

CLARIFICATIONS CONCERNING THE COMPLETION OF THE FORM FOR THE REFERRAL OF VICTIMS OF TRAFFICKING IN HUMAN BEINGS TO THE NATIONAL REFERRAL MECHANISM (NRM)

For any additional clarification for the completion of the Form you can call at 213 2039 772 or send an e-mail at ema@ekka.org.gr or ema.helpdesk@ekka.org.gr

Once completed, the Reporting Form is sent to EKKA via e-mail at ema@ekka.org.gr.



The completed Reporting Form is sent **in an encrypted format**. The professional who sends the Reporting Form (in case of a word format file) sets a password for opening the document following the steps below: Document Protection -> Password Encryption. The professional shares the Reporting Form file password with EKKA by sending a message to the following e-mail address: ema.nomiko@ekka.org.gr or you can call at 213 2039 772.

A pdf file can be also encrypted in a similar way.

NRM's tools, including the Reporting Form, are available at the site of EKKA: www.ekka.org.gr

The Reporting Form is completed according to the information obtained while receiving the victim's history, which is carried out in order to identify their needs and the provision of a more complete understanding of the human trafficking process/ condition. As victims are often unfamiliar with the concept of trafficking in human beings and the relevant terms, while there is also the possibility of being unaware of the exploitation they suffer, it is advisable to avoid direct questions, such as "when were you recruited?". It goes without saying that only the form's fields for which the victim has either provided information during their narration, or which the submitting Actor has information about in

REMINDER:

In order for a person to be considered a presumed victim and referred to the NRM, the reporting form must indicate evidence of **at least one trafficking action**  **with at least one means** (except in the case of a child victim)  **with the purpose of exploitation** (even if it never started).

1. **Completion Date**

The date of completion is the date of final completion of the Reporting Form in order to be sent to the NRM, as the Reporting Form can be completed later than the date of the victim's detection.

The Reporting Form must be sent within one month from the victim's detection. For timely extraction of statistics, all semester and year reports must be sent within the first month of the following period, i.e., July and January, respectively.

In case of changes or corrections or supplementary information, or in case of an updated Form, the date of new submission is filled in each time. In the latter case (supplementary/ updated report with correction/completion of history and demographic data) the **Registration number** which EKKA has already shared with the submission Actor must be filled, and not the entrance code.

2. **Professional's Organization/Service:** the name of the Actor, in which the professional completing the Form is employed, must be filled in.

3. **Department / Unit / Structure:**

Fill in the department/unit/structure that submits the form i.e., Department: Doctors without Borders, Unit/Structure: -Athens Polyclinic. If the Actor does not consist of departments / services, the field is left blank.

4. **Professional's first and late name:** Fill in the name of the professional who has received the victim's history and who fills in the Reporting Form. This person will be contacted by the NRM official and vice versa, when necessary.

5. **Professional's personal phone number:** Fill in the telephone number of the person filling in the specific Reporting Form (and not the central telephone number of the submitting Actor), to allow EKKA's **immediate** communication with this person, if there is a need to provide clarifications in relation to the completed fields of the Form.

6. **Victim's consent to be reported to the NRM:** It must be noted that if the case has received a registration number, it means that the victim has already given their consent to be reported to the NRM, in which case re-consent is not required for each subsequent NRM update.

If the victim does not consent, the Reporting Form is filled in and sent to EKKA **without** an Entrance Code.

In this case, EKKA does not provide a Registration Number, and the progress of any protection services provided to the victim will not be monitored.

Nevertheless, if at a later stage the victim consents to be reported to the NRM, the Actor providing services to the victim at that time notifies EKKA of their consent and EKKA respectively gives a registration number.

7. **NRM Entry Code:** It is an **11- digit** code formed as follows (capital letters, in Latin characters): Using the first 2 letters of the victim's first **name**, the first 2 letters of their **surname**, the 1st letter of their **father's** name, the 1st letter of their **mother's** name, the last 2 digits of the victim's year **of birth**, and the three-digit abbreviation of their **country** of origin¹. In case of a statelessness person, the indication "STA" (Stateless) is filled in instead of the abbreviation of the country of origin.

For any item that is unknown fill in (a) dash(es) -.

¹ According to the UN codification (<https://unstats.un.org/unsd/tradekb/knowledgebase/country-code>)

8. **Case Registration Number:** It is given by EKKA and is communicated to the Actor submitting the referral.

