

Assessing Administrative Data Systems on Justice for Children

A tool for country-level self-evaluation

PART 3 | Questionnaire for the Central Reporting Facility and All Stakeholders



unicef 
for every child

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Assessing Administrative Data Systems on Justice for Children

A tool for country-level self-evaluation

PART 3

**Questionnaire for the Central Reporting
Facility and All Stakeholders**

Questionnaire for the Central Reporting Facility and All Stakeholders

Score sheet

Questions	Score
A. Legal and normative framework for data and statistics on justice for children	
1	Scenario selected: A-3 B-2 C-1 D-0
2	Scenario selected: A-3 B-2 C-1 D-0
3	Scenario selected: A-3 B-2 C-1 D-0
4	Scenario selected: A-3 B-2 C-1 D-0
5	Scenario selected: A-3 B-2 C-1 D-0
Subtotal x/15	
B. Governance and planning	
6	Scenario selected: A-3 B-2 C-1 D-0
7	Scenario selected: A-3 B-2 C-1 D-0
8	Scenario selected: A-3 B-2 C-1 D-0
Subtotal x/9	
C. Data infrastructure and resources	
9	Scenario selected: A-3 B-2 C-1 D-0
10	Scenario selected: A-3 B-2 C-1 D-0
11	Scenario selected: A-3 B-2 C-1 D-0
12	Scenario selected: A-3 B-2 C-1 D-0
13	Scenario selected: A-3 B-2 C-1 D-0
14	Scenario selected: A-3 B-2 C-1 D-0
Subtotal x/18	
D. Coordination of data on justice for children	
15	Scenario selected: A-3 B-2 C-1 D-0
16	Scenario selected: A-3 B-2 C-1 D-0
17	Scenario selected: A-3 B-2 C-1 D-0
Subtotal x/9	

Questions	Score
E. Completeness of data on justice for children	
18	Scenario selected: A-3 B-2 C-1 D-0
19	Scenario selected: A-3 B-2 C-1 D-0
20	Scenario selected: A-3 B-2 C-1 D-0
Subtotal x/9	
F. Data transmission	
21	Scenario selected: A-3 B-2 C-1 D-0
22	Scenario selected: A-3 B-2 C-1 D-0
23	Scenario selected: A-3 B-2 C-1 D-0
Subtotal x/9	
G. Standardized data and practices in relation to justice for children	
24	Scenario selected: A-3 B-2 C-1 D-0
25	Scenario selected: A-3 B-2 C-1 D-0
26	Scenario selected: A-3 B-2 C-1 D-0
27	Scenario selected: A-3 B-2 C-1 D-0
Subtotal x/12	
H. Administrative data quality assurance	
28	Scenario selected: A-3 B-2 C-1 D-0
Subtotal x/3	
I. Data use, demand and dissemination	
29	Scenario selected: A-3 B-2 C-1 D-0
30	Scenario selected: A-3 B-2 C-1 D-0
31	Scenario selected: A-3 B-2 C-1 D-0
32	Scenario selected: A-3 B-2 C-1 D-0
33	Scenario selected: A-3 B-2 C-1 D-0
34	Scenario selected: A-3 B-2 C-1 D-0
Subtotal x/18	
Total (Q1+ Q2...+Q34)	
	x / 102
Percentage (your score divided by 102 and multiplied by 100)	
	%

Scale for interpreting the results

Score %	Rating	Actions to consider
Below 34	Not functional	Substantial system improvement is required in all areas
35-64	Weak	Multiple issues require attention, with many aspects of the system not functioning well
65-84	Functional, but needs improvement	The system works, but some elements require attention; specific weaknesses might be more comprehensively examined before making changes
85-100	Well-functioning	Minor adjustments might be required in an otherwise well-functioning system

Questionnaire

A. Legal and normative framework for data and statistics on justice for children

Clear protections and specialized procedures are necessary to uphold the rights of children who come into contact with the law, including those who are victims, witnesses, alleged offenders, or interested parties in civil, family and administrative processes. Without such legislation, regulations or policies, justice for children is easily compromised. The legislative and policy framework lays the foundation for stakeholder interactions with children. And this, in turn, provides a basis for what type of information is to be collected on children in contact with the justice system in order to monitor these interactions. A centralized authority, such as a national statistics office, is often responsible for accessing, collating, reviewing and publishing data for national reporting and for periodic reporting obligations under international intergovernmental organizations such as the United Nations and regional intergovernmental organizations, including the European Union and the African Union. Sometimes, there is a department or unit within the ministry of justice or another ministry that is responsible for external relations, and this unit prepares the reports for international and regional bodies. These could include the periodic Committee on the Rights of the Child reports and the Sustainable Development Goals reports, among others. Comprehensive legislation, policies or regulations are necessary to delineate roles, responsibilities, data use, data access and their limits for institutions that routinely report on administrative data at national and international/regional levels. Data access and limits must also be defined for researchers, academics, the media and any other individuals or institutions that routinely request access to administrative data. A robust and comprehensive privacy regulatory framework for administrative data is essential to protect children's personal information. Often, the legislation, policies or regulations are generic, but apply to data collected on justice for children.

1. Does the country have up-to-date legislation that provides the framework on justice for children, including child rights, juvenile justice, violence against children, child treatment in courts, criminal procedures and criminal offences, witness protection, children and their families, data privacy/confidentiality and restrictions on access to private data?

Option	Response
A	Yes, there is a Children's Act, along with a Juvenile Justice Act, and special provisions are made for children in the courts, as well as in relation to criminal procedures, privacy and confidentiality. Crimes against children are considered aggravated offences.
B	Legislation covers some of these aspects. Some older legislation requires updating.
C	Legislation is sparse in relation to these areas.
D	No or extremely limited legislation exists in these areas.
Comments	

2. Has the country implemented and does it enforce up-to-date legislation that provides the framework on justice for children, including child rights, juvenile justice, violence against children, child treatment in courts, criminal procedures and criminal offences, witness protection, children and their families, data privacy/confidentiality and restrictions on access to private data?

Option	Response
A	Legislation related to child rights and protections, juvenile justice, data privacy and access restrictions, and other key areas of justice for children is fully implemented and enforced.
B	Legislation covers some of these aspects and is dated in others, but it is enforced.
C	The sparse legislation that exists may be enforced, although not always consistently.
D	There is no enforcement, either because the legislation does not exist or because the legislation has not yet been implemented.
Comments	

3. Does the country have legislation, policies or regulations that require data to be kept on children who come into contact with the justice system¹ as victims, witnesses, alleged offenders or as interested parties² in criminal or civil/family courts?

Option	Response
A	Yes, there are clear requirements for data capture and reporting on children who come into contact with the justice system. These are found in various pieces of national legislation (such as the Juvenile Justice Act), policies (such as a National Plan of Action on Justice for Children) or regulations, which are enforced.
B	Yes, some legislation/policies/regulations exist, but they are in need of amendments to update them or make them more comprehensive.
C	Yes, some legislation/policies/regulations exist, but they are not enforced.
D	No legislation/policies/regulations exist that make it obligatory to capture data on children who come into contact with the justice system.
Comments	

¹ From here on, 'children who come into contact with the justice system' refers to child victims, witnesses, children in conflict with the law and children as interested parties.

