# Information collection plan

## Purpose

This checklist supports the HRDD Committee in planning what information is necessary and available to use in the risk assessment. The example list of sources can be used to identify and understand risks of child labour, forced labour and gender inequality.

It is recommended to identify at least three types of information:

* Documents about the cooperative or association and its members, or workers, or labour providers engaged.
* Interviews and surveys with members of the management team, or the HRDD committee, or relevant staff, members, and seasonal workers about risk issues.
* Observation of the situation, visit sites and locations at the cooperative or association, or in the local community, to observe workplace practices, and indicators of risk.

Ensure that information sources are representative, and include women and girls, men and boys, and persons from vulnerable groups.

## Checklist

The table includes a list of information sources by category, that can be adapted to the local situation. Use this list to plan what information you will collect.

Where possible, collect data that is gender-disaggregated, and when observing people, or conducting interviews, include women and men, and persons from vulnerable groups.

Below is the template and a worked example.

**Information Collection Plan**

|  |  |
| --- | --- |
| Information source | Notes |
| **Documents** |  |
| Membership registration |  |
| Training records |  |
| Contracts to hire adult labour |  |
| Records of wages/hours for seasonal workers |  |
| Grievance mechanism data (reports, gender, age, issue) |  |
| Records of mitigation and remediation measures |  |
| School attendance |  |
| Management and staff lists (roles, gender) |  |
| HRDD committee records (roles, gender, training) |  |
| Maps of the site, local area, school |  |
| Vulnerable groups list |  |
| **Places – observing sites and behaviour** |  |
| Entrance and exit |  |
| Location of suggestion box/grievance mechanism |  |
| Posters about HRDD and how to report a grievance |  |
| Meetings of members/workers |  |
| Training or awareness raising meetings |  |
| Rest/shade areas |  |
| Working practices |  |
| Tasks performed by women and men |  |
| Tasks performed by children |  |
| Appearance and behaviour of seasonal workers |  |
| Culture and atmosphere |  |
| Places where vulnerable groups live |  |
| Worker washrooms and toilets |  |
| Worker housing |  |
| School and route/transport to school |  |
| **People- interviews** |  |
| Members |  |
| Spouses of members, family farmers/miners |  |
| Seasonal workers |  |
| Members or workers from vulnerable groups |  |
| Households at risk of child labour |  |
| HRDD committee members |  |
| Relevant staff and management |  |
| School teachers |  |
| Community leaders |  |
| Relevant experts |  |
| Women’s groups |  |

**Example**

Below is an example to illustrate how this form can be used.

Users adapt this table and use it in a manner that is relevant to their local situation.

|  |  |
| --- | --- |
| Information source | Notes |
| **Documents** |  |
| Membership registration | Yes (members only) |
| Training records | Yes |
| Contracts to hire adult labour | Not relevant |
| Records of wages/hours for seasonal workers | Not relevant |
| Grievance mechanism data (reports, gender, age, issue) | Yes – first year so only a few records |
| Records of mitigation and remediation measures | This is our first year so no records available |
| School attendance | Yes with agreement from head teacher |
| Management and staff lists (roles, gender) | Yes |
| HRDD committee records (roles, gender, training) | Yes |
| Maps of the site, local area, school | Yes |
| Vulnerable groups list | Yes/in progress |
| **Places – observing sites and behaviour** |  |
| Entrance and exit | Yes |
| Location of suggestion box/grievance mechanism | Yes |
| Posters about HRDD and how to report a grievance | Yes |
| Meetings of members/workers | Yes – members only, monthly meeting |
| Training or awareness raising meetings | Yes – members training on x topic, child labour awareness raising |
| Rest/shade areas | Not relevant |
| Working practices | Not relevant |
| Tasks performed by women and men | Yes – tasks x, y, z, |
| Tasks performed by children | Yes |
| Appearance and behaviour of seasonal workers | Not relevant |
| Culture and atmosphere | Not relevant |
| Places where vulnerable groups live | One village in x area |
| Worker washrooms and toilets | Not relevant |
| Worker housing | Not relevant |
| School and route/transport to school | Yes |
| **People- interviews** |  |
| Members | Yes |
| Spouses of members, family farmers/miners | Yes |
| Seasonal workers | Not relevant |
| Members or workers from vulnerable groups | No members from vulnerable groups |
| Households at risk of child labour | Yes |
| HRDD committee members | Yes – 5 members |
| Relevant staff and management | Yes – 6 management and staff |
| School teachers | Yes - 1 |
| Community leaders | Yes – x, x, x, x |
| Relevant experts | Yes – x,x,x,x |
| Women’s groups | Yes – x group |