The registration number is **unique**, and it is advisable to follow the victims in each of their referrals by the Actors, in order to maintain continuity in the protection and provide EKKA with the possibility of monitoring.

After the initial registration, any updated Forms will be sent with this Registration Number and not the Entrance Code. Also, **Protection Services' Monitoring Forms will indicate the Registration Number (in case the Registration Number has not been communicated by EKKA, the entrance code must be indicated).**

It is important that each Actor referring the victim to another Actor- member of the NRM- to receive protection services should communicate the NRM Registration number, in order to facilitate EKKA's communication with the next Actor and the NRM's monitoring of the progress of protection services provided.

However, if the Reference Actor does not consider it appropriate to inform the other Actor, as it is not a service directly related to the human trafficking history (e.g., vocational training), it shall ensure that the NRM is notified regarding the provision of this protection service.

CHAPTER A - DEMOGRAPHIC DATA

The completion of demographic data aims, on the one hand, at creating the socio-economic profile of victims and, on the other hand, at reflecting their protection needs more sufficiently.

The chapter is divided into demographics upon detection (A1 to A13) and demographics upon recruitment (A14 to A19).

Demographics upon Detection

- A1. Sex:** the sex is indicated, in accordance with the victim's documents, regardless of whether they have them in their possession at the time of registration.
- A2.** The "No" field must be filled in when the gender declared by the victim does not match the one stated in their identifying documents (whether they have them in their possession or not). In practice, in this field it is possible to indicate the victim's social gender.
- A3. Age:** the age is indicated in accordance with the victim's documents. Otherwise, the age stated by the victim is indicated.
- A4. Underage child unaccompanied or separated from those who have their custody:** the minor who comes from a foreign country and is not accompanied, or who has been separated from an adult having their legal and official custody (evidenced by the documentation). It is noted that the minor will be recorded as unaccompanied even if they are accompanied by an adult relative, or they are married (even if the Prosecutor has entrusted their "protection" (not custody) to a third party, usually an older sibling). It is also clarified that minors who state that they are accompanied by an adult relative without confirmation of this from an official document (e.g., from the registration in the Asylum Service), will also be recorded as unaccompanied. See **(GLOSSARY/ UNACCOMPANIED MINOR / SEPARATED MINOR)**
- A5. Citizenship:** it is the legal bond that binds the individual to a particular state, as reflected in their identifying or legal documents.

In case a person has dual nationality, both are listed by filling in the options 1st Nationality and 2nd Nationality.

The **Stateless** option is selected when statelessness arises from documents, e.g., certificate of statelessness from the UNHCR². ***In the case of statelessness, the country of previous habitual residence must be requested and noted on the reference form.*** If the person does not have any documents, their Nationality or Statelessness must be filled in upon their declaration.

If the person holds a national Identity Card or travel document from a country, it is almost certain that they have the nationality of that country.

However, there are cases where the person believes that they are a national of a certain country, while they have never been registered in the Services of that country. It is suggested to ask the person whether they had ever had an official document of their country, i.e., birth certificate, passport, identity card, etc.

A6. Native language: the mother tongue of the victim is filled in.

A7. Other languages of communication: Basic / Good Knowledge: indicate the languages - other than the mother tongue - that the victim understands at a communication level, so as to be able to receive support, e.g., if they understand English at such a level that could allow to receive their history through it. It is necessary to clarify the level of knowledge of each language, as a different level of language knowledge is required depending on the type of service, e.g., basic language knowledge is sufficient to receive relief supplies, but medical care requires good language knowledge.

A8. Pregnancy: to be filled in accordance with the woman's statement.

A9. Children: the number of minors and dependent adults located with the victim in Greece are to be filled in, but not the total number of children the victim may have. In other words, the children who are not in Greece are not mentioned (a relevant question follows- A15).

A10. Place of residence in Greece: the place where the victim is/resides **upon their detection** is selected from the "drop-down list".

The "1. City" is filled in in each case. In case of a small community, the nearest Municipality is indicated.

Homelessness is defined as rooflessness (without a shelter of any kind) or with a temporary place to sleep (in institutions or shelter) or living in insecure (e.g., eviction) or adequate (e.g., hosted by acquaintance) housing. (See <https://www.feantsa.org/en/toolkit/2005/04/01/ethos-typology-on-homelessness-and-housing-exclusion>)

A11. Legal status of residence: to be filled in in accordance with the legal document in the victim's possession. If the victim does not have the documents in their possession because they lost them or the traffickers destroyed them or withheld them, the field is filled in accordance with the victim's statement.

