

Board voted and approved on September 2, 2020

Updated February 6, 2021 to include additional technical specification

Updated January 17, 2022 to include minor operational process updates

CONTEXT

Since launching the OAR in March 2019, the OAR team has received a small trickle of reports from users relating to the closure of facilities in the Registry. As a dynamic industry with shifting supply chains and economics, the need for a policy and mechanism for when and how to mark facilities as closed in the OAR is required.

The OAR team strives to keep the database as current and accurate as possible, which necessarily includes a mechanism for marking facilities as closed.

A closed facility is:

- 1) A facility that has gone out of business, or been closed by local authorities
- 2) A facility that has moved to a different address. The old address is marked as a closed facility **and a link is provided to the new facility profile and new OAR ID**

A closed facility is not:

- 1) A facility that hasn't moved but a street name has changed (a change in street name would be listed under the "alternative address" section of a facility profile)
- 2) A facility that has been temporarily closed e.g. due to COVID-19
- 3) An existing facility where another new facility has appeared at the same address e.g. a new facility, run by separate management, opening on the same floor as another facility in a tower block (the new facility would be created as a new entity in the OAR, with its own OAR ID)

Closed facilities will not be deleted from the OAR database. Facilities marked as closed will remain in the OAR, firstly, to alert all users of the closure and, secondly, for historical and / or trend analysis by various stakeholder groups, including civil society, researchers and academia. This is consistent with the OAR's general policy not to delete data from the Registry unless it is factually inaccurate or was entered erroneously.

PROCESS

1. Facility is flagged as closed



- a. OAR team begins process to verify depending on user status as verified source (or not)
 - b. Facility is marked "REPORTED AS CLOSED". The facility is tagged with "Reported closed by [user name*] on [date]."
2. Once a facility has been verified as closed with evidence, facility is marked as "VERIFIED AS CLOSED by [User name*] on [date]" and in the case of a moved facility, the new facility profile and OAR ID is listed alongside as "MOVED TO {OAR ID}"

WHO CAN REPORT CLOSED OR MOVED FACILITIES TO THE OAR

1. REPORT FROM OAR USERS: in theory, any user can contact the OAR team to report a facility as closed
 - a. If the user is not a verified source, a notification is sent to all users connected to the facility asking for confirmation (or not) of the closure. Deadline for responses: 2 weeks.
 - i. Evidence must be provided (e.g. email notification from facility of closure, confirmation from industry body, link to Government dataset, article(s) from trusted news sources etc). Once evidence is provided and verified by OAR team, the facility is verified as closed
2. VERIFIED SOURCES: see [verified sources policy](#)
 - a. Verified source must provide evidence to substantiate closure status (as above) and as required by verified sources policy
 - i. Once evidence is provided and verified by OAR team, the facility is verified as closed

*In instances where the exact disclosure of a source could pose risk to the organization, the precise details of the organization disclosing the information will not be made public. Instead, a generic disclosure will be made, e.g. "verification received from a local trade union", or "verification received from an investigative human rights association".