



Coalición Nacional contra el  
Tráfico Ilícito de Migrantes  
y la Trata de Personas  
**CONATT**



**COSTA RICA**  
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# INSTITUTIONAL PROTOCOL FOR THE CARE OF MINOR VICTIMS AND SURVIVORS OF THE CRIME OF TRAFFICKING IN PERSONS AND PME DEPENDENT ON A VDTP

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## ABBREVIATIONS AND ACRONYMS

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**Table 1**

<b>CCSS</b>	Costa Rican Social Security Fund
<b>CONACOES</b>	National Commission Against Sexual Exploitation
<b>CONATT</b>	National Coalition against the Smuggling of Migrants and Trafficking in Persons
<b>CTI-PANI</b>	Institutional Technical Committee-PANI
<b>DAI</b>	Immediate Attention Department-PANI
<b>DIMEX</b>	Migratory Identity Document for Foreigners issued by the DGME
<b>DGME</b>	General Directorate of Migration and Aliens
<b>DPPM</b>	Professional Migration and Alien Police
<b>ERI</b>	Immediate Response Team
<b>FACTRA</b>	Deputy Prosecutor's Office against Smuggling of Migrants and Trafficking in Persons
<b>INAMU</b>	National Women's Institute
<b>INFOPANI</b>	PANI Information System
<b>MP</b>	Public Prosecutor's Office
<b>MTSS</b>	Ministry of Labor and Social Security
<b>OAPVD</b>	Office for the Attention and Protection of Victims of Crimes
<b>OIJ</b>	Judicial Investigation Organism
<b>NGO</b>	Non-Governmental Organization
<b>PANI</b>	National Child Welfare Agency
<b>WEP</b>	Minor person
<b>URAI</b>	Regional Immediate Attention Units
<b>VdTP</b>	Victim of Human Trafficking

Source: Institutional Technical Committee

## VALIDATION ADVISORY GROUP

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For the purposes of revising this Protocol, a strategy was developed to consult a group of professionals from different units of the National Children's Trust in order to analyze the care process in the activities of Assessment, Implementation and Evaluation of PME victims and survivors of the crime of human trafficking and PME dependents of a victim of trafficking. Likewise, the documents of the Strategy for comprehensive care and mobilization of support resources for victims-survivors of human trafficking and their dependents and related matters were sent to the Institutional Technical Committee, which is the entity that articulates the issue at the institutional level.

The consultation group was made up of preselected professionals in psychology, social work and law, who have knowledge and/or experience in the care of WEPs who are victims of human trafficking and WEPs who are dependent on victims of human trafficking. The objective was to analyze the proposed intervention procedure on technical grounds, proposing improvements and validating the protocol as a working tool.

The strategy used consisted of sending each professional, by e-mail, the document *"Institutional Protocol for the Care of Minors Victims and Survivors of the Crime of Trafficking in Persons and Minors dependent on an adult victim of trafficking in persons"*, as well as a matrix for the annotation of observations and recommendations; likewise, an official from the DGME's Management of Smuggling of Migrants and Trafficking in Persons was incorporated to provide specialized technical guidance.

Members of the consulting group:

- Anargerie Alvarado Ulloa, Law, Immediate Attention Department.
- Heiling Arias Cordero, Law, Upala Local Office.
- Jazmín Castillo Aguilar, Social Work, Immediate Attention Department.
- Jimena Monge Solano, Psychology, Alajuelita Local Office.
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- Marjorie Dawley Aguilar, Psychology, Hatillo Local Office.
- Gissenia Jiménez Quirós, Psychology, Immediate Care Department.
- Vanessa Chacón Quesada, Social Work, San José Oeste Local Office.
- Silvia Artavia Campos, Psychologist, Management of Migrant Smuggling and Human Trafficking, DGME.

## INTRODUCTION

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Human trafficking is a crime that violates human rights, violating the freedom and dignity of the victim, and is considered one of the forms of contemporary slavery. This is a lucrative illicit activity, which occurs both at the family and local level, and is also linked to transnational crime and corruption networks; according to the United Nations Office on Drugs and Crime (2016), it is the third most lucrative criminal activity in the world, only surpassed by drug and arms trafficking, with women, children and adolescents being the most affected. The World Report on Trafficking in Persons - UNDOC (2014), indicates that this crime in minors is on the rise, noting that worldwide almost a third of the detected VoTs are children and adolescents.

At the regional level, Costa Rica is a country of transit, destination and origin of the crime of human trafficking, and children and adolescents do not escape this reality, becoming a vulnerable population mainly when there are risk factors such as socio-economic disadvantage, parental neglect, low or no schooling, among others.

As the main response to the crime of human trafficking, in 2002 our country ratified the Protocol to Prevent, Suppress and Punish Trafficking in Persons, and in February 2013, Law No. 9095 Against Trafficking in Persons and the creation of the National Coalition against the Smuggling of Migrants and Trafficking in Persons (CONATT) entered into force, with the national objective of having a political and operational structure to discourage, prevent and combat this crime.

The Patronato Nacional de la Infancia is part of this coalition, becoming an active part of the permanent commissions in the areas of care, prevention and the Immediate Response Team; it also established the Institutional Technical Committee, responsible for articulating, organizing and guiding strategic actions, so that PANI complies with the responsibilities established in Law No. 9095. According to information provided by CONATT, during the period from 2010 to 2019, 67 minors were accredited as victims of human trafficking.

Thus, the following is an Institutional Protocol for the Care of Minors Victims and Survivors of the Crime of Trafficking in Persons and Minors dependent on an adult victim of trafficking in persons, responding to one of the institutional needs on the subject. This protocol contemplates assessment, execution and evaluation activities, which are vital for a comprehensive approach that guarantees, as far as possible, the integral development of minors and the adequate exercise of their rights.

## LEGAL FRAMEWORK

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The following is a list of national and international instruments related to the rights of underage victims and survivors of the crime of trafficking, the special protection they have because of their condition and the criminal prosecution of the conducts typified as crimes. The most relevant articles in this regard are also shown in a box:

**Table 2**

LEGAL INSTRUMENTS	RELEVANT PAPERS
Convention on the Rights of the Child	
Optional Protocol to the Convention on the Rights of the Child on the sale of children, child prostitution and child pornography. child pornography	articles 1 and 3
Protocol for prevent, repress and Punish the trafficking of trafficking in persons, especially women and children	articles 2 and 6
Penal Code	articles 172, 192 and 192 bis
Law No. 9095 Against Trafficking in Persons and the Creation of the National Coalition against the Smuggling of Migrants and the Smuggling of Migrants (Coalition) trafficking in persons (CONATT)	Articles 5, 6, 8, 19, 28, 28, 30, 36, 39 and 44
Childhood and Adolescence Code	articles 5 and 24
Victims, Witnesses and Other Subjects of Proceedings Law	Articles 4, 5 and 6

Source: Institutional Technical Committee



## GENERAL AND SPECIFIC OBJECTIVES

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### General Objective

To standardize the care process that is developed at the institutional level with underage victims and survivors of the crime of human trafficking and underage dependents of an adult victim of the crime of trafficking.

### Specific Objectives

- Establish a homogeneous process in the DAI, Regional Immediate Attention Units and Local Offices of the National Child Welfare Agency, in relation to the care of underage victims, survivors and dependents of human trafficking.
- To provide a guide to the care processes of the DAI, Regional Immediate Attention Units and Local Offices of the National Child Welfare Agency for minor victims, survivors and dependents of human trafficking.
- To provide a quality service in a timely manner to ensure the comprehensive protection of minor victims, survivors and dependents of human trafficking.
- To provide guidance regarding the guidelines and processes to be followed by the National Children's Trust regarding the implementation of the *Strategy for comprehensive care and mobilization of support resources for Victims-Survivors of Trafficking in Persons and their dependents: integration, reintegration, repatriation, voluntary return and resettlement*.
- Point out the objective and functions of the Institutional Technical Committee, as a coordinating and liaison body on the issue of smuggling of migrants and trafficking in persons, at the institutional level; as well as the role played by its members in the representation before CONATT, permanent commissions and the Immediate Response Team.

## CONCEPTUAL FRAMEWORK

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- 1. Crime of trafficking in persons.** According to Article 5 of Law No. 9095, trafficking in persons shall be understood as "the action that through the use of technology or any other means, resorting to the threat, use of force or other forms of coercion, abduction, fraud, deception, abuse of power, abuse of a situation of vulnerability or the granting or receipt of payments or benefits to obtain the consent of a person having authority over another, promotes, facilitates, favors or executes the recruitment, transfer, transportation, lodging, concealment, retention, delivery or reception of one or more persons within or outside the country, to subject them to forced labor or services and other forms of labor exploitation, servitude, slavery or practices similar to slavery, servile or forced marriage, irregular adoption, forced begging, forced pregnancy and forced abortion and the execution of any form of sexual exploitation. In the case of minors, the recruitment, transfer, transportation, housing, concealment, retention, delivery or reception shall be considered trafficking in persons, even when none of the circumstances described in the first paragraph of this article are used. Trafficking in persons shall also be understood as the promotion, facilitation, favoring or execution of the recruitment, transfer, transportation, lodging, concealment, retention, delivery or reception of one or more persons within or outside the country, for the purpose of illicit extraction".
- 2. Victim of Human Trafficking.** From what is indicated in Article 7 paragraph a) of Law 9095 (2013), a victim of trafficking in persons (VdTP) shall be understood as "any person who has suffered harm, including physical or mental injury, emotional suffering, financial loss, substantial impairment of fundamental rights, as a result of the crime of trafficking in persons and related activities, whether national or foreign".
- 3. Dependent.** Article 7, paragraph e) of Law No. 9095 defines a dependent as "the person who depends directly on the VdTP and is at imminent risk related to this crime, regardless of whether they are adults or minors". This dependency is determined after a technical assessment by the ERI.
- 4. Exploitation purposes of human trafficking.** The primary purpose of the crime is the exploitation of its victim, these forms of exploitation can be grouped according to Law No. 9095 as follows:

**Table 3**

<b>EXPLOITATIVE PURPOSES OF TRAFFICKING</b>	
<b>Forced pregnancy</b>	"Any action aimed at promoting, facilitating or performing the pregnancy of a woman, adult or minor, with the purpose of obtaining an economic or other benefit from the sale of the product of pregnancy, as well as any of its organs, tissues, fluids or other anatomical components". Art. 7, Subparagraph i)
<b>Sexual exploitation</b>	"Situation in which the victim is manipulated or forced to perform acts involving his or her body to satisfy sexual desires of other persons with or without remuneration therefor." Art. 7, Item t
<b>Labor exploitation</b>	"It is that exacted from a person under threat of harm or the duty to pay a spurious debt or by deceit". Art. 7, Subparagraph y)
<b>Forced or servile marriage</b>	"Any practice by virtue of which a person, without the right to object, is promised or given in marriage in exchange for a consideration in money or in kind given to his or her parents, mothers, or a guardian, to his or her family or any other person or group of persons. Forced or servile marriage also occurs when a person marries and is subjected to exploitation". Art. 7, Subparagraph m)
<b>Forced begging</b>	"A person who is forced by another to beg for money for the benefit of the trafficker or third parties. The consent to carry out begging is not valid in cases of minors, elderly or disabled persons, or under any other situation of vulnerability". Art. 7, Subparagraph o)
<b>Exploitation in criminal activities</b>	When the person is forced to perform unlawful acts, such as the sale of drugs, weapons or stolen goods; and robberies or hired assassinations.
<b>Illegal organ harvesting</b>	"Subtraction of one or more human organs without involving the procedures medical procedures y legal procedures legally established". Art. 7 Item l)
<b>Irregular adoption</b>	When the adoption process is carried out without the requirements established in Law No. 5476, Chapter VI of the Family Code of Costa Rica.