1. Asylum application: Choose when the asylum application is still pending, so the person has been registered and given the asylum seeker card but a decision has not yet been issued [or was withheld by the trafficker(s)]. **2. Holder of an official Police note:** Choose when the person has a Note from a Police Authority, which sets a time limit (usually 30 days) within which they must leave the country. It is considered valid if the deadline for voluntary departure has not expired. This note is considered valid if the 30-day period has not expired.

² The United Nations High Commissioner for Refugees

3. Holder of Certificate of documents' submission for residence permit: This document is of blue color and is given by a Decentralised Administration Authority or by the Ministry of Migration and Asylum.

4. Holder of a Certificate of documents' submission for a residence permit as a trafficking victim: Choose when the person has a (blue) certificate indicating that they have submitted the supporting documents in the specific category (Note that in these cases the certificate states the following permit category: SPECIAL REASONS - 4251/2014 - DEPENDENT EMPLOYMENT)

5. Holder of Residence permit: to be filled in when the person has a residence permit of the category of Law 4251/2014, which has not expired. (It is usually affixed to passports³)

6. Residence permit holder as a victim of trafficking in human beings: to be filled in when the person has a residence permit of the category of human trafficking victims of Law 4251/2014 (It is usually affixed to their passport)

7. Recognized refugee: to be filled in when the person has been granted refugee status by a decision (usually a decision extract) from the Asylum Service or when the person holds a Uniform Residence Permit of recognized refugees. In the period between the Asylum Service's issuance of the decision and the issuance of the Uniform Residence Permit, the person has in their possession the Asylum Seeker Card, stamped with the indication: " RESIDENCE PERMIT PENDING".

8. Holder of a residence permit with subsidiary protection status: to be filled in when the person has been granted a subsidiary protection decision by the Asylum Service, or when the person holds a Uniform Residence Permit. In the period between the Asylum Service's issuance of the decision and the issuance of the Uniform Residence Permit, the person has in their possession the Asylum Seeker's Card, with the indication: " RESIDENCE PERMIT PENDING ".

9. Citizen of an EU – member state: to be filled in when the person held or holds an identity card or passport of a Member State of the European Union, including Greek citizens.

10. No legal document: to be filled in when the person has irregular residence in Greece either because they do not have legal documents, or because they have expired.

11. Other: when the victim's legal document does not fall into any of the above categories, e.g., Residence Permit of equal duration for a family member- beneficiary of international protection, in postponement of removal, Police note for restriction of movement, Police note for suspension of an expulsion decision, etc.

It should be noted that the progress of the application for granting a residence permit or the application for residence permit renewal can be accessed online through the website of the Ministry of Asylum and Migration at <http://pf.emigrants.ypes.gr/pf> with the person's passport number and surname.

A12. Residence document's expiration date: fill in the date, as stated in the legal document, provided it is in the possession of the victim, or the date of expiry of the time-limit for voluntary departure or postponement of removal or the expiry date of the Asylum Seeker Card.

A13. Has the victim been arrested in the past by the Greek Police for an act allegedly committed while being exploited? For example, the victim was arrested during their exploitation because they were prostituted without the required documents or was arrested for drug trafficking or possession of forged documents.

³ The legal provision for the issuance of residence permits to persons without a passport has rarely been applied. In the case of Greek family members or permanent residents, the permit is issued in the form of an identity card and is not affixed to the passport.

B. RECRUITMENT (see GLOSSARY/ RECRUITMENT)

The fields are filled in accordance with the victim's statement and in case they have been a victim of trafficking in human beings in the past, they refer to the most recent human trafficking they suffered.

Demographic data during the Recruitment Stage

BI. Family status: the family status is filled in according to the victim's statement during the recruitment period. (See GLOSSARY/ RECRUITMENT)

BII. Children: the number of children- regardless of their age- during the recruitment period is filled in accordance with the victim's statement and not the total number of children the victim currently has.

BIII. Form of household: the form of the victim's home life according to their statement during the recruitment period is filled in.

BIV. Education according to the victim's statement fill in the highest official level of education which the victim had **completed** at the time of their recruitment.

BV. Employment status: Fill in the victim's labour status during the period of their recruitment according to their statement. The field "**Employed**" is filled in whether the victim was self-employed or had a formal or informal employment relationship, irrespective of the level of the actual income. For example, the victim who sold fruit on main streets is considered to be employed.

