

# INTEGRATING PROTECTION INDICATORS IN DTM: STANDARD OPERATING PROCEDURE (SOP)

## 1. Introduction

In recent years, IOM has coordinated with Gender-Based Violence (GBV), Child Protection (CP) and Counter Trafficking (CT) experts to incorporate protection indicators into DTM exercises more systematically – primarily in multi-sectoral location assessments and flow monitoring surveys, but also increasingly in registration and other DTM methodologies. This has aimed to enhance the quality of the data collected to produce a better picture of protection concerns and risks present in displacement settings, including transit points. The overall purpose is to gather data on major risks and needs faced by women, girls, men and boys, especially most vulnerable groups, related to GBV, human trafficking, exploitation, abuse and violence.

As a situational analysis tool, DTM provides a snapshot of the overall situation and can pin-point links between service provision, needs, gaps, vulnerabilities and capacities and their protection impact, positive or negative. The following SOPs are based on lessons-learned from DTM operations that integrated GBV/CT/CP indicators, analysis and use of the resulting datasets, trainings of, and discussions with DTM teams, and the consultations carried out with GBV, CT and CP specialized agencies at both country and global levels. Examples of these indicators can be found in the DTM Field Companion<sup>1</sup>.

## 2. Purpose of this document

The objective of this document is to guide IOM staff, including DTM teams, DTM coordinators, Information Management teams, and other staff involved in DTM deployments on the various steps to be followed to integrate GBV/CT/CP indicators into DTM exercises. These SOPs highlight how to:

- Design and plan DTM exercises incorporating clear and appropriate protection indicators, adapted to both context and capacities;
- Organize data collection, handling, analysis, and sharing in consideration of protocols and data protection principles;
- Ensure adequate coordination and collaboration with specialized protection agencies and other relevant actors, at various stages of the process.

## 3. Operational framework and limitations

DTM exercises are conducted to gain a better understanding of the situation, needs and gaps in the assistance of displaced and mobile populations. DTM assessments can also identify protection needs and risks but should not seek for individual cases or incidents. DTM rather focuses on general concerns and trends. Integrating GBV/CT/CP considerations in DTM intends to inform responses (e.g. assistance to vulnerable migrants and IDPs), advocacy efforts to address protection concerns as well as to identify locations and issues that need more in-depth specialized assessment are needed.

It is important to seek out technical support from protection experts – internal or external ones while rolling out protection indicators in the DTM.

DTM does not duplicate nor supersede specialized protection assessments or identification of individuals with protection needs: these are different exercises conducted for different purposes by different actors.

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<sup>1</sup> <https://displacement.iom.int/dtm-partners-toolkit/sectoral-questions-location-assessment>

#### 4. The Self-assessment questionnaire

Before deciding the extent to which Protection/GBV/CT/CP indicators will be integrated into the DTM, IOM teams should consider the following questions.

##### Consult Protection Actors.

- Did you consult with Protection/CP/GBV and CT colleagues regarding the inclusion of protection indicators? *These colleagues can be internal and/or external to IOM.*

##### Use of information

- Is there a need for information related to the protection situation of the affected population in your context?
- Is the link between information and its use clear to and documented by protection actors?
- Is there capacity, time and expertise within DTM or another agency to analyze and use the resulting data collected through the integration of protection indicators?

##### Adequate method

- Can this information be collected through the DTM methodology (or does it need a different approach, e.g., protection monitoring or protection case management? Check Output -Data and Information- row of the **PIM** matrix: <http://pim.guide/guidance-and-products/product/pim-matrix-cover-page/>)
- Is this information needed over time, and not just once?
- Can this information not be adequately obtained from other (less resource-intensive) sources, for example a literature review, or already ongoing data collection exercises?

##### Do no harm

- Can you ensure that you are doing no harm when collecting data? (e.g.: Are you ensuring the safety of enumerators, assessed population and respondents? Have implications on humanitarian access been considered?)
- Have protection actors assessed the potential harm that their analysis and use of information may do to assessed population?

