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

# TECHNICAL GUIDELINES ON COLLECTING AND REPORTING TRAFFICKING IN PERSONS DATA

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**WOMEN EMPOWERMENT AND CHILD PROTECTION OF**
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# TECHNICAL GUIDELINES ON COLLECTING AND REPORTING TRAFFICKING IN PERSONS DATA

**British Embassy Jakarta**

MINISTRY OF
WOMEN EMPOWERMENT AND CHILD PROTECTION OF
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**IOM** UN MIGRATION

# FOREWORD

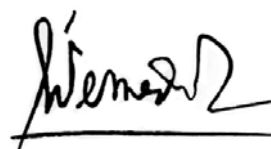## Ministry of Women Empowerment and Child Protection of the Republic of Indonesia

All the praises and thanks be to God the Almighty, for His blessings the book "Guidelines on Collecting and Reporting Trafficking in Person Data" could be finished. This book is written 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 Affairs, with support from the British Embassy in Jakarta.

This Guidelines for Data Collection and Reporting on Trafficking in Persons is designated to the members of Ati-Trafficking Task Force for the Prevention and Handling of Trafficking in Persons (GT PP-TPPO) at national and sub-national level. One of the strategic steps in handling trafficking in persons is through data classification in a comprehensive manner. With this guidelines on data classification, the government seeks to develop data standardization mechanism which shall be gathered by Anti-Trafficking Task Force, both at the national and sub-national level. The technical guidelines and concrete steps for data collection reporting on trafficking in persons, as outlined in this book, is expected to be an instrument for officers or members of the Anti-Trafficking Task Force in collecting and reporting data on trafficking in persons. This guideline is also provided with an example of data collection matrix so it shall be utilized by each member of Anti-Trafficking Task Force to facilitate data collection.

For that reason, we expect this technical guideline could be helpful and may be used in the best way possible by each member of Anti-Trafficking Task Force, both in national and sub-national level as an attempt to strengthen the handling of trafficking in persons which shall be contributed to the efforts to combat trafficking in persons in Indonesia.

I extend my utmost gratitude and appreciation for the assistance as well as contribution from various institutions in the development of Technical Guideline on Collecting and Reporting Data of Trafficking in Person. 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.

Deputy for Women's Right Protection

**Prof. dr. Vennetia Ryckerens Danes, M.S., Ph.D.**

# 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 (CSO) 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 Guidelines on Collecting and Reporting TIP Data in Indonesia intended to support the Government of Indonesia to integrate the TIP data by establishing standardization of data collection and reporting mechanism. In addition, this Guidelines also aimed to enhance the capacity of anti-trafficking task force and related CSO at sub-national level in processing their TIP data. The guidelines also focused to certain extent on practical steps on collecting data with the available matrix and indicators to accelerate the process in attaining TIP data.

The guidelines were 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, Laine Berman, Phd, and Ari W. Adipratomo.

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

**IOM Indonesia Head of Mission (*Ad interim*)**

**Dejan Micevski**

# Table of Contents

# Glossary of Terms and Abbreviations

| | |
|---|---|
| ATTF | Anti-Trafficking Task Force |
| Child | Following the definition of the UN Convention on the Rights of the Child (1989), a child refers to any human being below the age of 18 years. |
| Child Trafficking | According to Article 3 (c) of the United Nations Protocol to Prevent, Suppress and Punish Trafficking in Persons, especially Women and Children, supplementing the UN Convention Against Transnational Organised Crime (2000), the recruitment, transportation, transfer, harbouring, or receipt of a child for the purpose of exploitation shall be considered "trafficking in persons" even if this does not involve any of the means set forth in subparagraph (a) of this article, i.e. even if this does not involve the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person . |
| Coercion | The act of coercion may be threats of serious harm to or physical restraint against the victim. A scheme, plan, or pattern intended to cause the victim to believe that failure to perform an act would result in severe harm to or physical restraint against that person is also coercion. The actual or threatened abuse of the legal process is another form of coercion. (Interpol, 2018; National Crime Agency, 2018) |
| Data Privacy | Data Privacy Refers to an individual's ability to know how their personal information will be collected, shared and used, and for the individual to exercise choice and control over its use. Data and information provided by a user and/or entrusted to an entity should be used in accordance to the agreed upon purposes. This includes selling, disclosing or otherwise accessing or sharing data with other parties without prior approval, agreement or consent. |
| Debt Bondage | Any actions that put people in a state or state of guarantee or are forced to guarantee themselves or their families or the people who are their responsibility, or their personal services as a form of debt repayment (Law 21/2007) |
| Exploitation | Exploitation is an act with or without victim's consent which includes but is not limited to prostitution, forced labor or service, slavery or practices similar to slavery, oppression, extortion, physical, sexual, or illegally removing or transplanting organs and / or body network or utilizing one's power or ability by other parties to benefit both materially and immaterial. (Law 21/2007) |
| Force | Traffickers use force, fraud, and coercion to compel their victims to engage in activities. Force can include the use of physical restraint or causing severe physical harm. Physical violence such as rape, assault, and restriction of movement or physical confinement is often used as a way to control victims. This is especially performed during the early stages of victimization, in which the resistance of the victim is broken down by the trafficker. (Interpol, 2018; National Crime Agency, 2018) |

| | |
|---|---|
| Fraud | Fraud can involve promises which are not truthful, usually regarding employment, wages, working conditions, or other subjects. For example, persons may be promised a high paying position in another country, but when they arrive they find themselves manipulated into forced labor. Other individuals may respond to advertisements promising modeling, nanny, or service jobs overseas, but are then forced into prostitution once they arrive at their destination. (Department of Health and Human Services, n.d.; Interpol, 2018; National Crime Agency, 2018) |
| IOM | International Organization for Migration |
| Labor Exploitation | Victims are recruited and trafficked using coercion and deceit, and end up held in conditions of slavery in various jobs. Victims include men, women, and children, and they are usually engaged in manual labor as well as domestic service (Interpol, 2018). |
| National Action Plan | A National Action Plan (NAP) against trafficking in human beings is an essential tool for the sharing of responsibilities and coordination of action of anti-trafficking stakeholders such as governmental bodies, civil society, international organizations, etc. in a holistic approach. The National Action Plan should operationalize the specific objectives as identified in the national anti-trafficking strategy. It should define responsibilities and time lines for each activity assigned, contain resource plans and a budget, and include monitoring and evaluation criteria (e.g. indicators). |
| Sexual Exploitation | Sexual exploitation involves sexual acts which are not consensual and/or abusive, and are performed without the permission of the victim. This may include prostitution, escort work, and pornography. Victims include women, men, and children. Exploitation may also include victims who consent to engage in providing sexual services, particularly those who are legally unable to consent (National Crime Agency, 2018). |
| TIP | Trafficking in persons |
| Victim | Victims are people who experience psychological, mental, physical, sexual, economic, and / or social suffering, caused by criminal acts of trafficking in persons (UU21 / 2007) |
| VOT | Victim of trafficking |

# 1 Introduction

> **Trafficking in Person** *is the business of stealing freedom for profit.*

## 1.1. Background

Trafficking in person is an illegal act that affects men, women and children in different forms and ways across Indonesia. People are exploited in a range of industries including agriculture, construction, tourism, domestic work, entertainment and prostitution, forestry, fishing, mining, and more. People may be trafficked across borders or within the country. Victims of trafficking in person can vary in terms of age, regional or ethnic identity, and education, but the one characteristic they share is some form of vulnerability and isolation. Factors that lead to vulnerability in Indonesia are poverty, unemployment, gender inequality, and the ease of documentation forgery.

Despite the magnitude and gravity of the problem, the complex nature of human trafficking makes it difficult to address. Traffickers are often organized, using a network that has no geographical or moral boundaries. For example, have the efforts made and resources spent responding to trafficking been effective? Have they made a difference for the people who have experienced trafficking? Have approaches to trafficking improved over time? Have we improved processes for identifying possible cases, providing victims with assistance, and investigating and prosecuting traffickers? Are there reasons to believe that these efforts have made a contribution to slowing the growth of or deterring trafficking? Have they helped to prevent new cases of trafficking?

Further challenges are the data and information related to trafficking itself. Each agency collect data to meet their own objectives. While this approach may meet the needs of the individual agencies, this approach does not meet the larger objectives: collection of data that will help all its agencies prevent trafficking, protect victims and prosecute traffickers. Meeting these larger objectives requires the cooperation and assistance of all agencies in the use of a standardized format.

Following a workshop, interviews, and survey responses, we identified several gaps that need to be remedied immediately. These include the lack of standards or criteria for collecting, reporting, as well as monitoring, victims of trafficking data and assistance provided to them. Evidence-based information in regional and national anti-trafficking efforts is not available to target approaches or support and fund improvements. The purpose of this technical guidelines, then, is to assist the Anti Trafficking Task Force (ATTF) members and other stakeholders to close these gaps by providing guidance on how to build a more standardized approach to collect human trafficking data, report on and monitor human trafficking activities. This approach will strengthen the methods of defining, collecting, and sharing data, establishing more accurate baselines, increasing the identification of victims of trafficking (VOT), and improving access to government services.