BVI. Place of Residence: the country and the city⁴ of habitual residence **during the Recruitment stage** is filled in. According to the Hellenic Statistical Authority, a habitual residence is the place where a person usually spends their daily hours of rest, regardless of their occasional absence for leisure, holidays, visits to friends and relatives, work, medical care, or religious duties. If the victim is recruited in a country other than their country of origin, then this country/city is listed as the place of residence.

B1. Recruitment's starting date: indicate the month and year during which the victim was recruited. If the recruitment process lasted for a period of time, indicate the time at which the victim was abducted or responded to a job advertisement etc.. It may be, for example, that given moment when the victim was given an "initial offer" for work/marriage/escape from the country. Most likely, at that time the victim was not aware of the fact that they were being recruited for the purpose of their exploitation. If any time indication is impossible to be given, select "**Unknown**".

This information will derive during the receipt of their history and probably it is not a question that the victim can answer directly.

B2. Means of recruitment (see GLOSSARY/ MEANS): You may choose multiple answers, since the recruiter may have both deceived the victim, for example, and exploited their vulnerable situation. In each field - Coercion / Deception / Exploitation of the vulnerable situation - it is required to further select more than one means from the drop-down list. Fill in with the two key means which facilitated the recruitment, as shown by the history, irrespective of the co-existence of additional means as well. The means of recruitment also refer to the victim's family environment (e.g., the recruiter deceived the relatives of the victim, saying that they provided him/her with a very good job opportunity abroad).

⁴In case of a small community, the nearest city is indicated.

B3. Recruiter's sex: fill in the sex.

B4. Recruiter's Citizenship: fill in the nationality.

B5. Recruiter's age: fill in (even the approximate) age, as shown by the narration.

B6. Recruiter's relation to the victim:

Choose the relationship of the victim or their relatives with the person who executed the recruitment. In case the victim suspects that the family member involved in their recruitment may have been aware of the purpose of exploitation, then this family member is considered also a recruiter (the 2nd one).

B7. The recruiter was the same person as: **1. A person Involved in the transfer:** fill in whether the recruiter had an active role in the victim's transfer (e.g., accompanied them). **2. Trafficker:** fill in whether the recruiter continued to exercise direct control and receive the profits deriving from the victim's exploitation.

If another person is also involved in the recruitment, questions B8 to B13 must be filled in. The 2nd recruiter is the 2nd person who played a key role in the victim's recruitment, as the latter perceives the role of each person. For example, the 1st- main- recruiter may be the person who promised work abroad, and the 2nd recruiter may be a friend of the victim who brought them into contact. Alternatively, the 1st- main recruiter- may be a member of the community, and the victim's father who received money as a "gift" thus contributing to their recruitment, is referred as the 2nd recruiter. In both examples, a prerequisite for referring these individuals as recruiters is the victim's assumption that they both were aware of the purpose of exploitation.

B8. 2nd Recruiter's sex: fill in the sex.

B9. 2nd recruiter's citizenship: fill in the nationality.

B10. 2nd Recruiter's Age: Fill in (even the approximate) age.

B11. 2nd Recruiter's relation to the victim:

Choose the relationship of the victim with the person who participated in the recruitment, provided that the victim assumes that this person was involved in the recruitment, while being aware of the purpose of exploitation.

B12. The 2nd recruiter is the same person as: **1.** Fill in whether the recruiter had an active role in the victim's transfer (e.g., s/he accompanied them). **2.** Fill in whether the recruiter continued to exercise direct control and enjoy the benefits in a direct approach during the victim's exploitation.

B13. Relationship between the two recruiters: fill in the relationship between the 2 recruiters.

CHAPTER C - TRANSPORTATION / TRANSFER

Fill in this section only if the transportation was part of the trafficking process. It does not have to be a cross-border transportation.

C1. Cross-border transfer: the question is about the victim's transfer from one state to another. In this case, irregular or legal crossing of national borders has taken place.

C2. In which countries / cities: fill in the country and city⁵ where the victim was moved, with whom he travelled as well as the means of transportation. If the victim stayed for some time in another country/city or came to Greece with a stop-over in another country, the table must be filled in, starting from the first stop, and indicating the final arrival at a specific place in Greece. See the following example:

⁵In case of a small community, the nearest city is indicated.

