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## GROUP RESETTLEMENT: EXPANDING RESETTLEMENT OPPORTUNITIES AND USING RESETTLEMENT STRATEGICALLY

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The concept of resettling refugee groups has been introduced into UNHCR's operations with a view to expanding resettlement opportunities and contributing to a more efficient, comprehensive and strategic use of resettlement. The *UNHCR Methodology for Group Resettlement* provides a new framework for the identification and processing of refugee groups by UNHCR, in partnership with resettlement partners and countries, without the submission of individual Resettlement Registration Forms (RRFs). Hence, the methodology for group resettlement allows for an increase in the number of beneficiaries through a simplified and accelerated UNHCR process where appropriate. It should be noted, however, that the group methodology or "group resettlement" is not intended to replace the responsibility and accountability of UNHCR offices in the field for the identification and processing of individual resettlement cases based on established resettlement criteria and procedures.

### 7.1 Purpose

In keeping with the Goals of the *Agenda for Protection*, UNHCR has expanded its efforts to create more resettlement opportunities for refugees by designing an approach for the identification and processing of groups for resettlement consideration. UNHCR's Group Methodology is intended to assist in integrating and systematizing enhanced resettlement efforts into UNHCR office operations and durable solutions planning.

In this respect, it is intended to supplement and serve as an additional component of UNHCR's resettlement and durable solution activities. Key to the success of UNHCR's Group Methodology is involving resettlement countries and partners in various case processing tasks under UNHCR's leadership and direction. Implementation of the Group Methodology is also fundamental to facilitating UNHCR's involvement in designing and implementing multi-lateral initiatives, such as *Convention Plus*, which have as their goal increased burden sharing, and the comprehensive resolution of protracted and other refugee problems through the complementary use of the various durable solutions.

As will be detailed below, UNHCR's new group methodology is mainly built around the: 1) *Conceptualization* and 2) *Evaluation and Analysis* of certain types of information, followed by the preparation of a 3) *Group Profile and Proposal Document*, followed by the 4) *Submission*, or initial presentation of the proposed group to one or more resettlement countries and partners, and a 5) *Group Processing Plan of Action*, which details the roles and responsibilities of all partners in relation to case preparation and other procedures, as well as the fraud and security safeguards and communication strategies developed to deter associated refugee movements. 6) *Verification* is the final ascertainment of preliminarily identified individuals who qualify for inclusion in the group, followed by 7) *Group Resettlement Processing*, which will benefit from incorporating the gains made by UNHCR in developing and implementing effective registration of refugee populations.

## 7.2 Methodology

The *UNHCR Methodology for Group Resettlement* is included in Annex 2 to Chapter 7 (below). The Methodology was distributed as a UNHCR IOM/FOM by the Director of the Department of International Protection in October 2003 and it has been incorporated into the annual Country Operations Plan (COP).

The Group Methodology intends to enhance and systematize the identification of refugee populations for whom resettlement may be an appropriate durable solution, in the context of a UNHCR's comprehensive protection strategy. Group resettlement contemplates processing by a resettlement country without the submission by UNHCR of individual RRFs. However, it is important to note that resettling groups of refugees is intended to supplement UNHCR's traditional resettlement activities. Group resettlement does not replace the responsibility and accountability of UNHCR Offices for the identification and processing of individual resettlement cases based on established resettlement criteria and procedures.

The methodology is implemented through a series of steps that may vary depending on the complexity of the caseload and issues associated with the decision to employ group processing methods. A summary of the steps is provided below in Annex 1 to Chapter 7.

## 7.3 Tailored Approach

### Developing a Group Profile: How is “a group” defined?

The IOM/FOM on Group Methodology contains some guidance with respect to general parameters that may assist in identifying a potential group for resettlement.

As indicated, members of a group should ideally have the same nationality; share common characteristics; be clearly delineated and finite; its location(s) should be known and established; and ideally group-members should possess some form of identification, photo or otherwise.

Group members who have been identified for resettlement also typically share a common refugee story or claim. They may have fled during a similar period and for similar reasons, received similar treatment or had a particular and common experience in a country of origin or country of asylum. They also may share the same need for resettlement.

Preferably, the characteristics that are used to define group membership can be verifiable by some concrete or objective data. Frequently facts or criteria, such as for example, nationality, date of arrival, residence in a certain camp during a certain period of time, can be determined from materials UNHCR develops or maintains in a non-resettlement context.

It is also helpful to keep in mind that a group profile, which can be thought of as a “group RRF” should address the general issues and questions a selection officer from a resettlement country typically must examine in the context of a resettlement selection interview.

### Other Important Considerations

Other important considerations in group processing include the type of information that will be presented in case files for group members. Typically there will be a need for UNHCR to present to resettlement countries bio-data information, information concerning family composition, and photographs. It may however, be possible for this information to be compiled with the help of resettlement partners, working under the leadership and supervision of UNHCR. Standards should be put in place to ensure that uniform information is presented in each case file. Care should be given to ensure that only those cases that meet the definition of the group are presented for consideration to a resettlement country.



How and by whom the list of members will be prepared, and maintaining confidentiality with respect to the criteria for group members until relevant decisions have been taken, are other important matters to keep in mind in developing a resettlement group proposal, as fraud prevention measures.

Once group criteria are defined, and, for example, a preliminary list of group members or a foundation for group membership is established, there may be a need to conduct an additional verification exercise. Although UNHCR in a group resettlement operation is

not providing individual RRFs for individual group members, the verification exercise determines that the cases presented in fact meet the profile that has been established.

This verification exercise also provides an opportunity to seek any additional information or requirements of resettlement processing. Standard questions and forms can be helpful in this regard.

**FURTHER REFERENCE:**

-  *IOM/FOM 67/2003 on the Methodology for the Resettlement of Groups. [Internal]*
-  *Convention Plus Core Group on the Strategic Use of Resettlement: Multilateral Framework of Understandings on Resettlement, June 21, 2004.*

## **Annex 1: Operational Framework for Group Resettlement**

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IOM/FOM 67/2003, dated 16 October 2003, Methodology for the Resettlement of Groups (see Annex 2) introduced the general concepts, procedures and materials to be used when considering or undertaking the resettlement of groups. As noted in the IOM/FOM the group methodology was an initial effort to develop a practical tool for this purpose. Since the issuance of the IOM/FOM a number of group resettlement activities have occurred within the context of the Group Methodology. The Resettlement Section held a workshop 12-13 October 2004 for the purpose of identifying best practices and synthesizing lessons learned during this first year's experience. The workshop also sought to address other issues that have arisen during the past year that relate to the resettlement of groups. One such issue was the use of expedited individual processing procedures and its relationship to group resettlement. In addition, the workshop reviewed developments in Project Profile with a view toward its impact on future group resettlement activities.

As a result of the workshop, the following framework refining operational guidance was prepared. Field offices are encouraged to apply this operational framework to assist in the identification of resettlement opportunities as part of their comprehensive durable solutions strategies. This in turn will allow UNHCR to consolidate improvements in its global management and planning of resettlement.

