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PIM Protection
Information Management
For Quality Protection Outcomes

**PROTECTION INFORMATION MANAGEMENT
COMMON TERMINOLOGY**

— REVISED EDITION, APRIL 2018

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PROTECTION INFORMATION MANAGEMENT COMMON TERMINOLOGY

REVISED VERSION, APRIL 2018

The objective of this document is to facilitate communication, understanding, and collaboration between protection and information management colleagues within and across humanitarian organizations working in protection information management. Where necessary, multiple definitions or examples have been included to further understanding.

Protection and Information Management contributions on terminology have been made by the following:

UNDPKO	IRC	NRC	Impact Initiatives
OHCHR	DRC	OXFAM	IOM
UNICEF	JIPS	OCHA	ICRC
WFP	UNFPA	UNHCR	ICT for Peace

Note: This document will periodically be updated by the community of protection information management stakeholders as required. Aside from a small number of examples and definitions that have been newly defined in the PIM context by stakeholders, this document is predominantly a collection of previously established terms that have not been edited or amended for this document.

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DATA LITERACY
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DATA SOURCE
DATA SUBJECT
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DEMOGRAPHIC PROFILE
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DEPORTATION
DIGITAL LITERACY
DIGNITY
DISAGGREGATED DATA
DISPLACEMENT
DISTRIBUTION
DIVERSITY
DO NO HARM
DURABLE SOLUTIONS

E

ENFORCED DISAPPEARANCE
ENUMERATION
ENUMERATOR
ERROR
ESTIMATION
EXCESSIVE USE OF FORCE
EXTRAPOLATION

F

FAMILY REUNIFICATION
FAMILY TRACING
FIXING
FLOW FIGURE
FOCUS GROUP DISCUSSION
FORCED EVICTION
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FREQUENCY (OF DATA COLLECTION)
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I

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INFORMATION
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INFORMED CONSENT
INTERNALLY DISPLACED PERSONS
INTERNATIONAL CRIMINAL LAW
INTERNATIONAL HUMANITARIAN
LAW

K

KEY INFORMANT

L

LGBTI
LOCAL INTEGRATION

M

MEAN
MEDIAN
METADATA
METHOD
METHODOLOGY
MICRODATA
MIGRANT (VULNERABLE)
MINIMUM
MINOR
MINORITY
MOBILE DATA COLLECTION
MODE
MONITORING
MONITORING AND EVALUATION

N

NON-DISCRIMINATION
NON-REFOULEMENT
NON-REPRESENTATIVE SAMPLE
NON-STATE ACTORS
NON-STATE ARMED GROUPS
NORMALIZATION
NUMERATOR

O

OBSERVATION
OLDER PERSONS
OPEN DATA

P

PARTICIPATORY APPROACH
PASSIVE DATA COLLECTION
P-CODES
PEOPLE IN NEED

PEOPLE OF CONCERN
PEOPLE REACHED
PEOPLE TARGETED
PERSONAL DATA
PERSON WITH DISABILITIES
POPULATION AT RISK
PREVALENCE
PRIMARY DATA
PRIORITIZATION
PRIVACY
PRIVACY BY DESIGN
PRIVACY BY NOTICE
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PROCESSING OF PERSONAL DATA
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Q

QUALITATIVE DATA
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QUASI-IDENTIFIER

R

REFERRAL SYSTEM/PATHWAY
REFUGEE
REFUGEE LAW
REFUGEE STATUS DETERMINATION
REGISTRATION
RE-IDENTIFICATION
REINTEGRATION
REPATRIATION
REPRESENTATIVE SAMPLE
RESETTLEMENT
RETURN
RIGHTS-BASED APPROACH
RISK ASSESSMENT

RISK MITIGATION

S

SAFE AREA
SAFE SPACE
SAFETY
SAFETY AUDITS
SAMPLE
SAMPLE FRAME
SECONDARY DATA
SECONDARY DATA REVIEW
SECURITY
SENSITIVE DATA
SEPARATED CHILDREN
SEX
SEXUAL EXPLOITATION AND ABUSE
(SEA)
SEXUAL ORIENTATION
SITUATIONAL ANALYSIS
SNAPSHOT
SPECIFIC [PROTECTION] NEEDS
STANDARD
STANDARD DEVIATION
STATELESS
STOCK FIGURE
SUMMARY EXECUTION
(OR ARBITRARY KILLING,
EXTRAJUDICIAL EXECUTION)
SURVEY
SURVEY OF SURVEYS
SYNTHETIC DATA
SYSTEM

T

TARGET
TARGETING
TORTURE AND ILL-TREATMENT
TOTAL POPULATION
TRIANGULATION

U

UNACCOMPANIED CHILDREN/
MINORS
UNDOCUMENTED
UNEXPLODED ORDNANCE
UNIT OF MEASUREMENT

V

VALIDATION

VARIABLE
VERIFICATION
VICTIM OF HUMAN TRAFFICKING
VULNERABILITY

W

WAR CRIME
WHO'S DOING WHAT,
WHERE (3, 4, OR 5 W'S)



ACCESS

The word is used in relation to the proportion of the population that can use a service or facility. Unrestricted access means that there are no practical, financial, physical, security-related, structural, institutional or cultural barriers to accessing services or facilities. Access can refer to the general population (universal access), or to equitable access of people with specific needs.

It may also be used to refer to the ability of aid agencies to gain secure access to populations in need (see also 'Humanitarian Access below').¹

ACCOUNTABILITY TO AFFECTED POPULATION

An active commitment by humanitarian actors and organizations to use power responsibly by ensuring the meaningful participation of communities, encouraging feedback and complaints, and maintaining communication and transparency (i.e. taking account of, giving account to, and being held to account by those they seek to assist). This principle can be adhered to by ensuring that, where possible, communities have access to findings from data and information that is produced about them (for instance, communicating the findings of a profiling study about the targeted communities).

AFFECTED POPULATION²

Includes all those living in the nation state whose lives have been impacted as a direct result of the crisis. This figure is often the first available after a sudden onset emergency and often defines the scope or boundary of a needs assessment, but, it does not necessarily equate to the number of people in need of humanitarian aid; it should not be confused or interchangeably used with the category 'People in Need'. Characteristics of the category population affected include:

- * being (geographically) in close proximity to a crisis;
- * being physically/emotionally impacted including being exposed to a human right's violation/protection incident;
- * experiencing personal loss or loss of capital and assets as direct result of the crisis (family member, house/roof, livestock or any other asset);
- * being faced with an immediate threat from a crisis;

The affected population figure is often the first available after a sudden onset emergency but is not necessarily closely related to the number of people in need for humanitarian aid and should not be confused or interchangeably used with the category 'People in Need'. Numbers of population affected are derived from the total population of the affected area as they are a subset of that category. Identifying affected populations is always linked to identifying affected geographical areas whether it is the area population has been displaced from or has been displaced to.³

1 | Global Protection Cluster, Child Protection Working Group, Minimum Standards for Child Protection in Humanitarian Action, 2012.

2 | IMWG, Guidance on Humanitarian Population Figures, available online at: <https://www.humanitarianresponse.info/en/documents>.

3 | This definition was developed and agreed after extensive discussion during the Humanitarian Profile/Population Figures Workshop, November 2015.

AGGREGATED DATA

Aggregated data present trends and patterns to facilitate analysis but in which individual records are not identifiable.

ALGORITHM

A process or set of rules to be followed in calculations or other problem-solving operations, especially by a computer. Oxford Dictionaries, available at:

<https://en.oxforddictionaries.com/definition/algorithm>, accessed on 27 March 2018.

ARBITRARY DETENTION

A detention is in violation of international human rights law if it is not in accordance with national laws (unlawful), is not properly based on grounds established in pre-existing law, is not in accordance with procedures established by law, or is otherwise arbitrary in the sense of being inappropriate, unjust, unreasonable, or unnecessary in the circumstances.

‘State practice establishes this rule as a norm of customary international law applicable in both international and non-international armed conflicts. It should be noted that common Article 3 of the Geneva Conventions, as well as both Additional Protocols I and II, require that all civilians and persons hors de combat be treated humanely (see Rule 87), whereas arbitrary deprivation of liberty is not compatible with this requirement.

The concept that detention must not be arbitrary is part of both international humanitarian law and human rights law. Although there are differences between these branches of international law, both international humanitarian law and human rights law aim to prevent arbitrary detention by specifying the grounds for detention based on needs, in particular security needs, and by providing for certain conditions and procedures to prevent disappearance and to supervise the continued need for detention.’⁴

The concepts of unlawfulness and arbitrariness overlap, and in many cases unlawful detentions are also arbitrary detentions.

Example: Detention without any legal basis would be regarded as both unlawful and arbitrary. Likewise, a detention is considered arbitrary when there is no effective opportunity to be heard promptly by a judicial or other authority.

ARMED NON-STATE ACTOR

There is no universally agreed definition of armed non-State actors. For its operational purposes, Geneva Call uses this term to refer to organized armed entities that are primarily motivated by political goals, operate outside effective state control, and lack legal capacity to become party to relevant international treaties. This includes armed groups, de facto governing authorities, national liberation movements, and non- or partially internationally recognized states.⁵

This term can also refer to any group, distinct from and not operating under the control of the state or states in which it carries out military operations, and which has political, religious or military objectives. Thus it does not usually cover private military companies or criminal gangs⁶.

Note: See also ‘Non-State Actor’.

4 | ICRC, Customary IHL, Rule 99: Deprivation of Liberty. Available online at: https://www.icrc.org/customary-ihl/eng/docs/v1_rul_rule99; accessed 14 December 2015.

5 | ICRC, International Review of the Red Cross; Volume 93, 883, September 2011. Available online at: <https://www.icrc.org/eng/assets/files/review/2011/irc-883-bongard-somer.pdf>; accessed 15 December 2015.

6 | Refugee Studies Centre, *Forced Migration Review No. 37*, ‘Armed non-state actors and displacement plus a selection of articles on other aspects of forced migration’, March 2011. Available at: <http://www.refworld.org/docid/4d92f4612.html>; accessed 2 October 2015.

ARTIFICIAL INTELLIGENCE

...every aspect of learning or any other feature of intelligence can in principle be so precisely described that a machine can be made to simulate it. John McCarthy, Professor, Dartmouth College -- 1956

ASSESSMENT

The set of activities necessary to understand a given situation, entails the collection, updating and analysis of data pertaining to the population of concern (needs, capacities, resources, [protection environment and the rule of law]), and can include information about the state of infrastructure and general socio-economic conditions in a given location/area.⁷ A way of gathering relevant information, analysing and making judgment on the basis of the available information.⁸

In terms of an inter-agency context, the **Multi-Cluster/Sector Initial Rapid Assessment (MIRA)** is an approach to undertaking a joint multi-sector assessment in the earliest days of a crisis or change in the context, and guides subsequent in-depth sectoral assessments.⁹

There are other types of more general assessments or approaches, **which include but are not limited to:**

- * **Coordinated assessment:** An assessment planned and carried out in partnership by humanitarian actors and others, in order to document the impact of a particular crisis and to identify the needs of affected populations. Credible and accurate assessment results form the basis for needs-based strategic planning and system-wide monitoring.¹⁰
- * **Needs assessment:** A coordinated approach to the assessment and to the prioritisation of the needs of affected people lays the foundation for a coherent and efficient humanitarian response for protracted crises, the depth and volume of information needed for an effective response increases as it evolves. This often translates into a requirement for in-depth cluster/sector, thematic or agency-specific assessments to inform planning and operations, which in turn necessitates a harmonized assessment approach with joint needs analysis.¹¹
- * **Participatory assessment:** A Participatory Assessment is a process of building partnerships with women and men of all ages and backgrounds [affected indirectly by crises] by promoting meaningful participation through structured dialogue. Participatory Assessments involve holding separate discussions with all people of concern in order to gather accurate information on the specific protection risks they face and the underlying causes, to understand their capacities, and to hear their proposed solutions. A Participatory Assessment provides people of concern with an opportunity to explain the protection risks they face and to participate as partners in the design of programmatic responses to issues affecting their lives. It also helps mobilize communities to take collective action to enhance their own protection and forms the basis for the implementation of a rights and community-based approach. A Participatory Assessment is an effective, field-tested methodology for gaining an understanding of the needs and capacities that reside within individuals and groups – considerations that should inform all planning, implementation, monitoring and evaluation.¹² Other examples of participatory assessment approaches include:

7 | UNHCR, Status Determination and Protection Section, Department of International Protection Services, Master Glossary of Terms, Rev 1, 2006, pg. 4.

8 | WHO, <http://www.who.int/hac/about/definitions/en/>.

9 | OCHA, <https://www.humanitarianresponse.info/en/programme-cycle/space/page/assessments-tools-guidance>; accessed 19 April 2018.

10 | OCHA, <https://www.humanitarianresponse.info/en/programme-cycle/space/page/assessments-tools-guidance>, and click on, 'Operational Guidance on Coordinated Assessments in Humanitarian Crises,' accessed 19 April 2018.

11 | OCHA, <https://www.humanitarianresponse.info/fr/programme-cycle/space/page/assessments-overview>.

12 | UNHCR, <http://www.unhcr.org/4cd40e109.html>.

community transect walks, storyboards, Venn diagrams.

- * **Rapid needs assessment:** A specific form of needs assessment that involves using local resources and specific methods to undertake a relatively quick, easy and inexpensive snapshot of a specific group or community in order to assess the needs of any planned initiative. It is a way of working that does not use a traditional scientific approach to needs assessment but encourages using local people using tools such as questionnaires, observation, group meetings and interviews for qualitative data on which to assess need and propose plans for action.¹³
- * **Risk assessment:** This is a methodology to determine the nature and extent of risk by taking into account potential hazards and existing conditions of vulnerability that together could harm people, property, services, livelihoods and the environment on which they depend. Risk assessment should also take account of community capacity to resist or recover from the hazard impact (see also 'Risk').¹⁴ 'Calculation and/or simulation of degree of danger attached to a course of action for the purpose of uncertainty reduction. '[Risk assessment and early warning are distinct but complementary activities. Risk assessments are based on the systematic analysis of remote and intermediate conditions. Early warning requires near real- time assessment of events that, in a high risk environment, are likely to accelerate or trigger the rapid escalation of conflict.'¹⁵
- * **Protection needs assessment:** An overview of the protection environment¹⁶ of the affected population, in order to be able to deliver an effective and targeted response based on their profile and location; Assist the Protection Cluster in prioritizing the affected areas needing further protection monitoring and in-depth assessment; and assist the cluster in monitoring the Strategic Response Plan (SRP) and provide an evidence for resource allocation.¹⁷

ASYLUM-SEEKER

An asylum-seeker is an individual who is seeking international protection. In countries with individualized procedures, an asylum-seeker is someone whose claim has not yet been finally decided on by the country in which he or she has submitted it. Not every asylum-seeker will ultimately be recognized as a refugee, but every refugee is initially an asylum-seeker.¹⁸

13 | Prevention Hub, <http://preventionhub.org/en/training/glossary/rapid-needs-assessment>.

14 | Global Protection Cluster, Child Protection Working Group, Minimum Standards for Child Protection; available online at: <http://cpwg.net/minimum-standards>, pg. 219.

15 | ReliefWeb, Glossary of Humanitarian Terms (2008).

16 | A protection assessment can be undertaken at the individual or household level, generally as part of a case management approach, to identify or track existing or ongoing protection needs.

17 | Protection Cluster, Philippines Protection Needs Report (May 2014).

18 | UNHCR, Department of International Protection, Master Glossary of Terms, 2006.



BASELINE DATA

A benchmark figure for the purpose of measuring change over time. This may indicate status at the beginning of the study of a situation, providing a comparison point against which differences can be measured over time. 'Baseline' can also refer to core data, such as numbers, locations, and movement patterns of mobile populations, following which more in-depth assessments would take place.

Example: The baseline mortality rate (or non-crisis mortality rate) is the mortality rate before the crisis.¹⁹

BENEFIT AND RISK ASSESSMENT

The objective of a Benefit and Risk Assessment is to ensure that the benefits and risks of data sharing (while the Benefit and Risk Assessment can be used more broadly to identify, assess and evaluate benefits and risks throughout a data / information management process) have been systematically and collaboratively assessed, and that actions have been identified to maximise benefits and minimize risks.

It is critical that the Assessment is done jointly to identify the all aspects of the benefit and risk equation. A broader understanding can inform the context and temporal conditions around the specific uses of the data sharing, including informing the means, modalities, and frequency of the specific data sharing arrangement. The Benefit and Risk Assessment comprises a set of key questions to identify benefits and risks as well as a set of key actions to maximise benefits and mitigate / minimise risks respectively. *Framework for Data Sharing in Practice*, OCHA and the PIM Team, 2018, available online at: <http://pim.guide/guidance-and-products/>.