	To Country	City	Means of transport	Who the victim travelled with?
1 st	Turkey	Istanbul	1. By air	3. With the person involved in the transfer
2 nd	Greece	Mytilene	4. By sea	5. Together with other people
3 rd			Select an option.	Select an option.

C3. Was the border crossing point of entry to Greece controlled?

Fill in if the victim entered via a **country's controlled border crossing point**. Airports are always controlled border crossing points of entry. In general, controlled points of entry are those where the traveler must show specific documents to be allowed through. Areas where the passers-by might be located and controlled by the border or coast guard patrols are NOT considered controlled points of entry.

C4. Type of documents used for the entry into Greece: fill in the type of documents that the victim presented to enter Greece from an entry control point. The difference between **false (2)** and **forged (3)** documents (although in criminal law they are in both cases counterfeit) is that the **false** documents are made entirely by the criminal group, while the **forged** ones have been issued by a state authority (hence there is the involvement of a civil servant), but their content has been falsified.

C5. Victim's transportation/ transfer within Greece: select whether the victim has been transferred from one location to another for the purpose of exploitation or during their exploitation.

C6. Transportation/ transfer within Greece: fill in the cities⁶, the means of transportation as well as with whom the victim was travelling in the context of trafficking in human beings. If the victim has been transferred to more than one city, complete the table as follows:

	From city	To city	Means of transport	Who the victim travelled with?
1 st	Orestiada	Thessaloniki	2. By road	3. With the person involved in the transfer
2 nd	Thessaloniki	Athens	2. By road	3. With the person involved in the transfer
3 rd			Select an option.	Select an option.

CHAPTER D - RECEPTION (see GLOSSARY/ RECEPTION)

The victim's reception is an act of trafficking in human beings and it is about the reception of the victim (e.g., pick-up from the airport) by using/applying means⁷ (deception, coercion, etc.) with the purpose of harbouring (e.g., accommodation) or their further transfer or exploitation. The transfer of control over the victim to another person is also included.

⁶In case of a small community, the nearest city is indicated.

⁷ Please note that the means is not sought in the case of a minor victim.

D1. Exchange or transfer of control: See GLOSSARY/RECEPTION

D2. With what means: You may choose more than one option. Normally, due to that the phase of reception precedes the phase of realization or attempt of exploitation (when the victim realizes the real intentions of traffickers), the reception means is the same as those of recruitment (e.g., deception). *For example, a victim is recruited in the country of origin with false promises of employment in a third country, so the means of recruitment is deception. They travel by air and at the airport they are picked-up and transported to the final destination by another member of the group, without necessarily repeating to the victim the false promises. However, at this stage the means is still deception, as long as the victim is in fact under the control of the trafficker(s).*

CHAPTER E - HARBOURING (SEE GLOSSARY/ HARBOURING)

The victim's harbouring is an act of trafficking in human beings and involves the provision of accommodation by using/applying means⁸ and with the purpose of the victim's further transfer or exploitation.

E2. With what means: You may choose more than one option.

CHAPTER F - EXPLOITATION

The fields are filled in even if the exploitation has not started but, as shown by the history, the intention for exploitation was obvious. Besides, the definition refers to the actions of trafficking in human beings "for the purpose of exploitation". For example, a girl is kept in an apartment, and while being forced to provide sexual services, she refuses and is subjected to abuse and at that stage she escapes. In this case, it is obvious that although the exploitation did not take place ultimately, the type of exploitation was prostitution.

F1. Exploitation for the 1st time: If for any reason the previous exploitation condition was terminated (e.g., if the victim got away from a human trafficking group in the past either by escaping or after expulsion, etc.) then their re-exploitation by the same or another group counts as a 2nd exploitation and so on.

F2. Exploitation start time: fill in the month and year. The reference is made to the most recent exploitation. The start of exploitation shall be the beginning of the provision of "services" that bring profit to the trafficker(s) (e.g., start of employment in agricultural crops, start of the provision of sexual service, housework, etc.)

∇ **If the exploitation did not take place, this field is left blank.**

F3. Areas where the exploitation took place: The exact location is filled in the "specify" field. In case of a small community, the nearest city is indicated.

∇ **If the exploitation did not take place, the field is filled in with the place where it was to take place, if this is known by the victim.**

F4. Means and forms of exploitation: You may fill in with up to three options. **The field is also filled in case the exploitation was to take place, but ultimately it did not.**

F5. Means of control: See GLOSSARY OF TERMS / MEANS

F6-13 See GLOSSARY

F14. Relationship between the two exploiters fill in the relationship of the two exploiters.

