



MINISTRY OF
WOMEN EMPOWERMENT AND CHILD PROTECTION OF
THE REPUBLIC OF INDONESIA



HANDBOOK ON SERVICE MECHANISMS FOR WITNESSES AND/OR VICTIMS OF TRAFFICKING IN PERSONS IN INDONESIA





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PRODUCTION

The International Organization for Migration (IOM) Indonesia committed to implementing orderly and humane migration principles that benefit migrants and public. As an intergovernmental organization, IOM Indonesia collaborated with Government of Indonesia through Ministry of Women Empowerment and Coordinating Ministry of Human Development and Cultural Affairs and Anti-Trafficking Task Force produced a publication with title “Technical Guideline on Collecting and Reporting Data of Trafficking in Persons in Indonesia” supported by British Embassy Jakarta.

The development of the guidelines in consultation with various government and non-government institutions. The content of this guidelines is entirely the responsibility of the team of authors and do not reflected the views of British Embassy Jakarta.

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FOREWORD

Ministry of Women Empowerment and Child Protection of the Republic of Indonesia

Praise and thank the presence of God Almighty, for His blessings the book entitled **“Handbook on Service Mechanisms for Witness and/or Victims of Trafficking in Persons in Indonesia”** could be finished. This book is developed based on a good cooperation between various institutions, particularly the International Organization for Migration (IOM) Indonesia, the Ministry of Women Empowerment and Child Protection, and Coordinating Ministry of Human Development and Culture, with support from the British Embassy in Jakarta.

IOM database shows that of the 9.062 assisted victims of trafficking from 2015-2018, most are Indonesians and approximately 68% of them are adult female and child female. The figures prove that crime rate of trafficking in persons is still high and growing vast. This situation needs to be a collective priority of relevant institutions to remain cooperative and continue working together in the eradication of these crimes, including provide services for witnesses and victims of trafficking in persons.

The government is aware that the efforts in handling victims of trafficking requires collaborative measures by maximizing coordination at cross-sector and institutions. This effort is important in actualizing Indonesia’s commitment in providing protection for witnesses and/or victims of trafficking regulated in the Law No. 21 of 2007 concerning the Eradication of Trafficking in Persons.

The publication of this guideline is expected to: (1) serve as a support for the government in providing information and access availability for service providers in various regions towards witnesses and/or victims of trafficking; (2) perform as a referral for service providers in providing assistances to victims of trafficking, particularly through service network mechanism; (3) provide information on the key principles of victim assistance, such as respecting and upholding human rights, the fulfillment of child rights, and the right to information; (4) to reiterate on the handling of child victims, sexual exploitation, and victims of trafficking in certain sectors, such as fisheries; and (5) provide information on the procedures to gain access to victim services which have been provided by the government and assured in the Law No. 21 of 2007 concerning the Eradication of Trafficking in Persons, from case indictment, health rehabilitation, social rehabilitation, repatriation, legal assistance, restitution, and social reintegration. For this reason, we expect this guideline to be utilized in the best way possible by the service providers both government and non-governmental organizations as well as the witnesses and/or victims of trafficking themselves.

In the final instance, I extend my highest appreciation for the assistance from various institutions in the creation of Handbook on Service Mechanisms for Witness and/or Victims of Trafficking in Persons in Indonesia. I am certain that the Ministry of Women Empowerment and Child Protection could not accomplish this without the cooperation and support from the relevant ministries, institutions, and community.

FOREWORD

Chief of Mission International Organization for Migration (IOM) Indonesia

The International Organization for Migration (IOM) Indonesia has been actively supporting the Indonesian Government in preventing and handling Trafficking in Persons cases since 2014. It is considering that Trafficking in Persons (TIP) is a serious crime and frequently committed by transnational organized groups. Prevention and eradication measures to combat TIP has been undertaken by various parties ranging from government entities, civil society organization and regional/international organization. Under 5P strategy, namely Prevention, Prosecution, Protection, Partnership and Policy, IOM collaborate with government entities, CSO, and academic institution to constantly support the efforts to combat the TIP cases in Indonesia.

In collaboration with Coordinating Ministry of Human Development and Culture of the Republic of Indonesia as a chairman of Anti-Trafficking Task Force (ATTF) and Ministry of Women Empowerment and Child Protection of the Republic of Indonesia as Steering Chairman of ATTF and funded by British Embassy Jakarta, IOM Indonesia implemented the program entitled “Better Data for Better Protection”.

The Development of the Handbook on Service Provider Mechanism for Witness and Victims of Trafficking is intended to give brief information and mapping out of available services provided by the Government of Indonesia for witness and victims of trafficking in Indonesia. This handbook practically could be a supporting reference for non-government partner in assisting service mechanism for witness and victims of trafficking. This handbook also intended to provide comprehensive information on legal framework of TIP, mechanism on assisting witness and victims of trafficking, service provider directory, and the development of creative camping.

The handbook was developed and designed with support of working group consist of the Coordinating Ministry of Human Development and Culture, Ministry of Women Empowerment and Child Protection, Ministry of Foreign Affairs, Ministry of Manpower, Ministry of Social Affairs, Ministry of Education, Ministry of Health, Indonesian National Police, Attorney General, Directorate General of Immigration, National Body of Placement and Protection of Indonesian Migrant Worker, Offices of Women Empowerment and Child Protection and Offices of Social Affairs of West Java, Sukabumi, Sambas, Nunukan and Timor Tengah Utara, Indonesian Children Protection Commission, National Commission on Violence Against Women, the Witness Protection Agency, and academicians who have worked tirelessly to contribute significant input and recommendation to the guidelines. We hope the guidelines to be an adequate reflection of all significant findings and recommendation during the meetings.

We also would like to convey our sincere appreciation to Prof. Dr. Yohana Susana Yambise M.A., Minister of Women Empowerment and Child Protection, as the Steering Chairperson of Anti-Trafficking Task Force, Prof. dr. Vennetia R. Dannes, Deputy of Women’s Right Protection, and other Ministry’s staff who have invested their efforts and contribution to the process of the development of the guidelines. Our gratitude goes out as well to Ir. Destri Handayai, ME, Deputy Assistant for Fulfilment of Women’s Right from Trafficking in Persons and also Mrs. Roos Diana Iskandar, Deputy Assistant for Women Empowerment and Right’s Fulfilment of Coordinating Ministry of Human Development and Culture who has kindly provided her input and recommendation. Sincere appreciation also goes to Counter Trafficking Unit Team, Among Resi, Asep Zulhijar, Katherine Juliani, Sarah Astried, and Ridwan Wahyudi.

It is our sincere hope that the guideline will prove useful for anyone involved and give significant contribution at the ongoing efforts of the Government of Indonesia in combating Trafficking in Person in Indonesia.

Chief of Mission IOM Indonesia (Ad interim)



Dejan Micevski



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List of Terminology

Terminology	Definition
Child	A person below the age of eighteen (18) years, including baby in the womb (Article 1 of Law Number 23 of 2002 concerning Child Protection, as amended by Law Number 35 of 2014)
Legal Aid	Actions related to the handling and protection of witnesses and/or victims of trafficking in the field of law, ranging from the level of police inspection, prosecution in the prosecutor's office, court proceedings, to the provision of restitution in the framework of fulfilling victims' rights and/or witnesses and carried out in an integrated manner with other services. (Source: Regulation of the State Minister for Women's Empowerment and Child Protection of the Republic of Indonesia, Number 22 of 2010 concerning Standard Operating Procedures of Integrated Service for Witnesses and/or Victims of Trafficking in Person)
Deportation	Forced actions to expel foreigners from a sovereign territory due to the invalid residence permit in that country.
Discrimination	Failure to treat everyone fairly where there are no reasonable differences between those who are liked and disliked. Discrimination is prohibited in terms of "race, sex, language or religion" (article 1 (3), United Nations Charter, 1945) or "all forms, such as race, color, sex, language, religion, political opinion or otherwise. National or social background, property, birth or other status (Article 2, Universal Declaration of Human Rights, 1948)
Exploitation	Actions with or without victim's consent which include but are not limited to prostitution, forced labor or service, slavery or practices similar to slavery, oppression, extortion, utilization of physical, sexual and reproductive organs, or illegally removing or transplanting organs and/or tissues body or utilizing one's power or ability by other parties to benefit either materially or immaterially. (Article 1, Law Number 21 of 2007 concerning Eradication of Trafficking in Person)
Sexual Exploitation	All forms of utilization of sexual organs or other organs of the victim to obtain benefits including but are not limited to all prostitution and sexual abuse activities. (Source: Law Number 21 of 2007 concerning Eradication of the Crime of Trafficking in Person)
Gender	Norms, social values, and social expectations regarding the attribute, role, division of labor and status for men and women which are socially constructed.
Human rights	A set of rights inherent in the nature and existence of human beings as creatures of God Almighty and is a gift that must be respected, upheld, and protected by the state, law, government and everyone for the honor and protection of human dignity. (Source: Law Number 39 of 1999 concerning Human Rights)
Victim Identification	Activities of observation and efforts to extract information from people suspected of being witnesses and/or victims of trafficking in person in the context of granting the right to information and communication for witnesses and/or victims to obtain evidence/data in regards to the process, methods, and objectives to determine whether or not someone are true witnesses and/or victims of trafficking in person. (Source: Regulation of the State Minister for Women's Empowerment and Child Protection of the Republic of Indonesia, Number 22 of 2010 concerning Standard Operating Procedures of Integrated Service for Witnesses and/or Victims of Trafficking in Person)

Terminology	Definition
Debt Bondage	Actions placing people in a status or circumstance of guarantee or are forced to guarantee themselves or their families or those in their responsibility, or personal services as a form of debt repayment. (Article 1, Law Number 21 of 2007 concerning Eradication of Trafficking in Person)
Violence	Every action against the law, with or without the use of instrument for physical and psychological causes that pose a danger to life, the body, or cause deprivation of one's independence. (Source: Law Number 21 of 2007 concerning Eradication of Trafficking in Person)
Family	People who have blood relations in an up or down straight line up to third degree, or who have marriage relationship, or people who are the dependents of witnesses and/or victims. (Source: Regulation of the State Minister for Women's Empowerment and Child Protection of the Republic of Indonesia, Number 22 of 2010 concerning Standard Operating Procedures of Integrated Service for Witnesses and/or Victims of Trafficking in Person)
Substitute Families for Child Witnesses and/or Victims	Families chosen by authorized institutions with the approval of child witnesses and/or victims, and consider the best interests of the child. (Source: Regulation of the State Minister for Women's Empowerment and Child Protection of the Republic of Indonesia, Number 22 of 2010 concerning Standard Operating Procedures of Integrated Service for Witnesses and/or Victims of Trafficking in Person)
Victim	A person who experiences psychological, mental, physical, sexual, economic and/or social suffering caused by trafficking in person (Source: Law Number 21 of 2007 concerning Eradication of Trafficking in Person)
Observation	Direct observation of someone suspected of being a witness and/or criminal of trafficking to ascertain the condition and situation of the person. (Source: Regulation of the State Minister for Women's Empowerment and Child Protection of the Republic of Indonesia, Number 22 of 2010 concerning Standard Operating Procedures of Integrated Service for Witnesses and/or Victims of Trafficking in Person)
Paralegal	Any person who is not a law graduate, but is able to provide legal assistance to anyone who has a legal problem. Paralegals must organize and advocates should be present among them to provide direction and consideration to paralegals.
Social worker	Anyone who performs professional services based on scientific knowledge and skills to help groups and communities achieve their goals. They normally work in government and non-government institutions. (Source: Law Number 11 of 2009 concerning Social Welfare)
Integrated Services	A series of activities to protect witnesses and/or victims of trafficking in person carried out jointly by related institutions or agencies as a unit to conduct health rehabilitation, social rehabilitation, repatriation, social reintegration and legal assistance for witnesses and/or victims of trafficking in person. (Source: Regulation of the State Minister for Women's Empowerment and Child Protection of the Republic of Indonesia, Number 22 of 2010 concerning Standard Operating Procedures of Integrated Service for Witnesses and/or Victims of Trafficking in Person)

Terminology	Definition
Repatriation	Action of returning witnesses and/or victims of trafficking, from abroad or domestic to the original region or original country or substitute family upon the wishes and approval of witnesses and/or victims, whilst still prioritizing protection services and meeting their needs. (Source: Regulation of the State Minister for Women's Empowerment and Child Protection of the Republic of Indonesia, Number 22 of 2010 concerning Standard Operating Procedures of Integrated Service for Witnesses and/or Victims of Trafficking in Person)
Psychosocial Repatriation	All forms of psychological and social services and assistance are intended to help alleviate, protect, and restore the physical, psychological, social, and spiritual conditions of the victims so that they are able to carry out their social functions accordingly. (Source: Regulation of the State Minister for Women's Empowerment and Child Protection of the Republic of Indonesia, Number 22 of 2010 concerning Standard Operating Procedures of Integrated Service for Witnesses and/or Victims of Trafficking in Person)
Assistant	Social workers or officers who have professional competence in their fields. (Source: Law Number 23 of 2002 concerning Child Protection)
Assistance	All actions are in the form of counseling, psychological therapy, advocacy, and spiritual guidance, in order to strengthen witnesses and/or victims of trafficking, to resolve the problems being faced. (Source: Regulation of the State Minister for Women's Empowerment and Child Protection of the Republic of Indonesia, Number 22 of 2010 concerning Standard Operating Procedures of Integrated Service for Witnesses and/or Victims of Trafficking in Person)
Penjeratan Hutang	Perbuatan menempatkan orang dalam status atau keadaan menjaminkan atau terpaksa menjaminkan dirinya atau keluarganya atau orang-orang yang menjadi tanggung jawabnya, atau jasa pribadinya sebagai bentuk pelunasan hutang. (Sumber: Undang-Undang Nomor 21 Tahun 2007 tentang Pemberantasan Tindak Pidana Perdagangan Orang)
Debt entanglement	Actions placing people in a status or circumstance of guarantee or are forced to guarantee themselves or their families or the people who are their responsibility, or personal services as a form of repayment of debt. (Source: Law Number 21 of 2007 concerning Eradication of Trafficking in Person)
Trafficking in Person	Actions of recruiting, transporting, harboring, sending, transferring or receiving someone by means of threat or use of force, abduction, incarceration, fraud, deception, the abuse of power or a position of vulnerability, debt bondage or the giving of payments or benefits to achieve the consent of a person having control over another person, whether committed within the country or cross-border, for the purpose of exploitation or which causes the exploitation of a person. (Source: Law Number 21 of 2007 concerning Eradication of Trafficking in Person)
Protection	All efforts to fulfill the rights and the provision of assistance to provide security to witnesses and/or victims that must be carried out by the state or the Institution for the Protection of Witnesses and/or Victims or other institutions. (Source: Law Number 13 of 2006 concerning Protection of Witnesses and/or Victims)
Integrated Service Center	A functional work unit that organizes integrated services for witnesses and/or victims of trafficking. (Source: Regulation of the State Minister for Women's Empowerment and Child Protection of the Republic of Indonesia, Number 22 of 2010 concerning Standard Operating Procedures of Integrated Service for Witnesses and/or Victims of Trafficking in Person)

Terminology	Definition
Hospital-Based Integrated Service Center	Integrated Service Centers that are established and located in hospitals, either government hospitals, private hospitals or health centers that provide comprehensive services to witnesses and/or victims of trafficking. (Source: Regulation of the State Minister for Women’s Empowerment and Child Protection of the Republic of Indonesia, Number 22 of 2010 concerning Standard Operating Procedures of Integrated Service for Witnesses and/or Victims of Trafficking in Person)
Rehabilitation	Recovery for a person from disruption of physical, psychological and social conditions so that he can carry out his role in a reasonable manner both in the family and society. (Source: Law Number 21 of 2007 concerning Eradication of Trafficking in Person)
Health Rehabilitation	Recovery for witnesses and/or victims from health problems suffered both physically and psychologically due to trafficking in person. (Source: Regulation of the State Minister for Women’s Empowerment and Child Protection of the Republic of Indonesia, Number 22 of 2010 concerning Standard Operating Procedures of Integrated Service for Witnesses and/or Victims of trafficking in person)
Social Rehabilitation	Recovery for witnesses and/or victims from psychosocial disruption due to trafficking in person and the restoration of reasonable social functioning both in the family and community. (Source: Regulation of the State Minister for Women’s Empowerment and Child Protection of the Republic of Indonesia, Number 22 of 2010 concerning Standard Operating Procedures of Integrated Service for Witnesses and/or Victims of Trafficking in Person)
Social Reintegration	Reuniting witnesses and/or victims of trafficking, with families, substitute families, or communities that can provide protection and fulfillment of the needs of witnesses and/or victims that cover all aspects of victims’ lives, whether social, economic, cultural, educational, or health. (Source: Regulation of the State Minister for Women’s Empowerment and Child Protection of the Republic of Indonesia, Number 22 of 2010 concerning Standard Operating Procedures of Integrated Service for Witnesses and/or Victims of Trafficking in Person)
Witness	People who can provide information for the purposes of preliminary investigation, full investigation, prosecution, and examination at a court hearing regarding a criminal case that he himself heard, he saw for himself and/or he experienced himself. (Source: Law No 13 of 2006, concerning Protection of Witnesses and/or Victims; Article 1 (26) of the Criminal Procedure Code)
System, Reference, Coordination and Cooperation	The mechanism of cooperation between related parties in all acts of eradicating criminal trafficking in person includes prevention efforts, organizing health rehabilitation, social rehabilitation, repatriation, and legal services as well as increasing community participation and monitoring evaluation. (Source: Regulation of the State Minister for Women’s Empowerment and Child Protection of the Republic of Indonesia, Number 22 of 2010 concerning Standard Operating Procedures of Integrated Service for Witnesses and/or Victims of Trafficking in Person)
Crime of Trafficking in Person	Every action or series of actions that fulfill the elements of the crime of trafficking in person determined in Law Number 21 of 2007 concerning the Eradication of the Trafficking in Person. (Source: Law Number 21 of 2007 concerning Eradication of Trafficking in Person)



List of Abbreviations

Abbreviation	Indication
ABK	<i>(Anak Buah Kapal)</i> Crew members
Bareskrim POLRI	<i>(Badan Reserse Kriminal Kepolisian Negara Republik Indonesia)</i> Criminal Investigation Agency of Indonesian National Police
BPHN	<i>(Badan Pembinaan Hukum Nasional)</i> National Law Development Agency
BPJS	<i>(Badan Penyelenggara Jaminan Sosial)</i> Social Security Administrator
BP3AKB	<i>(Badan Pemberdayaan Perempuan Perlindungan Anak dan Keluarga Berencana)</i> Women's Empowerment, Child Protection and Family Planning Agency
BP3TKI	<i>(Balai Pelayanan Penempatan dan Perlindungan Tenaga Kerja Indonesia)</i> Center for Indonesian Worker Placement and Protection Services
BNP2TKI	<i>(Badan Nasional Penempatan dan Perlindungan Tenaga Kerja Indonesia)</i> National Agency for Placement and Protection of Indonesian Workers
HAM	<i>(Hak Asasi Manusia)</i> Human rights
HIV	Human Immunodeficiency Virus
IOM	International Organization for Migration
KBRI	<i>(Kedutaan Besar Republik Indonesia)</i> Embassy of the Republic of Indonesia
Kemlu	<i>(Kementerian Luar Negeri)</i> Ministry of Foreign Affairs
Kemenaker	<i>(Kementerian Ketenagakerjaan)</i> Ministry of Manpower
Kemensos	<i>(Kementerian Sosial)</i> Ministry of Social Affairs
KKP	<i>(Port Health Office)</i> Port Health Office
KOMNAS Perempuan	<i>(Komisi Nasional Anti-Kekerasan Terhadap Perempuan)</i> National Commission on Anti-Violence Against Women
KPAI	<i>(Komisi Perlindungan Anak Indonesia)</i> Indonesian Child Protection Commission
KPPPA	<i>(Kementerian Pemberdayaan Perempuan dan Perlindungan Anak)</i> Ministry of Women's Empowerment and Child Protection
KTK PM	<i>(Korban Tindak Kekerasan dan Pekerja Migran)</i> Victims of Violence and Migrant Workers
KUBE	<i>(Kelompok Usaha Bersama)</i> Joint Business Group
KUHP	<i>(Kitab Undang-Undang Hukum Pidana)</i> Criminal Code
KY	<i>(Komisi Yudisial)</i> Judicial Commission
LBH	<i>(Lembaga Bantuan Hukum)</i> Legal Aid
LK3	<i>(Lembaga Konsultasi Kesejahteraan Keluarga)</i> Family Welfare Consultation Institute
LPSK	<i>(Lembaga Perlindungan Saksi dan Korban)</i> Witness and Victim Protection Agency
OBH	<i>(Organisasi Bantuan Hukum)</i> Legal Aid Organization
ODHA	<i>(Orang Dengan HIV/AIDS)</i> People with HIV/AIDS
P2FM	<i>(Program Pemberdayaan Fakir Miskin)</i> Empowerment Program for the Poor

Abbreviation	Indication
P2TP2A	<i>(Pusat Pelayanan Terpadu Pemberdayaan Perempuan dan Anak)</i> Integrated Service Center for Empowering Women and Children
PBB	<i>(Perserikatan Bangsa Bangsa)</i> United Nations
Pemkab	<i>(Pemerintah Kabupaten)</i> District government
Permenkes	<i>(Peraturan Menteri Kesehatan)</i> Regulation of the Minister of Health
PKT	<i>(Pusat Krisis Terpadu)</i> Integrated Crisis Center
PLT-ADK	<i>(Pusat Layanan Terpadu Anak Dengan Kecacatan)</i> Integrated Service Center for Children with Disabilities
PMI	<i>(Pekerja Migran Indonesia)</i> Indonesian Migrant Workers
POLDA	<i>(Kepolisian Daerah)</i> Regional Police
POLRES	<i>(Kepolisian Resor)</i> Resort Police
POLRI	<i>(Kepolisian Negara Republik Indonesia)</i> Indonesian National Police
PPT	<i>(Pusat Pelayanan Terpadu)</i> Integrated Service Center
PWNI & BHI	<i>(Perlindungan Warga Negara Indonesia dan Badan Hukum Indonesia)</i> Protection of Indonesian Citizens and Indonesian Legal Entities
RPSA	<i>(Rumah Perlindungan Sosial Anak)</i> Child Social Safe House
RPSW	<i>(Rumah Perlindungan Sosial Wanita)</i> Women's Social Safe House
RPTC	<i>(Rumah Perlindungan Trauma Center)</i> Trauma Center Safe House
RSCM	<i>(Rumah Sakit Cipto Mangunkusumo)</i> Cipto Mangunkusumo Hospital
RSUD	<i>(Rumah Sakit Umum Daerah)</i> Regional public hospital
SDM	<i>(Sumber Daya Manusia)</i> Human Resources
SKTM	<i>(Surat Keterangan Tidak Mampu)</i> Certificate of Inability
TKI	<i>(Tenaga Kerja Indonesia)</i> Indonesian workers
TKW	<i>(Tenaga Kerja Wanita)</i> Female workers
TIP	<i>(Tindak Pidana Perdagangan Orang)</i> Crime of Trafficking in person
TRC	<i>(Tim Reaksi Cepat)</i> Rapid Response Team
UEP	<i>(Usaha Ekonomi Produktif)</i> Productive Economic Business
UKM	<i>(Usaha Kecil Menengah)</i> Small and medium enterprises
UPPA	<i>(Unit Pelayanan Perempuan dan Anak POLRI)</i> Women's and Children's Services Unit of the Indonesian National Police
UPT	<i>(Unit Pelaksana Teknis)</i> Technical implementation Unit
UU	<i>(Undang-undang)</i> Law
UU TIP	<i>(Undang-Undang Tindak Pidana Perdagangan Orang)</i> Law on Crime of Trafficking in person
WCC	Women Crisis Center
WNA	<i>(Warga Negara Asing)</i> Foreign Nationals
WNI	<i>(Warga Negara Indonesia)</i> Indonesian citizens

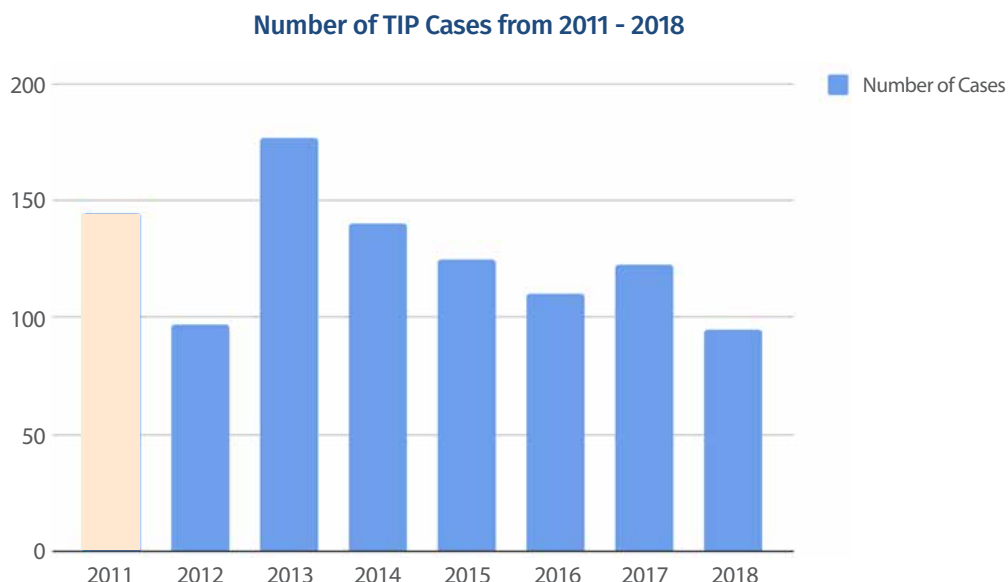
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Introduction



1.1. Background

In accordance with the annual report on the Task Force for the Prevention and Handling of Trafficking in Person (GT-PPTIP), during the period of 2018, the Task Force has received 95 alleged cases reports of Trafficking in Person (TIP). This number dropped from the previous year which amounted to 123 reports¹. In addition, in the period of 2018, the Indonesian National Police also succeeded in saving 269 victims of TIP, by which 70% of victims are women and 28% (79 people) are men. The rest were underage victims, namely 28 children.



