

Security and Safety Manual for Earth Rights Defenders in Southeast Asia



EARTHRIGHTS INTERNATIONAL

EarthRights International
**Security and Safety Manual for Earth
Rights Defenders in Southeast Asia**

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EarthRights International is a non-governmental, non-profit organization that combines the power of law and the power of people in defense of human rights and the environment, which we define as “earth rights.” We specialize in fact-finding, legal actions against perpetrators of earth rights abuses, training grassroots and community leaders, and advocacy campaigns. Through these strategies, EarthRights seeks to end earth rights abuses, to provide real solutions for real people, and to promote and protect human rights and the environment in the communities where we work.

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Introduction

As Earth Rights Defenders (ERDs)¹ across Southeast Asia, we call for justice and dignity – for human rights to be respected, protected, and fulfilled. However, with civic space shrinking and threats against ERDs rising, the work can prove challenging.

We are increasingly targeted by different – often powerful – actors who wish to silence us and prevent us from undertaking our important work. ERDs across the region have experienced a range of threats, including physical assault, legal action, disappearances, and digital attacks in online spaces, to name a few.

Purpose

The purpose of this Manual is to provide fellow ERDs operating in Southeast Asia with a short, concise resource on security and safety that can be referred to as and when needed. It is not designed to be a comprehensive publication on security and safety – but a resource that can be quickly looked at to obtain practical information about key security and safety *principles* and *situations*.

Section 1 of the Manual will focus on some key *principles* regarding security and safety that we, as ERDs, should consider in different aspects of our work.

Section 2 of the Manual will focus on *situations* and consider

1. An ERD is someone who, alone or with others, advocates for the promotion and protection of land and environmental rights, including the right to a healthy environment, and corresponding human rights necessary to defend threatened and sensitive ecosystems upon which people and communities depend for their survival.

security and safety in the different environments in which we, as ERDs, often work.

Section 3 of the Manual will provide some *quick tools* and a *notes* section that can be used to help us think about issues related to our security and safety.

The content and advice found in the Manual are based upon EarthRights International's (EarthRights') support of ERDs in the region, our experience working closely with security professionals in different contexts, and from a variety of different courses and publications on the topic that has guided EarthRights' approach to security and safety over the years.

Section 1 – Principles: integrating security and safety into our work

Caring for ourselves, our colleagues, and those we work with

As ERDs who operate in often difficult environments, we must recognize that we have a responsibility to look after ourselves, our colleagues, and those with whom we work. If we do so, we will become stronger as a movement, feel more confident about what we are doing, and sustain our work for longer.

We should always think about how we can undertake our work in a way that supports and protects ourselves and our fellow ERDs. This should include thinking about our security and safety, including our well-being, throughout the different situations in which we find ourselves.

We have a duty of care to those we work with and must be mindful of this in our workplaces, especially when we are traveling for work and when we are undertaking different activities. We will be most effective in our work if we are united and take concrete steps to ensure we are considering security, safety, and well-being in all aspects of what we do. Regardless of any limitations we may have, resource or otherwise, we must prioritize our duty of care.

Information security and management

In Southeast Asia, we are never far from actors who wish to obtain our information to target us and those with whom we work. In collecting, storing, and using information, we must consider the level of confidentiality or privacy necessary – including obtaining permission from those who have shared information with us.

Many ERDs in the region have had their information forcefully obtained by those who wish to prevent them from undertaking their work. This happened during office raids, events, workshops, and online.

We must take a moment to consider what the consequences of this may be. Suppose we have information about ourselves or others, and somebody wishing to prevent us from doing our work obtains it. In that case, it could lead to additional, and sometimes more serious, threats.

Therefore, it is essential to consider the information we have, how we are storing it, and to whom we disclose it. Sensitive personal and work information – such as phone numbers, addresses, and

work activities – can and has been used to target ERDs in the region.

