


User Guide for Completing the Surveys

UN Portal on Women in Justice and Security

1. Accessing the Survey

- You will receive an email with country-specific survey links. These links are protected and should be handled carefully. Please **avoid sharing them widely**.
- If you need to consult other departments or stakeholders, **Word versions** of the questionnaires (in multiple languages) are **available for offline coordination**.
- Each time you open the link, you must complete a **CAPTCHA** verification. Enter the alphanumeric code shown in the image and **leave the second field blank**.

▼ Captcha verification

| | |
|---|-------------------------|
| Please, solve this captcha to access the survey | |
|  | |
| Please, type the text of the captcha and press Enter | * |
| <input type="text"/> | Type this CAPTCHA here. |
| Leave this field blank. | * |
| <input type="text"/> | Leave this field blank. |

2. Completing the Survey

General Instructions

- The survey is designed to collect aggregated, non-personal data only.
- There are no right or wrong answers. Please respond based on your country's institutional context.
- **Only six questions are mandatory** (marked with an asterisk in the upper-right corner). You must complete these to submit the form.

▼ Country and Contact Information

| | |
|--|---|
| Country information | |
| <input type="text"/> | * |
| Entity submitting this questionnaire: | * |
| National entities consulted in completing this questionnaire: <small>Please separate each entity with a dot (.)</small> | * |
| Contact details for unit submitting data | |
| <input type="text"/> | * |
| <input type="text"/> | * |
| Secondary contact | |
| <input type="text"/> | |
| <input type="text"/> | |

Entering Data

- The **survey is interactive** and adapts based on your responses. Some questions may appear or disappear depending on previous answers.
- Provide **accurate values** whenever possible, and avoid unnecessary rounding.
- **If data are not available**, select the **“Not available”** option under *Data availability* and leave the remaining fields blank (in some multi-column questions, it may be abbreviated as “No” or “Not avail”).
- Use a **dot (.) as the decimal separator** (e.g., 45.5). The system does not accept commas (,) as decimal separators.
- If a structure does not exist in your country, select **“Not applicable”**. When you select it, the entire row will close automatically.

| 4.1. In 2024, what was the percentage of men and women serving in policing management and coordination bodies? | | | | | |
|--|--------------------------------------|--|-----------------|-------------------|--|
| <i>Responses should reflect the equivalent structures in your country.</i> | | | | | |
| Management and Coordination bodies | Applicability | Name of the equivalent institution(s) in your country | Men (%) 2024 | Women (%) 2024 | Data Availability |
| Ministry Responsible for Police Affairs <i>(e.g., Ministry of Interior, Home Affairs, Security, or Justice)</i> <i>Responsible for the overall administration and policy direction of the country's police force(s)</i> | <input type="radio"/> Not applicable | Ministerio del Interior | 54.25 | 45.75 | <input type="radio"/> Not available |
| National Security Council or Committee <i>A high-level intergovernmental body responsible for coordinating national security policy</i> | <input type="radio"/> Not applicable | (blank) | (blank) | (blank) | <input checked="" type="radio"/> Not available |
| National Police Headquarters Command <i>Operational management, deployment of personnel, and implementation of policing strategy</i> | | <input checked="" type="radio"/> Not applicable When "Not applicable" is selected, the remaining columns will collapse. | | | |

⚠ Important: Avoid entering data in fields that you later make non-applicable, as previously entered values may still be saved in the background.

Reporting Country-Specific Structures

- Some tables include “Other” rows to capture country-specific institutions or categories.
- When using these rows:
 1. Enter the name of the institution/category in the text field below the table.
 2. Then complete the corresponding data in the table.

| | | | | | |
|---|--------------------------------------|---------------------------|------|------|-------------------------------------|
| National Police Headquarters Command <i>Operational management, deployment of personnel, and implementation of policing strategy</i> | <input type="radio"/> Not applicable | Dirección General de la P | 48.2 | 51.8 | <input type="radio"/> Not available |
| Secretaría de Estado de Seguridad | <input type="radio"/> Not applicable | Secretaría de Estado de S | 51.5 | 48.5 | <input type="radio"/> Not available |
| <input type="radio"/> Not applicable | | | | | |
| Enter the name of any other body responsible for coordinating, sharing information, dividing responsibilities for the delivery of police services (e.g. anti-corruption, border, and intelligence coordination bodies or task forces) not listed above for which you would like to provide data (1) | | | | | |
| <i>After entering the name, go back to the table and add information</i> | | | | | |
| Secretaría de Estado de Seguridad | <input type="radio"/> Not applicable | | | | |
| Enter the name of any other body responsible for coordinating, sharing information, dividing responsibilities for the delivery of police services (e.g. anti-corruption, border, and intelligence coordination bodies or task forces) not listed above for which you would like to provide data (2) | | | | | |
| <i>After entering the name, go back to the table and add information</i> | | | | | |

3. Saving Your Progress (Drafts)

The platform allows you to save your progress and return later.

Saving a Draft

1. Scroll to the end of the form and click “Save as Draft”.

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11. Additional information

Provide any additional good practice and information on your country's efforts to promote women's participation in the national police sector.
(maximum 3,500 characters)

Annex

Please send or attach here any relevant national policies, legal provisions, guidance, or statistical annexes referenced in your responses to: dalberto@un.org

How many documents do you want to share?

✎ Save Draft

✓ Submit

2. **Name your draft:** It is recommended that you include the date of the last update for easy reference.
You can overwrite a previous draft (use the exact same name as the previous version; Kobo will overwrite it automatically) or create a new one (use a new name/date when saving the draft).
3. Click “Save & Close”.
4. A **confirmation message** will appear.

Save as Draft

Record Name
This name allows you to easily find your draft record to finish it later.