Due to the high number of TIP and the increasing number of victims, it is necessary to obtain a comprehensive response and service for the recovery of victims. This service is not only in terms of law enforcement, but also other aspects related to the recovery of victims, such as rehabilitation of health both physical and psychological, social rehabilitation including the process of integration and reintegration with families and communities and the support of family and community groups in the recovery process.

The Government of Indonesia through the Anti-Trafficking Task Force (ATTF) has integrated service standards for witnesses and/or victims of TIP who mandate all members of the Task Force to provide services in accordance with their basic duties and institutional functions in each Ministry/Institution.



The availability of these services is important to be informed to the general public so that these services can be accessed and utilized by victims and victims' assistants to support the overall recovery of victims.

To support the efforts in dealing with victims in an integrated manner and provide comprehensive recovery services, IOM Indonesia collaborated with the Ministry of Women's Empowerment and Child Protection as Steering Chairperson of the ATTF and with support from Foreign & Commonwealth Office of the United Kingdom, the British Embassy in Jakarta has rearranged the guide book in handling TIP victims.

¹ Task Force Report of 2018 from the Indonesian Police Criminal Investigation Agency

1.2. Purpose and Objective

The composition of this Handbook intends to provide service information for victims and/or witnesses of TIP. This Handbook is also expected to provide guidance on handling and assisting service providers, especially at the regional level.

1.3. Guidelines for Using the Handbook

This Handbook can be used as a whole unit or can be used per chapter. Readers can go directly to the chapter that is most needed, without having to read from the first chapter.



Chapter I of this book is the background in the composition of the book, the purpose of composition and guidelines for the use of the Handbooks.



Chapter II of this Handbook explains the legal basis for handling victims and witnesses of TIP. It also briefly describes the legal basis in providing assistance and services to witnesses and/or victims of TIP.



Chapter III describes the procedures for assisting witnesses and/or victims of TIP, including the basic principles of assistance, the types of services available and the mechanism of access to services and assistance.



Chapter IV discusses the overall recovery of victims of TIP with the subject of victims' integration and reintegration assistance, including the description of designing a sustainable reintegration assistance program.



Chapter V and Chapter VI are additions to this manual. In Chapter V, there is a directory of service provider institutions for witnesses and/or victims of TIP available at the central and regional levels; While Chapter VI is a guide to design an effective campaign in preventing TIP.



This Handbook is closed with a number of additional reading list that can be used as a source of information in handling TIP.

2

Legal and Principle Basis in Handling Witnesses and/or Victims of Tip



2.1. Legal Basis

The handling of Witnesses and /or victims of TIP in Indonesia is based on Law No. 21 of 2007 concerning Eradication of the Crime of Trafficking in Persons (ETIP). In addition to this law, another law that is used as a reference in handling victims of trafficking in person is Law No. 31 of 2004 concerning Amendments to Law Number 13 of 2006 concerning Protection of Witnesses and Victims. In addition to the two main policies above, the handling of victims of TIP is also regulated in Presidential Regulation Number 69 of 2008 concerning the Task Force for the Prevention and Handling of Trafficking in Person (ATTF).

Table 3. Laws and regulations as well as articles that guarantee services for witnesses and/or victims of TIP.

No.	Legal Basis	Type of Services and Support
1	- <i>Article 35 of ETIP Law</i> During the process of full investigation, prosecution and examination in court, witnesses and/or victims have the right to be accompanied by advocates and/or other assistants as required.	<i>Assistance rights of Legal aid</i>
2	- <i>Article 45 paragraph (1) of ETIP Law</i> To protect witnesses and/or victims, a special service room in each province and district/city must be established at the local police precinct to carry out investigations at the level of preliminary investigations for witnesses and/or victims of trafficking.	<i>Provision of Special Service Rooms in the Precinct</i>
3	- <i>Article 46 paragraph (1) of ETIP Law</i> To protect witnesses and/or victims, an integrated service center in each district/city can be established for witnesses and/or victims of trafficking in person.	<i>Establishment of an Integrated Service Center</i>
4	- <i>Article 47 of ETIP Law</i> In the event that witnesses and/or victims and their families receive threats that endanger themselves, their souls and/or property, Indonesian National Police must provide protection, both before, during and after the case investigation.	<i>Provision of Legal Protection</i>
5	- <i>Article 48 paragraph (1) ETIP Law</i> Every victim of trafficking or his/her heirs has the right to obtain restitution.	<i>Restitution rights for witnesses and/or victims of TIP</i>
6	- <i>Article 52 paragraph (1) of ETIP Law</i> The Minister or agency handling rehabilitation must provide health rehabilitation, social rehabilitation, repatriation and social reintegration no later than 7 (seven) days from the date the application was submitted. - <i>Article 52 paragraph (2) of ETIP Law</i> To carry out health rehabilitation services, social rehabilitation, repatriation and social reintegration as referred to in paragraph (1) the central government and regional governments are required to establish social safe houses or trauma centers.	<i>Provision of Health Rehabilitation, Social Rehabilitation, Repatriation and Social Reintegration</i>

No.	Legal Basis	Type of Services and Support
	<p>- Article 52 paragraph (3) of ETIP Law</p> <p>For the implementation of services as referred to in paragraph (2), the public or other social service institutions can also establish social safe houses or trauma centers.</p>	
7	<p>- Article 54 paragraph (1) of ETIP Law</p> <p>In the event that the victim is abroad and requires legal protection due to the crime of trafficking in person, the Government of the Republic of Indonesia through its representatives abroad must protect the victim and his/her interests, and will attempt to repatriate the victim to Indonesia at the expense of the state.</p> <p>- Article 54 paragraph (2) of ETIP Law</p> <p>In the event that the victim is a foreign national residing in Indonesia, the Government of the Republic of Indonesia will attempt protection and repatriation to his/her home country through coordination with its representatives in Indonesia.</p>	<i>Overseas protection</i>
8	<p>- Article 2 letter (h) of PMI Law</p> <p>It states that the mechanism of placement of migrant workers abroad is based on anti-trafficking.</p>	<i>Protection for Indonesian migrant workers</i>
9	<p>- Article 59 paragraph (1), jo. paragraph (2) letter (h) of Child Protection Law</p> <p>The Government, Regional Government, and other state institutions are obliged and responsible for providing Special Protection to abducted and/or trafficked children.</p>	<i>Special protection for children victims of trafficking in person</i>
10	<p>- Inpres (Presidential Instruction) 183/373/SE 2016</p> <p>Coordination of central, provincial and regional/city governments in the service of witnesses and/or victims of TIP.</p>	<i>Government coordination in service</i>

2.2. Definition of TIP

In accordance with Law No. 21 of 2007, TIP can be defined by three main elements, i.e.:



Table 4. Definition of TIP

Process	Means	Purpose
<ul style="list-style-type: none"> • Recruitment • Transportation • Transfer • Sending • Harboring • Receipt 	<ul style="list-style-type: none"> • Use of threats • Coercion • Abduction • Use of violence • Fraud • Forgery of identity • Deception • Debt bondage • Giving or receiving payments or benefits to achieve the consent of a person • Abuse of power or position of vulnerability 	<ul style="list-style-type: none"> • Exploit or cause people to be exploited • Prostitution • Pornography • Other sexual exploitation • Forced labor • Slavery or practices similar to slavery

In identifying TIP victims, the three elements above must be fulfilled if the victim is an adult (over 18 years). However, if the victim is still **a child (under 18 years)**, the fulfillment of the ‘process’ and ‘purpose’ element is sufficient to categorize the child as victim of TIP, while the ‘means’ element can be disregarded.

2.3. Basic Principles for Handling and Assisting Witnesses and/or Victims of TIP

In providing services to victims of TIP, general principles in providing services must be considered, which include:

- a. Protection and respect for human rights
- b. Victim’s Consent²
- c. Non Discrimination
- d. The Right to Confidentiality and Privacy
- e. Self-Determination and Participation
- f. Individual Handling and Care
- g. Comprehensive Sustainable Care
- h. Distribution of Fair Service
- i. Best interests for children

² In addition, for minors who are under aged, please refer to the Convention on the Rights of the Child in Article 12 which emphasizes that children’s views and desires also need to be considered. Furthermore, Articles 13, 17 and 22 paragraph (2) of the Convention on the Rights of the Child detailing children’s rights, includes communication mechanisms, the process of granting asylum, family tracking and the situation in their home country.

2.4. Consideration of Safety and Security Risks of Witnesses and/or Victims of TIP

The important thing that must be considered during the process of victim assistance is the safety and security of witnesses/victims of TIP. Preliminary analysis must be carried out related to the safety and security of victims through key questions, such as whether the perpetrator is the closest person to the victim, where the perpetrator lives, whether the perpetrator has easy communication with the victim. If there are indications that the perpetrator knows the victim closely and has easy access to the victim, it should be considered to place the victim in the protection of a competent authority immediately.

Another aspect of safety and security is by ensuring that all documents and data on the victim identity are stored properly, safely, and cannot be publicly accessed. These documents also include health records, captures (screenshots) of conversations between the victim and the perpetrator, other evidence such as travel tickets, accommodation and victims' diaries. In addition, in handling TIP cases, the service provider institution should assign one officer who responsible for the overall process of case management.

2.5. Task Force for Prevention and Handling of TIP

The Prevention and Handling Task Force of TIP (Anti-Trafficking Task Force/ATTF) is a forum formed by the government to streamline and guarantee the implementation of TIP prevention and handling measures. The establishment of the Task Force is mandated by article 58 of Law Number 21 of 2007 concerning Eradication of the crime of TIP. This provision was then reinforced by Presidential Regulation (Perpres) Number 69 of 2008 concerning the Task Force for the Prevention and Handling of the Crime of Trafficking in Person.

Based on the two rules above, the Task Force is a coordinative institution consisting of government, law enforcement, community organizations, non-governmental organizations, professional organizations and researchers/academics. The functions of the Task Force are:

- a. Coordinating efforts to prevent and prosecute TIP problems;
- b. Carry out advocacy, socialization, training and cooperation;
- c. Monitor the development of the implementation of victim protection which includes rehabilitation, repatriation and social reintegration;
- d. Monitor the development of law enforcement; and
- e. Carry out reporting and evaluation on TIP cases.

To ensure the synergy and continuity of the steps to eradicate TIP in an integrated manner, the ATTF was formed at every level of government, namely at the Central, Provincial and Regency/City levels. Each level can coordinate and deal directly with relevant agencies and other parties to develop policies and activity programs in the form of National Plan of Action (PoA/RAN) and Regional Action Plan (RAD).

The Task Force at the national level is coordinated by the Coordinating Ministry for Human Development and Culture (Kemenko PMK); Meanwhile the Ministry of Women's Empowerment and Child Protection (KPPPA) functions as a daily chairperson serving as the Task Force secretariat. At the provincial and regional/city level, the daily coordinator and chairperson are determined and adjusted to the needs of the area. In some areas such as Sukabumi, for example, the Regional Task Force Coordinator is a Regional Assistant, while the Steering Chairperson is carried out by the Office of Women's Empowerment and Child Protection. But in other areas, for example North Central Timor Regency (TTU), the Task Force Coordinator is directly under the Regent, while the Manpower Office becomes the Daily Chairperson of the Task Force.

2.6. Community and Private Sector Participation in the Prevention and Prosecution of TIP

The community, individuals and groups as well as the private sectors, can be actively involved in the efforts to prevent and prosecute TIP. This participation is guaranteed in Article 60 of Law Number 21 of 2007 which states that “The community plays a role in helping to prevent and prosecute trafficking in person. Community involvement can be done by providing information or reporting TIP indications to law enforcement and providing protection for victims such as identifying, assistance, safe houses, as well as various other assistances.

3

Assistance Procedures for Witnesses and/or Victims of TIP



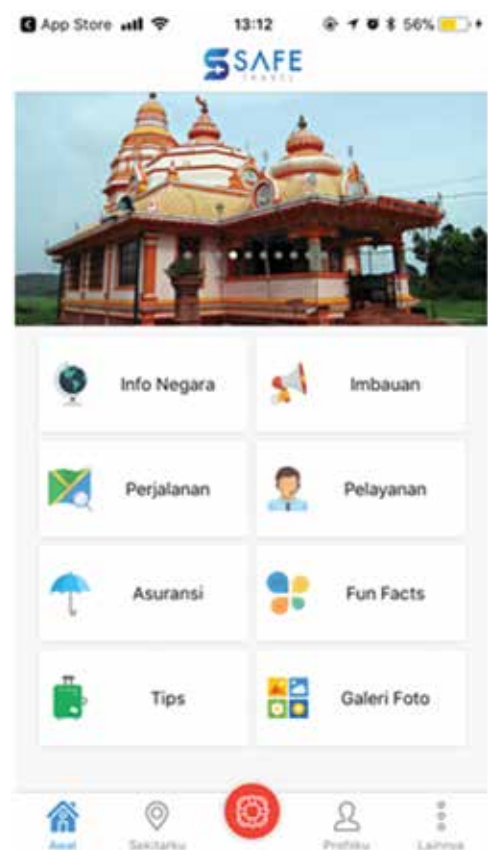
In reference to the Integrated Service Standard Procedure (PSO) For TIP Witnesses and/or Victims, the victim service mechanism must be carried out in an integrated manner. Integrated service centers may be owned by the government, such as the Integrated Service Center for Women’s Empowerment and Child Protection (P2TP2A) or through a referral mechanism for community-based services to government-based services.

The PSO states that the services of witnesses and/or victims of TIP include identification services, health rehabilitation, legal assistance for social rehabilitation, repatriation and reintegration and empowerment.

3.1 Stage of Response and Service of Witnesses and/or Victims of TIP

In order to obtain services for victims, the suspected TIP cases must first be reported to government-based service institutions such as the Social Service, Women’s Empowerment Service, P2TP2A, the Police and to service institutions provided by communities such as non-governmental organizations, trade unions, aid agencies Law and religion-based social institutions.

Reports can be made by coming directly, in writing via e-mail or letter, social media and or by contacting the complaint number provided by each agency. The service provider institution has actually developed a complaint number that can be accessed by witnesses and/or victims of TIP. If you are abroad, witnesses and/or victims can go directly to government representatives (Indonesian Embassy/Indonesian Consulate) in the destination country. Witnesses and/or victims of TIP can use the red **emergency button** available in the Safe Travel application that must be first downloaded. Safe Travel is an application developed by the Ministry of Foreign Affairs which serves as a tool to facilitate protection services for Indonesian citizens who experience problems, including Indonesian citizens who experience trafficking problems.



3.2. Initial Review and Rescue of Witnesses and/or Victims

After obtaining the information or initial complaint, recipient of the complaint can conduct an initial review of the information obtained prior to carrying out the in-depth process of identifying TIP cases. This initial review is also useful for mapping the risk of victim’s safety as discussed in the previous chapter. The following are examples of initial review that can be done by service institution:

1. If the information is obtained from printed, electronic, social media and other parties who are not directly witnesses and/victims, the service provider institution must verify the correctness of the information;
2. Collect initial records regarding the recruitment process, how the work situation is and when the last contact was carried out by witnesses and/or victims

3. Ensure the existence and location of witnesses and/or victims, including ensuring whether the individuals are still under control of TIP perpetrators or have succeeded in escaping from the perpetrators;
4. If witnesses and/or victims are still under control of TIP perpetrators, the service provider institution must notify and coordinate with the authorized institution based on the location of witnesses and/or victims, both domestically and abroad;
5. In an effort to save witnesses and/or victims of TIP from the perpetrators, the service provider institution must communicate effectively with the institution authorized to save witnesses and/or victims of TIP;
6. The service provider institution must also provide information on the progress of TIP cases to victims and/or families of victims;
7. If the witnesses and/or the victims come and report the incident directly, conduct a review of the signs directly below:
 - a. The age stated on the identity matches with physical appearance;
 - b. Citizenship/Tribe;
 - c. Visible signs of physical injury such as bruises, scratches, burns;
 - d. Sign of psychical trauma;³
 - e. Job sector;
 - f. Other identity documents;
 - g. Witnesses and/or victims are **not** allowed to move to new locations or leave their jobs;
 - h. Witnesses and/or victims are **not** allowed to manage their own money;
 - i. Witnesses and/or victims are **not** allowed to keep their personal documents, such as passports, identification cards, etc.;
 - j. Witnesses and/or victims are **not** paid during work or paid with very low salaries;
 - k. Witnesses and/or victims live with several other people in an **unhealthy** and **inappropriate** environment, or the person lives with the employer (maybe also a pimp);
 - l. Witnesses and/or victims show submissiveness; and
 - m. Witnesses and/or victims show symptoms of emotional distress and psychological problems, such as depression, anxiety, self-made wounds and tend to have suicidal intentions.

3.3 Procedures for Identifying Witnesses and/or Victims of TIP

Identification is an observation activity and an effort to gather information from people suspected of being witnesses and/or victims of TIP in an effort to grant rights to information and communication for witnesses and/or victims of TIP in order to make the right decisions.

The identification process aims to:

1. Know the truth of a person who is reported as a witness and/or victim of TIP;
2. Obtain evidence/data about the process, methods and objectives so that it can be determined whether a person is a witness and/or victim of TIP or not;
3. Know the problems and conditions of someone suspected of being a witness and/or victim of TIP relating to physical, psychological and psychosocial health conditions, status, ownership of documents and identity, financial condition, accounts payable, security, as well as wishes related to his case;

³ Pay attention if there are signs of trauma or psychological violence, for example not falling into stories, feeling threatened, nervousness, etc.

4. Know the needs of someone suspected of being a witness and/or victim of TIP that must be immediately fulfilled (temporary shelter if the victim is from outside the area, protection if the victim is threatened regarding safety, assistance for treatment, etc.); and

The identification process must be carried out by those who are trained and experienced in the identification process. To be able to identify effectively, communication techniques are required that have a victim perspective. In general, the following steps should be taken in the interview process:

- 1) Arrange the place of interview, including the following environmental conditions:
 - a) Ensure that the interview takes place in a private and closed place;
 - b) A safe and comfortable environment;
 - c) People who are allowed to attend the place are only victims, interviewers, translators (if needed), and people who will help (e.g. lawyers, social workers) if their presence is deemed necessary; and
 - d) Interviews should not be interrupted- cell phones must be turned off and “Do not disturb” signs may be installed.
- 2) Introduction to interviews, including the following:
 - a) Introduction; explain the role of the interviewer, consulate or embassy who represents;
 - b) Invite everyone to introduce themselves
 - c) Make sure the person feels safe and comfortable, and there is no urgent need (medical or practical);
 - d) Ask if the victim has questions for anyone in the interview room;
 - e) Ask if the victim feels safe and comfortable- tell where the toilet is and offer drinks;
 - f) Ask whether they feel sick, uncomfortable, and/or need medical assistance; and
 - g) Explain all interview procedures to be carried out, provide detailed information, if possible such as certainty of the schedule, duration, location, and who are the parties involved.
- 3) Explanation of the interview, namely fulfilling the following:
 - a) Convey the purpose of the interview;
 - b) Explain to him that all answers given will be very confidential;
 - c) Ensure that witnesses and/or victims really understand what you have explained;
 - d) Ask the witness and/or victim if he has questions;
 - e) Explain that the questions can make witnesses and/or victims feel sad, painful to remember, and a memory that is difficult for them;
 - f) Explain that witnesses and/or victims do not have to rush in answering questions and they may rest whenever they want;
 - g) Explain that the more/complete information is given by witnesses and/or victims, the easier it will be for you to help;
 - h) Explain if you cannot provide assistance, you will try to help him find another party who can provide assistance;
 - i) Ask the witnesses and/or victims whether they are willing to be interviewed; and
 - j) Build good relationships with witnesses and/or victims.

Before starting, ask the witnesses and/or victims whether ...

- ... they have understood what has been explained?
- ... they agreed to be interviewed?
- ... they know that they can report crimes committed on them?
- ... have they ever been explained about the available social assistance and legal assistance?



- 4) Comply with the principles of the following aspects:
- a) Never hurt the feelings of witnesses and/or victims;
 - b) Ensure a safe and comfortable environment;
 - c) Ensure the confidentiality of witnesses and/or victims;
 - d) Provide clear information;
 - e) Obtain the approval of witnesses and/or victims;
 - f) Asking wisely and sensitively;
 - g) Listen actively and responsively;
 - h) Trust witnesses and/or victims and not judge;
 - i) Maintain professionalism;
 - j) Ensure that witnesses and/or victims have control over themselves and the communication they do; and
 - k) Ensure that witnesses and/or victims are innocent.

- ✓ There are no perfect security conditions
- ✓ Personal security can be improved by combining risk assessment and management responsibly
- ✓ All who will interact with victims of trafficking must know all possible risks
- ✓ Always be careful with the surrounding conditions, especially when the interview is in progress



3.3.1 Special Considerations in Identifying Child Witnesses and/or Victims

Some special considerations that must be taken during the identification process, which are as follows:

1. The interviewer must first assess the ability of the victim's language, this is to determine the right communication pattern;
2. Make sure children feel safe and comfortable, build relationships;
3. Communicate in a language that they understand (if necessary, use translators or even pictures);
4. Staff must be adequately trained to handle children's special needs;
5. Maintain a simple and informal atmosphere;
6. Use friendly language to children;
7. Provide child-friendly spaces;
8. Don't make children feel that they are guilty;
9. Focus on the elements of the question in the process and purpose;
10. If there are several parties involved, for example the police and consular officers, it is recommended to appoint one leader of the interview, and the other interviewers act as note takers; and
11. If possible, parents or guardians must be present; but this also needs to be further accessed whether the presence of the closest person actually makes the child feel dependent or more open.

3.3.2 Special Considerations in Identifying Sexual Exploitation Witnesses and/or Victims

The following are procedures for identifying witnesses and/or victims of sexual exploitation TIP:

1. Provide a comfortable space and environment;
2. If possible, interviewers are those who have the same gender;
3. Do not judge the manner of dress or appearance of the victim, use a victim-centered approach;
4. Build trust first;
5. Use friendly language, not interrogative;
6. Focus on the elements of the question to the process, methods and objectives;
7. Consider the cultural background, environment, education and experience of the victim;
8. Don't be in a hurry, take time to discuss;
9. Use open questions;
10. If there are signs of trauma, avoid forced or repetitive questions; and
11. Do a checklist on whether the process-methods-objective elements have been fulfilled..

3.3.3 Special Considerations in Identifying Male Witnesses and/or Victims

1. Provide a comfortable space and environment;
2. If possible, interviewers are those who have the same gender;
3. Ask direct sentences such as, have you ever been beaten and so on;
4. Focus on elements of process – methods- objectives;
5. Consider family background, environment, education, working conditions and others;
6. Pay attention to signs of trauma, irritability, overreaction, closure; and
7. Use the discussion model, repeat several answers..

3.4 Types of Services for Witnesses and/or Victims

According to the PSO, there are several main services, namely health rehabilitation, social rehabilitation, legal assistance, repatriation and reintegration.

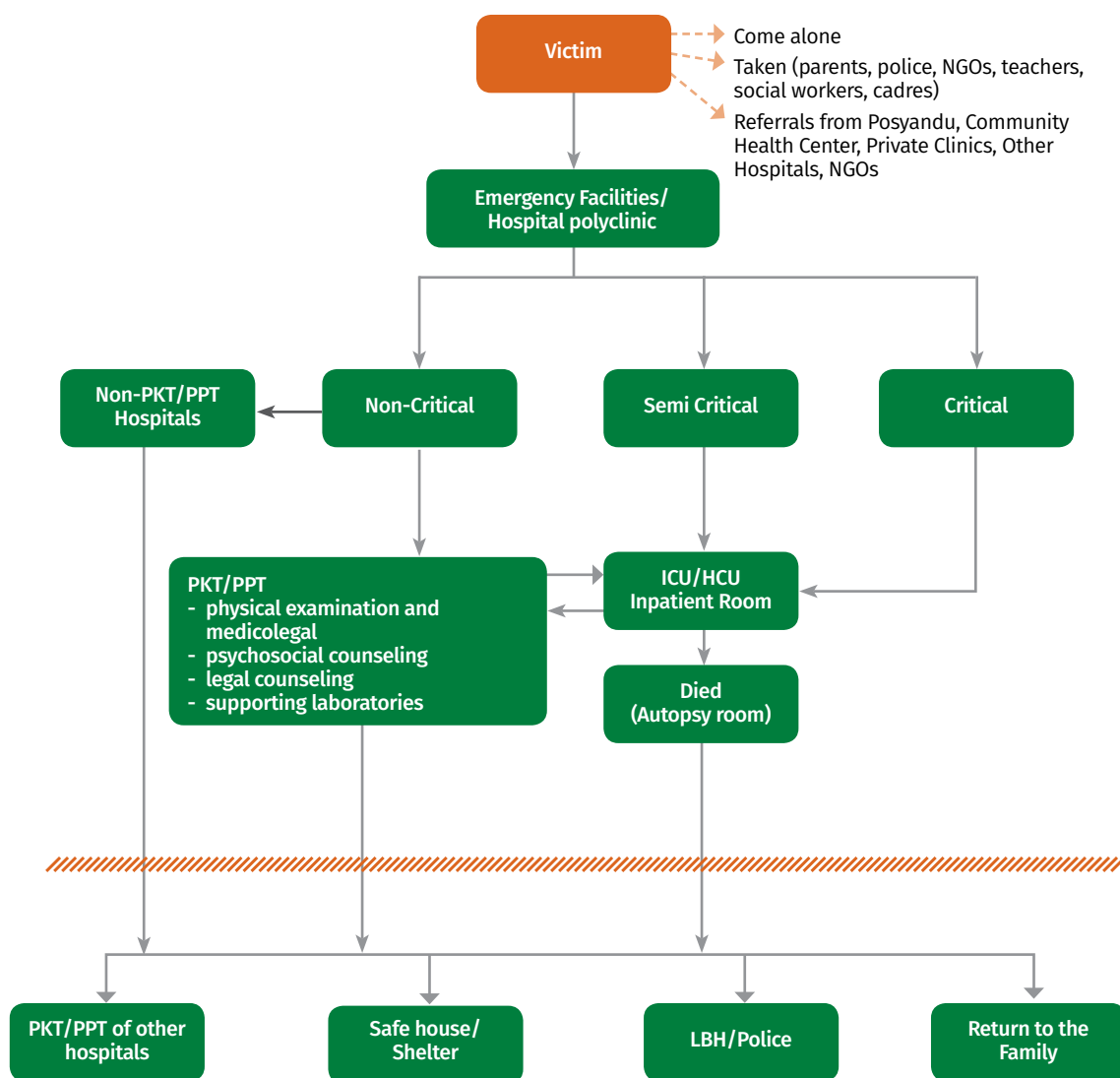
3.4.1 Health Rehabilitation Services

Health rehabilitation is the activity of recovering health problems of witnesses and/or victims suffered, both physically and psychologically, caused by TIP. The health rehabilitation aims to:

1. Provide safe and protected accommodation and medical support for people identified as witnesses and/or victims of TIP; and
2. Recover physical and psychological disorders of witnesses and/or victims of trafficking in person so that they become empowered.