⁸ Please note that the means element is not required in the case of a minor victim.

F15. Exit/escape from the trafficking situation: Escape shall mean the victim's removal from the trafficker's/ traffickers' sphere of control.

It is reminded that trafficking in human beings also includes the transportation for the purpose of exploitation⁹, recruitment, harbouring or reception of persons, including the exchange or transfer of control over those persons, using the means set out in detail below (see GLOSSARY/ MEANS), **with the purpose of exploitation**. Therefore, the phase during which the victim will manage to escape from the trafficker's/ traffickers' control sphere will also determine the time of their escape from the human trafficking situation.

F17. Means of exit /escape from the human trafficking situation: Multiple options are provided. Especially for the option "Victim's arrest", it is clarified that it concerns the arrest of the victim for any reason, either due to lack of legal documents, or due to a criminal offence allegedly committed within or outside the context of exploitation. **See GLOSSARY/ HUMAN TRAFFICKING**

CHAPTER G - PROCESS OF RECOGNITION

The victim's official recognition is made exclusively by a prosecutor's act after cooperation with the police authorities (field 1. of question G1), or without it, through the submission of the opinion of two experts to the competent Prosecutor (field 2 of question G1).

The victim has the choice not to cooperate with the police authorities and to be issued an act of recognition as a victim of trafficking in human beings by submitting to the Prosecutor of the Court of First Instance the opinions provided for in art. 1 (ia) of Law 4251/2014 see GLOSSARY/ VICTIM OF TRAFFICKING IN HUMAN BEINGS, REFLECTION PERIOD, VICTIM'S RECOGNITION

All the questions of Section G concern the Prosecutor's involvement since the reflection period is also granted by the competent Prosecutor with a relevant provision.

G1. Recognition of the person as a victim of trafficking in human beings:

3. The victim has not been recognized yet:

Specify the reason (application rejected, process has not started yet, the police have not transferred the case file of a cooperating victim, or the victim does not wish to be characterized).

4. The victim is in the process of recognition: Specify if, for example, (for a collaborating victim) the case file has been forwarded by the Police **and when**, or when the first contact with the police was made for the purpose of arranging an appointment for the victim's testimony. Respectively, in the case of a victim who does not cooperate with the police, it should be clarified **when** the written opinion provided by law was submitted to the Prosecutor of the Court of First Instance.

G3. Reflection period: see GLOSSARY/ REFLECTION PERIOD

CHAPTER H. - PROTECTION

H1. Victim's contact with the Organization:

(1) Self-report and identification by the Actor: to be filled in in case the victim reached the actor on their own, or was referred by an Actor, not necessarily as a victim of trafficking in human beings. For example, a woman arrives at the hospital because she is pregnant and during the intake of the medical history, the doctor or the nursing staff notices that the woman is scared

⁹ See GLOSSARY/ DIFFERENCE BETWEEN SMUGGLING AND HUMAN TRAFFICKING

and avoids answering key questions. She also has obvious signs of abuse on her body while she cannot determine who the father of the foetus is. The evidence leads medical and nursing staff to speculate that she is a victim of trafficking in human beings, without the woman recognizing herself as such.

(4) Third party report: s/he may be a member of the community (a co-patriot), or in case of a foreigner, this person may be a neighbour, a customer, etc. The name of the person is not indicated.

H2. Protection services: Protection services include those related to accommodation, psychosocial, psychological, psychiatric, legal support, medical services, provision of relief supplies etc.

H5. Assistance received by the victim:

This question is about the provision of specific services by the Reference Actor. If a service is already being provided, then you select the option "in progress". If the service was provided and completed, you select the option "completed" (e.g., completed hospitalization). If the service started to be provided and for any reason it was interrupted, you select the option "Interrupted". In case the Actor does not provide a service but takes actions for its provision by another Actor (e.g., submit an application for accommodation for an unaccompanied child to the Special Secretariat for the Protection of Unaccompanied Minors), you must not fill in this question, but you should select the option "Referral" in question H5.

(a) Assistance in the procedure for the appointment of a Guardian: To be filled in in the case of an unaccompanied minor. see GLOSSARY/ APPOINTMENT OF A GUARDIAN

(f) Interpretation: To be filled in when the actor has provided interpretation services to the victim to access services outside the Actor (e.g., for receiving services in a public hospital), but not when the victim has been provided with interpretation services for receiving services by the same actor.