BEST INTEREST DETERMINATION [OF THE CHILD]

is a formal process with specific procedural safeguards and documentation requirements that is conducted for certain children of concern to UNHCR, whereby a decision-maker is required to weigh and balance all the relevant factors of a particular case, giving appropriate weight to the rights and obligations recognized in the CRC and other human rights instruments, so that a comprehensive decision can be made that best protects the rights of children.²⁰

BIAS

Bias systematically distorts the representativeness of results of a survey or assessment. Possible sources of bias are:

- * Deliberate selection (e.g., enumerator intentionally avoids visiting isolated households);
- * Errors in defining the population to be surveyed (e.g., telephone survey which excludes the poorest, who are less likely to own a telephone; incomplete population registers); Non-response (inability, absence, refusal);

19 | Checchi and Roberts, ODI/HPN paper 52, 2005.

20 | UNHCR, *Guidelines on the Formal Determination of the Best Interests of the Child*; Provisional Release, May 2006; available online at: <http://www.unicef.org/violencestudy/pdf/BID%20Guidelines%20-%20provisional%20release%20May%202006.pdf>; accessed 8 November 2015.

* and Human fallacy (e.g., use of leading questions affecting the sample response).²¹

BIG DATA

Big data and the new phenomenon open data are closely related but they're not the same. Open data brings a perspective that can make big data more useful, more democratic, and less threatening.

While big data is defined by size, open data is defined by its use. Big data is the term used to describe very large, complex, rapidly-changing datasets. But those judgments are subjective and dependent on technology: today's big data may not seem so big in a few years when data analysis and computing technology improve.

Open data is accessible public data that people, companies, and organisations can use to launch new ventures, analyse patterns and trends, make data-driven decisions, and solve complex problems. All definitions of open data include two basic features: the data must be publicly available for anyone to use, and it must be licensed in a way that allows for its reuse. Open data should also be relatively easy to use, although there are gradations of "openness". And there's general agreement that open data should be available free of charge or at minimal cost. *The Guardian*, available online at: <https://www.theguardian.com/public-leaders-network/2014/apr/15/big-data-open-data-transform-government>, accessed 28 March 2018.

BIO-DATA

Basic data pertaining to an individual person.

BIOMETRICS

For the purposes of registration and establishing a person's identity, biometrics refers to techniques that measure and create a record of an individual's unique physical characteristics, which cannot be easily changed and can be electronically verified. The most commonly used in terms of registration of refugees or IDPs is the recording and verification of a person's fingerprint or iris scan.

BORDER MONITORING

Border monitoring is an organized and systematic activity aimed at observing and documenting the procedures with foreigners and potential asylum seekers at the borders and in all other facilities that are related with the border (police stations, detention centres for aliens).²²

This can also cover the assessment of 'human rights compliance of existing border governance measures, to ensure they do not adversely impact the enjoyment of the human rights and dignity of migrants at international borders'.²³

21 | OHCHR, *Human Rights Indicators: A Guide to Measurement and Implementation*, Glossary, 2012, pg. 182.

22 | Peace Institute, Slovenia, *Stakeholders' Manual for Establishing a Border Monitoring Mechanism*, 2006; available at: <http://www.unhcr.org/50ababbe9.pdf>.

23 | OHCHR, *Recommended Principles and Guidelines on Human Rights at International Borders, Guideline 1.7*; available online at: http://www.ohchr.org/Documents/Issues/Migration/OHCHR_Recommended_Principles_Guidelines.pdf; assessed 8 Nov 2015.



CASUAL LOGIC

A strategic exercise carried out before and during protection activities, to set out the pathways and milestones for the way a particular outcome is expected to be achieved, to identify the sequence of actions to be undertaken (and the assumptions inherent in them), including the various sectors and disciplines that may need to be mobilized to contribute to the desired outcome, and to identify the roles of different actors. This analysis should underlie all actions taken to achieve the outcome in question. It is sometimes also referred to as the “theory of change”. *Professional Standards for Protection Work* (2018)

CAUSALITY

The relationship between two phenomena, where the second (the effect) is considered a result of or directly linked to the first (the cause). Demonstrating causal relationships through information management or research can be challenging, and causality should not be confused with correlation (see ‘correlation’, below).

CENSUS

The process of obtaining information about every member of a population or group through a statistical questionnaire.²⁴

CHILD-FRIENDLY SPACE

These are safe spaces and schools where communities create nurturing environments for children to access free and structured play, recreation, leisure and learning activities. Child-friendly spaces may provide health, nutrition and psychosocial support and other activities that restore a sense of normality and continuity. They are designed and operated in a participatory manner, and may serve a specific age group of children or a variety of age ranges. Child-friendly spaces and schools are important throughout crises, from emergencies to recovery.²⁵

Note that schools often operate under a different model, called Child Friendly Schools. Also, child-friendly spaces can be referral or service points for health and nutrition service providers, but this is normally not the focus of the space.

CHILD PROTECTION

The prevention of and response to abuse, neglect, exploitation and violence against children.²⁶

CHILD RIGHTS

In addition to general human rights, children are granted special rights given their specific needs and vulnerability. A key source document is the Convention on the Rights of the Child and its additional Protocols on the involvement of children in armed conflict and on the sale of children, child prostitution, and child pornography. The two specific principles underpinning child rights are as follows:

24 | IASC Working Group, *Guidance on Profiling Internally Displaced Persons*, 2008, pg. 43.

25 | Sphere Standards Glossary, available online at: <http://www.sphereproject.org/silo/files/sphere-handbook-glossary.pdf>; accessed online 8 November 2015.

26 | Child Protection Working Group, *Minimum Standards for Child Protection in Humanitarian Action*; available online at: http://www.unicef.org/iran/Minimum_standards_for_child_protection_in_humanitarian_action.pdf; accessed 11 Nov 2015.

- * The best interests of the child must be ‘a primary consideration’ in all actions and decisions concerning a child and must be used to resolve conflicts between different rights.
- * Respect for the views of the child means that the voice of the child must be heard and respected in all matters concerning his or her rights. For example, those in power should consult with children before making decisions that will affect them.

CHILD ASSOCIATED WITH AN ARMED FORCE OR ARMED GROUP/ CHILD SOLDIER

Any person below 15 years of age who is, or who has been, recruited or used by an armed force or armed group in any capacity, including but not limited to children, boys and girls, used as fighters, cooks, porters, messengers, spies or for sexual purposes. It does not only refer to a child who is taking or has taken a direct part in hostilities.²⁷ Recruiting and using children under the age of 15 as soldiers is prohibited under international humanitarian law and is defined as a war crime by the International Criminal Court.

CIVILIAN

Civilians are persons who are not members of the armed forces. The civilian population comprises all persons who are civilians. https://www.icrc.org/customary-ihl/eng/docs/v1_rul_rule1. All such persons are entitled to protection against direct attack unless and for such time as they take a direct part in hostilities. When an individual’s status is in doubt, that person is presumed to be a civilian. Distinguishing between civilians and combatants and between civilian and military objectives is essential to ensure that civilians are protected during armed conflict. In accordance with the principle of distinction in non-international armed conflict, ‘the parties to the conflict must at all times distinguish between civilians and combatants. Attacks may only be directed against combatants. Attacks must not be directed against civilians.’ – (ICRC, Customary IHL, rule 1, https://www.icrc.org/customary-ihl/eng/docs/v1_rul_rule1).

This principle must be read in conjunction with the prohibition against attacking persons recognized to be hors de combat and with the rule that civilians are protected against attack unless and for such time as they take a direct part in hostilities.

CIVILIAN OBJECTIVE

Civilian objects are all objects that are not military objectives.²⁸

CLUSTER

In the context of the Humanitarian Reform, a cluster is a group of agencies, organizations and/or institutions interconnected by their respective mandates, that works together towards common objectives. The purpose of the clusters is to foster timeliness, effectiveness and predictability while improving accountability and leadership.²⁹

COMBATANT

All members of the armed forces of a party to the conflict are combatants, except medical and religious personnel.³⁰

27 | Paris Principles and Guidelines on Children Associated with Armed Forces or Armed Groups, 2007.

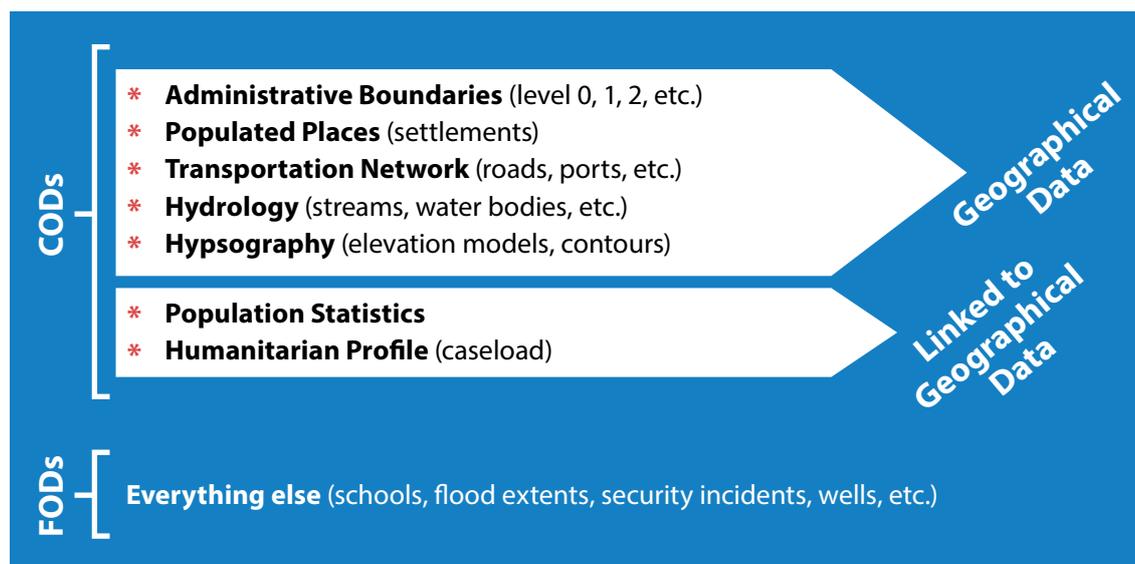
28 | ICRC, Customary IHL, rule 9: https://www.icrc.org/customary-ihl/eng/docs/v1_cha_chapter2_rule9.

29 | See <http://www.who.int/hac/about/definitions/en/>.

30 | ICRC, Customary IHL, rule 3: https://www.icrc.org/customary-ihl/eng/docs/v1_cha_chapter1_rule3.

COMMON OPERATIONAL DATASETS (CODS)³¹

Are predictable, core sets of data needed to support operations and decision-making for all actors in a humanitarian response.³²



COMMUNITY

Can be described as a group of people that recognizes itself or is recognized by outsiders as sharing common cultural, religious or other social features, backgrounds and interests, and that forms a collective identity with shared goals. However, what is externally perceived as a community might in fact be an entity with many sub-groups or communities. It might be divided into clans or castes or by social class, language or religion. A community might be inclusive and protective of its members; but it might also be socially controlling, making it difficult for sub-groups, particularly minorities and marginalized groups, to express their opinions and claim their rights.³³

COMMUNITY-BASED APPROACH

A community-based approach is a way of working in partnership with people of concern during all stages of programme cycles. It recognizes the resilience, capacities, skills and resources of people of concern, builds on these to deliver protection and solutions, and supports the community's own goals. The approach is not limited to a particular function or sector of work, it should guide all in their work with people of concern.³⁴

COMMUNITY-BASED PROTECTION (CBP)

Aims to empower communities to achieve their rights with safety and dignity. It is a means of engaging crisis-affected communities – and the humanitarian actors working to assist them – in identifying the protection risks of greatest concern to the community, exploring the causes and consequences and jointly identifying prevention and response strategies. CBP achieves better protection impact and improves the lives of people of concern through partnering with them and their communities to identify protection risks and the best ways of addressing those risks.³⁵

31 | CODs relate to the concept of Minimum Sectoral Data as described in the UNHCR Emergency Information Management Toolkit. Much like the SPHERE Standards, the concept of Minimum Sectoral Data works to describe an initial level and type of sectoral information needed when responding in the first phase of an emergency. The objective is to make critical sectoral data accessible to a broad range of partners and colleagues who need this information to make decisions, including a full range of partners. The Minimum Sectoral Data sections are not always standards or indicators. Data and information needs are different from one sector to another and remain highly contextual.

32 | OCHA; available online at: <https://sites.google.com/site/ochaimwiki/geodata-preparation-manual/data-needs-assessment>; accessed 2 Oct 2015.

33 | UNHCR, Manual on a Community Based Approach in UNHCR Operations, March 2008, available at: <http://www.refworld.org/docid/47da54722.html>; accessed 2 December 2015.

34 | UNHCR, Manual on a Community Based Approach in UNHCR Operations, March 2008, available at: <http://www.refworld.org/docid/47da54722.html>; accessed 2 December 2015.

35 | UNHCR, Understanding Community-Based Protection, 20 June 2013, available at: <http://www.refworld.org/docid/5209f0b64.html>; accessed 2 December 2015.

COMMUNITY MAPPING

This process enables communities to map details of where they live and the surrounding infrastructure. It is a way of encouraging and empowering communities to undertake action for their own good.

When communities carry out surveys of their own area, build an accurate knowledge of what their community actually looks like, in a way that keeps that information within the community, it not only puts them in a stronger position to represent themselves with NGOs, local and national governments, but the very process itself can skill and build capacity within the community. That enables the community to establish for itself what problems it faces, and to begin to look for and implement solutions.³⁶

COMPILE

To produce something (for instance, a list or report) by gathering information collected from multiple sources.

CONFIDENTIALITY³⁷

The obligation that information pertaining to a person disclosed in a relationship of trust will not be disclosed or otherwise made available to unauthorized persons or entities in ways that are inconsistent with the understanding of the original disclosure or without prior consent. There is an obligation to exercise utmost discretion with regard to all matters. Information known shall not be communicated to any Government, entity, person or any other source, nor made public.' (UN Staff Rules and Regulations (e.g. Regulation 1.2.g.) Information received from sources and clients will only be used and/or shared for specific purposes only when the person in question has provided specific and informed concern to do so. (OHCHR Code of Conduct). Even if consent for the use of information is given, the potential implications of that action for the safety of the person providing the information and of other people involved in the situation (e.g., the family of witnesses) must be assessed. If there is a risk of endangering any of them, the information should not be disclosed or in a manner that removes the risk. The safety of victims, witnesses and other cooperating persons must be a paramount concern; confidentiality as a measure to protect their safety should therefore take precedence over other considerations. (Manual on Human Rights Monitoring, OHCHR, p. 6, <http://www.ohchr.org/Documents/Publications/Chapter02-MHRM.pdf>)

Confidentiality should be reflected in all steps or phases of information management: data collection, data storage, data analysis, and data sharing/release with SOPs/regulations when appropriate. In terms of reporting, data may be anonymized and used in a manner in which it includes no personally identifiable information.

See also: informed consent, personal data.

CONSENT

See 'informed consent'.

COPING

Coping is the process of adapting to a new life situation, managing difficult circumstances, making an effort to solve problems, and/ or trying to minimise, reduce or put up with stress or conflict.³⁸

CORE STANDARDS

Are a practical expression of the Principles of the Sphere Humanitarian Charter, and are fundamental

36 | Wateraid, *Community Mapping: A Tool for Community Organising*. Available at: www.wateraid.org/.../community-mapping-programme-partner; accessed 15 Dec 2015.

37 | Global Protection Cluster Working Group, *Handbook for the Protection of Internally Displaced Persons*, Glossary, pg. 500.

38 | Child Protection Working Group, *Minimum Standards for Child Protection in Humanitarian Action*, 2012.

to the right of people affected by conflict or disaster to assistance that supports life with dignity.³⁹

CORRELATION

An expression of the change or effect produced by the variation in certain variables or of the ratio between two quantities,⁴⁰ where the change in one is linked to a change in another although one does not directly cause the other. Correlation should not be confused with causality (see 'causality', above).

CRIMES AGAINST HUMANITY

Crimes against humanity' include any of the following acts committed as part of a widespread or systematic attack directed against any civilian population, with knowledge of the attack: murder; extermination; enslavement; deportation or forcible transfer of population; imprisonment; torture; rape, sexual slavery, enforced prostitution, forced pregnancy, enforced sterilization, or any other form of sexual violence of comparable gravity; persecution against an identifiable group on political, racial, national, ethnic, cultural, religious or gender grounds; enforced disappearance of persons; the crime of apartheid; other inhumane acts of a similar character intentionally causing great suffering or serious bodily or mental injury.⁴¹

CUSTOMARY LAW

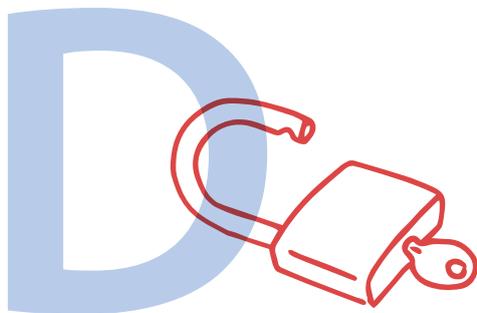
International laws that derive their authority from the constant and consistent practice of States, rather than from formal expression in a treaty or legal text. In order for State practice to contribute to the formation of customary international law, that practice should be conducted with a sense of legal obligation. Several of the provisions in the Universal Declaration of Human Rights, including the prohibition against slavery, torture, prolonged arbitrary detention and extrajudicial killings, are generally recognized to have become part of customary international law.⁴²

39 | Sphere Handbook, Glossary, 2011, available online at: <http://www.sphereproject.org/handbook/glossary/?l=C&page=3>.