We should only ever share sensitive information with those we trust and endeavor to secure anything we wish to remain confidential or private – whether we keep it at home, in the workplace, or online. When sharing sensitive information, we ought to take measures to protect what we are sharing, whom we are sharing it with, and ourselves. For example, we might use encrypted communication.

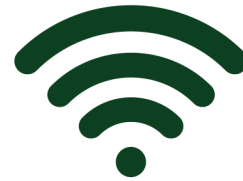
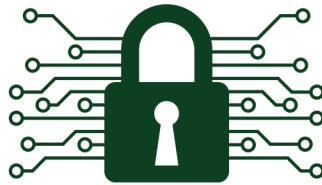
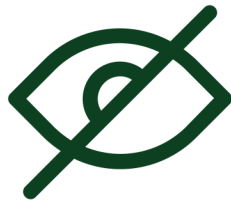
Digital security

While Section 2 of the Manual mainly focuses on the different physical environments in which we conduct our work, we must never forget about our digital devices, online accounts and activity, and means of communication with others.

ERDs in Southeast Asia are increasingly the subject of digital attacks. This may involve attempts to steal our data, monitor our online accounts (work and personal), and online harassment and intimidation. It is essential that we take steps to improve our digital security, which can include:

- Using strong, complex passwords for our devices and accounts
- Activating and using two-factor authentication (2FA)
- Using advanced encrypted software for communication – such as Protonmail or Signal
- Encrypting our files and devices

- Masking our location by turning off location permissions on our devices and using a Virtual Private Network (VPN)
- Avoiding or reducing our usage of public wifi networks.



There is more information about digital security best practices in our other publication, *Security and Protection of Earth Rights Defenders*², and the organization Front Line Defenders³ has compiled a range of excellent resources, which are available on their website.

Risk assessment

Risk assessment is the process through which we identify and assess potential risks to ourselves, others, or the work we undertake. It helps us assess what harm we may encounter and formulate ways to minimize those risks in order to make ourselves safer and more secure.

The risk assessment process encourages us to think about what could happen, how likely it is to happen, and what impact it would have – all while taking into account the different things that make us more or less perceptible to and affected by risks.

2. <https://earthrights.org/publication/security-and-protection-of-earth-rights-defenders-toolkit/>

3. <https://www.frontlinedefenders.org/en/digital-security-resources>

The most important part of conducting a risk assessment is what we do about the risks we have identified. It should involve identifying and taking specific mitigation actions – things we believe will reduce the likelihood and impact of harm. We should then also identify specific contingency actions that we believe will help reduce the harm experienced if the risk does happen.

More information about risk assessment can again be found in our other publication *Security and Protection of Earth Rights Defenders*. Readers can also find a short template in Section 3 of the Manual to articulate mitigation and contingency actions.

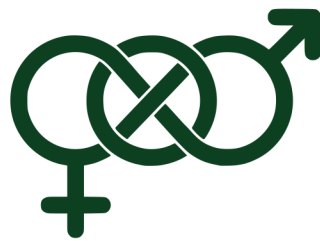
Level of acceptable risk

When undertaking our activities, we will likely identify potential risks. We should always consider whether the level of risk is acceptable. No activity will ever be free from risk, but we may determine that the level of risk is low and that it should not prevent us from doing our work. It is very important, however, to consider that the acceptable risk level is not the same for every person.

It should never be assumed that the acceptable risk level for us will be the same as it is for someone else. While it is understandable that we may want to continue our work regardless of the risks to ourselves, we must also be strategic so we can move forward and ensure the safety and security of our colleagues and those with whom we work. When we encounter harm, we will not be the only ones impacted; those we work with and those who care about us will be affected too.

Gender-based threats against ERDs

It is important to note that women, non-binary individuals, and gender minority ERDs may encounter a wider range of threats. We must recognize this and endeavor to take concrete steps to create a more inclusive and secure environment for all ERDs. To support fellow ERDs of all genders, we must consider gender in all aspects of our work and enable the voices of all ERDs to be heard and respected. Only when our fellow ERDs can contribute meaningfully to discussions about operations, planning, strategizing, and risk assessment will a more secure and safer environment for all of us working for human rights and the environment be possible.



