

ANNEX 7

REPORTING TEMPLATE



SECTION I: COVER PAGE

Organization:

Full name of your organization

Acronym:

Investigation Duration:

Start Date:

Investigation Budget in US\$:

Actual Investigation Budget:

End Date:

Organization focal point:

Please provide name, title, email, telephone for an organizational point of contact(s)

Name

Title

Email

Phone

SECTION II: NARRATIVE REPORT * *Do not include any identifying information*

Describe legal basis and guiding principles used for conducting the investigation

Summarise how the investigation addressed the needs identified and explained in the proposal.

Investigation Findings and Recommendations:

Detail Recommendations, changes, and impacts as a result of the investigation

Investigation Outcomes:

disciplinary measures

preventive measures

victim assistance

Lessons Learnt, Best Practice or Key Challenges: *Please identify any lessons, recommendations or information that can be shared to support other partners in preventing, responding to and investigating SEA/sexual harassment cases*