40 | Medical Dictionary, available at: [medical-dictionary.thefreedictionary.com/Correlation+\(in+statistics\)](http://medical-dictionary.thefreedictionary.com/Correlation+(in+statistics)) accessed 15 Dec 2015.

41 | See <http://www.icc-cpi.int/>.

42 | UNHCR, Status Determination and Protection Section, Department of International Protection Services, Master Glossary of Terms, Rev 1, 2006, pg. 7.



DASHBOARD

Dashboards provide an overview of information and often include data visualizations (e.g. charts, graphs, and maps) as well as tables and qualitative data. The data can be organized by sector, geography, or another factor.

The humanitarian dashboard is an Inter Agency Standing Committee (IASC) tool designed to facilitate a process for the consolidation of needs assessment and response information, provide a structured format for the collection of data, and to present a shared analysis of a humanitarian situation.⁴³

DATA

A collection of facts, such as numbers, measurements, or observations.

DATA ANALYSIS

Refers to qualitative and quantitative techniques and processes used to enhance productivity and business gain. Data is extracted and categorized to identify and analyze behavioral data and patterns, and techniques vary according to organizational requirements.⁴⁴

Example: Qualitative and quantitative techniques and processes used to organize data in order to identify significant facts or patterns and draw conclusions that can inform decision-making.⁴⁵

DATA BREACH

A breach of security leading to the accidental or unlawful destruction, loss or alteration of – or to the unauthorized disclosure of or access to – personal data or sensitive information transmitted, stored or otherwise processed. *Professional Standards for Protection Work (2018)*

DATA COLLECTION

This is the first phase of the information management cycle, before data processing and data analysis. Data collection can occur through several methods, including observations, interviews, group discussions, and remote sensing.

DATA CONTROLLER

A party competent to make decisions about the contents and use of personal data, whether that data is collected, stored, or processed by that party or an agent or agents operating on its behalf. *The Signal Code*, Harvard Humanitarian Initiative (HHI), available online at: <https://signalcode.org/code-intro/glossary/>, accessed 27 March 2018.

DATA INTEROPERABILITY

Is the ability to correctly interpret data that crosses from one information source to another (i.e. from one cluster to another, or from a cluster to national authority). For example: if we assume

43 | IASC, NATF, Humanitarian Dashboard, Product Description and Guidance, 2012; available online at: <https://interagencystandingcommittee.org/needs-assessment/documents-public/humanitarian-dashboard-guidance/>; accessed 19 April 2018.

44 | Technopedia; available online at: <https://www.techopedia.com/definition/26418/data-analytics>; accessed 2 Oct 2015.

45 | UNDAC Handbook, 2013 and ACAPS Training Material, 2014.

that the A cluster has information needed by B cluster, and that data in one cluster system is accessible and understood by the other system, then data can be compared...⁴⁶

DATA LIFE-CYCLE

The life-cycle that a datum or data set undergoes –usually including collection, storage, processing, transmission, and consumption as stages. *The Signal Code*, HHI, available online at: <https://signalcode.org/code-intro/glossary/>, accessed 27 March 2018.

DATA LITERACY

Data Journalism Handbook, available online at: http://datajournalismhandbook.org/1.0/en/understanding_data_0.html, accessed 6 April 2018.

DATA MINIMIZATION

The principle that a data controller should limit the amount of data collected and the length of time the data is stored to that which is strictly necessary for accomplishing a specified purpose. In the humanitarian context, the principle directly opposes the collection of as much data as possible in the service of unanticipated or currently unknown future needs. *The Signal Code*, HHI, available online at: <https://signalcode.org/code-intro/glossary/>, accessed 27 March 2018.

DATA PROCESSING

Data processing is the step between data collection and data analysis in the information management cycle. It involves data entry, cleaning, and compilation.

DATA PROTECTION FOR PERSONAL DATA

Protection actors must collect and handle information containing personal details in accordance with the rules and principles of international humanitarian law, international human rights law, and relevant national laws on the protection of individual data.

The protection of personal data is based on the right to privacy, recognized in most international human rights treaties. Domestic law may also have provisions for the protection of information, in particular personal data, which go beyond the standards in this document. These may include reference to DNA, ante- and post-mortem data, and medical data. It is important to identify and respect such laws, provided that they are in conformity with international laws and standards and are aimed at protecting privacy.

Domestic law may also contain provisions regarding the disclosure of confidential information with a view to protecting public order and the rule of law, for example in criminal cases. In such cases, the protection actor must adopt clear internal guidelines defining the type of data to be collected so as to avoid additional risks for both the victim and the actor involved.

Without adequate awareness of the existing legal framework, actors collecting information may be prevented from doing so, or face legal action by the State or the individuals concerned⁴⁷.

As noted above the approach adopted needs to be context specific, while also working to ensure that personal information or data does not fall into wrong hands, and cause harm.

DATA SECURITY

The prevention of unauthorized access to or use of data and information, **and to or of the equipment used for data processing**. This relates in particular to physical security, access rights to databases, computer security or cyber security, the duty of discretion and the conduct of staff. Data security also refers to the preservation of the confidentiality, integrity and availability of information. *Professional Standards for Protection Work* (2018)

⁴⁶ | IASC, *Guidelines on Common Operational Datasets in Disaster Preparedness and Response*, 2010, pg. 2.

⁴⁷ | International Committee for the Red Cross, *Professional Standards for Protection Work*, pg. 58.

DATA SOURCE

A data source is the location where data comes from, including from whom.

DATA SUBJECT

An individual person who can be identified, directly or indirectly, in particular by reference to personal data. *Professional Standards for Protection Work (2018)*

DATA TRANSFER

Data transfer utilizes various communication medium formats to move data between one or more nodes. Transferred data may be of any type, size and nature. Analog data transfer typically sends data in the form of analog signals, while digital data transfer converts data into digital bit streams. For example, data transfer from a remote server to a local computer is a type of digital data transfer.

Moreover, data transfer also may be accomplished through the use of network-less environments/modes, such as copying data to an external device and then copying from that device to another. Technopedia, available online at: <https://www.techopedia.com/definition/18715/data-transfer>, accessed 28 March 2018.

DATABASE

A database is an organized collection of data containing related sets of information, each set of which is referred to as a record.

DEMOGRAPHIC PROFILE

A statistical view of a person, group or population, including things like age, sex, gender, education etc.

DENOMINATOR

A denominator is a shared trait.⁴⁸ It is also the bottom half of a fraction – ‘the whole’. For instance, on a pie chart it is the whole pie, whereas the ‘numerator’ is a slice of the pie. In humanitarian data, an example of a commonly used denominator is the total population, while the numerator is a subset of that population.

Example: Let’s say that 800 children have gone missing in a location; the severity of this situation is based on the denominator. For instance, if 800 out of 1,000 children are missing (as opposed to 800 out of 4 million), there is a significant problem.

DIGITAL LITERACY

Digital literacy is the ability to use information and communication technologies to find, evaluate, create, and communicate information, requiring both cognitive and technical skills. American Library Association, Digital Literacy Project, available online at: <http://connect.ala.org/node/181197>, accessed on 28 March 2018.

DEPORTATION

The removal from a country of an alien whose presence is unlawful or prejudicial.⁴⁹

DIGNITY

The quality or state of being worthy of honour and respect.

‘The right to life with dignity is reflected in the provisions of international law, and specifically the human rights measures concerning the right to life, to an adequate standard of living and to

48 | Merriam-Webster Dictionary; available online at: <http://www.merriam-webster.com/dictionary/denominator>; accessed 2 Oct 2015.

49 | Merriam-Webster Dictionary; available online at: <http://beta.merriam-webster.com/dictionary/deportation>; accessed 15 Dec 2015.

freedom from torture or cruel, inhuman or degrading treatment or punishment. The right to life entails the duty to preserve life where it is threatened. Implicit in this is the duty not to withhold or frustrate the provision of life-saving assistance. Dignity entails more than physical well-being; it demands respect for the whole person, including the values and beliefs of individuals and affected communities, and respect for their human rights, including liberty, freedom of conscience and religious observance.⁵⁰

Example: He believes in the dignity of all people.⁵¹

DISAGGREGATED DATA

These are statistics separated according to particular criteria, most commonly sex and age. Sex-disaggregated data means separate population statistics for males and females. Age-disaggregated data separates population statistics by age groups.⁵²

Example: This term means that aggregated data has been separated. For population data, this usually refers to data that has been divided by demographic groups, such as by sex or age. The appropriate disaggregation of data depends on its defined purpose.

DISPLACEMENT

The displacement of people refers to the forced movement of people from their locality or environment and occupational activities. It is a form of social change caused by a number of factors, the most common being armed conflict. Natural disasters, famine, development and economic changes may also be a cause of displacement. Migration and displacement are interlinked, but must be distinguished.⁵³

DISTRIBUTION

The act of giving or delivering something to people.⁵⁴

DIVERSITY

Includes but is not limited to sex, age, colour, ethnicity, gender, religion, disability, socio-economic status, sexual orientation, gender identity, and national origin. The concept of diversity can also refer to a range of activities and/or the participation of a range of individuals in those activities.

DO NO HARM

The 'Do no harm' principle implies that in all circumstances and at all times, not to jeopardize the life, physical and psychological safety, freedom and well-being of all those with whom we enter into contact and to avoid causing harm. It underscores unintended impacts of humanitarian interventions, and is considered an essential basis for the work of organizations in conflict situations. In its broader sense, it stipulates that humanitarian agencies should have policies in place to guide them during planning; monitoring and evaluation on how to handle sensitive information that can directly harm people's safety or dignity (see also [Protection Principle 1](#)).⁵⁵ There is a responsibility to balance the need to gather information and the potential risk of harm to those who may be in a position to provide such information. Preventing harm is paramount also in view of the limited capacity to ensure the safety of sources and clients. At a minimum, the action or inaction should not jeopardize the safety of victims, witnesses or other individuals with whom we come into contact.⁵⁶

50 | Sphere Handbook/Humanitarian Charter; available online at: <http://www.spherehandbook.org/en/the-humanitarian-charter/>; accessed 5 Dec 2015.

51 | Merriam-Webster Dictionary; available online at: <http://beta.merriam-webster.com/dictionary/dignity>; accessed 15 Dec 2015.

52 | Sphere Handbook, Glossary, 2011, available online at: <http://www.sphereproject.org/handbook/glossary/?l=D>.

53 | UNESCO, International Migration Glossary; available online at: <http://www.unesco.org/new/en/social-and-human-sciences/themes/international-migration/glossary/displaced-person-displacement/>.

54 | Merriam-Webster Dictionary; available online at: <http://www.merriam-webster.com/dictionary/distribution>; accessed 3 Feb 2015.

55 | Sphere Handbook, Glossary, 2011, available online at: <http://www.sphereproject.org/handbook/glossary/?l=D>.

56 | OHCHR, *Manual on Human Rights Monitoring*, p. 4; available online at: <http://www.ohchr.org/Documents/Publications/Chapter02-MHRM.pdf>; accessed 28 Nov 2015.

DURABLE SOLUTIONS

A durable solution is achieved when internally displaced persons no longer have specific assistance and protection needs linked to their displacement and can enjoy their human rights without discrimination on account of their displacement.⁵⁷

57 | IASC Framework on Durable Solutions for Displaced Persons, April 2010; available online at: <http://www.unhcr.org/50f94cd49.pdf>; accessed 28 No 2015.



ENFORCED DISAPPEARANCE

Enforced disappearance has three required elements: 1. A person is detained or otherwise deprived of liberty. 2. The deprivation of liberty is carried out by State agents, or by persons or groups of persons acting with the State's support or acquiescence. And 3. Those responsible refuse to acknowledge the detention or they conceal the concerned person's fate and whereabouts, which places the person outside the protection of the law.

ENUMERATION

Enumeration, or counting, is the listing of all households (and sometimes persons) in an area to provide information on the total number.

ENUMERATOR

Person who collects data and/or counts people or households. May be referred to as a surveyor, interviewer, and registration or data collection staff.⁵⁸

ESTIMATION

An understanding about the size, amount, cost, etc. of something⁵⁹ based on what is preliminarily known about a situation or on partial data that is possible to collect, e.g. an inference about the numerical value of unknown values from incomplete data.⁶⁰ Some estimates are based on more rigorous methods than others and may be more accurate than others.

EXCESSIVE USE OF FORCE

Law enforcement officials may use force against persons only under certain circumstances. Otherwise, the use of force is excessive or disproportionate and may violate a person's right to life and security or the prohibition against torture and other cruel, inhumane, or degrading treatment. The prohibition against excessive or disproportionate force may not be subject to derogation.

The use of force is excessive or disproportionate if: force is not used for the legitimate purpose of law enforcement and maintaining public order (such as to carry out lawful arrests); it is not strictly necessary, i.e. if other means could be used to address the situation; or the extent to which the force is used is not proportional to the seriousness of the offence and the legitimate purpose to be achieved.

In all circumstances, law enforcement officials must exercise restraint to protect lives and minimize damage and injury. The use of lethal force by law enforcement officials – i.e. the use of a lethal weapon with intent to kill – is a particularly extreme measure that is permissible only in self-defense or to protect life and if it is subject to additional restrictions. Deaths resulting from excessive or disproportionate use of force may constitute arbitrary killings.

58 | IASC Working Group, *Guidance on Profiling Internally Displaced Persons*, 2008, pg. 43.

59 | Merriam Webster Dictionary; available online at: <http://www.merriam-webster.com/dictionary/estimation>; accessed 2 Oct 2015.

60 | Modified from OECD Glossary of Statistical Terms: <https://stats.oecd.org/glossary/>.

EXTRAPOLATION

The process of estimating, beyond the original observation range, the value of a variable on the basis of its relationship with another variable. Sample design affects the extent to which findings from, for example, a survey can be generalized beyond the observation.

ERROR

Something that is not correct: a wrong action or statement.⁶¹

61 | Merriam-Webster Dictionary; available online at:
<http://www.merriam-webster.com/dictionary/error>; accessed 3 February 2015.



FAMILY REUNIFICATION

The process of reuniting family members who have been involuntarily separated during armed conflict or other situations of violence, natural or man-made disasters, international migration, or other hardships. This process is set in motion after contact has been restored and family members have formally agreed to the reunification, and when permitted by security conditions.⁶²

FAMILY TRACING

Tracing, in the case of children, is the process of searching for family members or primary legal or customary caregivers. The term also refers to the search for children whose parents are looking for them. The objective of tracing is reunification with parents or other close relatives.⁶³

FIXING

A rapid and approximate means of defining and limiting a target population so that persons of concern can be more readily identified for further registration, using fixing tokens, wristbands or ink marking.⁶⁴ The goal of fixing is to register each targeted person only once.

FLOW FIGURE

In population statistics, this term describes quantities indicating changes in population over time — for example, the number of births during a year or the number of new arrivals in a given location. A flow figure has a start and end date, e.g. 50,000 people arrived between 1 January and 31 March. A flow figure is the opposite of a stock figure, which is a snapshot at a particular time.

FOCUS GROUP DISCUSSION

A small, homogeneous group formed to discuss open-ended questions about a certain topic. A focus group discussion (FGD) is a good way to gather people from similar backgrounds or experiences to discuss a specific topic of interest. The group is guided by a moderator (or group facilitator) who introduces topics for discussion and helps the group's members to participate in a lively and natural discussion among themselves.

FGDs can be used to explore the meanings of survey findings that cannot be explained statistically, the range of opinions/views on a topic of interest and to collect a wide variety of local terms.⁶⁵

FORCED EVICTION

Is the permanent or temporary removal against their will of individuals, families and/or communities from the homes and/or land which they occupy, without the provision of, and access to, appropriate forms of legal or other protection.

62 | ICRC, Glossary of Restoring Family Links Terms; available online at: <http://familylinks.icrc.org/en/Pages/NewsAndResources/Glossary.aspx>; accessed 30 September 2015.

63 | Inter-agency Guiding Principles on Unaccompanied and Separated Children, 2004.

64 | UNHCR Handbook for Registration, Procedures and Standards for Registration, Population Data Management and Documentation, Provisional Release, September 2003.

65 | ODI, <http://www.odi.org/publications/5695-focus-group-discussion>.