(i) Support in legal processes: for example: an expert's opinion in the recognition process; provision of a certificate/information bulletin to be used in the asylum procedure; coverage of the cost of translating documents or issuing fees for obtaining a residence permit, etc.

H6. Referral: To be filled in when the referral has been officially made after a prior **communication** with the actor to which the referral is made. When the victim is merely given information about the existence of another actor, this shall be regarded as a simple "Update/ Information" and not as "Referral".

CHAPTER I. - CRIMINAL PROCEEDINGS– VICTIM'S PARTICIPATION

All Chapter I questions are about the criminal proceedings; that is, negative answers will be given in case of applying the recognition procedures without cooperation with the Police. (See GLOSSARY/VICTIM'S RECOGNITION). It is recommended that the answers in this chapter be filled in by the Actor that provides legal assistance to the victim.

I1. Did the victim consent to cooperate with the police: before answering this question, it must be ensured that the victim has received **full information**, in their mother tongue or in a language which s/he understands, regarding the procedures, the rights, the protection services to which s/he is entitled (see GLOSSARY/ PROTECTION OF VICTIMS), as well as their obligations, before agreeing or not to cooperate with the Authorities.

In case of a **minor**, the process progresses **without** with their consent, the Juvenile Prosecutor (or in case there is none, the Prosecutor of the Court of First Instance) is notified and orders whether or not to conduct an investigation and provide immediate protection to the minor, unless there is an urgent need for immediate intervention, and therefore the police are notified.

- 12. Indicate the Police Department the victim cooperated with:** To be filled in if the actor knows the Police Department with which the victim cooperated, otherwise to be left blank.
- 14. Victim's participation in the investigation and/or criminal proceedings and if during this time, protection was provided:** To be filled in if a case file was prepared by the Police against the traffickers.
- 15. First contact with the Police Authorities (even before an official statement):** Before the victim's testimony under oath is received, the complaint is often made in the form of an "informal" report and then the victim's testimony is received.
- 16. Did the victim appear before a Judicial Authority (Prosecutor/ Investigator/ Court):** The victim can appear before a Judicial Authority either prior to the case trial in the Court (i.e., before a Prosecutor or Investigator) or during the trial of the case (at the hearing).
- 17. When did the victim first appear before a Judicial Authority:** To be filled in even if the victim appeared in Court, but the case was adjourned.

CHAPTER J. - COMPENSATION

- J1. Did the victim receive compensation?** (See GLOSSARY/COMPENSATION OF VICTIMS OF TRAFFICKING IN HUMAN BEINGS) "3. In Progress": To be selected in case the victim has requested compensation, and the procedure which has been followed must be clarified (Hellenic Compensation Authority, Criminal, Civil Court)
- J2. If yes, from which Authority?**

Hellenic Compensation Authority: (see GLOSSARY/COMPENSATION OF VICTIMS OF TRAFFICKING IN HUMAN BEINGS)

Civil Court: According to the Civil Code, the tort victim has the right to request a compensation by the tort perpetrator, bringing a civil action before the civil courts (Court of First Instance). It must be noted, that claiming financial compensation before the penal court (Civil action within criminal proceeding) is no longer provided by the law.

INDICATIVE LIST OF COUNTRY CODES

Afghanistan	AFG
Albania	ALB
Bangladesh	BGD
Bulgaria	BGR
Belarus	BLR
Cameroon	CMR
Congo, the Democratic Republic of	COD
Congo	COG
Dominican Republic	DOM
Egypt	EGY
Eritrea	ERI
Ghana	GHA
Guinea	GIN
Gambia	GMB
Greece	GRC
Iran, Islamic Republic of	IRN
Iraq	IRQ
Kazakhstan	KAZ
Kuwait	KWT
Sri Lanka	LKA
Morocco	MAR
Moldova, Republic of	MDA
Nigeria	NGA
Pakistan	PAK
Philippines	PHL
Romania	ROU
Sierra Leone	SLE
Somalia	SOM
Syrian Arab Republic	SYR
Tunisia	TUN
Ukraine	UKR
Zambia	ZMB
Zimbabwe	ZWE

The full list of country coding is available on the website:

<https://unstats.un.org/unsd/tradekb/knowledgebase/country-code>