Source: Institutional Technical Committee

Likewise, it should be considered that the purposes are not exclusive or exhaustive, so that the crime of trafficking in persons may include other purposes of exploitation not

described above, and the victim may be exposed to simultaneous forms of exploitation.

- 5. Stages of the crime of trafficking in persons.** In the Model of Comprehensive Care for Survivors-Victims of the Crime of Trafficking in Persons (2009); it indicates that, within the crime, victims may go through 5 stages, these are:
- a) Recruitment/ recruitment.
  - b) Travel and transfer.
  - c) Exploitation.
  - d) Detection / Escape.
  - e) Reintegration / Repatriation / Resettlement.
- 6. National Coalition against the Smuggling of Migrants and Trafficking in Persons.** It is the Coalition responsible for promoting the formulation, implementation, monitoring and evaluation of national, regional and local public policies for the prevention of smuggling of migrants and trafficking in persons, the care and protection of victims, the prosecution and punishment of those responsible.
- 7. Immediate Response Team - ERI.** Article 19 of Law No. 9095 defines: "The ERI is a specialized inter-institutional body for the activation of primary care measures for victims of trafficking and their dependents".
- 8. Strategy for comprehensive care and mobilization of support resources for Victims-Survivors of Human Trafficking and their dependents: integration, reintegration, repatriation, voluntary return and resettlement.** Platform of services that seeks to develop processes of comprehensive care, social assistance, individualized, comprehensive, sensitive, accessible and sustained over time that contribute to the construction of life projects free of violence and facilitate the reintegration of victims-survivors of human trafficking and their dependents.
- 9. PANI Institutional Technical Committee.** As stipulated in the CTI- PANI Performance Guide (2019), this committee is in charge of articulating, organizing and guiding at the national level, institutional actions for the fulfillment of the responsibilities entrusted in Law No. 9095 and its regulations.

# CARE FOR MINORS WHO ARE VICTIMS AND SURVIVORS OF THE CRIME OF TRAFFICKING IN PERSONS AND MINORS WHO ARE DEPENDENTS OF AN ADULT VICTIM OF THE CRIME OF TRAFFICKING IN PERSONS

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ROUTE OF THE ATTENTION PROCESS IN THE DAI, REGIONAL UNITS OF IMMEDIATE ATTENTION AND LOCAL OFFICES

ASSESSMENT ACTIVITIES

IMPLEMENTATION ACTIVITIES

EVALUATION ACTIVITIES



# PROCEDURE FOR THE INTERVENTION OF SME VICTIMS AND SURVIVORS OF THE CRIME OF TRAFFICKING IN PERSONS

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Based on PANI's Management Model for Attention Processes (October, 2019), this protocol establishes the actions to be performed in the institutional care process.

## Valuation Activities

All complaints or referrals for intervention, where there is a suspicion that the WEP is a victim of the crime of human trafficking, are processed as priority No. 2 High Risk, this being understood as situations where priority social and psychological care is required. These must be attended to within a maximum period of five days.

### *Steps for valuation activities*

- 1. Receipt and processing of the complaint:** This involves the attention and receipt of information and documents by the person/s and/or instances that refer the situation of the PME under suspicion of VTPd, to the DAI, Regional Immediate Attention Units or Local Offices.
- 2. Classification and assignment of the complaint:** This involves a preliminary assessment of the situation reported, according to the criteria of intensity, frequency and chronicity. In the case of PME under suspicion of VdTP, the complaint will always be categorized as high risk.

In cases of WEPs dependent on an adult VdTP, it should be assessed whether the risk situation could be related to the crime of human trafficking or if it responds to some other vulnerability factor, in which case it should be addressed according to the corresponding protocol.

- 3. Preliminary investigation of the complaint and risk assessment.** This involves verifying or ruling out that the WEP is **at risk**, assessing the need to adopt emergency protection measures. It will be in the implementation activities - in the diagnostic assessment, where the existence of a situation of human trafficking in the WEP will be defined.

As indicated in the flow chart developed by CTI-PANI (2020) and the recommendations issued in the Model of Comprehensive Care for Survivors-Victims of the Crime of Trafficking in Persons (2009), when there is a suspicion that the WEP is a victim of human trafficking, an articulated route should be followed in primary care. Following the steps described below:

- **PME interview, the** information referred from another instance should be considered, so as not to reiterate consultations or information that the alleged victim has already indicated, in order to avoid re-victimization, and psychological first aid should also be provided.
- **Transfer of the PME to the medical center** for the assessment of his/her health condition, which should be expedited through the CCSS services. In those situations in which the adolescent's age cannot be determined, the medical center will be asked to perform a bone test. This bone test can also be performed in a private medical center (this will be the responsibility of the institution).
- **Search for institutional antecedents**, it is necessary to search in all the current institutional information systems.
- **Assess the possible family and/or community resources** offered by the PME as a presumed victim, determining a safe location. If the PME does not have adequate family or community resources for her protection at the time of care, she should be placed in a PANI institutional protection alternative. (Subsequently, the local office in charge of the case may contact a specialized NGO, taking into account the characteristics and needs of the PME).
- **File a complaint** with the Public Prosecutor's Office (if not available).
- **Preparation of the report** containing the risk assessment, as well as the elements and factors that indicate the possible situation of human trafficking in any of its modalities. Clear recommendations should be made so that the diagnostic assessment defines or rules out the situation of human trafficking. This should be included in INFOPANI.  
The preparation of the report should be based on the social, criminological, psychological, psychosocial and family or community resource assessment guide, as established in the PANI Management Model for Attention Processes (October, 2019), annexes 8.1, 8.2, 8.3 and 9.
- In the case of WEPs suspected of being VdTPs, an **administrative measure** must always be taken. In the case of the DAI and the URAI, if requested by the Legal Representatives, only 3 protection measures are issued (Temporary Shelter, Provisional Care and Modification of Foster Care). Thus, if the situation is referred for follow-up and the need for any other type of measure is defined, it will be in the Execution Phase where it will be carried out.
- **Situations attended to at the IAD and Regional Immediate Attention Units**, given the nature of these units, it is in the assessment process where they have the competence to provide care, but not in the execution and evaluation activities; thus, if the intervention is carried out by these units, the IAD **and the Regional Immediate Attention Units have the** competence to provide care,



Once the previous step has been completed, all the documentation of the WEP is sent to the PANI Local Office, according to jurisdiction, to continue with the corresponding assistance activities. It will be the Local Office responsible for the diagnostic phase where the trafficking situation is defined or ruled out.

- **Opening of a file**, every situation attended in which there is a risk situation, where human trafficking is suspected in any of its modalities, must have a digital file, administrative resolution and must be referred for the respective attention defined in the execution and evaluation activities.

The information provided must be handled confidentially. In the case of the DAI and the URAI, they do not open physical or digital files at the Information System - INFOPANI level, what is generated when the Digital Reception is converted to a file is a consecutive number, which when transferred to the Local Office in the appropriate cases, becomes a file with a consecutive number of the Local Office.

### *Risk factors and protective factors*

Taking as a reference, what is indicated by the MTSS in its Inter-institutional Care Manual (2014) and in consideration of the PANI care situations, the risk and protection indicators in PME victims of human trafficking are determined below:

**TABLE 4**  
**RISK FACTORS TO CONSIDER IN THE CRIME OF TRAFFICKING IN PERSONS**

Physicists	Psychosocial	Communal and family
<p>PME Occasional or repeated exposure to incidents that threaten their physical integrity.</p> <p>PME presents physical signs corresponding to blows or wounds.</p> <p>PME has a physical or cognitive disability.</p> <p>According to medical assessment, PME with physical evidence of vaginal, anal or oral rape.</p> <p>According to medical assessment, PME evidences genitalia with physical characteristics typical of sexual activity that do not correspond to age.</p> <p>According to medical assessment, PME with sexually transmitted diseases. Pregnant adolescent. Adolescent mother / father.</p> <p>Induced or spontaneous abortions.</p> <p>PME with evidence of psychoactive substance use (drugs)</p>	<p>PME does not have legal registration of birth. Foreign SMEs without identification documents. Irregular adoption.</p> <p>PME with a native language other than Spanish. PME presents egresos from home without authorization.</p> <p>PME Absenteeism or school exclusion, PME behavioral and academic difficulties in the educational system.</p> <p>PME with self-injurious or self-harming behaviors. WEPs with difficulties to abide by limits. WEPs involved in criminal activities.</p> <p>PME and family staying in places known to the community where there is criminal activity. Family presents drug and alcohol consumption.</p> <p>PME handles significant amounts of money, clothes and high-cost items, not adjusted to the family's economic reality.</p> <p>PME in a situation of sexual exploitation.</p> <p>PME with sexual behavior not corresponding to their chronological stage.</p>	<p>Socioeconomically disadvantaged family. Family violence.</p> <p>Adults /as foreigners that do not carry migratory documents.</p> <p>SMEs at risk for repatriation process.</p> <p>Foreign PME, does not present with family or community resources in Costa Rica.</p> <p>PME little or no support from family and community networks. Family with a history of drug use and/or alcoholism.</p> <p>Excessive security and surveillance at the family's home/premises.</p> <p>Persons from outside the community associated with commercial sex activities or sexual exploitation.</p> <p>PME permanently guarded or accompanied.</p> <p>Persons with narratives inconsistent or incongruent with the activities they perform. Concentration of people of similar ages in the same place.</p> <p>Groups of people organized or transferred by third parties.</p> <p>Houses or premises where the entrance and exit of different people can be seen, but they have no contact with the rest of the community.</p> <p>Family members with criminal records.</p>

**TABLE 5  
PROTECTIVE FACTORS TO BE CONSIDERED IN THE CRIME OF TRAFFICKING IN PERSONS**

<b>Physicians</b>	<b>Psychosocial</b>	<b>Communal and family</b>
<p>PME with medical care record up to date. PME without signs of blows and wounds.                      PME with no history of sexual assault. According to medical evaluation, PME has no sexually transmitted diseases.                      PME has no previous pregnancies or children.                      PME does not have a diagnosis of dependence on psychoactive substances.                      PME does not have a disability.</p>	<p>PME with native language corresponding to Spanish.                      PME with birth registered in the country of origin.                      PME with identification documents.                      PME without risk to carry out repatriation process.                      WEP in the process of adoption in accordance with the legal provisions of the country where the process is initiated. PME in the formal education system. PME with a progressive development of autonomy.                      PME without self-elimination behaviors.                      Parent or guardian generally respects the opinion of the PME.                      Parent or caregiver with the ability to communicate, mediate and express affectionately with the PME.</p>	<p>Foreign family, with regular immigration status. PME without risk to carry out repatriation process.                      Foreign WEPs have family and/or community resources in Costa Rica.                      PME has family and/or community resources for care and protection.                      The family believes the PME's story.                      Family supports the complaint and actively participates in the judicial process.                      Family or community resource, intervene early and in a timely manner.                      Family or community resource accompanies the PME in the care process.                      In charge, in knowledge of the activities, places and people who frequent the PME.                      PME and family, no history of psychoactive substance use.                      WEP and/or family without antecedents criminal history. Community with low criminal incidence.                      PME and/or family participates in community groups.</p>