Public activism and campaigning

As ERDs, we are passionate about our work, and we want to hold perpetrators of human rights and environmental violations accountable and fight against injustice. In Southeast Asia, this often involves public activism and campaigning, which can, although not always, carry a variety of different risks to us and those with whom we work.

To consider security and safety when planning public activism and campaigning means we assess how we achieve our goals in the most secure and safe way possible. Public activism and campaigning should go together with security and safety, and complement each other.

Public activism and campaigning that do not take into consideration security and safety have the potential to put us and those we work with at avoidable risk. Considering security and safety when planning our activities can enable our work to be long-lasting and sustainable, and it can build confidence in what we do from those we work with as well as external partners and donors.

There may be a variety of effective and impactful ways to raise awareness of your cause. Public activism and campaigning can sometimes lead to confrontational situations with the authorities or other actors – possibly leading to legal charges and violence. When planning your activities, it is always worth considering all the different and creative ways you could raise awareness of your cause that would safely achieve your public activism and campaigning goals.

Section 2 – Situations: considering security and safety in the different environments in which we work

Situational awareness and surveillance

If we are concerned that someone is following us, or that we are being surveilled, then we likely have a good reason for thinking so. We should not ignore our gut feeling – particularly if we notice something or someone unusual while carrying out our activity. Situational awareness is about being aware of our surroundings.



We should be mindful of:

- Where we are
- Who we are with
- What we (and those with us) are doing
- Who and what is around us
- What they are doing and what is happening
- Whether there is anything unusual or unexpected occurring
- What we are discussing and how loud we are being
- What documents or devices are visible to those around us
- Who knows where we are
- What are the possible exit routes.

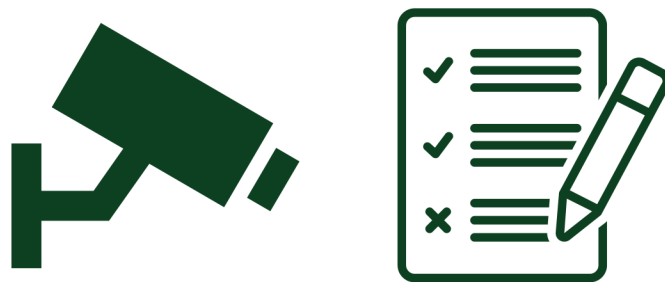


Should we be in a situation where we suspect that someone or something around us may pose any threat to us or those who we are with, then we should immediately consider:

- Safely leaving the area – where we would go and how we would get there
- Informing others of the situation, our whereabouts, and any next destination we plan to go to
- Locking away or destroying documents and disabling or destroying devices should it be thought necessary
- What information we were discussing, or looking at, and whether we consider it to be sensitive

- Our verbal and physical response if someone, or something, we think may pose a threat were to directly approach us
- If there is anyone, or anywhere, in the immediate area that may provide us with help or assistance.

If we have encountered surveillance or suspect that we have been followed or surveilled, it is always useful to log the incident so that we, and those we work with, can refer to it as necessary. This should include capturing details about who or what was a potential threat; what, when, and where it occurred; and what we and others did to respond to the incident.



Information about the incident should be shared with fellow ERDs we trust. Logging the information may give us an indication of whether it is part of a pattern that is happening, not just to us but also to our fellow ERDs. It can also help us and our colleagues consider situations and places to avoid or of which to be cautious. It could also help us improve our response should another incident occur at another point in the future.

You can use the incident log in Section 3 of this Manual to log any concerning incidents you encounter.

