

Guidelines for national and local reports on security and armed violence

TIER 2

Expert Group on security and armed violence reports

These guidelines for Tier 2 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 guiding questions and issues to consider in the sections designated for comments.
-
-

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.

Produced by:

Diego Fleitas (Asociación para Políticas Públicas), Matthias Nowak (Small Arms Survey) and Serena Oligati (Action on Armed Violence)

Reviewed and approved by the Expert Group members:

Action on Armed Violence, Asociación para Políticas Públicas, Campaña Colombiana Contra Minas, Global Alliance on Armed Violence, FOMICRES, Oxford Research Group, the Secretariat of the Geneva Declaration on Armed Violence and Development, Small Arms Survey and Women's Institute for Alternative Development.

For clarifications and comments:

Expert group on security and armed violence reports: expertgroup@dgroups.org



GENERAL COMMENTS ON THE TEMPLATE

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

There are similarities between this template and other reporting systems. This should ease the efforts in 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 2 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 institutes; 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 2 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 E *'methodology'*, of the template.

TIME RANGE

For long-term trends in Tier 2 countries should provide data for the longest time range available, ideally for the last 20 years.

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

These explanatory notes should be read in conjunction with the guidelines for Tier 1.

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 do point that out in section E on '*methodology*.'

Perpetrators

By *perpetrators* we mean the persons that commit a violent act leading to the death or injury of, or to the loss of personal possessions by another person.

Victims' (or Perpetrators') 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 (or perpetrators) aged 0-14 as one category) is frequent and can be reported as such in this document.

Victims' (or Perpetrators') sex

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

Victims' (or Perpetrators') nationality

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

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

Relationship between perpetrators and victims

This refers to the eventual ties between victim(s) and perpetrator(s), for example whether they knew each other, were brothers and sisters, married, members of the same family etc.

Circumstances or motives of death (or injury)

This refers to the motive that caused the death or injury, for example gangs, organised crime, robbery, theft, sexual violence, fights, other, unknown.

(List continues on page 8)

Location

This can mean the physical place where the victim was killed, injured or robbed; or the place where the violent act was committed. For example the house, the car etc. Please do specify whether you are reporting the place where the victim was found or the place where the violent act was committed.

Main local geographical jurisdictions

This refers to the administrative subdivisions in the country. For example provinces, states, counties etc.

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

- “Firearms”, for example, this category includes 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.”¹;
- “Blades and sharp objects”, for example knives and machetes;
- “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.”²;
- “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 E on ‘methodology’.

¹ 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.

² 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>.

MAIN INDICATORS

1. Violent deaths

The guidelines for Tier 1 contain an explanation of the type of indicators included under 'violent deaths'. It also provides commonly agreed definitions for the following indicators: homicides, legal interventions, conflict deaths, victims of terrorism, suicides, accidental deaths and deaths due to undetermined external causes.

For Tier 2 countries should report on the same indicators using a different source than in Tier 1. For example health sources instead of crime statistics.

Tier 2 considers the following categories under 'violent deaths':

- Homicides (*using other sources than in Tier 1*);
- Deaths due to legal interventions (*using other sources than in Tier 1*);
- Homicides of police or security force officers;
- Deaths due to internal or external armed conflict (*including terrorism deaths and using other sources than in Tier 1*);
- Deaths due to self-defence;
- Deaths due to manslaughter;
- Suicides (*using other sources than in Tier 1*);
- Violent accidental deaths (*caused by firearms, blades, hanging and explosives*); and
- Violent deaths due to undetermined external causes (*caused by firearms, blades, hanging and explosives*)

The definitions of these deaths will vary considerably between countries. Section D (in Tier 1) and E (in Tier 2) on 'methodology' offer an opportunity for countries and local governments to include their own definition for each of these categories if they differ from what is suggested below and in Tier 1.

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

1.1. Homicides

Please refer to Tier 1 for an explanation of the type of information to be included under this indicator.

1.1.1. Total number of homicides

Please refer to Tier 1 for an explanation of the type of information to include here and use a different source than in Tier 1, for example crime sources instead of judiciary statistics.

1.1.2. Homicides disaggregated by:

The report should disaggregate the total number of homicides by victims' and perpetrators' age group, sex and nationality, means used, relationship between perpetrators and victims, circumstances or motives of the death, location and main local geographical jurisdictions.

Please indicate the source used for this disaggregation.

See pages 7 and 8 of these guidelines for a definition of these concepts.

1.1.3. Provide long-term trends of the total number of homicides

By long-term trends we mean the yearly evolution over a period of 20 years (or the longest period available) of the total figure (absolute value) of homicide cases, or the number of victims of homicides.

If available, trends for the disaggregated indicators should also be reported.

1.2. Legal interventions

Please refer to Tier 1 for an explanation of the type of information to be included under this indicator.

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

Please refer to Tier 1 for an explanation of the type of information to include here and use a different source than in Tier 1, for example crime sources instead of judiciary statistics.

1.2.2. Deaths due to legal interventions disaggregated by:

The report should disaggregate the total number of deaths due to legal interventions by victims' age group, sex and nationality, means used and main local geographical jurisdictions.

Please indicate the source used for this disaggregation.

See pages 7 and 8 of these guidelines for a definition of these concepts.

1.2.3. Provide long-term trends of the total number of deaths due to legal interventions

By long-term trends we mean the yearly evolution over a period of 20 years (or the longest period available) of the total figure (absolute value) of legal intervention cases, or the number of victims of legal interventions.

If available, trends for the disaggregated indicators should also be reported.