## Operational Framework

The framework encompasses the following stages:

- 1) Conceptualization
- 2) Evaluation and Analysis
- 3) Feasibility and Preparation of Group Profile and Proposal Document (GPPD)
- 4) Submission
- 5) Group Processing Plan Of Action
- 6) Verification
- 7) Resettlement Processing

### 1. Conceptualization

Conceptualization is the first stage of the group resettlement process and has itself several stages.

The basic concept of what constitutes a group is defined in the IOM/FOM 67/2003 on the Methodology for Resettlement of Groups.

As indicated, group resettlement should be systematically incorporated into field office strategic planning efforts, including the preparation of Annex 6 to the Country Operations Plans (COP) and other protection and strategic planning documents of an office.

Sources for flagging the potential existence of groups may be:

- **internal** (through profiling of the refugee population and COP preparation exercises, annual protection reporting, UNHCR special protection initiatives, and needs identified through Refugee Status Determination (RSD), community services and other field activities;
- **external** (host governments, NGOs, embassies or in circumstances such as camp closure or emergency interventions); and
- **joint activities** (the Working Group on Resettlement, Annual Tripartite Consultations on Resettlement, and the Global Indications Conference).

Once a caseload, or part of a caseload, is considered as a possible group for resettlement and the preliminary consideration has received the endorsement of the head of office, a brief preliminary group proposal document (approximately two pages) should be prepared and should include:

- a basic description of the potential group, including estimated size;
- the protection rationale for proposing the resettlement of the potential group;
- identification of the commonalities of the group;
- nature of the common refugee claim;
- possible constraints to successful resettlement;
- preliminary resource implications for UNHCR and resettlement country(ies);
- recommended processing modality (group, expedited processing such as short referral forms instead of RRFs, other local arrangements or regular RRFs);
- suggested countries for submission.

### *Best Practice: Use of Preliminary Group Proposal and Profile Document (Annex 3)*

## **2. Evaluation and Analysis**

The preliminary group proposal is submitted to the Resettlement Section (RS) at Headquarters for preliminary feedback, analysis and evaluation. The Resettlement Section will share the proposal with the Regional Bureau and other actors at Headquarters. As the result of this preliminary evaluation, one of the following five possible responses will be proposed to the field by the RS:

1. The caseload should be pursued as a “group” (proceed to feasibility stage).
2. The caseload requires additional information before its feasibility can be determined. This may include field, Resettlement Hubs, RS or interagency exploratory missions, or gathering of additional information as requested by Headquarters.
3. The caseload should be processed according to other processing modalities (see above).
4. The caseload should be prepared as individual RRFs.
5. The proposal is not appropriate for further action and resettlement of the caseload should not be pursued.

In determining which of the above responses is the most appropriate, the following considerations should be taken into account:

- size of the caseload (groups tend to be large);
- impact that group submission would have on office’s protection strategy (strategic value of resettlement in comprehensive solutions strategy); Convention Plus considerations
- commonality of claims (resettlement countries emphasize common claims);

- complexity of claims (very complex claims may not be appropriate for group submission);
- quality and freshness of registration (recent registration makes group processing more feasible);
- whether or not the caseload had undergone RSD;
- stable or fluid nature of the population;
- resources required for verification (level of assistance required by field office);
- potential for pull factors;
- security concerns, (as well as access to population by UNHCR and resettlement partners);
- nature of local cooperation between UNHCR and embassies/IOM/Overseas Processing Entity (OPE) (extent of cooperation, existence of established expedited processing mechanisms, processing capacity);
- which modality (group or expedited processing) is most efficient and economical (in terms of time and resources);
- existence of alternatives to group submission;
- resettlement country preferences;
- consistency with regional approach to a given caseload;
- capacity of resettlement country to absorb.

### 3. Feasibility and Preparation of Group Profile and Proposal Document (GPPD)

Following a response by the Resettlement Section to pursue the caseload as a group, a Group Profile and Proposal Document (GPPD) should be prepared by the field office. Although thoroughness and cogency are important, the GPPD is an evolving, working document and will be elaborated upon throughout the various phases of its preparation.

Depending on the needs identified in the GPPD, an exploratory interagency mission (potentially including staff from country offices or Regional Resettlement Hubs, resettlement countries, IOM, settlement agencies or others) may be proposed. Findings from such missions would be incorporated into the final version of the GPPD.

Upon finalization of the GPPD itself, the field office will be requested to draft an **abstract** setting out the following:

- a readable, compelling summary of the group submission, tailored as may be necessary to individual resettlement countries;
- an identification of the resources (funds, deployees, technical assistance) required by all partners implicated in the group submission;

- a clear (though preliminary) timeline for the processing and out-processing of the group (it is especially important to establish the out-processing timeline in writing and achieve resettlement country agreement).

The GPPD, with the abstract attached, would then constitute the document that the field office sends to Headquarters for final clearance.

In some cases, the completion of the GPPD will only be possible where a Plan of Action (see below) has also been elaborated (for example where the plausibility of the submission is highly dependent on access to the group or logistical concerns or funding or a registration exercise required). In most cases, however, the Plan of Action will be prepared at a later stage.

Once the field office has forwarded the GPPD to the Resettlement Section and the Bureau, the Resettlement Section will meet with the Bureau, for final decision on the group proposal. The results of this meeting would then be shared by the Resettlement Section with the field office through a Note for the File. Further clarification may be sought from the field, as necessary.

#### **4. Submission**

An official submission occurs when the Chief of the Resettlement Section sends the cleared and completed version of the GPPD, including an abstract, to the appropriate resettlement country(ies). The submission fixes for statistical reporting purposes the number of persons included in the submission. This is adjusted subsequently by RS following the verification of the group (which may result in either a smaller or larger number of persons being submitted than originally counted).

While in many cases the completion of the GPPD is preceded or attended by detailed discussions between UNHCR (both field and RS) and the resettlement country(ies), such discussions are certain to occur after submission.

#### **5. Plan of Action for Group Processing**

The field office with input and direction from Resettlement Section finalizes a Plan of Action setting out in detail the proposed group resettlement operation\*. Local circumstances will of course largely determine the precise exercise but all plans should contain:

- Number and nature of personnel required;
- Logistical support, including transportation and other arrangements;
- Timeline and work plan for verification exercise;

- Agreement concerning contents of individual files;
- Agreement with resettlement countries concerning the definition and process for dealing with issues of dependency (to protect against the splitting of families or creation of unaccompanied minors);
- Strategy for handling rejected cases.
- Costing and budget.

In all cases, the Plan of Action should give special attention to the best interests of separated children. Similarly, possible reception and integration issues peculiar to the group should, where possible, be flagged for the attention of the resettlement country(ies).

\* No single format for the Plan exists, though several examples are contained in the CD entitled Group Resettlement Resource Material available from the Resettlement Section.

*Best Practice: Plan of Action/Provisional Timeframe for the Canadian Pilot Project (Annex 4a) and Budget. (Annex 4b)*

## **6. Verification**

Verification is the final ascertainment of preliminarily identified individuals who qualify for inclusion in the group. The timing of this exercise may vary depending on the circumstances of the caseload as well as the group definition and criteria.