Hotels and guesthouses

If we are staying in a hotel or guesthouse – or participating in an event in one – there are many different steps we can consider to protect ourselves and improve our security and safety. We should think about familiarizing ourselves with:

- The layout of the hotel or guesthouse – knowing the different entry and exit routes and how we can get to those points should it be necessary
- Any fire evacuation procedures and evacuation points – in case of fires but also in case of other emergency situations
- The nearest medical center or hospital – including its location and contact details
- Transportation options – we should know what transportation options are available should we have to leave urgently
- Others that are staying in the hotel or guesthouse – we may know which of our colleagues and partners are in the hotel/guesthouse, but we should also try to be aware of anyone else who may not support the work we undertake.

When staying at a hotel or guesthouse, we should do all we can to remain as secure and safe as possible. Depending on our situation, we should consider:

- Keeping our room locked at all times (both when we are in the room and when we are not in the room)
- Storing sensitive documents and equipment in a safe place (ideally a high-quality safe if we have one)
- If possible, verifying who any unexpected visitors are with the front desk

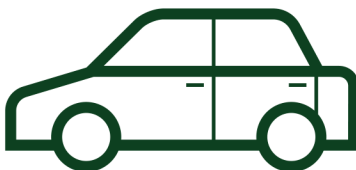
- Using a 'Do not disturb' sign whenever we leave the room to discourage unauthorized access when we are not there
- Being mindful about what we are discussing or looking at when in public spaces.

Transportation

We, as ERDs, often travel to undertake our work. When doing so, there are several areas that we should consider regarding our security and safety – particularly in areas that may be high-risk environments.

If we are traveling long distances, we should try to ensure we are traveling in a vehicle or vessel in good condition. If someone else is driving our vehicle or steering our vessel, we should also try to ensure that the person is in good condition, and not intoxicated or overly tired.

It is also important to try to use trusted individuals or companies if we are contracting others to transport us between different locations. In addition, we should be mindful of what we discuss and who may hear us if we are contracting others to transport us or using public transportation. This includes not only in-person conversations but also phone and virtual conversations.



In the community

In our line of work, we often conduct community work. This can involve documenting human rights and environmental violations, and speaking to local community members. Increasingly, it is not just state actors (such as the police) that are responsible for the targeting of ERDs in the region, but also non-state actors (such as private security personnel, company employees, or community members who are siding with such actors), and this has often occurred during community work. We should try to adequately prepare before visiting communities by ensuring that we and those we work with:

- Know where we are going, the route we are taking, and when we are leaving and returning
- Have agreed on how, when, and what we will communicate with each other
- Identify any known locations where communication may not be possible
- Have set up a regular and periodic check-in schedule – including a course of action that should be undertaken should a check-in be missed
- Are bringing any necessary medical supplies – including first aid equipment and medication that we, or others we are traveling with, require
- Know where the nearest medical centers/hospitals are for different stages of the travel
- Have planned where, when, and for how long we will stay overnight in the community

- Know what we will tell those we encounter about ourselves, our work, and our purpose for being in the area – both those we consider to support our work and those that may oppose it
- Are aware of any police or military presence in the area (this should help to inform any plans that we make in advance)
- Know how we are going to keep our notes, devices, and equipment secure. It is common for researchers to capture information without specifically naming people or locations – instead, using simple measures like initializing the names of respondents or using a basic coding system to anonymize people. We must also be careful to secure digital devices – password protecting them and encrypting the data if we can.

In addition, we need to be aware of and understand different stakeholders at the community level. We need to know which side they are on: whether or not they support your activism and the issues on which you work.

Checkpoints

As ERDs, we often work in communities or travel between different locations. In some countries in Southeast Asia, we may encounter different types of checkpoints when doing so. Ideally, in advance of any travel, we should conduct our own research on the current situation and talk to fellow ERDs to see if there are any known checkpoints expected on our travel route. If we can learn about an expected checkpoint, then we may be able to consider taking an alternative route or an alternative mode of transport.