*"Yet more than 10 years into the formation of an Anti-Trafficking Task Force and Indonesia's signing onto various human rights conventions, the lack of a standardized monitoring and communication system remains a serious gap in combatting trafficking in person[2]."*



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[2] As it does in most other areas of the world. See (2016) Pivoting toward the Evidence: Building effective counter-trafficking responses using accumulated knowledge and a shared approach to monitoring, evaluation and learning. New York: UN Inter-agency Coordination Group against Trafficking in Persons (ICAT). As this report states, the lack of a strong evidence base complicates both the development of counter-trafficking interventions and, just as importantly, decisions on how to prioritize use of counter-trafficking resources across different intervention types. See also p.18 in the 2016 report for indicators on strengthening criminal justice responses.

## 1.2. Legal Framework: Indonesian Law 21/2007

> *"Trafficking in persons" shall mean the recruitment, transportation, transfer, harbouring or receipt of persons, by means of threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation."*
>
> **(Law number 21 of 2007 concerning the Crime of Trafficking in Persons).**

In 2000, the UN General Assembly adopted the Palermo Protocol to Prevent, Suppress and Punish Trafficking in Persons, especially women and children. This was a significant landmark in international efforts to stop human trade. It focuses on a multi-faceted approach to the problem through the 3 P's –

1. **Prevention** of trafficking in persons
2. **Protection** of victims of trafficking in persons
3. **Prosecution** of trafficking offenders

One of the objectives of this guide is to add one more "P" element to this list, namely Partnership. This will enhance the adjustment in the Indonesian context by expanding a network of cooperation so that more and better data can be collected with improved results in tackling the problem of human trafficking.

### 1.2.1. Indonesian Amendments to the Legal Framework

Laws:

- Law number 7/1984 concerning the Ratification of the Convention on the Elimination of All Forms of Discrimination against Women
- Law number 1/2000 concerning the Ratification of ILO Convention No. 182 concerning Prohibition and Immediate Action for the Elimination of the Worst Forms of Work for Children. This Convention is specifically targeted at children (under the age of 18) and provides several definitions of what is considered the worst forms of child labor. Article 3 of the Convention states that:
  - o (a) all forms of slavery or practices similar to slavery, such as the sale and trafficking of children, debt bondage and slavery and forced or compulsory labor, including forced or compulsory directing of children to be used in armed conflict;
  - o (b) the use, provision or offering of children for prostitution, for the production of pornography, or for pornographic performances;
  - o (c) the use, supply or offering of children for illicit activities, especially for the production and trafficking of drugs as stipulated in the relevant international agreements;
  - o (d) work whose nature or the environment in which the work is carried out can endanger the health, or morals of the children.
- Law number 21/2007 concerning Eradication of Criminal Acts of Trafficking in Persons. This law categorizes all forms of labor exploitation, sexual exploitation and trafficking in organs as a violation of law and regulates the demand for sentences of between three and 15 years in prison for perpetrators of crimes
- Law number 14/2009 concerning the Ratification of the Protocol to Prevent, Act Against, and Punish Trafficking in Persons, Especially Women and Children, Completing the United Nations Convention Against Transnational Organized Crime

- Law number 10/2012 concerning the Ratification of the Optional Protocol to the Convention on the Rights of the Child Regarding the Sale of Children, Child Prostitution, and Child Pornography (Optional Protocol to the Convention on the Rights of the Child on the Sale of Children, Child Prostitution and Child Pornography)
- Law number 12/2017 concerning the Ratification of the ASEAN Convention Against Trafficking in Persons, Especially Women and Children. This law broadens the authority of the government to prosecute suspects for illegal recruitment activities and provides a legal basis for Indonesian law enforcement agencies to collaborate with other ASEAN countries.

### 1.2.2. Presidential Regulation (PERPRES) and Presidential Decree (KEPPRES)
- Presidential Decree number 36 of 1990 concerning the Ratification of the CRC Convention on the Rights of the Child
- Presidential Decree number 88 of 2002 concerning the National Action Plan for the Elimination of Trafficking in Women and Children. The general objectives are:
  - o To ensure improvement and progress in an effort to protect victims of trafficking in persons, especially women and children.
  - o To formulate preventive measures and types of penalties in efforts to prevent and combat trafficking in persons, especially trafficking of women and children.
  - o To encourage the development and / or revision of laws relating to trafficking in persons, especially activities involving the protection of women and children.
- Presidential Regulation number 69 of 2008 concerning the formation of the Task Force for the Prevention and Handling of Crime in Trafficking in Persons (ATTF). The Task Force working to coordinate the prevention and handling of TIP crimes was formed at the national level, followed by the formation of task forces at the provincial level. Despite many achievements, the implementation of the law and work plan for tackling TIP still faces major challenges, including the problem of coordination and proper use of resources.

### 1.2.3. Ministerial Regulations (PERMEN)
- Permenkokesra No.25 / Kep /Menko /Kesra (Coordinating Minister for People's Welfare)/ IX / 2009 concerning ratification of the National Action Plan for the Elimination of Crime of Trafficking in Persons and Sexual Exploitation of Children
- Minister of Manpower Regulation 18/2018 concerning Social Security for Indonesian Migrant Workers

However, it is also important to note that the ratification of the Palermo Protocol and ACTIP coupled with the enactment of national legislative framework are only the first steps in building an effective anti-trafficking regime at the national level. Other important steps include effective law enforcement, prevention, prosecution, eradication of official complicity, and robust assistance for trafficked victims.

# 1.3. Purpose and Objectives

This Technical Guideline aims to provide a standard procedure to collect, use and report on trafficking data among ATTF members and stakeholders following a flow from district levels to provincial levels and finally to the national ATTF office.

By creating a simple, easy to use monitoring format, and introducing a flow system for regular reporting, the approach here encourages all stakeholders to buy into this system as a means to adopt the data collection and reporting system into their institution's work. While simplified, the monitoring system adheres to international standards in terms of defining and analyzing the recognized facets of trafficking crimes and victim protection. Data collection is a crucial component of any anti-trafficking activity. It is needed to understand who is or could be trafficked and under what circumstances; it identifies the root causes that

fuel the phenomenon; it tracks the changes that occur in the exploitation sectors; and it measures the impact of assistance and anti-trafficking activities. Furthermore, data collection is essential for providing the evidence base required for funding, intelligence, and prosecution purposes.

Improving data collection on trafficking in human beings is imperative in order to accomplish a number of objectives:

- to improve knowledge on the scale and nature of trafficking in human beings;
- to assess the extent of trafficking;
- to identify and understand new trends;
- to recommend actions to overcome gaps;
- to provide recommendations for follow-up plans to address existing problems and gaps to address TPPO issues;
- to develop targeted projects and programmes for prevention and victim assistance, and develop targeted law enforcement and prosecution measures;
- to enhance the relevance of training programs for different stakeholders;
- to contribute to reducing the risk factors and formulate adequate policies and targeted responses;
- to monitor and assess national counter-trafficking policies and increase their responsiveness;
- to establish a common data system at the national level to allow comparison;
- to enhance the capacity of national agencies and stakeholders to produce credible information.

# 1.4. Methodology

This technical guide was compiled through thorough discussion with ATTF members, interviews and surveys with stakeholders in addition to desk review of existing data collection systems to explore information needs and standards for collecting information and reporting on human trafficking.

# 2 Integrated Data Collection
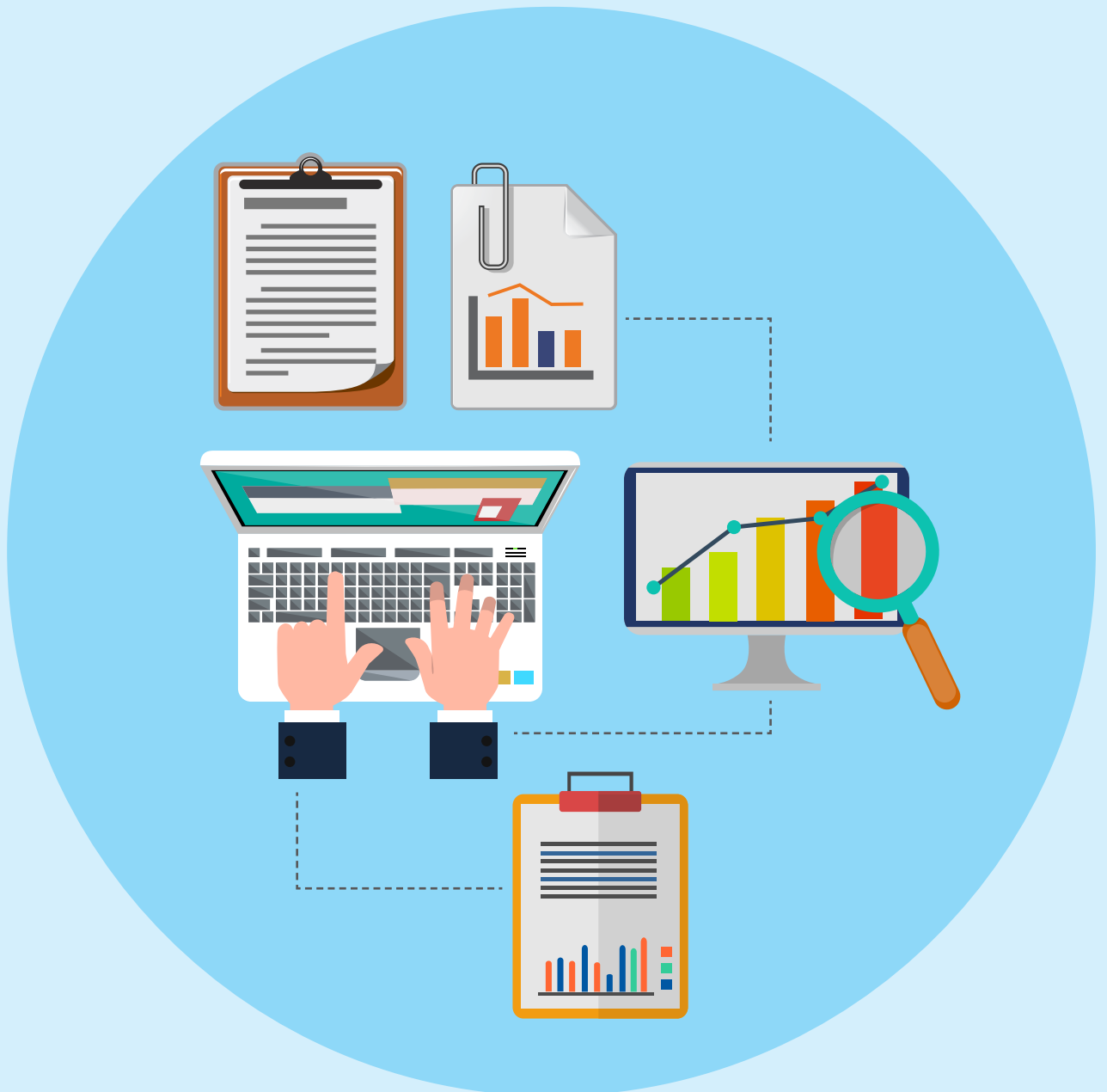
To provide a clear picture of the nature of trafficking in Indonesia, it is necessary to collect standardized, comparable data on three elements: the victim, the trafficker and the trafficking process. This requires that data are collected with the assistance of, and support provided to, trafficked persons.

