

TEMPLATE FOR MONITORING MEASURES FOLLOWING NON- COMPLIANCE

of the Policy on Protection Against Sexual
Exploitation, Abuse and Harassment
(PPSEAH)

POLFOV02ES-FOR03EN

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1. INTRODUCTION

1.1. Exceptions

No exceptions are applied to this regulatory document.

1.2. Change logs

Version no.	Description of changes	Date of approval
1	Initial version	07/10/2021

1.3. Responsibilities

The monitoring of compliance with the measures agreed regarding a case of non-compliance with the PPSEAH is the responsibility of the members of the Safeguarding Committee. Both the measures agreed and the dates and people responsible for monitoring their fulfilment must be registered as soon as they have been defined using this template and the members of the Safeguarding Committee must monitor the progress of their compliance, in coordination with those responsible for the actions, recording the justifications for any delays and rescheduling dates for the implementation of the agreed measures.

The monitoring template must be handled in accordance with the principle of **confidentiality**, and should therefore be known only to those who are responsible for preparing it and to those who have to implement the actions. All those involved are obliged to maintain confidentiality and not to communicate information about the complaints/notifications made under any circumstances, an obligation that will be endorsed by signing the document of confidentiality and absence of conflict of interest (REGGOV02ES-FOR02EN).

This document, like all other reports resulting from the process carried out, should be duly filed - preferably in physical and digital versions - in the custody of the Focal Point for the PPSEAH, with support from the Focal Point for the PPBT.

2. DOCUMENT DEVELOPMENT

Template for monitoring fulfilment of the measures following non-compliance with the PPSEAH

Important note:

*This is a **confidential document** which must be filled in by the members of the Safeguarding Committee and the corresponding SMT.
For the physical file, it is only necessary to print out this table, not the whole document.*

Section 1. Measures for the victim/survivor

Measure	Person Responsible	Date	Level of compliance	Rescheduling

Section 2. Measures for the person reporting

Measure	Person Responsible	Date	Level of compliance	Rescheduling

Section 1. Measures for the person who has committed the offence				
<i>Measure</i>	<i>Person Responsible</i>	<i>Date</i>	<i>Level of compliance</i>	<i>Rescheduling</i>

Names and signatures of the members of the Safeguarding Committee who have defined the measures	
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