It is therefore important to consider in advance what we take with us, who we travel with, and how we will present ourselves to those stationed at the checkpoint. It is possible that we, or the vehicle we are traveling in, will likely be searched. Therefore, it is worth carefully considering what we will have in our possession before traveling and leaving any non-essential documents, devices, or equipment at home or securing them in advance (particularly digital devices).

Questioning and cover stories

We must also prepare to answer a range of different questions – who we are, who we are with, why we are traveling through the checkpoint, and what our purpose of doing so is. With these points in mind, we should consider whether we believe it is safe and appropriate to disclose real information about ourselves and our purpose for travel, or whether it may be necessary to use a cover story. Should we create and use a cover story, we must ensure that:

- It is believable, not too elaborate, and can be backed up or authenticated if checked
- All those we are traveling with know the cover story well and are confident about the details.

A cover story must be very carefully thought out and not deviate too far from the truth – there is every possibility that those working at the checkpoint will try to verify the information we disclose to them – and this may include making calls to their superiors or those we have said that we work with.

It is vital to note that it is not always going to be necessary to use a cover story, and one that does not hold up to scrutiny may further endanger us and those with us.

Communication

When communicating with those working at the checkpoint, we should always follow a few simple rules. We should try to:

- Be polite and respectful but confident with our responses
- Not argue with those working the checkpoint – follow instructions given and stay away from discussing any potentially contentious topics
- Remain patient and expect that we may be waiting at the checkpoint for some time while any paperwork we have to provide is checked.

We must also consider non-verbal communication and how we respond when approaching, waiting at, or leaving the checkpoint – particularly if those stationed at the checkpoint are carrying weapons. We should be careful to:

- Approach the checkpoint slowly and cautiously – following all instructions given to us
- Inform everyone in our group of the upcoming checkpoint – making sure they are awake and alert
- Make no sudden movements – such as reaching for something in the vehicle we are traveling in, or into any bags we are carrying, or unbuckling our seatbelts without instruction
 - If we do, we should inform the checkpoint guards exactly what we will do in advance. It can also prove useful to have

all the items we may need visibly accessible on the vehicle dashboard in advance of approaching the checkpoint

- Show no frustration or annoyance – we may be waiting for some time, and we should be prepared for such a possibility
- Leave the checkpoint slowly and as instructed.

Meetings and conferences (online)

If we are hosting or attending online meetings or conferences, it is important to be aware of the different topics that may be discussed and whether anything mentioned could be sensitive or contentious.

It may seem like a simple point, but there have been instances in the region in which those trying to stop the work of ERDs have accessed online meetings or conferences, and later used what was discussed to launch legal charges against participating ERDs.

Public and private online meetings or conferences

If we host an online meeting or conference, we should consider whether to make it public (available to anyone) or if it needs to be private (with restricted access and attendance).

For private online meetings or conferences, we should consider vetting all those joining – making sure we have a list of confirmed attendees in advance, and blocking anyone we are not confident we know or trust.

For hosting private online meetings or conferences, consider the security functions available. The most popular online meeting or conference platform these days is currently Zoom, which provides

the host with the options to set up an entry passcode, use a 'Waiting room' (to review and permit or deny people from joining), expel participants during the meeting, lock the meeting room from any further participants, and use encryption. If you use Zoom for your meetings or conferences, it is worth learning how to use these functions and start implementing them as standard practice.

It is also worth being cautious about what we visually share during any online meeting or conference. We may share our screens or information that is potentially sensitive. If this is in a private meeting or conference, it may be less of a concern, but if it is a public conference that is being broadcast online, we could unintentionally share information with those that wish to target us and those with whom we work.

Smaller private meetings

If we are holding small meetings, we may not always need to use online platforms and should consider using secure alternatives. [Signal](#) is widely considered to be one of the, if not the most, secure and free communication applications available. It can be used for encrypted group calls, and it has a range of security features that can be utilized to secure your communications. If you are not already using Signal, it is worth downloading, installing, and using it as your standard communication application.