1.3. Homicides of police and security force officers

Knowing the number of police and security force officers that are killed on duty or off duty is important as it can reveal forms of violence that aim to reduce the legitimacy of the state. It can also inform measures that can prevent police and security officers from being specifically targeted and killed.

The term "*police and security force officers*" refers to personnel working for a public agency at the moment when the incident happened. It specifically refers to personnel working for a public agency, so does not include private security agencies, unless those have been contracted by a public agency.

Homicide attempts of police and security force officers

For the purpose of this report, attempts to kill police and security force officers 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 E on '*methodologies*'. As far as possible homicides and attempted homicides should be separated.

1.3.1. Total number of homicides of police or security force officers

By "*total number of homicides of police or security officers*" we mean the total figure (absolute value) of cases of death of a police or security officer, or the number of police or security officers killed.

1.3.2. Homicides of police or security force officers disaggregated by:

The report should disaggregate the total number of homicides of police or security force officers by whether they were on duty or off duty, means used and main local geographical jurisdictions.

By 'on duty' or 'off duty' we refer to whether the police or security officer was killed whilst he was performing his usual work or when he was not working.

See page 8 of these guidelines for a definition of the other concepts.

1.3.3. Provide long-term trends of the total number of homicides of police or security officers

By long-term trends we mean the yearly evolution over a period of 20 years (or the longest period available) of cases of death of a police or security officer, or the number of police or security officers killed.

If available, trends for the disaggregated indicators should also be reported.

1.4. Deaths due to internal or external armed conflict

Please refer to Tier 1 for an explanation of the type of information to be included under this indicator.

1.4.1. Deaths due to internal or external armed conflict

By "*total number of conflict deaths*" we mean the total figure (absolute value) of death cases due to internal or external armed conflict, or the number of victims of internal or external armed conflict

Please use a different source than in Tier 1, for example health sources instead of crime statistics.

1.4.2. Deaths due to internal or external armed conflict disaggregated by:

The report should disaggregate the total number of deaths due to internal or external conflict by the victims' age group, sex and nationality, means used, affiliation of the victims and affiliation of the perpetrators.

By *affiliation of the victims* we mean the party to the conflict which the victim belongs to, for example governmental forces, another country's governmental forces, non-state actors, or undetermined identity. This section also includes individuals who do not belong to any armed group or government forces but have been victims of the conflict.

By *affiliation of the perpetrators* we mean the party to the conflict which the perpetrator belongs to. It mainly refers to members of non-state armed groups. It also includes government forces that commit violent acts against the other party to the conflict. This section also includes individuals who have been armed by any type of armed group or government forces but that are not formally part of them.

Please indicate the source used for this disaggregation.

See pages 7 and 8 of these guidelines for a definition of the other concepts.

1.4.3. Provide long-term trends of the total number of deaths due to internal or external armed conflict

By long-term trends we mean the yearly evolution over a period of 20 years (or the longest period available) of the total figure (absolute value) of cases of death due to internal or external armed conflict, or the number of victims of internal or external armed conflict.

If available, trends for the disaggregated indicators should also be reported.

1.5. Deaths due to self-defence

Knowledge of the number of people that are killed due to self-defence and the details in which these acts occurred can give a very useful indication of the escalation of violence. This information can also be used by the government to determine its role and presence in affected areas.

There is a general lack of understanding and no commonly agreed definition of 'self-defence'. Therefore if your country/local government uses this indicator and reports on it, please include the definition that you are using under section E on 'methodology'.

1.5.1. Total number of deaths due to self-defence

By "total number of deaths due to self-defence" we mean the total figure (absolute value) of cases of death due to self-defence, or the number of victims of self-defence.

1.6. Manslaughter (*due to interpersonal violence and excluding car accidents*)

In certain cases, countries and local governments record homicides based on the degree of 'intentionality' of the perpetrator to kill someone. Whether intentional or not, this information helps to produce a comprehensive picture of the violent acts committed in a country. They are an essential element of the puzzle.

As discussed, in cases where your country or local government records 'manslaughter' separately from homicides, please include such incidents here.

The United Nations Office on Drug and Crime defines "manslaughter" as the "non-intentional killing of a person". Non-intentional homicide can be divided into two categories:

- Negligent: killing through recklessness or negligence (for example dangerous driving or professional negligence)
- Non-negligent: killing that is not considered intentional homicide due to certain specific mitigating circumstances (for example provocation or diminished responsibility).³

Please include under manslaughter only the cases of death due to interpersonal violence. This definition does not include accidents due to medical issues, traffic accidents etc.

1.6.1. Total number of violent deaths due to manslaughter

By "total number of violent deaths due to manslaughter" we mean the total figure (absolute value) of cases of violent deaths due to manslaughter, or the total number of victims of manslaughter.

1.6.2. Violent deaths due to manslaughter disaggregated by means used

See page 8 of these guidelines for a definition of this concept.

1.7. Suicides

Please refer to Tier 1 for an explanation of the type of information to be included under this indicator.

1.7.1. Total number of suicides

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

Please use a different source than Tier 1, for example health sources instead of crime statistics.

1.7.2. Suicides disaggregated by:

The report should disaggregate the total number of suicides by victims' age group, sex and nationality, means used and main local geographical jurisdictions.

Please indicate the source used for this disaggregation.

See pages 7 and 8 of these guidelines for a definition of these concepts.

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

1.7.3. Provide long-term trends of the total number of suicides

By long-term trends we mean the yearly evolution over a period of 20 years (or the longest period available) of the total figure (absolute value) of victims of suicide.

If available, trends for the disaggregated indicators should also be reported.