² A child would be considered an 'interested party' in legal or administrative disputes whose outcome either directly or indirectly affects him or her. Examples would include divorce cases where custody of children is in dispute; administrative hearings to determine health or education services that the child will receive; family refugee hearings; and court applications to take over care of a child, among others.

4. Does the country have a Statistics Act or other legislation, policies or regulations that delineate the roles and responsibilities of the national statistics office, the usage of administrative data on justice for children and specific provisions for accessing and limiting access to these data, in order to meet national reporting obligations, as well as international and regional³ periodic reporting requirements?

Option	Response
A	Yes, there is a centralized authority or national statistics office responsible for collating, reviewing and publishing data on justice for children, and it is guided by a clear mandate in terms of its role and responsibilities, and the usage, access and limits to access to these data. ⁴
B	Yes, legislation/policies/regulations exist, but they are in need of amendments to update them or make them more comprehensive.
C	Yes, some legislation/policies/regulations exist, but they are not enforced.
D	No legislation/policies/regulations exist to grant a role and responsibilities to a centralized statistical authority to use and access, with limits, data on justice for children.
Comments	

³ 'Regional' refers to intergovernmental organizations of nations, such as the European Union, the African Union and other intergovernmental bodies bringing together States from a geographic region. International reporting requirements include those for the Sustainable Development Goals, for the Committee on the Rights of the Child and for other relevant norm-generating and monitoring bodies.

⁴ The legislation does not have to be specific to justice for children or even children. However, it does need to specify general usage and access rules that incorporate reporting on children.

5. Does the country have a comprehensive data privacy and protection regulatory framework for administrative data and is this enacted and enforced in the area of justice for children?

Option	Response
A	Yes, data privacy and access to information are strictly regulated through legislation; regulations are implemented throughout all sectors involved in justice for children. Strict penalties apply to those who do not follow regulations.
B	Yes, there is a Privacy Act that is adhered to at the national level among the sectors involved in justice for children, with penalties for those who do not comply. At some subnational levels, particularly local, the Act is not well known, nor is it necessarily enacted or enforced.
C	There is a comprehensive data privacy regulatory framework for administrative data, but it is not evenly enacted or enforced throughout the country in sectors involved in justice for children.
D	No data privacy regulatory framework exists, and there is very limited privacy and protection of data in relation to justice for children.
Comments	

B. Governance and planning

Data on justice for children are found in multiple ministries, departments and agencies, necessitating a governance framework to elucidate the data requirements from each institution in order to report comprehensively on achievements and gaps. A data governance structure provides an important, and specific, foundation for data collection, management, security and reporting. Data governance is defined as “the exercise of authority, control, and shared decision-making (planning, monitoring and enforcing) over the management of data assets.”⁵ A data governance working group in the area of justice, justice for children, child well-being or other overarching theme that captures the subject can provide the foundation to develop appropriate procedures and tools, good coordination among disparate stakeholders, a clear set of data indicators with definitions and coding instructions, and a delineation of institutional roles and responsibilities.

⁵ Quoted from the *Dictionary of Data Management*, <www.smartsheet.com/data-governance>.

6. Does the country have a formal data governance framework that delineates how to collect, secure, manage, collate and report on justice for children data, including designating roles and responsibilities therein; establishing common definitions, disaggregation and coding for indicators captured; and defining reporting formats and frequency?

Option	Response
A	Yes, there is a formal data governance framework on justice for children data collection, security, management and reporting, with clear definitions and coding instructions for indicators and their disaggregation, as well as defined institutional responsibilities for data collection and reporting.
B	Yes, there is a formal data governance framework under which most justice for children data can be captured, such as a criminal justice/juvenile justice/violence against women and children framework that details roles, timelines, formats and security provisions for the collection, security, management, collation and reporting of data on justice for children.
C	No formal data governance framework exists, although there are indicators, roles and responsibilities for institutions to collect and report on some justice for children data through a national action plan on either juvenile justice, justice for children, violence against children or other relevant theme.
D	No data governance framework exists in either the area of justice for children or under a more general theme.
Comments	

7. Does the legislation or the regulations/instruments/policies/plans that require data capture and reporting on children who come into contact with the justice system specify who should capture the data and with what frequency and form reporting should occur?

Option	Response
A	Yes. If legislation does not specifically mention the institutions that are responsible for capturing data and reporting, as well as the frequency and form that reporting should take, the regulations/instruments/policies/plans articulate this clearly and are followed.
B	Yes, legislation or regulations/instruments/policies/plans exist that specify which institutions are responsible for data capture and reporting, with some detail provided about the frequency and form of such reporting, although not all responsible institutions report as expected.
C	Limited legislation/regulations/instruments/policies/plans exist specifying who, how often and in what form data should be collected and reported on. Reporting is rare.
D	There is no legislation/regulations/instruments/policies/plans specifying who, how often and in what form data should be collected and reported on. No reporting occurs.
Comments	

8. Does the country have a formal national coordinating body able to plan for administrative data needs on justice for children in case of emergency or in response to natural disasters?

Option	Response
A	Yes. Under the data governance framework on justice for children there is an emergency planning mechanism for coordination among the different sectors to capture specific and/or additional data required in natural disaster or emergency scenarios.
B	While no formal planning mechanism exists in the justice for children sector, there is a child justice working group that could fulfil this mandate, if needed.
C	It would be difficult to plan among the different sectors in an emergency, but one of the child justice sectors, such as social welfare, could take on the role of coordination in order to plan for necessary administrative data.
D	There would be no capacity to plan for administrative data needs on justice for children in the immediate aftermath of an emergency. It would likely take months after the emergency to establish coordination and plan for data needs.
Comments	

C. Data infrastructure and resources

Access to information and communication technologies (ICT) that facilitate data collection, use and sharing is critical to protecting and converting administrative data into information. Paper-based systems risk degeneration and loss, lack privacy protection and are difficult to convert into information without a long, arduous manual process. Business intelligence tools enhance the ability to convert data into meaningful information by automatically tracking and reporting on prescribed indicators that measure performance. The strongest administrative database systems provide a virtual connection from local offices to the national office through intranet or web-/cloud-based platforms and have been programmed to automatically generate reports on key performance indicators. Key statistical staff operating these systems must be well trained. To allow for regular maintenance and database updates, skilled ICT personnel must be available in all locations using the database to provide services and support. Finally, automated systems should have dedicated budgets to provide for upgrading and regular maintenance.