The sophistication of the verification exercise is likely to vary depending on how recently registration was conducted and the commonalities of the refugee claims. Where comprehensive, accurate, recent registration has taken place and group members can be identified through this information, verification exercises may not have to be elaborate.

The verification exercise is generally jointly undertaken by UNHCR and one or more partners: host governments, IOM, Overseas Processing Entity (OPE), resettlement countries. While the respective roles of the actors in the verification exercise is set out in the GPPD abstract, it will likely be supplemented by local meetings and agreements, which should be put in writing and kept on file.

*Best Practice: Operational Plan, Procedures (Annex 5a) and Questionnaire for Verification, UNHCR Kenya. (Annex 5b)*

## **7. Resettlement Processing**

Following the verification exercise, a final number of persons to be submitted for resettlement is arrived at. The Resettlement Section adjusts its statistics based on this.

UNHCR provides resettlement countries with the materials that constitute the case files for each individual/case in the group. These materials or case files normally include the verification forms, digital photographs, and historical registration data, as per the specific Plan of Action.

Transparency as a principle should guide field office's presentation of materials to resettlement countries, particularly in relation to issues identified during the verification process relating to discrepancies with the group definition and possible excludability concerns.

UNHCR's involvement does not cease following the transfer of case files to the receiving country. In addition to monitoring the results of the resettlement processing and handling issues associated with rejected cases, it is also highly recommended that the local office undertake a post-submission analysis of the operation. Such an analysis would briefly identify whether the strategic and other objectives of the group resettlement were achieved and document lessons learned.

**SHORT GROUP PROFILE WORKSHEET - Oct 2004**

<b>Group</b>	<b>Population Size</b>	<b>Location</b>

**Why do they need resettlement?**

**What makes them a group (commonalities)?**

**How might we identify individuals who belong to the group?**

**What is the legal basis or foundation of the Group's common refugee claim?**

**What are the strategic benefits of resettling this group?**

**What are the resources/implications for HCR and Resettlement countries?**

**Recommended modality and Resettlement country/ies?**

**PROVISIONAL TIMEFRAME FOR THE CANADIAN PILOT PROJECT**  
**Group Verification in Dadaab (May/June 2003)**

DATE	ACTION	ACTION BY	NOTES
<b>PREPARATION PHASE</b>			
01 MAY 2003 (Thursday)	Meeting with CHC, AHC, IOM and UNHCR at BO Kenya (Nairobi)	UNHCR Nairobi	
02 MAY 2003 (Friday)	Meeting with GOK National Registration Bureau to discuss availability of GOK data to assist verification exercise	UNHCR Nairobi	
07 MAY 2003 (Wednesday)	Meeting with IOM to discuss timelines, clarify division of responsibilities and flag budget issues	UNHCR Nairobi / IOM Nairobi	
08 MAY 2003 (Thursday)	Dadaab finalises list of beneficiaries	UNHCR Dadaab	
09 MAY 2003 (Friday)	Decision / proposal on verification site	UNHCR Dadaab IOM / UNHCR Nairobi	
12 May 2003 (Monday)	Letter sent to Permanent Secretary, Ministry of Home Affairs and copy list of beneficiaries sent to GOK Registration Bureau	UNHCR Nairobi	
12 MAY 2003 (Monday)	Scope the availability of Somali and Sudanese interpreters at Dadaab	UNHCR Dadaab	
12 MAY 2003 (Monday)	Advertise for Somali and Sudanese interpreters at Dadaab - previous work experience with UNHCR / NGOs essential - do not mention the nature of the exercise	UNHCR Dadaab	
13 MAY 2003 (Tuesday)	Meeting: UNHCR / IOM to confirm budget requirements	UNHCR Nairobi / IOM Nairobi	

<b>14 MAY 2003 (Wednesday)</b>	<b>Confirmation by UNHCR Dadaab on verification site</b>	<b>UNHCR Dadaab</b>	
<b>16 MAY 2003 (Friday)</b>	<b>Interview / provisionally select Somali and Sudanese interpreters</b>	<b>UNHCR Dadaab</b>	
<b>16 MAY 2003 (Friday)</b>	<b>Finalisation of database design</b>	<b>UNHCR Nairobi</b>	
<b>19 MAY 2003 (Monday)</b>	<b>Data entry commences</b>	<b>UNHCR Nairobi</b>	
<b>20 MAY 2003 (Tuesday)</b>	<b>Meeting IOM / UNHCR / CHC to finalise budget requirements and operations plan</b>	<b>UNHCR Nairobi / IOM Nairobi</b>	
<b>23 May 2003 (Friday)</b>	<b>Finalisation of verification SOPs and formats</b>	<b>UNHCR Nairobi / Dadaab</b>	
<b>23 May 2003 (Friday)</b>	<b>Finalisation of information strategy</b>	<b>UNHCR Nairobi / Dadaab</b>	
<b>23 May 2003 (Friday)</b>	<b>Verification team identified / administrative arrangements</b>	<b>UNHCR Nairobi / Dadaab IOM Nairobi CHC / AHC Nairobi</b>	
<b>23 May 2003 (Friday)</b>	<b>Receive data from GOK Registration Bureau</b>	<b>UNHCR Nairobi</b>	
<b>23 May 2003 (Friday)</b>	<b>Finalisation of security / emergency plan</b>	<b>UNHCR Dadaab</b>	
<b>26 May 2003 (Monday)</b>	<b>Verifiers' meeting in Nairobi</b>	<b>UNHCR / IOM Nairobi</b>	
<b>26 May 2003 (Monday)</b>	<b>Special Operations Meeting at Dadaab</b>	<b>UNHCR Dadaab</b>	

## PROVISIONAL TIMEFRAME FOR THE CANADIAN PILOT PROJECT

DATE	ACTION	ACTION BY	TICK
<b>IMPLEMENTATION PHASE</b>			
27 May 2003 (Tuesday)	Somali Midgan meeting (Hagadera) – post interview list	UNHCR Dadaab	
28 May 2003 (Wednesday)	Somali Midgan meeting (Ifo and Dagahaley) – post interview list	UNHCR Dadaab	
31 May 2003 (Saturday)	Verification Team travel to Dadaab by Minibus (35 Seater)	IOM Nairobi	
01 June 2003 (Sunday)	Orientation workshop for Project Team	UNHCR Dadaab	
01 June 2003 (Sunday)	Preparation of verification site (Hagadera)	UNHCR Dadaab / Project Team	
01 June 2003 (Sunday)	Trouble shooting / dry run	UNHCR Dadaab / Project Team	
02 June 2003 (Monday) <b>HAGADERA</b>	<ol style="list-style-type: none"> <li>1. Verification at Hagadera Transit Centre (Somali Mdgan at Hagadera) - 91 cases / 352 pax (commencing at 09:00 hrs)</li> <li>2. Data entry: Smali Midgan</li> <li>3. Sudanese refugees information meeting (Ifo and Dagahaley)</li> </ol>	<ol style="list-style-type: none"> <li>1. UNHCR Dadaab / Project Team</li> <li>2. UNHCR Dadaab / Project team</li> <li>3. UNHCR Dadaab</li> </ol>	
03 June 2003 (Tuesday) <b>HAGADERA</b>	<ol style="list-style-type: none"> <li>1. Verification at Hagadera Transit Centre (Somali Midgan at Hagadera) – 91 cases / 352 pax (commencing at 09:00 hrs)</li> <li>2. Data entry: Somali Midgan</li> <li>3. Sudanese refugee information meeting (Hagadera)</li> </ol>	<ol style="list-style-type: none"> <li>1. UNHCR Dadaab / Project Team</li> <li>2. UNHCR Dadaab / Project team</li> <li>3. UNHCR Dadaab</li> </ol>	
04 June 2003 (Wednesday) <b>IFO</b>	<ol style="list-style-type: none"> <li>1. Preparation of IFO verification site (IFO Transit Centre) – AM</li> <li>2. Verification at IFO Transit Centre (Somali Midgan at IFO) – 43 cases / 141 pax (commencing at 10.00 hrs)</li> <li>3. Data entry: Somali Midgan</li> </ol>	<ol style="list-style-type: none"> <li>1. UNHCR Dadaab / Project team</li> <li>2. UNHCR Dadaab / Project team</li> <li>3. UNHCR Dadaab / Project Team</li> </ol>	