1.8. Violent accidental deaths *(caused by firearms, blades, hanging and explosives)*

This category is relevant because it can indicate challenges with firearms and explosives proliferation and their misuse. It also, in certain cases, allows the identification of statistical challenges in recording violent deaths that should actually be included under homicides or suicides. To identify these statistical challenges, the use of a mean that is often used to commit intentional violent acts is important since it allows the scope of this very broad category to be narrowed to the incidents that have a higher probability of being caused by an intentional rather than accidental violent act.

The World Health Organisation has included this category in the latest public health International Classification of Diseases (ICD-10 categories from V01 to Y98)⁴.

For the purpose of this report violent accidental deaths exclude traffic accidents (ICD-10 categories from V01 to V99), and deaths due to natural events (ICD-10 categories X10-X19; X20-X29; X30-X39; and X40-X49).

1.8.1. Total number of violent accidental deaths

By “*total number of accidental deaths*” we mean the total figure (absolute value) of victims of accidental deaths caused by firearms, blades hanging and explosives.

1.8.2. Violent accidental deaths disaggregated by:

The report should disaggregate the total number of violent accidental deaths by victims’ age group and sex, means used and main local geographical jurisdictions.

Please indicate the source used for this disaggregation.

See pages 7 and 8 of these guidelines for a definition of these concepts. For the category of “*means used*” please only report on deaths due to firearms, blades, hanging and explosives.

1.8.3. Provide long-term trends of the total number of violent accidental deaths

By long-term trends we mean the yearly evolution over a period of 20 years (or the longest period available) of the total figure (absolute value) of victims of accidental deaths.

Please provide the total figure of violent deaths only due to firearms, blades, hanging and explosives.

If available, trends for the disaggregated indicators should also be reported.

1.9. Violent deaths due to undetermined external causes *(caused by firearms, blades, hanging and explosives)*

Please refer to Tier 1 for a definition of violent deaths due to undetermined external causes. Be aware that the definition in Tier 2 includes not only violent deaths due to firearms as in Tier 1 but also violent deaths due to blades, hanging and explosives.

1.9.1. Total violent deaths due to undetermined external causes

By “*total number of violent deaths due to undetermined causes*” we mean the total figure (absolute value) of cases of victims of violent deaths caused by firearms, blades, hanging and explosives due to

⁴ World Health Organisation, ICD-10 categories, *External causes of morbidity and mortality*. Accident, <http://apps.who.int/classifications/icd10/browse/2010/en#/V01-X59>.

undetermined external causes, or the total number of victims of violent deaths caused by firearms, blades hanging and explosives due to undetermined external causes.

1.9.2. Violent deaths due to undetermined external causes disaggregated by:

The report should disaggregate the total number of violent deaths due to undetermined external causes by victims' age group and sex, means used and main local geographical jurisdictions.

Please indicate the source used for this disaggregation.

See pages 7 and 8 of these guidelines for a definition of these concepts. For the category of "*means used*" please only report on deaths due to firearms, blades, hanging and explosives.

1.9.3. Provide long-term trends of the total number of violent deaths due to undetermined causes

By long-term trends we mean the yearly evolution over a period of 20 years (or the longest period available) of the total figure (absolute value) of cases of victims of violent deaths caused by firearms, blades, hanging and explosives due to undetermined external causes, or the total number of victims of violent deaths caused by firearms, blades, hanging and explosives due to undetermined external causes.

Please report only the total figure of violent deaths due to firearms, blades, hanging and explosives.

If available, trends for the disaggregated indicators should also be reported.

1.10. Overall number of violent deaths

By "*overall number of violent deaths*" we understand the total number of victims of all the categories included under violent deaths in Tier 2 and Tier 1. This means the sum of the total deaths due to homicides, legal interventions, homicides of police and security force officers, deaths due to internal or external armed conflict, self-defence, manslaughter, suicides, violent accidental deaths, and violent deaths due to undetermined external causes.

When aggregating the total number of deaths for all those categories, please do not double-count certain indicators in cases where one category is already included in another category.

In order to avoid double-counting, please be clear on 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 E on '*methodology*'.

2. Intentional injuries and physical assaults

Whilst violent deaths are widely recognised as the most reliable indicators of the rates of violence nationally and locally, the number of people injured is increasingly acknowledged as an essential aspect which must be taken into account. Evidence has shown that whilst homicide rates might be falling, the number of people injured can be increasing. Limiting the analysis to the number of deaths can have a negative impact on the understanding of the problem and on the type of responses that are put in place to address it.

Depending on the type of source, violent injuries are recorded as intentional injuries (by the public health system) or as physical assaults (by the criminal justice system).

Intentional injuries and physical assaults attempts

For the purpose of this report, attempts to inflict intentional injuries and attempts to assault someone physically 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 E on 'Methodology'. As far as possible intentional injuries and attempts should be separated.

2.1. Intentional injuries *(due to aggression and based on public health sources)*

In this section, countries and local governments should include information on physical harm due to interpersonal or community/collective violence. This includes for example domestic violence, gang-violence, mob-violence, brawls and fights, etc.

In order to reflect the scope of the report, the intentional injuries reported under this section should be limited to cases of aggression.

2.1.1. Total number of intentional injuries

By "*total number of intentional injuries*" we mean the total figure (absolute value) of victims of intentional injuries that do not lead to death.

2.1.2. Intentional injuries disaggregated by:

The report should disaggregate the total number of intentional injuries due to aggression by victims' age group and sex, means used, relationship between perpetrators and victims, circumstances or motives of the injuries, location and main local geographical jurisdictions.

See pages 7 and 8 of these guidelines for a definition of these concepts.