##### Response capacity

- Is there capacity and willingness to respond to protection needs in all data-collection areas? *Capacity may be with Protection/CP/GBV/CT or Government service providers.*
- Has an Urgent Action Process for DTM been agreed and enumerators trained on the process?,

##### Training

- Is there capacity, time and willingness to train enumerators on the key protection concepts relevant to the protection indicators? *Such capacity can be within IOM or with another organization.*

### NO

If you have answer 'NO' even to one question: Ensure to **consolidate** the different pre-requisites **before** including protection indicators in your DTM exercise

### IN ALL CASES

Collect quality **sex/age disaggregated data** (SAD) as these are always useful for protection response

### YES

If you have answer 'YES' to all questions: **Congratulations**, you are ready to include protection indicators in your DTM exercise!

## 5. Structure of the SOPs

SOPs are organized in six main steps:

- 1) Consulting with protection counterparts who will identify information gaps on the basis of the decisions they have to take and their sectoral Secondary Data Review. These consultations will also help decide on the scope of the protection elements to be integrated in the DTM exercise.
- 2) Defining the overall strategy, methodology, and select adequate indicators
- 3) Recruiting and training staff
- 4) Collecting data
- 5) Analyzing, reporting and sharing data
- 6) Monitoring and reviewing the use of protection results contained in the DTM

### **Step 1: Consult with protection/ GBV counterparts, identify information gaps and decide on the scope of the protection elements to be integrated in the DTM assessment**

- Present the DTM to protection partners. It helps manage their expectations and become familiar with the DTM. Explain the DTM component that will be used, its strengths and limitations<sup>2</sup>, including clarifying the method of data collection utilized<sup>3</sup> (e.g., Key Informant interviews) and the implications for results.
- Determine information needs and gaps based on decisions protection actors must make for response and results of Protection secondary data reviews, conducted by partners. Partners include IOM Protection/CP/CT/GBV specialists, Protection Cluster, GBV working Group, Child Protection Working Group, specialized organizations service providers and authorities).
- Agree with protection colleagues on the objectives of collecting such information through the DTM (e.g. better understanding of risk factors for GBV, human trafficking risks, factors that increase vulnerabilities to abuse and violence, identify main separation trends).
- Define what can be covered through the DTM in light of its method of data collection, source of information etc.
- Agree with protection partners on how DTM results will be used, what descriptive analysis will be needed and how DTM can support Protection colleagues in their interpretation of results.
- Review capacities, expertise, and resources available –ensuring adequate capacity, time and resources are available, including for data analysis
- Assess risks associated with data collection - for interviewees, broader affected population, DTM enumerators, and humanitarian access. Ensure protection partners assess the risks for the population of their planned data analysis.
- Agree on modalities of data sharing for sensitive data. See the [Inter-Agency Sensitive Data Sharing Guideline](#) for more information on risk analysis.

#### **Recommendations:**

- Seek support of country-level and HQ IOM DTM and protection specialists from the beginning of the process
- Consider carefully before committing in areas where IOM does not have expertise available in-country or easily mobilized from HQ or RO, even if it falls under IOM traditional portfolio – for instance counter trafficking.
- Ensure Protection colleagues carry out their secondary data review (look into existing information such as in reports or other assessments done by IOM or other humanitarian/development actors) before deciding that primary data collection is needed

<sup>2</sup> For a ready-made presentation of DTM Multi Sectoral Location Assessment, its strengths and limitations, see: <https://displacement.iom.int/dtm-partners-toolkit/briefings>

<sup>3</sup> For a quick overview of methods and recommended use, see the one-pager “Data-collection techniques and appropriate use for each technique UNHCR.pptx” available at: <https://displacement.iom.int/dtm-partners-toolkit/data-collection-techniques>

- Ensure protection colleagues have a clear plan on how to analyse and use the information DTM will provide them. This will help contain the number of questions to those that will be likely used.

