

Memory log

A memory log is intended to help persons affected or witnesses document what happened. It can help to record important information and details that might otherwise be forgotten. The questions in the memory log mainly focus on key details (when, where, who, what, how). The memory log template can be used by persons affected, witnesses and counsellors.

The memory log is **not** a requirement to receive counselling or initial advice.

When did the incident take place?

(Date, time)

Where did the incident take place?

(Describe the place and context in as much detail as possible (e.g. in-person conversation, course, on campus, social media, telephone, e-mail))

Who committed discrimination/harassment/assault?

What happened?

(Describe the sequence of events, actions and statements in as much detail as possible)

Who else was involved? Who witnessed the incident?
(If possible, write down names and contact details.)

Have any steps/measures already been taken? If so, which ones?
(e.g. legal advice, filing a report, medical examinations)