

Annex A: Survivor Participation Request Form

This form is designed to collect information from organizations or individuals seeking the participation of survivors in various engagements such as interviews, panel discussions, and public events. The primary purpose of this form is to provide survivors with sufficient information to make informed decisions about their involvement. Please fill out this form as with as much information as possible to facilitate a transparent and respectful process to request participation of survivors.

Date of request: _____

Requestor information

Individual's full name: _____

Gender: _____

Name of agency or organization (if applicable): _____

Professional background (select most relevant)

Journalist

Reporter

Documentary filmmaker

NGO

UN

Government

Other

Location of individual (country where you are based): _____

Phone contact: _____ Email contact: _____

Purpose and context of the engagement

This section gathers additional information about why you are requesting to meet with survivors and the type of engagement.

Type of event:

Interview with print journalist

Interview with TV reporter

Documentary film

Public event

Panel discussion

Academic research

Investigation / inquiry into human rights violations

Other (specify): _____

Topics to be covered

Abduction and crimes committed in captivity

Criminal justice and accountability

Reparations

Current situation and needs of survivors and /or their community

Other

Request details

Number of survivors requested: _____

Preferred gender(s) of survivors: _____

Preferred format of the consultation: individual consultation / group consultation

Topics or focus of the interview or event (check all that apply):

- Abduction and crimes committed in captivity
- Criminal justice and accountability
- Reparations
- Current situation and needs of survivors and /or their community
- Other (specify): _____

Reason(s) for requesting survivor participation (i.e. why is survivor’s participation essential):

Gender of survivor(s) requested

- Male
- Female
- Both
- Either

Who else have you, or do you plan to interview or include as part of this story or event (if relevant check all that apply):

- NGOs
- Justice actors (lawyers, judges)
- Mental health experts
- Experts on conflict related sexual violence and/or violence against women and girls
- Other (specify): _____

Logistics and support

This section requests information about what support will be provided to cover any expenses survivors might incur.
Dates of interview or event (if known): _____
Proposed interview or event location: _____

What support will be covered (check all that apply if relevant)

- Travel costs
- Meals
- Accommodation
- Interpretation services
- Mental health professional
- Accompaniment (selected by survivor such as NGO, another survivor, relative, friend)
- Payment for service (excluding media actors such as journalists and reporters)
- None
- Other

Ethics and survivor engagement

Have you worked with survivors before:

[Yes/No]

Have you read any ethical guidelines for engaging with survivors? (Check all that apply)

- Reporting on Sexual Violence in Conflict, Dart Center
- Murad Code
- Silence and Omissions: A Media Guide for Covering Gender-Based Violence, Rutger’s University
- Internal Guidelines on Ethical Engagement with Survivors of SGBV, Coalition for Just Reparations
- Other
- None

If you are unfamiliar with the above guidelines, are you interested in learning more about C4JR's guidance on ethical engagement with survivors?

[Yes/No]

Describe your informed consent practice and what topics you will discuss with survivors before proceeding:

.....

Describe what you identify as the potential benefits and risks for survivors who agree to participate in your request:

.....

Disclosing identity and options for anonymity

Can the survivor remain anonymous?

[Yes/No]

If the survivor wishes to remain anonymous, do you agree not to show the survivor's face, real name, tattoos, or other identifying marks:

[Yes/No]

Do you agree not reveal unique information about the survivor's case that could identify them?

[Yes/No]

Survivor's role and input

Can the survivor contribute to decisions about what information to include and what story to tell?

[Yes/No]

Can the survivor preview content before publication?

[Yes/No]

If the survivor considers some of the content to be unethical or dangerous, are you able to make changes?

[Yes/No]

Will you provide the survivor or the NGO with the content you developed after it is published?

[Yes/No/Not applicable]

Outcome of request (to be completed by C4JR/NGO member focal point)

___ Request denied. Briefly state why the request was not pursued.

___ Request taken to survivors.