## **Step 2: Define protection/ GBV indicators in DTM forms and revise overall strategy and methodology to make sure they are compatible**

- Decide on the most appropriate data collection methodology to ensure the inclusion of all groups and avoid causing harm. Ensure that the protection indicators are suitable for the specific DTM component, methodology used, and typical respondent profile (e.g. If a FMS question is targeted toward young women, however mostly men are interviewed, the question will not produce useful data. In mobility tracking, if a question relates to a key informant's knowledge of protection issues in a site, however they work outside the site in an unrelated field, they may not be able to answer the questions). Whenever possible, consider adding qualitative methods, such as Community or Focus Group Discussions (CGD, FGD, etc.);
- Select relevant questions using the *Field Companion*<sup>4</sup>. Contextualize and review questions in consultation with Protection specialists who understand the specific context (IOM staff in country, HQ, protection cluster and sub-clusters, and Protection actors in-country) to make sure they are adequate. Discuss the profile/function of key informants to determine whether they have the knowledge to reliably respond to suggested questions.
- See if other existing questions in DTM forms used in the location of interest can be suitable indicators for the protection/CT analysis that will be carried out –
- Ensure the inclusion of sex-age disaggregated data in all relevant parts of the DTM that will strengthen the analysis.
- Identify and use proxy question: Some questions required for other sectors can often also be useful for protection, GBV, CP, CT. For instance, questions related to WASH, Shelter and CCCM infrastructure and Education are relevant to CP or GBV, livelihood questions are often relevant to CT.
- Develop a Data Analysis Plan (DAP) for the identified questions with Protection partners. A DAP links question to descriptive analysis and use of results<sup>5</sup>.
- Pilot the questionnaire and fine tune questions and methodologies to be used during the DTM exercise
- Define data flow processes, training needs and ensure that data protection elements are integrated into IM/DTM SOPs
- Agree with partners on data transmission and analysis and specify the extent of the DTM team's responsibilities<sup>6</sup>
- Finalize agreement on data access levels and data sharing procedures. Prepare and sign written data access agreement form. See the [Inter-Agency Sensitive Data Sharing Guidelines](#).

### **Recommendations:**

- When selecting questions, please refer to the DTM data dictionary<sup>7</sup> and the DTM field companion.

<sup>4</sup> DTM Field Companion for Location Assessment is useful as it includes questions developed for non-sectoral expert Key Informants, in collaboration between DTM, Global Protection Cluster, Global Child Protection and GBV AoRs, and global IOM Counter Trafficking team. It is available at: <https://displacement.iom.int/dtm-partners-toolkit/sectoral-questions-location-assessment> . Additional questions for other components are included in the Data Dictionary.

<sup>5</sup> For a ready-made DAP of Field Companion questions, see: <https://displacement.iom.int/dtm-partners-toolkit/sectoral-questions-location-assessment>. Excel and PDF formats are available.

<sup>6</sup> “Options for analysis docx” is a clarification on levels of analysis and possible roles and responsibilities of DTM and Protection actors in analysis. It is available at <https://displacement.iom.int/dtm-partners-toolkit/analysis>

<sup>7</sup> See *Annex 3: Resources*

- Do not include technical terms or acronyms in the question text (describe the term or concept instead).
- As much as possible, questions should allow results to be disaggregated by sex and age. This will allow appropriate response to the needs of men, women, boys and girls.
- Prior to inclusion, agree on how the results will be analyzed, used and processed by intended recipients<sup>8</sup>. If not useful, irrelevant or not responding to a specific objective, these questions should be removed.
- Make sure that selected questions are culturally appropriate, and that enumerators will be able to know how to ask such questions and be understood by responders without causing harm or obtaining inaccurate answers.
- Assess risks and benefits of including each question in the form. Use proxy indicators and re-assess possibilities to include more specific indicators in later rounds.
- Keep seeking technical support of Protection/CP/CT/GBV specialists in country, the RO and at HQ.