Some issues that need to be clarified at the start are: How can this monitoring plan be linked to the National Plan of Action in Human Trafficking (NPA); What data and monitoring plan is needed; What are the goals of this plan; And who will need to communicate to whom on a regular basis. Much will depend on the national structures of the anti-trafficking response and whether or not designated agencies and individuals are coordinating the monitoring process. The more actors involved, the more important this kind of clarification will need to be. Without broad support, efforts will be meaningless.

A common problem that is often encountered in efforts to collect data on trafficking in persons is the certainty that an individual is not registered more than once in the reporting system even though they have been processed and assisted by various agencies. Identification verification needs to be done at every opportunity during data collection but no person's identity can be disclosed openly in the database. The database system must be able to track a person's movements through the various types of services received without the need to provide detailed information such as names, personal information or addresses.

To establish integrated data system, the ATTF needs to carry out in the following steps:

## Step 1: Establish an Oversight Authority/Focal Point

Conducting a data inventory across stakeholders requires coordination, oversight, and leadership. The first step to conducting an inventory is establishing who will manage the inventory process. Throughout the ATTF, focal points need to be identified in each province and district, preferably within the lead organization's office, to interact with stakeholders and facilitate this process. In addition, at the provincial and district levels, it is necessary to appoint a focal point who will act as a secretariat that facilitates interaction between stakeholders. Each agency reports on the cases handled in the format provided to the secretariat. This secretariat will later compile and verify the data and then report it to the Task Force at the Provincial and Central levels.

## Step 2: Mapping Stakeholders

Next, conduct an inventory of stakeholders that need to be invited to work together. Mapping all the organizations that work in TIP needs to be done by the focal point. It must be recognized that the task of successful monitoring depends on a broad partnership and involves all organizations that have an impact on TIP.

## Step 3: Create a Data Collection Tool

The key to being able to collect useful data for analysis is to make sure you know what objectives you are trying to clarify through the data. It is necessary to inventory the questions that will be used (See example in Annex 1). The questions selected must be measurable, clear and concise. This step breaks down into two sub-steps: A) Decide what to measure, and B) Decide how to measure it.

### A) Decide What to Measure

Conducting a data inventory across stakeholders requires coordination, oversight, and leadership. The first step to conducting an inventory is establishing who will manage the inventory process. Throughout the ATTF, focal points need to be identified in each province and district, preferably within the lead organization's office, to interact with stakeholders and facilitate this process. In addition, at the provincial and district levels, it is necessary to appoint a focal point who will act as a secretariat that facilitates interaction between stakeholders. Each agency reports on the cases handled in the format provided to the secretariat. This secretariat will later compile and verify the data and then report it to the Task Force at the Provincial and Central levels.'

**B) Decide Measurements System**

Thinking about how you measure your data is just as important, especially before the data collection phase, because your measuring process either backs up or discredits your analysis later on. Key questions to ask for this step include:

o   Range of time? (example. by year or by quarter)

o   Technic measurement? (example: qualitative or quantitative)

o   What factors should be included? (Example: number of victims who received assistance, or the effectiveness of the given assistance for victims)

## Step 4: Determine the Data Inventory Scope

The data focal point should manage the inventory process by providing a clear scope, that is, guidelines that define the type of data, and deadlines when it needs to be received.

Scope: When defining the scope of the data inventory, consider the following:

o   Any relevant data definitions or requirements

o   Any official definitions outlined in your local policies (ensures standardization)

o   What strategic information you are hoping to collect

o   Individual stakeholder resources (recognize which stakeholders will have access to what kinds of information and aware that not all will have access to similar types of information)

o   Provide clear deadlines, such as the 1st of March, 1st of June, 1st of September, 1st of December. Also, let stakeholders know when the full reports will be made available.

## Step 5: Data Inventory Quality Checks

o   The ATTF establishes the extent to which the inventory is made public.

o   Focal Points will need to review and assist stakeholders to ensure data is in line with the technical guidelines

o   Victim's names, ID information and addresses must never be published yet need to be available (through coded ID numbers) for follow up tracking. Focal points will need to manage the coding system to guarantee validity and secrecy.

## IMPORTANT

Stakeholders will be more willing to participate in the data inventory process if they benefit from this data collection process too. The ATTF must also provide data collection support to stakeholders as well as feedback in the form of analytical reports on the results of the compiled data in their region.

## 2.1. Oversight Authority/Focal Points

The Women's Empowerment and Child Protection Agency (PPA) as the lead agency of the ATTP should act as the secretariat of this reporting system and designate focal points at all levels. Each task force member should submit a quarterly report to the focal point at the district/city level. Focal Points in each Province and District/City should provide direction and ensure compliance to the national data collection and reporting system. These focal points will evaluate, verify, and edit the data submitted to ensure there is no double listing of victims; ensure the confidentiality of the victim's identity in the national database; and prepare analysis reports for the regional level. These data and reports are then submitted to the PPA National Office to be compiled into a system of reports and analyses into the national report card and analysis report of National Anti-Trafficking Task Force (see Fig. 1).

*Figure 1: Data Collection Flow Chart*
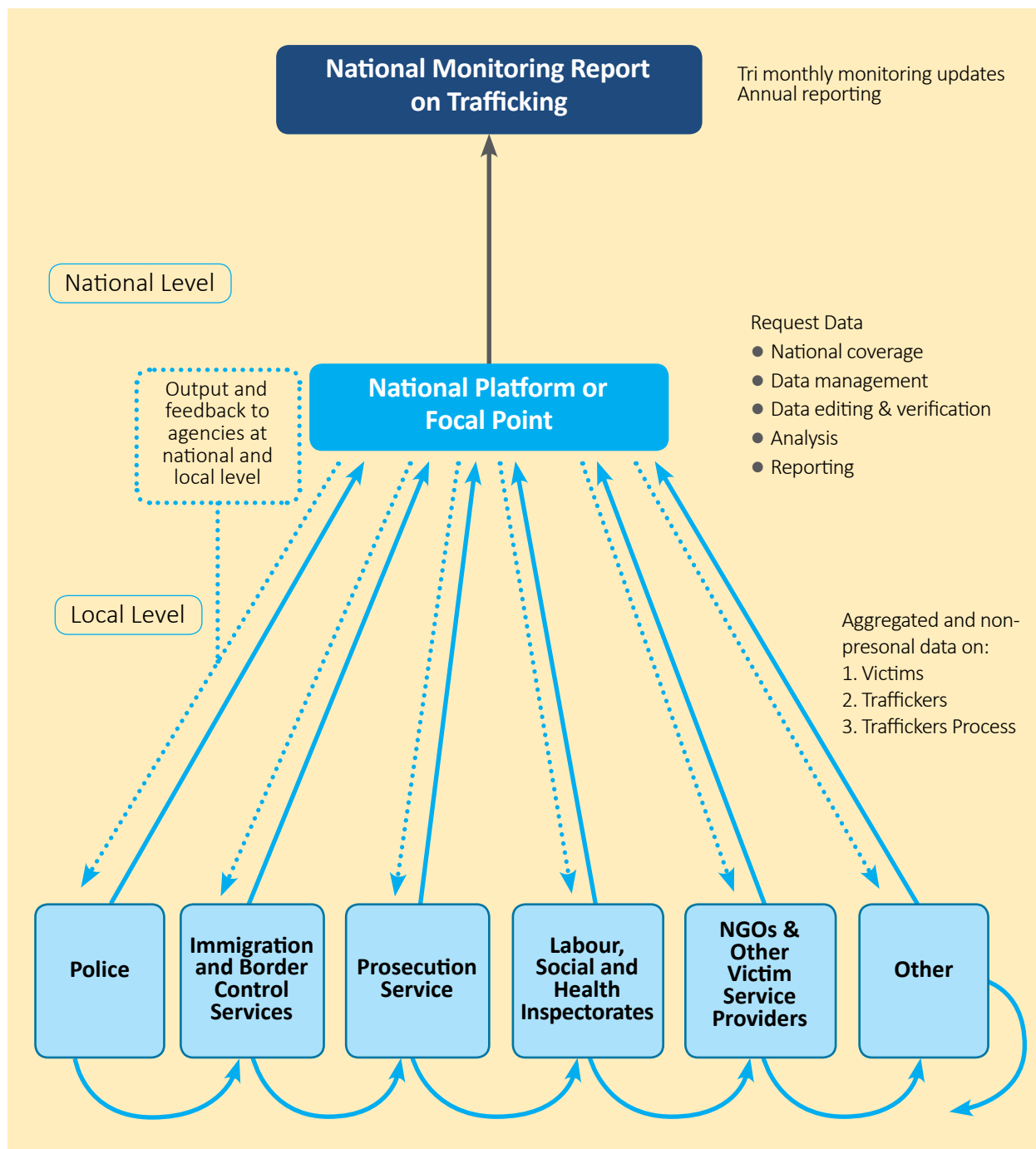
## 2.2. Creating the Database