Meetings and conferences (in-person)

If we attend meetings and conferences in person, we must also take precautions to ensure the security and safety of ourselves

and others. This should involve considering where we are holding it, who else is likely to be present in the area, and what will be discussed.



Smaller public meetings

It is not unusual for ERDs to hold smaller meetings in public places – such as hotel lobbies or coffee shops. If this is what we intend to do, and we may have no other option, we should try to sit away from others so that no sensitive information or details about people we work with can be heard. It is also important to practice situational awareness and to consider whether it is a suitable environment for those we are meeting. After all, those who do not support our work stay at hotels and visit coffee shops, too.

Sign-in sheets

Many larger meetings and conferences require participants to sign in. This can be an important means of verifying who is attending for organizers and supporting post-event communications. However, we must also be aware that it can be easy for those who do not support our work to obtain information – particularly if sign-in sheets are left unattended or if they ask for a lot of information.

It is important to bear this in mind as there have been many instances in which authorities have attended and monitored ERDs' public meetings and conferences in the region. When this has occurred, authorities have often been suspected of taking photographs of attendance sheets and of the participants themselves.

If we ask for telephone numbers, email and home addresses, or other sensitive information, and if this gets into the wrong hands, it makes it easy for those who do not support our work to target other attendees and us.

Documents, devices, and belongings

Attending meetings and conferences in public places can often last many hours or even full days. While we may become comfortable and trusting of those with whom we are attending the meeting or the conference, they are not the only persons in public places. We should be mindful not to leave our documents, devices, and belongings unattended. Organizers can help by locking rooms that are not in use and encouraging participants to take what they have with them whenever they leave the room. If something goes missing, it could be the result of theft for financial gain, but it could also be a result of those that do not support our work trying to find out information about us, those we work with, and our activities.

Organizers

If we are planning a public meeting or conference, it can be useful to take into consideration:

- The location in which we are holding the event – particularly who owns the building and whether we might be arousing suspicion from holding the event there (particularly in less populated areas)
- Whether the venue has privacy – while we may think we will have a private room with doors we can close and lock, we should not assume this and should check in advance, just as we should check whether or not there are CCTV cameras
- Anticipate that venue staff may be entering and exiting the meeting or conference room(s) to provide refreshments or to clean. Plan to discuss sensitive or potentially contentious topics when venue staff are absent from the meeting space
- Ground rules for participants:
 - Advance communication – Any ground rules should ideally be communicated in advance of the meeting or conference and should also take into consideration whether participants are permitted to share information about the event, speaker(s), and its location
 - Chatham House Rules – It has become standard with many meetings and conferences that ERDs attend to adhere to Chatham House Rules – whereby participants are “free to use the information received, but the affiliation of the speaker(s), nor that of any other participant, may not be revealed.” This can be important for creating a safe and trusted space for meaningful discussion
 - Photographs and videos – Any ground rules should specifically lay out what is permitted regarding photographs and videos. In the age of smartphones it is not unusual for participants of meetings and conferences to post photographs, videos, and other information about meetings and conferences they attend on social media

- Emergency procedures – Arrange any necessary procedures, such as exit routes and evacuation points, in advance and communicate them to participants. Doing so will ensure everyone's safety in an emergency
- Contact person – As organizers, we should always have a dedicated point of contact that can help should any security or safety issues arise. This should ideally be someone who can respond immediately and does not have other pressing responsibilities.

