Annex 2

# Safe-programming assessment tool

ANNEX 2 OF INFORMATION AND RISKS: A PROTECTION APPROACH TO INFORMATION ECOSYSTEMS

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These resources have been created as part of the <u>Community Voices for Better Protection</u> (<u>CVBP</u>) 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

#### **Project:**

Clearly lay out the project: including the locations and the different stakeholders that will be involved.

<i>Identify the benefits of the project:</i> this will help in weighing the benefits against the risks to decide whether the project outcome justifies taking	ion strategies
	nitigation strategies to each crete solutions that can be nted to allow the project to e minimizing the identified uding who in the organiza- sponsible for acting each

#### **Decision:**

*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.

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

# Question:

I run the online page of a local newspaper and I have heard some rumors that violence broke out after an article we wrote prompted very angry comments.

## **Answer:**

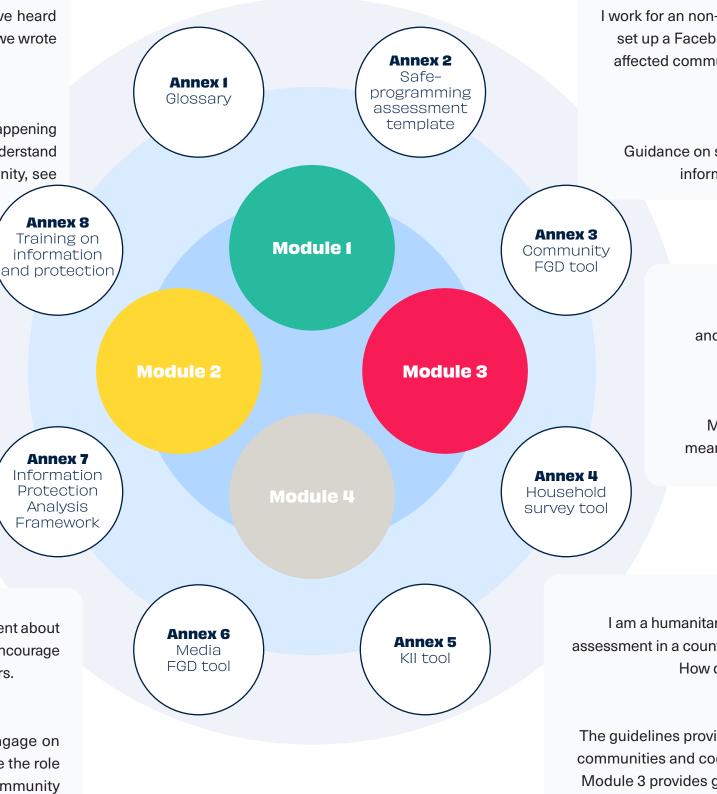
To guide work aimed at mitigation and preventing this from happening again, see Modules 2 and 4. To listen to communities and understand more about the issues this article triggered in the community, see Module 3 and associated tools.

# Question:

I am a protection actor preparing to undertake analysis to monitor protection trends and inform programming.

## **Answer:**

Module 3 and associated Annexes provides an analytical framework to help you design your tools and collect data, as well as guidance to produce analysis on information-related protection risks.



# Question:

I work at a local radio station and want to develop content about the rise of gender-based violence (GBV) in the area, to encourage action amongst regional and national decision makers.

# Answer:

The guidelines will provide direction on how to safely engage on sensitive information (Modules 2 and 4) and how to analyze the role of information in reducing or exacerbating GBV in the community (Module 3).

### **Question:**

I work for an non-government organization and I want to set up a Facebook page to share information with the affected community. How can I make sure it is safe for community members to use?

#### **Answer:**

Guidance on setting up safe, meaningful and accessible information channels can be found in Module 2.

#### **Question:**

I work for a humanitarian organization and want to review (or if needed, develop) a feedback and complaint mechanism.

#### **Answer:**

Module 2 will provide information on safe and meaningfully accessible feedback and complaint mechanisms.

#### **Question:**

I am a humanitarian coordinator leading a multi-sectoral assessment in a country that was hit by a humanitarian crisis. How do we engage safely with communities?

#### **Answer:**

The guidelines provides guidance on how to safely engage with communities and coordinate with key stakeholders in Module 2. Module 3 provides guidance on how to include information ele-

ments in an assessment.