9. Do the institutions responsible for collecting, collating, analysing and reporting data on justice for children – police, civil/family/criminal courts, prosecutors, service providers, corrections, social welfare services⁶ – have adequate supplies and equipment to carry out their functions, for example, forms, phones, computers, printers, photocopiers, etc.?⁷

Option	Response
A	Yes, necessary supplies such as forms, paper and pens are adequate, and equipment such as phones, computers, printers and copiers are widely available.
B	Supplies such as forms, paper and pens are generally available everywhere, but there are widespread shortages of phones, computers and other office equipment.
C	In peripheral offices (outside national and regional capitals), supplies are limited and only national or regional offices have phones and computers.
D	No. Neither supplies nor equipment is available.
Comments	

⁶ From here on, it should be understood that institutions responsible for managing data on justice for children include the police, the courts and judiciary, prosecutors, corrections institutions, social welfare and other service providers such as legal aid and shelter organizations. If administrative tribunals and national human rights institutions also collect data on child justice, these too should be incorporated into the assessment.

⁷ While a question could be asked only about manual supplies and another about equipment, the response scenarios take into account that some countries or local levels may have only manual supplies, while other jurisdictions may have both.

10. Are the institutions responsible for collecting, collating, analysing and reporting data on justice for children connected to a basic ICT infrastructure with stable service,⁸ including intranet or web-/cloud-based platforms and email access, to ensure rapid collection, compilation and transfer of data?

Option	Response
A	Yes, all institutions have ICT infrastructure at local, district, regional and national levels and use electronic databases to collect and compile data that are connected via intranet or web-/cloud-based platforms. The service is reliable.
B	Almost all institutions have reliable ICT infrastructure at local, district, regional and national levels and use electronic databases, but these are not connected via intranet or web-/cloud-based platforms, so data must be securely transferred through other electronic means, such as a closed network email system.
C	Most institutions have ICT infrastructure in urban areas, but only some rural areas are connected to this infrastructure and cannot input and transfer data consistently through electronic means. Instead, they use manual systems for compilation most of the time and transfer data either manually or through a closed network email system. Service connections are not always reliable.
D	No. Only the national office of each institution has ICT infrastructure, if at all. Service connections are not always reliable. All data processes are manual elsewhere.
Comments (list strengths/gaps by institution)⁹	

⁸ Stable service refers to the reliability of the ICT electronic system, including power grids, cell towers and Internet cables.
⁹ As an example, the courts might have stable ICT infrastructure at regional and national levels, but not at the district level. This information is useful to record for the purpose of planning future investments by assessing which gaps are more urgent to address and which might be less critical.

11. If an intranet or web-/cloud-based platform is used at the central facility for reporting on justice for children, is it able to produce automated data summaries on key performance indicators at planned times and on request?¹⁰

Option	Response
A	Yes, the justice for children institutions in the country are connected to an intranet or web-/cloud-based platform and data can be retrieved at the central reporting facility, although they require cleaning and quality control before reports of key performance indicators are published. The central reporting facility can produce automated summaries through its business intelligence software tool.
B	Almost all offices in the country are connected to an intranet or web-/cloud-based platform, allowing for extraction at the central reporting facility, but there is no business intelligence tool to analyse/produce data on key indicators. Transferred data must be coded and organized at the facility and a centralized operator must clean and subject the data to quality controls before producing reports.
C	Only the national offices of the institutions and those in regional urban capitals are connected to an intranet or web-/cloud-based platform, and there is no capacity to extract complete data, which makes regular reporting, and especially new requests for reports, very time consuming and difficult.
D	There is either no connection to an intranet or web-/cloud-based platform anywhere or it is only available in the national offices. Analysis and reporting require data input, coding and organization at the central reporting facility first. Any reporting is very time consuming and not likely to be more frequent than annually.
Comments	

¹⁰ It is not expected that a central reporting facility would produce real-time reports on data since data must be subject to cleaning, accuracy and quality controls, including having the separate institutions ‘sign off’ on their data before they can be collated into reports. Additionally, central reporting facilities do not usually report daily or even weekly on such data.

12. Do the staff at the central reporting facility who are responsible for data extraction, coding, organization and analysis (where relevant) receive adequate training¹¹ to carry out their functions?

Option	Response
A	Yes, all staff are provided adequate training to carry out their jobs in relation to administrative data on justice for children.
B	Staff receive some training, but the training is insufficient and skills/knowledge are largely acquired on the job.
C	Most staff receive only on-the-job training and it is often not sufficient for them to understand all their functions.
D	No. Lack of training is a serious gap that negatively affects the quality, completeness and timeliness of data on justice for children.

Comments

¹¹ Training can be provided in-house, at an external institution or online, and it should be targeted to the responsibilities of staff members. For example, staff responsible for analysing data might require a first degree in sociology, demography or other social science in order to have the skills to form research questions. Additionally, these staff members might require training in more complex data extraction techniques to perform longitudinal or other types of analyses.

13. Is the rate of turnover¹² acceptable among staff working at the central reporting facility on the administrative database on justice for children?

Option	Response
A	Turnover rate is 10% or below
B	Turnover rate is between 11% and 20%
C	Turnover rate is between 21% and 30%
D	Turnover rate is higher than 30%

Comments

¹² Research shows that employee turnover rates of 20 per cent and under are generally considered acceptable for employers, although rates are highly variable, depending upon the industry. For instance, retail services tend to have a much higher turnover rate (about 60 per cent) than government employment (around 3 per cent). Research from Australia, as an example, can be found at: <www.ahri.com.au/media/1222/turnover-and-retention-report_final.pdf>.

14. Is there a specific budget line item within national budgets to ensure a functioning information system and permit ICT upgrades/updates/maintenance as needed at the central reporting facility?

Option	Response
A	Yes, the budget line is adequate to provide for a functioning information system as well as needed updates and upgrades for the administrative database on justice for children.
B	The budget for the central reporting facility must be provided from the budgets that support the administrative databases of institutions concerned with justice for children, since the central reporting facility is not a separate institution. ¹³ Financing is only available from the hosting institution to upgrade or update the ICT system.
C	A budget must be fundraised and it may not be adequate to support a functioning information system or to support system updates and upgrades.
D	No budget has been sought for a central reporting facility's information system on justice for children.

Comments

¹³ In this situation, the central reporting facility is usually housed in one of the key institutions and is not a separately funded entity.

D. Coordination of data on justice for children

The complementary roles of the police, prosecution, judiciary, corrections, social welfare and other social service sectors in promoting justice for children and ensuring children's protection require specific measures to promote greater coordination and cooperation among the various systems of these stakeholders. Stronger operational links between them must also be established, while simultaneously protecting the privacy of children in contact with the justice system. To provide appropriate interventions, care, support and follow-up for these children, adequate data tracking and information-sharing protocols must be developed and implemented with the participation of all those involved in child justice. If electronic database systems are integrated, this task is made easier. If there is no integration, it is possible for links to be established between electronic databases with specialized software programming. The database systems must also facilitate reporting at regular intervals at both national and subnational levels.