In the workplace

Our workplace, or office if we have one, is often where we spend most of our time. We must make it a secure and safe environment that protects us, our colleagues, and our information. We can do this with some simple but very important measures:

- Comprehensive locks and a secure place (ideally a safe) to keep any sensitive documents or equipment
 - Such basic provisions can protect us, our workplace, equipment, and documents from harm, theft, and damage – but only if they are used. ERDs' workplaces in the region have been, and still are, affected by break-ins and damage. Unauthorized theft and damage by state and non-state actors (often wishing to learn more about our work and activities) do occur in Southeast Asia, and such basic provisions can help prevent this from happening
- Visitor logs
 - To know who is coming into our workplace, when they have arrived and when they have left. This can be particularly important if we have a large number of people

visiting our workplace who do not necessarily agree with our work

- No visibly sensitive/contentious documents or information on display
 - If we are visited by those we do not entirely trust to have our best interests in mind, they could easily observe or even steal our sensitive documents or equipment if they are openly on display and not secured away
- Relationships with neighbors
 - Maintaining a good relationship with neighbors or those living or working nearby can prove important – particularly if we do not have sophisticated security equipment. They may be able to alert us to anything out of the ordinary, warn us if there is a threat, and possibly even provide assistance should we need to leave the area or temporarily hide
- Medical/first aid equipment
 - It is always good to have medical or first aid provisions in the workplace and those trained in applying basic first aid. This can be essential should there be security or safety incidents that occur. It is also an important way to ensure that we are prepared and able to support those with whom we work. Larger organizations or donors that support your organization and your work may be able to help to get you training on this
- Nearby medical centers/hospitals
 - If we are not already aware, it is good to ensure that we (and all those we work with) are familiar with and know where the nearest medical centers/hospitals are. We should not assume that everybody in our workplace knows

the location or how to get to nearby medical centers/hospitals if necessary.



- Security cameras and digital key door entry
 - Should there be adequate funding and viable options for installing security cameras and a digital key door entry, then they should be implemented as tools to monitor activity outside, and to restrict entry to trusted persons. This can help to know in advance if someone is trying to gain entry to the workplace – either with permission or without
- Evacuation routes and evacuation points
 - If we have not already identified where and how we would evacuate, then it is useful to do so in the event it is required. This can be important should there be a raid, a fire, or other urgent reasons to leave the premises immediately
- Document and equipment procedures in case of emergencies
 - It can be useful to set up an agreed course of action concerning our important documents and equipment if there is an urgent need to leave the workplace. We may be able to take some things with us when we leave, but we may feel it necessary to secure other documents and devices – or, in some circumstances, even consider destroying them. If there is an agreed and understood procedure for this, it can help prevent sensitive information from falling into the wrong hands.

Section 3 – Quick tools and notes

The following section provides some quick reference information, quick template tools, and a notes section that may prove useful for us when we consider integrating security and safety into our work.

We can enter this directly into the manual (if we have a hard copy) or simply print these out – whatever might be most useful. The following pages consist of:

- Information about Emergency Assistance Providers
- Incident log template – a quick template for logging any incidents regarding security and safety (5 pages)
- My risks template – a quick template for identifying potential risks in different situations, and formulating specific mitigation actions and contingency actions (5 pages)
- A blank notes section – where we can formulate ideas about integrating security and safety into our work (7 pages).

1. Emergency assistance providers

The following list provides information about some of the different emergency assistance initiatives for ERDs at risk. It is not a full list of all available emergency assistance initiatives for ERDs, but it includes some of the larger initiatives available.

Asian Forum for Human Rights and Development (FORUM-ASIA)

FORUM-ASIA's Protection Plan aims to further strengthen protection and provide timely and efficient assistance to human rights and environmental defenders at risk in Asia, through temporary relocation and other types of urgent assistance, as well as through trial observation missions.

Civil Rights Defenders (CRD)

Many defenders that CRD partners with carry out their work under precarious circumstances. When the situation escalates, and someone is in acute danger, CRD's Emergency Fund is there to provide rapid support. The Emergency Fund is used to, for example, temporarily relocate people or to quickly provide specific security improvements like steel doors, digital security software, or security cameras.

Committee to Protect Journalists (CPJ)

CPJ provides support to frontline journalists and works to ensure that all journalists, including freelancers and media support workers, are aware of security and safety issues before entering a conflict zone. They work to prevent deaths, detentions, kidnappings, and other dangers through information sharing and practical guidance. They provide on-the-ground advocacy and rapid response support to journalists injured, imprisoned, or forced to flee because of their work.