One of the major challenges today in combating TiP is the lack of database on traffickers and victims trafficked across provinces and throughout the country. Task force members, the police, immigration officers and NGOs are unable to share relevant data and information with their counterparts. This guide is a small step toward developing intelligence and creating a database on the source, transit and destination areas that can be updated regularly and disseminated among stakeholders. At the district level, the data base for all victims and traffickers must be maintained and reviewed periodically. Best practices all encourage a national ATTF to take the lead and ensure data collecting and reporting standards are maintained, and that ATTF members report on a regular basis.

To be a useful tool for analysis and monitoring, the data collection and reporting should include the following general information:

**Data on individual victims:**
- Gender
- Age at time when exploitation began
- Religion
- Nationality
- Region and area of birth
- Background (education, employment)
- Country/region of recruitment
- (Legal) Status in country of exploitation
- Type of exploitation (sex, labour, combination of sex and labour, organ trafficking, trafficking for forced marriage, other)
- Re-trafficked victim

**Total number of victims per country per year disaggregated by gender, age, nationality, country of birth and type of exploitation:**
- Number of victims identified
- Number of victims declining assistance
- Number of victims accepting assistance
- Number of victims receiving temporary or permanent residence permits
- Number of victims repatriated (from-to and to-from)

**Data on the trafficking process:**
- Type of recruitment
- National borders crossed (travel routes); Forms of border crossing (harbor, stations, airports, etc.)
- Use of fraudulent documents
- Type of exploitation
- Means of control over victim
- Country(ies) and/or provinces of exploitation

**Data on Perpetrator**
- Sex
- Age
- Citizenship
- Area of work
- Sector of work
- Area of Origin
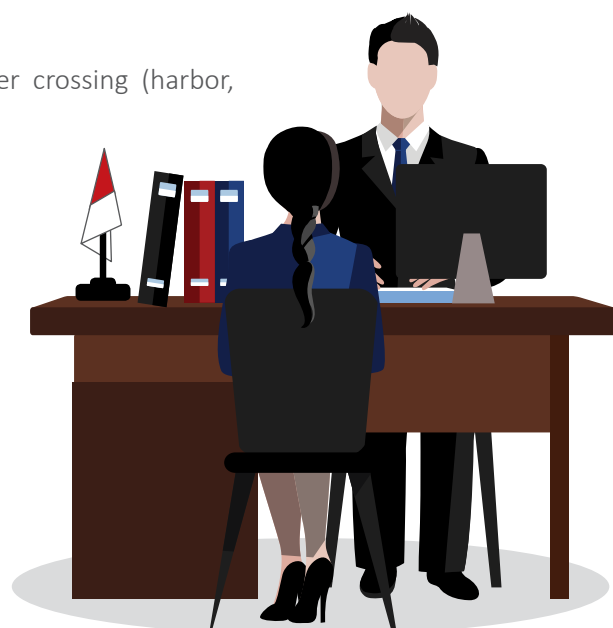
**Data on Support given to Victim**

- Legal support
- Information on shelters
- Psychological support
- Medical support
- Returned home/repatriation
- Reintegration

# 2.3. Data Protection Principles

Individuals can be harmed physically, emotionally or financially. When personally identifiable information is leaked in sensitive contexts it can spark violence, discrimination, or worse. When we commit to managing data responsibly, we do so to improve our work and support the work of those around us; to improve the lives of others; to avoid doing or enabling harm, and to actively pursue a positive effect on the world around us. Responsible data is not just about technical security and encryption, but about prioritizing dignity, respect and privacy of the people we work with, and making sure that the people reflected in the data we use are counted and heard, and able to make informed decisions about their lives – without endangering their lives.

It is essential to ensure the safety of the victim and guarantee the protection of the victim's human rights. All personal data collected on the victim must be protected. To guarantee this, a system of "restricted notes" and unique identification numbers on files (or any alternative system in use that protects the identity of individuals) concerning personal information about (presumed) trafficked persons should be employed by all agencies (i.e. law enforcement agencies, the immigration and border control service, social service providers, outreach and health care workers, and any relevant organization or NGOs) that record data related to trafficked persons. The use of "restricted notes" or unique identification numbers also allows the possibility to "follow" the trafficked person along his/her path of protection and support. This is possible as the same identification number will refer to the same person and will be used by all agencies that contact him or her. Such a procedure will allow all actors that contact a specific person to have a full picture of the case they are managing.

# 2.4. Data Accessibility and Human Recourses

There is the need to ensure the quality of the data being analyzed, or the accuracy, reliability, usability, comparability, and relevance of a dataset. During all steps in the process - ranging from data collection, registration, retrieval, usage and data disclosure - all actors have a responsibility to ensure that data is collected with the consent of the trafficked persons and is adequate, relevant, current, accurate and not excessive in relation to the purpose(s) of collection and processing.

# 2.5. Data Sharing Mechanism

The ATTF seeks to establish a data sharing and comparison mechanism that will be uniformly applicable across the country which increases the capacity of all actors involved in the prevention of and fight against human trafficking.

# 3 Standardized Integrated Data Reporting Mechanism

Collection and accurate categorization of data on trafficking depend on the existence of clear standards, including definitions of key terms. Any effort to collect data on trafficking is hampered by the lack of a clear definition of "trafficking" and definitions adapted by different agencies to suit their own purposes. The definitions used here are provided as an example of how to standardize an approach to defining and collecting data on trafficking based on Indonesian adaptations of international standards (Model of Action-Means-Purpose in Annex 2).

This section will clarify core indicators that assist us to focus on the action(s), mean(s) and process of trafficking (see Annex 3). This set of core variables/data, when read together, provides a minimum base to assist in the analysis process after determining whether a person has been indicated as a victim of trafficking. For the purposes of data collection, this core set of data will guide the collection of data on the profile of the victim and help clarify what factors increase the risk of trafficking. It will further give insights into patterns of entry into the trafficking process, movement, the profile of traffickers and their means of controlling the victim. Finally, these indicators can enhance understanding regarding the different types of exploitation, referral mechanisms, assistance given and the response of the police and justice system.

# 3.1. Identity

Identity refers to the legal name based on proof of identification for the person trafficked. Identity is a legal status that can be proved through standard national identification cards. Accurate data will depend upon the identification of victims of trafficking. When addressing the issue of victims' identity, it is necessary to point out that in many cases victims of trafficking are not identified as such. A fundamental problem in all anti-trafficking strategies is the identification of trafficked persons. Those caught up in human trafficking often refuse to cooperate and do not want to reveal their status or experiences to state authorities.

### 3.1.1. Type of Referring Organization

What authority or authorized NGO or other victim service provider identified and referred the victim. Note how the victim was identified – through immigration or law enforcement authorities, labour inspectors, outreach, health care workers, NGOs or other victim service providers.

### 3.1.2. Victim Identity

Refers to the person identified as a victim of trafficking. Minimally, the following data should be collected and verified:
1. Name
2. Birth mother's maiden name (for verification in case VOT has no identification)
3. Official documents (if available)
4. Sex/gender
5. Age (at recruitment and at interview/referral)
6. Religion
7. Employment (type of usual work before being trafficked)
8. Region of origin

# 3.2. Means: Entry into Trafficking

Data on the trafficking process is collected during an interview with a trafficking victim or with a trafficker or with someone reliably able to speak on their behalf. This will contribute valuable information to victim service providers and law enforcement agencies on the nature of the trafficking. Focus should be on such things as the recruitment process (relationship between trafficker and trafficked person, the promises made to the trafficked person), methods of transportation, transit countries or regions, nature of the exploitation including coercion or force used to gain the victim's compliance and the markets in which the trafficked persons were exploited. Below are lists of possible questions and responses.

### 3.2.1. Recruitment Area

Locate the area (province, district/city, sub district, village) where the recruitment originated.

### 3.2.2. Country/Province Promised Destination

If contact was for an expected destination, what was that destination?

