**VIOLENCE AGAINST WOMEN IN ELECTIONS (VAW-E)**

**SAMPLE QUESTIONS: CRITICAL INCIDENT REPORT**

**Guidance**

The following tool provides example questions that observation groups may wish to include on their data collection forms for a **critical incident report form**. It has been designed as a reference for citizen observation groups, and provides an example of what questions election observation groups may wish to include when recording incidents of violence against women in elections (VAW-E). The information presented here should be regarded as a set of options. Depending on the process or processes a group is observing, or the priority issues and indicators its leadership has chosen to focus on, groups can select and adapt relevant VAW-E information and response options to integrate into their forms, which should be tailored to the particular electoral context.

Some explanations have been included to provide more detailed information about certain questions or sections. While forms should not include these details, observation groups should consider developing similar explanations to include in their training materials for observers. Unlike some other forms, such as those used for long-term observation, critical incident report forms should be immediately completed and reported by observers if they witness an incident of violence that has been identified by the citizen observation group as a critical incident. Observers should receive training on the types of VAW-E that would trigger a critical incident report form, as well as on the systems they will use to report an incident.

**Location and General Information**

Forms should include information about the location and date or time at which the observer was recording data, as well as a way to identify the individual observer in case follow-up is needed. They should also include emergency numbers that an observer can call in case there is a need for immediate assistance or response.

**Type of Critical Incident**

Observation groups should design their forms to capture information on the categories and types of violence they identified when developing their priority indicators for VAW-E. This can be as simple as providing a list of priority incident types for observers to choose from, such as:

* Physical assault with political motives
* Assassination or murder
* Kidnapping with political motives
* Rape with political motives
* Sexual assault with political motives
* Threats or intimidation
* Vandalism or destruction of property
* Incitement to commit acts of violence
* Buying or coercing votes
* Harassment
* Hate speech
* Physical confrontation with political motives
* Other

**Victim Classification**

Observation groups should structure their forms to allow observers to indicate the gender of the victim(s) of violence. This will allow the group to disaggregate their data by gender during analysis, as well as enable quick identification of incidents of VAW-E. A critical incident report form could ask observers to choose from the following options:

* Male
* Female
* Both
* I don’t know

Citizen observation groups may also consider including a question on the role of the victim(s) in the election, for example:

* Voter(s)
* Election official(s)
* Candidate(s)/Supporter(s)
* Election observer(s)
* Other
* I don’t know

**Perpetrator Classification**

Observation groups should structure their forms to allow observers to indicate the gender of the perpetrator(s) of violence. This will allow the group to disaggregate their data by gender during analysis. A critical incident report form could ask observers to choose from the following options:

* Male
* Female
* Both
* I don’t know

Citizen observation groups may also consider including a question on the role of the perpetrator(s) in the election, for example:

* Voter(s)
* Election official(s)
* Candidate(s)/Supporter(s)
* Election observer(s)
* Other (e.g. police)
* I don’t know

**Other Information**

Observation groups may wish to collect other information on the critical incident report, as relevant. For example, a report form might require observers to indicate whether they had witnessed the incident directly, or whether it was reported to them by someone else. Other questions a citizen observation group could consider include:

* Was a formal complaint filed?
* Do(es) the victim(s) wish to file a complaint?
* Did any security force(s) intervene?

Groups may also wish to include a space on the form to allow observers to record a full description of the incident, including what happened, the time and location of the incident, the actors involved and possibly any arrangements made afterward. This can be a way to gather valuable quantitative data about incidents of VAW-E that would otherwise go unrecorded.