2.1.3. Provide long-term trends of the total number of intentional injuries

By long-term trends we mean the yearly evolution over a period of 20 years (or the longest period available) of the total figure (absolute value) of injured victims.

If available, trends for the disaggregated indicators should also be reported.

2.2. Physical assaults

Please refer to the same section under Tier 1 for the definition of physical assault.

For Tier 2 countries should report on the same indicators using a different source than in Tier 1. For example judiciary sources instead of crime statistics.

2.2.1. 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.

2.2.2. Physical assaults disaggregated by:

The report should disaggregate the total number of physical assaults by victims' and perpetrators' age group and sex, means used, relationship between perpetrators and victims, circumstances or motives of the physical assaults, location and main local geographical jurisdictions.

Please indicate the source used for this disaggregation.

See pages 7 and 8 of these guidelines for a definition of these concepts.

2.2.3. Provide long-term trends of the total number of physical assaults

By long-term trends we mean the yearly evolution over a period of 20 years (or the longest period available) of the total figure (absolute value) of cases of victims of physical assaults.

If available, trends for the disaggregated indicators should also be reported.

3. Robberies

Please refer to the same section under Tier 1 for the definition of robberies.

For Tier 2 countries should report on the same indicators using a different source than in Tier 1. For example health sources instead of crime statistics.

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. Robberies disaggregated by:

The report should disaggregate the total number of robberies by victims’ and perpetrators’ age group and sex, means used, location, main local geographical jurisdictions and number of carjacks or car robberies.

If available the number of carjacks or car robberies disaggregated by the main local geographical jurisdictions.

Please indicate the source used for this disaggregation.

See pages 7 and 8 of these guidelines for a definition of these concepts. The definition of carjacks or car robberies is provided in Tier 1 under the same section on ‘*robberies*’.

3.3. Provide long-term trends of the total number of robberies

By long-term trends we mean the yearly evolution over a period of 20 years (or the longest period available) of the total figure (absolute value) of robbery cases, or the number of victims of robbery.

If available, trends for the disaggregated indicators should also be reported.

4. Rape and other sexual assaults

In addition to rape, which is included also under Tier 1 of this report, Tier 2 includes also other types of sexual assaults that are not defined as rape. Depending on the definitions used nationally and locally, other sexual assaults can provide a useful insight on different types of sexual violence committed against women and men. This can be particularly relevant in order to understand the full extent of the problem. It can also highlight challenges in the definitions used by countries, or in the way these types of crimes are recorded.

Rape and other sexual assault attempts

For the purpose of this report, rape and other sexual assault 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 E on ‘*methodology*’. As far as possible rape and sexual assaults, and attempted rapes and sexual assaults, should be separated.

4.1. Rape

Please refer to the same section under Tier 1 for the definition of rape.

For Tier 2 please report on the same indicator using a different source than in Tier 1. For example health sources instead of crime statistics.

4.1.1. 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 rape and aggravated sexual assaults.

4.1.2. Rapes disaggregated by:

The report should disaggregate the total number of rapes by victims’ and perpetrators’ age group and sex, means used to threaten the victim, relationship between perpetrators and victims, location and main local geographical jurisdictions.

Please indicate the source used for this disaggregation.

See pages 7 and 8 of these guidelines for a definition of these concepts.

4.1.3. Provide long-term trends of the total number of rapes

By long-term trends we mean the yearly evolution over a period of 20 years (or the longest period available) of the total figure (absolute value) of rapes, or the number of raped victims.

If available, trends for the disaggregated indicators should also be reported.

4.2. Other sexual assaults (excluding rapes)

In this section, countries and local governments should include information concerning “*abusive sexual contact*” and “*non-contact sexual abuse*”. This includes both sexual acts that include the physical contact of the perpetrator, and also those that do not.

The Centers for Disease Control and Prevention define “*abusive sexual contact*” as the intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person without his or her consent, or of a person who is unable to consent or refuse.

The Centers define “*non-contact sexual abuse*” as sexual abuse that does not include physical contact of a sexual nature between the perpetrator and the victim. It includes acts such as voyeurism; intentional exposure of an individual to exhibitionism; unwanted exposure to pornography; verbal or behavioural sexual harassment; threats of sexual violence to accomplish some other end; or taking nude photographs of a sexual nature of another person without his or her consent or knowledge, or of a person who is unable to consent or refuse.⁵

If not captured by criminal and health sources, these types of crime are often recorded through victimisation surveys.

4.2.1. Total victimization number of other sexual assaults

By “*total number of other sexual assaults*” we mean the total figure (absolute value) of “*sexual assaults other than rape*”, or the number of victims of sexual assaults other than rape.

4.2.2. Total victimization number of other sexual assaults disaggregated by:

The report should disaggregate the total number of other sexual assaults by victims’ age group and sex, relationship between perpetrators and victims, location and main local geographical jurisdictions.

See pages 7 and 8 of these guidelines for a definition of these concepts.

⁵ Basile KC, Saltzman LE. Sexual violence surveillance: *Uniform definitions and recommended data elements*. Atlanta, GA: National Center for Injury Prevention and Control, Centers for Disease Control and Prevention; 2002. Second print 2009, pp.9-10, <http://www.cdc.gov/violenceprevention/sexualviolence/definitions.html>.

4.2.3. Provide long-term trends of the total number of other sexual assaults

By long-term trends we mean the yearly evolution over a period of 20 years (or the longest period available) of the total figure (absolute value) of sexual assault other than rape, or the number of sexually assaulted victims.

If available, trends for the disaggregated indicators should also be reported.