DATE	ACTION	ACTION BY	TICK
05 June 2003 (Thursday) IFO	<ol style="list-style-type: none"> <li>1. Verification at IFO Transit Centre (Somali Midgan at DAGAHALEY) – 27 cases / 116 pax (commencing at 09.00 hrs)</li> <li>2. Data entry: Somali Midgan</li> </ol>	<ol style="list-style-type: none"> <li>1. UNHCR Dadaab / Project team</li> <li>2. UNHCR Dadaab / Project team</li> </ol>	
06 June 2003 (Friday) IFO	<ol style="list-style-type: none"> <li>1. Verification at IFO Transit Centre (Sudanese at DAGAHALEY) – 99 cases / 223 pax (commencing at 09.00 hrs)</li> <li>2. Data entry: Midgan and Sudanese</li> </ol>	<ol style="list-style-type: none"> <li>1. UNHCR Dadaab / Project team</li> <li>2. UNHCR Dadaab / Project team</li> </ol>	
07 June 2003 (Saturday) IFO	<ol style="list-style-type: none"> <li>1. Verification at IFO Transit Centre (Sudanese at IFO) 208 cases / 427 pax (commencing at 09.00 hrs)</li> <li>2. Data entry: Sudanese</li> </ol> <p>(NB: increase number of verifiers to 15 persons)</p>	<ol style="list-style-type: none"> <li>1. UNHCR Dadaab / Project team</li> <li>2. UNHCR Dadaab / Project team</li> </ol>	
08 June 2003 (Sunday)	FREE DAY	FREE DAY	
09 June 2003 (Monday) IFO	<ol style="list-style-type: none"> <li>1. Verification at IFO Transit Centre (Sudanese at IFO – cont.) 208 cases / 427 pax (commencing at 09.00 hrs)</li> <li>2. Data entry: Sudanese</li> <li>3. (NB: increase number of verifiers to 15 persons)</li> </ol>	<ol style="list-style-type: none"> <li>1. UNHCR Dadaab / Project team</li> <li>2. UNHCR Dadaab / Project team</li> </ol>	
10 June 2003 (Tuesday) HAGADERA	<ol style="list-style-type: none"> <li>1. Preparation of HAGADERA verification site (AM)</li> <li>2. Verification at HAGADERA Transit Centre (Sudanese at Hagadera) – 128 cases / 322 pax (commencing at 10.00 hrs)</li> <li>3. Data entry: Sudanese</li> </ol>	<ol style="list-style-type: none"> <li>1. UNHCR Dadaab / Project team</li> <li>2. UNHCR Dadaab / Project team</li> <li>3. UNHCR Dadaab / Project team</li> </ol>	
11 June 2003 (Wednesday) HAGADERA	<ol style="list-style-type: none"> <li>1. Verification at HAGADERA Transit Centre (Sudanese at Hagadera) – 128 cases / 322 pax (commencing at 09.00 hrs)</li> <li>2. Data entry: Sudanese</li> </ol>	<ol style="list-style-type: none"> <li>1. UNHCR Dadaab / Project team</li> <li>2. UNHCR Dadaab / Project team</li> </ol>	
12 June 2003 (Thursday)	<ol style="list-style-type: none"> <li>1. Finalisation of data entry and QAP</li> </ol>	<ol style="list-style-type: none"> <li>1. UNHCR Dadaab / Project Team</li> </ol>	

<b>15 June 2003 (Sunday)</b>	<b>Finalisation of data entry and QAP</b>	<b>UNHCR Dadaab / Project team</b>	
<b>16 June 2003 (Monday)</b>	<b>Verification team travel to Nairobi (special air charter or by road)</b>	<b>UNHCR Dadaab / UNHCR Nairobi</b>	
<b>18 June 2003 (Wednesday)</b>	<b>Submissions sent to CHC / AHC</b>	<b>UNHCR Nairobi</b>	
<b>18-30 June 2003</b>	<b>Finalisation of residual cases and decline letters dispatched</b>	<b>UNHCR Nairobi / UNHCR Dadaab</b>	

**PROVISIONAL BUDGET PROJECTION FOR THE IMPLEMENTATION OF THE CANADIAN PILOT PROJECT**

SECTOR	EXPENSE / ACTIVITY	QUANTITY	UNIT COST (KSH)	KSH	USD
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**INFRASTRUCTURE**

Repairs	Hagadera site / pit latrines (superstructures)	06 Pit Latrines	5,000	30,000	428.57
Repairs	Hagadera site / improvements to fencing for crowd control		10,000	10,000	142.86
Labour	Hagadera site / labour to mend pit latrines and fencing		10,000	10,000	142.86
Repairs	IFO site / pit latrines (superstructures)	06 Pit Latrines	5,000	30,000	428.57
Repairs	IFO site / improvements to fencing for crowd control		10,000	10,000	142.86
Labour	IFO site / labour to mend pit latrines and fencing		10,000	10,000	142.86