Remember the method of data collection, when choosing the appropriate questions: for example, as DTM Location Assessment uses primarily Key Informants Interviews, it can identify obstacles related to *access*, *availability* and *quality* of goods and services. However, issues related to *awareness* and *use of good and services* generally require household-based assessment approaches.

### **Step 3: Prepare the DTM Deployment: Team recruitment, training requirements, integration of data protection measures**

- Contextualize existing sessions on Child Protection, GBV and CT-Human trafficking (if needed), incl. referrals, into DTM training package<sup>9</sup>;
- Involve protection specialists, including from external agencies if relevant, in preparing the training sessions e.g. if an external organization such as UNICEF or Save the Children proposed specific questions, ensure that they provide guidance to questions and information on referral pathways, and deliver trainings to enumerators.
- Involve technical and programme staff, including protection specialists, in delivering training sessions.
- Develop detailed guidance note on questions that might be sensitive or require specific understanding, ensuring enumerators understand the purpose.
- Train enumerators on data collection methodologies to be used, how to interview how to manage expectations, and on the practical meaning of confidentiality; make sure that key aspects are covered, and questions encouraged during the training of enumerators.
- Review the [Urgent Action Procedure Guideline](#) and consult with CP or GBV specialists to confirm the process that enumerators should follow if a protection incident is disclosed to them (referral vs information provision). Ensure that enumerators are trained on the process, including mandatory reporting requirements in your country of operation, and on how to respond to a protection incident disclosure safely, respectfully and confidentially.
- Ensure teams that are composed of both females and males and ensure that their roles and responsibilities are clear; designate team leaders.
- Ensure that confidentiality clauses are included in the contracts or have them sign a confidentiality agreement.<sup>10</sup>

<sup>8</sup> The Field Companion is formatted as a Data Analysis Plan, and includes possible descriptive analysis of results. A list of questions per each sector are available at: <https://displacement.iom.int/dtm-partners-toolkit/field-companion-excel>

<sup>9</sup> Some relevant training sessions can be found on the DTM and Partners Toolkit: <https://displacement.iom.int/dtm-partners-toolkit/trainings>

<sup>10</sup> See *Annex 3: Resources* for more information

- Deliver the training - allowing sufficient time to cover all topics, give time to discuss, including on GBV/CT/CP indicators; make sure to answer all questions on data collection and handling, including on how to identify key informants, how to set up community group discussions, as applicable
- Distribute all necessary forms - questionnaires, informed consent forms if applicable
- Verify that information management systems are ready, and data protection safeguards in place; agree on main responsibilities in communication with protection actors concerning referrals.

#### **Recommendations:**

- Technical support to conduct these trainings, materials and technical expertise might be available at HQ. Training can also be co-facilitated by IOM Protection, MPA (including CT) Officers or sector experts (e.g., GBV or CP sub-cluster coordinator);
- Train enumerators on the Urgent Action Process and provide key contact information of service providers or case managers to enumerators before deployment. Enumerators should be able to safely, respectfully and confidentially respond to disclosures of GBV incidents, unaccompanied and separated children asking for assistance, potential victims of trafficking and exploitation. See the [Urgent Action Process Guideline](#).

#### **Step 4: Data collection process**

- To conduct DTM assessments, DTM enumerators should know how to properly:
- Introduce themselves and the objectives of the data collection
- Obtain informed consent from the respondents<sup>11</sup>, or those of the caregivers if respondents are minor. Modalities of informed consent should apply as follows:
- Oral consent when collecting non-personal information
- Written consent when collecting personal information, for instance name, address, and contact details.
- When selecting key informants or setting up community group discussions, DTM enumerators should ensure that:
- Views of both men and women, and vulnerable groups are represented. Enumerators should conduct interview with more than one key informant and/or more than one community group discussion.
- If covering sensitive issues during CGDs, the views of women, girls and other vulnerable groups should ideally gather in a place where they are able to speak freely, safely and in a confidential manner Sex and/or age or minority group separate focus group discussions should be conducted. In certain contexts, the interviewer should be a female enumerator. If people do not feel comfortable talking or confidentiality cannot be preserved, it is recommended NOT to ask such questions.
- Children (<18 years) are not to be interviewed directly. IOM does not encourage interviews of minors, unless enumerators are specifically trained to do so. Even when trained, enumerators should never interview children under 14.<sup>12</sup> Alternative ways to collect information about the experiences and needs of children should be firstly considered before it is decided that children will be interviewed. For key principles and guidance on interviewing children, please consult the Interviewing Children Checklist.<sup>13</sup>
- Enumerators should never try to collect details about an incident or a survivor of GBV, a victim of trafficking, or any other protection incident. if an enumerator is approached by a

