**The purpose of this form**

If you have previously reported an incident or suspicions of inappropriate behaviour to the Ministry of Foreign Affairs or the supervisory body for charities in the Netherlands, the Central Office for Fundraising Organisations (CBF), use this progress report form to report on the response to the incident(s) or suspicions of inappropriate behaviour.

**How to use this form**

This form serves as a rolling report and allows you to keep updating the information based on the latest circumstances. Fill in the sections of the form about which you have clear information at the time of reporting. You will be able to add any missing information in your next report. Sections may be left blank in the early stages of reporting. Please note that disclosing privacy sensitive information about the actual case is not allowed.

**Where to submit this form**

Organisations that are partner of the Dutch Relief Alliance should follow the instructions of the DRA Integrity Guidance Note for submission. Organisations that are recognised as a charity by the CBF should submit the form by email to integriteit@cbf.nl. Organisations that receive funding from the Ministry of Foreign Affairs should submit the form to the responsible budget holder. Organisations that have ties with both the CBF and the Ministry should submit the form to both the CBF and the budget holder. The same form may be submitted to both.[[1]](#footnote-1)

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| 1. **Contact information**
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| 1a. Organisation submitting the report |  |
| 1b. Name of contact person |  |
| 1c. Contact’s email address |  |
| 1d. Contact’s role or job title |  |
| 1e. Contact’s telephone number |  |
| 1f. Is the organisation recognised as a charity by the CBF (*CBF-Erkend Goed Doel*)? |  |
| 1g. Is the organisation a partner of the Ministry of Foreign Affairs? |  |
| 1. **Details of the report**
 |
| 2a. Date of first report |  |
| 2b. Date of updated report |  |
| 2c. Type of report |  |
| 1. **Date incident/funding**
 |
| 3a. When did the (suspected) inappropriate behaviour first come to your attention? |  |
| 3b. Date of the first incident: |  |
| 3c. Estimated level of involvement on the part of your organisation in terms of financial resources and number of staff. |  |
| 3d. Estimated amount of grant funding involved. |  |
| 1. **Report on inappropriate behaviour**
 |
| 4a. In which country or countries did the inappropriate behaviour occur? |  |
| 4b. Category of inappropriate behaviour. Please mark the applicable category or categories of behaviour in the list below. |
| *1. Abuse of power**(corruption; conflicts of interest or nepotism; manipulation, misuse or leaking of information)**2. Financial misconduct**(fraud; misuse or improper use of resources; theft; tax avoidance/evasion; asset management/investment policy contrary to the organisation’s objectives)**3. Interpersonal misconduct**(inappropriate sexual behaviour; sexual harassment, sexual violence; aggression; discrimination; bullying)* |
| 4c. What is the role of the person who reported the incident to the organisation?  |  |
| 4d. Are there any complicating factors with regard to the person who reported the incident(s) or suspicions of inappropriate behaviour? |
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| 4. Please describe background to the inappropriate behaviour reported. |
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| 1. **Status of the investigation**
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| 5a. Start date of the investigation: |  |
| 5b. Status of the investigation |  |
| 5c. Conclusion date of the investigation: |  |
| 1. **Investigation**
 |
| 6a. Who commissioned the investigation? |  |
| 6b. Who is conducting the investigation? |  |
| 6c. Outcome of the investigation |  |
| 6d. Description of the investigation: |
|  |
| 6e. How many victims/-survivors are thought to have been involved? |  |
| 1. **Measures**
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| 7a. Was support offered to victims/those affected? And was this support taken up?  |
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| 7b. What disciplinary measures have been taken against the perpetrator?  |
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| 7c. In case misconduct occurred by a local partner or third party has been confirmed, have you notified other DRA Partners who implement through the local partner/third party, and if so, how have you ensured that (current and future) DRA funding is not affected by the confirmed incident. |
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| 7c. Any other measures have been taken? |
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| 7d. What lessons have been learned regarding the proper functioning of the integrity system? |
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1. The CBF and the Ministry do not exchange details of individual reports. [↑](#footnote-ref-1)