and sex. See page 7 of these guidelines for a definition of these concepts.

## B. Policies, legislation and programmes to address insecurity and armed violence

This section provides an opportunity for countries and local governments to promote policies, legislation and programmes that have been implemented successfully. Showcasing these policies and programmes can be a useful way to show the commitment of the country and local government to address the problem. It is also an opportunity to promote good practices with other partners at national and international level.

For donors, this section of the report will be particularly interesting since it can provide them with evidence on the effectiveness of certain policies, legislation or programmes, and increase their interest in supporting them.

Whilst it is recognised that proving the impact of policies, legislation and programmes on insecurity and armed violence is particularly challenging, the latest practices to monitor and evaluate responses to insecurity and armed violence have shown that it is feasible and useful to do so.

For this purpose, this section allows countries to include information on up to 3 different policies, laws and programmes and to promote their impact and the methods used to evaluate this impact. In order to facilitate the reporting, there is also the possibility to include a link or bibliography to enable access to further information on the policy, legislation or programme.

### *Examples of policies, laws and programmes*

(This list is not exhaustive)

*Firearms policies and legislation* to control, mark, and regulate the trade of small arms and light weapons;  
*Firearms programmes* such as amnesties that allow people to exchange weapons for computers, money or other equipment.

*Disarmament, Demobilisation and Reintegration policies, legislation and programmes* that target specifically ex-combatants or gang members and support their reintegrating into society.

Policies, laws and programmes addressed to the *victims*, supporting their reintegrating into society.

***Please refer to the indications in the template of Tier 1 for further details on the content of this section.***

## C. Contextual Information

This section provides valuable evidence on the context against which violence and insecurity may occur. This type of information is particularly relevant in order to understand the information reported in the preceding sections. It helps analysts to put the numbers into perspective and to capture particularities that need to be taken into account at the time of elaborating recommendations to address the identified challenges.

### **1. Total population**

Information on population is useful in understanding and analysing the overall impact of violence on the population. It allows, for example, comparison of the impact of violence in relation to health phenomena such as HIV, malaria etc. This is useful in order to prioritise issues to be tackled and to allocate the right amount of resources (financial, human, technical) to address them.

Please provide the total population data for the country/territory for each of the years covered by the data on crime and violence that you have noted in the report.

Please provide the disaggregated population data for *sub-national administrative divisions* (departments, provinces, municipalities, capital city) for which data on crime and violence has been provided, and for each of the years relevant to calculate rates per 100.000 population.

### **1.1. Population disaggregated by age group and sex**

Please also provide the full population data disaggregated by age group and by sex according to the data that has been reported on crime and violence. For a definition of age group and sex please see the general terminology on page 7.

Further disaggregated demographic data that could be reported here include: **ethnic composition** of the population; numbers of **migrant workers** and their countries of origin; and numbers of **illegal aliens** and their countries of origin.

## **2. Existence of an internal or external armed conflict**

Please indicate if your country is currently undergoing an armed conflict. Please provide information on the duration of this conflict, and on the main parties involved in this conflict.

Section 1. “*Violent deaths*” above includes a number of examples and suggested definition of armed conflict that is used for the purpose of this report.

Recognising the complexity of armed conflicts, this section should also include cases of violence related to fights for resources (for example water, land, or mineral resources), violent political or social crisis, electoral violence and internal fights between armed groups.

## **3. Firearms ownership and proliferation**

The proliferation and circulation of small arms and light weapons represent serious risks for security and have been identified as one among many key drivers of armed violence in violence affected regions.

This section should include the number of firearms legally owned by civilians in the country. It should also state the percentage of households or people that possess a firearm over the total number of households or total population. Please make sure to specify whether the unit of analysis you are using is households or people.

Additional information on firearms proliferation (for example the latest report submitted by the country to the UN Programme of Action on Small Arms And Light Weapons) can be included under section F on ‘*relevant links*’, which provides an opportunity to include links to relevant international, regional and national reports submitted by the country in line with existing obligations.

## D. Methodology

The methodology used to elaborate the report is a key element to facilitate the analysis of information. Without information on the methodology, the numbers reported above lack fundamental explanations needed to understand their meaning. Recommendations cannot be developed if there is no information on how the numbers have been recorded, what they cover, and when they have been recorded.

This section provides a space for methodological comments on the information provided throughout the template.