<sup>11</sup> See consent box in DTM forms.

<sup>12</sup> If planning to interview children in your programme, first contact with LEG and DTM support to seek further guidance.

<sup>13</sup> See *Annex 3: Resources* for more information

victim/survivor of a protection incident, or has this information disclosed to them in any other form, they should know what to do based on your defined [Urgent Action Process](#).

- Enumerators should never single out protection cases or GBV survivors, never get involved in case management or providing protection services when incidents are disclosed. Always follow the Urgent Action Process.

### **Recommendations**

- Ensure that team leaders guide enumerators and organize regular debriefing with them - possibly every day. Enumerators should be encouraged to regularly share their experiences in asking the protection questions, including challenges they might face due to the sensitivity of the questions. Make sure they transmit questions/needs for clarification in relation to GBV/CT/CP indicators; make sure to answer questions/adapt guidance as required.
- Organize regular debrief sessions (e.g., at the end of each round of data collection) with enumerators and protection colleagues, where findings are shared, discussed and better understood.
- DTM team leaders/coordinator should regularly check on the wellbeing of enumerators and ways in which they can be supported, for example by an IOM or UN staff welfare officer. A session on stress management, psychological first aid and wellbeing of enumerators could be part of the training ahead of data collection.
- Conduct regular quality checks to ensure that data collected is reliable and complete;
- Ensure that enumerators use informed consent forms whenever required and respect agreed-upon procedures related to confidentiality and data protection if coming across personal information.
- Verify that that protection incident disclosures are handled in a timely manner and according to the Urgent Action Process.
- Review challenges and good practices at the end of each DTM round with enumerators, collect lessons learned for the next round and discuss changes with protection colleagues/partners.

### **Step 5: Analysis and report against protection data**

- Make sure data access forms have been signed by agencies who will receive sensitive data, and that the sensitive data-sharing pathways are agreed, as per the [Interagency Sensitive Data Sharing Guideline](#).
- Data should be vetted by the DTM coordinator prior to dissemination. Partners who wish to have access to sensitive data on an ad-hoc basis will be required to sign the DTM data access form
- Based on preliminary agreement with protection actors (Data Analysis Plan), organize the transmission of raw datasets or carry out data analysis of key indicators in partnership with them. Ensure methodology and limitations are clear to them and include metadata for all relevant datasets (e.g., date and method of data collection for population data and SAD data at each location, type of key informants).
- Ensure that data that may be linked back to a group or an individual are NOT shared outside the Urgent Action Process.
- In case you receive a request from partner to access personal information, please contact IOM legal department – [leg@iom.int](mailto:leg@iom.int)
- Support the production of qualitative reports using DTM data, either internal or external; Reports can also be focused on specific themes.
- Review results in coordination with protection/CP/GBV/CT actors, and contribute to jointly drafting the key findings/key recommendations. Consult the relevant protection colleagues prior to dissemination of analyzed data with protection indicators.

- Assist or lead the presentation of findings to inter-agency groups (HCT, Cluster, Protection Working Groups/Sub-Clusters), in partnership with protection actors: explain implications of methodology, metadata and limitations as well as strengths of results. Share relevant results/descriptive analysis with IOM operational teams to inform operational responses - for instance in relation to camp management, shelter interventions, WASH support, NFIs distributions etc. – or with other IOM teams or partners which provide services.