Digital Defenders Partnership (DDP)

DDP's Incident Emergency Funding responds rapidly to urgent cases of digital threats or attacks against human rights defenders, journalists, activists, or organizations. The funding provided can be up to €10,000, and it can be used to cover costs that will directly reduce the risk or impact of a digital attack. The funding covers activities for a maximum of four months. DDP aims to respond to requests within two weeks.

Freedom House/Lifeline

Lifeline provides small, short-term emergency grants to organizations threatened because of their human rights work. Emergency grants can address urgently needed expenses related to security, medical treatment, legal representation, prison visits, trial monitoring, temporary relocation, and equipment replacement, among other services.

International Federation for Human Rights (FIDH)

FIDH, under the Observatory for the Protection of Human Rights Defenders, provides emergency material support to at-risk human rights defenders working in the most difficult circumstances. Costs eligible for financial support or direct material support include physical security, digital security, communications, capacity building in security, secure transportation, legal support, medical support (including psychosocial support and rehabilitation), humanitarian assistance (including family support), urgent relocation, urgent monitoring, reporting or advocacy.

ProtectDefenders.eu

ProtectDefenders.eu delivers a fast and specific EU response to support defenders at risk. The emergency grants program ensures that defenders can access and implement urgent security measures to protect themselves, their family, and their work.

Reporters Without Borders (RSF)

The Assistance Desk of RSF provides financial and administrative assistance to professional journalists and citizen journalists who have been the victims of reprisals because of their reporting.

Urgent Action Fund for Women's Human Rights, Asia, and Pacific (UAF A&P)

In 2017, UAF A&P was established to award rapid response grants to women and non-binary defenders in Asia and the Pacific. Defenders can apply for grants of up to \$5,000 USD in any language on any day of the year, and they are guaranteed a response within 72 hours.

World Organisation Against Torture (OMCT)

OMCT's material assistance and emergency support aim to respond to emergency requests for assistance submitted by defenders and organizations at risk. These can cover medical support (including psychosocial support and rehabilitation), legal support, social assistance (including family support), physical security, digital security, communications, capacity building in security, secure transportation, support for temporary relocation where necessary, among other services.

2. Incident log template

Date:_____ Time:_____ Location:_____

Person(s) that experienced the incident:_____

Description of the incident: _____

Actions that were taken in response to the incident:_____

[illegible][illegible]

Date:_____ Time:_____ Location:_____

Person(s) that experienced the incident:_____

Description of the incident: _____

Actions that were taken in response to the incident:_____

[illegible][illegible]

Date:_____ Time:_____ Location:_____

Person(s) that experienced the incident:_____

Description of the incident: _____

Actions that were taken in response to the incident:_____

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

[illegible]

3. My risks template

Activity/situation

Potential risk (*I am concerned about*):

Mitigation actions (*I will do the following to reduce the likelihood of this happening and/or its impact*):

Specific contingency actions (*I will do the following if this does happen*):

by this date_____

by this date_____

by this date_____

by this date_____

by this date_____

by this date_____

Do not forget to mark off completed actions and add any new ones.

Activity/situation

Potential risk (*I am concerned about*):

Mitigation actions (*I will do the following to reduce the likelihood of this happening and/or its impact*):

Specific contingency actions (*I will do the following if this does happen*):

by this date_____

by this date_____

by this date_____

by this date_____

by this date_____

by this date_____

Do not forget to mark off completed actions and add any new ones.

Activity/situation

Potential risk (*I am concerned about*):

Mitigation actions (*I will do the following to reduce the likelihood of this happening and/or its impact*):

Specific contingency actions (*I will do the following if this does happen*):

*by this date*_____

*by this date*_____

*by this date*_____

*by this date*_____

*by this date*_____

*by this date*_____

Do not forget to mark off completed actions and add any new ones.

4. My notes

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

Date: _____

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