1. What is the **geographical coverage** of the information provided in this report? Does it cover the entire territory? Does it include all the relevant data sources, or only one? Is it recorded only in the main cities? In certain areas?
2. What is the **time range** for the data provided above? What is the year in which that data was recorded? Please provide the year for each indicator.

For trends please provide the initial year in which the information included in the report was recorded and the latest year for which you are providing the information.

Is the information recorded regularly throughout the year? Or only at specific times? If so, how often is the information recorded?

3. Which are the **sources** used for this report? See page 3 for examples of sources.
4. What are the **legal frameworks, protocols and standards** that rule the information systems (sources)? For example, what laws or protocols have established them? How are they set up? Why have they been set up? What is their purpose? Are those protocols publicly available?

5. **Characteristics** of the information systems:

Definitions used: are the definitions used for each indicator included in Tier 1 the same as the ones suggested above? If not, please provide here the definition that is used by your country.

Are there certain indicators that have been included under others? For example please state here if deaths due to conflict have been included under homicide rates; or whether deaths due to legal interventions are included under homicides rates etc.

Counting units: is the data presented above for each indicator based on the number of victims? If not, for example if the country counts the criminal homicide cases or perpetrators, instead of the number of victims, please do state so here.

Data collection, recording and validation: How regularly do the information system record data? Who is in charge of recording the information? What are the procedures to record the data? How is the data verified? Who is in charge of validating the numbers that are reported?

6. **Accountability** of the information systems: Is the information public? If so how can the public access it? How often is it published? Which type of information is published?

If the information is not public, or only partly so, who has access to the information? What are the procedures to access it? Why is the data not public?

## E. Comments

### 7. Any additional comments?

This section offers a space to analyse and discuss the data present in the template. It is also an opportunity to raise particular issues with a specific indicator. For example, this can be particularly relevant if over time countries have changed the definition of a specific indicator or if they have changed the way in which they calculate it.

If some categories have not been completed, this section provides an area for short explanations of the reasons why certain sections have not been filled out.

This section is also a chance to provide comments on the content of Tier 1. Are there relevant indicators that have not been included? If so, which ones? Please bear in mind that Tier 2 contains several other indicators and consult this Tier before addressing the content of Tier 1.

Example: Homicide rates from 2009 onwards show a strong decrease in the number of homicides. This is due to the fact that country X changed the definition of homicide. Since 2009 the definition does not include death due to conflict.

## F. Links to relevant reports

In order to avoid duplication of efforts and to increase coordination between several reporting efforts, this session provides the opportunity for countries and local government to include the links (or add as an annex to the report) various international, regional, national and local reports that are deemed relevant to this report. Suggested examples of report that can be included here:

1. National reports and statistics on crime, security and armed violence
2. Regional reports and statistics on crime, security and armed violence
3. Reports submitted to respond to international obligations, such as:

#### 3.1. Disarmament:

- a. Latest report submitted on implementation of the Programme of Action to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and Light Weapons in All Its Aspects as per section II.33 of the Programme<sup>21</sup>
- b. Latest report submitted under Art.7 of the Convention on Cluster Munitions<sup>22</sup>
- c. Latest report submitted under Art.7 of the Convention on the prohibition of the use, stockpiling, production and transfer of anti-personnel mines and on their destruction<sup>23</sup>
- d. Other relevant disarmament reports

#### 3.2. Public Health:

<sup>21</sup> Programme of Action to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and Light Weapons in All Its Aspects, A/CONF.192/15, 2006, <http://www.poa-iss.org/PoA/poahtml.aspx>.

<sup>22</sup> Convention on Cluster Munitions, CCM/77, 2008, <http://www.clusterconvention.org/the-convention/convention-text>.

<sup>23</sup> Convention on the prohibition of the use, stockpiling, production and transfer of anti-personnel mines and on their destruction, 1997, [http://www.un.org/Depts/mine/UNDocs/ban\\_trty.htm](http://www.un.org/Depts/mine/UNDocs/ban_trty.htm).

- a. The latest report(s) submitted to the World Health Organisation as established in the Constitution of the Organisation under Chapter XIV. Especially information on mortality rates.<sup>24</sup>

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<sup>24</sup> Constitution of the World Health Organisation, *Basic Documents*, Forty-fifth edition, Supplement, October 2006, pp.14-15, <http://www.who.int/governance/eb/constitution/en/>.