

# ReportOUT Research Partner Guide



ReportOUT



**A guide to ReportOUT for prospective  
research partners**



Registered with  
**FUNDRAISING  
REGULATOR**

**ReportOUT is a global SOGIESC human rights organisation**

For more information, please visit our website: [www.reportout.org](http://www.reportout.org)

Registered Charity Number (England and Wales): 1185887

# A Statement from ReportOUT's Trustees

Thank you for your interest in partnering with ReportOUT. Collaboration is at the heart of everything we do and we are excited to get to know you and understand your proposals for partnership in more detail.

ReportOUT warmly welcome partnerships with activists, campaigners and organisations in different nations states to work with us to research, document and inform the human rights abuses and development needs of gender and sexual minorities. This may be a country report about a nation state, or a more thematic research project examining a particular issue within a country.

We are proud to follow the Amsterdam Network Guiding Principles, which were born out of concern that an advocacy community in one country should not speak for groups in another country, without a clear and informed mandate to do so - in other words 'not about us, without us'. Therefore, we will never undertake research projects without the active involvement of an in-country partner.

This guide was created for you organisations interesting in partnering with ReportOUT to give you some supporting information on how ReportOUT works with partners and our expectations for any successful partnership. Our experience tells us that it is best to be up front and candid on expected roles and responsibilities to help you make an informed decision on whether ReportOUT is the right organisation to partner with.

Strong partnerships allow us to collectively help us to protect the human rights of sexual and gender minorities globally, and so we thank you from the bottom of our hearts, for considering our charity to partner with. We look forwards to hearing from you.

I hope you find this guide useful and thank you once again.

**Drew Dalton**  
Chair of Trustees

**Phil Thomas**  
Lead Trustee, Human Rights Research



**Drew Dalton**  
Chair of Trustees



**Phil Thomas**  
Lead Trustee, Human Rights Research



# About ReportOUT



# Who are ReportOUT?

Since 2019, ReportOUT have been at the forefront of protecting the human rights of sexual and gender minorities in the United Kingdom and globally. As a registered charity in England and Wales (registered charity number 1185887) we are **fearless, determined and relentless** in our belief that human rights are fundamental to advancing the lives of sexual and gender minorities, and their communities.

We recognise that we need to succeed in our aims and objectives by also using principles from international development alongside human rights frameworks, and we believe that both of these approaches should **always include sexual and gender minorities as part of them**. We align all of our work with Agenda 2030, in that no one should be left behind.

## **ReportOUT's official aim and objectives are:**

To promote human rights (as set out in the Universal Declaration of Human Rights and subsequent United Nations conventions and declarations) throughout the world for sexual and gender minorities by all or any of the following means:

- Eliminating infringements of human rights;
- Research into human rights issues;
- Raising awareness of human rights issues;
- Educating the public about human rights;
- Monitoring abuses of human rights;
- International advocacy of human rights;
- Providing technical advice to government and others on human rights matters.

