

INTERNAL SEAH INVESTIGATIONS

Many humanitarian organisations have introduced complaints mechanisms or whistleblowing systems to enable communities, staff and other stakeholders to safely raise issues of sexual violence, exploitation, abuse of power, or any other form of misconduct.

Still, it remains a challenge to prepare and conduct in-depth and confidential investigations. This training will give an overview on how to plan, conduct and report on internal investigations on staff misconduct regarding sexual exploitation, abuse and harassment.

During the training, participants will identify principles and different steps of a SEAH investigation; interview survivors, witnesses and subjects of complaint; manage roles and responsibilities of the investigation team members; and write an investigation report.

The training is directed at staff of German humanitarian NGOs that are or will be part of an internal investigations team. Basic knowledge on topics like PSEAH in general as well as complaints and response mechanisms is required.

The training will be conducted in a blended-learning format and consists of two online sessions (half-day) as well as one face-to-face session (three days) including interview simulations. Between the last two sessions, participants will be engaged in self-organised group work on report writing. After the training, we offer individual follow-up sessions with the trainer for participants.

WHEN?

Thursday, 13.10. (online),
Tuesday, 18.10. -
Thursday, 20.10. (Berlin)
and Thursday, 3.11. (online)

WHERE?

Online (Zoom) and Berlin

REGISTRATION

Please register [↘ here](#) until
29 September 2022.

CONTACT

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Ester Dross and Karoline Krähling will facilitate the training. Ester is an accountability, PSEA, gender and child protection specialist in the humanitarian field. She has extensive expertise in conducting investigations into allegations of staff misbehavior including sexual exploitation and abuse, fraud and corruption. Karoline is policy advisor on humanitarian topics at VENRO.

The sessions will be in English. Participation is free of charge. The number of participants is limited. We will inform you about your final admission two to three weeks after your registration.

The seminar is part of a joint project of the Institute for International Law of Peace and Armed Conflict (IFHV) of Ruhr-University Bochum and VENRO. It is financially supported by the German Federal Foreign Office.

PROGRAMME

SESSION 1: THURSDAY, 13 OCTOBER 2022 (ONLINE)

9:00	Welcome and introduction
09:45	Foundation to SEAH History and background Available e-learning / training materials / websites
10:30	Break
10:45	Investigation planning Studying background materials and gathering evidence
12:00	Break
12:15	Short introduction / content information for 3-day training in Berlin Parking lot and other questions
13:00	End of online session

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**SESSION 2: TUESDAY, 18 OCTOBER – THURSDAY, 20 OCTOBER
2022 (BERLIN)****Tuesday, 18 October 2022**

09:00	Principles and key considerations for a survivor centered investigation Participants have an exhaustive overview of the different principles to adhere to when preparing and executing an investigation plan
10:00	Steps of an investigation and sources of information Participants identify the different steps after receiving a complaint and know who is responsible for which step
11:00	Individual allegations Participants read the simulation case and prepare the individual allegations, using the planning tool
12:00	Lunch break
13:00	Interviewing techniques Participants have a basic understanding of the different phases to apply when interviewing witnesses
13:45	Interviewing a witness Role play to exercise the four stages of interviewing
14:45	Interviewing the subject of complaint Participants understand the differences between interviewing a witness and interviewing the SOC and have some basic techniques and good practice on starting this interview
15:45	Preparation of simulation exercise Participants prepare well for their interviews (logistics, questions, information available)
17:30	End of session

Wednesday, 19 October 2022

08:30	Arrival of participants and last questions
09:00 – 17:30	Interviews Simulation exercise with actors / external witnesses Lunch break from 12:30 – 13:30

Thursday, 20 October 2022

9:00	Review of investigation and interview plans Participants analyse their own performance, taking into account the different feedbacks they got from the facilitators and the group
10:00	Investigation report Participants learn how to write a clear investigation report with sufficient information
10:45	Procedural fairness and biases Participants understand the principles of procedural fairness, how to integrate potential biases and levels of evidence needed
11:30	Writing the finding section Participants agree within their group on their findings and write the finding section with conclusions
12:00	Lunch break
13:00	Findings and conclusions Participants share their own report and discuss the results / differences between the different groups
14:30	Communication of results Participants understand and know what they need to communicate to whom about the investigation
15:30	Next steps and Q&A
16:30	End of session

20 OCTOBER – 3 NOVEMBER 2022

Report writing (self organised group work)

THURSDAY, 3 NOVEMBER 2022 (ONLINE)

09:00	Welcome and introduction
09:15	Short recap on conclusions and reports
09:30	Presentation of reports with input from participants for clarification, advice, solutions
10:30	Break
10:45	Key points and learnings for report writing
11:30	Implementation and Follow-Up actions
12:30	Remaining questions
13:00	End of training