Source: Institutional Technical Committee

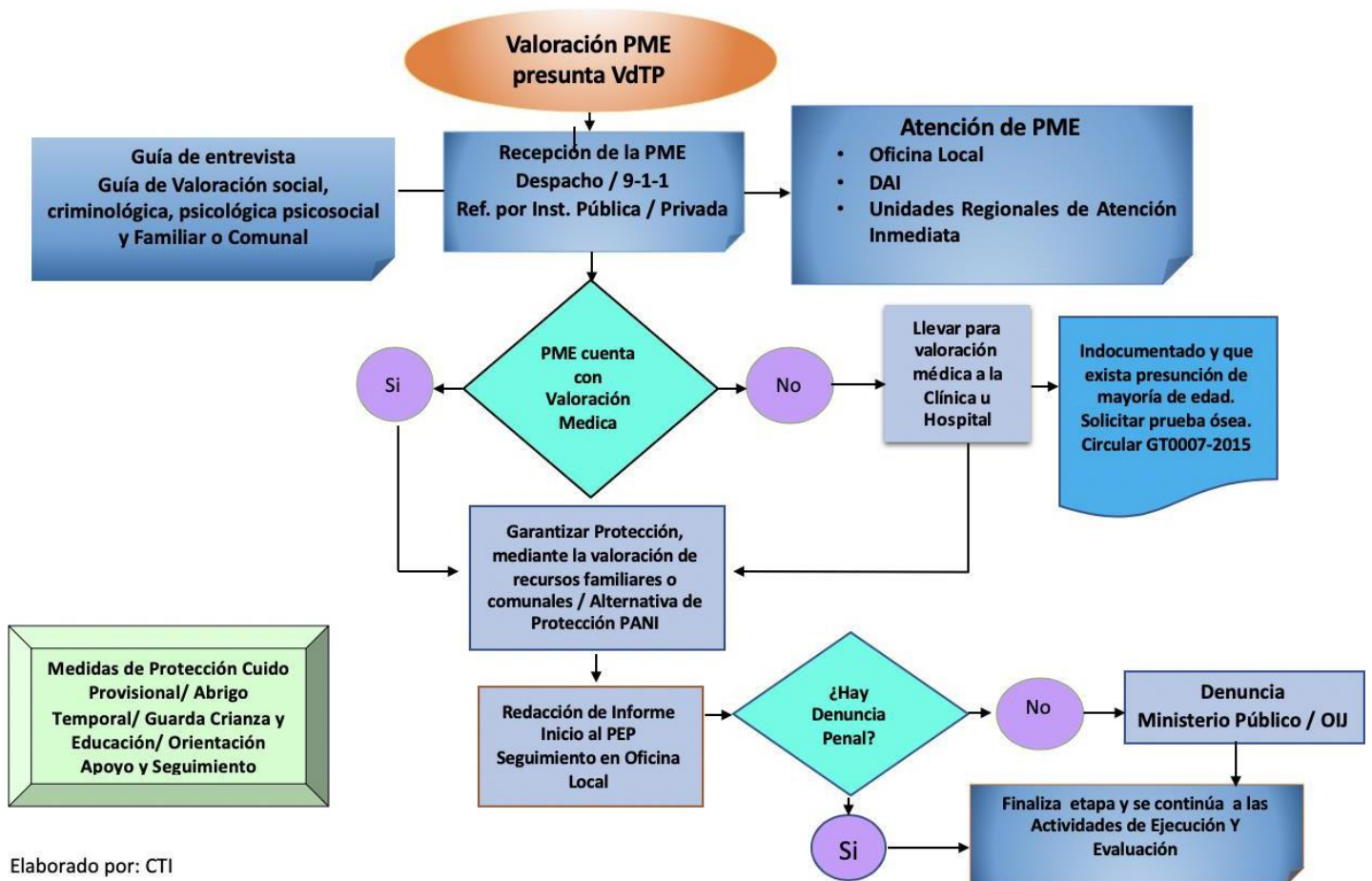
## ILLUSTRATION 1

### FLOWCHART OF THE PROCESS OF EVALUATION ACTIVITIES - PRELIMINARY INVESTIGATION OF THE COMPLAINT AND RISK EVALUATION

The following flow chart explains the primary institutional process for the intervention of minors who are assisted and/or referred as presumed victims of the crime of human trafficking.



#### PROCESO DE ACTIVIDADES DE VALORACIÓN – INVESTIGACIÓN PRELIMINAR DE LA DENUNCIA Y VALORACIÓN DEL RIESGO



## Implementation Activities

After the preliminary investigation and the diagnostic assessment, it must be determined whether the situation of violation presented by the WEP corresponds to human trafficking in any of its modalities, and the accreditation request report must be sent to the Institutional Technical Committee in order to submit this document to the Immediate Response Team, which will provide the issue that supports the decision to accredit a WEP as a victim of human trafficking. The case must have a digital file, a protection measure and the respective attention defined in the implementation and evaluation activities.

### *Steps for implementation activities*

**1. Special Protection Process:** An effective response to the problem of human trafficking requires action in systematic inter-institutional collaboration, coordinated, strategic and planned. In the follow-up stage, the special protection process is initiated, defined as *"the set of preparatory acts concatenated according to a chronological and functional order, to verify the existence of the public need to be satisfied and of the facts that create it"* (p. 33, Ortiz 1981, revised in PANI Modelo de Gestión de Procesos Atencionales, 2019).

The guide that orients this process is defined as follows:

#### **a) Diagnostic phase**

Diagnostic assessment, based on the protective and risk factors identified in the WEP, it is necessary to define her situation as a victim of human trafficking in any of its modalities; if so, a profile of the WEP and/or her family and/or resource is elaborated, in order to recognize which elements favor the vulnerability of rights. Similarly, the "accreditation request report" is prepared following the format established by the ERI-CONATT (See Annex N°1) and the report must be attached to INFOPANI - current information system.

The following elements should be taken into account when preparing the report:

- ✓ Detection mechanisms.
- ✓ The vulnerability characteristics present in the WEP prior to capture.
- ✓ Capture mechanisms.
- ✓ The mechanisms of relocation or uprooting.

- ✓ The purposes, conditions and dynamics of the operation.
- ✓ The mechanisms of control and subjugation used.
- ✓ The conditions under which the PME exits the alleged trafficking situation.
- ✓ The dangerousness of the alleged traffickers and their operating mechanisms.
- ✓ The level of relationship and knowledge that the alleged traffickers have about the victim and her daily life.
- ✓ The perceived fear that the PME has about their own situation and/or safety.
- ✓ The current conditions in which the PME finds itself.
- ✓ The most immediate needs for assistance and protection identified, presented by the PME and its family.
- ✓ Tests.

Once the report has been prepared, a copy is sent to the institutional e-mail [trataytrafico@pani.go.cr](mailto:trataytrafico@pani.go.cr) duly signed and the CTI will be responsible for referring the situation to the Immediate Response Team (ERI) by e-mail [eri@migración.go.cr](mailto:eri@migración.go.cr) for the accreditation decision by means of a reasoned technical assessment.

The Technical Secretariat of the CONATT will be in charge of notifying the CTI of the accreditation certification, within a term no longer than three working days, from the date the resolution is issued; the accreditation resolution will be sent by the CTI to the applicant Local Office. As established in the Protocol of Actions of the ERI (2016). In cases where the situation is not accredited, the CTI will inform the OL, the reasons for the reasoned technical decision.

In relation to the care of WEPs dependent on adult victims of human trafficking, two entry channels are defined:

- ✓ When the institutional intervention identifies that the mother, father or legal guardian is a victim or survivor of human trafficking, and is accredited by the ERI. This person must be in charge of the PME, who after the intervention will continue to assume that role, so it is also required to accredit the PME as a dependent of a victim of human trafficking in order to be included in the comprehensive care strategy.
- ✓ When the situation is assessed by the ERI and the PME is accredited as a dependent of a victim of human trafficking; after accreditation, the case is referred to PANI for assessment, given that the PME presents risk situations that may or may not be directly related to the crime of human trafficking.

Intervention plan, the intervention with the PME VdTP will be oriented in the intervention and family support plan, where the participation and opinion of the PME(s) must be taken into account considering their specific needs. For this purpose, an agreement must be signed that includes general objectives and goals.

In the process of implementing the intervention plan, the fulfillment of the objectives and expected results should be evaluated in each session, which will allow for the systematic elaboration of the steps to be followed in the intervention, the assessment of the suitability of the methodological strategy or, alternatively, its modification based on the development of the same. Likewise, it is necessary to amalgamate the support of other institutions with the purpose of facilitating the resources and, therefore, the success of the proposed objectives. To this end, the following steps should be considered:

- ✓ Every three months, the professional in charge of care must send an update report on the situation of the PME VdTP to the email [trataytrafico@pani.go.cr](mailto:trataytrafico@pani.go.cr), which the CTI will send to the ERI. If there is any risk situation or significant change in the PME VdTP, dependent or resource (parents, caregivers, alternative protection), the CTI and the ERI must be informed immediately.
- ✓ The PME VdTP once accredited by the ERI have access to a platform of services through the "**Strategy for comprehensive care and mobilization of support resources for Victims-Survivors of Trafficking in Persons and their dependents**", which seeks to provide comprehensive care for victims-survivors of trafficking in persons, guaranteeing actions that avoid re-victimization and facilitate access to a platform of services that guide and favor physical, social, emotional recovery and other needs that are detected in order to guarantee their rights to repatriation, resettlement, or reintegration into social and community life; Likewise, WEPs whose legal guardians (and are under the custody of these) are accredited as victims of trafficking, will be established as dependents of VdTP, so they will also have access to the comprehensive care strategy.  
Inter-institutional coordination is important since, in some cases, the parents or legal representatives of the WEPs require or may be being attended by other state institutions, so there must be clear coordination in relation to who activates the strategy and the follow-up that both agencies will provide to the case.
- ✓ In order to have access to one of the processes of the Comprehensive Care Strategy, which is socio-economic assistance for VdTP and/or dependent WEPs, the social work professional of the responsible Local Office,

must follow the technical action established in the document "**Strategy for comprehensive care and mobilization of support resources for Victims-Survivors of Trafficking in Persons and their dependents: integration, reintegration, repatriation, voluntary return and resettlement**", sending the respective report to the CTI email [trataytrafico@pani.go.cr](mailto:trataytrafico@pani.go.cr) for assessment, which will then be forwarded to the ERI through its Technical Secretariat who will issue its approval. The Strategy must be reviewed every 6 months maximum and the update report is made by the professional responsible for the case, regardless of whether he/she is a psychologist or a social worker.

- ✓ In situations where the PME is a foreigner, coordination is carried out with the respective Consulate, in order to verify the identity of the PME, as well as to process the respective identification document DIMEX. Likewise, an assessment of the family/communal resources in the country of origin should be requested, assessing the relevance or not of initiating repatriation proceedings, respecting the decision of the minor. It is important that the CTI and the ERI are also informed of these coordination efforts as part of the follow-up.
- ✓ Based on the cases where a repatriation process of a minor victim or survivor of the crime of trafficking in persons or dependent of a VoT is required, the document "**Roadmap on repatriation/assisted return for victims/survivors of trafficking in persons and their dependents**" (2020) of CONATT should be consulted in this frame of reference.
- ✓ If the PME VdTP is protected in an institutional alternative or NGO and makes an unauthorized exit and is found missing, the "**National Protocol of the Alert System and Procedure for the Coordination and Immediate Reaction between Public and Private Institutions in the event of the disappearance or abduction of Minors**" should be applied immediately. This should be reported to the CTI, who in turn will give the report to the ERI.

**b. Protection measures**, every situation in which a situation of trafficking in persons in any of its modalities is defined and accredited by the Immediate Response Team, must have protection measures; depending on the nature of the situation, they are divided into two categories:

With separation from the family, in accordance with Article 135 of the Childhood and Adolescence Code shall be issued within 1-3 working days after the



The term of the separation is six months, except when exceptionally extended, which will require the authorization of the judicial authority.