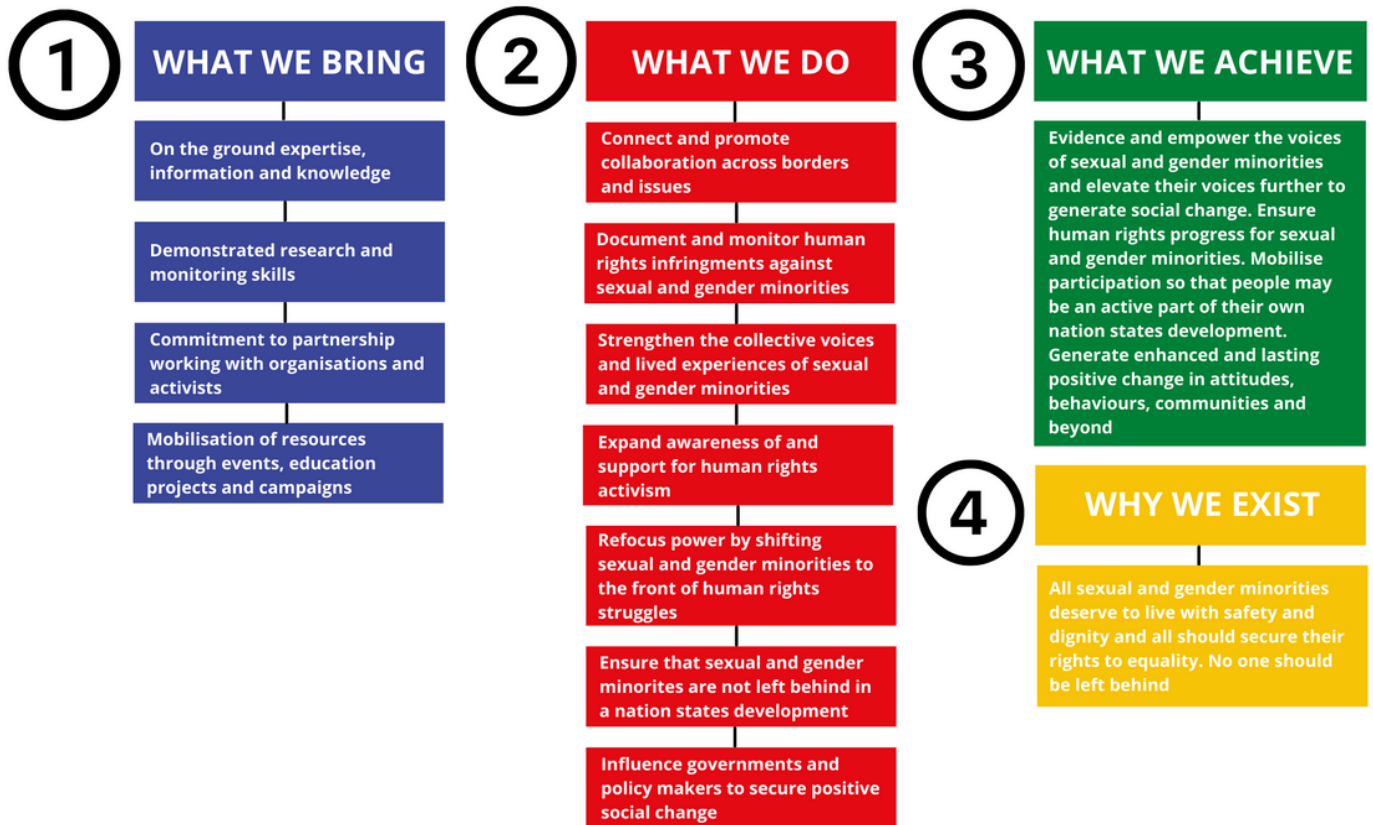
## **Our guiding principles:**

- **Principle 1:** No one should be left behind in delivering the articles set out in the Universal Declaration of Human Rights.
- **Principle 2:** Every person has a part to play in achieving the goals and targets set out in the United Nations Sustainable Development Goals.
- **Principle 3:** Positive change should be led by communities within a nation state and ReportOUT will support them to do this.

# Our Theory of Change (TOC)

Our Theory of Change (TOC) for ReportOUT outlines the steps we take, and what we need to have in place, to achieve our long-term goals as an organisation. All of our projects, from our research, education, events, and campaigns all have an individual Theory of Change plotted, to ensure that we gain maximum impact in everything that we do!