### 3.2.3. Final Destination

Describe the actual destination, if known.

### 3.2.4. Method of Recruitment

Describes how the victim was initially brought into contact with a recruiter. What motivated the victim to seek a service that brought them into contact with a recruiter? Was the contact voluntary or involuntary?

Alternative possible answers include: Kidnapping/ Sold by member of family/ Sold by non-family member /Adoption/ Educational opportunity offered or expected/ Family visit offered or expected/ Friend visit offered or expected/ Labour opportunity offered or expected / Marriage offered or expected/Tourism/ Other/ Not available/ Not Known

## 3.3. Action: How they were transported

During transport, were international boarders crossed? Were national regions crossed? What types of transport were used and how was the victim moved? Did they travel with other victims/migrants,

## 3.4. Exploitation Phase

A number of signals or indicators help to show that a person is being exploited and is not free to quit his/ or her job and/or escape from exploitation and/or return home. The signals may indicate that a person has been coerced or deceived, isolated or exposed to poor living and working conditions and denied basic care. Exploitation and multiple dependencies are powerful indicators of human trafficking. An individual is exploited and controlled by another person and dependent upon that person for work, housing, food, transportation, medical care, etc.

### 3.4.1. Type of Exploitation

What was the victim made to do? Sexual exploitation/Forced labour (Agricultural work/ Begging/Child care/ Construction/Domestic work/Factory work/ Fishing /Mining/ Restaurants and hotel work/Small street commerce/Trade/Other) /Low level criminal activities/Forced military service/Forced marriage/Organ removal/ Other/ Not available/ Not Known

### 3.4.2. Means to Control Individual

The conditions of control may occur at either the recruitment phase, during transportation or at the destination/during the exploitation phase. This can be done by recruiter, the

transporter, the harbourer, the receiver of the victim. While deception is commonly linked to recruitment and coercion is commonly linked to situations at the destination, a victim of trafficking could be subjected to deception, coercion, isolation or other means of control during various phases of the trafficking process.

### 3.4.2.1. Withholding Identity and Travel Documents

Creates a legal insecurity and restricts movement. Restriction could lead to difficulty in accessing services resulting in deterioration of health and exacerbation of conditions

### 3.4.2.2. Withholding Wages

Creates financial insecurity and dependence. Coercion at the point of recruitment, transfer, or transportation can involve the partial or complete withholding or money from the individual. Left without any money, the individual often has no choice but to accept the conditions imposed by the recruiter.

### 3.4.2.3. Excessive Working Hours

Work excessively long hours over long periods and not have any days off are signals of coercion.

### 3.4.2.4. Traded to various employers

Rotated (frequently) between work environments, cities or regions is a sign of exploitation in that it prevents the victim from knowing an area or making connections to anyone.

### 3.4.2.5. Debt Bondage

Sometimes used as a mechanism to control and coerce victims of trafficking in persons into believing they will be free once a debt is paid. The loan, which may be to parents or others, and which may be for the costs of recruitment and transport, are not clarified as to the length and nature of the debt.

### 3.4.2.6. Denied freedom of movement

Restricted movement is a strong indication that a person has been trafficked, is being exploited and is subject to coercion or threats of harm.

### 3.4.2.7. Denied Proper living place

### 3.4.2.8. Denied Proper food and water

### 3.4.2.9. Poor sanitation of living place

All these are direct indicators that reveal deception and cruelty about housing and living conditions. It also includes deception regarding the right to access nourishment and health care. Exploitation can include bad living conditions. This includes being denied freedom of choice as to the location or living conditions, or

being forced to live in overcrowded conditions, in unhealthy or unsanitary conditions, or being forced to live in conditions were there is limited or no right to privacy. This can also include exploitation through being rendered homeless and being forced to live of the street.

### 3.4.2.10. Forced Alcohol Consumption

A means of demeaning the individual through violence by forcing them to break religious restrictions; a means of forcing cooperation through keeping the individual drunk and unable to fight.

### 3.4.2.11. Forced use of drug

As above. A means of violence against the victim by keeping him/her incapacitated and unable to reject unwanted situations

### 3.4.2.12. Rape

### 3.4.2.13. Sexual Abuse

### 3.4.2.14. Physical Abuse

### 3.4.2.15. Psychological Abuse

Exploitation often includes sexual violence, physical violence, psychological violence (forced to witness a group rape or punishment of others), forced abortion, torture, and forced provision of sexual services to the recruiter, transporter, or others in the trafficking process including forced prostitution to third persons.

## 3.5. Perpetrator Identity

Describes who the recruiter was. Family/Relative/Acquaintance/Friend/ Stranger/Not available/Not known

If the person was recruited, was the recruiter: Personal contact/ Employment agency/ Travel agency/ Internet advertisement/ Newspaper advertisement/ Radio advertisement/ Television advertisement/ Other/Not available /Not known

## 3.6. How the victim escaped from exploitation

Victims of human trafficking are experiencing both physical and psychological abuse that hinders the possibility of escape. There are several reasons why victims of human trafficking don't try to escape. This column describes how the victim gained their freedom: Were they released, escaped, rescued, abandoned, or other.

## 3.7.  Supporting Documents

To verify identity, collate evidence of forgery of identification documentation, or to verify evidence of coercion, fraud, deception, and other means of control, legal documentation can assist the process.

### 3.7.1.  Police or Official Reports

Police reports can verify the crime of trafficking and is necessary for prosecution as well as supporting the rehabilitation of a victim, especially if this means repatriation and legal support.

### 3.7.2.  Identity Documents

Forged and legitimate documentation can supply evidence of a crime as well as verify a victim's experience.

### 3.7.3.  Travel Documents

Helps to verify the experience as well as provides evidence of the transport and harbouring of the victim.

### 3.7.4.  Medical Report

All victims should at least be provided with a health check to verify their experience and begin the rehabilitation process.

### 3.7.6. Employee Contract

The copy of employment contract that provides the evidence of deception as well as parties involved, locations and financial agreements, if available, is valuable evidence in prosecutions.

## 3.8. Type of Assistance

Describe the types of assistance offered or rejected by victim, if possible, along with the reasons. Types of assistance include: Medical assistance / Psychological assistance / legal assistance / shelter / reception assistance / reintegration assistance / resettlement assistance / integration assistance in destination countries / psychosocial assistance / other assistance.

## 3.9. Recommendations

Comments, additional information, or interpretations can be explained here. Do you need to follow up or search for further data? Is there something that needs to be further investigated or discussed or are there any important lessons learned?

# 4 Data Reporting Mechanism

At the national level, all ATTF members should be involved with the collection of data as well as NGOs, CSOs and other stakeholders. All data collected by different agencies and organizations should on a regular basis be consigned to the ATTF Focal Point that will be the only national body responsible for storing, processing, and analyzing the collected data on trafficking in human beings and the anti-trafficking measures that are in place (see fig. 1, section 2.1.).

## 4.1. Type of Data Reporting

Standardized, comparable data should be collected on the victims, the traffickers, the trafficking process and the criminal justice response to trafficking. It is important to collect demographic information on the victims as a means of improving prevention, protection, as well as prosecution work.

Templates for the collection of more extensive data are provided for data collection on victims, traffickers, and the trafficking process. The templates were adapted from a blend of those used by the EU, IOM, ILO, ICMPD among other global agencies. Templates for the collection of data are located in Annexes as well as in a bibliography.

### 4.1.1. Segregated by Sex

Disaggregating data collected by sex will allow for a far clearer picture of victim profiles in terms of vulnerability, means and purposes of victim targeting. This will be of great assistance in improving prevention efforts.

### 4.1.2. Segregated by type of exploitation

Disaggregated by type of exploitation helps expose new trends in human trafficking; to improve knowledge on the scale and nature of trafficking in human beings; to assess the extent of trafficking; and to recommend actions to overcome gaps.

### 4.1.3. Country/ Province Origin

Disaggregated by country for international victims and by province or region for national will help identify trends, improve information on the scale and scope of the crime, and improve targeted prevention.

### 4.1.4. Country/ Province Destination

Knowing where traffickers are sending their victims helps with identifying and rescuing other victims.

### 4.1.5. Type of Employment

Shows what types of employment/sectors of the victim. This will assist in rescue and prevention of TIP efforts. Labour inspectors could established protection system and improved their monitoring system in those sectors

## 4.2. Victim Assistance

Data on numbers of victims who accept assistance, in relation to those who reject or refuse it, will assist in improved rehabilitation and prevention of re-trafficking. Provide details on assistance offered and assistance rejected with reasons if possible . Types of assistance are: Medical assistance/ Psychological assistance/ Legal assistance/ Shelter /Travel assistance/ Reception assistance/ Reintegration assistance/ Resettlement assistance/ Integration assistance in destination country/ Psychosocial assistance /Other/ Not available/ Not Known

Research with victims and feedback from victim support agencies confirm that note-worthy numbers of victims choose not to come forward to, or accept assistance from, authorities or other service providers. Some of the reasons specific to Indonesia for this include:

- Restriction in "shelters" that function as detention facilities that victims are not free to leave
- Mandatory return to country/province/district of origin
- The risk of stigmatization by authorities/community when labelled or identified as victims of trafficking, particularly for those exploited in prostitution
- Unsuitable services or services that do not meet their needs (such as vocational training that does not lead to realistic employment options)
- A need to provide economically for dependents
- Lack of trust in authorities/service providers
- Fear of retribution from traffickers
- Non-self identification as or with the status of "victim"
- Lack of opportunities to recover unpaid wages or seek justice and compensation from traffickers

## 4.2.1. Support for Child Victims

Child victims as stated in the international convention on the rights of the child (CRC) are guaranteed rights including the right to be treated according to their best interests. With this in mind, it is important that (a) support programmes for trafficked children are integrated within the broader child protection framework and (b) access for all vulnerable children to protection and support services guaranteed under the CRC is not made contingent on their designation as victims of trafficking.