Various elements, separately or combined, define a forced eviction:

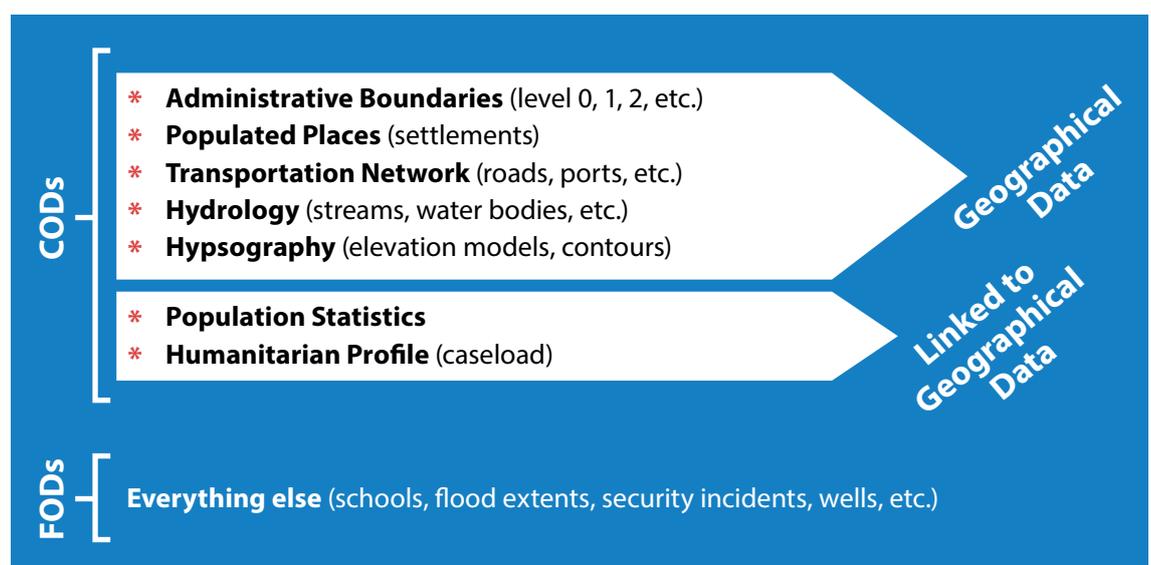
- * A permanent or temporary removal from housing, land or both;
- * The removal is carried out against the will of the occupants, with or without the use of force;
- * It can be carried out without the provision of proper alternative housing and relocation, adequate compensation and/or access to productive land, when appropriate;
- * It is carried out without the possibility of challenging either the decision or the process of eviction, without due process and disregarding the State's national and international obligations.⁶⁶

FUNDAMENTAL OPERATIONAL DATASETS (FODS)

Are datasets required to support multiple cluster/sector operations and complement the common operational datasets. These datasets are characterized by thematic areas such as education or health facilities, or other operationally relevant datasets such as security incidents, damage assessments.⁶⁷

FODs also relate to the concept of 'minimum sectoral data' as described in the UNHCR Emergency Information Management Toolkit.⁶⁸ Much like the SPHERE Standards, the concept of minimum sectoral data works to describe an initial level and type of sectoral information needed when responding in the first phase of an emergency. The objective is to make critical sectoral data accessible to a broad range of partners and colleagues who need this information to make decisions, including UNHCR staff and its full range of partners.

The minimum sectoral data sections in the UNHCR Emergency Information Management Toolkit are not always standards or indicators. Data and information needs differ from one sector to another and remain highly contextual.



66 | OHCHR, Committee on Economic, Social and Cultural Rights, general comment No. 7 (1997) on the right to adequate housing: Forced evictions; available online at: <http://www.ohchr.org/EN/Issues/Housing/Pages/ForcedEvictions.aspx>; accessed 5 Dec 2015

67 | OCHA; available online at: <https://sites.google.com/site/ochaimwiki/geodata-preparation-manual/data-needs-assessment>; accessed 2 Oct 2015.

68 | Initial sets of Minimum Sectoral Data by sector, are described in UNHCR's Emergency Information Management Toolkit; available online at: <http://data.unhcr.org/imtoolkit/>; accessed 5 Oct 2015.

FOSTER CARE

Fostering refers to situations where children are cared for in a household outside their family. Fostering is usually understood to be a temporary arrangement and in most cases, the birth parents retain their parental rights and responsibilities. The term fostering is used to cover a variety of arrangements: traditional or informal fostering (where the child is taken into the care of a family or other household that may or may not be related to the child's family – no third party is involved in these arrangements); spontaneous fostering (where a family takes in a child without any prior arrangement – this is a frequent occurrence during emergencies and may involve families from a different community in the case of refugee children); arranged fostering (where a child is taken into the care of a family as part of an arrangement made by a third party, usually an agency involved in social welfare such as a government department, a religious organization, or a national or international NGO – this arrangement may or may not be covered by formal legislation).⁶⁹

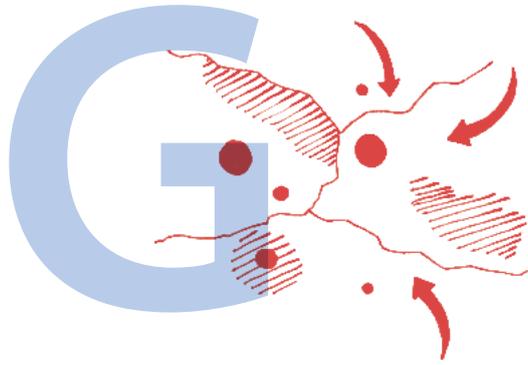
FREQUENCY (OF DATA COLLECTION)

The standard period of time in which a particular kind of data or measurement needs to be collected.

Example: The number of occurrences of a certain value in a dataset (e.g. eight households stated that they wanted return to their place of origin).

The frequency used to measure an indicator will vary according to the nature of the indicator and the situation in which the indicator occurs. There are also different frequencies for measuring emergency versus stable situations. Phenomena that change quickly often need higher-frequency data collection than phenomena that don't.

⁶⁹ | Inter-agency Guiding Principles on Unaccompanied and Separated Children, 2004.



GAP ANALYSIS

A gap analysis reveals the quantifiable difference between a measured indicator and a standard.

Example: if the standard is for each refugee to have 20 liters of water per day and each person only has 12 liters of water per day, then there is a gap of 8 liters of water per day per person.⁷⁰

The purpose of gap analysis is to identify a difference between the desired state and the actual state. Once identified then the organization or community can determine if corrective action needs to be taken. In humanitarian response, gap analysis shows the difference between the expected or needed response that which actually occurs. Gap analysis concepts apply to multiple aspects in humanitarian response: operational capacity, activity or response, strategic and funding.

Each of these can then be further broken down further based on criteria such as status (completed, ongoing, and planned), number of staff, response planning, and so on.⁷¹

Note: Protection officers can do a qualitative gap analysis. E.g. legal frameworks

GENDER

The term gender refers to the social differences between females and males throughout the life cycle that are learned, and though deeply rooted in every culture, are changeable over time and have wide variations both within and between cultures. 'Gender' determines the roles, power and resources for females and males in any culture.⁷²

GENDER-BASED VIOLENCE (GBV)

An umbrella term for any harmful act that is perpetrated against a person's will and that is based on socially ascribed (i.e. gender) differences between males and females.⁷³

Gender-based violence includes acts that inflict physical, mental or sexual harm or suffering, threats of such acts, coercion and other deprivations of liberty, whether occurring in public or in private life. The term is also used by some actors to describe some forms of sexual violence against males and / or targeted violence against LGBTI populations, in these cases when referencing violence related to gender-inequitable norms of masculinity and/or norms of gender identity.⁷⁴

Example: A father removes his son from school because the 11-year-old is considered old enough to be a breadwinner for the family. Or a girl is removed from school because she will eventually become a housewife, for which it is assumed that education is not necessary, or because family members marry off their daughters at a very young age.

70 | ReliefWeb, *Glossary of Humanitarian Terms*, 2008.

71 | OCHA, <https://www.humanitarianresponse.info/fr/applications/tools/category/humanitarian-gap-analysis>.

72 | IASC, *Gender Handbook in Humanitarian Action*.

73 | IASC, *Gender Handbook in Humanitarian Action*.

74 | IASC *Guidelines for Integrating Gender-Based Violence Interventions in Humanitarian Action*, 2015; available online at: <https://interagencystandingcommittee.org/gender-and-humanitarian-action/documents-public/guidelines-integrating-gender-based-violence>; accessed 15 Dec 2015.

GENOCIDE

The international legal definition of the crime of genocide is found in Articles II and III of the 1948 Convention on the Prevention and Punishment of Genocide: Genocide means any of the following acts committed with intent to destroy, in whole or in part, a national, ethnical, racial or religious group, as such: (a) Killing members of the group; (b) Causing serious bodily or mental harm to members of the group; (c) Deliberately inflicting on the group conditions of life calculated to bring about its physical destruction in whole or in part; (d) Imposing measures intended to prevent births within the group; (e) Forcibly transferring children of the group to another group.⁷⁵

The following acts shall be punishable: (a) Genocide; (b) Conspiracy to commit genocide; (c) Direct and public incitement to commit genocide; (d) Attempt to commit genocide; (e) Complicity in genocide.⁷⁶

GEO-REFERENCED DATA

Aligning geographic data to a known coordinate system so it can be viewed, queried, and analyzed with other geographic data.⁷⁷ Associating data with geographic coordinates also enables location-specific analysis, including but not limited to the creation of maps or conducting spatial analysis.

GEOGRAPHIC INFORMATION SYSTEM (GIS)

A system for capturing, storing, analysing and managing data and associated attributes which are geographically-referenced. GIS is a tool that allows users to analyse the spatial information, edit data, maps and present the results of all these operations.⁷⁸

75 | Convention on the Prevention and Punishment of Genocide, Article II and III, 1948.

76 | Convention on the Prevention and Punishment of Genocide, Article II and III, 1948.

77 | ESRI, GIS Dictionary; available online at: <http://support.esri.com/other-resources/gis-dictionary>; accessed 2 Oct 2015.

78 | IASC Working Group, Guidance on Profiling Internally Displaced Persons, 2008, pg. 43.



HOST COMMUNITY

Communities that host (...) populations of refugees or internally displaced persons, typically in camps or integrated into households directly.⁷⁹

HUMANITARIAN ACCESS

Humanitarian access concerns humanitarian actors' ability to reach populations affected by crisis, as well as an affected population's ability to access humanitarian assistance and services. Access is therefore a fundamental prerequisite to effective humanitarian action. Full and unimpeded access is essential to establish operations, move goods and personnel where they are needed, implement distributions, provide health services and carry out other activities, and for affected populations to fully benefit from the assistance and services made available.⁸⁰

HUMANITARIAN ASSISTANCE

Humanitarian assistance is generally accepted to mean the aid and action designed to save lives, alleviate suffering, and maintain and protect human dignity during and in the aftermath of man-made crises and natural disasters, as well as to prevent and strengthen preparedness for such situations. What distinguishes humanitarian assistance from other forms of aid and foreign assistance is that it should be guided by the principles of humanity, impartiality, neutrality, and independence.

HUMANITARIAN EXCHANGE LANGUAGE (HXL)

This is a data standard using hashtags (#) to designate standardized fields, designed to improve information sharing during a humanitarian crisis without adding extra reporting burdens.

HUMANITARIAN NEEDS OVERVIEW

This output is designed to support the Humanitarian Country Team in developing a shared understanding of the impact and evolution of a crisis. It is coordinated by OCHA. The humanitarian needs overview helps inform strategic response planning. Most importantly, it works to ensure that credible evidence and a joint analysis of needs underpin an effective and prioritised humanitarian response.⁸¹ It is sometimes referred to by the acronym 'HNO.'

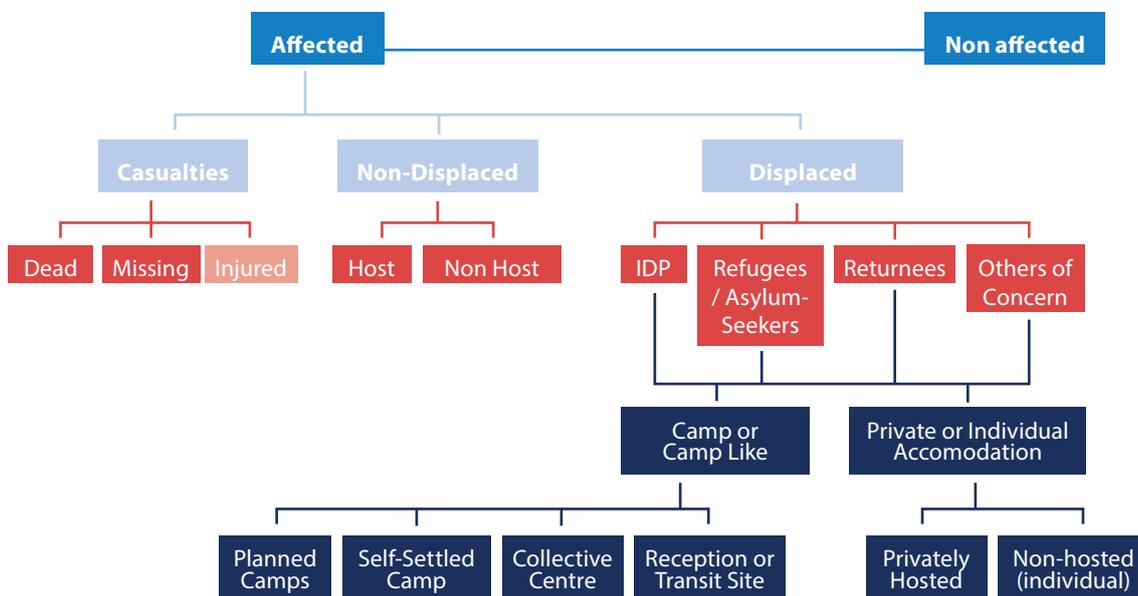
79 | UNHCR, Status Determination and Protection Section, Department of International Protection Services, Master Glossary of Terms, Rev 1, 2006, pg. 11.

80 | OCHA, On Message, Version 1, April 2010, pg. 1.

81 | OCHA, <https://www.humanitarianresponse.info/fr/programme-cycle/space/page/assessments-tools-guidance>.

HUMANITARIAN PROFILE

Fundamentally an attempt to account for, on an ongoing basis, the number of people having humanitarian needs arising from a given emergency [in a specific geographic area] It can be thought of as humanitarian caseload. It is essentially a count of the number of 'affected' people in the emergency. Because people may be affected in many different ways by an emergency, different groups are identified within the humanitarian profile, such as displaced, non-displaced, injured, missing, and dead.⁸²



HUMANITARIAN SPACE

Refers to humanitarian actors' ability to deliver on their primary mandate – the safe delivery of humanitarian assistance – in accordance with the humanitarian principles of humanity, neutrality, impartiality and independence.⁸³

HUMAN RIGHTS

Human rights are rights that every human being is entitled to enjoy simply by virtue of being human. They identify the minimum conditions for living with dignity that apply to all of us. They are universal and inalienable: they cannot be taken away.⁸⁴

Universal human rights are often expressed and guaranteed by law, in the forms of treaties, customary international law, general principles and other sources of international law. International human rights law lays down obligations of Governments to act in certain ways or to refrain from certain acts, in order to promote and protect human rights and fundamental freedoms of individuals or groups.

Human rights entail both rights and obligations. States assume obligations and duties under international law to respect, to protect and to fulfill human rights.⁸⁵

82 | IASC Guidelines on the Humanitarian Profile Common Operational Dataset; Endorsed by IASC IM Task Force 20-Jun-2011; available online at: <https://www.humanitarianresponse.info/en/applications/tools/category/humanitarian-profile>; accessed 19 April 2018.

83 | OCHA; available online at: <https://www.unocha.org/legacy/what-we-do/policy/thematic-areas/humanitarian-engagement>; accessed 19 April 2018.

84 | SPHERE Handbook, Glossary. Available online at: <http://www.sphereproject.org/handbook/glossary/?l=H>, accessed 14 December 2015.

85 | OHCHR; available online at: <http://www.ohchr.org/EN/Issues/Pages/WhatareHumanRights.aspx>; accessed 11 Dec 2015.

HUMAN RIGHTS LAW

This is contained in the body of international and [regional] treaties and established legal rules that govern states' obligations to respect, protect and fulfill human rights (see [UN Charter of 1945](#) and the various human rights conventions listed under [Key Documents related to the Humanitarian Charter](#)). While some civil and political rights may legitimately be suspended (through derogation) at times of public emergency and in the interests of national security, this is permitted only in extreme circumstances and within the strict limits of necessity (see [Article 4 of the International Covenant on Civil and Political Rights, 1966](#)). The right to life, the prohibition of torture and certain other core rights can never be suspended, even temporarily; and neither can the principle of non-discrimination.

HUMAN RIGHTS MONITORING

Human rights monitoring involves the active collection, verification, analysis and use of information to prevent and address human rights violations. Monitoring is undertaken with a view to identifying and verifying alleged human rights violations and abuses, patterns and causes of violations, informing preventive and protection actions, providing a protective role through visible presence, early warning, empowering rights holders, promoting accountability, and advocating for remedies and corrective action. Monitoring is usually an on-going activity and is often based around a thematic human rights issue such as violence against women, protection of civilians or caste based discrimination. Monitoring can take different forms, such as incident based monitoring, analysis of trends and patterns, observation, a human rights investigation, exerting influence through advocacy, visibility on the ground or a combination of some or all of these approaches.⁸⁶

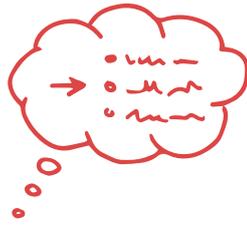
HUMAN RIGHTS VIOLATION

Is a breach by a State actor of State obligations and the respective individual or collective rights guaranteed by national, regional and international human rights law. It includes both acts and omissions directly attributable to them. Human rights are distinct from civil liberties, which are freedoms established by the law of a particular state and applied by that state in its own jurisdiction.