15. What formal and informal collaboration exists among the different institutions responsible for justice for children?¹⁴

Option	Response
A	The institutions collaborate very well, with a formal inter-agency/departmental committee to ensure that there are protocols for sharing and exchanging information and that their information systems can interact seamlessly. Committee members feel comfortable contacting one another when in need of data.
B	Although there is no formal inter-agency/departmental committee, institutions regularly meet to identify and resolve problems and, through personal relationships, are comfortable contacting one another when in need of data.
C	No inter-agency/departmental committee exists and efforts to resolve problems are subsequently delayed and can lead to serious bottlenecks and data quality issues.
D	Little inter-agency/departmental cooperation exists and the institutions function independently, resulting in problems such as duplication of work, inconsistencies/errors in statistics and incomplete analyses.
Comments (list strengths/gaps)	

¹⁴ This question refers to a more practical level of coordination – usually among directors of statistics departments at each institution – than the coordination involved in a data governance framework group, which is typically composed of more senior staff, such as deputy or assistant ministers or high-level directors, in each responsible institution. This level of coordination is to enhance collaboration once it has already been formally established through a governance framework.

16. Have ICT systems and related inter-agency/departmental protocols been developed in order to facilitate data exchange flows?

Option	Response
A	Yes, there are information-sharing protocols among the involved institutions and data are shared electronically across institutions.
B	While there are information-sharing protocols, data are not easily exchanged due to inadequate ICT systems.
C	Some, but not all, institutions have information-sharing protocols and some data may be exchanged; however, they are compiled and transferred manually.
D	There are no information-sharing protocols and no data are exchanged.
Comments (list strengths/gaps)	

17. Are data accessible through linkages or integration of database systems?

Option	Response
A	Yes, ICT systems were developed to ensure full integration of the police, prosecution, courts and social welfare database systems.
B	ICT systems were developed independently of one another and at different times, making integration impossible. However, data are transferred from each institution to the central reporting facility through a software interface that recognizes different codes to extract relevant data, linking the databases.
C	None of the ICT systems are linked. Some data may be exchanged; however, they are compiled and transferred manually.
D	No data are exchanged.
Comments (list strengths/gaps)	



E. Completeness of data on justice for children

Completeness, in database terminology, refers to the level at which a data field has been answered; a complete data field has no partially completed or unanswered response boxes. Completeness is measured to ensure that children's profiles are accurately answered in their entirety and that a full picture of the child's situation emerges. Partially complete or missing data (for example, missing the year of birth, missing information on disability or sex) can negatively affect an agency's/institution's ability to provide comprehensive care to children in contact with the justice system. Data completeness often requires the integration of different stakeholders' systems in order to examine the trajectory of a child's involvement with the justice system and his or her future interactions with child protection and justice actors. If the minimum indicators on justice for children are reported on, data can be considered complete.

18. Can the central reporting facility's administrative database system on justice for children generate, each year, disaggregated statistics at both the national and subnational levels on the minimum indicators on justice for children?¹⁵ Please refer to the Annex, Minimum indicators on justice for children, to assess the indicators.

Option	Response
A	Yes, the database system can generate disaggregated statistics on all the core indicators annually at both national and subnational levels.
B	The database system can generate statistics on some, but not all, of the core indicators annually at both national and subnational levels.
C	The database system can generate statistics on very few of the core indicators, but they cannot be reported annually or at the national level, only subnationally.
D	No, the database system cannot produce statistics at any level.
Comments (list strengths/gaps by indicator and by disaggregation)	

¹⁵ This same question is asked in the Sectoral Questionnaire to determine the capacity of the police, the prosecution, the courts, social welfare and corrections services. In the national context, this question is asked of the central reporting facility, whether it is a body within the national statistics office or a separate unit within one of the stakeholder institutions or other entity.

19. Do the different institutions responsible for justice for children use mandatory reporting forms that do not allow skipping of data fields (no blank responses) through skip-logic programming in computerized systems, as well as drop-down menus/forced choice fields to select data on justice for children that are standardized for each level of reporting?

Option	Response
A	Yes, these institutions have a mandatory, single, standardized form that is completed online and will not permit the user to move on without filling out each data field and, where possible, uses forced choice fields for data entry. The same form is used at local, district, state, regional and national levels.
B	Standardized forms are used at all levels. There is also an automated database, but it permits blank fields and there is some, but insufficient, use of forced choice fields for data entry.
C	There are standardized forms to use at all levels, but there is no automated database, so blank fields continue to exist in these forms.
D	There are no standardized forms and there is no automated database.
Comments	

20. Is there compatibility among different institutions' databases to ensure seamless data transfer for the tracking of cases without difficulty or duplication/gaps? (For example, the central reporting facility is able to populate its database through the transfer of anonymized files – that have unique identifiers allowing for individual tracking across sectors – from the police, ideally without having to input this information again if the databases are integrated.)

Option	Response
A	Yes, data are compatible among all institutions through the use of common record identifiers in databases and common definitions of variables and codes, making data transfer to the central reporting facility seamless.
B	Yes, common record identifiers are used across different institutions' databases to enable the tracking of individuals/cases, but data are not regularly transferred to the central reporting facility without request. Variables and codes are not necessarily standardized across institutions.
C	Some common record identifiers may be used across institutions, but this is not consistent and data are not exchanged easily with the central reporting facility. Definitions for variables and codes have not been agreed upon and standardized.
D	There are no common definitions or record identifiers across institutions and records cannot be shared or exchanged without consistent definitions and common identifiers.
Comments (list strengths/gaps)	

F. Data transmission

Institutions must have the capability to regularly transmit data records from local levels to the national offices where data conversion and interpretation are carried out. This is not an issue when there is real-time data transfer through an intranet or web-/cloud-based platform. However, such systems are rare in many countries that remain reliant on either Access/Excel databases or paper forms that must be transmitted to national offices for aggregation and analysis. When external researchers or other agencies request data for their own analytical purposes, justice for children institutions ought to be able to respond to such requests, cleaning data deemed appropriate for sharing so there are no characteristics distinguishing individuals. While not addressed in this section, responding to external data requests is important for data transparency and institutional accountability.

21. For each institution responsible for justice for children, how are records transmitted from subnational offices to the national office for analysis and reporting?¹⁶

Option	Response
A	All data are collected through an intranet or web-/cloud-based system that allows for centralized database updates each time a record is entered, with real-time viewing of local data from the national office. Local records can be easily accessed from state and regional offices, in addition to the national office.
B	Local offices still use paper copies of records that are sent to regional offices. Regional offices have electronic systems that are intranet or web-/cloud-based to input the data, which can be viewed at the national office.
C	The system is still mainly paper-based, with copies sent from local to regional offices, where they are scanned or entered electronically and sent to the national office. There is no web-/cloud-based platform for transfer.
D	The entire system uses paper copies that are transferred from local to regional offices. Regional offices manually collate the data and records before transferring them to the national office. The national office collates the data and records again before transferring them to the central reporting facility.
Comments (list strengths/gaps by institution)	

¹⁶ This question, as well as question 22, assesses sectoral capacity to transfer data from subnational to national offices, since this has implications for the central reporting facility. A central reporting facility does not conduct real-time reporting, as that is left to sectors themselves. However, if asked to report outside of regular reporting times, the central reporting facility will be much more capable of coming up with specific reports if data transfer within each sector is electronic, in real time and seamless. It should be noted that, in some smaller countries, regional offices are bypassed, with local offices sending data directly to the national office. In countries with an intranet or web-/cloud-based system, data do not actually need to be transferred formally, since they can be viewed at regional and national offices as soon as the data are input.

