

Annex 2

Safe-programming assessment tool



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Internews guidelines development and writing team: Stijn Aelbers, Emily Cowlrick, Floriane Echegut, Lea Krivchenia, Haley McCoin, Irene Scott.

Project Advisory Group and peer reviewers: Nadia Akmoun (IOM), Raphael Bacot (REACH), Adrienne Brooks (Mercy Corps), Stuart Campo (OCHA), Victoria Dangond Peralta (Internews), Marina Di Lauro (Oxfam), Katie Drew (GPC), Marie Dozin (GPC), Tiffany Easthom (Nonviolent Peaceforce), Giovanna Federici (NRC), Andre Heller (IRC), Séverine Lacroix (IOM), Anahi Lacucci (UNHCR), Francesco Michele (GPC), Briana Orr (IRC), Nathaniel Raymond (Yale University), Joelle Rizk (ICRC), Fausto Spiga (REACH), Mark Silverman (ICRC), Kathrine Starup (DRC), Craig Twitt (Internews), John Warnes (UNHCR).

Design and illustrations: Corneliu Comendant, Emily Cowlrick, Floriane Echegut, Julia Huang, Ganaëlle Tilly

These resources have been created as part of the [Community Voices for Better Protection \(CVBP\)](#) project. This project aims to understand the risks associated with information in humanitarian contexts from the perspective of humanitarian field workers, specialist protection agencies and media and other information providers. Using field work conducted in 2022-23 in three locations – Iraq, Mali and Philippines – these resources work to address a gap in the understanding of, and response to risk and information.

For feedback or suggestions for the improvement of these guidelines, please contact the Internews Humanitarian Team through info@internews.org

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Annex 2: Safe-programming assessment tool

This safe-programming assessment supports the process for information actors to decide on whether a project or action is safe to implement in a community. This exercise can be conducted within the team implementing a project or developing content (for example, reporting on a story). If the context allows, the safe-programming assessment process should always include community input.

See Module 2: How can I contribute to a safer information ecosystem by adapting my ways of working? for more information and examples on how to use this safe-programming assessment template.

Checklist for the 5-step safe-programming assessment process

(see the template table on the following page for guidance where to position each step of the process):

- Clearly lay out the project:* including the locations and the different stakeholders involved. Tip: think about the primary stakeholders you will directly interact with and the secondary stakeholders who may also be impacted by this activity. For example, you may be aiming to provide information to parents. Therefore 'parents' would be a primary stakeholder, and a secondary stakeholder may be the children in the household.
- Identify the benefits of the project:* this will help in weighing the benefits against the risks to decide whether the project outcome justifies taking some level of risk. Think about the benefits to individuals and the community as well as the benefits to your organization or media outlet.
- Identify the risks that any activity could create:* this should include risks for the different stakeholders identified in the first step, including the affected communities, the employees involved in the activity, and the media outlet or humanitarian organization's reputation.
- Identify mitigation strategies to each risk:* Think about practical and concrete solutions that can be implemented to allow the project to take place while minimizing the identified risks, including who in the organization is responsible for acting each solution.
- Decide whether to implement the project:* assess the benefits against the remaining risks (after considering the feasibility of the proposed mitigation strategy), does the project outcome outweigh the remaining risks? Or identify aspects of the project that can be changed to mitigate risks while maintaining some or all the identified benefits.

Safe-programming assessment template

<p>Project:</p> <p><i>Clearly lay out the project: including the locations and the different stakeholders that will be involved.</i></p>		
<p>Benefits</p> <p><i>Identify the benefits of the project: this will help in weighing the benefits against the risks to decide whether the project outcome justifies taking some level of risk.</i></p>	<p>Risks for all stakeholders</p> <p><i>Identify the risks that any activity could create: this should include risks for the different stakeholders identified in the first step, including the affected communities, the employees involved in the activity, and the media outlet or humanitarian organization's reputation.</i></p>	<p>Mitigation strategies</p> <p><i>Identify mitigation strategies to each risk: concrete solutions that can be implemented to allow the project to take place minimizing the identified risks, including who in the organization is responsible for acting each solution.</i></p>
<p>Decision:</p> <p><i>Decide whether to implement the project: assess the benefits against the remaining risks (after considering the feasibility of the proposed mitigation strategy), does the project outcome outweigh the remaining risks? Or identify aspects of the project that can be changed to mitigate risks while maintaining some or all the identified benefits.</i></p>		



Guidelines map: How do I use the *Information and risks: a protection approach to information ecosystems* modules and annexes?