**STATIONERY**

Stationery	A4 Paper for Interview Forms	600 x 10 pages = 6,000 pages	KSH 330 / 500 pages	3,960	56.57
Stationery	A4 Paper for GOK Registration Data	600 x 2 pages = 1,200 pages	KSH 330 / 500 pages	792	11.31
Stationery	A4 Paper for Submission Forms	600 x 10 pages = 6,000 pages	KSH 330 / 500 pages	3,960	56.57
Stationery	A4 Paper for Copies of Submissions to CHC	600 x 20 pages = 6,000 pages	KSH 330 / 500 pages	7,920	113.14
Stationery	A4 Note Pads for Project Team	20 x note pads (A4)	KSH 55.00	1,100	15.71
Stationery	Box Files	30 x Box Files (600 cases: 10 pages / case, 200 p	KSH 120.00	3,600	51.43
Stationery	Pens for Protect Team	30 x black pens and 20x red pens	KSH 300 / 50	300	4.29
Stationery	Permanent Markers for Notices / Photo ID	10	85	850	12.14
Stationery	Whiteboard Markers for Notices	10	100	1,000	14.29
Stationery	Ink for ink Pads	15 bottles	75	1,125	16.07
Stationery	Ink Pads for Thumb Prints	15 (Pads)	82	1,230	17.57
Stationery	Staplers	5	300	1,500	21.43
Stationery	Paper Punch	5	350	1,750	25.00
Stationery	Ink Cartridge for Laser Printer	2	10,900	21,800	311.43
Stationery	Ink Cartridge for Laser Printer (GOK Registration)	2	10,900	21,800	311.43
Stationery	Ink Cartridge for Photocopier (Dadaab and Nairobi)	2	6,500	13,000	185.71
Stationery	Miscellaneous: staples / rubber bands / erasers / paper clips etc.	Unknown	Contingency	7,000	100.00
Stationery	Computer Discettes	20 (2 boxes)	190	380	5.43

**REGISTRATION DATA**

GOK Registration Data	Photograph, Thumbprint and Biodata from GOK	1,600 Persons Covered by the Pilot Project		-	0.00
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**MISCELLANEOUSS**

Refreshments	Snacks and juice drink for approximately 500 refugees	unknown			500.00
Mosquito Nets	Mosquito nets for project team members	12	2x 420 and 10x400	4,840	69.14

**SATURDAY (7 JUNE 2003) - PROJECT TEAM TRAVEL TO DADAAB**

Transport	Charter Flight to Dadaab	2.4 hours at \$635 per hour	USD 635		1,524.00
Transport	Landing and Navigation Fees		USD74		74.00
Transport	Fuel for Charter Flight				242.00

**SUNDAY (08 JUNE 2003) - PROJECT TEAM ORIENTATION / BRIEFING AND PREPARATION OF SITE**

Labour	Driver of #1 UNHCR 4 X 4 (5 people)	Drive UNHCR 4 x 4	2,066 per day	2,066	29.51
Fuel	#1 UNHCR 4 X 4 (5 people)	1x return trip to camps	1,000	1,000	14.29
Labour	Driver of #2 UNHCR 4 X 4 (5 people)	Drive UNHCR 4 x 4	2,066 per day	2,066	29.51
Fuel	#2 UNHCR 4 X 4 (5 people)	1x return trip to camps	1,000	1,000	14.29
Labour	Truck Driver	1x Driver	2,066 per day	2,066	29.51
Fuel	UNHCR truck return trip to camp	1x round trip to camp	2,000	2,000	28.57
Labour	Refugee incentive to assist with tables and tents	6 refugees recruited at Dadaab	200 per person	1,200	17.14
Fuel	Police escort to camp	1x round trip to camp	1,000	1,000	14.29
Police	Incentive for special escort expenses for day	5 Officers	100 per Officer	500	7.14

**MONDAY (09 JUNE 2003) - SATURDAY (14 JUNE 2003) - 6 DAYS**

Labour	Driver of #1 UNHCR 4 X 4 (5 people)	1x driver x 6 days	2,066 per day	12,396	177.09
Fuel	#1 UNHCR 4 X 4 (5 people)	1x daily return trip to camp x 6 days	1,000	6,000	85.71
Labour	Driver of #2 UNHCR 4 X 4 (5 people)	1x driver x 6 days	2,066 per day	12,396	177.09
Fuel	#2 UNHCR 4 X 4 (5 people)	1x daily return trip to camp x 6 days	1,000	6,000	85.71
Labour	Truck Drivers x 2	2x drivers x 6 days	2,066 per day	24,792	354.17
Fuel	2x UNHCR trucks return trip to camp	3x return trips to camps x 2 trucks x 6 days	2,000	72,000	1,028.57
Fuel	Police escort to camp	6x round trips to camp x 6 days	1,000	36,000	514.29
Police	Incentive for Police in transit center and escort	20 persons x 6 days	100 per Officer	12,000	171.43
Refreshments	Snacks for 61 Persons (Staff 21; Interpreters 12; Drivers 3; Police 25)	61 Persons x 6 days	70	25,620	366.00
Labour	Interpreters	12 persons x 6 days	450	32,400	462.86

**SUNDAY (15 JUNE 2003) - QAP AND DATA ENTRY - REST DAY**

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**MONDAY (16 JUNE 2003) - FRIDAY (20 JUNE 2003) - 5 DAYS**

Labour	Driver of #1 UNHCR 4 X 4 (5 people)	1x driver x 5 days	2,066 per day	10,330	147.57
Fuel	#1 UNHCR 4 X 4 (5 people)	1x daily return trip to camp x 5 days	1,000	5,000	71.43
Labour	Driver of #2 UNHCR 4 X 4 (5 people)	1x driver x 5 days	2,066 per day	10,330	147.57
Fuel	#2 UNHCR 4 X 4 (5 people)	1x daily return trip to camp x 5 days	1,000	5,000	71.43
Labour	Truck Drivers x 2	2x drivers x 5 days	2,066 per day	20,660	295.14
Fuel	2x UNHCR trucks return trip to camp	3x return trips to camps x 2 trucks x 5 days	2,000	60,000	857.14
Fuel	Police escort to camp	6x round trips to camp x 5 days	1,000	30,000	428.57
Police	Incentive for Police in transit center and escort	20 persons x 5 days	100 per Officer	10,000	142.86
Refreshments	Snacks for 61 Persons (Staff 21; Interpreters 12; Drivers 3; Police 25)	61 Persons x 5 days	70	21,350	305.00
Labour	Interpreters	12 persons x 5 days	450	27,000	385.71

**FRIDAY (20 JUNE 2003)**

Transport	Chater Flight - UNHCR to absorb costs			-	0.00
Labour	Refugee incentive to assist with tables and tents	6 refugees recruited at Dadaab	200 per person	1,200	17.14

				<b>KSH</b>	<b>USD</b>
<b>PROJECT TOTAL</b>				<b>650,079</b>	<b>11,626.84</b>



Resettlement Unit  
UNHCR Kenya

**DRAFT**

# **OPERATIONAL PLAN AND PROCEDURES**

**UNHCR VERIFICATION OF THE SOMALI BENADIR REFUGEES  
AT THE DADAAB REFUGEE CAMPS FOR RESETTLEMENT TO  
THE UNITED STATES OF AMERICA**

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- i UNHCR Group Resettlement Submission***
- ii Verification Questionnaire***
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## 1. Introduction