22. What procedures are in place to ensure that subnational offices of the institutions responsible for justice for children report to the national office, if required, within agreed times?

Option	Response
A	There is an agreed schedule for when statistics and reports are due, and reporting deadlines are taken seriously and closely monitored. Rarely do subnational offices require reminders.
B	An agreed schedule for reporting to the national office exists and is mostly adhered to, although delays do occur in subnational offices. Delays are usually communicated to the national office.
C	Although there is a schedule of reporting from subnational offices, it is not strictly adhered to and there is little that the national office can do to ensure the timely transfer of data.
D	Subnational offices report to the national office erratically, and little effort is made by the national office to encourage more timely and regular reporting.
Comments (list strengths/gaps by institution)	

23. Can the central reporting facility responsible for justice for children respond to requests for information and data from other agencies and researchers, producing anonymized data, as required?

Option	Response
A	Yes, the central reporting facility has the capacity to critically evaluate requests for information in line with legislation/policies/procedures and can provide anonymized data in a timely fashion, maintaining confidentiality.
B	Yes, provided that the central reporting facility takes the time to locate the data, anonymize it, clean and organize it, it can critically evaluate requests for information in line with legislation/policies/procedures, but cannot provide the information in a timely manner.
C	The central reporting facility can evaluate and respond to requests for information only with regard to commonly reported data, such as children charged with a crime by the police. Rarely is it possible to provide full disaggregation of these data.
D	The central reporting facility is not capable of evaluating and responding to external requests for information.
Comments	



G. Standardized data and practices in relation to justice for children

The justice for children sector should aim to have accurate and reliable data available for a select set of core indicators, adequately disaggregated, with each institution collecting the data appropriate to its mandate and service. Once these data are available and standardized, they can be used for reporting and monitoring purposes. Performance indicators and monitoring mechanisms are all part of a knowledge-generation and dissemination strategy that can support the justice for children agenda.

24. Do the different institutions responsible for justice for children collect data on the minimum indicators on justice for children at all levels (specifically those relevant to their practice)?¹⁷

Option	Response
A	Yes, all institutions collect data on the minimum indicators and have the capacity to do so at national and subnational levels.
B	All institutions collect data on some of the minimum indicators that are relevant to their practices, but not all. There is capacity to collect these data at national and subnational levels.
C	Few institutions collect data on the minimum indicators that are relevant to their practices, and those that do only collect these data at the national level.
D	The minimum indicators are not in use and reporting does not take place.
Comments (specify which indicators are not collected nationally and why)	

¹⁷ The difference between this question and question 18 is that this question seeks to know if data on the minimum indicators are available, while question 18 looks at whether these data are reported on regularly.

25. Are data on justice for children sufficiently disaggregated, as suggested in the minimum indicators in the Annex and deemed appropriate in the country context? Are these disaggregated data easily extractable?

Option	Response
A	Yes, all of the categories of stratification are found in the relevant administrative databases at all levels of data capture – local, district, state, regional and national. Stratified data reports can be easily produced.
B	Some, but not all, of these stratifiers are found in the administrative databases at all levels of data capture – local, district, state, regional and national – and stratified data reports can be pulled together manually.
C	Disaggregation of data is rare and not consistent in administrative databases, especially at local levels, which affects data collation at district, state, regional and national levels. Stratified data reports are very difficult to produce.
D	There is no systematic disaggregation of data.
Comments (specify which indicators are not sufficiently disaggregated)	

26. Does the central reporting facility follow procedures for data management, including guidelines on data collection, storage, cleaning, coding, quality control and security?

Option	Response
A	There are written procedures for managing administrative data on justice for children, including guidelines for collection, storage, cleaning, coding, quality control and security. These procedures are available to all staff at the central reporting facility and are strictly adhered to.
B	Written procedures for managing data on justice for children exist and they are mostly adhered to at the central reporting facility, except where the database system limits the ability to apply the guidelines.
C	There are informal guidelines that are passed down by staff on how to manage data on justice for children. Awareness of the guidelines is dependent upon whether an individual staff member knows the guidelines and has discussed them with others. Adherence cannot be guaranteed.
D	There are neither written nor informal procedures/guidelines for managing data on justice for children at the central reporting facility.
Comments	

27. How are common definitions for data variables and specifications for data collection methods and codes developed, transmitted and used at the central reporting facility?

Option	Response
A	Written codebooks provide a single definition for each data variable and specifications for data collection methods, transmission and use. These definitions come from national legislation and international standards, and codebooks have been shared with all institutions collecting data on justice for children. Codebooks are strictly adhered to.
B	Written codebooks exist as in 'A', but they have not been shared with all justice for children institutions producing data. Adherence is not guaranteed.
C	Written codebooks exist, but no one knows where they are and no one follows them. They would be out of date, if found.
D	There are no written codebooks to define data variables and specify data collection methods, so there is no consistency in definitions and specifications for data collection methods across the justice for children sector.
Comments (list strengths/gaps)	

H. Administrative data quality assurance

Quality assurance refers to maintaining the reliability of the data by examining both system and operator controls. System controls include built-in methods to ensure data are accurate and complete, while operator oversight generally requires that some form of training and supervision is in place to prepare the staff who record data and to subject the data to human review for errors or omissions.

28. What quality assurance procedures are in place at the central reporting facility to prevent mistakes when recording or extracting data?

Option	Response
A	Staff working in this area are trained and formally tested on their knowledge, and quality control measures are described in a guide. Forced choice/drop-down menu data fields, along with skip logic requiring that fields are entered before moving on in the forms, are used as much as possible to ensure consistency and prevent errors. These measures are strictly adhered to and overseen by managers.
B	Staff working in this area are trained and quality control measures are described in a guide. These measures are in place and strictly adhered to. The central reporting facility may or may not use electronic database systems, but there is not widespread use of forced choice fields/menus. There is regular supervision.
C	Staff receive on-the-job training to ensure quality of data recording and may receive a written guide. These measures are inconsistently applied – some staff follow the guide and others do not. Supervision is intermittent.
D	There is no training and no guidance to prevent data-recording errors.
Comments	



I. Data use, demand and dissemination

After analysing and converting data to information, the information can be used for centralized decision-making, including informing policy development, improving programmes and services, allocating appropriate financing, uncovering trends and monitoring performance against key indicators. Data are ideally used by all administrative levels of the sector – local, district, state, regional and national – for the purposes of monitoring and strategic decision-making. A robust demand for information derived from administrative data among citizens, the media, researchers and academics elevates the quality of systems for data collection, collation, analysis and dissemination. Limited use of data and the inability to view administrative data as a strategic asset result in limited incentives to collect reliable and accurate data on justice for children.

