

Template: Memorandum in case of discrimination

This template can be used by victims, witnesses or counsellors to record experiences of discrimination. This can help to organise the experience or be useful for possible further steps (e.g. in an official complaints procedure). The guiding questions help you to note down important information (when, where, who, what, how).

The memory log is not a prerequisite for a counselling interview.

Memorandum

When did the incident happen?

Specify the date and if possible, the exact time of the incident.

Where did the incident happen?

Describe the location and the context in which the incident happened as accurate as possible (e.g. lecture, seminar, one-to-one conversation, on campus, on the phone, e-mail, social media etc.).

Who or what was the cause of the discrimination or disadvantage (e.g. person, practices regulations)?

What exactly did happen?

Write down all information about the incident, be as detailed as possible and follow the chronological order of events.

Who else was involved? Who witnessed the incident and could bear testimony?

If possible, write down names and contact information.

Have other contact persons/counsellors already been involved? Have steps/measures already been initiated? If yes, which ones?

(e.g. the use of counselling services, medical examination in cases of bodily injuries, filing of a criminal charge or the use of legal counselling)