## Investigation Case Reference Number: INV/xx/xx

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| Interviewee |
| **Name** |  |
| **Title / occupation:** |  |

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| **Interviewer / Investigator** |
| **Name** |  |
| **Title** |  |

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| --- |
| Witness / Investigator |
| **Name** |  |
| **Title** |  |

|  |
| --- |
| Interpreter |
| **Name** |  |
| **Title** |  |

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| --- |
| Accompanying person |
| **Name** |  |
| **Title / occupation** |  |

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| --- |
| Interview details |
| **Date** | Day / Month / Year |
| **Place / location** |  |
| **Time** |  |
| **Language** |  |

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| --- |
| **Record of the Interview** |

###### Detailed record (non-verbatim) of questions asked and interviewee’s responses

###### Audio recording reference (if applicable):

Interview starts at: XX:XX hrs

**Introduction**

I am going to be recording this discussion and will seek your consent in one moment. I would like to thank you for attending this interview today. The time is (time / date). This is a Subject / Witness interview in case INV/XX/XX.

I have a few things I must explain before we begin.

My name is < Name> (Title) at the Inspector General’s Office (IGO). I will conduct this interview together with my colleague, < Name> (Title), who is assisting this investigation as an IGO witness and to help ensure that we correctly record your answers.

As you are aware, the IGO is the authority in UNHCR that investigates complaints of misconduct by UNHCR staff members.

**Audio recording (if applicable: e.g. Subject and important witness)**

We are recording this conversation. We are using a digital audio recorder. The reason for the audio recording is to ensure integrity of the process. It is in our respective interests to ensure the conversation that we have today is accurately recorded. We do not plan to prepare a word for word transcript of the entire interview from the digital recording. However, important elements may be transcribed directly. Also, the audio recording can serve a useful reference in the event that there is any misunderstanding about what was actually said at interview. The recording will remain on the IGO file.

Are you agreeable for us to audio record this interview?

Yes (proceed)

No (ascertain why)

**Interpreter (if applicable)**

Please let me also introduce < Name> (Title) who is our interpreter. Do you understand the interpretation so far?

Yes

No (ascertain why / postpone interview if necessary)

**Witness or Subject (select applicable text)**

Witness

You have been informed (date / place) that you are a potential witness in this investigation. That is, the IGO has reason to believe that you might be able to provide us with information that will assist our investigation. You have received the “Witness Notice of Interview”, and the IOM/09/FOM/10 of 2012 on the role of the Inspector General’s Office. Do you confirm receipt of that information?

Subject

You have been informed (date / place) that you are the Subject of this investigation. That is, we have received allegations or information that implicates you in possible misconduct. You have also received the “Subject Notice of Investigation”, and IOM/09/FOM/10 of 2012 on the role of the Inspector General’s Office. Do you confirm receipt of that information?

Yes (proceed)

No (ascertain why / postpone interview if necessary)

**Accompanying staff member/person (select (a) or (b) as may be applicable)**

1. You were offered to be accompanied by another staff member/person in this interview. However, for our records, you have decided not to avail yourself of this opportunity. Is this correct?

“Yes” (proceed)

“No” (ascertain why / postpone interview if necessary)

1. You were offered to be accompanied by another staff member/person in this interview. You selected Mr/s < Name> (Title).

[To the accompanying staff member/person “We would like to remind you Mr/s <Name> that as an accompanying staff member/person you should not respond on behalf of the interviewee or otherwise intervene in the interview process in any manner. At any stage during this interview you may be requested to leave the room. You are bound by the confidentiality provisions applying to investigations conducted by the IGO and have already signed an oath of confidentiality.”]

**Language of interview (if applicable)**

Prior to this interview, you were offered the opportunity to be interviewed in [LANGUAGE] however you have informed us that you can be interviewed in English / French. Nevertheless, please be aware that [NAME] is also available to assist as an interpreter, in case of any need.