29. What is the demand for administrative data on justice for children in the country?

Option	Response
A	Administrative data on justice for children provide: citizens with information about government accountability to deliver on their plans to achieve justice for children; government with information for programme monitoring, budgeting and the development of policies and programming to respond to identified issues; and key staff with information about whether targets and goals have been achieved. Researchers also request anonymized raw (micro) data to carry out different analyses on justice trends and evaluation of programming for children in this area. Demand is regular and continuous.
B	Administrative data on justice for children are used to monitor programming and track trends in child victimization and juvenile offending, but they are not used strategically for government decision-making and planning. Data are shared with researchers, respecting privacy and confidentiality issues. Data are sought irregularly, but required annually, at a minimum.
C	Administrative data are used only to compile crime statistics on juvenile offenders and child victims no more often than once a year.
D	Administrative data are not used at all.
Comments	

30. Are there staff in the central reporting facility who are adequately trained to analyse administrative data on justice for children?

Option	Response
A	Yes, staff who are responsible for analysing data on justice for children have been adequately trained.
B	Staff who are responsible for analysing data on justice for children have received some training, but it is not sufficient.
C	Staff who are responsible for analysing data on justice for children receive no training and learn on the job.
D	There are no staff who have been adequately trained to analyse data on justice for children at the central reporting facility.
Comments	

31. How often are reports that use administrative data on justice for children produced by the central reporting facility?

Option	Response
A	Weekly, monthly, quarterly, biannually, annually
B	Quarterly, biannually, annually
C	Annually
D	Never or sporadically
Comments	

32. How are administrative data on justice for children used by institutions?

Option	Response
A	Administrative data are used systematically to evaluate performance of departments/agencies, plan and allocate resources, respond to periodic monitoring requests from international and regional intergovernmental agencies, and to set policies in order to improve the experience of children involved with the justice system. Data are perceived to be of high quality by these users.
B	Administrative data are used to monitor department/agency performance, but data quality is perceived to be inconsistent.
C	Administrative data are used occasionally to provide statistics only, despite reservations about the quality of the data.
D	Administrative data are not used at all.
Comments	

33. At what levels of government are the central reporting facility's reports drawn from administrative data on justice for children used to inform planning (for example, allocation of resources based on need) and strategic decision-making (for example, development of new programmes or specialized units based on trends)?

Option	Response
A	These reports regularly inform planning and strategic decision-making about programmes, services and resources at all levels – local, district, state, regional and national.
B	These reports are used to inform planning and decision-making, but only at the national level and sometimes at the regional level, and usually once per year.
C	These reports are used sporadically (less frequently than annually) for making budget decisions at the national level only.
D	These reports are not used for planning and strategic decision-making at all.
Comments	

34. Are key indicators on justice for children well known among political leaders, relevant ministers and the media?

Option	Response
A	Yes, information on the key indicators has been widely disseminated and all political leaders, as well as ministers involved in justice for children and the media are knowledgeable in this area.
B	Key indicators are not generally well known. However, they are known among specialists and in certain justice circles, such as judicial educators, academics and juvenile police.
C	There is limited knowledge about these indicators except among a very select group of specialists in the justice field.
D	No. There is no knowledge of these indicators.
Comments	



Annex

Minimum set of indicators on justice for children

No.	Indicator	Disaggregation	Data source/Database
A. Children in conflict with the law			
1	Number of children detained by the police during the year (total and per 100,000)	<ul style="list-style-type: none"> Sex/gender¹⁸ Age¹⁹ Ethnicity/religion, where appropriate²⁰ Physical and/or developmental disabilities, where appropriate Area (rural/urban) and region/geocoded, if possible Education/work/migration status, where appropriate Offence Relation to victim 	Police (station logbooks)
2	Number of criminal proceedings initiated against children during the year (total and as a percentage of total children detained)	<ul style="list-style-type: none"> Sex/gender Age Ethnicity/religion, where appropriate Physical and/or developmental disabilities, where appropriate Area (rural/urban) and region/geocoded, if possible Education/work/migration status, where appropriate Offence Relation to victim 	Police (charge book/records; case files) Prosecution (case files)
3	Number of children in criminal proceedings with legal representation (total and as a percentage of total children tried)	<ul style="list-style-type: none"> Sex/gender Age Ethnicity/religion, where appropriate Physical and/or developmental disabilities, where appropriate Area (rural/urban) and region/geocoded, if possible Education/work/migration status, where appropriate Offence 	Prosecution/ judiciary (case files) Legal aid/NGOs/bar association (registration files; case files)

¹⁸ In some countries, the term 'sex' has been expanded to include 'gender', which describes cultural and socially constructed variations of sexual identity. Both are provided as a disaggregation variable, but it is expected that each country will select the term most contextually appropriate.

¹⁹ If possible, it is best to record the birth date of the child or his/her approximate age, in instances where birth registration may be missing. Among UN agencies, there are different age ranges used for the disaggregation of data (10-14 years; 15-19 years, for example) and countries are likely to develop different age ranges to represent childhood, adolescence and youth. Given the varied definitions for age of criminal responsibility among countries and recognizing that up to 18 years is the legal definition of a child (although most juvenile justice systems continue to provide specialized procedures and treatment of children up to the age of 21-25 years), these justice for children indicators make no attempt to cluster different age categories.

²⁰ In some countries, anti-discrimination legislation may not permit the collection of data on a child's ethnicity, race or religion. Yet for other countries, this is a very important variable as it allows for tracking of potential discrimination if, for example, only children from a certain ethnic group are detained by the police, or if there is an overrepresentation of certain religious groups in the criminal justice system. It is expected that each country will consider the risks and opportunities behind the collection of such stratifiers and determine what is and is not appropriate. The same consideration should be made about the value and risks of collecting disability status as a stratifier on a country-by-country basis.

