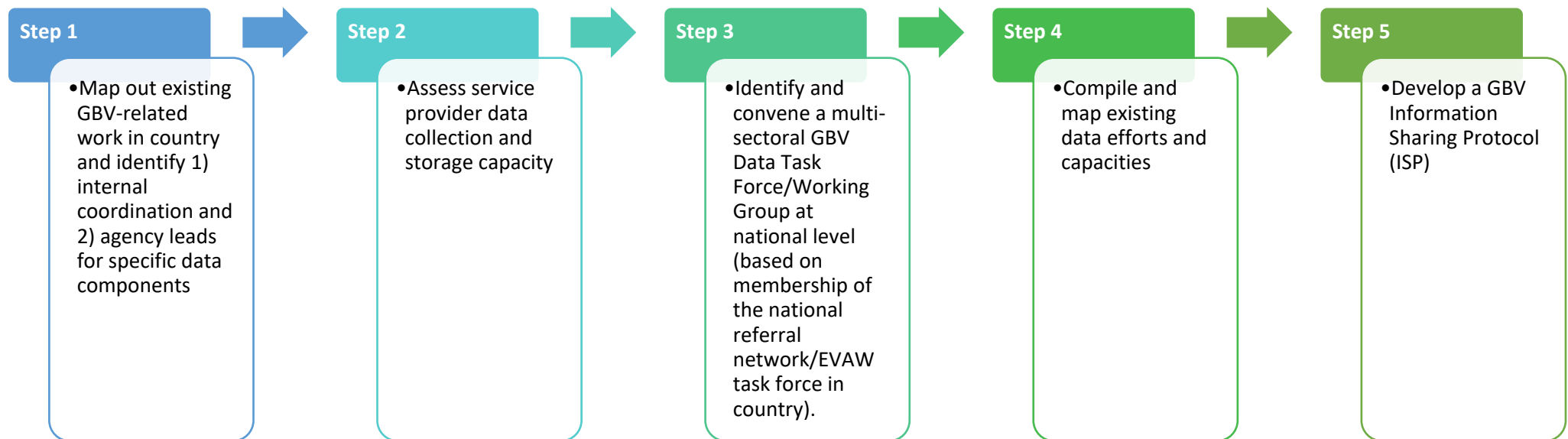


Supporting Resource 3c: TEMPLATE Planning steps for setting up regional coordination of a multi-sectoral GBV administrative data system

This document is a template that can be used to plan and track steps for setting up regional coordination of a multi-sectoral GBV Administrative data system. Text fields **highlighted in yellow** should be changed for your regional context, and this instruction box can be deleted.

Overview of steps to setting up regional coordination of a multi-sectoral GBV administrative data system



The steps presented above can guide you to setting up a multi-sectoral GBV administrative data system at a regional level. Further detail for each step is provided on the following page, along with space for you to fill in information relevant to your region and coordination efforts **highlighted in yellow**. Implementation notes for each are also available and will help you to complete each step as effectively as possible. This information is a guide only, and your local and regional knowledge will be important in making sure your process and resulting GBV administrative data system is tailored and useful to you and your partners.

NOTE: These steps should be undertaken and coordinated with national level efforts to establish a multi-sectoral GBV Administrative data system, wherever possible. Supporting resources 3a and 3b will be useful to inform your efforts at both national and regional level.

Setting up regional coordination of a multi-sectoral GBV administrative data system: Detailed steps

Steps	Action points	Lead for action point
1 Map out existing GBV-related data work in country and identify: <ol style="list-style-type: none"> 1. Internal [organisation] coordination 2. Agency leads for specific data components 	1.1 Develop a joint agency mapping, including clear agency leads and coordination structures for [organisations].	[regional coordinating agencies] [country coordinating agencies]
	1.2 Circulate mapping to relevant and identified agency focal points.	[regional coordinating agencies]
	1.3 For each country, create a tailored 1-pager for national stakeholders to understand areas of work, focal points, and coordination.	[regional coordinating agencies]
2 Assess service provider data collection and storage capacity	2.1 Develop and agree upon systematic national service provider data capacity assessments to measure core capacities consistently across the region.	[regional coordinating agencies] [country-specific implementation leads] [country-level key service providers]
	2.2 Before implementing the assessment process, conduct a briefing with all response service providers to ensure there is clarity on the process, why it is being conducted, and who is leading it.	
3 Identify and convene a multi-sectoral GBV Data Task Force/Working Group at national level (based on membership of the national referral network/EVAW task force in country).	3.1 At a regional level, develop a generic set of criteria for who should be included in a GBV Data Task Force/Working Group. This should include clear Terms of Reference with roles/responsibilities and timelines for the consultative phase of developing a GBV Administrative Data system.	[regional coordinating agencies]
	3.2 Adapt the generic Terms of Reference to each national country context taking part.	[regional and country coordinating agencies]
4 Compile and map existing data efforts and capacities	4.1 At a regional level, develop agreed tools/questionnaires to be used to help organisations feed information into the mapping.	[regional coordinating agencies]
5 Develop a GBV Information Sharing Protocol (ISP)	5.1 At a regional level, develop common principles around ISP components to ensure consistency across counties, with adaptation for different national contexts.	[regional coordinating agencies]

Implementation notes for setting up regional coordination of a multi-sectoral GBV administrative data system

Steps/action points		Implementation notes
1	1.1	<ul style="list-style-type: none"> • Be specific about who is leading in which countries, and for which component of GBV-related data. • Clearly define system coordination versus system management roles (e.g., who coordinates the system versus who houses the data). • Establish common understanding of explicit and implied mandates in the service system.
	1.2	Where appropriate, include interested agencies who may join your data system in the future.
	1.3	It is important to tailor this process and take the time to create contextually grounded and responsive information for each country involved.
2	2.1	<p>Socialisation and strategic early discussion around the following points can support effective progress:</p> <ul style="list-style-type: none"> • Clear positioning of data system work in relation to broader landscape of EVAWG data, prevention, and response efforts • Guidance on data storage and security, including decision-making tools and protocols
	2.2	<p>Agencies that have good capacity around data can work towards including and supporting those that may need to develop their capacity and interest in being part of the data system. Key focus points should include:</p> <ul style="list-style-type: none"> • Data protocols, safety, and ethics around information sharing • Data codebooks • Data storage management and sustainability • Existing data coordination systems • Strong messaging around appropriate data storage (e.g., in some countries, the National Statistics Office is best equipped). • Access processes and protocols, procedures for retrieving information and any safeguards in place
3	3.1	<ul style="list-style-type: none"> • This group should consist of members from the organisations and agencies that will sign onto a GBV Information Sharing Protocol. • Focus on data owners, users within this group, with roles such as data collectors, data quality roles, data analysers/interpreters, data curation roles and fit for purpose roles specific to your regional context.
	3.2	This process should be collaborative and responsive to each country's specific context.
4	4.1	Agreement on tools will support consistent and more accurate mapping. Implementation of mapping to be conducted at country level using regionally agreed tools.
5	5.1	This process should be highly collaborative and involve input from key country stakeholders to ensure ISP components are adaptable across the region.