Women in Police (06Apr2026)

Recommended: Include the survey name and the date of the last update

CANCEL SAVE & CLOSE

Finalize record later

Record stored as draft.

4 Confirmation pop-up indicating that the draft was saved

OK

⚠ Important: Drafts are **saved locally in your browser** (not on an external server). If you:

- Clear your browser history/cache → Your draft will be lost
- Switch browser or use a different computer → You could not access your draft

Reopening a Saved Draft

1. Open your survey link.
2. If you see an “Unsaved Record Found” prompt, you may ignore it (it is not used to load saved drafts).
3. Once inside the form:
 - a. Look for a small chart icon and a number in the upper-left corner of the screen.
 - b. Click the small number to open the saved records panel.



Women in Police

This access link is invalid. Please contact the dalberto@un.org

▼ **Captcha verification**

Please, solve this captcha to access the survey

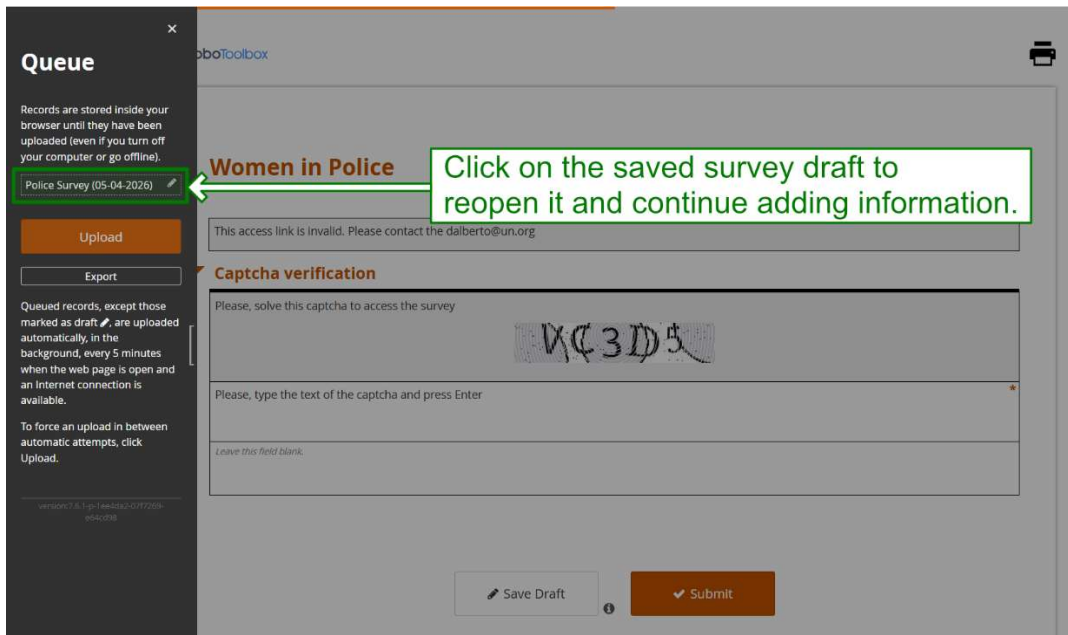
K(3D)5

Please, type the text of the captcha and press Enter

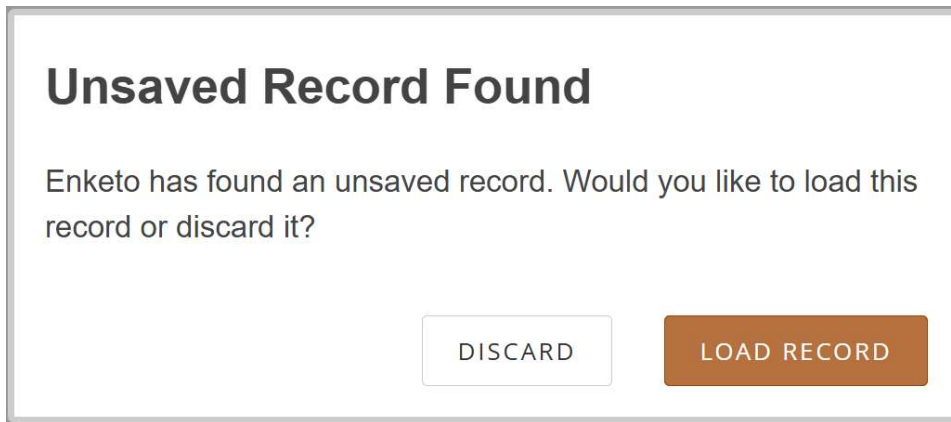
Leave this field blank.

Save Draft Submit

- c. Select your saved draft to reopen the form and continue.



⚠ Important: When prompted with an “Unsaved Record Found” pop-up, **you can select either Discard or Load Record indistinctly**. Either way, the form will open blank and will not affect your saved records.



4. Submitting the Survey

Before submitting, ensure:

- All mandatory fields are completed.
- Data are accurate and have been reviewed.
- Once submitted:
 - The response is final and recorded in the system
 - A confirmation message will briefly appear at the top of your screen, and a confirmation email will be sent to the email address provided in the mandatory questions.

○

⚠ Important: If you would like to **keep a copy of your responses**, please click the printer icon in the top-right corner of the form and save the survey as a PDF **BEFORE** submitting it. Once the form has been submitted, your responses will no longer be accessible through the survey link.

KoboToolbox

Survey on Women in the Police

To keep a copy of your completed form, please click print before submitting.

Assigned country: Afghanistan

▼ **Captcha verification**

Please, solve this captcha to access the survey

4E9M

5. Alternative Submission Option

If online submission is not feasible:

You may complete the Word version of the questionnaire and submit it by email, as instructed.

6. Support

For technical issues or clarifications, please contact the support team listed in your invitation email.