**Our organisational Theory of Change is as follows:**

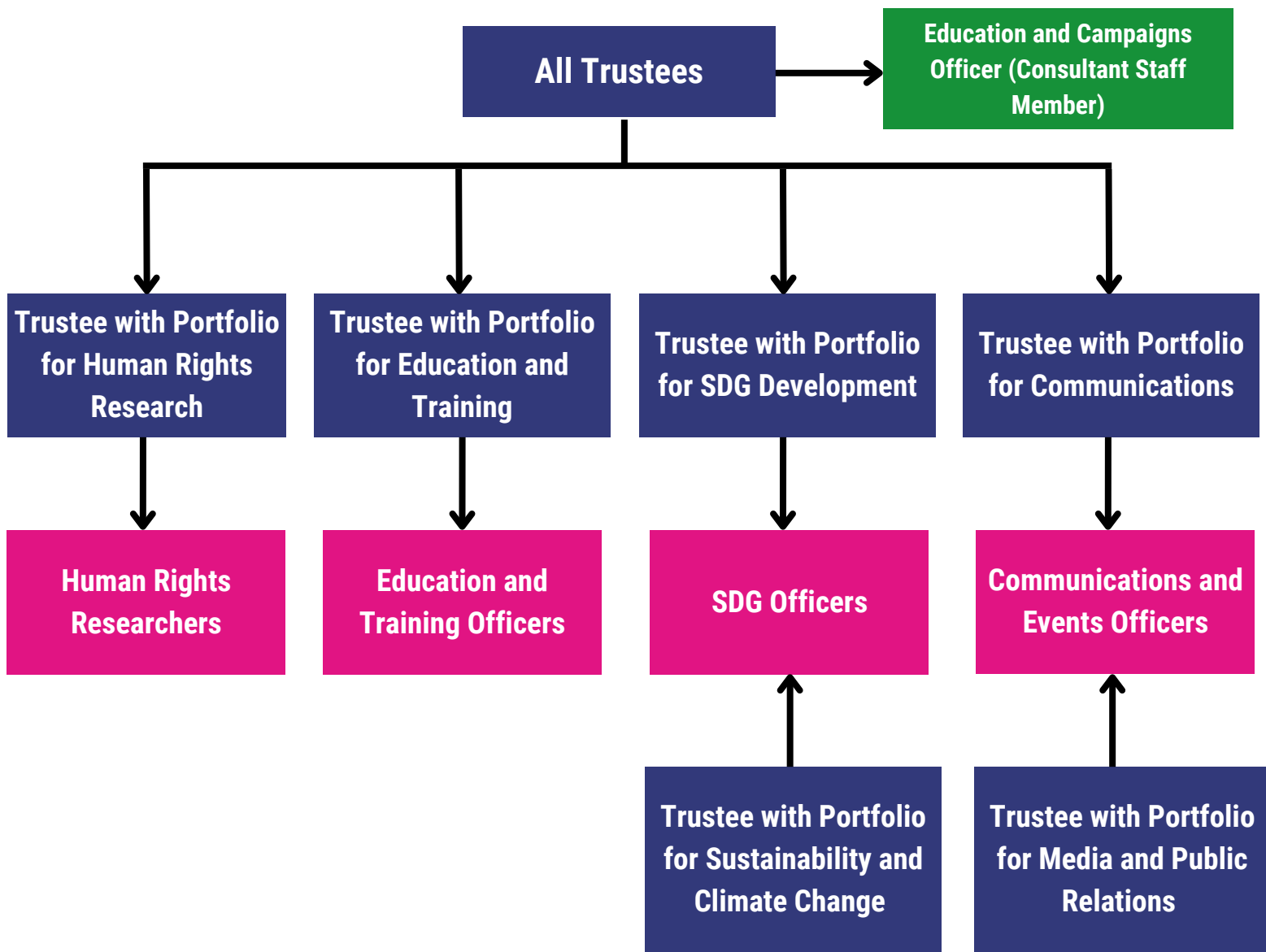


**Our Theory of Change (TOC) explained:**

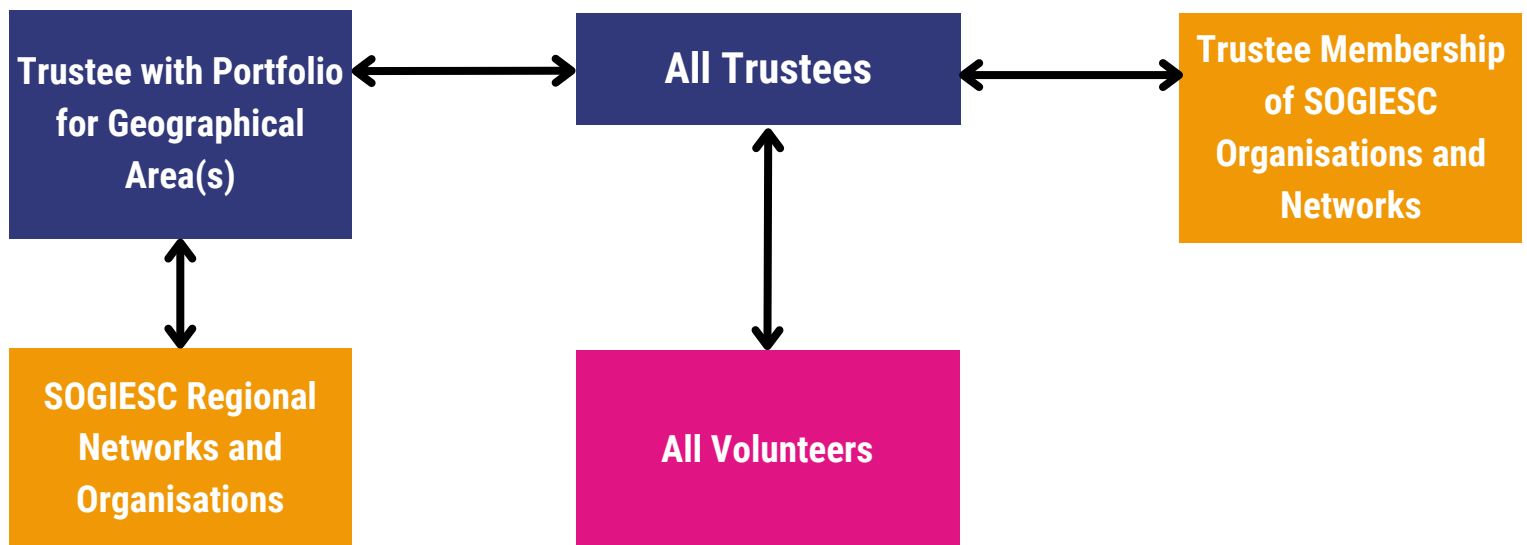
ReportOUT believe that globally, all sexual and gender minorities deserve to live with safety, dignity and should have equal rights. We believe that no one should be left behind. To do this, we empower people to elevate their voices, ensure that their human rights are met and make certain that sexual and gender minorities are not left behind in their nation states development. We ensure that lasting and positive change is felt across the globe.

We do this through collaborating with others in all nation states (including the U.K.), through documenting human rights infringements and through bringing together collective voices to educate others and expand support for human rights activism. Through doing this, we shift power by ensuring that the human rights of sexual and gender minorities are not left behind or ignored, through influencing governments and policy makers to make positive social change. To make these changes happen, we mobilise our expertise in research, campaigns, events, and education and we bring our partnership model to work inclusively with people in, and outside, of their nation state.

# Current ReportOUT Organisational Structure



## Information Networks and Trustee Involvement



# Our Research Team



Over 25 countries (nationality, heritage, country of residents) represented, including researchers from Europe, Africa, North and South America, the MENA region and Asia. Over 60% of our researchers originate from Global South countries.

Researchers hold a range of academic and professional backgrounds including public policy, healthcare, academia, business and finance, education and legal. Academic qualifications (Bachelors', Masters' and Professional level) spanning over 70 institutions across the globe.



A number of researchers undertake their own academic research and advocacy with specialist subjects including international development, HIV and AIDs, LGBTQ+ mental health, climate change and its impact upon sexual and gender minorities, human rights law, gender studies, and international relations.

Our Research team sits alongside ReportOUT's volunteer teams in communications, campaigns and SDGs (Sustainable Development Goals) to inform research programmes and support the publication and promotion of the final project.

We are happy to agree joint campaign activity with prospective partners.



# Our Approach To Partnership





# ReportOUT's Approach To Partnership

ReportOUT warmly welcome partnerships with activists, campaigners and organisations in different nations states to work with us to research, document and inform the human rights abuses and development needs of gender and sexual minorities.

**This may be a country report about a nation state, or a more thematic research project examining a particular issue within a country or region relevant to LGBTQ+ communities.**

We are currently undertaking partnership research projects, documenting the lived experiences of LGBTQ+ communities in **Belize, Ethiopia, Mongolia and Morocco**, having completed and published previous reports on **Uganda** and **Zimbabwe**.



# Our Values and Way of Working

Firstly our values...

At ReportOUT, we follow the **Amsterdam Network Guiding Principles**, which were born out of concern that an advocacy community in one country should not speak for groups in another country, without a clear and informed mandate to do so. It sets out clear guidance about how we at ReportOUT, work as an organisation with others in different nation states and parts of the globe.

We have also recently signed the **Affirmation of Feminist Principles Letter**, with which organizations and individuals from across the world come together to emphasize our shared belief that to achieve justice, equality and liberation, we must combat and dismantle the patriarchal systems of power which continue to oppress and exclude many of us.

We are guided by these principles in everything we do, especially research and partnership working.

## **How do ReportOUT work with our research partners?**

When ReportOUT develop research partnerships with activists, campaigners and organisations, we have three key values:

1. We work with partners who approach us and who want to work in partnership with us. We do not get involved with nation states until we are approached by organisations and individuals who want to work with us.
2. We all agree a clear and informed mandate for ReportOUT to speak with partners, not for them.
3. We work in our research partnerships to ensure that the development needs of sexual and gender minorities are also addressed in our research thinking. Our research is framed by the United Nations Sustainable Development Goals. We include this, as we recognise that human rights and international development needs, are deeply linked.
4. We work in a highly collaborative manner with clear roles and responsibilities for each party in the partnership. A full commitment is required of our partners to ensure the project is an impactful success.

For further information on our approach, please visit our website page

<https://www.reportout.org/research-partnership-working>

**Please note our team is entirely volunteer-based and so decisions on which projects we partner with will be driven by capacity, as well as alignment with ReportOUT's strategic plan.**

# Our Approach to Research

ReportOUT then have a six-step process of working with potential research partners:



1

Complete the Partnership Request Form, which can be accessed through our website <https://www.reportout.org/research-partnership-working>. We will review your request and schedule a time to meet to discuss what the issues are in your nation state and to see if we can accommodate your research needs. We discuss whether we, and our partners, have the capacity to do it and a provisional timeline (typically 6-9 months but may be shorter for specific thematic projects) and the support you will be able to provide us.



2

If both sides are happy and able to do this research, then we all sign and agree a Memorandum of Understanding, which sets out our research partnership working process and an agreed timeline.



3

We then allocate a team to work on your project, who will meet with you regularly - specific schedules to be documented and agreed at the outset of the project. This partnership with our team guides the research process and ensures that both parties are happy and committed.



4

At this point, we may have a discussion with you about bringing onboard further partner organisations to sign the Memorandum of Understanding. This is to increase an intersectionality of needs of sexual and gender minorities, and to ensure that we have a good representation of organisations (if possible).



## Important!

A partner's failure to adhere to their responsibilities outlined in this document will result in ReportOUT terminating the project. For a project to be successful, we require partners to be engaged and committed through the entire duration (often up to nine months). You are experts on your own country and we will need to be educated by you all through the research process.

# Our Approach To Research


## 5

We begin the research process and work with you to document what you need. Below is an indicative timeline of activity and responsibilities of each party for a full 'OUT In' project. Specific timelines will be agreed on a case-by-case basis for all new research projects

Timeline	Activity	Responsibilities
Month 1	<ul style="list-style-type: none"> <li>• Introductory Meetings</li> <li>• Agreement to goals and scope of project</li> <li>• Introduction to further partner organisations</li> </ul>	<p><b>Joint:</b> Agreement to project scope and goals</p> <p><b>ReportOUT:</b> Confirm volunteer research teams and start date</p> <p><b>Partner:</b> Introduction to further partners (where applicable)</p>
Month 2	<ul style="list-style-type: none"> <li>• Literature Review</li> </ul>	<p><b>ReportOUT:</b> Research and draft literature review</p> <p><b>Partner:</b> Share existing material, review and comment on literature review for accuracy and completeness</p>
Month 3	<ul style="list-style-type: none"> <li>• Survey design and translation</li> </ul>	<p><b>Joint:</b> Agreement to survey questions</p> <p><b>ReportOUT:</b> Create survey questions on Microsoft Forms</p> <p><b>Partner:</b> Translate questions (where applicable)</p>
Month 4	<ul style="list-style-type: none"> <li>• Survey release</li> </ul>	<p><b>Partner:</b> Sharing survey link with network and ongoing promotion</p> <p><b>ReportOUT:</b> Feedback on completion numbers</p>
Month 5	<ul style="list-style-type: none"> <li>• Initial review of results and analysis</li> </ul>	<p><b>Joint:</b> Agreement to end survey</p> <p><b>Partner:</b> Translate survey answers (where applicable)</p> <p><b>ReportOUT:</b> Share high-level results of quantitative questions. Review results and analysis against original literature review and UN Sustainable Development Goals.</p>

# Our Approach To Research

Timeline	Activity	Responsibilities
Months 6 & 7	<ul style="list-style-type: none"> <li>Analysis and drafting of report</li> </ul>	<p><b>Joint:</b> Agree recommendations arising from analysis</p> <p><b>ReportOUT:</b> Analyse results, draft final report, linking findings back to literature review and - where applicable - Human Rights commitments of a nation-state. Drafting conclusions</p> <p><b>Partner:</b> Provide ongoing input and responding to requests for support and guidance. Review and agree conclusions. Provides content for Executive Summary.</p>
Month 8	<ul style="list-style-type: none"> <li>Finalise report</li> </ul>	<p><b>Joint:</b> Sign-off final report, agree promotional plan</p> <p><b>ReportOUT:</b> Draft promotional plan</p> <p><b>Partner:</b> Input into promotional plan</p>
Month 9 onwards	<ul style="list-style-type: none"> <li>Publish and promote report</li> </ul>	<p><b>Joint:</b> Where applicable, attend launch event</p> <p><b>ReportOUT:</b> Places report on website, drafts press release and social media material</p> <p><b>Partner:</b> (Where safe to do so) promotes final report to own network. Translates final report into own language(s).</p>

 We then each agree to work together to get the final research findings out to the wider world (Month 8 onwards in the above plan), to ensure that the human rights of sexual and gender minorities are defended. At the end of the initiative, we will hold a review with you to check whether your initial goals for the project have been met and to share mutual feedback on our collaboration.



## Important!

ReportOUT is an entirely volunteer led organisation and we do not hold formal budgets for research projects, nor do we pay partners to collaborate with us or fulfil their responsibilities detailed within this pack. Any agreement between ReportOUT and a partner organisation is made on the basis of shared values and mutually beneficial outcomes to our organisations.

# Partner Responsibilities



# Partner Responsibilities

**Our experience of working with partners from around the globe has demonstrated the importance of agreeing clear responsibilities prior to any project commencing. Our expectations of the responsibilities of our partners include but are not limited to:**



- Collaborate to agree the goals and scope of our research study (themes, language) and the questions that will be asked



- Where applicable, introduce ReportOUT to potential further partner organisations



- Accept that ReportOUT may recruit other partners to support the project have greatest impact and commit to collaborating with them where required



- Provide a named contact for all ReportOUT queries, who will collaborate with our research team in a timely and efficient manner.



- Provide ReportOUT's research team with all English-language information you have pertaining to the project and be on hand to answer questions we may have about LGBTQ+ rights in your country.



- Translate all survey questions and responses to/from agreed languages in a timely manner



- Distribute and promote the survey produced to ensure a minimum of 75 responses from individuals with lived experience relevant to the proposed project.



- Provide timely comments on all feedback requests made by ReportOUT researchers, including reviewing and commenting on the draft report.



- Agreeing the conclusions of the report with ReportOUT researchers and the promotion plan that accompanies publication



- Where it is safe and practical to do so, promoting the findings of the report within your own networks.



- Above all, communicate regularly and often with our Researchers to ensure that the survey, analysis and conclusions are detailed, accurate and mutually agreeable.

# ReportOUT Responsibilities

**ReportOUT researchers will take the overall lead for the completion of a research project and will 'hold the pen' on drafting the final report. Specific responsibilities are listed below which should be read in conjunction with the partner organisation's responsibilities on the following page.**



- Set up and run introductory call with partners to understand their goals for the research, key themes they wish to be explored and agree schedule for supporting secondary literature to be sent.



- Research and approach potential additional partner organisations with interest in same topic.



- Set up and run ongoing update/progress calls with partners on a schedule to be agreed within each project but never less than monthly.



- Draft and write up a secondary literature review based on desk research and documentation sent through via the partner organisation.



- Design survey according to partner priorities on Microsoft Forms and share link with partner organisation for translation (if applicable) and distribution.



- Take the lead in analysing the data produced (quantitate and qualitative) to draw out conclusions that either support or contradict the secondary research undertaken.



- Draft full report on Canva (Executive Summary, Literature Review, Summary of Findings, Conclusions & Recommendations). Present to partners for comment before finalising. Align findings with United Nations' SDGs.



- Work with Communication and other ReportOUT teams to agree a launch plan to present research.



- Where it is safe and practical to do so, promoting the findings of the report within our own networks.



- Above all, communicate regularly and often with partner organisation(s) to ensure that the survey, analysis and conclusions are detailed, accurate and mutually agreeable.



# What Next?



# What Next?

## Keen to propose a partnership with ReportOUT?

Please complete our online Partnership Proposal form, which can be found on our website

**<https://www.reportout.org/research-partnership-working>**

The form should take less than 10 minutes to complete - please share as many details as possible about your proposal. We will review all proposals and respond within 7 - 10 working days.

Any questions?

Please contact Phil Thomas, Lead Trustee for Human Rights Research

**[philthomas@reportout.org](mailto:philthomas@reportout.org)**

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