4.3. Overall number of rapes and other sexual assaults

4.3.1. Overall total number of rapes and other sexual assaults

By “*overall total number of rapes and other sexual assaults*” we understand the total figure (absolute value) of rapes and other sexual assaults, or the total number of victims of both categories, i.e. the sum of the total number of rapes and the total number of other sexual assaults.

If those two categories are not separated in your definitions, and the cases due to rape and other sexual assaults are both included under the same category, please point this out here and include the definition that you are using under section E on ‘*methodology*’.

4.3.2. Provide long-term trends of the total number of rapes and other sexual assaults

By long-term trends we mean the yearly evolution over a period of 20 years (or the longest period available) of the sum of the total figure (absolute value) of rapes and other sexual assaults, or the total number of victims of rapes and other sexual assaults.

5. Kidnappings

Though kidnappings are not as widespread as other crimes, when they occur they affect not only the life and freedom of the victim, but they can also traumatise entire societies. Kidnappings generally have a higher probability than other crimes to end violently. Today, kidnappings are challenging to measure due to high levels of underreporting and because often the samples used in victimisation surveys do not appropriately capture this problem.

If your country or local government measures this type of crime, in this section you should include information on victims that have been detained against their will for economical, political or other reasons.

The European Sourcebook of Crime and Criminal Justice Statistics defines them as “*the unlawful detention of persons against their will (including through the use of force, threat, fraud or enticement) for the purpose of demanding for their liberation an illicit gain or any other economic gain or other material benefit, or in order to oblige someone to do or not to do something*”. This definition does not include disputes over child custody⁶.

Kidnapping attempts

For the purpose of this report, kidnapping 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 E on ‘*methodology*’. As far as possible kidnapping and attempted kidnapping should be separated.

5.1. Total number of kidnappings

By “*total number of kidnappings*” we mean the total figure (absolute value) of kidnapping cases.

⁶ European Sourcebook of Crime and Criminal Justice Statistics – 2010, Appendix 1, Offence definitions, p. 341, <http://www3.unil.ch/wpmu/europeansourcebook/printed-editions-2/printed-editions/>.

5.2. Kidnappings disaggregated by:

The report should disaggregate the total number of kidnappings by victims' age group and sex, kidnappings that resulted in the death of the victims and main local geographical jurisdictions.

See pages 7 and 8 of these guidelines for a definition of these concepts.

5.3. Provide long-term trends of the total number of kidnappings

By long-term trends we mean the yearly evolution over a period of 20 years (or the longest period available) of the total figure (absolute value) of kidnapping cases.

If available, trends for the disaggregated indicators should also be reported.

6. Displacement

Whilst displacement is not linked directly with the death or injury of a person, it is a strong indicator of the long-term economical and social impact of armed violence and insecurity. In certain countries, millions of people remain displaced due to violence. This has important economical repercussions for the states that are hosting them, but it also destroys the social structure of the country. Supporting displaced people to return back to their land and houses implies great efforts to deal with land restitution challenges, re-building destroyed properties and ensuring that economical opportunities are re-established in order for the returning people to economically sustain themselves.

Numbers of displaced persons after a conflict is over are also a very strong sign of how well countries and local governments are returning to a peaceful society with proper economical and social opportunities for their citizens.

In this section countries and local governments should include evidence on the number of refugees, internally displaced persons, stateless persons, asylum-seekers, returned internally displaced people and returned refugees.

It includes both internally-displaced people as well as people that have been displaced to other countries.

In order to limit the evidence to that particularly relevant for this report, this section does not include persons or group of individuals that have been displaced due to natural or man-made disasters, or people who have migrated voluntarily.

The Office of the United Nations High Commissioner for Refugees (UNHCR) includes under this section *“the people or groups of individuals that have been forced to leave their homes or places of habitual residence, in particular as a result, or in order to avoid the effects of armed conflict, situations of generalised violence and violations of human rights (...)”*.⁷

This section refers also to “forced migration”, explained by the International Organisation for Migrations as *“a migratory movement in which an element of coercion exists, including threats to life and livelihood”*.⁸

6.1. Total number of people displaced due to violence (including armed conflict)

By *“total number of people displaced due to violence”* we mean the total figure (absolute value) of displaced persons due to violence.

⁷ Office of the United Nations High Commissioner for Refugees (UNHCR), Global Trends 2012, “Displacement, The new 21st Century Challenge”, <http://www.unhcr.org/51bacb0f9.html>.

⁸ See International Organisation for Migrations, About migration, key migration terms, <http://www.iom.int/cms/en/sites/iom/home/about-migration/key-migration-terms-1.html#Migration>.

6.2. People displaced due to violence disaggregated by:

The report should disaggregate the total number of people displaced by victims' age group and sex.

See page 7 of these guidelines for a definition of this concept.

6.3. Provide long-term trends of the total number of displaced people due to violence

By long-term trends we mean the yearly evolution over a period of 20 years (or the longest period available) of the total figure (absolute value) of persons displaced due to violence.

If available, trends for the disaggregated indicators should also be reported.

7. Other

This section provides room to include data on, and trends in, crime and violent categories that are not considered in the previous sections and that your country records separately. This list is not exhaustive and aims to provide some examples of additional types of indicators that can be relevant to produce a comprehensive overview of the impact of armed violence and insecurity at national (or local) level.

For each of the relevant categories below, please provide both absolute values (total numbers) and trends (20 years or the longest period available).