#### **Recommendations:**

When conducting descriptive analysis of protection-related information:

- Consult with Protection/CP/GBV/CT specialists in order to obtain useful and actionable analysis of the data and to better understand the linkage with protection issues (e.g., work on descriptive analysis with Protection IMO and/or present and review the findings of the DTM data in meetings with protection cluster, and discuss how to interpret those findings)
- Help triangulate DTM data with other existing information, such as GBVIMS data or GBV/Protection assessments, or victim of trafficking case data, or interviews with stakeholders, keeping in mind the different type of data each IM system can provide.

Reports should:

- Include sex-age disaggregated results at aggregate level and by geographic area when this is possible;
- Take into account the local context and baseline data (e.g. pre-crisis demographic, health, etc. data) to understand alarming trends/changes in trends for response or advocacy;
- Undertake a cost-benefit analysis to determine the potential damage to the individuals, community, staff, and IOM’s humanitarian access versus the benefits of sharing data publicly. In some cases, statistics on a specific trend should not be shared publicly and their access limited to specialists if it is expected to cause any safety concerns for the respondent(s) or communities or risks of stigma (e.g. retaliation by armed groups; stigma related to incidents). See the [Interagency Sensitive Data Sharing Guideline](#) for more information on sensitive data risk analysis. Sometimes, the right aggregation level will avoid the risk of harm while ensuring information reaches humanitarian actors for response.
- Include questionnaire or link to questionnaire, link to public datasets,
- Methodology, date of data collection and other metadata to understand results.
- Follow the recommendations in the “Checklist for DTM datasets and reports”<sup>14</sup>.

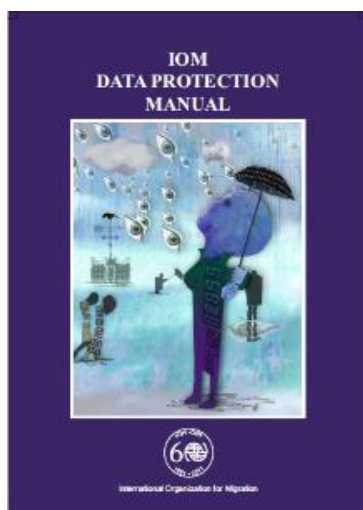
#### **Step 6: Monitor and review regularly the use of protection data contained in the DTM**

- Conduct regular quality checks during data collection to ensure that quality and reliable data are collected; conduct verifications through various methodologies
- Review questions to identify those that do not provide useful data and those that are no longer relevant for response and change them.
- Collect feedback DTM staff and protection actors and other relevant stakeholders on the use of specific DTM datasets related to GBV/CT/CP;
- Monitor how partners use DTM datasets (cf. clause in standard data access form)
- Adjust DTM methodology/protection indicators based on findings and lessons learned from the data collection process

## Annex 1: DTM and IOM Data Protection Principles (DPP)

<sup>14</sup> <https://displacement.iom.int/dtm-partners-toolkit/reporting>





**The DTM and IOM Data Protection Principles (DPP)** IOM data protection statement: “IOM shall take all reasonable and necessary precautions to preserve the confidentiality of **personal data** and the anonymity of data subjects. All **personal data** shall be collected, used, transferred and stored securely in accordance with the IOM data protection principles.”

To enhance IOM operations and systems, data protection should be applied systematically throughout the Organization.

Please consult IN/138 on Data Protection Principles (mandatory) and the IOM Data Protection Manual ([http://publications.iom.int/system/files/pdf/iomdataprotection\\_web.pdf](http://publications.iom.int/system/files/pdf/iomdataprotection_web.pdf)) for additional information.

