



## Step 6: Systematizing the information gathered

Teams should meet at the end of each day or session to review and discuss the data gathered during participatory observation/spot checks, semi-structured/household, and focus groups and to fill out a systematization form for each group and per discussion (see Annex 4 for a blank form and Annex 4a for a sample form). Information gathered from one subgroup about another should be recorded on forms for that specific subgroup. For example, if mothers say that their daughters do not go to school because they have chores to do, teams should record that information on a systematization form on girls. In addition, information gathered during spot checks and semi-structured discussions should also be recorded on systematization forms.

As the form is completed for each subgroup (age and sex), both the differences and the similarities will become evident and lead to better-targeted planning. Annex 3 contains sample questions to guide teams as to which types of questions to ask in order to gather information needed towards better planning.

The systematization form covers the following areas:

- 1. Protection risks/incidents:** protection risks are actual or potential threats to the safety, security and rights of persons of concern, as perceived and experienced by them. Protection risks may derive from fear of or consequences of violence, aggression, abuse, exploitation, discrimination or

deprivation that have been perpetrated against individuals or groups. Protection risks and incidents may arise from gaps in the availability or accessibility of assistance, goods, and services required to maintain life and a basic standard of well-being and/or from inequalities that prevent people from exercising or claiming their rights. For example, both girls and boys face the risk of child labour and military recruitment, but they may experience those risks differently. Girls may face the added risks of exposure to sexual exploitation and trafficking, pregnancy and HIV/AIDS. Multifunctional teams will also examine the circumstances and locations where protection risks and incidents occur; protection risks or incidents described by the refugees often occur in specific locations, areas or institutions, or at points of service delivery. The frequency should also be recorded.

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2. **Causes of protection risks/incidents:** ‘causes’ refer to the real reason behind a protection risk, although there is often not one but several reasons that may be difficult to pinpoint. Identifying the causes helps ensure that actions taken to address the risk will be effective and not superficial. For example, back-to-school programmes for teenage mothers are valuable and deal with the risk of them not accessing education, but the programmes alone will not lead to a reduction in rates of teenage pregnancies. Understanding the underlying causes requires looking at why girls become pregnant at an early age, finding out what the young men think about the problem and examining how the community may respond.
3. **Capacities within the community:** ‘capacities’ refer to the existing strengths of individuals and social groups. Capacities are related to people’s possessions and skills, their social and organizational structures, networks, abilities,

knowledge, and institutions. Capacities are built over time and determine people's ability to cope with risks.

- 4. Solutions proposed by refugees to address risks:** teams should record solutions proposed by the refugee women, girls, boys and men themselves to respond to the risks identified within the local context. It should be clarified whether the community is willing to volunteer time, organize working groups or committees, and co-manage services or activities, in order to address the protection issues identified. Their solutions should also include proposals for action by UNHCR, partners and Governments or recommendations on changes in actual services (see also Ethics of participation, page 13).
- 5. Most important issues to address:** what are the most important issues as expressed by the subgroup (age and sex) that require attention?
- 6. Immediate follow-up action:** what actions are needed urgently in order to assist refugees with pressing protection incidents or problems? See Step 7, Follow-up actions.

Team members must extract from their discussion notes the information corresponding to the different columns of the systematization form described above. The information needs to be recorded for each subgroup (by age and sex) and organized by themes. The time and place of the discussion, meeting or focus group and the methods used should also be noted on the form.