Without separation from the family, they must be issued within a term not exceeding five working days, the term may exceed six months as long as the administrative act clearly establishes the term.

In such processes, professional intervention must be ordered, which will be in charge of a psychosocial team that will provide comprehensive care through the implementation of an intervention plan and its respective schedule. The legal representative will be the directing body of the process.

In the case of SMEs accredited as dependents, the particular situation will be assessed and the relevance of the issuance of a protection measure will be defined or not.

**c. Follow-up**, consists of the care actions provided by the professionals of the Local Office, after the detection of a PME victim and survivor of the crime of trafficking in persons. It consists of the support, backing and containment of the victim and her family, community and institutional support resources, in order to restore the violated rights. In cases of PME dependent on an adult VdTP, attention and follow-up will be provided when a situation of violation is defined, in these cases the file may be archived once the causes of risk disappear. It is important to note that the condition of dependency does not necessarily imply an element of risk.

**2. Other processes.** During the implementation phase, other psycho-legal processes that the PME VdTP or dependent may require for their comprehensive care may be carried out, taking into account:

**a. Judicialization of administrative measures**, measures will be judicialized when: the family requires greater accompaniment, when there are temporary shelter or provisional care measures that need to be extended, in cases in which the parents or responsible adults fail to comply with the established measures and when the VTP or dependent PME needs to be placed in a specialized center for treatment and rehabilitation for addictions.

**b.** The objective of the **judicial process is** to define the psycho-legal situation of the PME VdTP or dependent, which for various reasons is not in her best interest, and to restore her right to return to or remain with her nuclear family.

- c. **Other administrative and judicial processes**, in situations where the PME VdTP or dependent, in the absence of parents or guardians, the legal representative will be responsible for appearing in court proceedings and administrative procedures; likewise, in other situations in which it is deemed appropriate, such as disciplinary proceedings, identity card processing, solidarity home agreements, visitation agreements, pensions, proceedings before the CCSS, declarations of abandonment, immigration proceedings.

**3. Causes for archiving the process and closing the case file.** In the situations of PME victims and survivors of human trafficking, it should be kept in mind that all of them will have a physical and digital institutional file, as well as a special protection process, so the criteria for filing or closing the file must be duly justified, the causes for closure in these cases are as follows:

- a. **Disappearance of causes of risk**, this item applies exclusively to PME dependent on an adult VdTP, and a complete report must be submitted to the CTI justifying the disappearance of the moderate and severe risk factors that led to the care. In cases of PME VdTP this item does not apply.
- b. In both circumstances, a report must also be sent to the CTI who will refer the case to the ERI for analysis; in cases where the case must be referred for follow-up to another agency (CONATT, INAMU, Victim Protection Office, CCSS, among others), an institutional referral report must justify the reasons why the institution should provide continuity of care. The coordination of this should be initiated, if the case allows it, 6 months before the PME reaches the age of majority; if the PME is close to turning 18, the procedures should be initiated immediately.
- c. **Disappearance**, when the location of the WEP and her parents or legal guardians is unknown. In cases where the PME has made an unauthorized departure from the home, institutional protection alternative or NGO or where the whereabouts of the PME are unknown, it must be corroborated that the respective report has been filed in accordance with the provisions of the *"National Protocol of the Alert System and Procedure for the Coordination and Immediate Reaction between Public and Private Institutions in the event of the disappearance or abduction of Minors"*. In this way, it is

must have the results of the OIJ investigation in order to make a possible decision to file the situation.

- d. **Death**, due to the death of the PME or declared judicial absence.

## Evaluation Activities

The attentional process should be evaluated in all its stages. In such a way that the actions developed in the Special Protection Process can be monitored with the PME VdTP and PME dependent on an adult VdTP if applicable.

### *Steps for evaluation activities*

1. **Recidivism of new complaints:** It should be taken into account if new risk situations arise with the PME VdTP or with PME dependent on an adult VdTP, in order to define the necessary measures within the intervention plan and make the required readjustments.
2. **Evaluation of the results of the intervention plan:** Once the PME VdDT intervention plan is established and in execution, the evaluation of the stages of the process is developed in parallel, in which what is established in the Institutional Management Model must be considered in relation to:
  - ✓ The deadlines defined in the different activities.
  - ✓ Management control, where compliance with the stages of the process is reviewed, according to objectives, tasks and activities.
3. **Decision of the attentional process:** The systematic evaluation of the results of the intervention plan executed with the WEPs VdTP or dependent, will give the guideline in order to guide the decision making process, which can range from the case file (in cases of WEPs dependent only on a VdTP), relocation of the WEP, inclusion in treatment, among others.

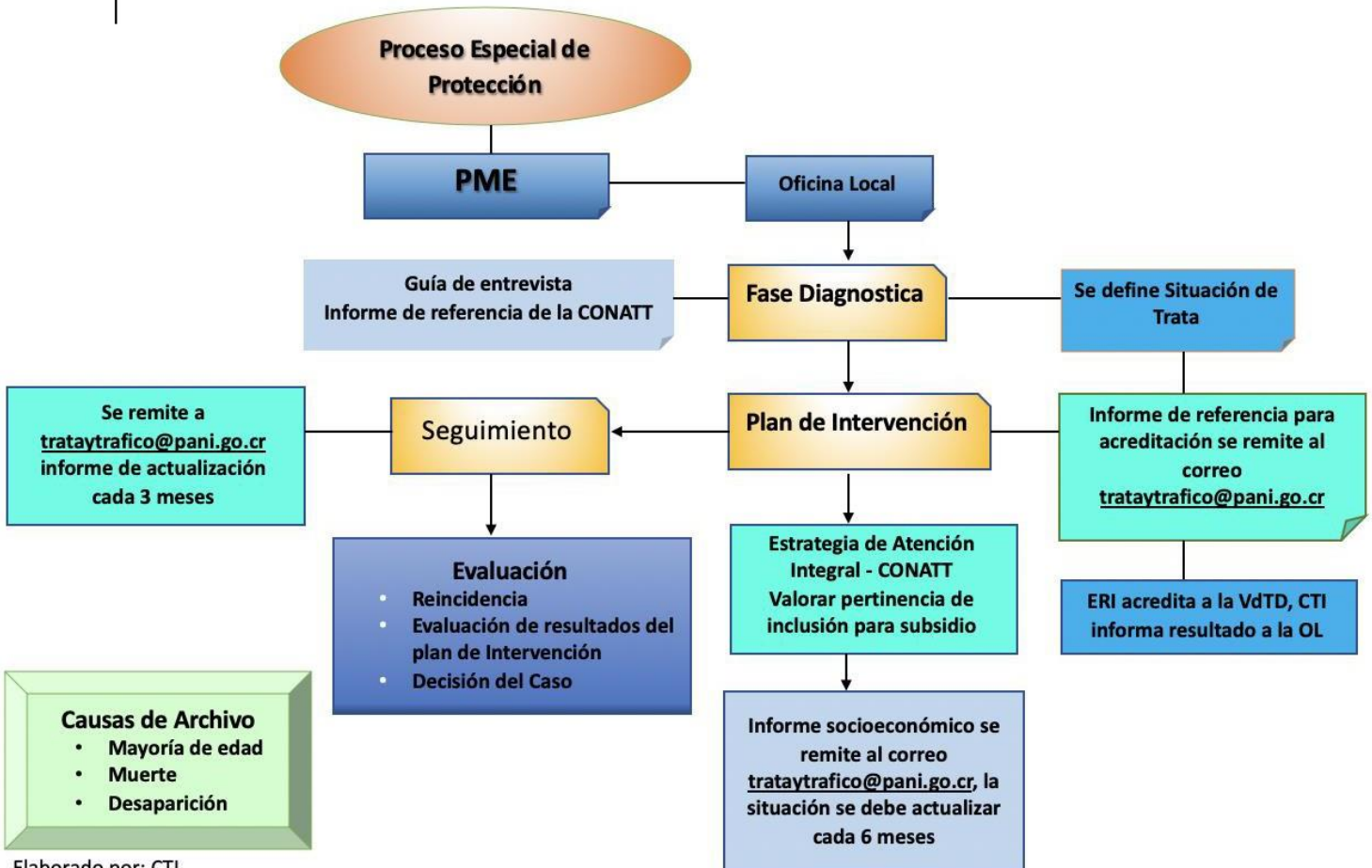
The following flowchart breaks down the technical actions in relation to the execution and evaluation of the attentional processes required by a PME VdTP.

## ILLUSTRATION 2

### FLOWCHART OF THE PROCESS OF IMPLEMENTATION AND EVALUATION ACTIVITIES - SPECIAL PROTECTION PROCESS



#### PROCESO DE ACTIVIDADES DE EJECUCIÓN Y EVALUACIÓN – PROCESO ESPECIAL DE PROTECCIÓN



Elaborado por: CTI

# STRATEGY FOR COMPREHENSIVE CARE AND MOBILIZATION OF SUPPORT RESOURCES FOR VICTIMS- SURVIVORS OF TRAFFICKING IN PERSONS AND THEIR DEPENDENTS

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INTEGRATION, REINTEGRATION, REPATRIATION, VOLUNTARY  
RETURN AND RESETTLEMENT



With the aim of guaranteeing and restoring the human rights of PME victims, survivors and dependents of human trafficking, comprehensive care for this population is defined, legitimizing actions that avoid revictimization and facilitate access to a platform of services that guide and favor physical, social and emotional recovery and other needs that are detected in pursuit of their best interests, including the right to integration, repatriation, resettlement, or reintegration into social and community life. In this regard, the Anti-Trafficking in Persons Law No. 9095 establishes:

- ✓ Article 50 stipulates the obligation to establish programs aimed at facilitating and supporting the family, community, social, educational, labor and economic reintegration of the victim and his or her dependents.
- ✓ Article 52 creates the National Fund against Trafficking in Persons and Smuggling of Migrants (FONATT).
- ✓ Article 53 stipulates that the constitution and funds of FONATT shall be destined solely and exclusively to finance administrative and operational expenses for the prevention, investigation, prosecution and detection of the crime of trafficking in persons; comprehensive care, protection and social reintegration of accredited victims of trafficking in persons, both nationals and foreigners.

**Table 6**

<b>Fundamental elements of the process of comprehensive care and access to social support resources.</b>	
<b>Target</b>	To develop processes of comprehensive care and social assistance that are individualized, integral, sensitive, accessible and sustained over time that contribute to the construction of life projects free of violence and facilitate the reintegration of victims-survivors of human trafficking and their dependents.
<b>Beneficiaries</b>	-SME victims-survivors of the crime of human trafficking who are accredited by the Immediate Response Team. -WEPs accredited by the ERI, as dependents of an adult VdTP.  Note: The mother, father or legal guardian of the PME is responsible for administering the economic subsidy, and must present a state bank account to make the corresponding deposit.
<b>Deadlines</b>	-Support through economic mobilization covers a period of up to a maximum of three years; in exceptional cases, the extension of care may be considered; however, this must be justified by the institution in charge through a report. -The first report for the request for funds must be made within a maximum of two months once the institution in charge of accreditation of the WEP is aware of it. This must include the informed consent found in the Comprehensive Care Strategy document. It should be kept in mind that there may be exceptions where the particularities of the case must be analyzed, since the WEP may not necessarily need economic assistance from the beginning, but its conditions may change and require it at a later date.