Questions related to IOM DPP should be addressed to [LEG@iom.int](mailto:LEG@iom.int) and [DTMsupport@iom.int](mailto:DTMsupport@iom.int)

## Annex 2: Key messages

When explaining the systematic inclusion of protection components into DTM assessments (proposals, donors, protection partners), you may use the following key messages:

- IOM's Displacement Tracking Matrix (DTM) system regularly captures, processes and disseminates multi-layered information on the mobility, locations, profiles and needs of displaced populations throughout the course of a crisis, or of mobile populations (e.g. migration flows)
- In keeping with humanitarian principles, the centrality of protection and protection mainstreaming policy, data protection principles, principles of ethical data collection and principles of assistance to victims of trafficking, IOM, in coordination with GBV, Child Protection (CP) and Counter Trafficking (CT) experts, has identified protection risk questions that can be used for DTM country questionnaires.
- The degree of Protection/CP/GBV/CT risk is related to the living conditions, physical layout of a site, and identified threats/hazards near a site. For this reason, proxy protection indicators are included in the Field Companion and Data Dictionary and may be used to inform on increased protection, CP, CT and GBV risks. These datasets report on the physical environment and infrastructure, gaps in access to goods and services and on estimates of vulnerable groups (e.g., unaccompanied and separated children), among others. These datasets can be used by sectoral protection, CP, CT and GBV experts, in conjunction with additional information from other sources, to identify locations (and places within locations) where risks are higher, groups facing increased risks, and appropriate response by protection or other sectors.
- Examples of these proxy-indicators include availability of food, livelihoods, health services, safe shelter, distance to water/latrines/bathing areas, distance to services/distribution points, lighting in the site, site layout, identified hazards such as landmines etc.).

These GBV, CP and CT risk indicators complement other research, data collection or sector specific assessments. They provide: 1) an understanding of the protection environment in a given displacement location; 2) information on the types of environments that enable predatory behavior, and increase migrants' vulnerability to human trafficking, violence, abuse and exploitation; and 3) indication on locations and issues that need more in-depth assessment, or where follow-up specialized assessments are needed.

The DTM is intended as an indication of protection needs and risks and is not sufficient as a standalone protection assessment.

- The data collected is intended to be analyzed and shared with Protection/GBV/CP/CT colleagues and similar responders, as well as other relevant service providers, to inform the development of evidence-based operational responses.

## Annex 3: Resources

- DTM& Partners Toolkit (DTM data are shared with humanitarian actors to inform response. DTM and most Global Clusters, AoRs and WGs have **jointly developed tools to support cooperation in the field** and obtain DTM data that are useful for Partners humanitarian response.): <https://displacement.iom.int/dtm-toolkit/dtm-partners-toolkit>
- *Interviewing Children Checklist*. A checklist intended for DTM staff involved in assessments aiming at capturing views of children in need on risks in displacement contexts. Note that interviews with children should only be conducted with explicit permission from DTM HQ. <https://iomint.sharepoint.com/:w:/s/DTMSupportTeam/ESh1-U4VO45DojMPozGWch8BS2nqg3Pu8127REMBATVJgQ?e=gydgJY> *ICT Confidentiality and Conflict of Interest Agreement*. This is an agreement that must be signed by all DTM staff. It binds staff to several measures to ensure the privacy of individuals and to secure the confidentiality of records and to protect IOM data. [https://iomint.sharepoint.com/:b:/s/DTMSupportTeam/EYezQJRg2mNNk890WdkW8rMB5AeRtIY6\\_6bCsoSIQegTQw?e=KG9bYN](https://iomint.sharepoint.com/:b:/s/DTMSupportTeam/EYezQJRg2mNNk890WdkW8rMB5AeRtIY6_6bCsoSIQegTQw?e=KG9bYN)
- *Data Dictionary*. The DTM data dictionary is a **centralized repository of information about data fields** used in DTM data collection tools. It should be used when planning and setting-up DTM operations to define questions to be included in DTM data collection tools to ensure, using core indicators, compatibility across data sets from various operations. Access to the data dictionary is available upon request by contacting [dtmsupport@iom.int](mailto:dtmsupport@iom.int).