- 1.1 The UNHCR Office in Kenya has embarked on a project whereby the Government of the United States of America seeks to resettle approximately 2,500 refugees from the Dadaab refugee camps in conjunction with UNHCR. The project seeks to achieve a durable solution for refugees under the mandate of UNHCR. The refugees who have been identified for possible resettlement to the United States of America are a group of Somali Benadir who were not previously identified for resettlement and for whom voluntary repatriation is not a viable option in the foreseeable future; see *Group Resettlement Submission* attached in the annex.
- 1.2 Pursuant to the above, the project seeks to achieve the following objectives: (i) to provide resettlement as a durable solution for vulnerable refugees as stipulated in the UNHCR mandate; and, (ii) reiterate the United States' position and willingness to assist UNHCR and the Government of Kenya by offering durable solutions for vulnerable refugees in Kenya.
- 1.3 The verification of the Somali Benadir refugees at Dadaab is scheduled to commence on 7 June 2004, with a series of interviews spanning about two weeks. Actual resettlement for approved individuals will take place over the following 12 months. To qualify for consideration under this verification exercise, the refugees must be registered with UNHCR as belonging to the identified group. Further, the refugee's civil status, fingerprint, photograph and signature – recorded by the National Registration Bureau in year 2000 – should be matched against the individuals who present for interview.
- 1.4 The Somali Benadir refugees who will be eligible to attend the verification interviews have been identified through the UNHCR registration database (RAPID). The list of eligible candidates was “closed” when the registration database was downloaded by the Resettlement Unit in April 2004. To further ensure the integrity of the process and orderly implementation, UNHCR has maintained the highest level of confidentiality concerning the project, especially at the camp level to avoid raising expectations which might compromise the smooth running of the project.
- 1.5 This *Operational Plan and Procedures* sets out the basic steps for the operation, human resource requirements, budgetary issues and time frame for implementation. However, it must be stated that this is a major resettlement operation involving collaboration between UNHCR and its partner agencies, which by necessity requires the cooperation of different organizations and functional units within UNHCR. A delay imposed by any of these key partners could significantly delay the project. Accordingly, the timeframe must be viewed as flexible.

- 1.6 An important requirement of the verification exercise involves the Joint Voluntary Agency (JVA). The JVA is a non-governmental organization that routinely screens refugees for resettlement to the United States. The JVA will send a small team to Dadaab – under the auspices of UNHCR – to assist in the verification of these refugees. The collaboration between UNHCR and other partner agencies will ensure that the verification is completed in a professional and timely manner and in accordance with the partnership arrangement that has been agreed between UNHCR and the United States.
- 1.7 For the purpose of this *Operational Plan and Procedures*, 600 cases will be used as the planning figure. It should be noted that “cases” in this context means ration cards. A ration card could contain up to ten individuals. Generally, a ration card represents a nuclear family unit. However, experience has shown that sometimes a ration card is for unrelated individuals who were registered at the same time. In addition, a family can be split across several ration cards. The construction of the family unit is one of the primary purposes of the verification exercise. For planning purposes it will be assumed that each ration card represents a separate family unit.

## **2. Purpose of the Verification Exercise**

- 2.1 The verification exercise is principally intended to determine whether the UNHCR believes that the refugee who presents for interview is the rightful holder of the ration card and her/his dependants are likewise genuine. It should also verify whether or not the refugee meets the criteria for inclusion in the group resettlement submission to the United States. In the process of the verification, a relatively large amount of information about the refugee’s family composition will be gathered. The questions in the *Verification Questionnaire* (see attached) were arrived at through discussions with JVA and the US Department of Homeland Security. However, the information gathered is not simply for use by the US Government. The information will assist UNHCR to verify the actual family composition and determine whether or not the case genuinely belongs to the Benadir group for resettlement submission to the United States.

### 3. Location of the Verification Site

- 3.1 The verification site is where the UNHCR / JVA verifiers will interview refugees and take their fingerprints and photographs. For reasons of security, fraud prevention as well as for the convenience of the staff, it has been determined that the verification interviews should be held away from the three main camps at Dadaab. Accordingly, the verification site will be situated at the *Borehole*, which is located within the UNHCR compound at Dadaab. This means that refugees would be shuttled from the camps to the verification site.

### 4. Pre-Screening at the Refugee Camps

- 4.1 Prior to the refugees' arrival at the verification site, they will be pre-screened at the refugee camp transit center<sup>1</sup> by a UNHCR officer. This officer is referred to as the *Intake Officer*. This function, which is an essential part of the verification process, takes place at the camps where the refugees first arrive to board the vehicle for travel the verification site. The Intake Officer will be responsible to detect any imposters or substituted family members who attempt to infiltrate in the verification exercise. This is the first point of interdiction and requires a firm approach. The Intake Officer will be equipped with biometric data from the Government of Kenya as well as UNHCR registration data. Each refugee who approaches the pre-screening point will be asked a series of questions – the answers to which will be checked against available data. In addition, those for whom photographic and fingerprint records are available will have their identity checked accordingly. An *Intake Specialist*, who provides language and cultural expertise, will help inform the decisions of the Intake Officer.
- 4.2 To further mitigate the risk of imposters and substituted family members, the list of cases to be verified each day will be posted only 2-3 days prior to interview. Only ration card numbers will be posted for public view. Details concerning the family composition will not be posted. UNHCR will divide the daily caseload into eight groups of approximately 45 refugees, which is the capacity of the transport vehicle. Accordingly, there will be eight transport movements from the transit centre to the verification site each day.

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<sup>1</sup> The Associate Field Safety Advisor will approve the location of the pre-screening site. If the transit centers are deemed insecure or otherwise inappropriate, the Sub-Office will select another location such as the Field Office compound in each camp. However, for planning purposes the transit center will be used as the pre-screening site.

- 4.3 As aforementioned, the Intake Officer will screen each refugee at the entrance to the transit centre. The transit center will be secured by fencing and a police presence. The head of family with all of the dependants listed on her/his ration card will approach the Intake Officer and present their ration card. The Intake Office will check the card against the intake list and biometric data, as may be available. The data on each individual case will include a printout of the UNHCR registration data, which includes civil data for each family member, and – in the case of most adults – biometric data (including photograph, fingerprint and signature) from the Government of Kenya.
- 4.4 The Intake Officer will ask family members separately to identify themselves. The officer will look at the database information to determine if the individual appears to be the same age as the registration data indicates. For those cases with biometric data, the Intake Officer will look at the photograph and make a preliminary determination whether the refugee appears to be the same person. In the case where a signature or fingerprint is available, the officer may ask the refugee to sign her/his name or even provide a fingerprint; equipment will be available at pre-screening area to facilitate this.
- 4.5 The Intake Officer has the responsibility to interdict any imposters and prevent their admittance to the verification site. In borderline cases, where the Intake Officer is unable to make a firm judgment concerning the person's identity (i.e. absence of biometric data), notes will be recorded for follow-up at the verification stage. These notes will be sealed together with the travel manifest and will be carried by the *Escort Officer* from the pre-screening area to the verification site. The verifier will, therefore, have the benefit of this information at the time of interview.
- 4.6 The Intake Officer has the responsibility to prevent imposters from infiltrating the verification exercise. The Intake Officer also has the responsibility to ensure only the correct family members (i.e. those listed on the ration card) are permitted to enter the transit centre and board the vehicle to the verification site. Still, the Intake Office should exercise a degree of flexibility as concerns newborn children or spouses who may not be listed on the registration data. In such cases, the refugee should hold valid documentation to confirm the change in family status. In addition, the Intake Officer should record details of any case that fronts-up with different family members to those listed on the registration data. Ideally, photographs and fingerprints should be taken of additional family members who are not permitted to the verification stage. This will serve as a useful record in the event of any future requests for family reunification.