Please note that it is also possible to use the notion of violation for acts/omissions of non-State actors.⁸⁷

⁸⁶ | [OHCHR Manual on Human Rights Monitoring 2011 and 2001](#).

⁸⁷ | A list of examples of human rights is available on OHCHR's website at: <http://www.ohchr.org/EN/Issues/Pages/ListOfIssues.aspx>.



IMPARTIALITY

This refers to the principle that humanitarian activities assistance, behavior, intervention or humanitarian action is provided solely on the basis of need and in proportion to need without discrimination, regardless of nationality, sex, national or ethnic origin, race, religion, language, or other status. (see also “Non-discrimination”.)⁸⁸

Example: In the context of human rights monitoring, impartiality means that each task or interview should be approached with an attitude of impartiality with regard to the application of the mandate and the underlying international standards. Violations and/or abuses by all parties should be investigated with equal thoroughness.⁸⁹

INCIDENCE

The extent or frequency of occurrence.

INCIDENT

An occurrence or event.

INDICATOR

Indicators provide insight into prevailing circumstances at a given place and point in time.⁹⁰ Indicators can also measure progress toward pre-defined results at different levels (e.g. outputs indicators, outcomes indicators, performance). Each indicator needs to be specific, measurable, achievable, relevant, and time-bound (SMART). Indicators can be quantitative (e.g. the proportion of children immunized) or qualitative (categorization).

Example: In terms of water, sanitation, and hygiene (WASH), a common indicator that is recognized as standard for emergency response is the identification of the number of persons per latrine. Such standards increase in the first weeks of an emergency, beginning at 50 persons per latrine and moving toward 20 persons per latrine as soon as resources allow.

INFORMATION

Facts or details about a subject.⁹¹

INFORMATION / DATA MANAGEMENT

Information/data management is the capture, handling, storage, analysis and dissemination of data pertaining specifically to operations and to populations of concern, including demographic and statistical information. It involves information on needs and conditions as well as geo-referenced information. It also involves information on protection and sector-specific concerns related to needs, delivery and impact in a spectrum of issues, including health, nutrition, water/sanitation, core relief items, shelter, community-based response, registration, tracking and responding to sexual and gender-based violence (SGBV), as well as concerns relating to

88 | Sphere Handbook; Glossary; 2011 edition, available online at: <http://www.sphereproject.org/handbook/glossary/?l=1>.

89 | OHCHR Manual on Human Rights Monitoring, 2011, Chapter 2.

90 | OHCHR, Human Rights Indicators: A Guide to Measurement and Implementation, Glossary, 2012.

91 | Merriam-Webster Dictionary; available online at:

<http://www.merriam-webster.com/dictionary/information>; accessed 2 Oct 2015.

protection site management. UNHCR Information Management Toolkit, available online at: <http://data.unhcr.org/imtoolkit/pages/view/overview-and-function/lang:eng>, accessed 28 March 2018.

INFORMED CONSENT

'Informed' implies that the data subjects should receive explanations, in simple language, on the identity of the data collector or other actor and the purpose, scope, method, intended use and potential risks of the data provision as well as the meaning of confidentiality. 'Consent' signifies the data subject's voluntary approval for the information to be used or shared as explained. 'Explained' refers to approval or assent, particularly and especially after thoughtful consideration.

Thus, informed consent is voluntarily and freely given based upon a clear understanding of the facts, implications and future consequences of an action. According to the circumstances, it can be verbal, written or otherwise provided according to Best Interest Determination procedures on behalf of a minor.

Consent is only regarded as freely given when the 'data subject' has a genuine choice and can refuse or withdraw consent without detriment.

For additional details on this, please see Step 2 on 'informed consent'. *Framework for Data Sharing in Practice*, OCHA and the PIM Team, 2018, available online at: <http://pim.guide/guidance-and-products/>.

INTERNALLY DISPLACED PERSONS

Internally displaced persons are 'persons or groups of persons who have been forced or obliged to flee or to leave their homes or places of habitual residence, in particular as a result of or in order to avoid the effects of armed conflict, situations of generalized violence, violations of human rights or natural or human-made disasters, and who have not crossed an internationally recognized state border.'⁹²

INTERNATIONAL CRIMINAL LAW

International criminal law is based on the principle that individual it places responsibility on individual persons and proscribes and punishes acts that are defined as crimes by international law. There are various interpretations of the categories of international crimes, international crimes comprise genocide, crimes against humanity, war crimes and the crime of aggression. One of the legal consequences of framing an act as an international crime is that it may give rise to what is called universal jurisdiction, which allows any state to try alleged perpetrators, even in the absence of any link between the accused and the state exercising jurisdiction.⁹³

INTERNATIONAL HUMANITARIAN LAW

International humanitarian law is a set of rules that seek to limit the effects of armed conflict. It protects those who are not or are no longer participating in hostilities, and it restricts the means and methods of warfare.

'Besides the provisions of human rights law, situations of armed conflict are also governed by international humanitarian law (IHL). The specific provisions that apply depend on whether the conflict is international or non-international (i.e., civil) in character. The various instruments of IHL, including the 1949 Geneva Conventions and the 1977 Additional Protocols, regulate the conduct of hostilities and place duties on both state and non-state armed actors' (See [Annex 1: Key documents that inform the Humanitarian Charter](#)).⁹⁴

92 | Sphere Handbook, Glossary, 2011; available online at: <http://www.sphereproject.org/handbook/glossary/?l=I&page=2>; Guiding Principles on Internal Displacement, Introduction, para. 2.

93 | International Criminal Law and Practice Training Materials, International Criminal Law Series, <http://www.docdatabase.net/more-what-is-international-criminal-law-1342102.html>; accessed 19 April 2018; and Rule of Law in Armed Conflict Project, Geneva Academy of International Humanitarian Law and Human Rights, http://www.geneva-academy.ch/RULAC/international_criminal_law.php.

94 | Sphere Handbook, Glossary, 2011; available online at: <http://www.sphereproject.org/handbook/glossary/?l=I&page=3>.



KEY INFORMANT

This refers to Individuals providing available information and their perception of various issues in the context of an assessment or similar data collection exercise. (E.g. nurses, teachers and farmers) who provide their views on various issues.⁹⁵

Example: A schoolteacher may be the key informant when an assessment aims to inform programme interventions for the education sector.

95 | UNHCR, Status Determination and Protection Section, Department of International Protection Services, Master Glossary of Terms, Rev 1, 2006, pg. 14.



LGBTI

Stands for 'lesbian, gay, bisexual, transgender and intersex.' While these terms have increasing global resonance, in different cultures other terms may be used to describe people who form same-sex relationships and those who exhibit non-binary gender identities (such as hijra, meti, lala, skesana, motsoalle, mithli, kuchu, kawein, travesty, muxé, fa'afafine, fakaleiti, hamjensgara and Two-Spirit). In a human rights context, lesbian, gay, bisexual and transgender people face both common and distinct challenges. Intersex people (those born with atypical sex characteristics) suffer many of the same kinds of human rights violations as LGBT people.⁹⁶

LOCAL INTEGRATION

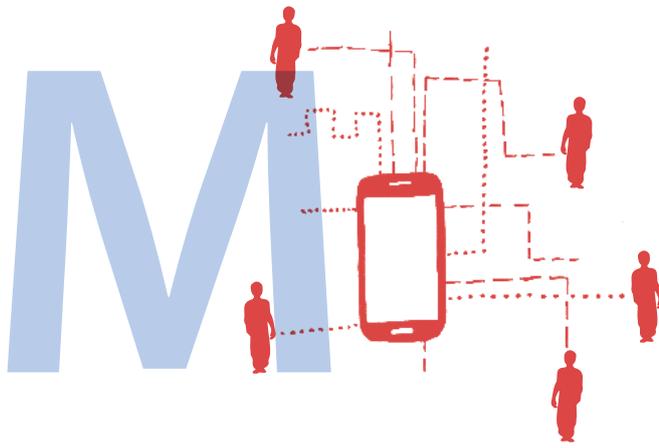
A durable solution to the problem of refugees and [IDPs] that involves their permanent settlement in a country of first asylum, and eventually being granted nationality of that country.⁹⁷

For internally displaced people, a durable solution can be obtained through sustainable local integration in a place of where displaced people take refuge, when displaced people no longer have any specific assistance and protection needs that are linked to their displacement and can enjoy their human rights without discrimination on account of their displacement.⁹⁸

96 | United Nations for LGBT Equality, Fact Sheet; available online at: https://www.unfe.org/system/unfe-7-UN_Fact_Sheets_v6_-_FAQ.pdf; accessed 5 Dec 2015.

97 | UNHCR, Status Determination and Protection Section, Department of International Protection Services, Master Glossary of Terms, Rev 1, 2006, pg. 14.

98 | IASC Framework on Durable Solutions to Internally Displaced Persons, 2010.



MEAN

The mean is the average of all numbers and is sometimes called the arithmetic mean. To calculate mean, add together all of the numbers in a set and then divide the sum by the total count of numbers.⁹⁹

MEDIAN

In the data center, means and medians are often tracked over time to spot trends, which inform capacity planning or power cost predictions. The statistical median is the middle number in a sequence of numbers. To find the median, organize each number in order by size; the number in the middle is the median.¹⁰⁰

METHOD

Approaches to collecting, summarizing, analyzing, and interpreting variable numerical data.¹⁰¹

METHODOLOGY

The term methodology may be defined in at least three ways: (1) a body of rules and postulates that are employed by researchers in a discipline of study; (2) a particular procedure or set of procedures; and (3) the analysis of the principles of procedures of inquiry that are followed by researchers in a discipline of study.¹⁰²

MICRODATA

Microdata is data on the characteristics of units of a population, such as individuals, households, or establishments, collected by a census, survey, or experiment. *OECD, Glossary of Statistical Terms*, available online at: <http://stats.oecd.org/glossary/detail.asp?ID=1656>, accessed on 28 March 2018.

MIGRANT (VULNERABLE)

Any person who is moving or has moved across an international border or within a State away from his/her habitual place of residence and his/her children regardless of 1. a person's legal status; 2. whether the movement is voluntarily or involuntarily; 3. the causes for the movement; or 4. the length of the stay.

The vulnerability status will be exacerbated by 1. the type of migrant (documented, temporary skilled, labour, economic, among other categories); 2. the status the person would find himself/herself in (stranded, in need of evacuation, irregular, among others); and 3. risk of falling into human trafficking or migrant smuggling. Migrants within these categories are sometimes referred to as third country nationals (TCNs).

99 | [Techtarget.com](http://searchdatacenter.techtarget.com/definition/statistical-mean-median-mode-and-range); available online at: <http://searchdatacenter.techtarget.com/definition/statistical-mean-median-mode-and-range>; accessed 4 February 2016.

100 | [Techtarget.com](http://searchdatacenter.techtarget.com/definition/statistical-mean-median-mode-and-range); available online at: <http://searchdatacenter.techtarget.com/definition/statistical-mean-median-mode-and-range>; accessed 4 February 2016.

101 | [Encyclopedia.com](http://www.encyclopedia.com/doc/1O11-statisticalmethods.html); available online at: <http://www.encyclopedia.com/doc/1O11-statisticalmethods.html>; accessed 3 February 2016.

102 | [Encyclopedia.com](http://www.merriam-webster.com/dictionary/methodology); available online at: <http://www.merriam-webster.com/dictionary/methodology>.

MINOR

A child, referring to every human being below the age of 18 years.

MINORITY

Adopted by consensus in 1992, the United Nations Minorities Declaration in its article 1 refers to minorities as based on national or ethnic, cultural, religious and linguistic identity, and provides that States should protect their existence. There is no internationally agreed definition as to which groups constitute minorities. It is often stressed that the existence of a minority is a question of fact and that any definition must include both objective factors (such as the existence of a shared ethnicity, language or religion) and subjective factors (including that individuals must identify themselves as members of a minority).¹⁰³

MINIMUM

The lowest number or amount that is possible or allowed.¹⁰⁴

MODE

A statistical term that refers to the most frequently occurring number found in a set of numbers. The mode is found by collecting and organizing the data in order to count the frequency of each result.¹⁰⁵

MOBILE DATA COLLECTION

Refers to the collection and possible transmission of data in real time with a cell phone or tablet computer.

MONITORING

The continuous process of review undertaken by implementing partners, by host governments and by Field Offices of performance during the implementation process. Monitoring involves a systematic review of financial and programme performance, as measured against previously established planned achievements. Indicators are applied regularly and frequently in order to ascertain whether benefits are reaching the intended target group.¹⁰⁶

1. The regular observation, surveillance, or checking of changes in a condition or situation, or changes in activities.
2. A continuing function that uses systematic collection of data on specified indicators to provide management and the main stakeholders of an ongoing development intervention with indications of the extent of progress and achievement of objectives and progress in the use of allocated funds (OECD).¹⁰⁷

MONITORING AND EVALUATION

Monitoring is technically defined as systematically checking or scrutinizing something for the purpose of collecting specified categories of data. ... The common types of monitoring used to examine changes in aquatic habitat and biota include: baseline, trend, implementation, effectiveness, and validation monitoring.¹⁰⁸

Evaluation is a routine function which promotes transparency and accountability through the provision of systematic and objective judgments about the relevance, efficiency, effectiveness and impact of humanitarian intervention. Evaluation facilitates systematic reflection, learning and decision making around issues of enhanced effectiveness and impact in the future.¹⁰⁹

103 | OHCHR, available online at: <http://www.ohchr.org/EN/Issues/Minorities/Pages/internationalaw.aspx>; accessed 15 Dec 2015.

104 | Merriam-Webster Dictionary; available online at: <http://www.merriam-webster.com/dictionary/minimum>; 2 Oct 2015.

105 | Investopedia; available online at: <http://www.investopedia.com/terms/m/mode.asp>; accessed 4 February 2016.

106 | Chapter 4 of the UNHCR Manual, IOM/083-FOM/085/2000.

107 | WHO, <http://www.who.int/hac/about/definitions/en/>.

108 | FAO; available online at: <http://www.fao.org/docrep/008/a0039e/a0039e0b.htm>; accessed 2 Oct 2015.

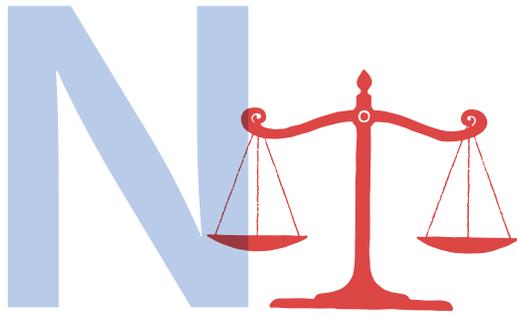
109 | OCHA; available online at: <https://docs.unocha.org/sites/dms/Documents/Evaluation%20Policy.pdf>; accessed 19 April 2018.

METADATA

Data that describe the characteristic details of an indicator. They usually include information on the definition, rationale, method of computation, data collection and source, disaggregation, periodicity, comments and limitations of that indicator.¹¹⁰

Example: Data that describes other data, such as the name of the data collector, the date the data was collected, or the source of the data.

110 | OHCHR, Human Rights Indicators: A Guide to Measurement and Implementation, Glossary, 2012, pg. 172.



NON-DISCRIMINATION

Is a cross-cutting principle in international human rights law. The principle of non-discrimination applies to everyone in relation to all human rights and freedoms and it prohibits discrimination, in favor or against, on the basis of a list of non-exhaustive categories such as sex status, including age, gender, race, colour, ethnicity, national or social origin, sexual orientation, HIV status, language, religion, disability, health status, political or other opinion, or other status. This principle is complemented by the principle of equality, as stated in Article 1 of the Universal Declaration of Human Rights: 'All human beings are born free and equal in dignity and rights.' It does not mean that everyone should be treated in the same way, but is about equality of access and outcomes, allowing different types of assistance and support based on actual needs and capacities.¹¹¹

The principle of non-discrimination is present in all of the major human rights treaties and provides the central theme for some of the international human rights conventions, such as the International Convention on the Elimination of All Forms of Racial Discrimination and the Convention on the Elimination of All Forms of Discrimination against Women.

NON-REFOULEMENT

A core principle of international refugee law that prohibits States from returning refugees in any manner whatsoever to countries or territories in which their lives or freedom may be threatened. The principle of non-refoulement is a part of customary international law and is therefore binding on all States, whether or not they are parties to the 1951 Convention.¹¹²

NON-REPRESENTATIVE SAMPLE

A sample of respondents/participants that has been selected in a way that may be biased and is hence is not representative of the population under observation.