	<p>Follow-up reports will be referred to every six months or less, when an urgent situation arises that requires modification.</p> <p>Since the trust deposits are governed by the deadlines established by a banking entity, the inclusion, follow-up or modification reports must be submitted at least fifteen working days prior to the deposit dates established by the trustee. Deposits will be available from the banking entity at 10:00 p.m. on the first and third Wednesday of each month, which may be subject to different provisions.</p> <p>In the case of minors who require care after they reach the age of majority, the transfer of the case to another institution for the respective comprehensive follow-up must be coordinated at least six months in advance.</p> <p>-Once the suspension or exclusion of resource mobilization by the professional in charge of the case has been determined, this must be notified in writing to the PME and its manager and by means of a report to the CTI, one month prior to the last bank deposit.</p>
<p><b>Instruments</b></p>	<ul style="list-style-type: none"> <li>✓ Socioeconomic Report (See Annex N°2).</li> <li>✓ Informed consent (See Annex N°3).</li> <li>✓ Guide for the application of the Instrument.</li> <li>✓ Financial Assistance Amount Guide (See Annex N°4)</li> <li>✓ Addendum to the Social Report (See Annex N°5).</li> <li>✓ Interinstitutional Reference (See Annex N°6).</li> </ul>
<p><b>Institutional Responsibilities - Local Offices</b></p>	<p>Provide specialized care and comprehensive follow-up of the victim-survivor and her dependents.</p> <p>In the event that the institution in charge considers requesting the mobilization of economic resources, the social work professional must carry out social assessments, a social intervention plan and follow-up. Three pro forma invoices should be requested from the beneficiary or person responsible for the WEP for purchases or specific expenses such as household goods, courses, training with the recommendation and justification of the quotation with which the purchase or service will proceed, indicating which option would be selected in order to attach it to the report; subsequently, copies of the original invoices should be attached, once the goods or services are acquired by the beneficiary. The respective reports must be sent to the CTI - trataytrafico@pani.go.cr</p> <p>-The development of a comprehensive care plan must be carried out jointly and with the consent of the victim-survivor. The beneficiary must sign an informed consent, this must be sent to the CTI - trataytrafico@pani.go.cr</p> <p>-The professional in charge of the case must promote, together with the beneficiary and his or her dependents, a life project free of violence, which seeks the emotional, educational, labor, protection, physical and mental health, social and other necessary factors that allow the minor to develop his or her capacities in the time established by this strategy, so the report must include all the references and counter-references made and the situation of the minor.</p>

To carry out the necessary inter-institutional coordination for the mobilization of economic resources in the health, educational, social and any other areas. These should be attached to the social report. Previous inter-institutional coordination and social references should be attached to the social report to justify the reason for not accessing state services.

-The disbursed funds must be used for the proposed purposes and the supporting documentation and information must be provided.

- Implement and maintain controls with respect to bank deposit dates and maturities.

-Inform beneficiaries about deposits, and communicate any changes in the processes to both the beneficiary and the CTI.

Refer within the established timeframe the case of WEPs that require follow-up after reaching the age of majority; the inter-agency referral report is sent to the CTI.

- trataytrafico@pani.go.cr

-Evaluate and define the termination of the economic assistance. If before the established deadline, the PME victim or dependent is able to modify the socioeconomic situation that led to the request for assistance, the professional must notify him/her in writing, and must also make the respective report justifying the decision, sending it to the CTI's institutional email trataytrafico@pani.go.cr.

-Evaluate and define the suspension of financial assistance. In this regard, the Local Offices and the professional person in charge shall:

- ✓ Documenting non-compliance by the victim-survivors of human trafficking and their dependents.
- ✓ Document the communications to the beneficiary regarding non-compliance, as well as the actions or steps taken to remedy them and the response from the victim-survivor.
- ✓ In the event that non-compliance is maintained, a recommendation should be generated, leading to the temporary, partial or permanent cancellation/suspension of the strategy, indicating non-adherence to the processes and non-compliance with the established intervention plan.
- ✓ Issue the administrative act of temporary, partial or permanent cancellation/suspension of the strategy.
- ✓ The PME and its responsible party must be notified in writing of said act by the means, methods or at its domicile, established or accredited for notifications.
- ✓ Regarding the other objectives of the intervention (education, care, health, and others) that do not require financial assistance from FONATT, it must be indicated in writing and justified whether or not, in the event of non-compliance, these other objectives not related to the mobilization of resources proposed in the strategy will be followed up or not.
- ✓ The right of the beneficiary and his/her representative to file a revocation/appeal of the administrative act on the temporary, partial or permanent cancellation/suspension of this strategy should be informed.
- ✓ Immediately communicate to the CTI by e-mail trataytrafico@pani.go.cr, via a report justifying the suspension of the strategy or financial assistance.



<p><b>Responsibilities of victims, survivors of trafficking and their dependents included in the strategy</b></p>	<p>Attending follow-up appointments: the victim-survivor may not accumulate more than two consecutive unexcused absences from appointments, follow-ups or processes scheduled for her comprehensive care.</p> <p>-To provide truthful information about their domicile, means, or means of location and to accept home visits and/or interviews with support networks or others that are considered pertinent for the fulfillment of the objectives.</p> <p>Accept the sharing of information about their social conditions to public and private institutions and non-governmental organizations in accordance with the objectives of the care plan and in compliance with the provisions of Law 9095.</p> <p>-It must comply with the agreements outlined in the intervention plan established in the strategy.</p> <p>-Invest the subsidy as approved by means of the socioeconomic report submitted by the social work professional and present the documents requested to demonstrate the correct use of the allocated funds as agreed.</p> <p>-Report any change in family income or financial assistance from other public institutions that would allow you to defray the expenses that gave rise to the subsidy granted.</p> <p>-In the event that the VdTP person and his/her dependents need to leave the country, they must immediately inform the institution in charge of their case.</p>
<p><b>Termination and/or exclusion criteria</b></p>	<p>-The integral strategy will be finalized once the objectives established in the strategy have been met.</p> <p>-Cases where the victim-survivor and her dependents do not attend appointments and are not located in their place of residence or educational center will be excluded from the strategy; as well as in situations where once the deposit has been made, they are absent without prior notice, temporarily or permanently, and no longer report to the institution in charge of the process or their whereabouts are unknown.</p> <p>The PME and the person responsible for it will be excluded from the strategy if they make an inadequate or non-established use of the economic subsidy.</p>

Source: Consolidated by the Institutional Technical Committee

## INSTITUTIONAL TECHNICAL COMMITTEE

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In 2013, Law 9095 "Law Against Trafficking in Persons and Creation of the National Coalition Against the Smuggling of Migrants and Trafficking in Persons - CONATT" was enacted, which establishes that the National Children's Trust is one of the 32 institutions that have active participation in the Coalition in full and in the various standing committees established in the same Law.

Thus, PANI is part of the Commission for Prevention, Attention and the Immediate Response Team -ERI, with titular and alternate representation, meeting once a month on an ordinary basis.

In 2015, in the month of November, the Regulation of Law 9095 was published, the purpose of said regulation is to regulate and supervise the application of said law. Article 2 establishes the objectives, its actions; likewise, the creation of the Institutional Technical Committees (CTI) is established in the sixth chapter, Article 23.

In 2016, the Institutional Technical Committee was created at the institutional level, with the purpose of fulfilling the responsibilities assigned in Law 9095 and the regulations of the law, which is responsible for the coordination and attention to situations related to human trafficking.

### **1. Objective CTI PANI.**

To guarantee the adequate coordination, promulgation and performance of the institution, for the care of underage victims, survivors of the crime of trafficking, PME dependents of an adult victim of the crime of trafficking in persons and smuggling of migrants, contemplated in the legal framework in force at national and international level, as well as the approaches and principles that govern the institution.

### **2. Formation and appointment of the CTI PANI.**

The Institutional Technical Committee will be formed by:

- Technical Manager
- In addition, by a group of professionals of an operational technical nature, whose appointment is made by the Executive Presidency, such appointment is for 2 years. It is established in the first instance that it will be an interdisciplinary team (Social Worker, Psychologist, Lawyer), however this may be subject to the requirements and institutional availability.

The Technical Management will be the one to approve the work performed by the technical-operational part of the CTI.

For the sake of consistency in the work and use of human resources, it is established that the professionals appointed to the CTI shall be the same as those who have representation before the CONATT commissions, as follows:

CTI	REPRESENTATION
<b>PSYCHOLOGIST</b>	-PANI representative to the PANI Care Commission and to the ERI of the CONATT.
<b>WORKER SOCIAL</b>	-PANI representative to the Commission for the Prevention of CONATT.

\*The legal professional is not represented by PANI before CONATT.

The operational technical professionals must form a work team, which will be responsible for carrying out all the operational and supervisory work carried out annually by the institution in the area of human trafficking and smuggling of migrants, in addition to their participation in CONATT's permanent commissions.

### 3. PANI CTI functions.

The functions of the CTI are determined in the Regulations of Law 9095, which are found in Article 23, which establishes the following:

1. *Coordinate with CONATT's commissions all actions related to Human Trafficking and Smuggling of Migrants that will be related to the responsibilities assigned to the institution.*
2. *Promote, with the authorization of the hierarchical superior and the internal and external coordination of the institution, the execution of all actions assigned in the National Strategic Policy and Plan against Trafficking in Persons involving the institutions.*
3. *Integrate and program internally the dissemination, detection and training plans with the technical support of CONATT's technical bodies.*
4. *Receive victims of human trafficking and migrants affected by smuggling referred to them by CONATT and coordinate within their institutions according to the case and according to their competence, the necessary assistance and protection or reintegration measures. For this purpose, it shall rely on the technical criteria of the ERI or other agencies in charge of assessing the cases and determining the assistance, protection or reintegration processes.*
5. *Recommend the institution's concrete project proposal to CONATT.*

6. *Promote its execution, supervise its development and formulate the respective annual reports referred to in Article 64 of Law 9095.*
7. *Receive and follow up on the obligations established in LAW 9095 and the Regulations.*

As such, the technical and operational members of the CTI, PANI will perform the following functions:

- Develop an annual CTI plan.
- Develop work processes and meetings within the CTI, in order to plan, develop and evaluate the technical and operational actions required at the institutional level.
- Carry out intra- and inter-institutional coordination on smuggling and trafficking of minors.
- Participate as representatives before the permanent commissions of CONATT.
- Coordinate, according to the institutional competence and the commission to which it belongs, the actions to be carried out in the area of smuggling and trafficking of minors; integrating this information in the CTI sessions.
- Establish an agenda for training on smuggling of migrants and trafficking in minors.
- Coordinate with the Human Resources Department of PANI, face-to-face or virtual training processes, as well as dissemination processes on smuggling of migrants and trafficking of minors. This at the internal level of the institution.
- Program, support or coordinate training activities considered or requested at institutional or inter-institutional level.
- Establish the care route for PME VdTP, through the Institutional Protocol for the care of minor victims, survivors and dependents of the crime of trafficking in persons and the institutional guidelines in force in this area,
- Submit and present to the ERI, the referral reports to CONATT, of minors served in PANI, for proper accreditation as victims of the crime of trafficking.
- Supervise, following up on the cases of minors accredited by the ERI, by monitoring and requesting reports or updates.
- Establish the referral route to PANI in cases of migrant minors affected by the smuggling of migrants, through the protocols created by the Bipartite PANI-DGME of 2012.
- To submit project proposals to CONATT, as well as to encourage the development of proposals by PANI's operational agencies, the

The project will be implemented by coordinating with the Department of Goods and Supplies, the Regional Directorate and the Local Office of the sector where the project is to be carried out.

- Provide periodic supervision of the projects approved by CONATT's Project Management Committee and submitted by PANI, requesting the preparation, development, progress and results of the projects from the PANI operational agencies that executed the project.
- Prepare an annual report on the actions carried out by the CTI, which will be submitted to the Technical Management and the Technical Secretariat of CONATT.
- Request the respective authorizations from the Technical Management and the Executive Presidency regarding the processes and technical actions developed by the CTI.