7.1. Children recruited by armed groups or armed forces

The United Nations Children's Fund (UNICEF) includes in this category evidence on each case where *"A child associated with an armed force or armed group is any person under 18 years of age who is part of any kind of regular or irregular armed force or armed group in any capacity – including, but not limited to, combatants, cooks, porters, messengers and anyone accompanying such groups, other than family members. The definition includes girls recruited for sexual purposes and for forced marriage."*⁹

7.2. Thefts

The United Nations Office on Drugs and Crime defines this category as *"depriving a person/organisation of property without force with the intent to keep it"*.¹⁰

It excludes burglary, housebreaking, robbery and motor vehicle theft.

7.3. Threats

Under this category, countries and local governments should include evidence on spoken or written words tending to intimidate or menace others.¹¹

7.4. Burglaries

The United Nations Office on Drugs and Crime defines this category as *"gaining unauthorized access to a part of a building/dwelling or other premises, including by use of force, with the intent to steal goods (breaking and entering)".* It includes theft from a house, apartment or other dwelling place, factory, shop or office, from a military establishment, or by using false keys.¹²

⁹ United Nations Children's Fund (UNICEF), Child protection from violence, exploitation and abuse, http://www.unicef.org/protection/57929_58007.html.

¹⁰ Definition provided by the United Nations Office on Drugs and Crime.

¹¹ West's Encyclopedia of American Law, edition 2., 2008.

¹² Definition provided by the United Nations Office on Drugs and Crime.

7.5. Piracy

The United Nation Convention on the Law of Sea includes in this category the following acts:

“(a) any illegal acts of violence or detention, or any act of depredation, committed for private ends by the crew or the passengers of a private ship or a private aircraft, and directed:

(i) on the high seas, against another ship or aircraft, or against persons or property on board such ship or aircraft;

(ii) against a ship, aircraft, persons or property in a place outside the jurisdiction of any State;

(b) any act of voluntary participation in the operation of a ship or of an aircraft with knowledge of facts making it a pirate ship or aircraft; (c) any act of inciting or of intentionally facilitating an act described in subparagraph (a) or (b).”¹³

7.6. Hate crimes

This is a more recent type of crime which has not yet been defined by a commonly agreed definition. In this section, countries and local governments should include violent crimes against a person on the base of that person’s sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.¹⁴

7.7. Stray bullets

In this section countries and local governments can include data and trends on casualties due to stray bullets. Please disaggregate the data by number of death and injuries caused by stray bullets and by total numbers of death and injuries due to celebratory shootings specifically.

The Conflict Analysis Resource Centre defines a “*stray bullet*” as “*a bullet fired intentionally that causes an injury or death to a person different from the intended target of the shooter, either because it was aimed at someone else or a group of people, or because it was aimed at an object or at no one (as in bullets fired into the air)*”.¹⁵

7.8. Other relevant crime indicators

This category offers the opportunity to include here any other types of crimes that are relevant at national and local level.

¹³ United Nation Convention on the Law of Sea, Part 7, Art. 101, http://www.un.org/Depts/los/convention_agreements/texts/unclos/closindx.htm.

¹⁴ Elaborated on the basis of Art. 21 of the European Union Charter of Fundamental Rights.

¹⁵ See Conflict Analysis Resource Centre, <http://www.cerac.org/co/en/>.

B. Perceptions and reactions to insecurity and armed violence

Victimisation and public opinion surveys have been increasingly recognised as an important tool in capturing aspects of the problem that cannot be recorded through quantitative analysis of data. Victimisation surveys provide a valuable source of information to measure perceptions and reactions to violence and insecurity. Do people feel safe in their community? Do they change their habits because they feel threatened by insecurity? Do they trust the institutions that should protect them? All these questions are clear indicators of community well-being.

Statistics from sources such as crime and public health, only measure incidents that are actually reported to them. This implies that confidence in the institutions, the availability of hospitals and police stations near the communities where the victims have been injured or killed, fear of retaliation, etc. all play a role in the number of incidents that are reported. Under-reporting is a challenge in most countries. Victimisation surveys provide a chance to capture incidents that have not been reported for several reasons. This can be particularly important in cases of domestic violence and femicides (the killing of a woman or girl because of their gender) that are often not reported to authorities.

Due to their nature, victimisation surveys and public opinion are limited at the time of analysing the impact of violence over time, since they only capture a specific moment in time. For this reason, victimisation surveys should be used in conjunction with other statistical systems to ensure that they are helpful in understanding the impact of violence over time.

The United Nations Office on Drugs and Crime and the United Nations Economic Commission for Europe have elaborated a manual to support countries in carrying out national crime victimisation surveys.¹⁶

Please refer directly to the corresponding Section B in the template for an explanation on the type of information regarding the latest victimisation survey that can be provided in this section.

Please include the sample size (number of people interviewed) of the latest survey reported in this section and the confidence rate for the results included under points 1 to 5.

C. Policies, legislation and programmes to address insecurity and armed violence

Tier 1 provides an overview of the type of policies, legislation and programmes that can be included under this section. Compared to Tier 1, this section in Tier 2 gives countries and local governments an opportunity to include additional information on the policies, legislation and programmes reported in the first Tier.

Additionally, this section also looks at other relevant contextual information that can help in understanding the priorities of the country in terms of programmes and policies to prevent and reduce violence and insecurity. Providing this information will be important when analysing the results of the report, because it will help analysts to compare the different sections of the report. For example are the main crimes addressed through specific policies and programmes, are sufficient resources allocated to the institutions in charge of addressing these problems? Etc.

This information will help countries and local governments in elaborating effective and practical recommendations based on the content of the report.

Please refer directly to the explanations in the corresponding section C in the template of Tier 2 for a clarification on the type of information that can be reported here.