NON-STATE ACTORS

The [Maastricht Guidelines](#) indicate that non-State actors may be classified as such through acts of commission, by the State or by parties insufficiently regulated by the State, or through acts of omission by the State.

NON-STATE ARMED GROUPS

Groups that have the potential to employ arms in the use of force to achieve [primarily] political, ideological or [economic] objectives; are not within the formal military structures of States, State-alliances or intergovernmental organizations; and are not under the control of the State(s) in which they operate.¹¹³

111 | Global Protection Cluster, Child Protection Working Group, *Minimum Standards for Child Protection*; available online at: <http://cpwg.net/minimum-standards>, pg. 217.

112 | UNHCR, *Status Determination and Protection Section, Department of International Protection Services, Master Glossary of Terms, Rev 1, 2006*, pg. 15.

113 | G. McHugh, M. Bessler, *Humanitarian Negotiations with Armed Groups: A Manual for Practitioners*, United Nations, New York, January 2006, p. 87; *ibid.*, *Guidelines on Humanitarian Negotiations with Armed Groups*, New York, January 2006, p.1.

NORMALIZATION

Is the process of reorganizing data in a database so that it meets two basic requirements: (1) There is no redundancy of data (all data is stored in only one place), and (2) data dependencies are logical (all related data items are stored together).¹¹⁴

NUMERATOR

The number in a fraction that is above the line and that is divided by the number below the line.¹¹⁵

114 | Technopedia; available online at: <https://www.techopedia.com/definition/1221/normalization>; accessed 2 Oct 2015.

115 | Merriam-Webster Dictionary; available online at: <http://www.merriam-webster.com/dictionary/numerator>; accessed 2 Oct 2015



OBSERVATION

When one notices visual facts, details, or information about a situation through more than a quick glance. In terms of humanitarian settings, this may refer to a predefined set of visual cues, which may indicate the presence of a current or possible protection concern.

Observation plays an important role in understanding the dynamics and possible nuances of a situation, and can add valuable information when applied to available data on a situation.

OLDER PERSONS

Definition A: Most developed world countries have accepted the chronological age of 65 years as a definition of 'elderly' or older person, but like many westernized concepts, this does not adapt well to the situation in Africa. While this definition is somewhat arbitrary, it is many times associated with the age at which one can begin to receive pension benefits. At the moment, there is no United Nations standard numerical criterion, but the UN agreed cut off is 60+ years to refer to the older population.¹¹⁶

Definition B: An older person is defined by the United Nations as someone over 60 years of age. However, families and communities often use other socio-cultural referents to define age, including family status (grandparents), physical appearance (grey hair and wrinkles), or age-related health conditions. Research shows that the psychological and psychosocial toll of traumatic experiences, combined with exposure to disease and poor nutrition, causes refugees to 'age' faster than settled populations. As a consequence, many challenges associated with old age will be apparent in refugees who are in their 40s and 50s.¹¹⁷

OPEN DATA

Open data is data that can be freely used, re-used and redistributed by anyone - subject only, at most, to the requirement to attribute and sharealike. The full Open Definition gives precise details as to what this means. *Open Knowledge International, Open Data Handbook*, available online at: <http://opendatahandbook.org/guide/en/what-is-open-data/>, accessed on 28 March 2018.

¹¹⁶ | WHO, available online at: <http://www.who.int/healthinfo/survey/ageingdefnolder/en/>; accessed 5 Dec 2015.

¹¹⁷ | UNHCR, *Working with Older Persons in Forced Displacement*, 2013, available at: <http://www.refworld.org/docid/4ee72aaf2.html>; accessed 2 December 2015.



PARTICIPATORY APPROACH

An approach in which key stakeholders (and especially the proposed beneficiaries) of a policy or intervention are closely involved in the process of identifying problems and priorities and have considerable control over analysis and the planning, implementation and monitoring of solutions.¹¹⁸

PASSIVE DATA COLLECTION

Data collection in which information is gathered automatically—often without the end user’s knowledge—as the user navigates from page to page on a website. This is typically accomplished through the use of [cookies](#), [web beacons](#) or other types of identification mechanisms. *IAPP*, available online at: <https://iapp.org/resources/article/passive-data-collection/>, accessed on 28 March 2018.

P-CODES

This is short for ‘place codes.’ P-codes provide unique reference codes to geographic locations and are important identifiers in data management systems.

PEOPLE IN NEED

Are a subset of an affected population and include those members of the affected population:¹¹⁹

- * whose physical security, basic rights, dignity, living conditions, or livelihoods are threatened or have been disrupted, AND
- * whose current level of access to basic services, goods, and social protection is inadequate to re-establish normal living conditions with their accustomed means in a timely manner without additional assistance.

This category is further broken down into sub-categories or by sector/cluster to provide additional detail about the intensity, severity, or type of need (e.g. need of urgent lifesaving assistance, food-insecure population, or people in need of shelter). The definition of people in need will have to be monitored and adjusted over time.

PEOPLE OF CONCERN

Is a term used to describe groups of people including refugees, asylum-seekers, internally displaced persons (IDPs), stateless persons and returnees (returned refugees and IDPs), and other groups that are extended protection and / or assistance services.¹²⁰

PEOPLE TARGETED

Is defined as a sub-set of people in need and is the number of people humanitarian actors aim or plan to assist. This number is typically smaller than the ‘number of people in need’ given (a) it is rare that international humanitarian actors can meet all needs and (b) needs are also being

118 | UNHCR, *Status Determination and Protection Section, Department of International Protection Services, Master Glossary of Terms, Rev 1, 2006, pg. 16.*

119 | IMWG, *Guidance on Humanitarian Population Figures*, available online at: <https://www.humanitarianresponse.info/en/documents>.

120 | UNHCR operational term.

addressed by actors that do not participate in the joint plan including national Governments and (c), people in need are not always accessible.¹²¹

Example: Two million out of the 5 million persons in need will be targeted for the delivery of tents and shelter material as well as health assistance. The number of persons targeted is usually defined once there is some idea of resources available.

PEOPLE REACHED

Include those who have received some form of assistance. Without any additional information, this figure says little about how long and how well this assistance covers the needs of the affected population. Very often the term 'people reached with assistance' is interchangeably used with people's needs covered by assistance. A more meaningful picture is provided through the estimate of people covered as it clarifies the type and duration of assistance received. (e.g. 1.000 people received enough water to cover their needs - 15 litres per day for one week for the month of January, February and March. This will vary as per the agreed in-country target).¹²²

Example: Some 1.5 million persons have received family tents and shelter material as well as access to medical services. In addition, 1 million persons have access to materials to repair their housing fully within the next three weeks, and their shelter needs are thus covered.

PERSONAL DATA¹²³

Personal data, also known as personally identifiable information (PII), is data relating to an identified individual or to a person that can be identified from that data, from other information or by means reasonably likely to be used related to that data. This could include, for instance, an identifier such as a name, an identification number, location data, audio-visual material, or an online identifier. Personal data also include: country of asylum, individual registration number, occupation, status, religion and ethnicity. And it includes biometric data such as a photograph, fingerprint, facial or iris image, as well as any expression of opinion about the individual, such as an assessment of their legal status and/or specific needs. *Framework for Data Sharing in Practice*, OCHA and the PIM Team, 2018, available online at: <http://pim.guide/guidance-and-products/>.

PERSON WITH DISABILITIES

Persons with disabilities include those who have long-term physical, mental, intellectual, or sensory impairments, which may hinder their full and effective participation in society on an equal basis with others. Persons with disabilities are diverse; in any humanitarian response, their unique capacities, socio-economic, educational, family, and other background and resources need to be considered.

POPULATION AT RISK

A well-defined population whose lives, property, and livelihoods are threatened by given hazards. Used as a denominator.

PREVALENCE

The degree to which something is prevalent; especially. Example: the percentage of a population that is affected with a particular disease at a given time.¹²⁴

PRIMARY DATA

Data collected by the organization/researcher undertaking an information management activity to directly address the set objectives and research questions. (See also 'secondary data', below).

121 | IMWG, *Guidance on Humanitarian Population Figures*.

122 | Ibid.

123 | *Framework for Data Sharing in Practice*, OCHA and the PIM Team, 2018.

124 | Merriam-Webster Dictionary; available online at:

<http://www.merriam-webster.com/dictionary/prevalence>; accessed 4 February 2016.

PRIORITIZATION

To list or rate in order of priority.¹²⁵

PRIVACY

An individual's control or influence over what information related to them may be collected and stored, by whom, and to whom that information may be disclosed.

PRIVACY BY DESIGN

...Encourages organisations to ensure that privacy and data protection is a key consideration in the early stages of any project, and then throughout its lifecycle. For example when:

- * building new IT systems for storing or accessing personal data;
- * developing legislation, policy or strategies that have privacy implications;
- * embarking on a data sharing initiative; or
- * using data for new purposes.

ICO, available online: <https://www.econsultancy.com/blog/69376-gdpr-requires-privacy-by-design-but-what-is-it-and-how-can-marketers-comply>, accessed on 28 March 2018.

PRIVACY BY NOTICE

Being transparent by providing a privacy notice is an important part of fair processing. You can't be fair if you are not being honest and open about who you are and what you are going to do with the personal data you collect. However, this is only one element of fairness. Providing a privacy notice does not by itself mean that your processing is necessarily fair. You also need to consider the effect of your processing on the individuals concerned.

ICO, available online: <https://www.econsultancy.com/blog/69376-gdpr-requires-privacy-by-design-but-what-is-it-and-how-can-marketers-comply>, accessed on 28 March 2018.

PRIVATE DATA

See 'personal data'.

PROCESS

A series of actions that produces something or that leads to a particular result.

PROFILING

A collaborative process that aims to arrive at a comprehensive view of a displacement situation, including at minimum disaggregated population data (core data), and to achieve consensus around the findings. Profiling does not necessarily imply a single data-collection method but often uses a mixed-methods approach. It also often includes a comparative analysis between different population groups and can capture thematic or sectoral information determined by the defined purpose.

Profiling of displacement situations is a collaborative process that gathers information on IDP or refugee populations in order to advocate and help bring about a solution to their displacement. This information includes population data disaggregated by sex, age, location and diversity, as well as sector-specific information such as protection issues, livelihoods, future migration intentions. In urban settings, profiling gathers comparative data on both displaced and non-displaced households in the same neighborhood. Profiling is different from other data collection exercises in that it is a collaborative process, which actively promotes the buy-in of partner organizations and the government from the beginning of the exercise to the final report.¹²⁶

In scientific research terms, profiling can also be understood as a household-level assessment.

¹²⁵ | Merriam-Webster Dictionary; available online at: <http://www.merriam-webster.com/dictionary/eminent>; accessed 2 Oct 2015.

¹²⁶ | JIPS, <http://www.jips.org/en/profiling/about-profiling/what-is-profiling>.

PROTECTED PERSONS

International humanitarian law protects a wide range of people and objects during armed conflict. The Geneva Conventions and their Additional Protocols protect the sick, wounded and shipwrecked not taking part in hostilities, prisoners of war and other detained persons, as well as civilians and civilian objects.¹²⁷

PROTECTION¹²⁸

The concept of 'protection' has been defined by the IASC as "all activities aimed at ensuring full respect for the rights of the individual in accordance with the letter and spirit of the relevant bodies of law (i.e. human rights law, international humanitarian law and refugee laws).

PROTECTION INFORMATION MANAGEMENT (PIM)

PIM is the principled, systematised, and collaborative processes to collect, process, analyse, store, share, and use data and information to enable evidence-informed action for quality protection outcomes. *PIM Website*, available online at: pim.guide, accessed 28 March 2018.

PROTECTION ANALYSIS

A process undertaken to identify protection problems with the aim of informing a protection strategy and response. Tools used in a protection analysis include the risk equation (protection problem = threat x vulnerability / capacity), stakeholder analysis, and a historical or contextual analysis looking at root causes.

PROTECTION DATA

Data (and information) pertaining to protection risks/issues and situation of specific individuals/groups.

PROTECTION INTEGRATION

The design of humanitarian activities to support both protection and assistance objectives, and to actively contribute to reducing the risk and exposure of the affected population. It requires sector specialists and protection specialist staff to work together.

PROTECTION MAINSTREAMING

Protection mainstreaming is the process of incorporating protection principles and promoting meaningful access, safety and dignity in humanitarian aid. The key protection principles that must be taken into account in all humanitarian activities are: avoid causing harm; equality; accountability to beneficiaries; participation and empowerment.¹²⁹

PROTECTION RISK/CONCERN

Vulnerability is an inherent element of risk. It reflects the fragility of an individual or group confronted by hazards or aggression. It denotes a deficiency or shortage, although the latter might not be tangible. Put more precisely, vulnerability reflects the incapacity of persons or population groups to offer resistance to arbitrary acts or violence, as well as their lack of access to services. Vulnerability is determined by specific factors such as legal or social situation, or socio-political, economical and personal characteristics (gender and age, for instance).

Protection needs arise when victims, or potential victims, of violations are unable to defend their basic interests and no longer benefit from the basic respect they are entitled to from authorities and other actors who have control over them or on whom they depend.

Protection needs are determined by analysing:

- * actual or probable violations – their nature, gravity, scope, frequency and duration;

127 | ICRC, *Persons Protected under IHL*; available online at:

<https://www.icrc.org/eng/war-and-law/protected-persons/overview-protected-persons.htm>.

128 | OCHA, *Glossary of Humanitarian Terms in Relation to the Protection of Civilians in Armed Conflict*, 2003.

129 | For more information, please refer to the Global Protection Cluster website, available at:

<http://www.globalprotectioncluster.org/en/areas-of-responsibility/protection-mainstreaming.html>.

- * actual or potential victims of violations, and the specific vulnerabilities that result from their being the object of violations;
- * the urgency to respond, based on the response of authorities and other actors and on the ability of existing institutions and regulatory mechanisms to address key protection issues.¹³⁰

PROCESSING OF PERSONAL DATA

Any operation or set of operations, automated or not, that is performed on personal data. This includes but is not limited to collection, recording, organization, structuring, storage, adaptation or alteration, retrieval, use, disclosure by transmission, dissemination or otherwise making available, alignment/verification or combination, and erasure or destruction.

PROXY INDICATORS

Refer to the subject of interest in an indirect way. For example, using statistics on the proportion of women in parliaments to assess women's participation in public affairs. There are several reasons for working with proxy indicators: the subject of interest cannot be measured directly or it can but it is a sensitive issue such as income or safe sex and it may not be cost-effective to collect information on the actual indicator. A good proxy indicator has to weigh the reliability of the information and the efforts/resources needed to obtain the data.¹³¹

PSEUDONYMIZED DATA

...a process rendering data neither anonymous nor directly identifying. Pseudonymization is the separation of data from direct identifiers so that linkage to an identity is not possible without additional information that is held separately. Pseudonymization, therefore, may significantly reduce the risks associated with data processing, while also maintaining the data's utility. For this reason, the GDPR creates incentives for controllers to pseudonymize the data that they collect. Although pseudonymous data is not exempt from the Regulation altogether, the GDPR relaxes several requirements on controllers that use the technique. EU GDPR, available online at: <https://www.eugdpr.org/>, accessed on 28 March 2018.

PUBLIC DATA

See 'open data'.

¹³⁰ | ICRC Protection Policy; available at: <https://www.icrc.org/eng/assets/files/other/irrc-871-icrc-protection-policy.pdf>; accessed 15 Dec 2015.

¹³¹ | OHCHR, Human Rights Indicators: A Guide to Measurement and Implementation, Glossary, 2012, pg. 173.



QUALITATIVE DATA

Data that provides description, experience, and meaning,¹³² and that which can be observed but not measured (non-numerical information). It can be collected, for example, through open-ended or semi-structured individual interviews, focus groups, observations, narrative texts, and reports.

QUANTITATIVE DATA

A type of information/data that can be measured.

Example: The number of children not attending school or the number of GBV cases recorded.

QUASI-IDENTIFIER

Variable values or combinations of variable values within a dataset that are not structural uniques but might be empirically unique and therefore in principle uniquely identify a population unit.

OECD, Glossary of Statistical Terms, available online: <https://stats.oecd.org/glossary/detail.asp?ID=6961>, accessed 28 March 2018.

132 | Global Protection Cluster, Child Protection Working Group, Minimum Standards for Child Protection; available online at: <http://cpwg.net/minimum-standards>, pg. 218.



RE-IDENTIFICATION

Data re-identification occurs when personally identifying information is discoverable in scrubbed or so-called “anonymized” data. When a scrubbed data set is re-identified, either direct or indirect identifiers become known and the individual can be identified. Direct identifiers reveal the real identity of the person involved, while the indirect identifiers will often provide more information about the person’s preferences and habits. Scrubbed data can be re-identified through three methods: insufficient de-identification, pseudonym reversal, or combing datasets. These techniques are not mutually exclusive; all three can be used in tandem to re-identify scrubbed data. Georgetown Law, Technology Review, available online at: <https://www.georgetownlawtechreview.org/re-identification-of-anonymized-data/GLTR-04-2017/>, accessed on 28 March 2018.