No.	Indicator	Disaggregation	Data source/Database
B. Diversion and alternative measures			
4	Number of children provided with police informal diversion, such as a caution, warning, informal settlement (total and as a percentage of total children detained) ²¹	<ul style="list-style-type: none"> • Sex/gender • Age • Ethnicity/religion, where appropriate • Physical and/or developmental disabilities, where appropriate • Area (rural/urban) and region/geocoded, if possible • Education/work/migration status, where appropriate • Offence • Diversion measure 	Police (station logbook)
5	Number of children sentenced receiving a custodial sentence (percentage of total children convicted)	<ul style="list-style-type: none"> • Sex/gender • Age • Ethnicity/religion, where appropriate • Physical and/or developmental disabilities, where appropriate • Area (rural/urban) and region/geocoded, if possible • Education/work/migration status, where appropriate • Offence • Sentence duration 	Judiciary/ prosecution (case files) Social welfare-corrections, rehabilitation/ educational centre ²² (registration files; case files)
6	Number of children sentenced with alternative measures (percentage of total children convicted)	<ul style="list-style-type: none"> • Sex/gender • Age • Ethnicity/religion, where appropriate • Physical and/or developmental disabilities, where appropriate • Area (rural/urban) and region/geocoded, if possible • Education/work/migration status, where appropriate • Offence • Alternative measure 	Judiciary/ prosecution (case files) Social welfare/ community programmes (registration and case files)
7	Number of children who enter pre-trial diversion (percentage of total children charged with criminal offence)	<ul style="list-style-type: none"> • Sex/gender • Age • Ethnicity/religion, where appropriate • Physical and/or developmental disabilities, where appropriate • Area (rural/urban) and region/geocoded, if possible • Education/work/migration status, where appropriate • Offence • Diversion measure 	Prosecution/ judiciary (case files) Social welfare/community programmes (registration and case files)
C. Children in detention			
8	Number of children in pre-trial detention (total and per 100,000)	<ul style="list-style-type: none"> • Sex/gender • Age • Ethnicity/religion, where appropriate • Physical and/or developmental disabilities, where appropriate • Area (rural/urban) and region/geocoded, if possible • Education/work/migration status, where appropriate • Offence • Reason for detaining 	Police (charge book records) Prosecution (case file) Social welfare-corrections/ rehabilitation/educational centre (registration files; case files)
9	Number of children in detention after sentencing during the year (total and per 100,000)	<ul style="list-style-type: none"> • Sex/gender • Age • Ethnicity/religion, where appropriate • Physical and/or developmental disabilities, where appropriate • Area (rural/urban) and region/geocoded, if possible • Education/work/migration status, where appropriate • Offence • Duration of detention 	Social welfare-corrections/ rehabilitation/ educational centre (registration files; case files)

²¹ In some countries, police can use their discretion to determine if a child should be offered diversion instead of being charged with an offence for petty crimes and for first-time offenders. Informal police diversion is usually composed of warnings, cautions (formal and informal) and police settlement processes bringing together the child with the victim, for example, in a case of petty theft at a market. The child and his/her parent or guardian, along with the victim of the offence, must agree to meet for informal settlement discussions. There will be certain offences, such as violent and sexual offences, which will not be appropriate for informal diversion by the police. It was also noted that police in other countries are not authorized to make decisions about informal diversion, but instead the prosecution service decides when this is appropriate.

²² It is recognized that the institutions that house offenders for custody sentences or pre-trial detention may be referred to differently, depending upon the country. In many countries, it is usually 'social welfare', as opposed to 'prison services', that are responsible for juvenile custody.

No.	Indicator	Disaggregation	Data source/Database
10	Duration of detention: a) Pre-sentence b) Post-sentence	<ul style="list-style-type: none"> Sex/gender Age Ethnicity/religion, where appropriate Physical and/or developmental disabilities, where appropriate Area (rural/urban) and region/geocoded, if possible Education/work/migration status, where appropriate Offence 	<p>Social welfare-corrections/ rehabilitation/ educational centre (registration files; case files)</p> <p>Prosecution (case files)</p>
11	Number of child deaths in detention during the year (total and per 1,000 children detained)	<ul style="list-style-type: none"> Sex/gender Age Ethnicity/religion, where appropriate Physical and/or developmental disabilities, where appropriate Area (rural/urban) and region/geocoded, if possible Education/work/migration status, where appropriate Offence Sentence duration and time served 	<p>Social welfare-corrections/ rehabilitation/ educational centre (registration files; case files)</p>
D. Crimes against children			
12	Number of cases of crimes against children registered by the police during the year	<p>For victim:</p> <ul style="list-style-type: none"> Sex/gender Age Ethnicity/religion, where appropriate Physical and/or developmental disabilities, where appropriate Area (rural/urban) and region/geocoded, if possible Education/work/migration status, where appropriate Offence Relation to accused and whether accused is a child or adult Prior contact with justice system – how <p>For perpetrator:</p> <ul style="list-style-type: none"> Sex/gender Age Ethnicity/religion, where appropriate Physical and/or developmental disabilities, where appropriate Area (rural/urban) and region/geocoded, if possible Education/work/migration status, where appropriate Offence Relation to victim 	<p>Police (station logbook; charge book records)</p> <p>Police (criminal database records for prior contact with system)</p>
13	Number of registered crimes against children brought to trial during the year (total and percentage of total reported)	<p>For victim:</p> <ul style="list-style-type: none"> Sex/gender Age Ethnicity/religion, where appropriate Physical and/or developmental disabilities, where appropriate Area (rural/urban) and region/geocoded, if possible Education/work/migration status, where appropriate Offence Relation to accused and whether accused is a child or adult Prior contact with justice system – how <p>For perpetrator:</p> <ul style="list-style-type: none"> Sex/gender Age Ethnicity/religion, where appropriate Physical and/or developmental disabilities, where appropriate Area (rural/urban) and region/geocoded, if possible Education/work/migration status, where appropriate Offence Relation to victim Prior contact with justice system – how 	<p>Police (charge book records; investigation files)</p> <p>Prosecution (case files)</p> <p>Police (criminal database records for prior contact with system)</p>

No.	Indicator	Disaggregation	Data source/Database
14	Number of criminal convictions during the year in which the victim was a child (total and percentage of total tried)	For perpetrator: <ul style="list-style-type: none"> Sex/gender Age Ethnicity/religion, where appropriate Physical and/or developmental disabilities, where appropriate Area (rural/urban) and region/geocoded, if possible Education/work/migration status, where appropriate Offence Relation to victim and whether accused is a child or adult Prior contact with justice system – how 	Prosecution (case files) Judiciary (case files) Police (criminal database records for prior contact with system)
15	Number of child victims or witnesses provided with medical, psychological, social or other assistance in recovery during the year (total and percentage of total registered crimes against children)	<ul style="list-style-type: none"> Victim or witness or both Sex/gender Age Ethnicity/religion, where appropriate Physical and/or developmental disabilities, where appropriate Area (rural/urban) and region/geocoded, if possible Education/work/migration status, where appropriate Offence Type of support – medical, psychological, housing, etc. Duration of offered support 	Police/prosecution/judiciary (case files) Social welfare/community programmes/other institutions (registration files; case files)
16	Number of child victims or witnesses of crime provided with legal representation during the year (total and percentage of total registered crimes against children brought to trial)	<ul style="list-style-type: none"> Victim or witness or both Sex/gender Age Ethnicity/religion, where appropriate Physical and/or developmental disabilities, where appropriate Area (rural/urban) and region/geocoded, if possible Education/work/migration status, where appropriate Offence Relation to accused and whether accused is a child or adult 	Prosecution/judiciary (case files) Legal aid/NGOs/bar association (registration files; case files)
E. Family/civil law cases			
17	Number of family/civil court cases involving children decided during the year	<ul style="list-style-type: none"> Sex/gender Age Ethnicity/religion, where appropriate Physical and/or developmental disabilities, where appropriate Area (rural/urban) and region/geocoded, if possible Education/work/migration status, where appropriate Type of case and how child is involved: <ul style="list-style-type: none"> Family courts <ul style="list-style-type: none"> o Paternity o Custody and access o Child support/maintenance o Protection measures involving placement outside of family o Protection orders (no contact with domestic abuser) o Emancipation and/or marriage of child over 16 years o Dissolution of child marriage o Adoption o Name change Civil courts <ul style="list-style-type: none"> o Estates or trusts o Lawsuits for money o Petition for child employment (aged 14 years +) o Small claims Other (specify) 	Judiciary (case files) Social welfare ²³ (individual records)