¹⁶ United Nations Office on Drugs and Crime and the United Nations Economic Commission for Europe, "Manual on Victimization Surveys", Geneva, 2010, http://www.unecce.org/fileadmin/DAM/publications/oes/STATS_Manual_Victimization_surveys_E.pdf

D. Contextual information

This section provides valuable evidence on the context against which violence and insecurity may occur. It builds on what is provided in Tier 1.

This type of information is particularly relevant in order to understand the information reported in the precedent 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.

A. Unemployment

There are several social indicators that, depending on the circumstances, can be more or less associated with violence and crime levels. Among them, unemployment has the particularity of representing a critical situation for a person who lacks job, and looks for it. Whilst unemployment per se does not mean an increase in violence, it entails frustration and can lead to situations of severe needs in which people might turn to violence in order to sustain themselves and their families. For those reasons, and due to their reliability and comparability, unemployment rates were chosen here as one of the main indicators.

Unemployment refers to the share of the labor force that is without work but available for and seeking employment.¹⁷ For the International Labour Organisation's the "unemployed" comprise all persons above a specified age who during the reference period were:¹⁸

- (a) "without work", i.e. were not in paid employment or self-employment;
- (b) "currently available for work", i.e. were available for paid employment or self-employment during the reference period; and
- (c) "seeking work", i.e. had taken specific steps in a specified reference period to seek paid employment or self-employment.

Unemployment can have different definitions in different countries, therefore it is important to highlight the definition used for this report in section E on '*methodology*'.

1. Unemployment rates disaggregated by the main jurisdictions

Provide, if available, unemployment rates disaggregated by administrative subdivisions of the country. For example provinces, states, counties etc.

2. Evolution of the unemployment rates

Provide, if available, the yearly evolution over a period of 20 years (or the longest period available) of the unemployment rates.

B. Human Development Index

The relationship between armed violence, insecurity and development is often challenged and disputed. Low development levels do not always lead to violence, but it is often true that violence is particularly high in areas where there is poverty and people lack opportunities to attend schools and to decently gain their life. The Human Development Index provides a useful tool for analysts to determine whether the inter-relation between development and insecurity should be further explored.

The Human Development Index (HDI) is a summary measure of key dimensions of human development. It measures the average achievements in a country in three basic dimensions of human development: a long and healthy life, access to knowledge and a decent standard of living. The HDI sets a minimum and a

¹⁷ Based on the World Bank's definition, <http://data.worldbank.org/indicator/SL.UEM.TOTL.ZS>.

¹⁸ See the International Labour Organization's definition of unemployment statistics at <http://laborsta.ilo.org/applv8/data/c3e.html>.

maximum for each dimension, called goalposts, and then shows where each country stands in relation to these goalposts, expressed as a value between 0 and 1.¹⁹

The HDI is reported in the Human Development Report (HDR)²⁰ and can be reproduced based on this publication.

C. Drug related offences

Beyond the impact on a population's health and its socio economic burden, drug consumption and the illegal drug trade tends to be associated with corruption and criminal organisations. Drug consumption and trade can be the origin of other violent crimes committed by some consumers or by clashes between gangs and with law enforcement officers. Understanding the importance and extent of the drug problem within a country or local government is an essential component of responses to prevent and reduce violence and insecurity.

The European Sourcebook of Crime and Criminal Justice Statistics includes among the relevant drug offences the:

1. cultivation;
2. production;
3. sale;
4. supplying;
5. transportation;
6. importation;
7. exportation;
8. financing of drug operations;
9. consumption;
10. possession of larger quantities;
11. possession of small quantities²¹.

D. Corruption

Corruption is a complex social phenomenon and implies a wide range of activities and actors. For the United Nations, corruption *'undermines democracy and the rule of law, leads to violations of human rights, distorts markets, erodes the quality of life and allows organized crime, terrorism and other threats to human security to flourish.'*²²

The Convention Against Corruption includes under this definition *"acts such as embezzlement and misappropriation, trading influence, abuse of functions, illicit enrichment, bribes, and laundering from proceeds of crime, among others"*.²³

Please provide in this section data and background information on corruption levels, cases, and perceptions. For example the corruption index elaborated by Transparency International <http://www.transparency.org>.

E. Information on organised crime

The United Nations Office on Drugs and Crime (UNDOC) states that *'Transnational organized crime manifests in many forms, including as trafficking in drugs, firearms and even persons. At the same time, organized crime groups exploit human mobility to smuggle migrants and undermine financial systems through money laundering.'*²⁴

¹⁹ See technical Note on the Human Development Index at <http://hdr.undp.org/en/media/HDR%202013%20technical%20notes%20EN.pdf>.

²⁰ United Nations Development Programme, "Human Development Reports", <http://hdr.undp.org/en>

²¹ European Sourcebook of Crime and Criminal Justice Statistics, Appendix, 2010, p. 371.

²² See United Nations Convention Against Corruption, 2004, http://www.unodc.org/documents/treaties/UNCAC/Publications/Convention/08-50026_E.pdf.

²³ For a full list of activities, see United Nations Convention Against Corruption, 2004, pp. 17-22.

²⁴ See <https://www.unodc.org/unodc/en/organized-crime/>

In the United Nations Convention on Transnational Organized Crime, “*organized criminal group*” shall mean “*a structured group of three or more persons, existing for a period of time and acting in concert with the aim of committing one or more serious crimes or offences established in accordance with this Convention, in order to obtain, directly or indirectly, a financial or other material benefit.*”²⁵

This section provides an opportunity to describe the type of activities these groups engage in, and the types, names, and characteristics of such groups. If relevant, provide a link to reports describing this situation within your country or local area.