By law all victims are entitled to various assistance such as:
- Medical Assistance
- Daily Supply Assistance
- Psychological and Psychosocial Assistance
- Legal Assistance
- Protection and Shelter Services
- Return and Repatriation Assistance
- Reintegration Assistance

*Responsible data is: "The duty to ensure people's rights to consent, privacy security and ownership around the information processes of collection, analysis, storage, presentation and reuse of data, while respecting the values of transparency and openness."* [4]

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[3] For those who do come forward there is no data available on their level of satisfaction with services provided to them or the extent to which assistance has contributed to their recovery and sustainable reintegration. This needs to be remedied in Indonesia.

[4] https://responsibledata.io/wp-content/uploads/2014/10/responsible-development-data-book.pdf p17

# Annex

# Annex 1: Example Simplified Data Matrix

Column letters coincide with location in the excel spreadsheet. Information entered need not be long and detailed. New line entry for each individual victim interviewed.

| A | B | C |
|---|---|---|
| | | |
| Number | Date | Name of referring agency |
| | | |
| | | |

## A: Nomor

This will simply record the number of victims or witnesses interviewed within the time period. If none were interviewed, leave it blank. If more than one, simply add consecutive numbers.

## B: Date of interview or date VOT was referred

Enter the date of the interview with the VOT. If the VOT was not interviewed, date of their entry into the system.

## C: Name of referring agency

Who or what agency referred the VOT to the ATTF. This will help follow the path the person has come through after release from being trafficked.

| D | E | | | F | | | G | H | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Victim's Identity** | | | | | | | | | | | |
| **Victim's Identity** | | | | | | | **Origin** | | | | |
| Name | Mother's Maiden Name | Identity Card | | | Jenis Kelamin | | Religion | Usual Work | Province | City/ Regency | Village | Address |
| | | KTP | KK | Paspor | L | P | | | | | | |
| | | | | | | | | | | | | |

## D: Name of VOT and Name of Birth Mother

This information is needed to ensure victims are not recorded more than once and as data for follow-up monitoring assistance. However, once your information is sent to the focal points in your area, they will block this column from outside access and provide a unique identification number allocated to each victim. In this case, the victim's identity can be kept confidential, while support for follow-up assistance can continue to be monitored.

## E: Identification Documentation

This column too will be blocked for privacy. Write the number associated with the identification in the appropriate box. If the victim does not have an identity card, explain here. If the lack of legal identity is causing problems, explain the problem in the recommendation column.

## F: Sex

To track patterns in recruitment, information on the sex and age of the victim is needed. This information will help identify trends in TIP. Place a check in the appropriate box.

## G: Age

Is the victim still a child (under 18 years) or adult (over 18 years)? In the corresponding box, write the victim's age at this time of recruitment. Next, place the victim's age now (at interview or referral into care).

## H: Religion

Religion is important in Indonesia and can assist in providing support facilities.

## I: Employment

Work should explain what type of work the victim usually does prior to being trafficked. This can assist in rehabilitation and supporting the VOT in finding suitable work upon return.

## J: Indonesian addresses are complicated

This section breaks down into the usual means of identifying a person's location. As in D above, this information helps to analyze risk factors and help increase prevention efforts. Please note as much as possible the address information to the village level.

| K | | | | L | | M | | N |
|---|---|---|---|---|---|---|---|---|
| **Means** | | | | | | | | |
| Recruitment Location | | | | Region/Destination Promised | | Actual Destination | | Means of Recruitment |
| Province | City/ Regency | Village | Address | Country/ Province | City/ Regency | Country/ Province | City/ Regency | |
| | | | | | | | | |
| | | | | | | | | |

Data on Recruitment Process

## K: Recruitment Location

Where exactly were the victims recruited? Was it at school, from a community group, responding to a poster? The more detailed the data obtained, the better chance to analyze where TIP recruiters work and better target prevention efforts.

## L: Destination Promised

As far as witnesses or victims can explain, how were they recruited? What promises were given that make the victim interested? What type of work and salary were promised? In what stages did illegal activities occur? This information will help prevention efforts and can be the initial information for prosecution.

## M: Destination area

Where were the victims actually taken? Try to get as much information as possible about the place, location and other factors that are useful in disclosing and helping other victims.

## N: Recruitment Method

Based on the Actions- Means- Purpose model, what forms of coercion, fraud or other approaches are used by recruiters? Quality evidence can ensure the prosecution process can begin. Where were the victims recruited? Is it from school? Community group? This information will help analyze where recruiters work and will help improve prevention efforts.

| O | P | Q | R | | |
|---|---|---|---|---|---|
| **Action** | **Purpose** | | **Recruiter** | | |
| Transportation | Type of Exploitation | Vulnerability | Recruiter / Name of Agent / Company | | |
| | | | Name | Gender | Employment |
| | | | | | |
| | | | | | |

## O: Transport method

How are victims transferred from one location to another? Did the victim live in hiding on the way? Are victims brought through national or provincial borders? What transportation is used? Do they need travel documents?

## P: Purpose: Types of exploitation (sex, labor, domestic workers, etc.)

For what purpose is this person recruited? What did they do after arriving at the location?

## Q: Type of Vulnerability

As far as you can determine, what made this person vulnerable to recruitment? What methods did the recruiter use to make them vulnerable?

## R: Recruiter Identity

As much as you can gather, find information about the actual recruiter (and not the friend or family member who brought the VOT to the recruiter without knowing the danger). Please remember that recruiters can be a network or agent or the victim's friend so any information that can help uncover a system or identify the area where they work can go far for prevention. If you have a name, gender, and can further explain the type of work used by the recruiter, place this in the corresponding columns.

| S | T | U | V |
|---|---|---|---|
| Release | Documents | Support | Conclusions |
| Release from Trafficking | Supporting Documents | What Support Provided | Recommendations |
|  |  |  |  |
|  |  |  |  |

## S: VOT Release

Explain in detail how the VOT gained their freedom from the trafficking situation. Did they escape, were released, rescued, abandoned, or other.

## T: Supporting Data

Whatever form of evidence you have to corroborate the story (work contracts, tickets, falsified identity cards, etc.) is important for prosecution and analyzing the situation.

## U: Types of assistance provided - medical, security protection, follow-up efforts

After or before the interview with the victim, explain what form of follow-up or assistance can be given to help the victim. Do they need medical assistance or temporary shelter or counseling? Please explain what the victims need, and inform if they are vulnerable to re-trafficking.

## V: Recommendations

Please add any comments you think could be important to understand and evaluate this case. How does it fit within your experience of trends and activities in terms of prevention, protection and prosecution? What advice can you give to help victims or help analyze TIP trends or help follow up efforts?

# Annex 2: Defining Trafficking: Action-Means-Purpose Model

The Action-Means-Purpose (AMP) Model can be helpful in understanding the law and reaching a decision. Figure 3 below outlines the three elements that must be present for the crime of the human trafficking of adults. Any one element from each column is required to establish trafficking.

*Fig. 3: Key elements of the international legal definition of trafficking in persons[5]*

| Action | Means | Purpose |
|---|---|---|
| Recruitment Transportation Transfer Harbouring Receipt of persons | Threat or use of force Coercion Deception Abduction Fraud Abuse of power Abuse of position of vulnerability Giving or receiving payments or benefits | Exploitation, including: Exploitation of the prostitution of others Other forms of sexual exploitation Forced labour or services Slavery or practices similar to slavery Servitude Removal of organs |
| **= Trafficking in Persons** | | |

Interpreting the law will depend on how or what body is doing the interviewing. Trafficking in Indonesia does not always require transport over an international border. **Action** here also includes recruitment, harbouring, and receipt of persons. This common action must be supported by a **means** that involves some type of coercion or deception through which a person is made vulnerable and isolated from safety. **Purpose** is any form of exploitation for which a person is recruited. The purpose may be illegal and it can also be legal forms of labour. 'Involuntariness' is also critical to identifying forced labour. Labour is forced unless the worker has freely given his or her consent and can revoke it. That is, are they free to leave if they chose to[6].

## IMPORTANT!

The definition implies that exploitation does not need to be in place, as the intention by traffickers to exploit the victim is sufficient to define a trafficking offence. Furthermore, forms and purposes of exploitation may emerge that are not on the list and could be considered to represent additional forms of trafficking offences.

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[5] Source: Policy Guide on Criminalizing Trafficking in Persons, Bali Process, 2014, p.5.

[6] https://www.ilo.org/global/topics/forced-labour/publications/WCMS_105023/lang--en/index.htm

## Power and Control Wheel

There is no single method of force, fraud or coercion. Based on the Domestic Abuse Intervention Project's Duluth Model[7], this Power and Control wheel (fig.4) outlines the different types of abuse or means of control that can occur in labor and sex trafficking situations.