The provision of health services for victims of TIP (especially women and children) is also regulated in the Minister of Health Regulation (Permenkes) Number 1226/Menkes/SK/XII/2009 concerning Guidelines for Arranging Integrated Services for Victims of Violence Against Women and Children in Hospitals. In this Ministerial Regulation it is stated that the health rehabilitation services provided are from medicolegal (*visum et repertum* and/or *visum et psikiatrikum*), emergency services, outpatient services, specialist doctors, and other supporting services. The following is a picture of the flow of health rehabilitation services in accordance with the Minister of Health Regulation Number 1226 of 2009:

Chart 1: Flow of Health Treatment in Hospitals



The Minister of Health Regulation also states that funding for handling medical rehabilitation is borne by the State Budget, Regional Budget, Mandiri, Jamkesmas, Insurance, domestic and foreign NGO/Funding Agency, and Extraordinary Events.⁴

According to the ATTF report, until 2017 the government had 2,071 Community Health Centers capable of managing treatment of violence against Children (KtA) in 34 Provinces; 1,480 Community Health Centers are capable of managing treatment of Violence against Women (KtP) in 278 Districts/Cities; 67 Hospitals that have PPT/PKT; 26 Hospitals, 17 Port Health Offices, 1 Inpatient Health Center and Health Service Polyclinic as TIP referral health services and Problematic Migrant Workers (PMI-B) from abroad.

Funding for victims/witnesses of TIP, especially Problematic PMI (PMI/TKIB) can be borne by the Ministry of Health, with the criteria: being treated at the Referral Hospital, referenced by a referral letter from the Port Health Office, not having a PPTKIS based on a statement from BNP2TKI, cases that are emergency in nature (life-saving).

⁴ Regulation of the Minister of Health (Permenkes) Number 1226/Menkes/SK/XII/2009 concerning Guidelines for the Implementation of Integrated Services for Victims of Violence Against Women and Children in Hospitals, p. 17.

BNP2TKI and BP3TKI

In addition to Hospital-based PPT, especially for witnesses and/or victims of TIP with a background of Indonesian Workers (TKI) or Indonesian Migrant Workers (PMI), you can also access health services through BP3TKI (at the Provincial level) and BNP2TKI (at the central level). However, access to this service only applies to TKI/PMI victims of TIP who receive referrals from RPTC/RPSW/RPSA who require intensive care in the category of severe trauma.



3.4.2 Social Rehabilitation Services

Social rehabilitation is the recovery of witnesses and/or victims of psychosocial disorders due to TIP and the return of proper functioning, both within the family and in the community.⁵ Social rehabilitation is intended to help alleviate, protect and restore physical, psychological, social and spiritual conditions of witnesses and/or victims of TIP so that they are able to carry out their social functions accordingly. Social rehabilitation is carried out by social workers, social assistance officers, counselors, psychologists, and psychiatrists who have received training in handling social rehabilitation for witnesses and/or victims of TIP, based on the principles of human rights, gender and children.

Based on Law Number 21 of 2007, the provision of social rehabilitation is mandated at the Ministry of Social Affairs. The Ministry of Social Affairs has a number of Technical Implementation Units (UPT) working to provide social rehabilitation services for the victims. The types of social rehabilitation services provided are safe houses, basic counseling, psychological counseling, trauma recovery, family tracing for child victims, skills training, spiritual strengthening, and strengthening the families of victims.

Until now the Government has built 27 units of Trauma Protection Centers (RPTC), 1 unit of Women's Social Safe House (RPSW), and 14 units of Children's Social Safe Houses (RPSA). To access social rehabilitation services through RPTC, RPSW and or RPSA, victims and/or service providers can refer cases handled to P2TP2A and or the local Social Services.

3.5 Legal Aid Services

The purpose of legal assistance is to fulfill the rights of witnesses and/or victims of TIP in the field of law in order to obtain the right to truth and justice for the cases they have experienced. Legal assistance is provided in the framework of fulfilling the rights of witnesses and/or victims, and is carried out in an integrated manner with other services.

Legal assistance is a series of activities related to the handling and protection of TIP witnesses and/or victims in the legal field. This starts from the level of investigation in the police, prosecution in the prosecutor's office, court proceedings to the granting of restitution.



⁵ *Ibid*, page 19.

Legal assistance is provided free of charge by lawyers, paralegals/legal assistants, police, prosecutors, judges, LPSK and other legal service providers to witnesses and/or victims of TIP. Forms of legal assistance include the provision of legal consultations, exercising power, representing, assisting, defending, and carrying out other legal actions, in accordance with the applicable laws and regulations.

The criminal domain refers to the Criminal Code (KUHP), whereas legal assistance is provided to aid and assist victims at every stage of the judicial process. Assistance is given from the beginning of the judicial process until the court provides a decision that has permanent legal force, including obtaining restitution. As for the civil domain, legal assistance is provided to aid and assist victims in filing civil claims, such as labor disputes. Assistance must also be given from the beginning of the judicial process to the completion of the court ruling.

To obtain legal assistance services, victims or assistants can contact P2TP2A, the Women and Children Protection Unit (UPPA) at the police level as well as the Crime Management Unit for trafficking in person at the Police and Headquarters levels. In addition, victims and/or assistants can also request direct assistance from P2TP2A, Worker/Labor Unions, Legal Aid Institutions and/or other legal aid organizations.

3.5.1. Role of Assistants in the Legal Aid Process

The role of facilitators or paralegals is regulated in the regulation of Minister of Justice and Human Rights No. 1 of 2018 concerning Paralegals. In this regulation, paralegals or legal assistants must be registered with Legal Aid Providers, namely Institutions that provide legal assistance. In the context of legal assistance for witnesses and/or victims of TIP, the facilitator has the following roles:

1. Provide legal information, which covers the rights of victims during the legal process, the process and stages of the legal process that must be passed;
2. Provide legal consultations covering the development of cases, legal handling strategies including legal advocacy;
3. Help witnesses and/or victims to collect initial evidence, both electronically and non-electronically;
4. Assist the preparation of legal documents such as the chronology of cases;
5. Provide assistance outside the court, such as advocacy to the government that provides services to victims of TIP;
6. Provide assistance to victims during cases in legal handling processes such as accompanying victims to make reports, assisting the BAP process, submitting evidence and court proceedings;
7. Provide legal strengthening to victims during the legal assistance process; and
8. Coordinate with law enforcement officials for investigators and prosecutors to follow up on the development of the case and inform the victim and/or the victim's family.⁶

3.5.2. Performing Case Analysis

One of the techniques in case counseling is to carry out case analysis. Case analysis is an important step in seeing legal issues comprehensively. In carrying out case analysis, service institutions should also involve elements from law enforcement officials, so that case discussions can be comprehensive and obtain input from various perspectives. Case analysis can be done informally or formally while taking into account the principle of confidentiality of the victim. Following are the steps that can be done in case analysis:

⁶ See Regulation of the Chief of National Police Number 3 of 2015 concerning Community Policing and also in the provisions of Article 39 paragraph (1) Perkap No. 12 of 2009 (which has now been revoked and replaced with Perkap No. 14 of 2012) which states that every month at least 1 (one) investigator must periodically provide SP2HP to the reporting party either requested or not requested, but Perkap No. 14 of 2012 no longer regulates the time of acquisition.

1. Collect facts that are experienced by witnesses and/or victims based on processes, methods and objectives;
2. Map the types of criminal acts experienced by witnesses and/or victims;
3. Ensure facts, preliminary evidence and legal basis for handling cases;
4. Prepare set of arguments for legal reporting assistance;
5. Incorporate lawsuits under the TIP Law which specify and clearly state the articles and verses that are referred to;
6. Calculate the amount of material and immaterial losses experienced by witnesses and/or victims of TIP;
7. Include restitution claims for losses suffered by victims, both material and non-material; and
8. Map other service needs required by witnesses and/or victims.

3.5.3. Search and Collection of Supporting Evidence Instruments

In some cases, witnesses and/or victims do not have or carry other documents that can be used as supporting evidence in the reporting process. The duty of legal counsel is not only to accompany reporting, but also to assist victims and law enforcement officials, namely investigators and prosecutors to collect evidence. This is important because testimony of witnesses and other legitimate evidence must be presented in the judicial process. One other proof can be: expert information, electronic e-mail (including proof of cellphone conversation) or printed, such as personal identity (Identity Card/Passport/Family Card/Diploma/Birth certificate), parent's/husband's permit, work employment contract/agreement; indications such as salary slips, insurance cards, travel tickets, proof of payment and others.⁷

In connection with other evidence, it is important for the assistants to:

1. Ask witnesses and/or victims about the possibility of having daily notes in a diary or other records related to the recruitment process and working conditions experienced;
2. Ask witnesses and/or victims about communication that has been done previously to the family or other parties during the incident. Communication can be done directly or in writing through letters, electronic mail, short messages or social media such as WhatsApp, Messenger, Line, etc.;
3. Add interpretation of *argumentum a contrario* which means interpreting or explaining the law based on the resistance of understanding between concrete events being faced with regulated events;
4. Collect and copy proof and evidence possessed by witnesses and/or victims such as passports, tickets/boarding passes, employment contracts, placement contracts especially for Indonesian Migrant Workers (PMI), etc.;
5. Collect and copy all health examination documents, such as *as post mortem et repertum* and/or *post mortem et psikiatrikum*;
6. Coordinate with investigators and public prosecutors in collecting instruments and evidence, including identifying experts who can support victims' information.

⁷ See Article 184 paragraph (1) of the Criminal Procedure Code

3.5.4 Case Reporting Mechanisms to Law Enforcement Agencies

The Indonesian National Police has appointed TIP units at the Central and Regional levels (Polda) and the Women's and Children's Services Unit (PPA) at the district/city level (POLRES/POLRESTA) as a special unit that handles TIP cases. The report is submitted to the Integrated Police Service Center (SPKT).⁸

If the witnesses and/or victims are abroad, the victims or assistants abroad can go to the representative office of the Indonesian government (embassy) in the country, which will then be transferred to the Police Attaché. Whereas if the victim is abroad and the assistants are in Indonesia, you can report the case to the local police, representatives of BNP2TKI and the Ministry of Manpower, and report to the Directorate of Indonesian Citizens Protection and International Legal Aid (PWNI and BHI) of the Ministry of Foreign Affairs.

Below are the procedures for reporting TIP cases to the police:

1. The assistants and witnesses and/or victims go directly to the Integrated Police Service Center (SPKT) located in the police office with a chronological statement, and fill out the complaint form;
2. Bring at least one other piece of evidence, which can be another witness and/or other supporting documents as described above;
3. Ask for proof of the Police Report (LP) to the officer who received your complaint report;
4. After the Police Report is received, and preliminary evidence is declared sufficient, the police will issue an investigation warrant from the competent authority to carry out the examination as outlined in the Examination Report (BAP), the Witnesses and/or the victims will be recalled for information on specified time; and
5. Witnesses and/or victims and assistants must be present during the entire process of examining witnesses.

3.5.5 Monitoring and Supervision of TIP Cases

In addition to assisting witnesses and/or victims and assisting law enforcement officials to identify and collect other evidence, legal assistants must also monitor and supervise the running of the law enforcement process. This process can be done through several mechanisms as follows:

1. Periodic meetings with victims, in addition to informing developments in handling the case also to monitor the health of witnesses and/or victims, especially psychological health. A long legal process can make witnesses and/or victims feel psychologically exhausted to follow the entire legal process;
2. Record the entire process of the assistance stage, not only the progress of the case, but also the attitude of law enforcement officers during the process of examining victims;
3. Ensure the presence or absence of intimidation or threats to witnesses and/or victims during the legal assistance process;
4. Ensure the witness/and/or victim signs the minutes of examination (BAP) after the witness and/or the victim agrees to all the information set forth in the BAP;
5. Coordinate with the Public Prosecutor and/or the Witness and Victim Protection Agency (LPSK) related to the calculation of restitution for victims;
6. If there are threats both directly and indirectly to the victim, immediately report the incident to the LPSK and request assistance for protection from the LPSK; and

⁸ See Article 106 paragraph (2) Head of National Police Regulation Number 23 of 2010 concerning Organizational Structure and Work Procedure at the Resort Police Level and Sector Police

7. Request a Letter of Notification of the Investigation Results Progress (SP2HP) every month to the Investigator.⁹

If during the legal assistance process, you find irregularities during the legal handling process you can report this along with the supporting instruments to:



Kompolnas - National Police Commission
RI Prosecutor's Office
Judicial Commission
Ombudsman

3.6 Repatriation Services

Repatriation is the act of returning witnesses and/or victims of TIP from abroad and domestic; to the area of origin or country of origin or family or substitute family, for the wishes and approval of witnesses and/or victims, while still prioritizing protection and fulfillment of victims' needs.

Repatriation services are intended to ensure safe and protected voluntary travel for witnesses and/or victims of TIP. Before the repatriation process is carried out, the service provider institution is recommended to conduct family tracing, especially if the victim is a child. This is done to see the security risk if the victim is sent home. In addition, family tracing is also useful to see the level of acceptance of the victim's family against the witness and/or victim.

Cases like this usually occur for victims who have been reported missing for years and/or victims who were rescued in severe conditions such as unwanted pregnancies, victims of HIV/AIDS, severe trauma and mental disorders, impaired physical conditions etc. . especially for child victims, repatriation must be accompanied by assistants until the child arrives at home/family/family substitute safely.

To access the repatriation service for witnesses and/or victims of TIP, you can request assistance from the following institutions:



Ministry of Social Affairs

The Ministry of Social Affairs through the Directorate of Social Rehabilitation and Victims of Human trafficking (RSTS & KPO), the Directorate of Child Protection and the Directorate of Social Rehabilitation has prepared a budget for witnesses and/or victims of TIP. You can submit a repatriation assistance fund directly to the Ministry of Social Affairs or through the Safe House and/or through the local Social Service.



Ministry of Foreign Affairs

The Ministry of Foreign Affairs also has budget for the cost of repatriating TIP victims through the Directorate of Indonesian Citizens and Indonesian Legal Entities Protection (PWNI & BHI).

⁹ SP2HP can be requested periodically at least 1 time every month; This provision is regulated in the Head of the Republic of Indonesia National Police Regulation Number 12 of 2009 concerning the supervision and Control of Handling Criminal Cases in the Republic of Indonesia National Police, Article 39 (1).



Ministry of Health

Through the Directorate General of Health Effort Care, TIP witnesses and/or victims can access health rehabilitation assistance services.



Immigration

If you find a foreign national (WNA) who is a victim of TIP, you can ask the local immigration for assistance to arrange the process of repatriating the victim to the country of origin.



BNP2TKI

You can also access repatriation assistance for TIP victims to BNP2TKI or BP3TKI, LP3TKI and P4TKI at the regional level. BNP2TKI and BP3TKI have a repatriation budget for victims of TIP having the status of TKI/PMI.

3.7 Referral Mechanism

Sometimes one service provider institution only provides certain aspects, such as identification services, health rehabilitation, legal assistance and others. Moreover, if the witnesses and/or victims are still abroad, the service provider institutions also do not necessarily have representatives of their operations abroad. Thus, the referral mechanism is an accessible step to provide comprehensive protection and repatriation. Reference can be made from the time the report is first received, to the process of repatriation and reintegration. This referral mechanism is divided into two, namely foreign referrals and domestic referrals.



3.7.1 Overseas Referral Mechanism

By paying attention to the principles of assistance and security as well as safety for witnesses and/or victims, there are several scenarios in the referral mechanism for witnesses and/or victims who are still abroad. The following are the referral stages that can be taken by service provider institutions:

1. If witnesses and/or victims are still in control of the perpetrators, then please report the case to the Directorate of PWNI and BHI, the Ministry of Foreign Affairs and/or directly to government representatives (Indonesian Embassy/Indonesian Consulate), NGOs in the country of origin and NGOs in the destination country;
2. In an effort to rescue, government representatives through Police Attaché will coordinate with the police in the destination country to check the alleged location being reported;
3. When witnesses and/or victims are rescued, individuals will be placed in safe houses, both by government and NGO. Your task is to monitor every case development and ensure the condition that the witnesses and/or victims are in good health and condition; and
4. If witnesses and/or victims experience physical or psychological trauma, your job is to ensure that individuals receive appropriate health services from the service provider institutions.

In the mechanism of repatriation to the country of origin, there are procedures involving immigration, travel, acceptance and follow-up provisions on the case. The steps are as follows:

1. Accompany witnesses and/or victims in arranging documents for travel abroad from the representative office of the country of origin of the witness and/or the victim.
2. Check the health of witnesses and/or victims before starting a trip to their country of origin. If the witness and/or victim has been declared healthy and allowed to travel, the repatriation effort can proceed to the next stage;
3. Request assistance from immigration to issue special permits to leave the country (exit Permit) if the person concerned is a witness and/or victim of TIP from abroad;
4. Prepare a travel plan, be it accommodation and travel tickets for witnesses and/or victims of TIP or assistants if the victim is a child;
5. Take into account the possible risks that arise when returning trips to the country of origin of witnesses and/or victims of TIP;
6. Ensure the security and safety of witnesses and/or victims and escorts during the trip back to their home countries;
7. Contact and keep contact with the service provider institution in the country of origin regarding the schedule of repatriating witnesses and/or victims;
8. Ensure service providers in the country of origin to receive and provide services for witnesses and/or victims of TIP;
9. Ensure that officers from service providers will receive referrals in the country of origin of witnesses and/or victims of TIP;
10. Sign the minutes of handover of witnesses and/or victims of TIP with the service provider institution that receives the referral recipient in their home countries; and
11. Monitor and evaluate the development of cases by establishing intensive communication with the institutions providing the referral service for witnesses and/or victims in their home countries.



3.7.2 Domestic Referral Mechanism

The Government of Indonesia drafted Government Regulation Number 9 of 2008 concerning “Procedures and Integrated Service Mechanisms for Witnesses and/or Victims of Crime in trafficking in person. This Government Regulation was later revealed in the Minister of Women’s Empowerment and Child Protection Regulation No. 22 of 2010 concerning “Standard Operating Procedure of Integrated Service for Witnesses and/or Victims of Trafficking in person”.

This regulation states that the handling of witnesses and/or victims of TIP is carried out through an Integrated Service Center (PPT). Through PPT, witnesses and/or victims have the right to obtain health rehabilitation, social rehabilitation, repatriation, social reintegration and legal assistance from the district/city government. The implementation of PPT can be done in the form of a one-stop service or PPT with a network system.

In the context of PPT networking, each service provider institution can work together to provide services for witnesses and/or victims of TIP. For example, if the service institution is only able to provide identification assistance to the victim, the institution can refer victims to obtain access to health, psychological assistance, safe home services to government and non-government institutions that provide services needed by victims.

4

Complete Recovery and Reintegration for Witnesses and/or Victims of Tip



4.1. Social Reintegration for witnesses and/or Victims of TIP

Social reintegration is the reunification of witnesses and/or victims of TIP with families, substitute families or communities that can provide protection and fulfillment of the needs of witnesses and/or victims of TIP. In this case, social reintegration covers all aspects of the life of witnesses and/or victims both socially, economically, culturally, education and health.

Social reintegration aims to restore witnesses and/or victims of TIP to families or substitute families or communities to increase the empowerment of witnesses and/or victims so that they can live their lives again. The success of social reintegration is strongly influenced by the readiness of witnesses and/or victims mentally and human resources, family and community support, security from the threat of perpetrators, opportunities for economic empowerment, and fulfillment of rights especially child witnesses and/or victims of TIP. To achieve this goal, a number of supports are needed to facilitate the process of reintegration into society.

The process of social reintegration can be carried out by service providers or District/City Social Service in collaboration with Urban Village officials, Community Organizations/Non-Governmental Organizations, and government agencies that have economic and educational independence programs. During this process, witnesses and/or victims of TIP have the right to obtain recovery and legal assistance services according to the needs of the victims. Social reintegration is a long process that is not easy, so it must be monitored systematically to prevent witnesses and/or victims of TIP from being re-trafficked.

If adult witnesses and/or victims decide to reintegrate into a family and third country,¹⁰ the government is obliged to provide temporary shelter and sources of income until the witnesses and/or victims are independent and obtain a clear status of their citizenship.¹¹ In the event that witnesses and/or victims of TIP are children, reintegration is prioritized to restore or reunite with family, other relatives, substitute families and/or the community. Reintegration into social institutions or social care institutions is only done as a last resort.

After the victim returns to the family and/or substitute family and the community, the victim also has the right to obtain other social recovery services such as business assistance, education or access to employment as a form of empowerment and social recovery programs for victims. The government through various relevant ministries has launched a victim empowerment program that can be accessed by victims and their families. In addition to government services, several institutions between government and community organizations also have empowerment programs, one of them is IOM Indonesia.

Before the process of empowerment and social recovery is carried out, there are several steps that must be carried out by the facilitator together with the victim to design and carry out the empowerment process that fits the needs of the victim.

Social reintegration is the reunification of witnesses and/or victims of TIP with families, substitute families or communities that can provide protection and fulfillment of the needs of witnesses and/or victims of TIP. In this case, social reintegration covers all aspects of the life of witnesses and/or victims both socially, economically, culturally, education and health.



¹⁰ The third country referred to here is for foreign national witnesses and/or victims who are stateless, asylum seekers or refugees.

¹¹ The obligation to provide shelter and temporary sources of income is stated in the Integrated Service Standard Operating Procedure for Witnesses and/or Victims of Human trafficking, Ministry of Women's Empowerment and Child Protection in 2010. However, until now the shelter program and the provision of temporary sources of income have not become a top priority in the government programs. Temporary shelter which has been provided is in the Safe House under the management of the Ministry of Social Affairs, while the availability of temporary sources of income is currently specifically allocated.

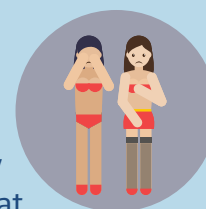
Recruitment and Placement Process

UJ (a pseudonym), a man from West Java was recruited by a sponsor in his village with an offer of a job as a sailor on a fishing boat. The promised salary is USD 350 per month. For this reason, UJ accepted the offer from the sponsor. The recruitment process took place in the range of August 2011. The process of making the passport that UJ went through initially did not run smoothly. However, due to the expertise of the end sponsor, the passport can be arranged including the seaman's book. UJ claimed to pay 3 million rupiah to the sponsor for the documentation process in Indonesia. Meanwhile, the sponsor will cut his salary for 7 months when the UJ has started to work.



Exploitation Phase

UJ departed to Gabon, a country in the western region of the African continent. Upon arrival in the country, UJ was immediately transferred to the port to work on a fishing boat. The journey took days until finally UJ was placed on a fishing boat called Bahari Samudra. UJ claimed that while working for 2 years, he only docked one time at the port. And that was because the boat was captured by the South African authorities. The boat that UJ and his colleagues was on, was detained since it was not licensed as a fishing operation boat. This includes UJ not having a valid immigration document.



UJ claimed to only have received a loading and unloading fee of USD 600 before the ship was arrested. During the arrest, all crew members were secured by the South African authorities. The captain left UJ and his colleagues. UJ and his colleagues did not receive any payment for the work promised by the sponsor. UJ and his colleagues survived by begging to other sailors passing by in the port of Cape Town, South Africa. Given the increasingly insecure conditions, local authorities brought UJ and his 73 colleagues to Johannesburg. There, UJ spent two months in prison for immigration violations. After that, UJ was sent back to Indonesia by a government representative.

Service Provision

Arriving in Indonesia, UJ and his colleagues were accepted at the Safe House and Trauma Center (RPTC) to undergo social rehabilitation. While undergoing counseling, UJ and his colleagues underwent medical examination at Dr. Sukanto Hospital, Kramat Jati, Jakarta. The International Organization for Migration (OIM/IOM) that received the referral from the Ministry of Foreign Affairs, directly cooperated with the Indonesian Migrant Workers Union (SBMI) for the provision of legal assistance and reintegration. SBMI identified cases experienced by victims and reported them to the Indonesian Police Criminal Investigation Agency.



Considering that the prosecution process took a long time, SBMI and IOM planned reintegration assistance for UJ and his colleagues. Some took reintegration assistance in the form of formal and informal education services, such as continuing to pursue

higher education and training education for seafarers' certification. But most of them took the reintegration assistance in economic empowerment.

UJ and dozens of colleagues agreed to develop aquaculture in the West Java reservoir. Initially SBMI as the assistant proposed to IOM to provide in the form of two freshwater fish ponds along with seeds and feed. After two years, the aid for freshwater cultivation has developed into 12 pool plots. However, the legal case that UJ and his colleagues had to deal with remains open and ongoing until today.

4.2 Developing an Inclusive and Participatory Empowerment Program

After assessing the interests and potential of witnesses and/or victims, the next step is to develop an empowerment program plan. The empowerment program from one victim to another is very varied and depends on the interests, potential and availability of the support and resources each victim. Service providers must respect each choice of the program proposed by witnesses and/or victims. Ideally the empowerment program should be carried out intensively within one year. This matter has to be done to provide intense assistance and prepare victims both mentally and economically so as to obtain empowerment in integrating with their families and surrounding communities. The following are the stages in planning an inclusive and participatory empowerment program:

After assessing the interests and potential of witnesses and/or victims, the next step is to develop an empowerment program plan.

The empowerment program from one victim to another is very varied and depends on the interests, potential and availability of the support and resources of each victim.



4.2.1 Assessment of Interests, Potentials and Conditions of Witnesses and/or Victims

This assessment is conducted to explore the interests and potential of victims as well as support that the victims have in carrying out the empowerment programs in the future. The following is a guide to conduct an initial assessment:

1. Ask witnesses and/or victims about the goals that were their previous dreams;
2. Recognize the interests/talents possessed by witnesses and/or victims by observing their daily activities or by asking them directly to the victim or the person closest to the victim;
3. Recognize skills that could potentially be developed by witnesses and/or victims of TIP in the future;
4. Map the sources of material and non-material support around the victim. Material sources such as the availability of infrastructure, while non-material sources can be seen from the support of the closest family;
5. Identify community support and availability of service access within the victim's environment. This can be done by looking at the empowerment programs that exist around the victims as well as the existing empowerment program models;
6. Identify opportunities and challenges in the condition and ability of witnesses and/or

- victims of TIP when choosing a particular empowerment program; and
7. Recognize the personal and environmental conditions of witnesses and/or victims of TIP in developing empowerment programs.

Programs that may arise from the assessment process above are as follows:

- ✓ Advanced health care programs both physically and psychologically
- ✓ Legal assistance program
- ✓ Educational assistance program
- ✓ Work placement assistance program
- ✓ Program to increase skills through vocational schools
- ✓ Temporary accommodation assistance program
- ✓ Program for the development of productive economic enterprises.



4.2.2 Prepare Business Plans and Work Plans

After exploring the interests and potentials as well as mapping out the supporting resources found in the victim's environment, the next step is to develop a program plan in a business plan and work plan. In general, the preparation of business plans can use a business feasibility study that includes business identification, market analysis, technical analysis, and financial analysis. Service provider institutions can develop business plans by including the following details:

1. Types of reintegration programs to be taken;
2. Capital; including the initial capital already owned and additional capital required. Initial capital can be in the form of available facilities and infrastructure;
3. The source of funding for the reintegration programs is possible;
4. The location of the business to be carried out;
5. Know the description of the market related to the business plan to be carried out;
6. Recognize a brief description of the operational process and information related to the availability of key operational factors;
7. Estimation of financial fluctuations and expected profits;
8. Expected results from the reintegration program;
9. Briefly describe the products and production processes to be developed;
10. Selection of production machinery and identification of sources of production raw materials;
11. Estimation of labor requirements and cost estimation in carrying out a production cycle;
12. Determination of the type and quantity of residual production;
13. Other support needed in implementing the reintegration program;
14. Arrangement of the needs of total costs, initial capital, cash flow and work time;
15. Potential loss/failure of the reintegration program;
16. Risk mitigation will be carried out in the implementation of the reintegration program;

and

17. Taking into account the sustainability of the reintegration program.

If the program to be taken is business development, the following should be included in the business plan:

1. Business prospects in the surrounding environment (is there anyone who has started or is it a new business);
2. Other parties that will run the business and how business management will be carried out;
3. Estimated income that will be generated from the business; and
4. Distribution and marketing of managed business results.

After the business plan is arranged, witnesses and/or victims also need to develop a work plan and targets to be achieved from the results of the effort to be carried out. In the work plan it must at least contain the following:

1. Steps to be taken to start a business;
2. The period of time each activity will be carried out; and
3. What support is needed



4.2.3 Program Assistance and Monitoring

The success of the empowerment program is determined by the process of assistance and monitoring that have been provided. Assistance is intended as a means of consultation between assistants and victims regarding the implementation of the empowerment programs. Periodic monitoring using monitoring tools is important to be carried out by the service provider assistants. See the monitoring and evaluation attachment.



4.2.4 Evaluation of Program Implementation and Termination

At the end of the period, the assistant along with the witnesses and/or victims evaluates the entire process of implementing the program. In the evaluation, the assistant must also include recommendations for improving the program. The results of the final evaluation will be submitted to the victims and/or their families at the same time become a marker of the end of the empowerment program designed together.

4.3 Group Based Business Development Program

Besides being done individually, reintegration programs, especially business development, can also be done in groups. Group business development programs not only facilitate service providers in terms of monitoring, but can also be done as a form of peer support for each victim. Furthermore, group business development is also a place for learning and knowledge for group members, strengthening the spirit of cooperation. The thing to note in group-based business development is the distribution of responsibilities among group members.

To start a group business, assistants and victims will follow the steps that can be done to guide the process.

Besides being done individually, reintegration programs, especially business development, can also be done in groups. Group business development programs not only facilitate service providers in terms of monitoring, but can also be done as a form of peer support for each victim.





4.3.1 Organizing Witnesses and/or Victims

Organizing groups of witnesses and/or victims of TIP can be done from the beginning of the report that was received by identifying who are the victims of the reported case. Ideally one business group consists of 5-20 members and already knows each other or are first in communication. Early communication is important as a foundation of trust between group members. The following are guidelines for organizing business groups:

- 1) Collect information based on the identification results of each witness and/or victim of TIP;
- 2) Map the area of origin of witnesses and/or victims of TIP;
- 3) Map group members based on interests and the same area;
- 4) Motivate group members to achieve common goals;
- 5) Hold regular meetings with groups to develop joint plans;
- 6) Assist groups to determine the group leader as the contact person between the assistants and group members;
- 7) Help groups to prepare the group rules;
- 8) Encourage group members to be responsible for the continuity of the group.



4.3.2 Mapping Group Potential

Mapping group potential can be done in the following ways:

- 1) Identifying the skills possessed by each group member;
- 2) Mapping supporting service provider institutions that can help the development of group businesses;
- 3) Determining group priority goals; and
- 4) Mapping the strengths and weaknesses of the group.



4.3.3 Develop a Joint Business Plan

In the context of developing a joint business plan, the stages are similar with the individual business plan development process as described above. However, in groups it is necessary to add the following:

- 1) Duties and responsibilities of each group member;
- 2) Business management starting from production, promotion and marketing;
- 3) Financial management and profit sharing;
- 4) Organization/group management; and
- 5) Plans for developing business networks and partnerships.



4.3.4 Joint Business Assistance and Monitoring

In the context of group-based economic development programs, it is important to remember that the position of assistants is as outsider who are an equal partner of the business group. There is no subordination between facilitators and assisted groups, so it is important for facilitators to recognize group characteristics since the initial assessment.

Assistance and monitoring must be carried out regularly. The facilitator records the processes, results and challenges faced by groups and group members. Improvements and/or changes to business plans are possible if this is a group requirement.



4.3.5 Evaluation and Termination of Program Implementation

Evaluation of group achievements and performance is submitted to the group, accompanied by recommendations for improving group business. With a joint evaluation, joint business assistance activities are declared complete and fully given to group members for more independent management.

The following is a list of government institutions that provide social reintegration services for TIP witnesses and/or victims:



Ministry of Social Affairs

The Ministry of Social Affairs through the Empowerment Program for the Poor (P2FM), has a joint business group assistance program (KUBE). This group will obtain business capital assistance under the UEP (Productive Economic Business) scheme. If you are assisting TIP victims, you can access this funding through the local Social Service.



Ministry of Manpower

The Ministry of Manpower also has a budget for the assistance of reintegration of victims of TIP having the status as Indonesian Migrant Workers (PMI). The forms of assistance provided are entrepreneurship training, business capital assistance in the form of goods and business monitoring. This assistance is given to groups not for individuals. You can organize victims or survivors of TIP to form business groups and access this funding through the local Manpower Office.



Ministry of Cooperatives and SMEs

Business capital assistance can also be obtained by submitting entrepreneurial proposals to the Ministry of Cooperatives and Small and Medium Enterprises (UKM). It needs to be underlined that this assistance is only intended for victims of TIP who already have a small business pilot. This assistance fund is budgeted through the Deputy for Human Resources and is channeled through the Cooperative and SME Office in the region.



BNP2TKI

BNP2TKI through the Directorate of Empowerment also has a social reintegration program in the form of Entrepreneurship Training and Financial Management Training for former PMIs. To access this service, you can simply visit the BP3TKI office at the provincial level and register the victim to be able to take part in the training.

5

Directory of Service Provider Institution for Witnesses and/or Victims of Tip



Since the enactment of Law Number 21 of 2007 concerning the Eradication of Criminal Acts on Trafficking in person (ETIP Law), the Government of Indonesia has committed to provide services and protection to witnesses and/or victims of TIP comprehensively. Various government institutions were also involved to provide maximum service to witnesses and/or victims of TIP.

5.1. Witness and Victim Protection Agency (LPSK)

The Witness and Victim Protection Agency (LPSK) is an institution that has the duty and authority to provide protection and other rights to witnesses and/or victims. LPSK was established based on the mandate of Law Number 13 of 2006 concerning Protection of Witnesses and Victims which was later amended to become Law Number 31 of 2014 concerning Amendment to Law Number 13 of 2006 concerning Protection of Witnesses and Victims. LPSK has the duties and functions to provide protection to witnesses and/or victims of criminal acts, including trafficking in person (TIP) crime. The types of protection provided are as follows:

LPSK has the duty and authority to provide protection to witnesses and/or victims, including victim of trafficking in person (TIP).



Table 5. Types of LPSK Services

Type of Protection	Legal Basis	Explanation
 <p>Physical and Psychological Protection</p>	Article 5 and Article 6	Safeguarding and assisting, obtaining temporary dwellings or new residences that are safe from threats, keeping their identities confidential, obtaining new identities, medical assistance and providing testimony without being present directly in court, media assistance, psychosocial rehabilitation assistance.
 <p>Legal Protection</p>	Article 10	Witnesses and/or victims and reporters cannot be prosecuted legally, both criminal and civil. If witnesses, victims, and reporters have lawsuits, the lawsuits must be postponed until the case that was reported or testified to have been adjudicated and has permanent legal force.
 <p>Fulfillment of Witness Procedural Rights</p>	Article 5	Assistance, obtaining an interpreter, obtaining information about the development of cases including the stages of case handling, legal verdicts given to the perpetrators and when the perpetrators are freed from punishment, reimbursing transportation costs, obtaining legal advice, providing temporary living expenses until the protection deadline, obtaining emergency protection and so forth.

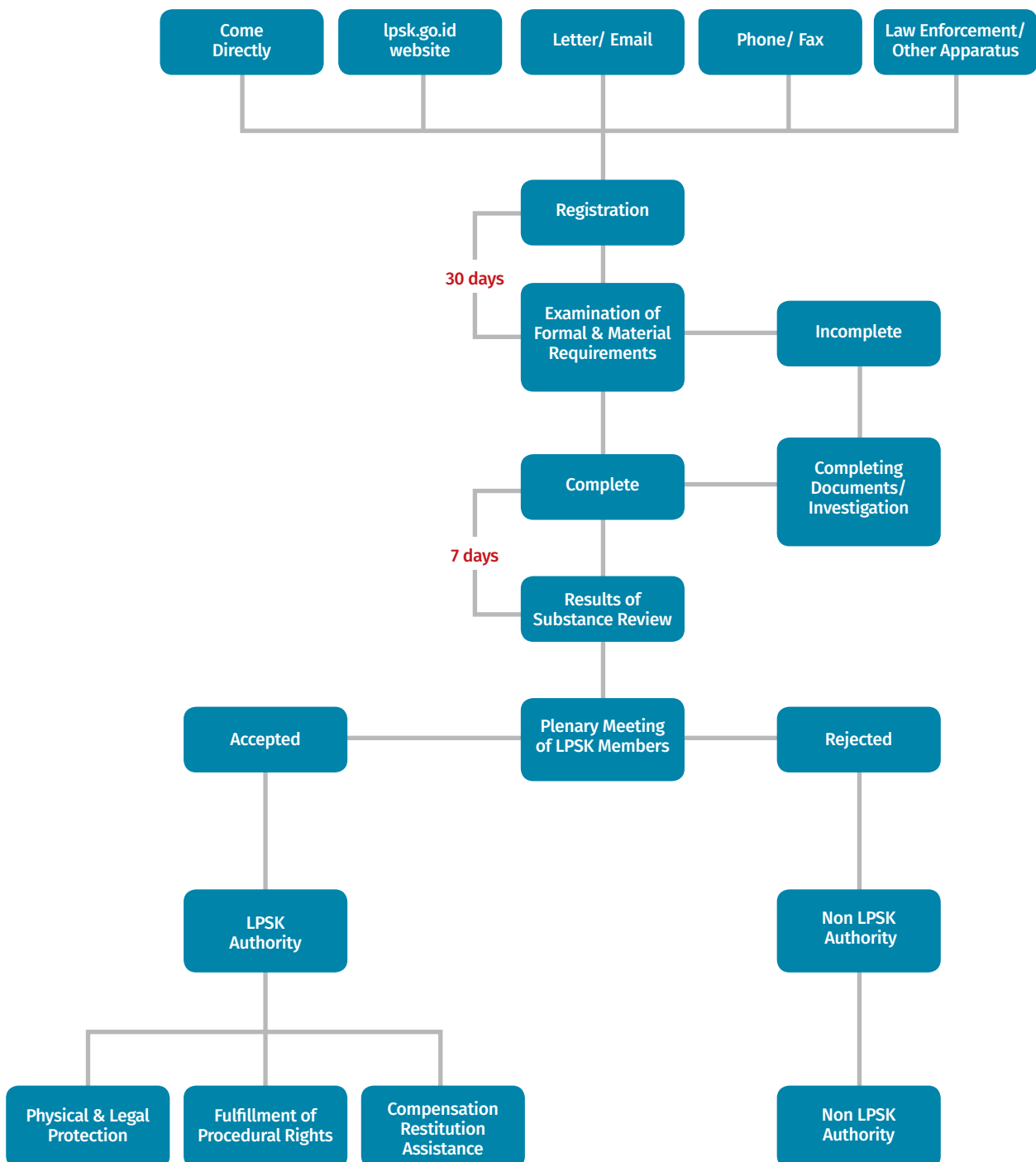
To receive protection assistance, witnesses and/or victims of TIP can register a written assistance request and to be addressed to the head of LPSK, and/or visit LPSK directly by contacting the division receiving the request. You can go to LPSK directly through the Aid, Compensation and Restitution Section, or fill out the online complaint sheet found in the LPSK portal at www.lpsk.go.id. The application letter is submitted by attaching the following documents:

1. Photocopy of ID card validated by an authorized official;
2. Family relationship statement, if the applicant is submitted by the family;
3. Letter of attorney, if the applicant is submitted by the victim's power;
4. Chronology of events; and
5. Steps that have been taken (if any).

The application letter will be processed within 7 (seven) working days, and LPSK will inform whether the submitted application is accepted or not.

The following is the flow of complaints and requests for protection and assistance at LPSK:

Chart 2: Flow of Application for LPSK Assistance

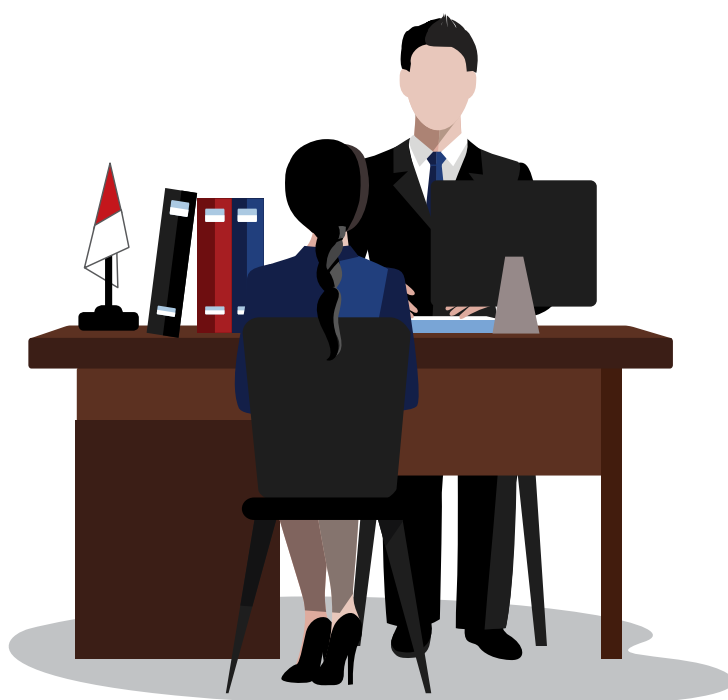


5.2. Safe House and Trauma Center (RPTC)

The Safe House and Trauma Center (RPTC) was established with the aim of helping victims of TIP who need social protection from physical and psychological threats.¹² At present, there are 27 RPTCs that are spread in various parts of Indonesia which are funded by the Ministry of Social Affairs of the Republic of Indonesia or the local Social Service. In this section, we will explain in detail the services available at the RPTC Bambu Apus, which are managed directly by the Ministry of Social Affairs as one of the RPTCs that provide comprehensive services for victims of TIP and become a reference for other RPTCs at the regional level.

RPTC Bambu Apus is a Safe House with category A which is funded directly by the Ministry of Social Affairs of the Republic of Indonesia. RPTC Bambu Apus occupies an area of 2,500 square meters with a capacity of 200 people. The RPTC Bambu Apus is equipped with various service spaces namely:

- 1) Information and Advocacy Room which includes hotline services, data and information, legal assistance;
- 2) Social Protection Room which includes receipt and registration of cases, consultations, temporary bedrooms, kitchens and dining rooms;
- 3) Psychosocial Rehabilitation Room which includes assessment, case conference, temporary medical care, psychology, psychosocial therapy, relaxation room and counseling room;
- 4) Bedroom, special living room and shared dining room;
- 5) worship rooms;
- 6) Warehouse and garage;
- 7) Security room;
- 8) Resocialization and referral spaces;
- 9) Library; and
- 10) Boarding room management.



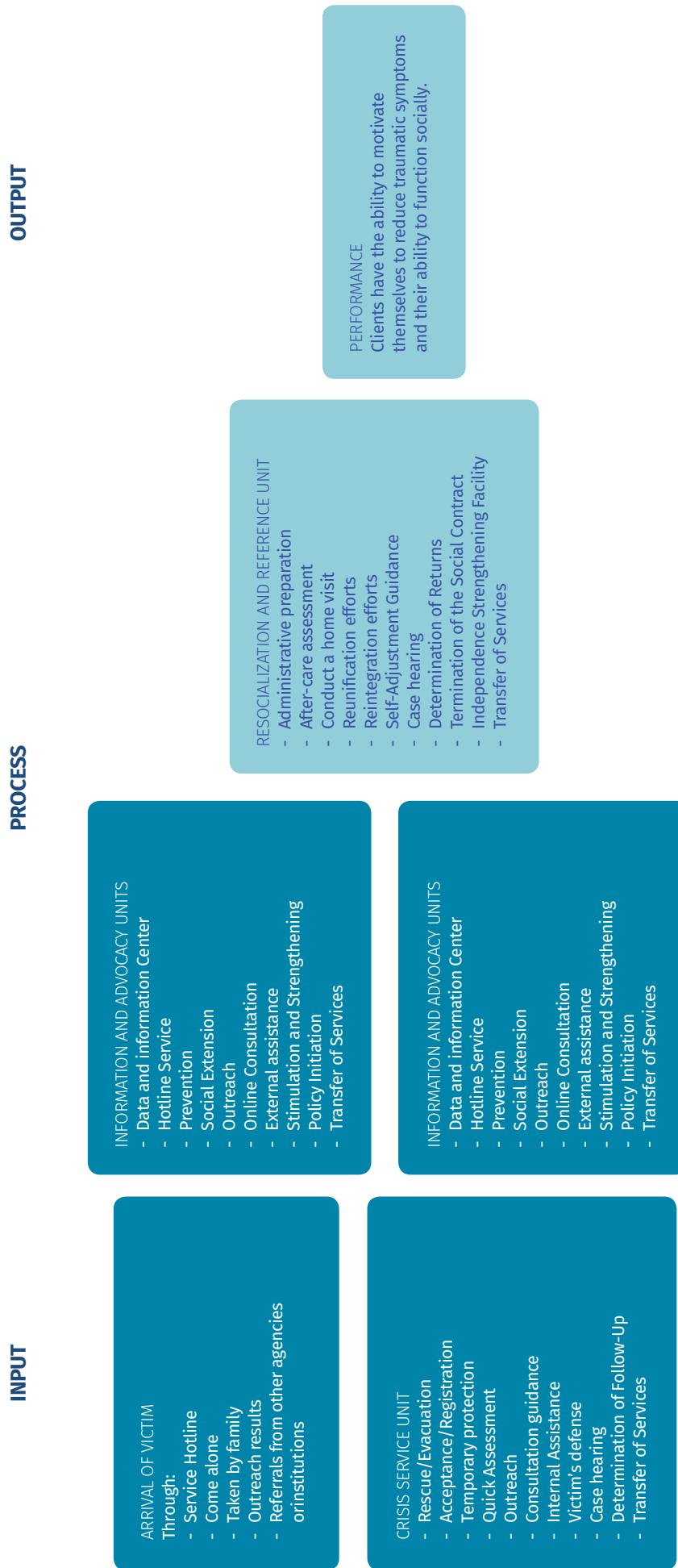
In terms of Human Resources (HR) capacity, the RPTC Bambu Apus is supported by human resources from various disciplines such as Psychology, Social Workers/Assistants, Medical Personnel, Legal Personnel, Religious Leaders, IT Personnel, and other supporting personnel such as cooks, security and janitor. The RPTC is also equipped with an ambulance and operational car.

The RPTC Bambu Apus service is given to victims who experience physical, mental and social violence, including victims of TIP. The receipts of victims of TIP at the Bambu Apus RPTC are as follows:¹³

¹² *Technical Guidelines of Establishment and Service in the RPTC, 2013*, Ministry of Social Affairs, p.9.

¹³ *Standard Operating Procedure for Biopsychosocial Rehabilitation in the RPTC, 2012*, Ministry of Social Affairs.

Chart 3 Flow of Victim Treatment at RPTC



After receiving initial treatment, while staying at the RPTC victims will also receive various other services such as handicraft making training, cooking training and salon courses. If the victim is psychologically declared to have recovered by the Psychosocial Recovery Unit, the victim will be referred internally to the resolution and referral unit at the RPTC.

In the resolution and reference unit, the victim will receive assistance in the form of self-adjustment guidance and strengthening of independence. The team in this unit also visited victims' homes and hold meetings with various related parties to discuss preparation for reunification (reunion) of victims with the nuclear families or substitute families.

If based on the analysis that has been carried out showing that the victim and the victim's family are ready to reunify, the RPTC Bambu Apus will help the victim to return safely to the intended family, both the nuclear family and the substitute family. After the victim arrives at home, the RPTC Bambu Apus also continues to make regular visits to victims and their families and help victims by providing social assistance in the form of Productive Economic Enterprises (UEP) so that victims or survivors could live independently.

RPTC does not only exist at the central level but also spread across various regions of Indonesia as can be seen from the following table:

Table 6: List of 27 Safe House and Trauma Centers (RPTCs) throughout Indonesia

No.	Name of RPTC	Manager	Address	Contact	
				Phone	Fax
1.	RPTC Bambu Apus Tat Twam Asi	RI Ministry of Social Affairs	Jl. Salemba Raya No.28 Jakarta Pusat	(021) 3144322	(021) 3144322
2.	RPTC Tanjung Pinang, Kepulauan Riau	RI Ministry of Social Affairs	Jl. DI Panjaitan Km.9 No.12	(0771) 442285	(0771) 442285
3.	RPTC Sriwijaya	Social Service of South Sumatra Province	Jl. Kapten Anwar Sastro, Palembang, Sumatera Selatan	(0711) 31517	(0711) 310265
4.	RPTC Riau	Social Service of Riau Provincial	Jl. Jend.Sudirman No.239 Pekanbaru Riau	(0761) 21593	
5.	RPTC Dumai	Social Service of Dumai City	Jl. Sultan Muhammad Amin No.19	(0765) 31592	
6.	RPTC Polewali Mandar	Office of Social Affairs, Manpower and Transmigration of Polewali Mandar Regency	Jl. Tammajarra Kelurahan Pakkabata Kecamatan Polewalii Mandar, Sulawesi Barat	(0428) 21074	
7.	RPTC Lombok Barat	Ministry of Social Affairs of the Republic Indonesia	Jl. Tgh Abdul Karim No.99 Desa Rumak Kecamatan Kediri Kabupaten Lombok Barat	081236900057	
8.	RPTC Mataram	Social Service Office of West Nusa Tenggara Province	Jl. Langko No.57, Mataram, Nusa Tenggara Barat	(0370) 638428	(0370) 625896

No.	Name of RPTC	Manager	Address	Contact	
				Phone	Fax
9.	RPTC Kupang	Social Service of East Nusa Tenggara Province	Jl. Jend.Soeharto No.73, Kupang, Nusa Tenggara Timur	(0380) 821161	(0380) 833034
10.	RPTC Flores Timur	Social Service of East Flores Regency	Jl. TMP Lapak Tana, Larantuka, Flores Timur, Nusa Tenggara Timur	(0383) 21033	(0383) 21872
11.	RPTC Bone Bolango	Social Service of Bone Bolango Regency	Jl. Kopi Ds.Iloheluma Kec.Tilongkabila, Gorontalo		
12.	RPTC Bau- Bau	Social Service of Bau-Bau City	Jl. Jend. Sudirman No.53, Bau-Bau, Sulawesi Tenggara	(0402) 26049	
13.	RPTC Lampung	Social Service of Lampung Province	Jl. Basuki Rahmat No.72, Bandar Lampung, Lampung	(0721) 481600	(0721) 483692
14.	RPTC Banten	Social Service of Banten Province	Jl. Ki Ajurum No.3 Cipocok Jaya Serang, Banten	(0254) 209955	(0254) 219784
15.	RPTC Ponorogo	Social Service of Ponorogo Regency	Jl. Abiyoso No.12, Ponorogo, Jawa Timur	(0352) 481931	
16.	RPTC Jombang	Social Service of Jombang District	Jl. KH.Wahid Hasyim No.175, Jombang Jawa Timur	(0321) 861459	(0321) 879951
17.	RPTC Kalimantan Timur	Social Service of East Kalimantan Province	Jl. Basuki Rahmat No.76, Samarinda, Kalimantan Timur	(0541) 201017	(0541) 741016
18.	RPTC Bontang	Social Service of Bontang City	Jl. Awang Long No.1 Bontang Selatan, Kota Bontang, Kalimantan Timur 75325	(0548) 28655	
19.	RPTC Lombok Timur NTB	Social Service of East Lombok Regency	Jl. Selapalang Gelang Selong, Lombok Timur, NTB		
20.	RPTC Sumenep Jawa Timur	Social Service of Sumenep District, Madura	Jl. Asoka No.10, Kabupaten Sumenep	(0328) 662268	(0328) 662268

No.	Name of RPTC	Manager	Address	Contact	
				Phone	Fax
21.	RPTC Palu	Social Service of Palu City, Central Sulawesi	Jl. Teuku Umar Komp. Bambaru Lantai II (Depan Pasar Tua Komplek Perkantoran), Palu, Sulawesi Tengah 94222, Indonesia	(0451) 457247	(0451) 457247
22.	RPTC Cilacap. Jawa Tengah	Social Service of Cilacap Regency	Jl. Perwira No.30 & Jl. Bromo Timur No.12	(0281) 533778	(021) 533405
23.	RPTC Pare-Pare	Social Service of Parepare City, South Sulawesi	Jl. Jenderal Sudirman, Parepare, Sulawesi Selatan, Indonesia		
24.	RPTC Sukabumi	Social Service of Sukabumi District	Jl. Ciaul Pasir, No.136, Subang Jaya, Sukabumi, Indonesia	(0266) 245223	
25	RPTC Lombok Barat	Social Service of West Lombok District	Jln. TGH Abdul Karim No. 99 Dusun Rumak Timur Selatan Desa Rumak Kecamatan Kediri Kabupaten Lombok Barat-NTB	rptc lobar@yahoo.co.id NO. HP: 081803741842/ 081236900057	
26	RPTC Makassar	Social Service of Makassar City			
27	RPTC Sumatra Utara	Social Service of North Sumatra Province			

5.3. Child Social Safe House (RPSA)

The Children’s Social Safe House (RPSA) is a special Safe House for children. At present there are 25 RPSAs in various parts of Indonesia funded by the Ministry of Social Affairs, the local Social Service and NGOs. In this section, we will explain in detail the services available at the RPSA Bambu Apus, which are managed directly by the Ministry of Social Affairs as one of the RPSA that provides comprehensive services for child victims.

RPSA Bambu Apus was established in 2004 with the aim of fulfilling the rights of children who need special protection. In its service, the RPSA Bambu Apus adheres to 5 (five) main principles of service, namely non-discrimination, the best interests of the child, respecting the views and opinions of children, prioritizing children’s rights to life, survival and growth, and the principle of confidentiality. RPSA Bambu Apus has 5 (five) service functions which include (1) emergency response; (2) protection; (3) rehabilitation; (4) advocacy; and (5) reunification and reunion.¹⁴

In the protection function, RPSA Bambu Apus has temporary shelter services for children who are victims of TIP. The maximum period of stay at the RPSA is 30 days. However, this period of time is flexible if it is really needed, for example when child victims are not safe enough and ready to be returned to their family or

¹⁴ Evaluation of the Child Protection Program through the Children’s Social Safe House (RPSA), 2011, Ministry of Social Affairs, p.29.

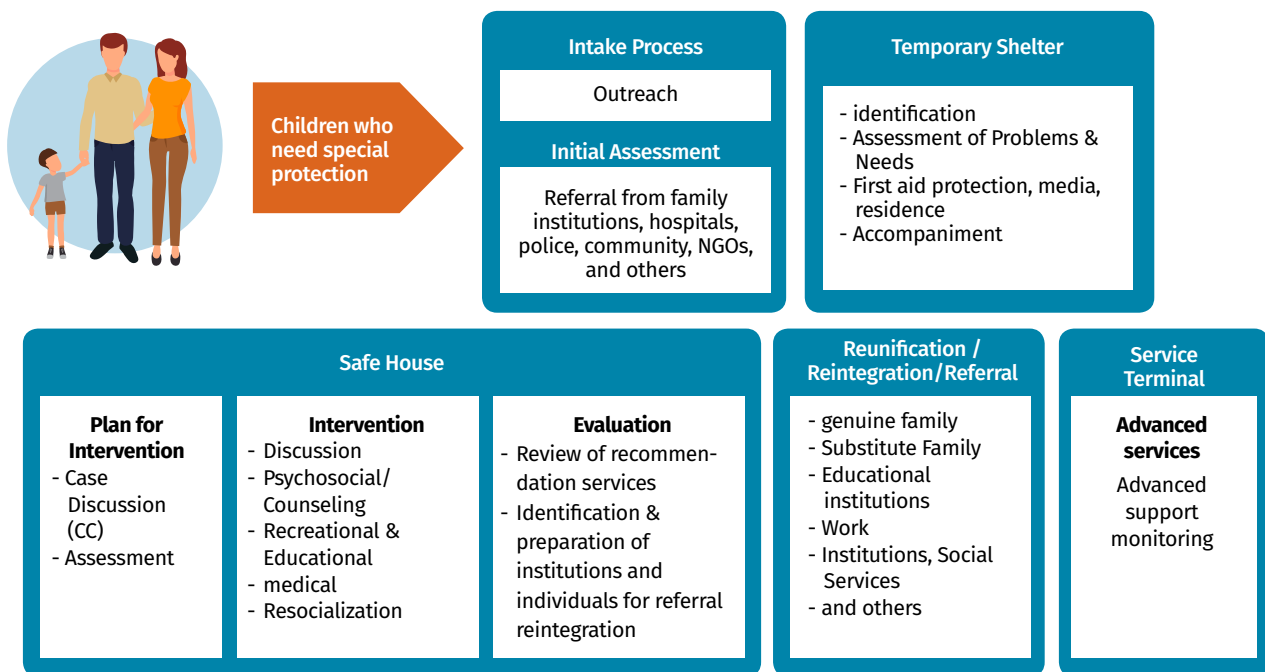
community. In addition to the temporary shelter, RPSA Bambu Apus also provides various other services, i.e.:

- a. Psychosocial Service;
- b. Counseling;
- c. Social Support;
- d. Advocacy;
- e. Educational Recreation Activities;
- f. Medical Care (in collaboration with Hospitals and Community Health Center);
- g. Fulfilling Basic Needs; and
- h. Assistance in returning to the area of origin (reunion), meeting parents/family (reunification) and referrals.



The following is the flow of handling child victims at RPSA Bambu Apus Jakarta:¹⁵

Chart 4: Flow of Handling Child Victims in RPSA Jakarta



You can also find the Working Partner of the Child Social Welfare Institution in the Integration of Social Rehabilitation Services through the following link:

<http://intelresos.kemsos.go.id>

¹⁵ *Ibid*, page 29.

RPSA does not only exist at the central level but also spread across various regions of Indonesia as can be seen from the following table:

Tabel 6: Daftar 27 Rumah Perlindungan dan Trauma Center (RPTC) di Seluruh Indonesia

No.	Name of RPSA	Manager	Address	Contact	
				Phone	Fax
1.	RPSA Naibonat	Social Services of East Nusa Tenggara Province	Jl. Jend. Soeharto No.73, Kupang, Nusa Tenggara Timur	(0380) 827074	
2.	RPSA Samarinda	Social Services of East Kalimantan	Jl. Basuki Rahmat No.76, Samarinda, Kalimantan Timur	(0541) 201016	
3.	RPSA Turikale	Social Services of Makassar City	Jl. A.R. Hakim No.50 Biringkanya, Makasar Sulawesi Selatan	(0411) 448313	
4.	RPSA Antasena Magelang	Social Services of Magelang	Jl. Raya Magelang-Purworejo Km.14, Salaman, Jawa Tengah	(0293) 335292 atau (0293) 5506778	(0293) 335293
5.	RPSA Bumi Gora Mataram	Social Services of Mataram Province	Jl. Tgh. Saleh Hambali No. 339, Bengkel, Kec. Lualuapi, Kab. Lombok Barat, Nusa Tenggara Barat	(0370) 636681	(0370) 636681
6.	RPSA Ungaran	Social Services of Semarang, Central Java	Jl. Pahlawan 7, Semarang Indonesia	(024) 8311729	
7.	RPSA Bambu Apus	RI Ministry of Social Affairs	Jl. Salemba Raya No.28 Jakarta Pusat	(021) 8441431	(021) 8441431
8.	RPSA Baturaden	Social Services of Purwokerto	Jl. Raya Barat No.35, Purwokerto, Jawa Tengah	(0281) 681216	(0281) 681216
9.	RPSA Jambi	Social Services of Jambi Province	Jl. Sultan Hasanuddin No.3, Talang Bakung, Jambi	(0741) 570160	(0741) 570160
10.	RPSA Bima Sakti Malang	Social Services of East Java Province	Jl. Trunojoyo No.93, Batu, Malang, Jawa Timur	(0341) 591062	
11.	RPSA Darusaadah Aceh	Social Services of Nanggroe Aceh Darussalam Province	Jl. Soekarno Hatta Lampeuneurut Darul Imarah, Aceh Besar	(0651) 7406692	(0651) 44473
12.	RPSA Yogyakarta	Social Services of Jogjakarta Province	PSBR Beran, Tridadi, Sleman Yogyakarta	(0274) 868545	(0274) 868545
13.	RPSA Lampung	Social Services of Lampung Province	Jl. Basuki Rahmat No.72, Bandar Lampung, Lampung	(0721) 481600	(0721) 483692

No.	Name of RPSA	Manager	Address	Contact	
				Phone	Fax
14.	RPSA Kalimantan Barat	Social Services of West Kalimantan Province	Jl. Sutan Syahrir No.3, Pontianak Kalimantan Barat	(0561) 732523	
15.	RPSA Sumatera Utara	Social Services of North Sumatera Province	Jl. Sampul No.138, 20118, Indonesia	(061) 4519251	
16.	RPSA Sumatera Barat	Social Services of West Sumatera Province	Jl. Pertanian Padang Tujuh Simpang Empat, Pasaman Barat	(0751) 7051465	(0751) 7057284
17.	RPSA Riau	Social Services of Riau Province	Jl. Jend. Sudirman No.239, Pekanbaru, Riau	(0761) 21593	
18.	RPSA Sumatera Selatan	Social Services of South Sumatera Province	Jl. Kapten Anwar Sastro, Palembang, Sumatera Selatan	(0711) 7900196	
19.	RPSA Budi Mulia	Social Services of South Kalimantan Province	Jl. Jend. Ahmad Yani Km.27,4 Landasan Ulin Banjarbaru, Kalimantan Selatan	(0511) 4705166	
20.	RPSA Bali	Social Services of Bali Province	Jl. Gemitir No.66 Banjar Biaung Desa Kesiman Kertalangu Kota Denpasar Timur	(0361) 228507 atau 228506	
21.	RPSA Sulawesi Utara	Social Services of North Sulawesi Province	Jl. Pinkan Matindas 81/V Manado	(0431) 863295	
22.	RPSA Kepulauan Riau	Social Services of Riau Archipelago Province	Jl. DI Panjaitan Km.9 No.12	(0771) 442285	(0771) 442285
23.	RPSA Maluku Utara	Social Services of North Maluku Province	Jl. Mawar No.105 Takoma-Ternate 97714		
24.	RPSA Gorontalo	Social Services of Gorontalo Province	Jl. Bambu No.7 Buladu Kec. Kota Barat-Gorontalo	(0435) 827061	
25.	RPSA Bangka Belitung	Social Services of Bangka Belitung Province	Komplek Perkantoran dan Pemukiman Terpadu Pemerintah Provinsi Kepulauan Bangka Belitung Kelurahan Air Intan Pangkal Pinang	(0717) 439080	
26.	RPSA PSBR Rumbai	Ministry of Social Affairs	Jl. Khayangan No.160. Rumbai Kec. Rumbai pesisir, Kel. Meranti Pandak Pekanbaru 28261	psbrumbai@gmail.com	081365934590

No.	Name of RPSA	Manager	Address	Contact	
				Phone	Fax
27	RSPA Dharma	Social Services of East Kalimantan Province	Jl. H. A. M. Rifaddin, Harapan Baru, Kec. Loa Janan Ilir, Kota Samarinda, Kalimantan Timur 75131	(0541) 7076828	
28	RSPA Alyatama	Ministry of Social Affairs	Jl. Hasanuddin, Talang Bakung, Jambi Sel., Kota Jambi, Jambi 36138	(0741) 570160	
29	Panti Sosial Rehabilitasi Anak Membutuhkan Perlindungan Khusus (PSRAMPK)	Social Services of West Java Province	Kp. Cipicung Rt.12 Rw.05 Desa Mekarsari Kecamatan Cileungsi Kabupaten Bogor, Jawa Barat	brsmpbogor_dissos@jabarprov.go.id	(021) 8231746
30.	Yayasan PA. Anak Annuriyah	Community	Jl. Pendidikan 2 No 30 Kp. Siluman Mangun Jaya Tambun, Bekasi 17510	021.8839772	08129771569
31	RPSA Muhammadiyah	Community	Jl. Purnawarman No. 25, Kota Bandung	022 439882	
32	Panti Asuhan PKU Aisyiah Blambangan	Community	Jl. Pramuka no 304 Blambangan, Bawang, Banjarnegara, Dusun I, Blambangan, Banjarnegara, Jawa Tengah	0896-4720-9384	
33	Yayasan Hamba	Community	Jalan Kaliurang, Jl. Katen No.KM.17, Dero Wetan, Harjobinangun, Pakem, Kabupaten Sleman, Daerah Istimewa Yogyakarta 55582	(0274) 898011	
34	Yayasan Sinar Agape	Community	Jl. Panglima Denai No.18 A, A M P L A S, Medan Amplas, Kota Medan, Sumatera Utara 20226	(061) 7861278	
35	RPSA Delima	Community	Desa Cubadak Air Pariaman Utara Kota Pariaman, Sumatera Barat	081266256301	
36	RPSA Kab. Bengkalis	Community	Kab. Bengkalis		
37	Panti Asuhan Dhuafa	Community	Kota Jambi		

No.	Name of RPSA	Manager	Address	Contact	
				Phone	Fax
38	RPSA Siti Aisyah	Community	Kota Palembang		
39	RPSA Provinsi Lampung	Community	Kota Bandar Lampung		
40	LKSA Al Amin	Community	Komp. Ari Karya Indah, Jl. Danau Sentarum, Sungai Bangkong, Pontianak Kota, Kota Pontianak, Kalimantan Barat 78113	(0561) 6588553	
41	RPSA LKSA Ayah Bunda	Community	Kota Palangkaraya		
42	PSAA Budi Mulia	Social Services of South Kalimantan Province	Jalan Jend. A. Yani Km. 27.400 Landasan Ulin	(0511) 4705166 .70721	psaabudimulia@gmail.com
43	RPSA Kota Balikpapan	Community	Kota Balikpapan		
44	LKSA Assalam	Community	Kota Manado		
45	LKSA Bustanul Islamiyah	Community	Jl. Mesjid Muhajirin No.60, Karuwisi, Panakkukang, Kota Makassar, Sulawesi Selatan 90232		(0411) 440344
46	LPA Prov. Sulsel	Community	Kota Makassar		
47	RPSA Maha Bhoga Marga	Community	Mengwi Badung Jl. Raya Kapal No.20, Kapal, Mengwi, Denpasar, Bali 80351	062-361) 4422667, 7473814 mahabhogamarga@gmail.com	0361 422667
48	LKSA Al Maliki	Community	Kab. Bima		
49	LKSA St. Elisabeth Naungan Kasih Ende	Community	Jl El Tari, Mautapaga, Ende Selatan, Ende 86317.	082146543106	
50	RPSA Aisyiyah Kasih Ibu	Community	Jl. Bali No. 269 RT. VI/2 Kec. Teluk Segara, Kota Bengkulu		
51	LKSA Maku Rio	Community	Kota Ternate		
52	Yayasan Kesejahteraan Sosial (Yakenas)	Community	Jalan cipare No.kel, Cipare, Kec. Serang, Kota Serang, Banten 42117		0812-8229-2292

No.	Name of RPSA	Manager	Address	Contact	
				Phone	Fax
53	LKSA Amal Sholeh	Community	Kab. Gorontalo		
54	Yayasan Rumah Anak Sholeh	Community	Kab. Bintan		
55	RPSA Bunga Rampai Kepulauan Riau	Community	Sambau, Nongsa, Kota Batam, Riau Islands 29465		(0561) 6588553

5.4. Jakarta Women’s Social Safe House (RPSW)

The Women’s Social Safe House (RPSW) is a house of protection under the Directorate of Social Rehabilitation and Victims of Trafficking in person whose function is to provide social protection, recovery or rehabilitation for victims of TIP, especially women victims of TIP who experience sexual exploitation.

RPSW has a 2-storey building with facilities of a secretariat room, a social worker and a psychologist room, a living room, a 10 sleeping rooms (each room consists of 4 beds), a dining room and kitchen, 8 bathrooms, a washing room, a worship room and warehouse.

To access this service at RPSW, you must first report the case to the police or the Social Service and or Non-Government Institution. These institutions will refer to your case for services at RPSW. The following is a complaint scheme to RPSW:

Chart 5. Flow of complaint to RPSW

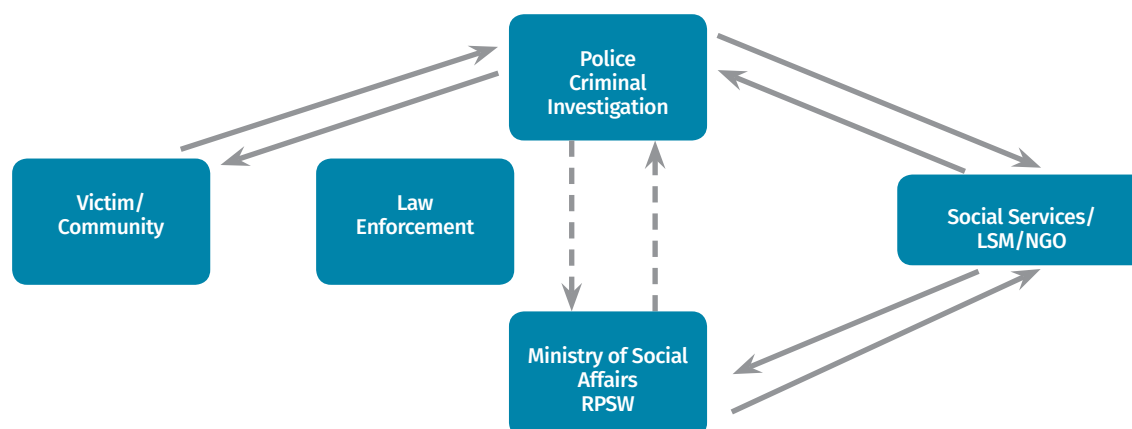


Figure 8: Flow of Complaint to RPSW

The types of services provided by RPSW are victim assessment, psychosocial treatment, spiritual guidance, skills training and repatriation and reintegration of victims. To support service activities, RPSW cooperates with various government and private institutions such as the Indonesian Police Hospital and Cipto Mangunkusumo General Hospital for health care, the LPK (Skills Education Institution) for skills education services for victims who are staying at RPSW, Religious Organizations for organizing spiritual guidance and University of Indonesia for psychological counseling services for victims.

In addition to this assistance, RPSW also channels capital assistance for the development of productive economic enterprises (UEP) for victims who had been nurtured and repatriated by the RPSW. The services provided by the RPSW will not stop until the victims return home and obtain economic business assistance, but the RPSW team will also continue monitoring and provide further assistance to the victims¹⁶.

5.5 Integrated Service Center (PPT)

An integrated service center is a government effort to provide swift protection services to witnesses and/or victims of TIP. Article 46 paragraph (1) of the ETIP Law states that “to protect witnesses and/or victims, in each district/city an integrated service center can be established for witnesses and/or victims of trafficking in person. According to the data from the Ministry of Women’s Empowerment and Child Protection, to date there are 31 PPTs based on General Hospitals (RSU), 42 Bhayangkara Hospitals and 17 PPTs Based on Port Health Offices (KKP) that have been able to comprehensively handle victims of TIP. In this section, information on the location of PPTs based in General Hospitals, PPTs based in Bhayangkara Police Hospitals, and PPT based in Port Health Offices will be provided, which can provide health rehabilitation services for victims of TIP.

5.5.1 List of PPTs Based in General Hospitals

Table 8. PPT Based in General Hospitals

No.	Name of Hospital	Address	Phone
1.	Nanggroe Aceh Darussalam	P2TP2A “Rumoh Putroe Aceh” Jl. Tengku Malem No.5, Banda Aceh	(0651) 33095 32035
2.	PPT RSUD Teuku Chiek Ditiro	Jl. Prof.A Majid Ibrahim Sigli, Kabupaten Pidie, Aceh	(0653) 21313
3.	PPT RSUD Provinsi Kepri Tanjung Uban	Jl. Indun Suri No.1 Tanjung Uban, Kepulauan Riau	(0771) 482655
4.	PPT RSUD Embung Fatimah	Jl. R. Soeprapto Blok D1-9, Batu Aji Batam, Kepulauan Riau	(0778) 364446
5.	PPT RSB Kasih Sayang Ibu	Jl. Raden Fatah No.9. Komplek Palm Spring B-1/11 (Batam Center), Batam, Kepulauan Riau	(0778) 6004000
6.	PPT RSUD Kepri Tanjung Pinang	Jl. WR. Supratman No.100 Km,8, Tanjung Pinang, Kepulauan Riau	(0771) 7335200
7.	PPT RSUD Tanjung Balai Karimun	Jl. Soekarno Hatta No.1 Tanjung Balai Karimun, Kepulauan Riau	(0777) 327808
8.	RSU Otorits Batam	Jl. DR. Cipto Mangun Kusumo, Sekupang Batam	(0778) 322121
9.	PPT RSUD Dumai, Riau	Jl. Tanjung Jati 4, Dumai, Riau	(0765) 38367
10.	PPT RSU Adam Malik, Medan	Jl. Bunga Lao No.17, Medan	(061) 8364581

¹⁶ The Ministry of Social Affairs, Guidelines for Handling Trafficking Victims, Directorate General of Social Services and Rehabilitation, Directorate of Services and Rehabilitation of Social Tuna Social Services, 2010.

No.	Name of Hospital	Address	Phone
11.	PPT RSUD DR. Pringadi Medan	Jl. Prof. HM. Yamin No.47, Medan	(061) 4158701
12.	PPT RSUD KH.Daud Arief, Kuala Tungkal Jambi	Jl. Kalimantan, Tanjab Barat, Jambi	(0742) 211621
13.	PKT RSCM	Jl. Diponegoro No Jakarta Pusat	(021) 3162261
14.	PKT "Melati" R.S. Al MintoHarjo	Jl. Bendungan Hilir No.17 Jakarta Pusat	(021) 5749038 ext.223
15.	PPT RSB Kasih Sayang Ibu	Jl. Raden Fatah No.9. Komplek Palm Spring B-1/11 (Batam Center), Batam, Kepulauan Riau	(0778) 6004000
16.	PPT RSUD Kepri Tanjung Pinang	Jl. WR. Supratman No.100 Km,8, Tanjung Pinang, Kepulauan Riau	(0771) 7335200
17.	PPT RSUD Tanjung Balai Karimun	Jl. Soekarno Hatta No.1 Tanjung Balai Karimun, Kepulauan Riau	(0777) 327808
18.	RSU Otorits Batam	Jl. DR. Cipto Mangun Kusumo, Sekupang Batam	(0778) 322121
19.	PPT RSUD Dumai, Riau	Jl. Tanjung Jati 4, Dumai, Riau	(0765) 38367
20.	PPT RSUD Hasan Sadikin Bandung	Jl. Pasteur No.38 Bandung	(022) 2034953/55
21.	PPT RSUD Sanggau Kalimantan Barat	Jl. Jend. Sudirman, Sanggau, Kalimantan Barat	
22.	RSUD Soedarso, Pontianak	Jl. Doktor Soedarso No.1, Kota Pontianak, Kalimantan Barat	(0561) 737701
23.	RSUD Tarakan, Kalimantan Timur	Jl. P.Irian No.01, Tarakan, Kalimantan Timur	(0551) 21166
24.	PPT RS Atma Husada Samarinda	Jl. Kakap No.23, Samarinda	(0541) 743364
25.	PPT RSUD Nunukan	Jl. Sei Fatimah No.1 Nunukan	(0556) 2729318
26.	PPT RSUP Wahidin Sudirohusodo Makassar	Jl. Perintis Kemerdekaan, Km.11, Makassar	(0411) 584675
27.	RSUD Bau Bau Sulawesi Tenggara	Jl. Jend.Sudirman No. 20 BauBau Sulawesi Tenggara	(0402) 21803
28.	PPT RSUD Otanaha, Gorontalo	Jl. Rambut Kel. Buladu, Gorontalo	(0435) 822151
29.	RSUD Mataram, NTB	Jl. Pejanggik No.6, Mataram, NTB	(0370) 623876
30.	PKT RSUD Prof.Dr.WZ Johannes Kupang	Jl. Moh. Hatta No.18 Kupang	(0380) 833119
31.	PPT RSUD Manokwari	Jl. Bhayangkara No.1 Manokwari Provinsi Irian Jaya Barat	(0986) 211440

5.5.2 List of PPTs based in Bhayangkara Police Hospitals in Indonesia

Table 9. PPT Based on Bhayangkara Hospital

No.	Name of Hospital	Address	Phone
1.	PPT RS Bhayangkara TK II Nanggroe Aceh Darussalam	Jl. Tjut Nyak Dien No.1 Lamteaman Banda Aceh	0651-41470
2.	PPT RS Bhayangkara TK II Medan Sumut	Jl. K.H Wahid Hasyim No.1 Medan Sumut	061-8220812
3.	PPT RS Bhayangkara TK II Bengkulu	Jl. Veteran No.2 Bengkulu	0736-349050
4.	PPT RS Bhayangkara TK IV Pekanbaru	Jl. Kartini No.14 Pekanbaru Riau	0761-47691
5.	PPT RS Bhayangkara TK IV Dumai	Jl. Hang Tuah No.1 Dumai Bangkalis Riau	0765-36942
6.	PPT RS Bhayangkara TK IV Jambi	Jl. R. Mataher No.3 Jambi	0741-23246
7.	PPT RS Bhayangkara TK IV Lampung	Jl. Pramuka No.88 Rajabasa Bandar Lampung	0721-706402
8.	PPT RS Bhayangkara TK III Palembang	Jl. Jend.Sudirman Km.4,5 Palembang	0711-410023
9.	PPT RS Bhayangkara TK II Padang Sumatera Barat	Jl. Jati No.1 Padang, Sumatera Barat	0751-22270
10.	PPT RS Bhayangkara TK II Tebing Tinggi	Jl.Pahlawan No.17 Tebing Tinggi Sumut	0621-21103
11.	PPT RS POLRI Soekanto	Jl. RS POLRI Kramat Jati, Jakarta Timur	(021) 7940828
12.	PPT RS Bhayangkara TK IV Salapa POLRI	Jl Ciputat Raya No.40 Jakarta Selatan	(021) 766087
13.	PPT RS Bhayangkara TK II Sartika Asih	Jl. Moh. Toha No.369 Bandung Jawa Barat	(022) 5229545
14.	PPT RS Bhayangkara TK IV Bogor	Jl. Kapten Muslihat No.18 Bogor Jawa Barat	(0251) 312886, 3480987
15.	PPT RS Bhayangkara TK IV Brimob Kelapa Dua Cimanggis, Depok	Jl. Akses UI Kelapa Dua Cimanggis Depok, Jawa Barat	(021) 8710089, 8715159. 8710676
16.	PPT RS Bhayangkara TK IV Indramayu	Jl. Raya Pantura Km.73-75 Losarang Indramayu, Jawa Barat	(0234) 507877
17.	PPT RS Bhayangkara TK III Secapa POLRI	Jl. Aminta Azmali No.59A Sukabumi	(0266) 229207
18.	PPT RS Bhayangkara TK III Semarang	Jl. Majapahit No.140 Semarang Jawa Tengah	(024) 6716280/ 6716281
19.	PPT RS Bhayangkara TK IV Akpol Semarang	Jl. Sultan Agung Candi Baru Semarang-Jawa Tengah	(024) 8502765, 8502766
20.	PPT RS Bhayangkara TK IV Daerah Istimewa Yogyakarta	Jl. Solo Km.14,5 Kalasan, Sleman Yogyakarta	(0274) 498278

No.	Name of Hospital	Address	Phone
21.	PPT RS Bhayangkara TK IV Bojonegoro	Jl. P.Sudirman No.168-169 Bojonegoro-Jawa Timur	(0353) 888780
22.	PPT RS Bhayangkara TK IV Bondowoso	Jl. Jenderal S. Yudhodiharjo No.12 Bondowoso	(0332) 421729
23.	PPT RS Bhayangkara TK III Kediri	Jl. KBP Duryat No.17 Kediri, Jawa Timur	(0354) 671199, 683830
24.	PPT RS Bhayangkara TK IV Nganjuk	Jl. AR.Saleh No.58 Nganjuk, Jawa Timur	(0358) 328872
25.	PPT RS Bhayangkara TK IV Pusdik Gasum Sidoarjo	Jl. Raya Porong Sidoarjo, Jawa Timur	(0343) 853104
26.	PPT RS Bhayangkara POLDA Jawa Timur	Jl. Ahmad Yani No.116 Surabaya, Jawa Timur	(031) 8294866
27.	PPT RS Bhayangkara TK IV Moh. Dahlan Surabaya	Jl. Sriti No.2 Surabaya, Jawa Timur	(031) 3591043
28.	PPT RS Bhayangkara TK IV Tulung Agung	Jl. I Gusti Ngurah Rai No.57 Tulung Agung, Jawa Timur	(0355) 321203
29.	PPT RS Bhayangkara TK III Trijata Denpasar	Jl. Trijata No.32 Denpasar Bali	(0361) 334670
30.	PPT RS Bhayangkara TK IV Mataram	Jl. Langko No.64 Mataram NTB	(0370) 629149
31.	PPT RS Bhayangkara TK IV Kupang	Jl. NangkaNo. 84 Kupang, NTT	(0370) 821273
32.	PPT RS Bhayangkara TK IV Pontianak	Jl. KS. Tubun No.4 Pontianak, Kalimantan Barat	(0561) 236610, 737010
33.	PPT RS Bhayangkara TK IV Banjarmasin	Jl. A.Yani Km.3,5 Banjarmasin, Kalimantan Selatan	(0511) 267255
34.	PPT RS Bhayangkara TK IB Balikpapan	Jl. Jend.Sudirman No.14 Balikpapan, Kalimantan Timur	(0542) 421261
35.	PPT RS Bhayangkara TK IV Palangkaraya	Jl. A.Yani No.42 Palangkaraya, Kalimantan Tengah	0536-21520
36.	PPT RS Bhayangkara TK IV Manado	Jl. Sam Ratulangi No.326 Manado, Sulawesi Utara	(0431) 822952
37.	PPT RS Bhayangkara TK IV Kendari	Jl. I.Wajong No.7 Kendari, Sulawesi Tenggara	(0401) 322255
38.	PPT RS Bhayangkara TK IV Palu	Jl. AR.Hakim No.7 Palu, Sulawesi Tengah	(0451) 429714
39.	PPT RS Bhayangkara TK II Mappaodang, Makassar	Jl. Letjen Andi Mappaodang No.63 Makassar, Sulawesi Selatan	(0411) 5098155
40.	PPT RS Bhayangkara TK IV Ternate	Jl. Benteng Gamalama, Ternate, Maluku Utara	
41.	PPT RS Bhayangkara TK IV Ambon	Jl. Sultan Hasanudin, Tantui Ambon	(0911) 349450
42.	PPT RS Bhayangkara TK IV Papua	Jl. Jeruk Nipis Furia, Kota Raja Jayapura	(0967) 587787

5.5.3 List of PPTs based in Port Health Offices

Table 10. PPTs Based in Port Health Offices

No.	Name of Hospital	Address	Phone
1.	Port Health Office, Dumai	Jl. Datuk Laksamana. Dumai	(0765) 38267
2.	Port Health Office, Tanjung Balai Karimun, Kepulauan Riau	Jl. Yos Sudarso No.103, Tanjung Balai Karimun	(0777) 21170
3.	Port Health Office, Tanjung Pinang	Jl. SM.Amin, Tanjung Pinang	(0771) 21652
4.	Port Health Office, Batam	Jl. Lumba-lumba No.5 Batu Ampar, Batam	(0778) 412532
5.	Port Health Office, Bengkalis, Riau	Jl. Syahbandar, No.4 Bengkalis, Riau	
6.	Port Health Office, Medan	Jl. Veteran No.219, Belawan, Medan	(061) 6941343
7.	Port Health Office, Kuala Tunggal, Jambi	Jl.Sultan Taha/Tanah Timbun, Jambi	
8.	Port Health Office, Tanjung Priok Jakarta	Jl. Raya Pelabuhan No.17 Tanjung Priok, Jakarta Utara	(021) 43931045/ 4373266
9.	Kantor Kesehatan Bandara Soekarno Hatta	Bandara Soekarno Hatta, Terminal 2D, Cengkareng Jakarta	
10.	Port Health Office, Tanjung Perak Surabaya	Jl. Perak Timur 514-516, Surabaya Jawa Timur	(031) 3293231
11.	Port Health Office, Tanjung Emas Semarang	Jl. M.Pardi No.2, Pelabuhan Tanjung Emas Semarang	(024) 3543424
12.	Port Health Office, Nunukan	Jl. Pelabuhan Baru No.10, Nunukan Kalimantan Timur	
13.	Port Health Office, Tarakan	Jl. Mulawarman No.1, Kel. Karang Anyar, Kec. Tarakan Barat	(0551) 21334
14.	Port Health Office, Kupang	Jl. Adi Sucipto, Penfui, Kupang	(0380) 881021
15.	Port Health Office, Mataram	Jl. Adi Sucipto No.13B, Rembiga Mataram	(0370) 6162145
16.	Port Health Office, Pare-Pare	Jl. Andi Cammi Pare-Pare, Sulawesi Selatan	
17.	Port Health Office, Makassar	Jl. Hatta No.3, Makassar	(0411)3617482

5.6 Women's and Children's Services Unit (UPPA)

You can request legal assistance for full investigation and preliminary investigation of TIP cases that you are currently accompanying to the Women's and Children's Services Unit (UPPA). This UPPA is in the Resort Police (district/city level) and Regional Police (Provincial level) throughout Indonesia. The following is information in regards to UPPA addresses and telephone numbers in all regions of Indonesia.

Table 11. Women and Children Protection Unit (UPPA)

No.	Institution	Address	Phone
1.	UPPA POLDA of NAD	Jl. Cut Mutia No.2 Banda Aceh	(0651) 21770
2.	UPPA POLDA of North Sumatera	Jl. Sisingamangaraja No.60 Km 10.5. Tanjung Morawa Medan	(061) 786900 EXT. 343
3.	UPPA POLRES of Asahan	Jl. A.Yani by pass. Kisaran	(0623) 41541
4.	UPPA POLRES of Nias	Jl. Bhayangkara No.1 Gunungsitoli	(0629) 21110
5.	UPPA POLRES of Labuhan Batu	Jl. MH. Thamrin No.7 Rantau Prapat	(0624) 23877,23788
6.	UPPA POLRESNone of Medan	Jl. HM. Said No.1 Medan	
7.	UPPA POLDA of West Sumatera	Jl. Sudirman No.55 Padang	(0761) 385665 (0751) 26972
8.	POLRES of Mentawai Archipelago	Ds.Tua Pejat Kec. Siopan Mentawai	(0759) 320110
9.	POLRES of Padang Pariaman	Jl. Imam Bonjol Pariaman	(0751) 92010, 91310
10.	UPPA POLRES of Pasaman	Jl. Jend. Soedirman No. 25A, Lubuk Sikaping Pasaman	(0753) 20110
11.	POLRES of Solok	Jl. Ks Tumbun Solok	(0755) 20012, 20044
12.	UPPA POLDA of Riau	Jl. A. Yani No.1 Tj. Balai Karimun	(0777) 326110
13.	UPPA POLRES of Riau	Jl. Proklamasi Km.2 Tluk Kuantan Kec. Kuantan Tengah Kab. Kuansing	(0760) 7002110
14.	UPPA POLDA of Riau Archipelago	Jl. Bunga Raya Komplek Balai Balerang	(0778 458330)
15.	UPPA POLRES of Tanjung Pinang	Jl. A.Yani, Tanjung Pinang	
16.	UPPA POLDA of Jambi	Jl. Jend Sudirman No.45 Jambi	0741-7552211, 7550011
17.	UPPA POLDA of South Sumatera	Jl. Jend. Sudirman Km 4.5 Palembang	(0711) 417033, 417032 (0711) 354545 Fax: 0711-360312
18.	UPPA POLDA of Bengkulu	Jl. Adam Malik, Bengkulu	
19.	UPPA POLRESNone of Bengkulu	Jl. Jend. Sudirman, Bengkulu	
20.	UPPA POLDA of Lampung	Jl WR. Supratman No.1, Teluk Betung	
21.	UPPA POLRES of Bandar Lampung	Jl. MT. Haryono No.15 Bandar Lampung	(0721) 255110 EXT.219
22.	UPPA POLRES of South Lampung	Jl. Kesuma Bangsa, Kalianda	

No.	Institution	Address	Phone
23.	UPPA POLRES Metro	Jl. Diponegoro No.6 Kota Metro	
24.	UPPA POLDA of Bangka Belitung	Jl. Bukit Intan Bangka Belitung	(0717) 437900
25.	UPPA POLDA of Banten	Jl. Kiemas Jong No.2 Serang	(0254) 200303
26.	UPPA POLRES of Tangerang	Jl. Daan Mogot No.52 Tangerang	(021) 55772028
27.	UPPA POLDA of Metro Jaya	Jl. Jend.Sudirman No.35 Jakarta Selatan	(021)5234333
28.	UPPA POLRES Metro of South Jakarta	Jl. Wijaya 11 No.42 Kebayoran, Jakarta Selatan	(021) 7206012
29.	UPPA POLRES Metro of North Jakarta	Jl. Yos. Sudarso No.1 Jakarta Utara	(021) 434636 EXT.211
30.	UPPA BARESKRIM POLRI	UPPA DIT I/KAM&TRANNAS BARESKRIM POLRI	(021) 7218 337 (021) 725 6085
31.	UPPA POLRES Metro of East Jakarta	Jl. Matraman Raya No.224, Jakarta Timur	(021) 8191476
32.	UPPA POLDA of West Java	Jl.Soekarno-Hatta No.748 Bandung	(022) 7800020
33.	UPPA POLRES of Bandung	Jl. Bhayangkara No.1, Soreang, Kab. Bandung	
34.	UPPA POLRESNone of Bekasi	Jl. Pramuka No.79 Bekasi	(021) 8841110
35.	UPPA POLRES of Cianjur	Jl. Seroso No.21, Kabupaten Cianjur	
36.	UPPA POLRESNone of Cirebon	Jl. Veteran No.5 Kota Cirebon	(0265) 772012
37.	UPPA POLRES of Garut	Jl. Jend.Sudirman No.333 Garut	
38.	UPPA POLRES of Indramayu	Jl. R.A.Kartini No.14, Indramayu	
39.	UPPA POLRES of Majalengka	Jl. Bhayangkara No.10 Majalengka	
40.	UPPA POLRES of Purwakarta	Jl. Veteran No.408, Kab. Purwakarta	
41.	UPPA POLRES of Subang	Jl. Mayjen Sutoyo No.29	
42.	UPPA POLRES of Sukabumi City	Jl. Perintis Kemerdekaan No.10	
43.	UPPA POLRES of Sukabumi	Jl. Jenderal Sudirman No.12 Pelabuhanratu	
44.	UPPA POLDA of Central Java	Jl. Pahlawan No. 1, Semarang	(024) 8444709
45.	UPPA POLRES of Wonosobo	Jl. Bhayangkara No.18 Wonosobo	
46.	UPPA POLRES of Cilacap	Jl. IR.H.Juanda No.18 Cilacap	(0282) 541388
47.	UPPA POLRESNone of Magelang	Jl. Alun-Alun Selatan No.7 Magelang	(0293) 368887
48.	UPPA POLDA D.I of Yogyakarta	Jl. Lingkar Utara Condong Catur Depok Sleman Yogyakarta	(0274) 883841
49.	UPPA POLDA of East Java	Jl. Ahmad Yanu No.116 Wonocolo-Surabaya	(031) 8287924, 8294007
50.	UPPA POLRES of Banyuwangi	Jl. Brawijaya No.21 Banyuwangi	(0333) 421373, 8674077

No.	Institution	Address	Phone
51.	UPPA POLRES of Jember	Jl. Kartini No.17 Jember	(0331) 427949
52.	UPPA POLRESNone of Madiun	Jl. Sumatra No.30 Madiun	(0351) 463795
53.	UPPA POLRESNone of Malang	Jl. Jaksa Agung Suprpto No.19, Malang	(0341) 348289
54.	UPPA POLRES of Malang	Jl. A.Yani No.01 Kepanjen	(0341) 395745
55.	UPPA POLRES of Ngawi	Jl. J.A.Suprpto No.10, Ngawi	(0351) 747279
56.	UPPA POLRES of Ponorogo	Jl. Bhayangkara No.60, Ponorogo	(0352) 484107
57.	UPPA POLRES of Probolinggo	Jl. Dr.Moh.Saleh No.34, Probolinggo	
58.	UPPA POLRES of Sidoarjo	Jl. KOMBES POL M.Duyat No.45 Sidoarjo	(031) 8921160
59.	UPPA POLRES of Situbondo	Jl. PB Sudirman No.30 Situbondo	(0338) 674077
60.	UPPA POLRES of Sumenep	Jl. Urip Sumoharjo No.35 Sumenep Madura	(0328) 66110
61.	UPPA POLDA of Bali	Jl. WR.Supratman No.7 Denpasar	(0361) 226783
62.	UPPA POLDA of West Nusa Tenggara	Jl. Langko No.77 Mataram	(0370) 633508, 644344, EXT.140
63.	UPPA POLDA of East Nusa Tenggara	Jl. Soeharto No.3 Kupang	(0380) 829311
64.	UPPA POLRESNone of Kupang	Jl Eltari II Kupang NTT	(0380) 826688
65.	UPPA POLRES of West Sumba	Jl. Bhayangkara No.2 Waikabubak Sumba Barat	(0387) 21890
66.	UPPA POLRES of Sikka	Jl. Jendral A.Yani No.1, Maumere NTT	(0382) 21055
67.	UPPA POLRES of Ende	Jl. Polisi No.1 Ende	
68.	UPPA POLDA of West Kalimantan	Jl. A. Yani No.1 Pontianak	(0561) 584457-58, 732465
69.	UPPA POLRES of Sambas	Jl. Kartiasa No.16 Sambas	(0562) 392334
70.	UPPA POLDA of Central Kalimantan	Jl. Tjilik Riwut Km.1 Palangkaraya	(0536) 36366, 25266
71.	UPPA POLDA of South Kalimantan	Jl. S.Parman No.16, Banjarmasin	(0511) 3352270
72.	UPPA POLDA of East Kalimantan	Jl. W. Puspoyudono No.1, Balikpapan	
73.	UPPA POLDA of North Sulawesi	Jl. Bethesda No.26, Manado	(0431) 851011
74.	UPPA POLDA of Central Sulawesi	Jl. Samratulangi No.78, Palu	(0451) 455151
75.	UPPA POLDA of South Sulawesi	Jl. Walikota No.9 Makassar	(0411) 515012, 390301
76.	UPPA POLDA of Southeast Sulawesi	Jl. D.I. Panjaitan No.1 Kendari	(0401) 390301, 390001

No.	Institution	Address	Phone
77.	UPPA POLDA of Gorontalo	Jl. Limboto Raya No.17 Gorontalo	(0435) 838456 EXT, 135
78.	UPPA POLDA of Maluku Utara	Jl. Komplek Pohon Pala, Ternate	(0921) 327045
79.	UPPA POLDA of Maluku	Jl. Rijali No.1 Ambon	(0911) 35390
80.	UPPA POLDA of Papua	Jl. Samratulangi No.1 Jayapura	(0967) 531014 (0967) 534212

5.7 Regional Technical Implementation Units for the Protection of Women and Children (UPTD PPA)

The UPTD PPA was established based on the mandate of the Regulation of the Minister of Women's Empowerment and Child Protection No. 4 of 2018 concerning Guidelines for the Establishment of Regional Technical Implementation Units for the Protection of Women and Children (UPTD PPA). This unit is under the office in charge of women's affairs and child protection in the provincial and district/city governments. The UPTD PPA organizes service functions in a) public complaints; b) victim outreach; c) case management; d) temporary shelter; e) mediation; and f) assistance victims.¹⁷ Claimants can go directly to the local Women's Empowerment, Child Protection and Family Planning (DP3AKB) Service to obtain services.

5.8 Free Legal Aid Institutions through the BPHN Financing Scheme

To access legal assistance free of charge through BPHN, you can go to a Legal Aid Institution/Legal Aid Organization that has been accredited by BPHN in your area by bringing in a Certificate of Inability (SKTM) that you can obtain in your local village/village. Next you can immediately complain about the problems that befall you and/or your family members. To find out the list of aid providers, please access www.bphn.go.id

In addition, legal assistance can also be accessed at the following institutions:

Table 12. Legal Aid Institutions

Name of Institution	Name of Institution
<p>Serikat Buruh Migran Indonesia (SBMI) Jl. Pengadegan Utara I No. 1b, RT 8/RW 6, Pancoran, Jakarta. Tel: (021) 79193879 Email: sekretariat@sbmi.or.id Website: http://sbmi.or.id</p>	<p>Migrant Care Jl. Pulo Asem IC No. 15 RT 015 RW 001, Kelurahan Jati, Kecamatan Pulogadung, Jakarta 13220 Tel: (021) 4752803 Email: migrantcare@nusa.or.id Website: www.migrantcare.net</p>

¹⁷ See article 5 of the Minister of Women and Child Development Regulation Number 4 of 2018 concerning Guidelines for Establishment of Regional Technical Implementation Units for the Protection of Women and Children

Name of Institution	Name of Institution
Infest Yogyakarta Jl. Veteran Gang Janur Kuning No 11 A, Pandean Umbulharjo Yogyakarta, Pandeyan, Umbulharjo, Kota Yogyakarta, Daerah Istimewa Yogyakarta 55161, Indonesia +62 274 372378 office@infest.or.id https://infest.or.id/	Solidaritas Perempuan Jl. Siaga II, RT.002 RW.005 No.36, Pasar Minggu, Jakarta, RT.2/RW.5, West Pejaten, Pasar Minggu, South Jakarta City, Special Capital Region of Jakarta 12510, Indonesia (62-21) 79183108, 79181260, 7987976 soliper@centrin.net.id http://www.solidaritasperempuan.org
Migrant Institute Jalan Haji Ali No. 40, Kampung Tengah, Kramat jati, Jakarta Timur Telp/Fax: 021-8779-3624 http://migrantinstitute.org/	

5.9 Services for Indonesian Citizens Abroad by the Ministry of Foreign Affairs

Based on the Regulation of the Minister of Foreign Affairs Number 4 of 2008 concerning Citizen Services at the Representatives of the Republic of Indonesia Abroad, the Indonesian Government through its Representative Office has developed citizen protection services referred to as citizen services. Citizen Services is an integrated citizen service system at the Republic of Indonesia Representative that aims to improve protection for all Indonesian citizens, including Indonesian Workers who work overseas.¹⁸

With the establishment of Citizen Services, the Indonesian government seeks to provide protection for every citizen who is abroad, both for work, education, tourism and other purposes. Until 2015 there were 24 Indonesian representative offices abroad that were ready to provide these services. The following is a table of information regarding the addresses and telephone numbers of various RI representatives abroad:

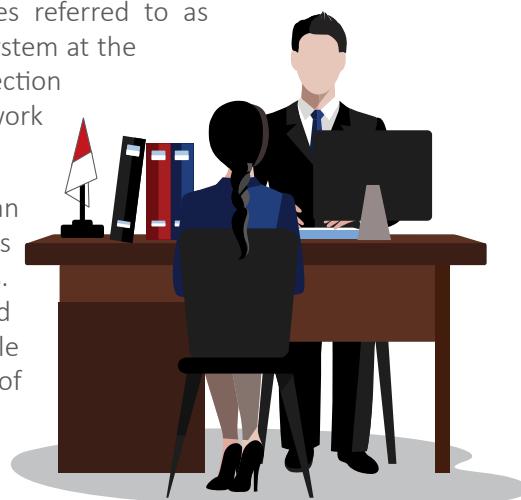


Table 13. RI Representative Offices Abroad

No.	Name of Institution	Address	Phone/Fax	Email
1.	KJRI Jeddah	Al Moallefeen St. Al Rehab District/5 Jeddah 21411, Saudi Arabia	Telp: +966 2 6711271 Faks: +966 2 6730205	jeddah.kjri@kemlu.go.id
2.	KBRI Riyadh	PO BOX 94343 Riyadh 11693	Telp: +966 11 4882800 Faks: +966 11 4882966	riyadh@kemlu.go.id; kbri.riyadh@gmail.com

¹⁸ Article 1, Minister of Foreign Affairs Number 4 of 2008

No.	Name of Institution	Address	Phone/Fax	Email
3.	KJRI Dubai	Al Mina Road, Al Hudaiba Area, Community 322, Street 2A, Villa No.1, Bu Dubai, Dubai, Uni Emirat Arab	Telp: +971 4 3985666 Faks: +971 4 3980804	indocons@emirates.net.ae
4.	KBRI Abu Dhabi	Zone 2, Sector 79, Villa No. 474, Sultan Bin Zayed Street (Str.32), Al Bateen Area, P.O. BOX 7256, Abu Dhabi-Uni Emirat Arab	Telp: +971-2 445-4448 Faks: +971-2 445-5453	indoemb@emirates.net.ae
5.	KBRI Amman	13 Ali Seedo Al-Kurdi Street, Sweifieh Amman, Jordan	Telp: +962-6 5926908 Faks: +962-6 5926796	Amman96@go.com.jo
6.	KBRI Kuwait City	Rashed Ahmed Al Roumi Street, Block I Building No 2 Daiya, Kuwait	Telp: +965 2253 1021 Faks: +965 2253 1024	Kuwait.kbri@kemlu.go.id
7.	KBRI Doha	Al Maheed St., Al Salat Al Jadeeda, P.O. Box 22375, Doha, Qatar	Telp: +974 44657945 Faks: +974 44657610	admin@kbridoha.com
8.	KBRI Damaskus	Mezzech, Eastern Villas, al-Madina al Munawar Street	Telp: +963 11 613 2578 Faks: +963 11611 9632	kbridamaskus@kemlu.go.id
9.	KBRI Bandar Seri Begawan	Simpang 336-43, Jalan Kebangsaan Kampung Kawasan Lingkungan Diplomatik, Mukim Kianggeh, BS8111, Daerah Brunei Muara, Brunei Darussalam	Telp: +673 233-0180 Faks: +673 233 0646	bsbegawan.kbri@kemlu.go.id atau kbribsb@brunet.bn
10.	KBRI Singapura	7 Chatsworth Road, Singapore 249761	Telp: +65-6737 7422 Ext 3 Faks: +65-6737 5037	info@indonesianembassy.sg
11.	KBRI Kinabalu	Lorong Kemajuan, Karamusing P.O Box 11595, 88817 Kota Kinabalu, Sabah, Malaysia	Telp: +6088 219110 +6088 218600 Faks: +6088 215170	
12.	KJRI Penang	No. 467, Jalan Burma Penang 10350, Malaysia	Telp: +60 4-2274686 +60 4-2267412 +60 4-2274955	penang.kjri@kemlu.go.id
13.	KBRI Kuala Lumpur	No. 233 Jalan Tun Razak, WP KL 50400	Telp: 603 2116 4016 Faks: 603 2141 7908	
14.	KJRI Kuching	No.21, Kot 16557, Blok 11, Jalan Stutong, MTL, 93350 Kuching	Telp: +60-82 460734 +60-82 461734 Faks: +60-82 456734 Hotline (Telp/SMS): +60819-8-222-110	
15.	KJRI Johor Bahru	No. 46, Jl. Taat, Off Jalan Tun Abdul Razak, 80100 Johor Bahru, Malaysia	Telp: +607 2274188 Faks: +607 2213246	johorbahru.kjri@kemlu.go.id

No.	Name of Institution	Address	Phone/Fax	Email
16.	KJRI Hongkong	No. 127-129 Leighton Road, 6-8 Keswick Street, Causeway Bay Hing Kong, P.R. Tiongkok	Telp: +852 3651 0200 Faks: +852 2895 0139	kjrihkg@netvigator.com
17.	KBRI Seoul	No. 380 Youidebangro, Youdeungpoku Seoul 150895	Telp: +82-02-7835675 Faks: +822-780-4280	seoul.kbri@kemlu.go.id
18.	KBRI Tokyo	No. 2-9 Highashi Gotanda, 5-chome, Shinagawa-ku, Tokyo-to, 141-0022, Jepang	Telp: +81 3-3441-4201 Faks: +81 3-3447-1697	info@indonesianembassy.jp
19.	KJRI Osaka	Resona Semba Building 6F 4-4-21 Minami Semba, Chuo-ku, Osaka 542-0081	Telp: +81 6-6252-9827 Faks: +81 6-6252-9872	kjri-osaka@indonesia-osaka.org
20.	KJRI Darwin	No. 20 Harry Chan Avenue - Darwin N.T. 0800, GPO BOX 1953, Darwin N.T.0801	Telp: +61(08)8943 0200 Faks: +61(08)8941 2709	kridrw@indoconsdarwin.org.au
21.	KJRI Sydney	236-238 Maroubra Road, Maroubra, NSW 2035 Australia	Telp: +61 2 9344 9933 Faks: +61 2 9349 6854 Hotline: +61 467 227 487	
22.	KJRI Perth	24 Adelaide Terrace PO Box 6683, East Perth, WA, 6892, Australia	Phone: +61-89221 5858 Fax: +61-8 9221 5688	contact@kjri-perth.org.au concular@kjri-perth.org.au
23.	KJRI Los Angeles	3457 Wilshire blvd, Los Angeles, CA 90010	Telp: +1 213 738-9803 Faks: +1 213 487-3971	
24.	KJRI New York	5, East 68th Street, New York, NY 10065 USA, United States of America	Telp: +1-212 879-0600 Faks: +-212 570-6206	information@indonesianewyork.org

5.10 Crisis Center and Call Center (Hello TKI and TESA)

Since November 2008, BNP2TKI has established a Crisis Center which aims to facilitate and bring services closer to the community. The establishment of the Crisis Center is expected to be a medium for handling and receiving cases directly between the government (through BNP2TKI) and prospective migrant workers, migrant workers, former migrant workers, families of migrant workers and the general public. To support the work of the Crisis Center, since June 2011, BNP2TKI has also opened a 24-hour complaint center and information service known as the BNP2TKI Call Center. This Call Center serves to aid a variety of complaints concerning problems/cases of prospective migrant workers, migrant workers, and families of migrant workers both at home and abroad which can be access via toll-free telephone numbers. If you have a complaint regarding the presence of TKI who are victims of TIP, you can also submit a complaint in this regard through the Crisis Center and BNP2TKI call center.

In addition to BNP2TKI, the Ministry of Social Affairs also established a local toll-free telephone access service for children who need special protection or are in an emergency situation or children who need counseling services. This service is known as TESA 129. For more information, please refer to the following table:

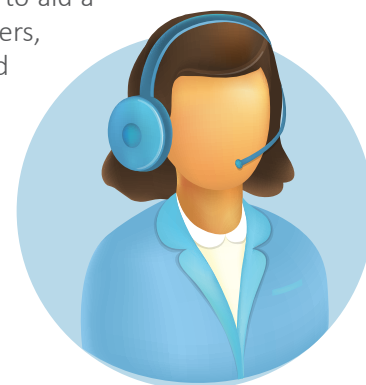


Table 14. Hotline for PMI/TKI

Name of Institution	Phone and Fax	Information
Crisis Center BNP2TKI d/a. Gedung BNP2TKI Jalan MT Haryono Kav 52 Pancoran, Jakarta 12095	Ph: (021) 79188924 Fax: (021) 29244810	This service can be accessed during business hours: Monday-Friday, 09.00-16.00
Halo TKI (Call Center) Layanan ini dikelola oleh BNP2TKI dan dapat diakses selama 24 jam	0800 1000	Toll free call center for domestic
	+6221-29244800	Paid call center for
	7266	Toll-free SMS hotline Type ACA#TKI#nameofsender# problem to be complained
Telefon Sahabat Anak, Kementerian Sosial	129	This service is managed by the Ministry of Social Affairs and can be accessed for 24 hours

6

Additional Reading Designing Effective Campaign



A campaign is an important part of preventing TIP. Prevention efforts are a top priority for TIP prevention programs. Service provider institutions can design effective campaigns using online or offline-based media while paying attention to the principles of assistance and safety as well as security for TIP witnesses and/or victims. Important aspects in the campaign, i.e.:

1. Message bearer;
2. Message medium (delivery tool);
3. Target recipient of the message; and
4. Type of message being delivered.

In addition, in preparing a campaign material, service providers must also pay attention to the following:

1. Understand the perspective of the media
2. Mapping media access
3. Select the campaign platform

The following are the steps for developing an effective campaign:

6.1 Collaborating with Media

The benefits of working with mainstream media are that coverage reaches more people. It is the most efficient way to communicate with a wider community and in a short duration. By considering the principle of assistance and the safety and security of witnesses and/or victims of TIP, this section aims to detail the procedures for working with the media, namely:

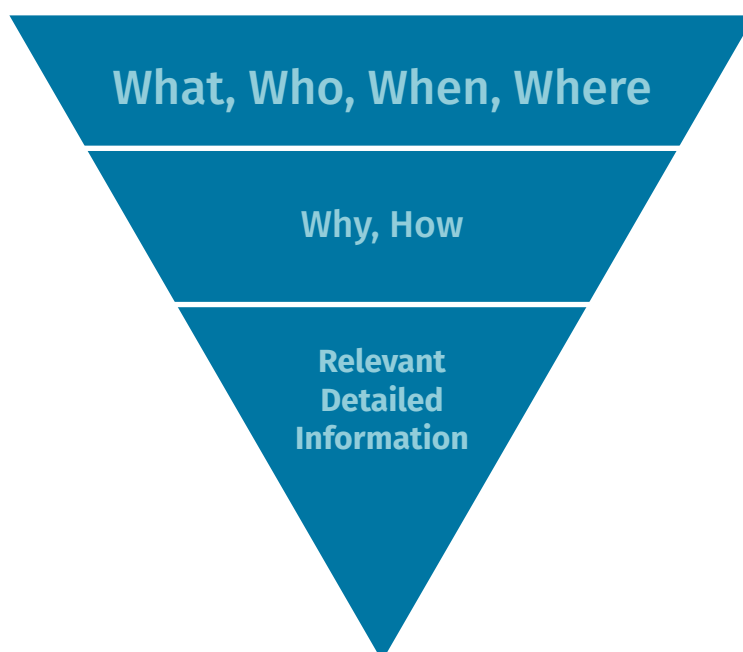
1. Analyzing news texts produced by the media in terms of protection and partiality of witnesses and/or victims of TIP;
2. Mapping the mainstream media that often contains TIP news;
3. Determining which media can help campaign for the protection of witnesses and/or victims;
4. Contact and send e-mail, SMS or other channels that can reach reporters;
5. Introducing themselves by stating the name and origin of the service provider institution for witnesses and/or victims so that there is trust from the reporter;
6. Sending structured, standardized and coherent writing is an additional point while upholding the principle of confidentiality;
7. Establish and maintain strong relationships with
8. Presenting facts that are not yet known to the wider audience.



6.2 Gathering Information

It is important to conduct initial information gathering, not only on campaign material but also on existing campaign models. This is so that the campaign material that will be created later on does not repeat or contradict the pre-existing material. In addition, this stage also serves to examine the pre-existing campaign model, so that the campaign to be developed later is right on target and can be well received. The information extracted must be based on the rules of 5W + 1H (what, when, who- who, where- where, why and how) are presented according to the inverted pyramid like the following chart:

Chart 6: Inverted Pyramid of Information Presentation Structure



In journalism, the model of writing through the inverted pyramid is a structuring of ways of thought. In advance it begins with general information that states the what, who, when and where. Then it continues with the explanatory information from general information through the approach to the question why and how. Furthermore, more detailed information can be explained at the very end of the text.

The following is an example of a list of information collected based on context categories, message themes, messenger/service provider institutions and message delivery methods:

Table 15. List of TIP Prevention Information

Context Category	Message Subject	Messenger	Method
Prevention	<ol style="list-style-type: none"> 1. Rights of witnesses and/ or victims of TIP 2. Safe migration 3. Ready before leaving 4. Smart Migration 5. What is TIP 6. Beware of recruiters in the village 	<ol style="list-style-type: none"> 1. Government institution 2. Non-governmental institutions 3. Mainstream media 4. Private business actors 	<ol style="list-style-type: none"> 1. Release 2. News text 3. Pocket book 4. Handbook 5. Leaflets 6. Posters 7. Infographics 8. Videographic 9. Online media 10. And others

Context Category	Message Subject	Messenger	Method
	<ol style="list-style-type: none"> 7. Get to know safe and comfortable work 8. Standards of decent work 9. And others 		
Demand	<ol style="list-style-type: none"> 1. Procedures for reporting TIP cases 2. Development of TIP cases 3. Claims for the rights of restitution of witnesses and/or victims 4. Sue traffickers 5. Narrative of the witness and/or victim's exploitative experience 6. And others 	<ol style="list-style-type: none"> 1. Non-governmental institutions 2. Mainstream media 	<ol style="list-style-type: none"> 1. Release 2. News text 3. Handbook 4. Infographics 5. Videographic 6. Policy brief 7. Online media 8. And others
Protection	<ol style="list-style-type: none"> 1. Every witness and/or victim has the right to restitution 2. Execution of restitution 3. Witnesses and/or victims receive reintegration assistance from the government 4. Witnesses and/or victims receive intensive care from the hospital 5. And others 	<ol style="list-style-type: none"> 1. Non-governmental institutions 2. Mainstream media 	<ol style="list-style-type: none"> 1. Release 2. News text 3. Handbook 4. Infographics 5. Videographic 6. Policy brief 7. Online media 8. And others

6.3 Development of Effective Campaigns



1) Develop a Campaign Tool

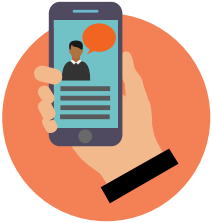
The next phase involves developing content for campaigns. One approach identified by service providers to develop good content is to base narratives on survivors' testimonies and true stories about saving TIP. There are several ways to collect testimonies. One way is to interview victims directly. Such interviews can only be done with trained researchers. Interviewers must comply with all professional and ethical standards in the process, including obtaining approval from survivors about the purpose of asking to hear and distribute their stories. When interviews are not appropriate, service provider agencies can provide aggregate or anonymous case studies from their own work



2) Producing Campaign Tools

After the interview process is complete, content can be arranged to develop different narratives. It can use case studies and interviews, as well as news articles, documentaries, and other secondary sources of research on trafficking in person, into narrative scripts or stories that form the basis of awareness campaigns.

Service provider staff can combine materials from all sources for the development of scripts that describe TIP cases, without explicitly mentioning survivors. This can be done for example with graphic info, the ratio of text and images must take into account different levels of literacy.



3) Trial Campaign Tool

Testing campaign tools developed by service provider institutions is very important in order to know the level of outreach and delivery of content. This involves developing a list of groups that are willing to participate, produce examples of campaign designs to be distributed, and prepare focus group discussion sessions to review campaign tools. Trial campaign tools can be done by testing the amount of time needed to read, watch, or listen to the campaign being given. Evaluate and assess images, storylines, and request feedback about the accessibility of media platforms.



4) Adopt campaign tools on various media

After a review of the trial process, scripts and images can be adapted to different media platforms. For audio-based platforms, it is important to work with professional illustrators, voice actors, and equipment to ensure high-quality audio. Additional text and introductory synopsis may need to be included in a text that prioritizes the main story, provides contextual information, and makes listeners know what they will listen to. The video platform can be developed simply and by combining audio from radio and visuals from graphics. The final step is to adapt the images and scripts to the poster campaign. This involves selecting images from a graphic novel and matching them with information points taken from the script.

6.4 Evaluating the Use of Campaign Tools and Media

To measure the effectiveness of the campaign carried out, it is important to conduct an evaluation. Here are some guidelines for measuring campaign effectiveness:

1. Evaluate and review statistics through Google Analytic features if website-based; and reach, click and interaction through the Facebook Analytics feature if the service provider institution uses and develops its own website or portal for campaigns to protect witnesses and/or victims of TIP;
2. Evaluate and review statistics, disseminate information content through Facebook social media;
3. If the spread of campaign content through Twitter social media, service provider institutions can see and analyze impressions and mentions through the Twitter Analytics feature;
4. Make a simple survey of topics and themes that are campaigned, based on the duration of a certain time and carried out regularly;
5. Document audience responses, such as complaints, further questions, requests for campaign brochures etc.

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- International Organization for Migration. 2007. *The IOM Handbook: Direct Assistance for Victims of Trafficking*. Geneva: International Organization for Migration

Laws and Regulations

- Undang-Undang No. 21 Tahun 2007 tentang Pemberantasan Tindak Pidana Perdagangan Orang.
- Undang-Undang No. 31 Tahun 2004 tentang Perubahan atas Undang-Undang Nomor 13 Tahun 2006 tentang Perlindungan Saksi dan Korban.
- Undang-Undang No. 18 Tahun 2017 tentang Prlindungan Pekerja Migran Indonesia
- Undang-Undang KUHP
- Undang-Undang Nomor 13 Tahun 2006 tentang Perlindungan Saksi dan Korban yang kemudian diamandemen menjadi Undang-Undang Nomor 31 Tahun 2014 tentang Perubahan Undang-Undang Nomor 13 Tahun 2006 tentang Perlindungan Saksi dan Korban
- Peraturan Presiden Nomor 69 Tahun 2008 tentang Gugus Tugas Pencegahan dan Penanganan Tindak Pidana Perdagangan Orang (GT-PPTPO).
- Peraturan Menteri Kesehatan (Permenkes) Nomor 1226/Menkes/SK/XIII/2009 tentang Pedoman Pelaksanaan Pelayanan Terpadu Korban Kekerasan terhadap Perempuan dan Anak di Rumah Sakit
- Peraturan Menteri Hukum dan HAM Nomor 1 tahun 2018 tentang Paralegal
- Peraturan Kepala Kepolisian Negara Nomor 3 Tahun 2015 tentang Pemolisian Masyarakat dan juga dalam ketentuan Pasal 39 ayat (1) Perkap No. 12 Tahun 2009 (yang saat ini sudah dicabut dan diganti dengan berlakunya Perkap No. 14 Tahun 2012
- Peraturan Kepala Kepolisian Negara Nomor 23 Tahun 2010 tentang Susunan Organisasi dan Tata Kerja Pada Tingkat Kepolisian Resor dan Kepolisian Sektor

a) Form Of TIP Case Identification



**Victim of Trafficking in person:
Examination Interview Form**

IOM mission in _____

CONFIDENTIAL

APPROVAL BASED ON INFORMATION (INFORMED CONSENT)

Has the individual been notified that IOM and/or (the name of a partner organization) have the right to share the individual case data with IOM Mission offices and partner organizations that will be involved in the direct assistance program for the purpose of providing assistance to victims?

(Yes/ No)

Has the individual been notified that IOM has the right to disclose limited data on non-personal data based on information obtained from interviews with law enforcement for the purpose of rescuing other victims who are still controlled by traffickers or in the interest of preventing other potential victims from being trafficked?

(Yes/No)

Has the individual been notified that IOM has the right to use data (which is anonymous and in its entirety) for research purposes?

(Yes/No)

Has the individual been fully given approval for the interview and have also been given an explanation of the role of the interviewing organization, the voluntary nature and use of information from the interview results as described above?

(Yes/No)

Note: Informed consent is needed for all services, such as medical examinations and procedures, health assessments, voluntary return with assistance and reintegration assistance.

(Yes/No)

If an individual is a child, has the parent/guardian's consent been obtained?

(Yes/No)

Interviewer's signature: _____

Date: _____

Registration Data

Individual IOM ID: _____

Surname:	Country of birth:
Family name:	Place of birth:
Gender: (M/F)	Last domicile in the origin country:
Date of Birth:	Last education:
Is the date of birth an estimate (Yes/No)	Father's name:
Age (in year):	Mother's name:
Nationality:	Identity document (type, country, number and last name when valid)
Tribe/Ethnicity:	

Case Data and Interview

Type of organization/individual referring: _____

Types of organizations/ individuals referring:
(IOM Mission/NGO/Community Organization/ Embassy/
Immigration/ Police/ Prosecutor/ Public Prosecutor/
Recovery Center/ Central Government/ Local Government/
BNP2TKI/ Family or Friends/ Coming to refer to
themselves/ Hotline/ Other/ NA/ Don't Know)

Mention - Name : _____
- Location : _____

Examination (date/month/year) : _____
Examination location : _____
Interviewer's first name and last name : _____
Name of organization/institution : _____
Interviewer's contact information : _____

Full address and telephone number of the referring organization: _____

Language of the interviewee : _____
Using a language translator : (Yes/No)
Translator's full name : _____

If the individual is a child, write down the full name, address, and telephone number of the parent or guardian:

PROCESS: ENTER INTO THE SITUATION OF TRAFFICKING IN PERSON

1.0. Why did the individual leave home/area of origin? (give more than one choices if necessary)

(Economic problems/unemployment/Looking for a better job/Lack of access to education/Lack of access to health services/Family or personal problems/Religious, political or ideological problems/Domestic violence/Brides to order/Early marriage/Fraud or false promises/Violent threats*/Travel/Other/NA/Don't know)

* Including physical, sexual, psychological or mental violence; and intimidation

1.1. If OTHER, please specify: _____

2.0. How did the individual enter the process (give more than one choice if necessary)?

(Sponsor/legal agent*/Corporation**/Friends/Family/Husband/Boyfriend/Neighbors/New acquaintances/Personal contact/Don't know/None)

* Refers to corporations that recruit overseas migrant workers and/or domestic workers in the country

** Other Legal Recruitment Agencies

2.1. If OTHER, please specify: _____

3.0. Does entering into the process involve recruitment? (Yes/No)

3.1. If YES, how did the contact begin between the individual and the recruiter?

(Personal contact/Job search agent/Travel agent/Internet ad/Newspaper ad/Radio ad/Television advertisement/Other/NA/Don't know)

3.1.1. If OTHER, please specify: _____

4.0. If labor migration, what activities are promised by the individual after arriving at the destination country? (mark more than one choices if necessary)

(Domestic work/Servant/Babysitter/Nurse*/Shopkeepers/Commercial sex worker/Dancer/Karaoke guide/Massager/Husband or Wife/Internship or Job/School/Tourism training/Service sector/Janitorial offices/Factory worker/Farmer or Gardener/Builder/Seafarer/Fisherman/Other form of labor work**/Others/NA/Don't know)

* including elderly nurses, sick people, or disabled

** refers to other types of work that are not listed in the existing category

4.1. If OTHER, please specify: _____

4.2. If FACTORY WORK, please specify what manufacturing sector: _____

5.0. Did the individual spend a sum of money to finance travel to the region/destination? (Yes/No)

5.1. If YES, specify the type of fee: (Recruitment/Document management/Accommodation/Transportation/Health check/Other NA /Don't know)

5.1.1. If OTHER, please specify: _____

5.2. If YES, mention who is paying? (Recruiters/Alone/Parents/Relatives/Girlfriends/Friends/Neighbors/Others/NA/Don't know)

5.2.1. If OTHER, please specify: _____

- 5.3. If YES, please specify the method of payment: (Cash at the time of recruitment/deduction of salary at the time of work/other)
- 5.3.1. If OTHER, please explain: _____
- 5.4. If NO, are there salary deductions when working? (Yes/No)
- 6.0. What benefits are promised to individuals when they have arrived in the country/destination?
- 6.1. Salary (Equivalent in USD per month) : _____
- 6.2. Other benefits: _____
- 7.0. Did the individual sign work contracts? (Yes/ No/NA/Don't know)
- 7.1. If YES, please specify the contents of the contract briefly: _____
- _____
- _____
- _____
- 8.0. Did the individual have documents when departed? (Yes/ No/NA/Don't know)
- 8.1. If YES, specify the type of document: (Identity Card/Passport/Visa/Other/NA/Don't know)
- 8.1.1. If OTHER, please mention: _____
- 8.2. Have individual documents been falsified? (Yes/ No/NA/Don't know)
- 9.0. How did the individual travel to their destination in their origin/country of origin? (Combined transportation/land line/sea lane/airway/NA/Don't know)
- 10.0. What month/year did the individual enter this process? _____
- 11.0. Was the individual still a child when entering the trafficking process: (Yes/ No)
- 12.0. From which region/country did the individual enter the trafficking process? _____
- 13.0. Which region/country was promised (or referred to) as the area/country of final destination? _____
- 14.0. 14.0. Did the individual travel alone? (Yes/ No)
- 14.1. If NO, with whom did the individual travel? (mark more than one choices if necessary) (Husband/wife/spouse/brother/friend/recruiter/transfer agent/unknown party/other/NA/Don't know)
- 14.1.1. If OTHER, please specify: _____
- 15.0. Upon reaching the destination, did the individual make a transit in an area/country? (Yes/ No)
- 15.1. If YES, please specify the transit area/country that was made in sequence: _____
- _____
- _____
- 15.2. Did the individual carry out activities in the area/country during transit? (Yes/ No)

15.3. If Yes, what activities did they do in the place/area/country of transit (give more than one choices if necessary)

(Domestic work/forced prostitution/Karaoke guide/Involved in criminal activities forcibly/ Forced marriage/Dancer/Massager/Waiter/Babysitter/Nurse*/Shopkeeper/Service sector/Janitor/Factory worker/Farmer or Gardener /Builder/Seafarer/Fisherman/Beggar/ Scavenger/odd jobs/Not working/Others/NA/Don't know)

* including elderly sick people, or disabled caregiver

15.3.1. If OTHER, please specify: _____

15.3.2. If FACTORY WORK, please specify what manufacturing sector:

15.4. If transit is done in many regions/countries and individuals are involved in doing many activities in each transit area/country, please provide a more detailed explanation here:

16.0. Are there the methods below that are used to control individuals?

Identity document detained	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Travel documents detained	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Salary detained	Yes/Partly/NA/Don't know	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Excessive working hours	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Employed by different employers	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Debt bondage	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Not given freedom of movement	Yes/Partly/NA/Don't know	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Inadequate residence	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Not given proper medical care	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Not given proper food/drink	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Forced to consume alcohol	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)

Forced to use illegal drugs	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Rape	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Sexual violence	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Physical abuse	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Psychological violence	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Threats to individuals	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Threats to family	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Religious, political and ideological issues	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Threats from law enforcement officials	(Yes/No/NA/Don't know)	If YES, by whom? (Police/Attorney/Judge/Immigration/Others-specify)
Jail	(Yes/No/NA/Don't know)	If YES, by whom? (Police/Attorney/Judge/Immigration/Others-specify)
If there are OTHER control methods, specify:		

EXPLOITATION PHASE

- 17.0. What activities have the individual done since arriving at the final destination (choose more than one answer if necessary)?
 (Domestic work/forced prostitution/Karaoke guide/Involved in criminal activities forcibly/Forced marriage/Dancer/Massager/Waiter/Babysitter/Nurse*/Shopkeeper/Service sector/Janitor/Factory worker/Farmer or Gardener /Builder/Seafarer/Fisherman/Beggar/Scavenger/odd jobs/Not working/Others/NA/Don't know)
 * including elderly sick people, or disabled caregiver

17.1. If OTHER, please specify: _____

17.2. If FACTORY WORK, please specify what manufacturing sector: _____

18.0. Which region/country was the individual's final destination? _____

19.0. How old was the individual when the activity starts? (Age) _____

19.1. How long does the most significant/only activity take place? (Year/Month/Week/Day and/or Hour)

20.0. Were there the following methods being used to control individuals during activities?

Identity document detained	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Travel documents detained	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Salary detained	(Yes/Partly/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Excessive working hours	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Employed by different employers	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Debt bondage	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Not given freedom of movement	(Yes/Partly/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Indecent residence	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Not given proper food/drink	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Not given proper medical care	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Forced to consume alcohol	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Forced to use illegal drugs	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Rape	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Sexual violence	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Physical abuse	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Psychological violence	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Threats to individuals	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Threats to family	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Religious, political and ideological issues	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Threats from law enforcement officials	(Yes/No/NA/Don't know)	If YES, by whom? (Police/Attorney/Judge/Immigration/Others-specify)

Jail	(Yes/No/NA/Don't know)	If YES, by whom? (Police/Attorney/Judge/Immigration/Others-specify)
If exploited for prostitution (sexual exploitation):		
Not given the freedom to reject clients	(Yes/No/NA/Don't know)	If YES, by whom? (Police/Attorney/Judge/Immigration/Others-specify)
Not given the freedom to reject certain actions	(Yes/No/NA/Don't know)	If YES, by whom? (Police/Attorney/Judge/Immigration/Others-specify)
Not given the freedom to use condoms	(Yes/Partly/NA/Don't know)	If YES, by whom? (Police/Attorney/Judge/Immigration/Others-specify)
If there are OTHER control methods, specify:		

21.0. Has the individual previously experienced the same event (trafficking in person)?
(Yes/ No/NA/Don't know)

21.1. If YES, how many times: (one/two/three/more than three)

21.1.1. When and where: _____

21.1.2. Mention the type of work: _____

22.0. Did the individual experience exploitation? (Yes/ No/NA/Don't know) (If NO, continue to 24.0)

23.0. If the individual experiences exploitation, how did he/she get out of the exploitation situation?
(Alone/Police/NGO/Friends/Guests/Employers/Others/NA/Don't know)

23.1. If OTHER, please specify: _____

24.0. If exploitation does NOT occur, were there indications of a real and substantial threat of exploitation? (Yes/ No/NA/Don't know)

24.1. If YES, what are the reasons for exploitation not happening? (Saved/Escape/Other/NA/Don't know)

24.1.1. If OTHER, please specify: _____

SUPPORTING MATERIAL

25.0. Other supporting material

Police report or other official report (Yes/No/NA/Don't know)

Identification document (Yes/No/NA/Don't know)

Travel documents (Yes/No/NA/Don't know)

Medical report (Yes/No/NA/Don't know)

Copy of work contract or recruitment offer (Yes/No/NA/Don't know)

Individual personal report writing (Yes/No/NA/Don't know)

Hotline Report (Yes/No/NA/Don't know)

Other (Yes/No/NA/Don't know)

If OTHER, please specify:

DECISION

26.0. Was the individual a VICTIM OF TRAFFICKING IN PERSON? (Yes/ No)

26.1. Please provide reasons for the decision taken in point 26.0:

27.0. Whose decision was taken (specify the name (s)): _____

28.0. If the individual was a victim of trafficking, was this type of trafficking domestic or trans-national?
(Domestic/Trans-national/Both)

29.0. If the individual is a victim of trafficking, does he qualify for the IOM Trafficking Victim assistance program? (Yes/ No)

29.1. If NO, why? ? (Not according to project criteria/Ordered to be deported/Suspected of being an intruder/Other)

29.1.1. If OTHER, please specify: _____

30.0. If an individual qualifies for an IOM trafficking victim assistance program, is he willing and able to receive assistance? (Yes/No)

30.1. If NO, what is the reason? (Please select all that apply)
(Do not believe in IOM or partner organizations/Fear/Self-help/Want to apply for asylum/
Want to settle in this country/Others)

30.1.1. If OTHER, please specify: _____

31.0. If an individual is NOT a victim of trafficking, does he need help?

(Yes/ No)

31.1. If YES, what is the individual situation? (Please select all that apply)

(Requires emergency medical assistance/undocumented status/victims of sexual or gender-based violence/Others)

31.1.1. If OTHER, please specify: _____

If YES, please refer the individual to the appropriate service institution.

32.0. Additional information:

b) Form of TIP Cases Identification in the Fisheries Sector

Victim of Trafficking in person: Examination Interview Form

APPROVAL BASED ON INFORMATION (INFORMED CONSENT)

Has the individual been notified that Task Force 115 and the Task Force for the Prevention and Handling of Crime of Trafficking in person (GTPPTIP) and/or partner organizations that will be involved in the direct assistance program have the right to share individual's case data for the purpose of providing assistance to victims?

(Yes/ No)

Has the individual been notified that Task Force 115 and Task Force on the Prevention and Handling of Crime of Trafficking in person (GTPPTIP) have the right to make limited disclosures of non-personal data based on information obtained from interviews with law enforcement for the purpose of rescuing other victims who are still controlled by traffickers or in the interest of preventing other potential victims from being trafficked?

(Yes/ No)

Has the individual been notified that Task Force 115 and Task Force on the Prevention and Handling of Trafficking in person (GTPPTIP) have the right to use data (which is anonymous and in its entirety) for research purposes?

(Yes/ No)

Has the individual fully given approval for the interview and has also been given an explanation of the role of the interviewing organization, the voluntary nature and use of information from the interview results as described above?

(Yes/ No)

Note: Informed consent is needed for all services, such as medical examinations and procedures, health assessments, voluntary return with assistance and reintegration assistance.

(Yes/ No)

If an individual is a child, has the parent/guardian's consent been obtained?

(Yes/ No)

Interviewer's signature: _____

Date: _____

Registration Data

Full Name :	Name of Birth Father:
Alias:	Name of Birth Mother:
Sex :	Marriage Status:
Date of Birth:	National ID/Passport No.:
Age :	
Nationality:	Name of Boat :
Education Background:	
Address :	

Case Data and Interview

Type of organization/individual referring: Types of organizations/ individuals referring: (IOM Mission/ NGO/Community Organization/ Embassy/ Immigration/ Police/Prosecutor/ Public Prosecutor/ Recovery Center/ Central Government/ Local Government/ BNP2TKI/ Family or Friends/ Coming to refer to themselves/ Hotline/ Other/ NA/ Don't Know)

Mention - Name : _____
- Location : _____

Examination (date/month/year) : _____
Examination location : _____
Interviewer's first name and last name : _____
Name of organization/institution : _____
Interviewer's contact information : _____
Full address and telephone number of the referring organization: _____

Language of the interviewee : _____
Using a language translator : (Yes/ No)
Translator's full name : _____

If the individual is a child, write down the full name, address, and telephone number of the parent or guardian:

PROCESS: ENTER INTO THE SITUATION OF TRAFFICKING IN PERSON

- 1.0. Why did the individual leave home/area of origin? (give more than one choices if necessary)
(Economic problems/unemployment/Looking for a better job/Lack of access to education/Lack of access to health services/Family or personal problems/Religious, political or ideological problems/Domestic violence/Brides to order/Early marriage/Fraud or false promises/Violent threats*/Travel/Other/NA/Don't know)
* Including physical, sexual, psychological or mental violence; and intimidation
- 1.1. If OTHER, please specify: _____

- 2.0. How did the individual enter the process? (give more than one choices if necessary)?
(Sponsor/legal agent*/Corporation**/Friends/Family/Husband/Boyfriend/Neighbors/New acquaintances/Personal contact/Don't know/None)
* Refers to corporations that recruit overseas migrant workers and/or domestic workers in the country
** Other Legal Recruitment Agencies
- 2.1. If OTHER, please specify: _____

- 2.2. Does entering into the process involve recruitment? (Yes/ No)
- 2.3. How do contacts begin between the individual and recruiter?
(Personal contact/Job search agent/Travel agent/Internet advertising/Newspaper ad/Radio ad/Television advertisement/Other/NA/Don't know)
- 2.3.1. If OTHER, please specify: _____
- 3.0. Does the individual join this work voluntarily? (Yes/ No)
- 4.0. Is the individual being threatened to join this work? (Yes/ No)
- 5.0. If as worker migration, what activities are promised by the individual to be conducted after arriving at the destination country?
(Domestic worker/Servant/Babysitter/Nurse/Shopkeeper/Commercial sex worker/Dancer/Karaoke guide/Massager/Husband or Wife/Internship or Job/School/Tourism training/Service sector/Janitorial work/Factory work/Farmer or Gardener/Builder/Seafarer*/Fisherman/Other forms of labor work**/Others/NA/Don't know)
* Referring to workers working on cargo ships, cruise ships, tankers, processing vessels, and other commercial vessels except fishing vessels
** referring to other types of work that are not listed in the existing category
- 5.1. If OTHER, please specify: _____
- 5.2. If as FISHERMAN, what title/position that has been promised? (Captain/Master/Engineer/Overseer/Chef/Fishing Equipment Expert/ Processing the Catches/Ordinary Fisherman/NA)
- 6.0. What month/year did the individual enter this process? _____
- 7.0. Did the individual was still a child when entering the trafficking process: (Yes/No)
- 8.0. From which region/country did the individual enter the trafficking process? _____

- 9.0. Which region/country was promised (or referred to) as the area/country/place of final destination? _____
- 10.0. Do individuals have documents when departed? (Yes/No/NA/Don't know)
- 10.1. If YES, what documents did the individual have?
- Identity Card
 - Family Card
 - Basic Safety Training
 - Seaman's Book
 - Seaman Certificate
 - Passport
 - Work Visa
- 10.2. If OTHER, please specify: _____
- 10.3. Were individual documents falsified? (Yes/No/NA/Don't know)
- 10.4. Did the individual spend a sum of money to finance travel to the region/destination? (Yes/ No)
- 10.5. Is the identity (name, place and date of birth, photo) in the seaman's book or passport an actual identity? (Yes/ No)
- 11.0. Have you ever received training related to this work? (Yes/No)
- 12.0. Did the individual take medical examinations? (Yes/No)
- 13.0. Is there a health insurance/insurance from the company? (Yes/No)
- 14.0. Did the individual sign a work contract? (Yes/No/NA/Don't know)
- 14.1. If YES, please briefly state the contents of the contract:
- Detailed information on the location of work
 - Work time
 - Salary
 - Health and Work Safety
 - Break
 - Leave
 - Medical Insurance
 - Others: _____
- 15.0. What benefits are promised to individuals if they have arrived in the country/destination?
- 15.1. Salary (Equivalent in USD per month) : _____
- 15.2. Other benefits: _____
- 16.0. Who arranges the departure to work location? (Self/Company/Sponsor or Individual Recruiter/ Don't know)
- 17.0. Did the individual spend a sum of money to finance travel to the region/destination? (Yes/No)
- 17.1. If NO, specify who is funding: (Company/Sponsor or Individual Recruiter/Don't know)

- 17.2. If NO, are there salary deductions when working? (Yes/No)
- 17.3. If YES, specify the type of fee: (Recruitment/Document Management/ Accommodation/ Transportation/Health check/Other)
- 17.4. If YES, mention who is paying? (Recruiters/Alone/Parents/Relatives/Girlfriends/ Friends/ Neighbors/Others/None/Don't know)
- 17.4.1. If OTHER, please specify: _____
- 17.5. If YES, please specify the method of payment: (Cash at the time of recruitment/deduction of salary at the time of work/other)
- 17.5.1. If OTHER, please explain: _____
-
- 18.0. Is there a sum of money requested for departure when taking care of the smooth departure/arrival? (Yes/No)
- 19.0. How did the individual go to their destination in their origin region/country? (Combined transportation/ land line/sea lane/airway/Don't know/None)
- 19.1. Was the individual moved in the middle of the sea? (Yes/No)
- 19.2. Who takes care of travel documents while at the airport? (Self/Company/Sponsor or Individual Recruiter/Don't know)
- 19.3. Is there a pickup when arriving at the destination (airport/port/border area)? (Yes/No)
- 20.0. Did the individual travel alone? (Yes/No)
- 20.1. If NO, with whom did the individual travel? (mark more than one choices if necessary) (Husband/wife/spouse/brother/friend/recruiter/transfer agent/unknown party/other/ None/Don't know)
- 20.1.1. If OTHER, please specify: _____
-
- 21.0. Did the individual receive documents/letters when working on location? (Yes/No)
- 22.0. Upon reaching the destination, did the individual make a transit in an area/country? (Yes/No)
- 22.1. If YES, please specify the transit region/country that was made in sequence: _____
- 22.2. If YES, has the individual been informed in advance about activities in the transit/shelter? (Yes/No)
- 22.3. If YES, who is the owner of the shelter? (Company/Sponsor or Individual Recruiter)
- 22.4. Did the individual carry out activities in the area/country during transit? (Yes/No)
- 22.5. If Yes, what activities did the individual do in the place/area/country of transit (specify more than one if necessary):
 (Domestic work/Forced prostitution/Karaoke guide/ Forcibly involved in criminal activities/ Forced marriage/Dancer/Massager/Waiter/Babysitter/Nurse/Shopkeeper/Service sector/ Janitor/Factory worker/Farmer or Gardener/Construction work/Sailor*/Fisherman/Beggar/ Scavenger/odd jobs/Not working/Others/None/Don't know)
 * Referring to worker on a cargo ship, cruise ship, tanker, processing vessel, and other commercial vessels except fishing vessels

22.6. If OTHER, please specify: _____

22.7. If transit is done in many regions/countries and the individual is involved in performing many activities in each transit area/country, please provide a more detailed explanation here:

22.8. Are there the methods below being used to control the individual?

Identity document detained	(Yes/No/None/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Salary detained	(Ya/Sebagian/Tidak/None/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Excessive working hours	(Yes/No/None/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Employed on different boats	(Yes/No/None/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Debt bondage or additional deductions from future salaries	(Yes/No/None/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Not given freedom of movement	(Yes/Partly/No/None/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Indecent residence	(Yes/No/None/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Not given proper medical care	(Yes/No/None/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Not given proper food/drink	(Yes/No/None/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Forced to consume alcohol	(Yes/No/None/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Forced to use illegal drugs	(Yes/No/None/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Sexual violence	(Yes/No/None/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Physical abuse	(Yes/No/None/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Psychological violence	(Yes/No/None/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Threats to individuals	(Yes/No/None/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Jail	(Yes/No/None/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
If there are OTHER control methods, specify:		

EXPLOITATION PHASE

- 23.0. What activities have the individual done since arriving at the final destination? (choose more than one answer if necessary)
(Captain/Master/Engineer/Overseer/Chef/Fishing Equipment Expert/Catches Processing/Ordinary Fisherman/ Don't know)
- 24.0. Does the location of the work place as promised? (Yes/No)
24.1. If not, which region/country was the individual's final destination? _____
- 25.0. Was the salary given as promised? (Yes/No)
- 26.0. How old was the individual when the activity started? (Age) _____
26.1. How long does the most significant/only activity take place? (Year/Month/Week/Day and/or Hour)
- 27.0. Are there the following methods being used to control individuals during activities?

Identity document detained	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Salaries are not paid regularly	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Salary detained	(Yes/Partly/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Break time is less than 10 hours per day	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Work 7 days a week without holiday	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Employed on different ships	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Debt bondage	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Not given the freedom to communicate	(Yes/Partly/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
When the ship is at berth, individual has no freedom to move	(Yes/Partly/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Not given a decent place to live	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Not provided with personal protective equipment (Personal Protective Equipment/PPE)	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)

Not provided with proper medical care	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Not fed and/or drink 3 times a day	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Forced to consume alcohol	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Forced to use illegal drugs	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Discriminatory treatment on board	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Sexual violence	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Physical abuse	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Psychological violence	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Feel afraid at work	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Threats/intimidation to individuals	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Religious, political and ideological issues (e.g. Forcing Muslim workers to buy non-Halal food)	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Jail	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
If exploited for prostitution (sexual exploitation):		
Not allowed to reject clients	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Individual does not have the freedom to refuse certain actions	(Yes/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
Not given the freedom to use condoms	(Yes/Partly/No/NA/Don't know)	If YES, by whom? (Recruiters/Transporters/Holders/Recipients/Others-specify)
If there are OTHER method of control, please specify:		

- 28.0. Have previous individuals experienced the same event (trafficking in person)?
(Yes/No/NA/Don't know)
- 28.1. If YES, how many times: (one/two/three/more than three)
- 28.2. When and where: _____
- 28.3. Mention the type of work _____
- 29.0. Did the individuals experience exploitation? (Yes/No/NA/Don't know) (If NO, continue to 32.0)
- 30.0. If individuals experience exploitation, how do they get out of the exploitation situation? (Alone/Police/NGO/Friends/Guests/Employers/Others/NA/Don't know)
- 31.0. If exploitation does NOT occur, were there indications of a real and substantial threat of exploitation?
(Yes/No/NA/Don't know)
- 31.1. If YES, what are the reasons for exploitation not happening? (Saved/Escape/Other/NA/Don't know)
- 31.1.1. If OTHER, please specify: _____
- _____

SUPPORTING INFORMATION

- 32.0. Are there individual coworkers who are treated improperly/arbitrarily? (Yes/No/Don't know)
- 32.1. If YES, where is he/are they currently? _____
- 33.0. Is there a colleague who is less than 17 years old (child)? (Yes/No/Don't know)
- 33.1. If YES, where is he/are they currently? _____
- 34.0. Additional information about the ship
- 34.1. Ship name : _____
- 34.2. Ship Captain's name : _____
- 34.3. Ship Owner's Name : _____
- 34.4. Ship's Country of Origin : _____
- 35.0. Did individuals observe illegal practices that occur or are carried out by the ship?
- Entering other country without official documents
- Double Flagging
- Using prohibited fishing equipment
- Transshipment
- Human Smuggling
- Drug Smuggling
- Weapon Smuggling
- 36.0. Other supporting material
- Police report or other official report (Yes/No/NA/Don't know)
- Identification document (Yes/No/NA/Don't know)
- Travel documents (Yes/No/NA/Don't know)

Medical report	(Yes/No/NA/Don't know)
Copy of work contract or recruitment offer	(Yes/No/NA/Don't know)
Individual personal report writing	(Yes/No/NA/Don't know)
Hotline Report	(Yes/No/NA/Don't know)
Other	(Yes/No/NA/Don't know)
If OTHER, please specify:	

DECISION

37.0. Was the individual a VICTIM OF TRAFFICKING IN PERSON? (Yes/No)

37.1. Please provide reasons for the decision taken in point 37.0:

38.0. Whose decision was taken (specify the name (s)): _____

39.0. If the individual was a victim of trafficking, was this type of trafficking domestic or trans-national?
(Domestic/Trans-national/Both)

40.0. If the individual is a victim of trafficking, is he willing/able to receive assistance?
(Yes/No)

40.1. If NO, why? (Not according to project criteria/Ordered to be deported/Suspected of being an intruder/Other)

40.1.1. If OTHER, please specify: _____

41.0. If the individual is NOT a victim of trafficking, does he need help?
(Yes/ No)

41.1. If YES, what is the situation of the individual? (Please select all that apply)

(Requires emergency medical assistance/undocumented status/victims of sexual or gender-based violence/Others)

41.1.1. If OTHER, please specify: _____

41.2. If YES, please refer the individual to the appropriate service institution.

42.0. Additional information:



c. Form of Case Monitoring and Supervision

NOTES OF CASE MANAGER

Name : _____ M/F

Age : _____

Date	Time	Notes	Clear Name

d. Form of Potential Assessment for Reintegration Recipient



International Organization for Migration (IOM)

Name :	
Age :	
Date :	
Country of Return :	
Assistant :	

BUSINESS PLAN

1. Brief Explanation of Business	
Type of Business	
City	Address (if any)
2. Business: General Information	
Business Stage Your business is:	<input type="checkbox"/> New <input type="checkbox"/> Restarting the old <input type="checkbox"/> The one in development
Partnership Do you intend to work:	<input type="checkbox"/> Alone <input type="checkbox"/> Collaboration
If you have a business partner, please complete the column:	Name of your business partner: Relationship with the partner? <input type="checkbox"/> Family <input type="checkbox"/> Group of friends <input type="checkbox"/> Other (specify): Do you have a written agreement? <input type="checkbox"/> Yes <input type="checkbox"/> No
Business equipment What equipment or supplies are needed for this business?	
Business license Are you required to have a business license?	<input type="checkbox"/> Yes <input type="checkbox"/> No, because I already have a license <input type="checkbox"/> No, because it is not required If a business license is not required, please explain:

Location of business	<p>Do you have a place for your business?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, what is the location:</p> <p>Is there added value from the location of your business?</p>
----------------------	---

3. Professional Skills and Experience

<p>General skill Please provide information on the skills/training you have (e.g. computer, language, hairdresser, etc.)</p>	
<p>Training Do you require training to run your business?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, what training do you need?</p>
<p>General experience Please explain your professional experience at home and abroad (period, company, etc.).</p>	
<p>Matters related to your business plan Have you ever owned, run or worked in the same type of business or field?</p>	

4. Market Analysis

Who are your customers?	
How can consumers know your business?	
Is there a need or demand for the product/ service that you offer?	
Who are your business competitors?	
Does your business have more value than your competitors?	

5. Risks

Explain the risks you may face when starting your business? (e.g.: business competition, licensing, weather, etc.)	
How will you deal with these matters?	

6. Business Activity Schedule and Business Sustainability

Steps to be taken before you return (if you are outside the country/ region):	
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Steps to take after you return:	
What is the purpose of your business in the medium or long term?	
What are your plans to ensure the sustainability of your business? (after reintegration assistance has been completed)	

7. Calculation of Business Capital *(Give an estimate of capital and a description of your business needs)*

Material/ Equipment/ Supply/ Products	
Business licensing	
Rent a business place	
Others	
TOTAL	

8. Information

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Beneficiary

e. Form of Monitoring and Supervision of Reintegration



IOM International Organization for Migration
 OIM Organisasi Internasional untuk Migrasi

ASSESSMENT AND MONITORING REPORTS

Information and Reintegration Process		
Name of Client/ID Number		
Type of Business	1. Individual	2. Group (Name of Group)
Period of Report		
Name of NGO		
Case manager of NGO		
Date of client accepted at NGO		
How did the client contact the NGO?	1. phone 2. face to face	
When is the assessment or monitoring done?	1. Date 2. Date..... 3. Date..... 4. Date..... 5. Date..... 6. Date.....	
Reintegration Assistance		
Help given to clients after returning to their place of origin? (Explain in detail)		
a. Transportation assistance	Type of transportation : 1. Land 2. Sea 3. Air	

<p>b. Financial assistance (Income generating)</p>	<p>Length of financial assistance :</p> <ol style="list-style-type: none"> 1. 0-3 month 2. >3 – 6 months 3. >6 – 9 months 4. >9 – 12 months 5. More than 12 months <p>Start date of assistance:</p> <p>Status of monitoring I, date.....</p> <ol style="list-style-type: none"> 1. starting 2. increasing 3. failed <p>Start date of assistance:</p> <p>Status of monitoring II, date.....</p> <ol style="list-style-type: none"> 1. starting 2. increasing 3. failed <p>Start date of assistance:</p> <p>Status of monitoring III, date.....</p> <ol style="list-style-type: none"> 1. starting 2. increasing 3. failed
<p>c. Psychosocial counseling service (Explain in detail)</p>	
<p>d. Health care (Explain in detail)</p>	
<p>e. Education and training assistance (Explain in detail)</p>	<p>Type of work education/training</p> <ol style="list-style-type: none"> 1. Middle School 2. High School 3. Non-formal education, explain 4. Course, explain 5. Internship, explain <p>Date of registration: Class at registration: Duration of education/work training: Status of assessment or monitoring I, date</p> <ol style="list-style-type: none"> 1. registered 2. dropped out 3. graduated 4. move to another area 5. move to another school/institution <p>Status of assessment or monitoring II, date</p> <ol style="list-style-type: none"> 1. registered 2. dropped out 3. graduated 4. move to another area 5. move to another school/institution

	<p>Status of Assessment and monitoring III, date</p> <ol style="list-style-type: none"> 1. registered 2. dropped out 3. graduated 4. move to another area 5. move to another school/institution <p>Date of graduation (include certificate if available):</p>
<p>f. Accommodation (home and dorm) (Explain in detail)</p>	<p>Type of accommodation (home and dormitory), date:</p> <ol style="list-style-type: none"> 6. foster family 6. boarding school 7. rental house 8. Stay at a friend's house 9. Stay at girlfriend's house 10. stay with relatives/family <p>Length of stay: dateto date</p>
<p>g. Legal Assistance (Explain in detail)</p>	<p>Does the client relate to the police for investigative purposes?</p> <ol style="list-style-type: none"> 1. Yes 2. No <p>Does the client choose to be assisted by the police?</p> <ol style="list-style-type: none"> 1. Yes 2. No <p>Legal status, date</p> <ol style="list-style-type: none"> 1. Currently under police investigation/BAP 2. Prosecution 3. Decision 4. Didn't file a complaint <p>Legal status, date</p> <ol style="list-style-type: none"> 1. Currently under police investigation/BAP 2. Prosecution 3. Decision <p>How does legal assistance status work?</p> <p>Period of investigation (explain in detail)</p> <p>Period of Prosecution (explain in detail)</p> <p>Period of Decision (explain in detail)</p>
<p>h. Others</p>	

After Reintegration	
i. Status after reintegration	1. Work, type of work 2. Do you get wages/income? 3. Yes: Rp per 4. no 5. Unemployed 6. Students 7. Others, specify
j. Client problems during the reintegration process	1. Economy, specify 2. Political social, specify 3. Personal, specify 4. Family, specify 5. Health, specify 6. Other problems, please specify 7. No problem
1. Do clients experience threats from agents during the reintegration process? Yes, specify No.	
2. Is the client's plan for the future after the reintegration assistance ends? a. Work in Indonesia b. Work abroad c. Marriage d. Become a housewife e. Continue study f. Return to family g. Small business	
3. The date of termination/ reintegration assistance is terminated	
4. Important note	Include case records.