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# ANNEXES







REQUEST FOR ACCREDITATION

**BASELINE REPORT**

**IDENTIFICATION DATA**

**About the institution that refers**

- ✓ Name of the institution: PATRONATO NACIONAL DE LA INFANCIA (NATIONAL CHILDREN'S PATRONAGE)
- ✓ Institutional file number: \_\_\_\_\_
- ✓ PANI Local Office: \_\_\_\_\_
- ✓ Telephone: PANI local office: \_\_\_\_\_ Fax: \_\_\_\_\_
- ✓ Date of detection and identification of the situation: \_\_\_\_\_
- ✓ Date of preparation of the report: \_\_\_\_\_
- ✓ There is a criminal complaint: yes \_\_\_\_no \_\_\_\_\_ Unique number

**About the person referred**

- ✓ Minor's Full Name: (or initials for identification):
- ✓ Type and number of identification document:
- ✓ Date of birth:
- ✓ Age:
- ✓ Nationality:
- ✓ Immigration status:
- ✓ Language:
- ✓ Educational level:
- ✓ Marital Status / Children:
- ✓ Occupation:
- ✓ Current residence:

**About the father and/or mother of the Minor:**

- ✓ Mother's Name:
- ✓ Identification Number:
- ✓ Nationality:
- ✓ Age:
- ✓ Immigration status:
- ✓ Language:

- ✓ Educational level:
- ✓ Marital Status / Children:

- ✓ Occupation:
- ✓ Telephone number:
- ✓ Current residence:
  
- ✓ Father's Name:
- ✓ Identification Number:
- ✓ Nationality:
- ✓ Age:
- ✓ Immigration status:
- ✓ Language:
- ✓ Educational level:
- ✓ Marital Status / Children:
- ✓ Occupation:
- ✓ Telephone number:
- ✓ Current residence:

## **REASON FOR REFERENCE**

In accordance with the provisions of the *Law against Trafficking in Persons and Creation of the National Coalition against the Smuggling of Migrants and Trafficking in Persons (CONATT)*, Law 9095, which establishes in paragraphs 19-26 the creation of the *Immediate Response Team (ERI)*; The present report is submitted in order to request both the assessment of the situation described (for its due accreditation as a victim of human trafficking), and the inclusion of the victim as a beneficiary of the platform of inter-institutional services, so as to assist - as soon as possible - with the protection, security and comprehensive care of the victim.

## **DETECTION MECHANISM**

Regarding the mechanism by which the victim was identified and the conditions in which he/she was at the time of detection.

## **CONSTITUENT INDICATORS OF TRAFFICKING IN PERSONS**

Taking as a reference Annex 2 (Identification Interview Guide) and Annex 3 (Identification Form) of the *Model of Comprehensive Care for Survivors and/or Victims of Human Trafficking* adopted by CONATT in Costa Rica, you should indicate

information about:

- ✓ **Pre-recruitment vulnerability characteristics present in the VdTP:** *Relating to the personal, family, cultural and/or socioeconomic conditions present in the victim's life that may help to better understand her vulnerability to being deceived, recruited and subjected to a trafficking situation. It also refers to the mechanisms of expulsion and/or attraction that may stimulate the recruitment of the victim.*
  
- ✓ **On collection mechanisms:**  
*Information regarding the forms and/or mechanisms used by traffickers to identify, contact, recruit and/or recruit victims.*
  
- ✓ **On the mechanisms of relocation or uprooting:**  
*Relating to the forms and/or mechanisms that were used by the traffickers for the territorial mobilization and/or uprooting of the victim from his or her environment to the place or places where the exploitation occurred.*
  
- ✓ **On the purposes, conditions and dynamics of exploitation and where it occurs:**  
*Relating to the purposes, conditions and ways in which the exploitation was carried out.*
  
- ✓ **On the mechanisms of control and subjugation used:**  
*Relating to the forms and/or mechanisms that were used by traffickers for surveillance, intimidation, supervision and control of the victim. These are intended to foster a general state of confusion, fear, hopelessness and submission to undermine the victim's resources to cope with and/or escape from the trafficking situation (e.g., threats, demonstrative punishment, physical punishment, subjection by debt or immigration status, deception, manipulation, among others).*
  
- ✓ **On the conditions under which the exit from the trafficking condition occurs:**  
*Relating to the ways and/or mechanisms that were used by the victim to get out of the traffickers' domain and establish contact with the outside world.*

## **ASSESSMENT OF CURRENT RISK AND CHARACTERISTICS OF THE TREATERS**

Based on Annex 4 (*Risk Assessment Guide*) of the *Model of Comprehensive Care for Survivors and/or Victims of Trafficking in Persons* adopted by CONATT in Costa Rica, information should be indicated:

✓ **On the dangerousness of traffickers and their operating mechanisms.**

*Updated information on the background and dangerousness of the traffickers; as well as on the psychosocial or mental health conditions, pattern of consumption of addictive substances and economic activities they perform.*

✓ **On the level of relationship and knowledge that traffickers have about the victim and her daily life**

*Information on the emotional and/or family ties and social relationships that traffickers have with victims and their families.*

✓ **On the victim's perceived fear of his or her own condition and/or safety.**

Relating to the victim's own perception of the level of danger posed by the traffickers.

✓ **About the victim's current conditions.**

*Information on the victim's current socioeconomic conditions.*

## **IDENTIFIED ASSISTANCE AND PROTECTION NEEDS**

Information about the most immediate needs of the victim and/or his or her family. Special emphasis should be given to the conditions of safety, health, housing and/or shelter, and level of satisfaction of basic needs.

## **TESTS**

In support of the foregoing, the following documentary and testimonial evidence is submitted.

## **CONCLUSION**

Based on the above information, it can be concluded that the WEP \_\_\_\_\_ is a victim of the crime of trafficking in persons for exploitation (internal or international). \_\_\_\_\_ in the modality (internal or international) for which due accreditation is requested according to the provisions of the Law against Trafficking in Persons.

**RECOMMENDATIONS:**

Once the first instance assessment of the conditions of the victim and/or her family has been carried out, it is concluded that the victim is at risk; therefore, the following actions are recommended:

1. Send a copy of the report to the Institutional Technical Committee (CTI-PANI), via email [trataytrafico@pani.go.cr](mailto:trataytrafico@pani.go.cr) so that it can be presented to the Immediate Response Team (ERI), to request accreditation as a victim of the crime of human trafficking.
2. Locate the Minor at \_\_\_\_\_(...)
3. To initiate the Special Protection Process; by means of the issuance of the following measures \_\_\_\_\_(...)
4. The local PANI office \_\_\_\_\_local office will provide the following service(s) \_\_\_\_\_(...).
5. If the minor is a foreigner, in the second instance, the OL \_\_\_\_\_If the applicant is a foreigner, he/she will proceed to coordinate with the respective Consulate to confirm the identity of the applicant.
6. Coordinate with justice operators in order to contribute to the victim's safety.

**Report prepared by:**

Full name: \_\_\_\_\_

Stamp

Institution: Patronato Nacional de la Infancia

Profession: \_\_\_\_\_

Professional Code \_\_\_\_\_



## ANNEX N°2

### SOCIOECONOMIC REPORT

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**Under the principle of confidentiality As stipulated in Article 13 of the Code of Ethics of the College of Social Workers: "The Social Worker must jealously guard professional secrecy, which is a right and a duty inherent to the profession. The secrecy lasts even after the social intervention has ceased". The private documents received by the professional in Social Work are covered by professional secrecy. Likewise, Article 2 of Law 8720 refers to the principle of confidentiality that governs the actions of the OAPVD when applicable, as well as Article 2 paragraph D of Law 9095 or other related internal guidelines.**

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#### **I. Identification data**

Internal file number:

Criminal Case:

First and Last Name:

Identification Document:

Sex:

Nationality:

Marital Status:

Age:

Schooling:

Occupational Occupation:

Address:

Telephone number:

#### **II. Reason for the Report**

In compliance with the "Strategy for the care and mobilization of support resources for victims of human trafficking and their dependents: integration, reintegration, repatriation, voluntary return and resettlement".

The spirit of this strategy is based on the desire to build disruptive actions to the traditional logics of assistance characterized by immediacy and targeting. Thus, the objective of the proposal presented here is to:

***To develop individualized, comprehensive, sensitive, accessible and sustained social assistance processes that contribute to the construction of life projects free of violence and facilitate the reintegration of victims of human trafficking and their dependents.***



This report is provided in order to identify the socioeconomic conditions of the referred person and/or his/her family group, as well as the ability to meet their basic needs and determine the possibility of requesting institutional support.

**III. Sources of Information**

Social assessment, interview with the referred person (or parent or legal representative if the person is a minor), home visit, review of internal file, consultation of criminal case, consultation of collateral sources, and other elements and/or instruments that may be considered as an input for the collection of information).

**IV. Inter-institutional background**

Any attention, appointment, assistance (financial or otherwise) granted by any State institution and/or Non-Governmental Organization, family, community and/or other support networks.)

**V. Social and family background**

Any situation to which the referred person has been exposed, for example: addictions, school exclusion, poverty, extreme poverty, type of family, role of the referred person within the family group and/or other precipitating factors of social risk; which place the family nucleus in a position of vulnerability.

**Socioeconomic status**

Mode of survival, income, outgoings, identification of individual and collective needs of the family group, housing, health, educational and labor conditions that affect the current situation. Given the socioeconomic conditions and the current dynamics of the family group of the referred person, the presence of unsatisfied needs in the following areas is identified:

ITEM	MONTHLY AMOUNT
HOUSING	€0 <sup>00</sup>
RENTAL HOUSING DEPOSIT	€0
FOOD	€0 <sup>00</sup>
RECREATION/RECREATION	€0
HEALTH:	€0
CLOTHING AND FOOTWEAR	€0
MISCELLANEOUS HOUSEHOLD GOODS	€0
SERVICES: WATER	€0 <sup>00</sup>
ELECTRICITY	€0 <sup>00</sup>
TELEPHONY (RESIDENTIAL AND MOBILE)	€0 <sup>00</sup>
INTERNET	€0 <sup>00</sup>
TRANSPORT	€0 <sup>00</sup>
EDUCATION	€0 <sup>00</sup>

On the other hand, the person evaluated expressly states the following items as a need (due to lack):

ARTICLES	PRICES PROVIDED (QUOTATION)

**VI. Actions Performed**

(Objectives of the social-judicial-psychological intervention plan, referrals issued to other institutions, assistance and/or other support that has been provided).

**VII. Conclusions:**

Social and psychological elements must be present, as well as any other elements considered necessary in the conclusions (risk elements, protective elements and brief diagnostic impression).

**VIII. Recommendations**

Considering the above, it is recommended to assess the possibility of providing socioeconomic assistance to (name of the person under study) in order to help meet the basic needs required by the person and his or her family group (if there is a family group). This assistance is recommended for a period of no less than (number of) months, which is considered a prudent time to comply with the strategy proposed as follows:

Therefore, it is recommended:

- Approval of the monthly economic subsidy in the amount of **XXX colones** for a period of X months (from MONTH X TO MONTH OF YEAR XX) until a new report is issued to corroborate the socioeconomic situation, skills development and improvement of the young woman's quality of life.
- Approval of a private subsidy to meet emergent needs, in the amount of **XXX colones**.