The Record of Interview will be in English / French. If necessary, you will be offered the opportunity to review the Record of Interview with interpretation.

**Investigation process (Subject and Witness)**

This interview is part of an on-going exercise to establish facts. The result of this fact-finding exercise may be either a closure report for our file or an Investigation Report on the facts established. If an Investigation Report is prepared, the IGO’s responsibility is to send it to the Director of the Division of Human Resources Management (DHRM) who may take further action, such as initiating disciplinary action against the staff member(s) concerned.

The investigation process is confidential. The IGO Investigation Service will not release details of the investigation outside the IGO, unless such details are needed to initiate a disciplinary proceeding. Likewise, you should not disclose details about the investigation that become known to you through this process or that are already known to you. This includes discussing details of our interview with other colleagues, including your supervisor. Breaches of confidentiality will be taken seriously and can amount to misconduct.

All staff have a duty to cooperate with investigations, including interviews. You are expected to answer the questions completely and truthfully. Please provide detailed answers. If you do not know or cannot remember the answer, please say so. If you do not understand the question, please ask us to repeat or explain it.

A **written record of the interview** will be taken. As soon as practicabily possible you will be provided with the Record of Interview for review (in specific cases this may be done verbally and recorded) and you will be asked to indicate your agreement by signature. In some cases this may be done by email correspondence.

We respect your situation and we understand that an interview with the IGO can be stressful. We want you to be comfortable during the interview, so please let me know if you need anything or if there are time constraints which we have to deal with before we begin. If you need a break at any time during the interview, or if you wish to stop the interview or you feel unwell please let me know. We may also impose a break during the interview.

Do you understand what I have just explained?

Yes (proceed)

No (ascertain why)

**Questions about the interview process (Subject and Witness)**

Do you have any questions about the interview process I have just explained to you?

Yes (question / response)

No (proceed)

**RECORD OF INTERVIEW:**

**Example questions**

1. **Please can you state your full name and position title?**

A1.

**Q2. What are you contact details (residential / phone etc)**

A2.

**Q3. What are you official and private mobile phone numbers?**

A3.

**Q4. What email accounts do you have?**

A4.

**Q5. How long have you been working for UNHCR?**

A5.

**Q4. Since you began working for UNHCR, what type of trainings have you attended that are relevant to your specific area of work responsibility?**

A4.

**Q5. Have you attended any training or refresher courses on the Code of Conduct? (When?)**

**QX. Do you have anything else you would like to add?**

AX.

**Closure**

I don’t have any further questions at this stage. We may contact you at a later time if we have some further questions or to clarify certain facts.

I would like to thank you for your cooperation today during this interview. We will finalize the Record of Interview which will be a summary of the main points you have made, and it will be shared with you as soon as practically possible. You will have an opportunity to check the Record of Interview and suggest corrections to the text in case the record does not accurately reflect what you stated. We will review any suggested amendments before finalizing the record. Then we will sign the document for our official records. You will be asked to sign also.

**Confidentiality**

This interview we have had today is confidential. Please do not tell any other people about this interview. Please do not speak with your supervisor or other staff members about this interview and about this IGO investigation.

Thank you for your cooperation.

**Interview ends at: XX:XX hrs**

This is a true and accurate record of the interview.

1) For the Interviewee:

In accordance with the procedure outlined in IOM/009/2012 – FOM/010/2012 of 07 February 2012, I, the undersigned, declare to understand that my statement may be used in a disciplinary procedure and, in the case of a witness statement, could be shared with staff under investigation, unless the Inspector General advises that this would affect my security.

Date and signature:

2) For the Witness / Interpreter to the Interview:

I, the undersigned, undertake not to divulge any confidential information to which I have access in the exercise of my capacity as witness/interpreter to the present interview, and in particular to respect the confidentiality of information obtained during this interview.

Date and signature:

3) For the Interviewer / Investigation Officer(s):

Date and signature: