

Annex I

Public

Ref. number : year/xxx

Internal Document**INCIDENT REPORT ON LEGAL REPRESENTATION****Prepared by** **on**(date)

Situation/Case + stage of proceeding:.....

A. Description <i>Section to be completed by the VPRS to whom an incident was reported, or who witnessed an incident</i>
Incident reported by (ex. Intermediary, victim/applicant, unit/section) on (date) to (VPRS staff member)
☐ The person reporting the incident did not want to/could not fill in a complaint form Reason:
Mode and date of receipt of information (ex. Meeting with victim, discussion with an intermediary, email/other written communication, filing)
Name of legal representative
Subject of complaint/incident
Description
Description of real and potential impact of the incident
Observations/immediate action taken (if any)
Immediate follow up required (including timetable)
Person(s) in charge of immediate follow up
B. FOLLOW UP <i>Section to be completed by ALO, in coordination with the field staff and the person who reported the incident (if not the same) and the coordinators (field and legal), and validated by Chief of section</i>
Assessment (low, serious, critical)
Follow up action (including list of sections/organs seized and timetable)
Action taken following VPRS report of the incident (by the legal representative, and/or any section/organ of the Court)