<b>Data for deposit to third parties:</b>	
Beneficiary Name:	
Type of document:	<i>Cédula of identity card Costa Rican identity card, DIMEX, passport.</i>
Identification number:	<i>x-xxxx-xxxx</i>
Bank receiving the deposit	<i>Bank with which the account is held</i>
Customer Account Number (17 digit):	
Term of subsidy (months)	<i>Number of months covered. You must specify which months you would be covering</i>
Initial subsidy amount:	<i>∅xxx This is the amount of household goods and other expenses in addition to the monthly amount. This is an extraordinary amount in addition to the recommended monthly amount. Correspond to other requirements that are detach from the assessment or follow-up.</i>
Amount of monthly subsidy:	<i>∅xxx This is the fixed amount that will be deposited per month.</i>
<b>Total payable first disbursement:</b>	<i>∅xxxx It is the sum of the initial subsidy amount and the fixed amount of the monthly subsidy.</i>
Amount to be paid for the remaining <b>X</b> months	<i>∅xxxx This is the sum of the fixed amount of the monthly subsidy to be deposited for the remaining five months, for example, or the remaining months.</i>
Authorized amount	<i>This is the total amount payable for the first disbursement plus the total amount of the remaining monthly installments.</i>

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**Social Worker Professional Code  
Institution**



## INFORMED CONSENT

### FOR THE APPLICATION OF SOCIO-FAMILY ASSESSMENT FOR THE APPROVAL OF FINANCIAL ASSISTANCE AND ACTIVATION OF THE STRATEGY.

Due to your integration in the Strategy for comprehensive care and mobilization of support resources for victims of human trafficking and their dependents: integration, reintegration, voluntary return and resettlement, a socioeconomic assessment of your current situation is required, so it is important that you are aware of and approve this informed consent.

The content of this informed consent will be explained to you in a clear and simple manner, according to your age, educational and cognitive level, clarifying any doubts you may have. If after reading or having access to this document, you decide to provide the information voluntarily, you will proceed to sign it.

The objective of their participation in the socio-family assessment is to identify the current family, social, economic and/or other conditions, with the purpose of defining lines of action according to the assessed situation and to lessen emotional and social affectations.

It should be noted that all information provided is confidential. As stipulated in Article 13 of the Code of Ethics of the College of Social Workers: "The Social Worker must jealously guard professional secrecy, which is a right and a duty inherent to the profession. The secrecy lasts even after the social intervention has ceased". The private documents received by the professional in Social Work are covered by professional secrecy. Likewise, Article 2 of Law 8720 refers to the principle of confidentiality that governs the actions of the OAPVD when applicable, as well as Article 2 paragraph d) of Law 9095 and Law 8968, Protection of the Person against the Processing of Personal Data and its Regulations or other related internal guidelines.

This should be clear to you:

That the present strategy covers up to a maximum of 3 years. In exceptional cases, the extension of care beyond this period may be considered. Any

The modification, expansion, elimination or inclusion of items not contemplated must be substantiated by the institution in charge through a report.

In the case of minor victims and survivors, the informed consent shall be signed by their parent or legal guardian, taking into consideration the active participation and opinion of the minor.

That it has the rights stipulated in Article No. 37 of the Law against Trafficking in Persons and Creation of the National Coalition Against the Smuggling of Migrants and Trafficking in Persons (CONATT), Law No. 9095. In addition to the provisions of Law No. 8720, Law for the Protection of Victims, Witnesses and other Subjects Involved in Criminal Proceedings, the victims of human trafficking and their accredited dependents.

The following is a clear summary of these rights to which you may apply:

- *May my life and my emotional state be protected.*
- *My needs for food, clothing, hygiene and safe housing are met.*
- *Free medical and psychological care, information and legal advice.*
- *My time to reflect and decide whether to participate in the criminal process be respected.*
- *To have an accessible and comfortable space to discuss my situation.*
- *My personal data and comments are protected.*
- *If I am a foreigner, I can have a free document that allows me to stay legally in Costa Rica.*
- *To return to my country or home safely.*

In the case of surviving victims and their dependents with disabilities, their needs derived from their disability condition will be addressed.

The rights mentioned in this article are integral, unwaivable and indivisible. In

addition to the above rights, you may:

- It is your right to request a temporary suspension.
- It is your right to opt out of the strategy at any time you wish, as joining the strategy is a voluntary act.
- Request the reopening of your case.

You must submit such a request in writing and signed, indicating to the institution in charge the reasons for which you wish to suspend, waive or restart care.

In accordance with the objectives and approaches of this strategy, the following criteria are considered for the access and permanence of victims-survivors of human trafficking and their dependents to this strategy:

- Attending follow-up appointments: the victim-survivor may not accumulate more than two consecutive unexcused absences from appointments, accompaniments or processes that are scheduled in her comprehensive care.
- To provide truthful information about their address, means, or mode of location and to accept home visits and/or interviews with support networks or others that are considered pertinent for the fulfillment of the objectives.
- Accept the sharing of information on their **social conditions**, to public and private institutions and non-governmental organizations in accordance with the objectives of the care plan and in compliance with the provisions of Article 2, paragraph "d" of Law 9095, which states: *"all information and administrative or jurisdictional activity related to the scope of protection of victims of the crime of trafficking in persons, their dependents and witnesses of the crime shall be confidential, so its use shall be reserved exclusively for the purposes of the investigation or the respective process. This obligation extends to all judicial and administrative instances, both public and private, as well as to all mass media and social networks"*.
- It must comply with the agreements outlined in the intervention plan established in the strategy, together with the professionals assigned by the institution in charge of the process.
- To invest the subsidy as approved by means of a socioeconomic report rendered by the social work professional and to present the documents requested in order to demonstrate the correct use of the allocated funds as agreed.
- Report any change in family income or financial assistance from other public institutions, which will allow you to defray the expenses that gave rise to the subsidy granted.
- In case the VdTP person and his/her dependents need to leave the country, they must immediately inform the institution in charge of their case.

*When the agency in charge of the process considers that it is in the presence of any of the aforementioned causes. The professional in social work must first have documented the breach or breaches, as well as its communication to the victim about them, in addition, it must be documented the steps taken to remedy such breaches and always report each and every one of the above steps to the mail [eri@migracion.go.cr](mailto:eri@migracion.go.cr), and must incorporate the documentation to the file, also*

to be able to keep the collegiate body informed as part of the follow-up and better resolution if necessary.

*In case of failure to duly justify non-compliance, the institution in charge of the process may issue a temporary, partial or permanent cancellation/suspension of this strategy. Therefore, an administrative act on the temporary, partial or permanent cancellation/suspension of this strategy must be issued. To do so, the following procedures must be followed:*

- *The social work professional should document the non-compliance of the victim-survivors of human trafficking and their dependents.*
- *The social work professional must document the communications to the beneficiary regarding the non-compliance, as well as the actions or steps taken to remedy them and the response from the victim-survivor.*
- *In the event of continued non-compliance, the social work professional must make a recommendation to the hierarchical superior, to guide the temporary, partial or permanent cancellation/suspension of the strategy, indicating the beneficiary's non-adherence to the processes and non-compliance with the intervention plan established in this strategy.*
- *Based on the above, the institution in charge of the process will issue the administrative act of temporary, partial or permanent cancellation/suspension of the strategy.*
- *The institution in charge of the process shall notify in writing such act by the means, methods or at its domicile, established or accredited for notifications.*

*From this moment on you will be able to:*

- *Request the revocation and/or appeal in writing within three working days following the notification, before the institution in charge of the process that emanates the administrative act.*
- *The institution in charge of the process must respond to the revocation and/or appeal within 8 calendar days. If the administrative act is maintained, it must be immediately transferred to the Immediate Response Team as the highest body.*
- *The ERI must decide within a period of no more than three days, once the appeal and the corresponding documentation have been sent by the institution in charge of the process.*

- It is mandatory for the beneficiary to keep his place or means of notification data updated, otherwise, the procedures established by the Judicial Notification Law will be followed.
- In the event that a resolution is issued that maintains or revokes a **temporary, partial or permanent suspension**, specifically of the mobilization of economic resources, the GTT, in its capacity as Technical Support of the Technical Secretariat of CONATT-ERI, shall communicate the final resolution to the trustee so that it may proceed accordingly, as well as take other steps as the case may be.
- **Once the institution issues the administrative act of temporary suspension, In the case of a partial or permanent loan, this act must be communicated not only to the beneficiary, but also to the GTT in its capacity as technical support of the Technical Secretariat of CONATT-ERI, so that it may inform the trustee and proceed as appropriate, until there is a final and firm resolution.**

I \_\_\_\_\_  
 identification document number \_\_\_\_\_ understand  
 the terms stipulated herein and accept the socio-family assessment and inclusion within  
 the Strategy for comprehensive care and mobilization of support resources for Surviving  
 Victims of Human Trafficking and their dependents: Integration, reintegration,  
 repatriation, voluntary return and resettlement, being t h e \_\_\_\_\_ hours of the  
 day  
 \_\_\_\_\_ of the month of \_\_\_\_\_ of the y e a r \_\_\_\_.

\_\_\_\_\_  
 Signature of the beneficiary

\_\_\_\_\_  
 Signature of the official



## ANNEX N°4



### GUIDE TO AMOUNTS FOR FINANCIAL ASSISTANCE

It is important to point out that this guide is a reference base, which must be updated according to the cost of living and, as its name indicates, it is a guide that will help you to have parameters to make the calculations of the items to be requested. It is not an exhaustive list, nor a literal list for its application, it will depend on the social conditions assessed.

**Basic assistance:** refers to needs to be met and which apply to all beneficiaries, according to the assessment made.

BASIC MONTHLY ASSISTANCE			
ITEM	INCLUDES:	AMOUNT	REMARKS
GENERAL SERVICES	GAS	₡10.000,00	Only for people who are confirmed to cook with gas
	WATER	₡10.000,00	These amounts will be averaged with water and electricity receipts; in the case of not having information on receipts, a basic amount of ₡10,000 for water and ₡15,000 for electricity will be established. Subsequently, we will work with the average of the receipts when the follow-up report is made.
	ELECTRICITY	₡15.000,00	
	TELEPHONY	₡10.000,00	Prepaid lines, no plan will be paid for
	RENT	₡150.000,00 ₡300.000,00	Amount greater than ₡200,000.00 must be justified by area, risk zone and number of people in the family group. For single person, it is recommended to consider the minimum amount, however, it can be higher with proper justification.
	DEPOSIT	As requested	
	DAIRY PRODUCTS	₡50.100,00 per person	Amount varies according to the monthly per capita cost of the basic food basket for the month in which the request for assistance is made.
	BEEF	*In the case of a family larger than four members, take into account that	
	PORK		
	CHICKEN MEAT		
	EMBUTIDOS		
	"Other foods": will depend on the basic need previously		

FOOD AND BEVERAGES	FISH	<p>there is established monthly maximum amount of five hundred thousand colones.</p>	<p>justified with medical diagnosis and invoice</p> <p>In the case of minors, you must provide proof from the Pension Court or an index of obligors when they indicate that they do not have a pension. If you have alimony, the corresponding amount must be deducted from the total subsidy.</p>	
	LEGUMES			
	VEGETABLES			
	FRUIT			
	TUBERS AND ROOTS			
	BREAD AND COOKIES			
	CEREALS AND OTHER			
	SUGAR			
	EGG			
	GRASAS			
	BEVERAGES ALCOHOLIC			NO
	OTHER FOODS			

BASIC MONTHLY ASSISTANCE			
ITEM	INCLUDES:	AMOUNT	REMARKS
OTHER BASIC HOUSEHOLD ITEMS (HOUSEHOLD AND HYGIENE)	TOILET PAPER	<p>Q20.000,00 per person</p> <p>In case of an older family larger than four members, take account that there is maximum monthly amount of five hundred thousand colones.</p>	This is a single average amount per family group and will depend on the costs of the area and particularities of the beneficiary and his/her dependents.
	BATH SOAP		
	SHAMPOO		
	TOOTHPASTE		
	DEODORANT		
	TALCO		
	PLASTIGEL		
	REGULAR TOWELS		
	NIGHT TOWELS		
	DAILY PROTECTORS		
	RASURADORA		
	CHLORINE		
	DEIFECTANT		
	DETERGENT		
	LAVAPLATOS		
	SPONGES		
PLASTIC BAGS			
SERVILLETAS			
BETUN			
TRANSPORT		Use table ARESEP table	Bus transportation is paid. Exceptional cases may be considered for the use of official cabs.