1. Size of the informal economy

The informal economy is a proxy to measure organised crime and provides a clue to understand which sectors may be exposed to victimisation (such as extortion for example) from organised criminal groups. Please provide an estimate here about the size of the informal economy.

2. Size and value of illegal markets

Please provide an estimate or various estimates about the size and the value of illicit markets within your country or area, including:

- i. Human trafficking**
- ii. Drugs**
- iii. Arms**
- iv. Natural resources**
- v. Smuggling**
- vi. Others**

3. Estimated number of illegal organisations, and of their members

Please provide detailed information on the presence of organised criminal organisations, their names and activities, and the estimated number of members of these groups.

F. Number and types of firearms captured and seized during law enforcement operations

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. The information included in Tier 2 builds on that already provided in Tier 1, and creates a comprehensive picture of the proliferation of firearms nationally and locally.

In this section, please provide information about the number (absolute values) and types (e.g. pistols, revolvers, shotguns, etc.) of firearms that have been seized during law enforcement operations over the last year.

If available, please provide information about the characteristics of the seized firearms (legally owned, never registered/illegal firearm) and the type of crime or offense in which they have been sized.

G. Internal and international migration

Whilst forced migrations are included above and should not be reported here, migration more broadly can provide useful information on the economical and social opportunities of people within a country. It speaks of inclusion and economical opportunities, but also of marginalisation of certain groups or communities, of poverty and exclusion. These challenges are often linked to an increase in violence and insecurity.

²⁵ See United Nations Convention against Transnational Organized Crime, 2004, p. 5, <https://www.unodc.org/documents/treaties/UNTOC/Publications/TOC%20Convention/TOCebook-e.pdf>.

The International Organisation for Migration defines migration as the “The movement of a person or a group of persons, either across an international border, or within a State. It is a population movement, encompassing any kind of movement of people, whatever its length, composition and causes (...)”.²⁶ This section should focus only on the numbers of migrants that have taken “*the decision to migrate freely by themselves for reasons of "personal convenience" and without intervention of an external compelling factor*”. It includes generally persons that migrate for a year or more, but also “*certain kinds of shorter-term migrants, such as seasonal farm-workers who travel for short periods to work planting or harvesting farm products*”.

Please only include here migrants that have decided freely to move away due to violence, exclude other reasons such as natural disasters or economical opportunities.

This excludes asylum seekers, internally displaced people, refugees and stateless persons that were forced to move due to violence. Please report those cases under section A.6. (Displacement) above.

E. Methodology

The methodology used to elaborate the report is a key element facilitating the analysis of the information. Without the 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.

In addition to what provided under Tier 1, this section provides an opportunity to describe the methodology used for the information included in Tier 2.

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 **sources** are 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 the information systems? 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

²⁶ See International Organisation for Migrations, about migration, key migration terms, <http://www.iom.int/cms/en/sites/iom/home/about-migration/key-migration-terms-1.html#Migration>.

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 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 responsible for 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?

- 7. Any additional comments?**

F. Analysis of the data and general comments

A. Overview of the data provided in Tier 2

This section offers a space to analyse and discuss the data present in Tier 2. 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.

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.

B. Socio-demographic and geographical distribution of violence

In addition to the examples provided above, this section can include further information on the socio-demographic and geographical distribution of violence. Which are the main groups according to their age, sex, wealth or race affected by violence and crime? What are the main characteristics of the perpetrators? Is armed violence and insecurity present throughout the country? Are the same types of violence present in rural and urban areas? Is insecurity linked to conflict or to other forms of violence? Do conflict and other forms of violence co-exist in your territory? Are different types of violence affecting the same regions?

C. Relevant changes in the evolution of crime and violence rates

Analyse the data provided in Tier 2 to highlight relevant aspects. This is also an opportunity to show correlation between various indicators. For example has there been a decrease in violent deaths but an increase in injuries. Have rapes and other sexual assaults increased over time, if so, can you explain these changes?

D. Are there any aspects of Tier 2 that should be reviewed? If so, which ones?

G. Case studies

Case studies are an effective way to analyse and better understand particular phenomena within the broad problem of armed violence and insecurity. They are generally used to increase knowledge of specific aspect of the problem, for example highlight a particular type of armed violence that is affecting only a region of the country.

They can also be used to analyse the impact of policies and programmes in addressing violence. As such case studies are increasingly used to monitor and evaluate these policies and to promote them among relevant national and international actors.

This section can be used to illustrate specific aspects of the problem that have not been addressed above. Or to showcase and complement information provided under section C on policies and programmes.

If your country or local government has already carried out case studies on this topic, you can include here the reference or the link to these case studies.

H. Links to relevant reports

In addition to the reports included into the first tier, this section provides an opportunity to provide links to other relevant reports, for example:

- A. Latest specific reports submitted on implementation of the main human rights treaties.
- B. Latest specific reports submitted on traffic of persons and refugees.
- C. Latest specific reports submitted on organised crime and drugs.
- D. Latest specific reports submitted on issues of corruption.

I. Micro data

Please tell us whether the micro data that has been used to fill out this form is publicly available. If so please provide the raw data or the relevant links where this information can be found, including the procedure to follow in order to obtain it.

If it is not publicly available, or only partially, please explain here the reasons for this. In cases where part of the raw data that has been used is publicly available, please provide it or provide the links to the data, including the procedure to follow in order to obtain it here.

Example of a micro data database

CODE 1	NO. OF OFFENDERS	GENDER	CODE 2	AGE	CODE 3	NAME	NATIONALITY
3	1	MALE	1	32	4	XXX	XXX
2	1	MALE	1	45	7	XXX	NIL
2	1	MALE	1	18	1	XXX	XXX