- 4.7 All eligible refugees will proceed through the pre-screening area to the transit centre for onward travel to the verification site. Borderline cases, which may include imposters but for whom a firm decision is not possible without an interview, will be permitted to proceed to the verification site. Again, the Intake Officer should take notes of such cases to alert the verifying officer. This policy was developed for several reasons. First, the initial contact at the pre-screening area is not deemed sufficient to make a determination of eligibility in all cases. Only after a full interview by a verifier should such a determination on borderline cases be made. Further, by allowing the individuals to go through the process a record of any imposters will be made, as all refugees who are verified will be photographed and fingerprinted.
- 4.8 Refugees will be advised that only properly registered refugees will be permitted to participate in the verification exercise; except, for example, a newborn infant who is unregistered.<sup>2</sup> This restriction is objective and the refugees generally accept it. However, some refugees will bring unregistered family members to the pre-screening area. The Intake Officer is responsible to ensure non-admittance of unregistered individuals.
- 4.9 The Intake Officer will know whether an individual is unregistered because the name of the individual will not appear on the UNHCR registration data. The Intake Officer will advise the individual that only registered refugees qualify for the verification. The head of family will be advised to tell the truth at the verification concerning family members living with them who are not registered. The word “family” in this context also includes defacto relatives like adopted children or non-nuclear family members (i.e. nephew or niece) who are dependent on the family. As in previous verification exercises, refugees will be advised during the information campaign that UNHCR and resettlement countries have family reunification guidelines that can allow for the resettlement of other family members at a later stage. Still, they will be advised that resettlement countries are not necessarily obliged to consider other family members.
- 4.10 It should be noted, however, that the UNHCR has an obligation to promote the unity of the family. Accordingly, any case not ready for submission due to outstanding issues of family composition will only be submitted to the US following consultation with PRM and DHS. Although relatives may be able to apply for family reunification at a later stage, this might lead to a separation of family members for an extended period, which would be problematic in the case of dependent relationships.

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<sup>2</sup> *In cases of newborn infants who have not been registered, the UNHCR would allow entry because it is reasonably possible that infants less than one month may not have been registered with UNHCR. Still, the parents of the newborn child must be able to provide evidence of birth registration in order to confirm the relationship. In certain cases, mothers of the newborn child may be required to undergo a medical examination to establish maternity.*

This is especially acute in the case of minors. It is envisioned that a certain number of cases will be submitted with outstanding issues of family composition; however the most compelling cases will be re-interviewed by UNHCR under a separate process to clarify and finalize the case composition prior to submission. In exceptional cases, individuals who are not registered with UNHCR will be added to the case to preserve the unity of the family and ensure protection principles are upheld.<sup>3</sup>

**Staffing Requirements: Pre-screening<sup>4</sup>**

Functional Title	Number
<i>Intake Officer</i>	1
<i>Intake Specialist</i>	1
<i>Field Assistant</i>	1
<i>Field Clerk</i>	1
<i>Security Officer</i>	1
<i>Police Officers</i>	10
<b>Total</b>	<b>15</b>

**5. Transport to the Verification Site**

5.1 As aforementioned, the refugees are inspected by the Intake Officer at the transit center, following which they board the vehicle for onward travel to the verification site. When the vehicle reaches its passenger capacity (approximately 45 persons) it will depart for the verification site. The Kenyan police will escort the vehicle. Under the United Nations security regulations, an armed escort is mandatory in a *Phase 3* security area. The escort has a minimum of four police officers. The departure of the police officers to escort the movement should not deplete the security levels at the pre-screening area. At all times, the pre-screening area will have sufficient police presence.

<sup>3</sup> *It should be noted that the refugees are generally aware of the verification procedures due to previous activities of this nature. It could be argued that their knowledge of this could prompt some refugees to claim bogus family members. However, they are also aware that additional interviews result in delays in their resettlement and there is a high likelihood of rejection by UNHCR and the resettlement countries when credibility issues arise. The principal applicant will be given one opportunity to declare any bogus family members at the beginning of the verification interview without penalty. Thereafter, following separate interviews with all adult family members (and minors in some cases), if anyone is found to be an imposter the entire case will be declined by UNHCR.*

<sup>4</sup> A complete list of the total staffing requirements for the verification exercise is attached in the annex.

As two transport vehicles are envisioned, the Intake Officer will continue to screen individuals and invite them to board the second vehicle. When the first vehicle returns, the second vehicle will depart for the verification site. Each day, approximately eight round trips are anticipated.

- 5.2 The refugees will be transported to the verification site in UNHCR vehicles. Where the families are large, a vehicle may only carry a few cases at a time (e.g. five cases of ten individuals). With the number of verifiers envisioned (i.e. 12 officers), it is important to have two vehicles for the operation.
- 5.3 During normal operations at Dadaab, the UNHCR has difficulty meeting its operational needs with regard to drivers. Hence, it will be necessary to recruit two truck drivers and one driver for a Toyota Landcruiser. The Landcruiser would be used to transport vulnerable refugees who cannot comfortably travel by truck. Accordingly, the UNHCR Sub-Office will hire three drivers for the project. This will be charged to the RE500 project.

**Staffing Requirements: Transport <sup>5</sup>**

<b>Functional Title</b>	<b>Number</b>
<i>Truck Drivers</i>	<i>2</i>
<i>Landcruiser Driver</i>	<i>1</i>
<i>UNHCR Escort Officer</i>	<i>1</i>
<i>Police Escorts</i>	<i>4</i>
<b>Total</b>	<b>8</b>

**6. Verification Procedures**

- 6.1 The verification site, at the *Borehole* within the UNHCR compound, will be divided into three sections: (i) a waiting area at the point of disembarkation on arrival from the pre-screening area; (ii) an interview area, which includes several sub-areas for the separation of family members, interviews and photography; and, (iii) a waiting area for individuals pending return the camp at the completion of the verification, which is outside the *Borehole* and, therefore, physically separated from all other areas.

<sup>5</sup> A complete list of the total staffing requirements for the verification exercise is attached in the annex.