REFERRAL SYSTEM/PATHWAY

A ‘referral pathway’ is a mechanism that safely links survivors to supportive and competent services, such as medical care, mental health and psychosocial support, police assistance and legal/justice support.¹³³ It works on the basis of efficient lines of communication and establish clearly outlined referral pathways and procedures, with clear and simple sequential steps (UNFPA 2010).¹³⁴

REFUGEE

A person who meets the eligibility criteria under the applicable refugee definition, as provided for in international or regional refugee instruments, under UNHCR’s mandate, and/or in national legislation.¹³⁵

REFUGEE LAW

International refugee law is a set of rules and procedures that aims to protect, firstly, persons seeking asylum from persecution and, secondly, those recognized as refugees under the relevant instruments (see [Annex 1: Key documents that inform the Humanitarian Charter](#)).¹³⁶

REFUGEE STATUS DETERMINATION

This is the legal or administrative process by which States or UNHCR determine whether a person seeking international protection is or is not a refugee under applicable international, regional or national law.¹³⁷

REGISTRATION

Registration is the recording, verifying, and updating of information on persons of concern with the aim of protecting, documenting and assisting them and of implementing durable solutions.¹³⁸

133 | GBV AoR 2015, pg. 64; available online at: www.gbvguidelines.com.

134 | UNFPA/WAVE (Women Against Violence Europe) 2015; available online at: <http://www.health-genderviolence.org/programming-for-integration-of-gbv-within-health-system/practical-steps-and-recommendations-for-in-0>.

135 | UNHCR, Status Determination and Protection Section, Department of International Protection Services, Master Glossary of Terms, Rev 1, 2006, pg. 17.

136 | Sphere Handbook, Glossary, 2011 edition, available online at: <http://www.sphereproject.org/handbook/glossary/?l=1&page=2>.

137 | UNHCR, Status Determination and Protection Section, Department of International Protection Services, Master Glossary of Terms, Rev 1, 2006, p. 18.

138 | UNHCR Handbook for Registration, *Procedures and Standards for Registration, Population Data Management and Documentation*, Provisional Release, September 2003, pg. 6.

REINTEGRATION

In the context of displacement (internal and/or cross-border), reintegration refers to a process that enables displaced individuals or communities to regain the physical, social, legal, and material security needed to maintain their lives, livelihoods, and dignity. Reintegration aims to help individuals resume their normal lives following either their return to their place of origin or settlement in their place of displacement or elsewhere in the country. Sustainable reintegration is achieved when the political, legal, economic, and social conditions needed to maintain life, livelihood, and dignity have been secured.

REPATRIATION¹³⁹

In international humanitarian law, repatriation is the return or transfer of protected persons, formerly held by a party to the conflict, to their home countries. Usually, it is civilian internees, prisoners of war, and the wounded, sick and deceased who are repatriated.¹⁴⁰

REPRESENTATIVE SAMPLE

A subset of a population that accurately reflects the members of the entire population. A representative sample should be an unbiased indication of what the population is like in all aspects that are relevant to the analysis.¹⁴¹ (See also 'non-representative sample' or 'sample size', above.)

RESETTLEMENT

Selection and transfer of refugees [and IDPs] from a State in which they have sought protection to a third State which has agreed to admit them – as refugees – with permanent residence status. The status provided ensures protection against refoulement and provides a resettled refugee and his/her family or dependents with access to rights similar to those enjoyed by nationals. Resettlement also carries with it the opportunity to eventually become a naturalized citizen of the resettlement country.¹⁴²

RETURN

One of the three durable solutions available to IDPs [and refugees] whereby they can return voluntarily and in safety and dignity to their homes or places of habitual residence and enjoy the full spectrum of human rights to the same degree as persons in the same location who were not displaced.¹⁴³

RIGHTS-BASED APPROACH

A conceptual and analytical framework that builds upon norms and legal standards with the purpose of applying and translating this into plans, processes and activities for a positive change in the respect, protection and fulfillment/realisation of people's rights...¹⁴⁴

RISK ASSESSMENT

See 'benefit and risk assessment'

Data Protection Impact assessment (DPIA)

A DPIA is one of the methodologies that can be used for to identify, assess and evaluate data protection risks. It provides a structured methodology to identify, assess and evaluate the origin, nature, significance and severity of the data protection risks, the likelihood or probability of the

139 | Paris Principles; Principles and Guidelines on Children Associated with Armed Forces or Armed Groups; 2007; available online at: <http://www.unicef.org/emerg/files/ParisPrinciples310107English.pdf>; accessed 28 Nov 2015.

140 | ICRC, Glossary of Restoring Family Links and Terms; available online at: <http://familylinks.icrc.org/en/Pages/NewsAndResources/Glossary.aspx>; accessed 30 September 2015. See more at: <http://familylinks.icrc.org/en/Pages/NewsAndResources/Glossary.aspx#sthash.YYCzK9Nx.dpuf>.

141 | Investopedia; available online at: http://www.investopedia.com/terms/r/representative-sample.asp?adtest=term_page_v14_v2; accessed 5 Oct 2015.

142 | UNHCR, UNHCR Resettlement Handbook, 2011, p. 3.

143 | Global Protection Cluster Working Group, Handbook for the Protection of Internally Displaced Persons.

144 | OHCHR, 'The human rights based approach to development cooperation: Towards a common understanding among UN agencies'; available online at: <http://hrbportal.org/the-human-rights-based-approach-to-development-cooperation-towards-a-common-understanding-among-un-agencies>; accessed 16 Dec 2015.

realization of a certain risk, and its consequences (i.e. its impact). It helps the protection actor to identify and implement the mitigation measures necessary to correct, avoid or minimize the adverse consequences foreseen, both to persons concerned and the protection actor, including that actor's project, policy, programme, or service. A DPIA should be undertaken during the planning and design stages of new data processing initiatives, but it can also be used to assess and mitigate the data protection risks arising from projects that already in progress.

RISK MITIGATION

Consists of an objective evaluation of risk in which assumptions or uncertainties are clearly considered, presented, analyzed and steps taken to mitigate, minimize or eliminate assessed risk.

HUMAN RIGHTS VIOLATION

When a State or other duty bearer fails in its obligation to respect, protect, and fulfill rights (as contained in relevant bodies of law) without discrimination. This can be through acts of omission or commission, and often a violation of one right is linked to a violation of other rights.



SAFE AREA

Safe areas, zones, or locations established to protect civilians during a time of conflict. The terms and conditions of establishing safety areas / zones are governed by the law of armed conflict.¹⁴⁵

SAFE SPACE

Safe place (either formal or informal) where women and girls feel physically and emotionally safe. 'Safe' in this context refers to the absence of trauma, excessive stress, violence (or fear of violence) or abuse. It is a space where women and girls feel comfortable to come and to express themselves without fear of judgment or harm, where they can build their social networks, receive support from their peers and have fun. Safe spaces provide a place where women can access confidential services, discuss issues and concerns with other women and professional staff.¹⁴⁶

SAFETY

This is the state of being safe and refers to people's physical and personal well being and integrity as well as to their freedom from physical, environmental, social, spiritual, political, emotional or psychological harm.¹⁴⁷

SAFETY AUDITS

It is a visual observation tool used in visits to emergency-affected areas, comparing conditions against a set of pre-selected indicators about general and specific living conditions of communities and people living in a given area in order to improve safety and security.¹⁴⁸

SAMPLE

A group of people or things that are taken from a larger group and studied, tested, or questioned to get information.¹⁴⁹

SAMPLE FRAME

The sample mean is the average and is computed as the sum of all the observed outcomes from the sample divided by the total number of events.¹⁵⁰

SECONDARY DATA

Secondary data is data that has been collected, collated and analysed by other agencies, institution or bodies.¹⁵¹

145 | ReliefWeb, Draft Glossary of Humanitarian Terms, 2008; accessed at: <http://www.who.int/hac/about/reliefweb-aug2008.pdf>.

146 | UNFPA, Women and Girls Safe Spaces, 'A Guidance Note based on lessons learned from the Syria Crisis', 2015.

147 | Sphere Handbook, Glossary, 2011; available online at: <http://www.sphereproject.org/handbook/glossary/?l=S>.

148 | IRC, GBV Emergency Response & Preparedness: Participant Handbook, 2012.

149 | Merriam-Webster Dictionary; available online at:

<http://www.merriam-webster.com/dictionary/sample>; accessed 2 Oct 2015.

150 | LTCCOnline; available at: <https://www.ltconline.net/greenl/courses/201/descstat/mean.htm>; accessed 4 February 2016.

151 | ACAPs, available online at: https://www.acaps.org/sites/acaps/files/resources/files/secondary_data_review-sudden_onset_natural_disasters_may_2014.pdf; accessed 19 April 2018.

SECONDARY DATA REVIEW

A secondary data review (SDR) is a systematic process of data collation, synthesis and analysis building on a desk study of all relevant information available from different sources such as the government, NGOs, UN agencies, media, social media, etc. An SDR is a meta-analysis used to inform preparedness measures and support strategic and operational decision making processes. It can further be used to design and inform detailed sector specific field assessments. An SDR can be updated regularly as more detailed data and information become available, strengthening situation awareness among humanitarian actors. (Secondary Data Review: Sudden Onset Natural Disasters.)¹⁵²

SECURITY

Security refers to a general environment of law and order, and freedom from physical threats.¹⁵³

'... the safety, security and well-being of personnel and the security of United Nations premises and assets to enable the planning and safe conduct of mandates, missions, activities and programmes of the United Nations system.'¹⁵⁴

Definition of Human Security, Kofi Annan:

Human security can no longer be understood in purely military terms. Rather, it must encompass economic development, social justice, environmental protection, democratization, disarmament, and respect for human rights and the rule of law.

The demands we face also reflect a growing consensus that collective security can no longer be narrowly defined as the absence of armed conflict, be it between or within States. Gross abuses of human rights, the large-scale displacement of civilian populations, international terrorism, the AIDS pandemic, drug and arms trafficking and environmental disasters present a direct threat to human security, forcing us to adopt a much more coordinated approach to a range of issues.

Human security, in its broadest sense, embraces far more than the absence of violent conflict. It encompasses human rights, good governance, access to education and health care and ensuring that each individual has opportunities and choices to fulfill his or her potential. Every step in this direction is also a step towards reducing poverty, achieving economic growth and preventing conflict. Freedom from want, freedom from fear, and the freedom of future generations to inherit a healthy natural environment -- these are the interrelated building blocks of human – and therefore national – security.¹⁵⁵

SENSITIVE DATA

Sensitive protection data and information is data or information whose disclosure or unauthorized access is likely to cause:

- * harm (such as sanctions, discrimination, repression or stigma) to any person, including the source of the information or other identifiable persons or groups; or
- * a negative impact on an organization's capacity to carry out its activities, including due to reputational damage.

Sensitivity of data is defined in relation to the particular context, and the level of aggregation and may change over time. Therefore, the same data may not have the same level of sensitivity in different contexts.

152 | ACAPs, Technical Brief, May 2014; available online at: https://www.acaps.org/sites/acaps/files/resources/files/secondary_data_review-sudden_onset_natural_disasters_may_2014.pdf; accessed 19 April 2018.

153 | Global Protection Cluster, Child Protection Working Group, Minimum Standards for Child Protection; available online at: <http://cpwg.net/minimum-standards>, pg. 219.

154 | The Secretary-General's bulletin on the Dept of Safety and Security (ST/SGB/2013/5).

155 | Available online at: <http://www.gdrc.org/sustdev/husec/Definitions.pdf>; accessed 17 Dec 2015.

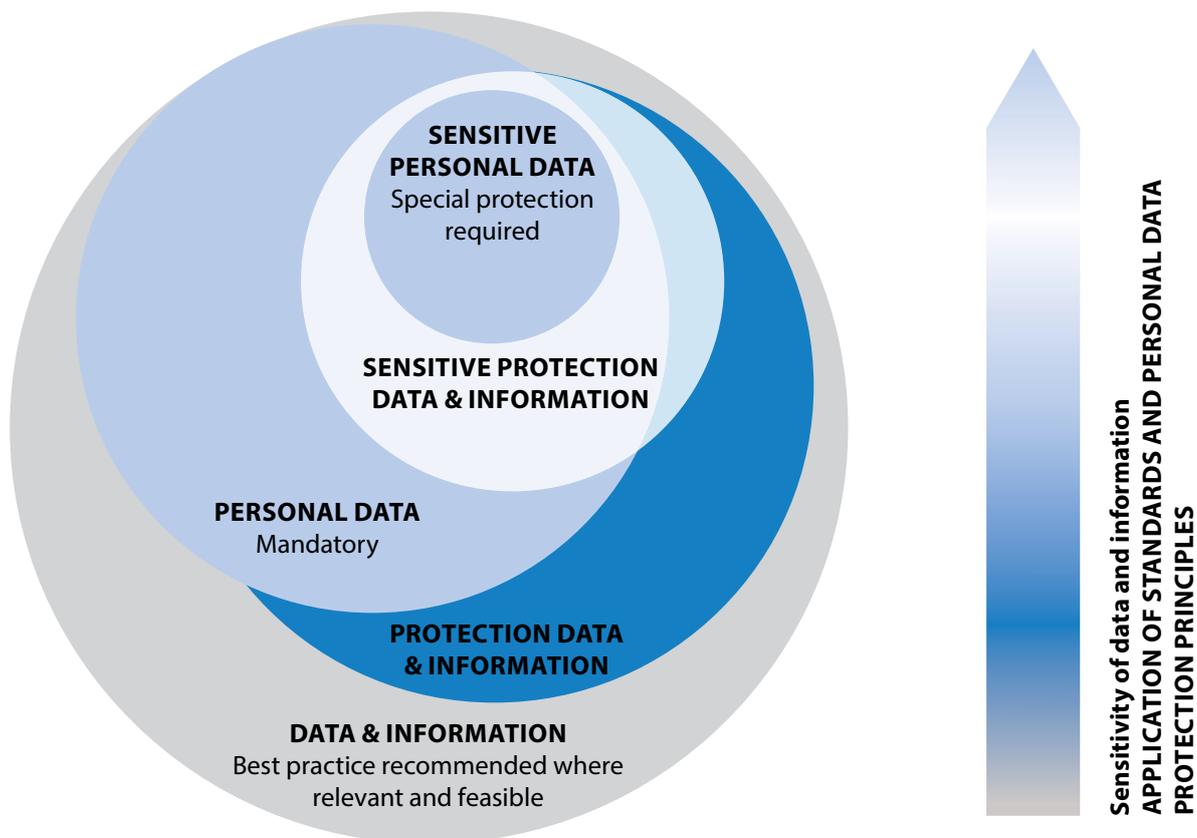
Protection data and information that does not contain personal data may nevertheless be sensitive. It may relate to communities and other groups,¹⁵⁶ to anonymous individuals, or to specific events or issues. In armed conflicts and other situations of violence, various aspects relating to the humanitarian, human rights, political or security situation may exacerbate the risks to people.

Likewise, aggregated or pseudonymized¹⁵⁷ data may still be sensitive. Individuals or groups may still be identifiable, especially depending on the location and sample size, and thus may be exposed to harm if data about them is disclosed.

It is therefore, not possible to propose a definitive list of what types of data or information constitute sensitive information. However, some key types of information may belong to this category, including information about the nature of violations affecting specific individuals or groups, details about victims and witnesses, the affiliation of perpetrators, operational details related to military operations or security, etc.

Recognizing that the privacy, security and integrity of individuals or groups may be put at risk even if no personal data is collected and processed, protection actors as a matter of best practice apply the standards derived from the principles of data protection to sensitive data and information used for protection purposes, to the extent that it is necessary given the particular sensitivity of the data.

The below diagram from ICRC¹⁵⁸ illustrates the **relationships between types of data and information**.



156 | Such data or information may be referred to as “community identifiable information” or “demographically identifiable data (CI / DI).

157 | *Professional Standards for Protection Work* (2018): ‘The “Pseudonymization” of data means replacing any identifying characteristics of data with a pseudonym, or, a value which does not allow the data subject to be directly identified. For example, “Jane Doe” could be pseudonymized to “POC 15364”. Pseudonymization should be distinguished from anonymization, as it only provides a limited protection for the identity of data subjects in many cases as it still allows identification using indirect means. Where a pseudonym is used, it is often possible to identify the data subject by analysing the underlying or related data.’

158 | *Professional Standards for Protection Work* (2018).

Sensitive personal data

Sensitive personal data are personal data that, if disclosed, are likely to result in harm (such as discrimination) for the individual concerned. As a result, many of the international instruments on data protection include stricter rules for the processing of sensitive personal data.

Given the specific situations in which protection actors work, and the possibility that some data could give rise to discrimination, setting out a definitive list of categories of sensitive personal data in protection contexts is not meaningful. Sensitivity of data and appropriate safeguards (e.g. technical and organizational security measures) will be context-dependent and may change over time within a given context; therefore, they need to be considered on a case-by-case basis.