²³ In many cases before the family courts, a social welfare officer will be involved in assessments of the child for the courts. As a result, they will have records of the children involved. However, the records will be categorized at the individual, as opposed to the event (case), level. For example, if a dispute over custody and access is brought before the court, the social welfare officer will have records of each child involved. If there are three children, they should have three case files. Using these records from social welfare is not an issue if the database systems are integrated or the systems are linked through court case numbers. If there are no database linkages and reporting relies on social welfare files in isolation, it is likely that numbers for the indicator will be incorrect. In the example provided, the court would count one case and the social welfare department would count three. In addition, not all family or civil law cases will necessarily involve the intervention of social welfare, particularly in countries without well-coordinated legal protection for children in the court system. Ideally, social welfare records should be cross-referenced with court files.

No.	Indicator	Disaggregation	Data source/Database
18	Number of family/civil court cases involving children decided during the year in which the child or children concerned were heard, either directly or through a representative (total and percentage of all children who are involved in civil or family law cases)	<ul style="list-style-type: none"> • Sex/gender • Age • Ethnicity/religion, where appropriate • Physical and/or developmental disabilities, where appropriate • Area (rural/urban) and region/geocoded, if possible • Education/work/migration status, where appropriate • Type of case and how child is involved <ul style="list-style-type: none"> Family courts <ul style="list-style-type: none"> o Paternity o Custody and access o Child support/maintenance o Protection measures involving placement outside of family o Protection orders (no contact with domestic abuser) o Emancipation and/or marriage of child over 16 years o Dissolution of child marriage o Adoption o Name change Civil courts <ul style="list-style-type: none"> o Estates or trusts o Lawsuits for money o Petition for child employment (aged 14 years +) o Small claims Other (specify) 	Judiciary (case files) Social welfare (individual records)

The following indicators can also be used to measure justice for children. There is a notable gap in the collection of data on children in civil/family courts and administrative tribunals, the former due to children not necessarily being named and recorded as primary parties (neither complainant nor respondent in most cases), and the latter resulting from the fact that administrative tribunals in immigration, refugee and border services, and labour and health sectors are not consistently part of the child justice network. In addition, information on administrative detention is difficult to come by as a consequence of the lack of records in this area. Finally, there are few complaints and appeals filed by children with independent, national human rights institutions and ombudsperson offices. Both of these institutions undertake investigations into child justice, but this does not represent administrative data. In fact, these investigations usually rely on administrative data provided by police, prosecution, judiciary, and social welfare/corrections records. Nevertheless, it is hoped that countries not currently collecting these data will aspire and plan to include these sectors when making future investments in administrative data systems on justice for children.

If data are readily available from these institutions to report on, countries should include them among the core data to collect, collate, analyse and report.

No.	Indicator	Disaggregation	Data source/Database
F. Administrative proceedings			
19	Number of children involved in administrative proceedings/tribunals during the year (total and per 100,000)	<ul style="list-style-type: none"> • Sex/gender • Age • Nationality/ethnicity/religion, where appropriate • Physical and/or developmental disabilities, where appropriate • Area (rural/urban) and region/geocoded, if possible • Education/work/migration status, where appropriate • Type of hearing/sector: <ul style="list-style-type: none"> o Child welfare/protection o Immigration/refugee o Education o Health o Labour o Other (specify) • Child accompanied/alone 	Child welfare and protection board ²⁴ Immigration and refugee board/border services Education department Health department Labour board Other (specify)

²⁴ Each of these data sources may be known by another name in different countries. If the indicator is being used, each country should adapt this section to reflect its administrative board and tribunal names.

No.	Indicator	Disaggregation	Data source/Database
20	Number of children involved in administrative proceedings/tribunals in which the child was heard, either directly or through a representative (total and percentage of all children involved in administrative hearings)	<ul style="list-style-type: none"> • Sex/gender • Age • Nationality/ethnicity/religion, where appropriate • Physical and/or developmental disabilities, where appropriate • Area (rural/urban) and region/geocoded, if possible • Education/work/migration status, where appropriate • Type of hearing/sector: <ul style="list-style-type: none"> o Child welfare/protection o Immigration/refugee o Education o Health o Labour o Other (specify) • Child accompanied/alone 	<p>Child welfare and protection board</p> <p>Immigration and refugee board/border services</p> <p>Education department</p> <p>Health department</p> <p>Labour board</p> <p>Other (specify)</p>
G. Administrative detention			
21	Number of children held in administrative detention during the year (total and per 100,000)	<ul style="list-style-type: none"> • Sex/gender • Age • Nationality/ethnicity/religion, where appropriate • Physical and/or developmental disabilities, where appropriate • Area (rural/urban) and region/geocoded, if possible • Education/work/migration status, where appropriate • Type of detention 	<p>Child welfare agency</p> <p>Immigration and border control officers</p> <p>Police officers</p> <p>Medical professionals</p> <p>Local and regional governments</p>
H. Complaints to ombudsperson offices/national human rights institutions			
22	Number of complaints brought to the ombudsperson's office/human rights commission by or on behalf of a child during the year (total and per 100,000)	<ul style="list-style-type: none"> • Sex/gender • Age • Nationality/ethnicity/religion, where appropriate • Physical and/or developmental disabilities, where appropriate • Area (rural/urban) and region/geocoded, if possible • Education/work/migration status, where appropriate • Type of complaint/sector • Complaint by child or on behalf of child 	<p>Ombudsperson's office/national human rights commission</p>
23	Number of complaints resolved by the adoption of a recommendation that the child receive a remedy (total and percentage of all complaints filed by or on behalf of children)	<ul style="list-style-type: none"> • Sex/gender • Age • Nationality/ethnicity/religion, where appropriate • Physical and/or developmental disabilities, where appropriate • Area (rural/urban) and region/geocoded, if possible • Education/work/migration status, where appropriate • Type of case/sector • Remedy/recommendation • Remedy or reparation received or not 	<p>Ombudsperson's office/national human rights commission</p>

Only the minimum set of indicators are used in the questionnaires, so there is no separate questionnaire for either administrative tribunals or ombudsperson's offices/national human rights institutions. Both of these institutions may participate in the completion of the Questionnaire for the Central Reporting Facility and All Stakeholders to consider investments needed in the future to enable the collection of these indicators.



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