**Non-monthly basic assistance:** refers to needs to be met and which apply on an extraordinary basis or as one-time amounts, depending on the assessment made.

**Special needs assistance:** These are extraordinary needs to be covered to facilitate the comprehensive approach of the beneficiary and his/her dependents, in order to generate an independent and violence-free life project.

BASIC ASSISTANCE ON A NON-MONTHLY BASIS OR ACCORDING TO PARTICULAR NEEDS			
ITEM	INCLUDES:	AMOUNT	REMARKS
TEXTILES AND APPAREL	CLOTHING	From 30,000.00 to ¢100,000.00 for person,	In cases of extreme need and absence of clothing and footwear, an amount of ¢30,000.00 colones to ¢100,000.00 per person will be approved, depending on the assessment made.
	SHOES	According to the valuation made.  *In the case of a family larger than four  th  an four members, take into account at account  that  there is  maxim um monthly amount of five hundred thousand colones.	

BASIC ASSISTANCE ON A NON-MONTHLY BASIS OR ACCORDING TO PARTICULAR NEEDS			
ITEM	INCLUDES:	MAXIMU M AMOUNT	REMARKS
FURNITURE AND HOUSEHOLD	REFRIGERATOR	¢400,000,00	A minimum of three proforma invoices must be presented to approve the purchase, after
	WASHING MACHINE	¢250,000,00	

	GAS KITCHEN ELECTRIC STOVE	€120.000,00 €300.000,00	verification by the professional in charge that the user does not have the items requested. The Social Work professional, in agreement with the beneficiary, will justify in the report the invoice to be recommended.
	SCREEN (TELEVISION)	€150.000,00	
	WAGES, SHEETS, PILLOWS, CURTAINS, KITCHEN TOWELS, OTHERS.	€50.000,00	
	SINGLE MATTRESS DOUBLE MATTRESS	€100.000,00 €150.000,00	
	SINGLE BEDS DOUBLE BED CAMAROTE	€130.000,00 €170.000,00 €200.000,00	The user must purchase in accordance with the approved invoice and from no other premises or services other than the one approved.
	GAME ROOM DINING SET	€200.000,00 €200.000,00	In the event that the dwelling is owned and, due to health, safety or other factors to be assessed, it requires some improvement, this must be justified and the three proforma invoices must be presented.
	SPOONS, KNIVES, FORKS, POTS, PLATES, GLASSES.	€50.000,00*	In case you have no object; assess whether only one of the items is needed and approve the corresponding amount at professional judgement
	COMPUTER	€300.000,00	The purchase of a computer must be duly justified, for reasons of necessary use in educational processes and other corresponding reasons. The specific reason for the purchase of this item must be indicated.
OTHER	PAYMENT OF TRANSLATORS OR INTERPRETERS		These needs are requested to GTT in its capacity as Technical Support to the Technical Secretariat of CONATT-ERI, duly justified.
	TAXES, STAMPS		
	LEGAL REPRESENTATION EXPENSES		
	IMMIGRATION REGULARIZATION		
	LANGUAGE CLASSES		Submit three proforma invoices

TRANSPORTATION OF GOODS	HOUSEHOLD GOODS RELOCATION		For convenience, you must present the transfer invoice.
TRANSPORTATION OUTSIDE THE COUNTRY	TRANSPORT AREA AND SEA TRANSPORTATION		Coordination with GTT as Technical Support to the Technical Secretariat of CONATT-ERI.
PER DIEMS WITHIN COUNTRY	HOSTING		
	FOOD EXPENSES FROM REPLACEMENT		
PARTICULAR HEALTH NEEDS	MEDICATIONS AND MEDICAL SERVICES NOT COVERED BY THE STATE		They are requested to GTT in its capacity as Technical Support of the Technical Secretariat of CONATT-ERI, or else, the report with the amounts of proforma invoices is incorporated.
School supplies and/or technical	SCHOOL SUPPLIES, EDUCATIONAL AND/OR TECHNICAL SUPPLIES, SCHOOL UNIFORMS, AND/OR	€100,000.00 (LUMP SUM)	The subsidy is approved as long as you do not have alimony. In the case of minors, proof must be provided by the family court that they do or do not have alimony. If you have alimony, the corresponding amount must be deducted from the total subsidy. The above, because as part of the benefits of the alimony by law corresponds to the school Christmas bonus. This benefit will be given to dependents as long as they are studying and as stipulated in the Alimony Law.
SUPPORT FOR PRODUCTIVE ACTIVITIES	Materials or items for productive activities	To be defined	Invoices must be submitted with proper justification. This item must be congruent with the intervention plan.
MEDICAL, HOSPITAL SUPPLIES AND SUPPORT	EQUIPMENT FOR CONVALESCENTS	To be defined	Against invoice and with medical opinion justifying the service.
	TECHNICAL SUPPORT FOR PEOPLE WITH DISABILITIES		

SERVICES	LESCO OR BRAILLE CLASSES		
	DNA TESTING		
FUNERAL PACKAGE	ATAUD, CEMETERY, TRANSFER AND OTHERS	To be defined	Three pro forma invoices. Funeral expenses will be analyzed and arranged in the event of death of the victim-survivor of the crime of
			try at persons and/or their dependents.
PACKAGE M ATERNITY AND/OR PATERNITY	CRIB, MATTRESS, CAR		Three proforma invoices
	BABY CLOTHES, CRIB CLOTHES, CANOPY, CANOPY	€100.000,00	Lump sum
	DIAPERS, WET WIPES, CREAMS, IF REQUIRED FORMULA, OTHER BABY SUPPLIES	€50.000,00	Monthly amount



## ANNEX N° 5

### Addendum to the Social Report

**DATE:**

**1. USER'S IDENTIFICATION DATA**

**2. REASON FOR THE ADDENDUM TO THE REPORT:**

**3. SOURCES OF INFORMATION**

**4. SYNTHESIS OF THE SOCIAL SITUATION DETECTED**

**5. CONCLUSIONS**

**5. RECOMMENDATIONS**

Data for deposit to third parties:	
Name of beneficiary:	
Type of document:	
Identification number:	
Bank receiving the deposit	
Customer account number (17 digits)	
Term of subsidy (months)	
One-time subsidy amount:	
<b>Total amount authorized</b>	

In the case of an extraordinary single deposit

Data for deposit to third parties:	
Beneficiary Name:	
Type of document:	
Identification number:	
Bank receiving the deposit	
Customer Account Number (17 digit):	
EXTRAORDINARY amount:	





Coalición Nacional contra el Tráfico Ilícito de Migrantes y la Trata de Personas  
CONATT

ANNEX N°6

**Inter-agency referral Immediate Response Team**

**a. Referring Institution Data**

Referring Institution	
Headquarters	
Official Person	
Internal file number	
Phone	
E-mail address	

**b. Data of the receiving institution:**

- OAPVD ( )
- PANI ( )
- INAMU ( )
- CCSS ( )
- GTT ( )

**c. Sociodemographic information:**

Victim's data VdTP			
Name			
Accreditation number before the ERI			
Known as			
Cédula			Passport or identification:
Sex/gender	( ) Man	( ) Trans man	( ) Female ( ) Womantrans
Age:	Date of birth:	Occupation:	
Nationality	( ) Costa Rican		( ) Other, indicate
Condition migratory			

Schooling		
Marital status	<input type="checkbox"/> Single /or <input type="checkbox"/> Married ( <input type="checkbox"/> Unmarried ( <input type="checkbox"/> Partnered	<input type="checkbox"/> Widow/widower <input type="checkbox"/> Divorced ( <input type="checkbox"/> Separated ( <input type="checkbox"/> Separated
Vulnerability condition	Type of disability: motor, cognitive, linguistic, visual, visual impairment, and auditory or other.	<input type="checkbox"/> Yes/ <input type="checkbox"/> No
	Person in street condition or abandonment	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Indigenous person	<input type="checkbox"/> Yes/ <input type="checkbox"/> No
	Indigenous people	<input type="checkbox"/> Bribri <input type="checkbox"/> Brunca o Boruca <input type="checkbox"/> Cabécar <input type="checkbox"/> Chorotega <input type="checkbox"/> Huetar <input type="checkbox"/> Maleku or Guatuso <input type="checkbox"/> Ngöbe or Guaymí <input type="checkbox"/> Teribe or Térraba <input type="checkbox"/> From another country
Language	<input type="checkbox"/> English	<input type="checkbox"/> Other, I indicated:
Place where you live or OAPVD contact for your location	Province: _____ Canton: _____ District: _____ Other contact information: _____	
Contact telephone numbers		
Address of e-mail		

**d. Reasons for referral** (describe the reasons for the referral).

**e. Background of institutional care** (in this section it is required to describe the route that the VdTP person has had in the institution since his/her admission: file number, date of file opening, reason for admission and areas in which the person has been attended).

**f. Summary of care provided:**

**g. Legal information**

Criminal file number:	
Crime of trafficking in persons with what purposes:	
Judicial office that processes:	
Prosecutor in charge of the case:	
Name of suspect or accused:	
Updated status of criminal case ( <i>also indicate pending court proceedings and if there are any dates designated</i> ):	
Any other legal process that the referred person is involved in and that are known:	
Indicate if the person is in the Program for the Protection of Victims and Victims of Crime. witnesses	

**h. Social care**

**1. Social and family information:**

Name	Relationship	Age	Occupation	Work Site/Educational Center (year that cursa)	Health Status	Income per month

**2. Summary of the Current Situation**

**3. Social care process**

- Start date of social care and actual appointments, documents issued in the context of this care (socioeconomic reports completed, institutional references and other relevant documents).
- Description of the intervention plan and current compliance level
- Progress and limitations in complying with the intervention plan.
- Professional impression of the current social situation.
- Clarify if at any time the suspension of the strategy was requested, the reasons and the final resolution of the ERI.
- Technical criteria supporting the referral (indicate the objectives for which the

professional considers that the VdTP person should continue to receive professional care).

- Refer to the level of adherence of the VdTP person to the social care process.

**i. Summary of the psychological approach process**

- Start date of psychological care and actual appointments, documents issued in the context of this care (reports, institutional referrals and other relevant documents).
- Reason for initial care
- Therapeutic objectives
- Scope and limitations
- Technical criteria supporting the referral (indicate the objectives for which the professional considers that the VdTP person should continue to receive professional care).
- Clarify if the referred person is interested in continuing with the therapeutic process.
- Refer to the level of adherence of the VdTP person to the therapeutic care process.
- Indicate whether the VdTP person has had hospital admissions or interconsultation with other disciplines associated with his or her mental health.

**j. Current risk considerations as of the reference date:**

*(knowledge of the dangerousness of the suspect or accused, relationship of facts, risk conditions that persist. Use as a reference the risk assessment tool, annex 5 of the Model of Comprehensive Care for Survivors who are Victims of the Crime of Trafficking in Persons).*

***Signature of the Professional***