### Fig. 4: The Power and control wheel



**Sex Trafficking**

street online prostitution, residential/commercial-front brothels, truck stops

**Labor Trafficking**

Businesses, farms, demostic work, begging/pedding, stripping

**POWER & CONTROL**

**COERCION and THREATS**
Threatens to harm victim or family ● Threatens to expose or shame victim ● Threatens to report to police to police or immigration

**INTIMIDATION**
Harms other victims, children or pets ● Displays or uses weapons ● Destroys property ● Lies about police involvement in trafficking situation

**ECONOMIC ABUSE**
Creates debt that can never be repaid ● Takes money earned ● Prohibits access to finances ● Limits resources to a small allowance

**EMOTIONAL ABUSE**
Humiliates in front of others ● Calls names ● Plays mind games ● Makes victim feel guilt/blame for situation ● Convinces victim they're the only one that cares about them

**USING PRIVILAGE**
Threats victim like a servant ● Uses gender, age or nationality to suggest superiority ● Uses certain victims to control others ● Hides or destroys impotant documents

**ISOLATION**
Keeps confined ● Accompanies to public places ● Creates distrust of police/others ● Moves victims to different locations ● Doesn't allow victim to learn English or to go to school ● Denies access to children, family and friends

**USING PRIVILAGE**
Shoves, slaps, hits, punches, kicks, strangeles ● Burns, brand, tattoos ● Denies food/water ● Exposes to harmful chemicals ● Forces pregnancy termoination ● Induces drug addiction as means of control

**SEXUAL ABUSE**
Uses sexual assault as punishment or means of control ● Forces victim to have sex multiple times a day with starngers ● Treats victim as an object for monetary gain ● Normalizes sexual violance and selling sex

**DENYING, BLAMING, MINIMIZING,**
Makes light of abuse or exploitation ● Denies that anything illegal or exploitative is occuring ● Places blame on the victim for the trafficking situation

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7 https://www.theduluthmodel.org/

# Annex 3: Core Indicators

The indicators below are provided as examples of what indicates or signals the **action**, the **means** and the **purpose** to any form of trafficking. Some of the indicators will point to signs of exploitation and others will suggest signs of control that the trafficker may have over the suspected victim. As with all indicators, these are provided as examples that need to be selected and adapted for the context in which it is used:

Based on the Palermo Protocol and the Bali Process (2014), the following indicators all signal that trafficking has likely occurred.

## *Actions: Evidence of transport, transfer, harbouring or receipt of persons*

- Recruitment, hiring, or finding workers based on unrealistic or false promises
- Illegally handing over or receiving and having control over a person
- Removing a minor from his/her guardian(s)
- Absence or falsification of identification or travel documents at airports, bus or train stations, checkpoints at borders and so on (does the age on the document correspond to the person?)
- Looking nervous and unable to mention any specific destination details
- No knowledge of the local language and in need of help.
- Claims of just visiting and inability to clarify where they are staying/address
- Lack of knowledge of whereabouts and/or do not know what city he/she is in
- Shares scripted, confusing, or inconsistent stories

## *Means: Evidence of threat or coercion, abduction, abuse of power*

- Acted on the basis of false promises (marriage, education or job-related promises)
- Inability to speak to individual alone
- Answers appear to be scripted and rehearsed
- Employer is holding identity documents
- Signs of physical abuse
- Submissive or fearful
- Unpaid or paid very little
- Under 18 and in prostitution
- Unlawful removal or without legal guardianship
- Has limited contact with their families or with people outside of their immediate environment
- Being unable to communicate freely with others
- Being under the perception that they are bonded by debt
- Being in a situation of dependence
- The person is forced/coerced to enter into or remain in the situation
- The person is deceived about the nature/location of the situation
- The person's working days or hours are excessive
- The person's living or working conditions are inhumane and/or degrading
- The person is subject to threats or use of violence
- Deceived about conditions of work
- Deceived about content or legality of work contract
- Deceived about family reunification
- Deceived about housing and living conditions
- Deceived about legal documentation or obtaining legal migration status

- Deceived about travel and recruitment conditions
- Deceived about wages/earnings
- Deceived through promises of marriage or adoption

## *Indicators of Deception: as seen in victim's behavior*

- Victims are moved around frequently and often do not stay in one location long enough to initiate contact with advocates or agencies.
- Victims fear the authorities and their traffickers.
- Protects the person who may be hurting them or minimizes abuse
- Victims are conditioned not to trust service providers and institutions.
- Victims perceive themselves as "invisible" to others.
- Victims may not regard themselves as victims.
- Victims may think that they are getting what they deserve.
- Shame and guilt may prevent victims from self-disclosing.
- Victims are usually isolated and have no opportunity to share their stories.
- Victims may be illiterate.
- Victims often believe they have no options.
- Victims often lack knowledge of their location. Some victims do not even know where they are.
- Victims view their traffickers as authority figures.
- Victims sometimes mistakenly believe that their traffickers have documentation showing traffickers own them.

## *Coercion*

- Believe that they must work against their will
- Be unable to leave their work environment
- Show signs that their movements are being controlled
- Feel that they cannot leave their situation
- Show fear or anxiety
- Be subjected to violence or threats of violence against themselves
- Be subjected to violence or threats of violence against their family members or loved ones
- Not be in possession of their passport or other travel or identifying documents, as those documents are held by someone else
- Not be aware that they are in a foreign country and need documents
- Allow others to speak for them when addressed directly
- Act as if they were instructed by someone else
- Be forced to work under certain conditions
- Be disciplined through punishment
- Work excessively long hours over long periods
- Not have any days off
- Be unable to communicate freely with others
- Be tattooed with the name or sign of a trafficker or trafficking group
- Be under the perception that they are bonded by debt
- Have had the fees for their transport to the country of destination paid for by facilitators, whom they must pay back by working or providing services in the destination country
- Be forced to take drugs to do certain types of work (prostitution) or work excessively long hours

## *Purpose: Evidence of exploitation*

- Exploitation or prostitution of others
- Sexual abuse
- Forced service or labor (unable to leave if they want to)
- Slavery or servitude
- Removal of organ(s)
- Production of pornography
- Sexual exploitation
- Forced or false marriage
- False or exploitative adoption
- Debt bondage
- Child labor
- Forced into crime or criminal activities (Assisting offenders)
- Any situation that is inappropriate for the person's age

*Exploitation of the prostitution of others and forms of other sexual exploitation*

Not all people working in the sex industry are victims of trafficking. The indicators below may be useful in identifying those people who are presumed victims of trafficking:

- The person cannot refuse to service clients, to carry out specific sexual acts or to have unprotected sex
- The person does not receive money directly from clients/receives only a small portion of the fee paid by clients to employers or intermediaries
- The person is forced/coerced to use or not use specific types of contraception
- The person is forced/coerced to receive medical/pregnancy testing
- The person is underage

*Trafficking for the purpose of domestic servitude*

- The person receives poor quality/substandard food and shows signs of malnourishment
- The person works excessive hours
- The person has no private space, or private space is inadequate
- The person is confined or denied social interaction and/or never leaves the house without their employer
- The person is subject to insults, abuse, threats, violence and/or assaults
- The person pays a recruitment fee
- The person is underage

*Trafficking for the purpose of forced, servile or early marriage*

- Cash or other 'gifts' were paid to a third party to bring about the marriage
- A marriage contract was negotiated by people other than the married parties and/or without their involvement or agreement
- The person is forced into a situation of labour, domestic servitude or sexual exploitation
- The person has received/is to receive virginity testing
- The person's relatives were forced into marriage
- The person displays signs of depression, self-harm, social isolation or substance abuse
- There are signs of family discord, violence or abuse
- The person is underage

*Trafficking for the purpose of exploitation in begging and criminal activities*

- The person is punished if he or she does not collect or steal enough
- The person lives with others who perform the same activities
- The person does not understand the purpose of activities or their illicit nature
- The person is underage, elderly or disabled

### *Children and Youth*

Children who have been trafficked may:

- Have no access to their parents or guardians
- Look intimidated and behave in a way that does not correspond with behavior typical of children their age
- Have no friends of their own age outside of work
- Have no access to education
- Have no time for playing
- Live apart from other children and in substandard accommodations
- Eat apart from other members of the "family"
- Be given only leftovers to eat
- Be engaged in work that is not suitable for children
- Travel unaccompanied by adults
- Travel in groups with persons who are not relatives

The following might also indicate that children have been trafficked:

- The presence of child-sized clothing typically worn for doing manual or sex work
- The presence of toys, beds and children's clothing in inappropriate places such as brothels and factories
- The claim made by an adult that he or she has "found" an unaccompanied child
- The finding of unaccompanied children carrying telephone numbers for calling taxis
- The discovery of cases involving illegal adoption

How are young people recruited?

