***CIVIL SOCIETY REPORTING GUIDANCE AND TEMPLATE***

***GUIDANCE - Information we seek and publish***

**Currently, for each published incident, the following information is presented in a chart on the country page:**

* **INCIDENT CATEGORIZATION**, consisting of (i) bias motivation, (ii) date (year, month) of incident, (iii) type of incident:
* An **INCIDENT SUMMARY**, which appears upon clicking **Show info** in the description column: 

**The format of published summary descriptions is standardized and we try to highlight the following information, if provided:**

|  |
| --- |
| Type of information |
| * Course of attack – what happened, main circumstances (incl. where, type of violence, time of day)
 | * Bias indicators (facts that make it a hate incident)
 |
| * Victim/target properties – age, gender, other identity traits, type and affiliation of targeted property
 | * Victim(s) – sustained injuries or other harm
 |
| * Victim-perpetrator relationship (especially where there power relationship is involved such as teacher-student, father-daughter etc.)
 | * Number of perpetrators and their age, gender and other identity traits, if relevant
 |
| * Perpetrator’s affiliation with a hate group
 | * If the incident was committed by a group
 |
| * If the incident was committed by a representative of state authorities (e.g., police, border patrol)
 | * Use of weapon(s)
 |
| * Police were at the scene but failed to protect the victims
 | * If hate crime investigation (taking bias motivation into account) was initiated by the authorities
 |

***REPORTING TEMPLATE***

ODIHR’s hate crime reporting team analyses each reported incident so you do not have to.

We can however only categorize and describe incidents correctly if **sufficient information is provided**. We do, therefore, appreciate receiving **detailed information** about each incident, covering as many aspects mentioned above as possible.

**The template below aims to make your (and our) work easier. We will however continue receiving the incident information in whichever format you submit it!**

\* For ODIHR’s typology of bias indicators and other information, please consult the [Factsheet](https://hatecrime.osce.org/sites/default/files/2022-02/2021_ODIHR_HC_factsheet_CS_en_FINAL.docx.pdf).

**Please download this file and use the table to report your incidents to ODIHR at** **tndinfo@odihr.pl** **by 30 April 2022**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date of incident | Country, location | Source | Incident description:When, where, and how did the incident happen? | Bias indicators:\*Why is this a hate incident? | Additional information, comments |
| Provide the exact date of the incident.If exact timing is not possible, please provide range of likely dates. | Country, city / town / village.Include the region if necessary to avoid confusion (e.g., multiple villages with the same name). | Please mention how you learnt about the incident. For example: * from the media;
* from victim’s or witnesses’ testimony;
* from the police.

Provide a link to the original source(s), where possible.  | Describe the incident as completely as possible based on the information available to you. | Please explain separately why you consider this to be a hate incident. Provide details, rather than categories or types of bias indicators. Mention any insults used and the context in which the incident occurred, for example: * *‘Perpetrator called the victim a “filthy Krakozian” and demanded that all Krakozian parasites be kicked out of the country’.*
* ‘*Incident happened on the national day and was preceded by anti-migrant discourse in the media, with some politicians calling for violence*.’
* ‘*The park X is broadly known as a place frequented by LGBTI*.’
* ‘*Some of the attackers wore military fatigues and combat boots, two wore T-shirts with the number 88*.”

You can leave this field empty if such details are already included in the preceding box (description).  | You may wish to provide any additional observations you deem necessary for ODIHR’s correct interpretation of reported data. For example: * *‘In our context, the ethnic and anti-migrant slurs used are broadly understood to encompass the religion as well*.’
* ‘*In the Bastillian dialect, ‘Krakozian’ is a pejorative term for people from the south of the country.’*
* *‘We weren’t able to determine the scope of injuries of the older victim, as she left the scene and could not be located.’*
* *‘We consider this as both gender-based and racist attack.’*
 |
| *Place for your information* | *Place for your information* | *Place for your information* | *Place for your information* | *Place for your information* | *Place for your information* |
| *Place for your information* | *Place for your information* | *Place for your information* | *Place for your information* | *Place for your information* | *Place for your information* |
| *Place for your information* | *Place for your information* | *Place for your information* | *Place for your information* | *Place for your information* | *Place for your information* |
| *Place for your information* | *Place for your information* | *Place for your information* | *Place for your information* | *Place for your information* | *Place for your information* |
| *Place for your information* | *Place for your information* | *Place for your information* | *Place for your information* | *Place for your information* | *Place for your information* |