Data relating to health, race or ethnicity, religious/political/armed group affiliation, and genetic and biometric data are considered to be sensitive personal data at all times. The nature of violations and abuses affecting specific individuals or groups, and the identity of perpetrators and witnesses, also fall into this category. All sensitive personal data require additional protection even though different types of data falling within the scope of sensitive data (e.g. different types of biometric data) may present different levels of sensitivity. International Committee for the Red Cross, *Professional Standards for Protection Work*, 2018.

Protection data and information

This is a collective term to describe certain kinds of data and information collected, used, stored or shared by humanitarian and human rights organizations. It pertains to protection risks, rights violations and abuses and the situation of specific individuals/ groups; and may include personal data and/or “community identifiable information”. It may relate to a specific event or to a general situation or a context. Information not collected directly for protection purposes may also be relevant for protection work. International Committee for the Red Cross, *Professional Standards for Protection Work*, 2018.

SEPARATED CHILDREN

Children separated from both parents, or from their previous legal or customary primary caregiver, but not necessarily from other relatives. A group of ‘separated children’ may, therefore, include children accompanied by other adult relatives.¹⁵⁹

SEX

It refers to the biological attributes of women and men. It is natural, determined by birth and, therefore, generally unchanging and universal (see also “Gender”).¹⁶⁰

SEXUAL EXPLOITATION AND ABUSE (SEA)

Involves various terms and definitions: ‘sexual exploitation’, meaning any actual or attempted abuse of a position of vulnerability, differential of power, or trust for sexual purposes, including but not limited to profiting monetarily, socially, or politically from the sexual exploitation of another; ‘sexual abuse’, meaning the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions; and ‘violence against women’, meaning any act of gender-based violence that results in or is likely to result in physical, sexual, or psychological harm or suffering to women, including threats of such acts, coercion, or arbitrary deprivation of liberty, whether occurring in public or in private life.

SEXUAL ORIENTATION

Sexual orientation is an enduring pattern of romantic or sexual attraction (or a combination of these) to persons of the opposite sex or gender, the same sex or gender, or to both sexes or more than one gender. These attractions are generally subsumed under heterosexuality,

¹⁵⁹ | ICRC, *Restoring Family Links Terms Glossary*; available online at: <http://familylinks.icrc.org/en/Pages/NewsAndResources/Glossary.aspx>; accessed 30 Sept 2015. See more at: <http://familylinks.icrc.org/en/Pages/NewsAndResources/Glossary.aspx#sthash.YYCzK9Nx.dpuf>.

¹⁶⁰ | *Sphere Handbook, Glossary*, 2011, available online at: <http://www.sphereproject.org/handbook/glossary/?l=S>.

homosexuality, and bisexuality, while asexuality (the lack of sexual attraction to others) is sometimes identified as a fourth category.

Sexual identity: A person's sense of identity based on those attractions.¹⁶¹

SITUATIONAL ANALYSIS

A deliberate process where the current incident situation, the factors that are relevant to the incident, the courses open and their consequences are reviewed and alternative strategies are assessed and an incident action plan is recommended.¹⁶²

A situation analysis is a two-step process comprising:

- * The collection of all relevant baseline information, using a variety of methods and sources, as a means of assessing protection needs, cross-checking information from other clusters where possible; and
- * The examination of these data to detect patterns and trends, constraints and opportunities for response, in order to determine priority objectives for action.¹⁶³

SNAPSHOT

A summary of a situation or response at a given point of time, based on estimates or known information or data.

SPECIFIC [PROTECTION] NEEDS

Specific vulnerabilities that may result in a greater likelihood of being exposed to a particular risk. Examples include single elderly, female-headed household, unaccompanied or separated child, single person with disability, minority, etc.

STANDARD

A fixed point or range on a variable scale that has to be reached or maintained to avoid the occurrence of unacceptable conditions for an affected population and unacceptable levels of performance. For UNHCR, a standard normally has direct reference to its protection mandate, international law, human rights, or technical standards related to a specific sector of intervention. The setting of standards is aimed at the creation of acceptable conditions for an affected population and/or acceptable levels of institutional performance.

Example: A standard procedure outlines steps that should be followed routinely or followed whenever a specific action is performed in order to maintain consistency in approach or outcome. A minimum standard is something that must be met whenever undertaking a specific action in an attempt to ensure a set or predictable outcome.

STANDARD DEVIATION

Standard deviation (SD) is the measure of spread of the numbers in a set of data from its mean value.¹⁶⁴

STATELESS

A stateless person is a person who is not considered as a national by any State under the operation of its law.¹⁶⁵

161 | Wikipedia; available online at: https://en.wikipedia.org/wiki/Sexual_orientation; accessed 5 Dec 2015.

162 | Emergency Management Australia, Australian Emergency Management Glossary, Australian Emergency Manuals Series Part I: The Fundamentals, Manual 3.

163 | Global Protection Cluster Working Group, Handbook for the Protection of Internally Displaced Persons.

164 | Easy Calculation; available online at: <https://www.easycalculation.com/statistics/standard-deviation.php>; accessed 3 February 2016.

165 | Convention Relating to the Status of Stateless Persons, 1954.

STOCK FIGURE

Used in population statistics to describe quantities that measure a population at a given moment in time. Stocks change via flows.

Example: A stock figure is the number of refugees on 31 December in a particular year.

SUMMARY EXECUTION (OR ARBITRARY KILLING, EXTRAJUDICIAL EXECUTION)

An arbitrary killing by State agents or by persons or groups of persons acting with their support or acquiescence.

The deliberate use of force by law enforcement officials is limited to exceptional circumstances (i.e. when necessary to protect life) and is subject to strict conditions. If these conditions are not met, killings by law enforcement officials may amount to extrajudicial executions, a form of arbitrary killing. States must prevent and investigate arbitrary killings, punish perpetrators, and provide effective remedies to relatives.

Examples: Law enforcement officials deliberately kill a person when such an act is not strictly necessary to protect life (for example, the killing of peaceful protesters); killings committed by non-State actors, such as paramilitary forces or militias, who operate at the behest or with the acquiescence of State agents, without the killings being strictly necessary to protect life; death sentences carried out in violation of international law and standards; and deaths in custody that result either from the use of force by public officials or from a failure to protect the right to life of the detained person.

SURVEY

A detailed study that gathers information through observations and questionnaires from a representative sample of the total population studied. 'Study of past mortality in a population using a standardized questionnaire that is administered to the entire population or, more commonly, to a randomly selected sample.'¹⁶⁶

SURVEY OF SURVEYS

The assessment registry provides a way for organizations to share the details and results of humanitarian assessments. The Assessment Registry provides this service so agencies can discover assessments that have already been undertaken and avoid unnecessary survey fatigue.¹⁶⁷

SYNTHETIC DATA

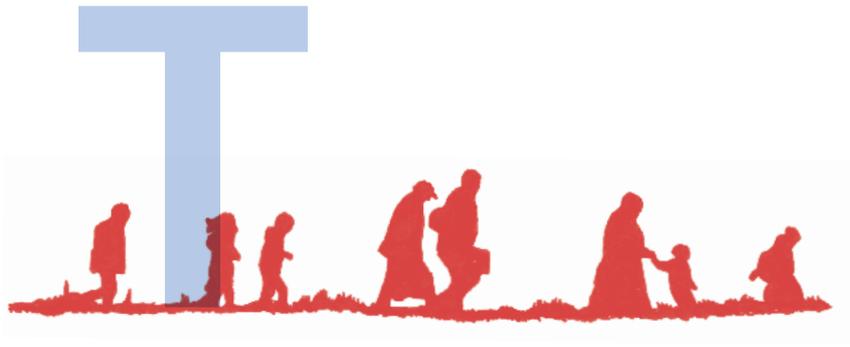
An approach to confidentiality where instead of disseminating real data, synthetic data that have been generated from one or more population models are released. OECD, Glossary of Statistical Terms, available online: <http://stats.oecd.org/glossary/detail.asp?ID=7003>, accessed on 28 March 2018.

SYSTEM

An organized set of doctrines, ideas, or principles usually intended to explain the arrangement or working of a systematic whole; a group of related parts that move or work together.

¹⁶⁶ | Ibid.

¹⁶⁷ | OCHA, Humanitarian Response; available online at: <https://www.humanitarianresponse.info/applications/tools/search?search=Survey+of+Surveys>; accessed 1 Oct 2015.



TARGETING

The act of attempting the direct transfer (e.g. of food assistance) to one or more specific group(s) at a specific time or place or in a specific form.¹⁶⁸

TARGET

An intermediate result toward an objective that a programme seeks to achieve within a specified time frame. A target is more specific than an objective and lends itself more readily to being expressed in quantitative terms.¹⁶⁹

TORTURE AND ILL-TREATMENT

Torture is defined by four elements. It describes acts that 1. cause severe pain or suffering (whether physical or mental); 2. are inflicted intentionally; 3. are committed for a specific purpose (such as extracting a confession, obtaining information, punishment, intimidation, humiliation, or discrimination); and 4. involve a public official either directly or indirectly (i.e. acts committed at the instigation or with the consent or acquiescence of a public official). Treatment that falls short of this definition may still constitute cruel, inhumane, or degrading treatment or punishment (also called ill-treatment).

TOTAL POPULATION

Includes all people living within the administrative boundaries of a nation state and its lower administrative divisions. There can be a crisis-specific strategic decision to calculate the total population only looking at a sub-national level, i.e. total population living in Nigeria's northern states affected by conflict. Example: 8 Million people live in country Alpha hit by a crisis. This includes 500,000 refugees who came to the country one year ago.¹⁷⁰

TRIANGULATION

The use of three or more theories, sources or types of information, or types of analysis to explore, verify and substantiate an assessment.¹⁷¹

Example: An operation wanted to estimate the percentage of unregistered refugees, so a process of triangulation used statistics from a polio campaign, registration data, and six months' worth of protection monitoring data.

168 | Sphere Handbook, Glossary, 2011, available online at: <http://www.sphereproject.org/handbook/glossary/?l=T>.

169 | WHO Terminology Information System; available online at: http://www.who.int/healthsystems/hss_glossary/en/index6.html.

170 | IMWG, Guidance on Humanitarian Population Figures, available online at: <https://www.humanitarianresponse.info/en/documents>.

171 | WFP, Monitoring and Evaluation Guidelines Glossary; available online at: <https://www.wfp.org/content/glossary>; accessed 30 Sept 2015.



UNACCOMPANIED CHILDREN/MINORS

Children who have been separated from both parents and from other relatives and who are not being cared for by the adult who, by law or custom, is responsible for doing so.¹⁷²

UNDOCUMENTED

In the context of this document this means a person who enters a country for humanitarian reasons without proper identity documentation.

UNEXPLODED ORDNANCE

EO that has been primed, fuzed, armed or otherwise prepared for use or used. It may have been fired, dropped, launched or projected yet remains unexploded either through malfunction or design or for any other reason.¹⁷³

UNIT OF MEASUREMENT

A fixed quantity that is used as a standard measurement.

172 | ICRC, *Glossary of Restoring Family Links Terms*; available online at: <http://familylinks.icrc.org/en/Pages/NewsAndResources/Glossary.aspx>; accessed 30 Sept 2015. See more at: <http://familylinks.icrc.org/en/Pages/NewsAndResources/Glossary.aspx#sthash.YYCzK9Nx.dpuf>.

173 | Geneva International Centre for Humanitarian Demining, *Glossary*; available online at: https://www.mineactionstandards.org/standards/glossary/?tx_contagged%5Bsource%5D=default&tx_contagged%5Buid%5D=380&cHash=887137a76e7154653e6eb52f2fe774f4; accessed 19 April 2018.



VARIABLE

A variable is any characteristics, number, or quantity that can be measured or counted. A variable may also be called a data item. Age, sex, business income and expenses, country of birth, capital expenditure, class grades, eye colour and vehicle type are examples of variables. It is called a variable because the value may vary between data units in a population, and may change in value over time.

Example: 'Income' is a variable that can vary between data units in a population (i.e. the people or businesses being studied may not have the same incomes) and can also vary over time for each data unit (i.e. income can go up or down).¹⁷⁴

VERIFICATION

A term often used in programme monitoring to describe the activity of confirming that a certain type of assistance, intervention, or project has been implemented as agreed.

VICTIM OF HUMAN TRAFFICKING

A person transported, transferred, harbored, or received by means of the threat or use of force or other forms of coercion, abduction, fraud, deception, abuse of power or of a position of vulnerability, or by the giving or receiving of payments or benefits to achieve the consent of a person having control over him or her for the purpose of exploitation. 'Exploitation' includes, at a minimum, the exploitation or the prostitution of others or other forms of servitude or the removal of organs.

VULNERABILITY¹⁷⁵

is defined as the conditions determined by physical, social, economic, environmental and political factors or processes which increase the susceptibility of a community to the impact of shocks or hazards.

This term refers to physical, social, economic and environmental factors or processes that increase the susceptibility of a community or individuals to difficulties and hazards and put them at risk as a result of loss, damage, insecurity, suffering and death. Some people may be disproportionately affected by disruption of their physical environment and social support mechanisms in disaster or conflict because of discrimination or neglect in their society. Vulnerability is specific to each person and each situation. However, some groups commonly liable to increased vulnerability include unaccompanied children, persons with disabilities, older people, single-headed households, children formerly associated with armed forces and armed groups, and people suffering from ill health (including HIV and AIDS). (See also the section on Vulnerabilities and capacities of disaster-affected populations, found in the introduction to each technical chapter).¹⁷⁶

The degree to which a socio-economic system is either susceptible or resilient to the impact of natural hazards and related technological and environmental disasters. The degree of

174 | Australian Bureau of Statistics; available at: <http://www.abs.gov.au/websitedbs/a3121120.nsf/home/statistical+language+-+what+are+variables>; accessed 15 Dec 2015.

175 | ICRC, *Guidelines for Assessment in Emergencies*, pg. 18. Adapted from Inter-Agency Secretariat of the International Strategy for Disaster Reduction (UN/ISDR), *Living with Risk: A global review of disaster reduction initiatives*, 2004. Annex 1.

176 | Sphere Handbook, glossary, 2011 edition; available online at: <http://www.sphereproject.org/handbook/glossary/?l=V>.

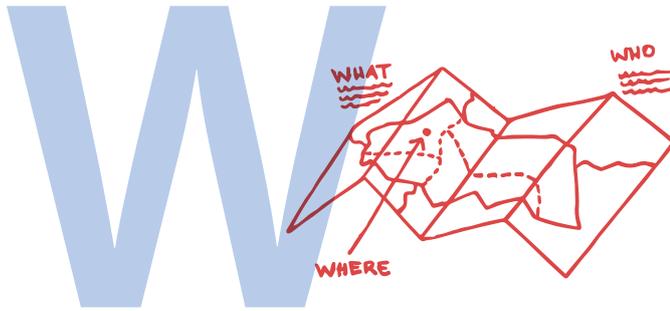
vulnerability is determined by a combination of several factors including hazard awareness, the condition of human settlements and infrastructure, public policy and administration, and organized abilities in all fields of disaster management. Poverty is also one of the main causes of vulnerability in most parts of the world.¹⁷⁷

VALIDATION

The validation system (both for unit training and for individual training) should be left to Member States and not be international, although the UN should establish standards that Member States can use for self-evaluation; in addition some specialists (civilian police, logisticians) may be required by the UN to pass a test upon arrival in the mission area.¹⁷⁸

177 | WHO; available online at: <http://www.who.int/hac/about/definitions/en/>.

178 | UNDPKO, Glossary of UN Peace-Keeping Terms; available online at: <http://www.un.org/en/peacekeeping/sites/glossary/>; accessed online 30 Sept 2015.



WAR CRIME

War crimes includes grave breaches of the Geneva Conventions and other serious violations of laws and customs applicable in international armed conflict, within the established framework of international law; and in cases of an armed conflict not of an international character listed in the Rome Statute, when they are committed as part of a plan or policy or on a large scale. For more elaboration on specific violations and prohibited acts please refer to article 8 of the Rome Statute.¹⁷⁹

WHO'S DOING WHAT, WHERE (3, 4, OR 5 W'S)

The main purpose of a basic 3W is to show our outlined the operational presence by sector and location within an emergency. At this basic level, the 3W Operational Presence (3W:OP) can enable organizations to help identify potential partners, quickly give a very rough understanding of an ongoing response, and superficially identify potential overlaps or gaps in response. When paired with other data, the 3W:OP produces specialized 3W products which can be used to help responders to ask more informed questions, to feed into analysis of a response, and to identify a variety of overlaps/gaps such as need versus response and need versus funding.¹⁸⁰ Additional W's may be added depending on context, such as 'When', depending on needs.

A 3W and 4W is a mapping tool, while a 5W is a monitoring tool.

179 | ICRC Dictionary of Customary IHL; available online at: https://www.icrc.org/customary-ihl/eng/docs/v2_ru_rule156; accessed 17 March 2016.

180 | OCHA, Humanitarian Response: available online at: <https://www.humanitarianresponse.info/en/applications/tools/category/3w-who-does-what-where>; accessed 1 Oct 2015.