

***Inspector General’s Office / Bureau de l’Inspecteur général***

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**Investigation Plan**

|  |  |
| --- | --- |
| **INV Case No:** | **INV/2012/** |
| **Implicated Personnel:** |  |
| **Department/Mission:** |  |
| **Investigation Plan date:** |  |
| **Investigator(s)** |  |

**1. Allegations**

{A brief summary of the reported misconduct, including circumstances relevant to the matter being investigated}

**2. Applicable legal norms**

{State applicable regulations/rules/law pertaining to the reported misconduct}

**3. Implicated personnel**

{State personnel information from DHRM records, including contractual status; current assignment; appointment expiration date; and other employment issues affecting availability of implicated personnel)

**4. Work Plan steps and timelines**

**A. Investigative action**

{Identify interviewees, their contact details and a tentative schedule. Also, address issues of availability, order of interviews and special needs (e.g. interpreter, guardian} See Annex 1

**B. Evidence / Records preservation and collection**

{Identify known and possible sources of evidence and specify means/process for securing those sources and collecting records – i.e. DHRM files, electronic data etc.} See Annex 2

**5. Travel / mission plan**

{Proposed missions - Include travel dates, length, purpose, location(s), number of investigator(s) required, support required from mission, provide an estimation of costs}

**6. Resources**

**A. Equipment / investigation tools**

{For the proposed missions & the investigation. List required equipment, including laptop computer; portable printer; external hard drive; flash drive; digital camera; digital audio recorder; hard disk cloning software; SIM card reader/back-up; evidence bags/seals}

|  |  |  |
| --- | --- | --- |
| **Equipment** | **Explanation** | **Date required** |
| Laptop | Required for investigation mission |  |
| Cell phone | N/A SIO already has been issued cell phone |  |
| Portable printer | N/A |  |
| Portable scanner | N/A |  |
| Digitale camera | Required for investigation mission |  |
| Audio recorder | Required for investigation mission / batteries |  |
| External hard drive | N/A |  |
| Hard driver cloning | N/A |  |
| SIM card reader | Required upon return from investigation mission |  |
| Evidence bags / seals | Required during investigation mission as cell phones and other evidence will be obtained. |  |
| --- | --- |  |

**B. Forensics / external expertise**

{List any forensic/external support or specialized forensic equipment required for the investigation.}

|  |  |  |
| --- | --- | --- |
| **Type of evidence** | **Explanation** | **Date obtained** |
|  |  |  |
|  |  |  |

**7. Potential risks**

**A. Risks to the organization / investigation**

{Identify any risks to the Organization arising from the investigation and indicate any possible solutions to address those risks.}

|  |  |  |
| --- | --- | --- |
| **Type of risk** | **Explanation / solutions** | **High / Medium / Low** |
|  |  |  |
|  |  |  |

**B. Risks to individuals**

{Identify any risks to individuals involved in the investigation, including investigators, other UNHCR staff, victims(s), subject, witnesses, local population, etc. Also discuss any possible solutions to address those risks}

|  |  |  |
| --- | --- | --- |
| **Type of risk** | **Explanation / solutions** | **High / Medium / Low** |
|  |  | Medium |
| --- | --- | --- |
| --- | --- | --- |

**C. Other risks**

{State any other risks and possible solutions to address those risks}

|  |  |  |
| --- | --- | --- |
| **Type of risk** | **Explanation / solutions** | **High / Medium / Low** |
|  |  |  |
|  |  |  |
|  |  |  |

**Annex 1. Proposed Interviews**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Name/Position** | **Status (subject, witness, victim, etc)** | **Contact Info (phone and e-mail)** | **Purpose of Interview** | **Tentative date/availability** |
|  |  |  |  |  |  |

**Annex 2. Collection of Evidence / Records**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Evidence / Records to be Collected** | **Means of Collection / Contact Point** | **Date Completed** |
|  |  |  |  |

**Assigned Investigator**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

**Investigation Plan appoved by:**

Ruvendrini Menikdiwela

Head of Investigation Service

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Date: