













GBV Administrative Data Toolkit for the Pacific Region Supporting Resource 3a: General steps to setting up GBV administrative data systems

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STEPS			DESCRIPTION	
1	GOVERNANCE	Leadership group to guide the project	Identify a leadership group able to guide the project and consult with agencies and organisations collecting useful administrative data on GBV. This will vary by context but is likely to include representatives from one or more government departments or ministries and a specialist VAW NGO agency.	
2	STAKEHOLDERS	Identify and engage with data stakeholders	Identify agencies and organisations collecting useful administrative data on VAW and commence stakeholder consultations to introduce the ideas and benefits of collecting consistent GBV administrative data and reporting on it. These are likely to include: police, prosecutors, courts, social welfare agencies, social service providers, child protection, women's shelters, violence hotlines and the health sector.	
3	DATA MAPPING	Initial scoping of systems, confidentiality, quality	Discuss barriers to collecting and reporting on VAW, necessary data protections, ways of ensuring confidence between stakeholders, privacy and confidentiality of data.	
4	DATA INTEGRATION REVIEW	Identify common and divergent data points	Review current information collected and discuss similarities and differences between stakeholders.	
5	INTEGRATION PLAN	Agree standards, and data migration	Agree on common definitions in line with global definitions and preferred options to collect similar data.	
6	INTEGRATION TEST	Systems modification testing and refining	Test revised data collection tools & consult on further adaptations.	
7	SYSTEM TEST	Reporting & data sharing test	Test reporting at individual agency level and combined, de-identified data sharing.	
8	SYSTEM REVIEW	Ongoing improvements and integration	Include revisions to system and continue to test and review	

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SETTING UP A DATA SYSTEM: A VIRTUOUS CYCLE