- A child or youth who is having problems at home or at school is approached by a recruiter. The recruiter, a street-wise male or female, a relative, or someone from school who may be trafficking victims themselves, starts to befriend the youth or engage the youth in a relationship
- The recruiter gains trust
- He or she shows the youth expensive lifestyles and tells stories of freedom, acceptance, and being part of a 'family'
- The recruiter slowly introduces the youth to the possibilities of employment, or begins to groom the youth for sex trade
- The youth is introduced to the trafficker's friends to establish control over and to frighten the youth. Verbal, psychological, sexual and physical abuse may be used by the trafficker to accomplish this
- The youth is forced into sex trade, either at street level or at indoor venues: i.e. escort agency, massage parlor, trick pad, strip club, online postings, pornography

Places Where Youth are Recruited

- In their home by friends or family members
- Social media sites, such as Facebook, Twitter, Tumblr
- At school by classmates or other youth hanging out near school grounds

- Places where youth gather, such as, malls, community centers, local stores
- On the street
- Drop-in centers
- Youth clubs

## *Indicators of Specific Issues Common to Trafficking*

Common Work and Living Conditions
- Is not free to leave or come and go
- Is under 18 and is providing commercial sex acts
- Is in the commercial sex industry and has a pimp / manager
- Is unpaid, paid very little, or paid only through tips
- Works excessively long and/or unusual hours
- Is not allowed breaks or suffers under unusual restrictions at work
- Owes a large debt and is unable to pay it off
- Was recruited through false promises concerning the nature and conditions of his/her work
- High security measures exist in the work and/or living locations (e.g. opaque windows, boarded up windows, bars on windows, barbed wire, security cameras, etc.)
- Experiences verbal or physical abuse by their supervisor
- Is not paid directly
- Unexplained bruises or cuts or other signs of physical abuse.
- Appears to be dominated by another person.
- Never is alone and/or always has someone translating or answering questions on their behalf.
- Not in control of their own finances.
- Presents with secrecy or unable to answer questions about where they live.
- Inconsistent details when telling their story.
- Has no identification such as a license, passport or other ID documents.
- Inability to leave their job or residence.  Says they cannot schedule appointments.
- Is afraid of law enforcement or receiving help from an outside entity.

Poor Mental Health or Abnormal Behavior
- Is fearful, anxious, depressed, submissive, tense, or nervous/paranoid
- Exhibits unusually fearful or anxious behavior after bringing up law enforcement or immigration officials
- Shows signs of substance use or addiction
- The person is afraid to speak,
- The person distrusts authorities and refuses to cooperate,
- The person is instructed what to say,
- Gives conflicting, incomplete and misleading/false information,
- Tries to escape,
- Believes to be observed and followed,
- Allows others to speak in his/her name,
- Manifests signs of fear and anxiety,
- Reacts with anger, impulsivity and aggressiveness,
- The person has noticeable fluctuations in behavior,
- Seems anxious, fearful or paranoid.  Avoids eye contact.

Lack of Control
- Has few or no personal possessions
- Is frequently monitored
- Is not in control of their own money, financial records, or bank account
- Is not in control of their own identification documents (ID or passport)
- Is not allowed or able to speak for themselves (a third party may insist on being present and/or translating)

Illegal Residency
- Be threatened with being handed over to the authorities
- Be afraid of revealing their immigration status
- Be unaware of their irregular status
- Have false identity or travel documents
- Be unaware of having falsified or fraudulent documents
- Not be aware that they are in a foreign country and need documents

Vulnerability
- Be unfamiliar with the local language/cultural issues
- Not know their home or work address
- Be unable to negotiate working conditions
- Be in a situation of dependence
- Has signed a contract in a language that the worker does not understand
- Not know the name of their exploiter (the trafficker may use a false name or nickname)
- Be afflicted with a mental or physical handicap
- Be distrustful of the authorities

Exploitative Living/Working Conditions
- Receive little or no earnings
- Have no access to their earnings
- Live in poor or substandard accommodations
- Live at their place of employment
- Pay exorbitant rent for housing
- Have no access to medical care
- Rotated (frequently) between work environments, cities or countries

Isolation
- Have limited or no social interaction
- Have limited contact with their families or with people outside of their immediate environment
- Workers are hidden from others

Other
- Be found in or connected to a type of location likely to be used for exploiting people
- Come from a place documented by government authorities or other stakeholders to be a source of human trafficking
- Be distrustful of the authorities
- Victims tell identical stories or give stereotypical answers concerning transportation, work, etc.
- Significant difference in the price paid upfront for the voyage and the actual cost of the trip

# Annex 4: Data Inventory Templates Examples

| Data category | Data Source | Representative Indicators* | Analytical Purpose | Recommended disaggregation |
|---|---|---|---|---|
| 1. Population of trafficked victims | Victim interview | Population by age and gender | Reveals who is most vulnerable | Age; Sex/Gender; Marital status |
| 2. Origin of Victim | Police report | Indicators based on place of origin | Shows trends in where traffickers are working; vulnerability issues | Numbers identified in each Provinces; Districts |
| 3. Location of contact | Victim report | Based on where they originally contacted by recruiters | Reveals trends in current recruitment | Recruitment office, school, community center, home |
| 4. Education of victim | Victim report | Enrollment and completion rates for victim | Reveals vulnerability factors in terms of education | Sex; School stage; Age groups; gender |
| 5. Action: How were they recruited | Victim, witness | As possible, explain how they were contacted | Describes modus of traffickers: aids prevention and prosecution | Method, Means of contact |
| 6. Means of Recruitment | Victim, witness | As possible, provide evidence of fraud, deception, coercion based on listed indicators | Describes modus of traffickers; Aids prevention and prosecution | Sex; age as applicable |
| 7. Purpose of Recruitment | Victim, family, witness, police reports | As possible, state what job the victim was given | Reveals why victims are recruited, what jobs are seen as needing victims rather than legal recruits. | Sex; age as applicable; location of work; |
| 8. Vulnerability | Victim and witness reports | As possible, explain what made this victim vulnerable to trafficking. Where was vulnerability exploited? At recruiting or at job? | Reveals trends in trafficking and how and where vulnerability is measured and/or exploited | Category of vulnerability: poverty, unemployment, lack of education, broken home, desire for material goods, assist family, etc. |
| 9. Profile of Trafficker | Victim reports; family of victim reports; witness reports | As possible, describe who, where, how trafficker made contact, recruited victim, secured permission from family. | Assists prevention and prosecution. Who are traffickers and how do they succeed? What support do they receive from authorities etc.? | Legal recruiter; deception at destination; categories for where the deception was begun/activated |
| 10. Trafficking Pathway | Any documentation such as tickets, passports, visas, ID cards; verbal reports | As possible, describe how the victim was moved from one location to another | Describes the means of transport; helps reveal where in the chain the deception occurs. | What boarders, boundaries, transport was used? What documentation was required, procured, forged, enabled? |
| 11. Rescue | Victim, witness, police reports. What documents show how rescue occurred | Describe how this victim was identified as a victim. Where they rescued, returned, etc.? | Assists protection | Was victim identified through rescue by an authority or at a boarder upon return? List categories of identification |

| Data category | Data Source | Representative Indicators* | Analytical Purpose | Recommended disaggregation |
|---|---|---|---|---|
| 12. Support & Rehabilitation | Agency report; victim report | Describe what follow up support was provided to the victim; What indicators showed that support was required? | Assists protection: explains why support was accepted or rejected. Essential for monitoring quality of support and how to improve it. | Support accepted: What? Support rejected: why? |

\* See lists of definitions in Ch 2 and 3, plus indicators in Annex.

# Annex 5: Bibliography and Further Reading

**Managing Large Datasets**

- https://www.bigskyassociates.com/blog/bid/372186/The-Data-Analysis-Process-5-Steps-To-Better-Decision-Making

**Data Collection, Design and Responsibility**

- https://responsibledata.io/wp-content/uploads/2014/10/responsible-development-data-book.pdf
- https://www.unfpa.org/sites/default/files/pub-pdf/guidlines_dataissues.pdf

**Data Security:**

- https://www.ictworks.org/wp-content/uploads/2016/05/GE-Girl-Digital-Privacy-Security-Safety-v-May-2016.pdf
- https://securityinabox.org/id/- Security in-a-Box is adalah panduan keamanan digital yang diperuntukkan bagi para aktivis dan pejuang hak asasi manusia di seluruh dunia.
- https://ico.org.uk/media/for-organisations/documents/1042731/anonymisation_code_summary.pdf
  The code shows that anonymisation of personal data is possible and desirable. Anonymisation ensures the availability of rich data resources, whilst protecting individuals' personal data.

# Matrix Data Reporting

| A | B | C | D | | E | | | F | | G | | H | I | J | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Identity | | | | | | | | | | | Place Recruited | | | |
| | | | Victim Identity | | | | | | | | | | | | | | |
| | | | | | Legal Identity | | | Jenis Kelamin | | Age | | | | | | | |
| No. | Date | Referring Agency | Victim's Name | Mother's Maiden Name | KTP | KK | PASPOR | Male | Female | Age at recruit | Age now | Religion | Usual Work | Province | City/Regency | Village | Address |

*Data ini harus dirahasiakan* (shaded columns: Victim's Name, Mother's Maiden Name, KTP, KK, PASPOR)

| K | | | | L | | M | | N | O | P | Q | R | | | S | T | U | V |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Process | | | | Process | | | | | Action | Tujuan | | Recruiter / Agent / Company | | | Escape | Documents | Support | |
| Region Promised | | | | Region Promised | | Actual Destination | | Recruit-ment Methods | Method of Transfer | Type of Exploitation | VOT Vulnerability | Recruiter | | | How Released | Supporting Documents | Support Provided | Recommendations |
| Province | City/Regency | Village | Address | Country/Province | City/Regency | Country/Province | City/Regency | | | | | Name | Gender | Business | | | | |