- 6.2 When the refugees arrive at the verification site, they will enter the arrival waiting area. This is a fenced area with an open shed structure for shelter. The refugees will be requested to wait until they are called for interview. At this point, a **Verification Coordinator** will welcome them and explain the interview procedures and compliance requirements. They will then be called to attend an interview. The Verification Coordinator will monitor the progress of interviews to ensure efficient workflow. When called to attend an interview, the refugee family will be led to the interview tent. Here, the **Verification Officer (verifier)** will have an opportunity to meet the entire family before starting the interviews. The verifier may use this opportunity to ask the children their names and check family resemblance.
- 6.3 Another tent, situated a small distance from the main interview tent, will be used to separate family members in order for the verifier to conduct individual interviews. It is standard practice that adult family members are interviewed separately. In certain cases, minors will be interviewed. When the verifier instructs the family members to go to this tent, the **Interpreter** will escort them there. At each interview with an adult, the verifier will take a fingerprint. This will be checked against the one on file. When the verifier concludes each interview, the family member will be escorted to the photography tent. Hence, adult family members will only talk to each other once they complete their interview and meet in the photography tent.
- 6.4 At the end of the verification interview, a **Verification Supervisor** will check the interview form to ensure quality control and that a recommendation was reached. Once checked and approved, the family will be photographed. Each family member will be photographed individually. After this, they will be allowed to proceed to the departure area outside the Borehole. Before long, they will board a truck and return to the camp.
- 6.5 The Verification Officer receives refugees for interview with the assistance of the Verification Coordinator. As aforementioned, the Verification Coordinator will monitor the progress of interviews to ensure efficient workflow. The Verification Officer will be required to flag to the Verification Coordinator when an interview has finished. At the beginning of a new case, the Verification Officer will receive paperwork on a case. This will include a printout of the UNHCR registration data, civil and biometric data (fingerprint, photograph and signature) from the National Registration Bureau, if available, and notes taken by the Intake Officer at the pre-screening point. The documents will be hand delivered to the Verification Officer. The information provided by the Intake Officer will be sealed together with the travel manifest, which will be carried by the Escort Officer from the pre-screening area to the verification site. It is the responsibility of the Verification Coordinator to ensure the Verification Officer receives this information prior to interview.

- 6.6 The Verification Coordinator will also give the verifier a blank verification questionnaire. The verification questionnaire was designed by UNHCR with input from the JVA and US Department of Homeland Security. Blank verification questionnaires will be securely held the Verification Coordinator at the front of the verification tent. Should the verifier need additional forms, as in the case where a non-nuclear family member is on the ration card or adults are interviewed separately, the Verification Officer can request for one. It is mandatory that non-nuclear family members on a case be interviewed separately using a new verification questionnaire, as the family information would differ from that of the head of family.
- 6.7 At the beginning of each interview, the Verification Officer will explain the purpose of the interview and read the *Pre-Interview Statement* (see attached). The verifier will ask the refugee about her/his sub-clan and place of birth (experience has shown that refugees occasionally admit to belonging to a clan that does not qualify under the project). The Principal Applicant (PA) will be asked to sign the *Interview Agreement* (see attached). So too, the Interpreter and Verification Officer will sign the interview agreement vowing to maintain confidentiality and adhere to procedural guidelines. It is prudent to indicate to the all parties the importance of each interview. Further, the refugee will hear that the Interpreter is required to keep all information confidential and truthfully report everything that is said during the interview. This will serve to mitigate the risk of refugees asking the Interpreter to answer questions on their behalf. The verifier will take the PA's left-hand thumbprint and compare it to the one on file. The photograph and signature will also be compared to confirm identity. Failure by the refugee to cooperate can lead to a decline of the case.
- 6.8 Should the refugee indicate that there are additional family members who are either not registered or registered under other ration cards that are not part of the target population (i.e. not registered as Benadir) the Verification Officer will take the biographical data of those individuals. In the case of a spouse, the UNHCR has developed a form that gathers the basic information about the marriage; i.e. dowry, place of celebration of marriage etc (see attached).<sup>6</sup>
- 6.9 After the interview, the verifier will complete an *Eligibility Assessment*. The form for this (see attached), is designed to assist the Verification Officer to evaluate the case and make a recommendation to the Verification Supervisor. Specifically, the Verification Officer will indicate whether or not the case meets the eligibility requirements for inclusion in the resettlement project. The verifier will assess the credibility of the case and whether or not any complex issues require follow-up action.

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<sup>6</sup> This will help an interviewer from JVA or DHS evaluate the bona fides of the relationship.

- 6.10 The verifier will rate the case as either: A, B or C. Cases that receive an "A" rating are approved for submission, as they appear genuine and uncontroversial and the applicants fully meet to the eligibility criteria. Cases that receive a "B" rating are provisionally approved but somewhat problematic and may require follow-up interviews. Such cases might include those where family members were absent or further checks are required due to changes in the family composition (i.e. newborn child or recent marriage). Cases that receive a "C" rating are deemed ineligible for submission and are generally declined. These cases might include instances where an imposter was identified or the refugee has married a Kenyan national. These cases also include those individuals who fail to meet the minimum requirements for the project (i.e. not Benadir). Where there is an issue of credibility (i.e. B and C cases) the verifier must document the issues. An additional form is used by the Verification Officer to make the recommendation and explain the reason. The completion of this form is essential as it documents the issues for the UNHCR Supervisor and others who may review the case at a later stage.
- 6.11 There will be two Verification Supervisors at the verification site whose principal task will be to review all completed verification questionnaires. When a Verification Officer completes a case, the Supervisor must be consulted with a view to checking the data collected and the recommendation made. The Supervisor will have a candid conversation with the verifier about any outstanding issues. If the Supervisor agrees with the verifier, he or she indicates the rating again on the front page of the Verification Questionnaire and signs the form. In the case of an agreement, comments may not be necessary. However, the Supervisor may want to record why agreement was reached, which would be useful for the quality assurance process in Nairobi prior to actual submission of the case to the United States. Should the Supervisor disagree with the verifier's recommendation, the Supervisor must detail why he or she believes that the recommendation is incorrect. In certain cases, the Supervisor may request that an individual refugee be re-interviewed to clarify an outstanding issue or uncertainty.
- 6.12 During the process of the verification it is normal for verifiers to approach the Supervisor – even before the completion of the verification questionnaire – to ask for guidance. Should questions regarding the registration information arise, the Supervisor may contact the **Registration Clerk** at the UNHCR Sub-Office by two-way radio and ask for relevant information from the database.

- 6.13 After the supervisor makes comments and finalizes the verification questionnaire, the paperwork is punched and bound by a clip and put into a secure box. At the end of the day, the completed verification questionnaires are given to the data entry team for entry into the ***Group Processing Database***.
- 6.14 As aforementioned, a supervisor will review the verification documents, answer questions and give second opinions on biometric comparisons. Verifiers cannot proceed to new cases without having a Supervisor review their work. If additional questions need to be asked, the Supervisor can direct the verifier to return to the refugee to ask those questions. To ensure efficient workflow at the point of supervisory review, two supervisors will oversee the verification interviews. These supervisors will be UNHCR Resettlement Officers who are familiar with the dynamics of the Somali refugee caseload. The Supervisor may seek advice from the ***Senior Resettlement Officer***.
- 6.15 All individuals who go through the verification process will be digitally photographed. This means that even individuals believed to be imposters are photographed.<sup>7</sup> The verifier will record the names of each family member – and their corresponding ration card number – on a separate page to be used at the photography stage.<sup>8</sup> The name cards filled out by the verifier for the family members will be delivered to the photography unit at the end of the interview. The refugees will be instructed to wait in the photography tent until the Verification Supervisor clears their case. Once checked and cleared, the photography team will be instructed to take photographs of each family member. Through the interpreter, the ***Photographer*** will advise the refugee to pose appropriately. After each family member has been photographed, the interpreter for the photographer will instruct the family to leave the verification site and proceed to the waiting area for transport to return to the camp.
- 6.16 The photographers will be responsible for maintaining the photographs throughout the project. They will be responsible for downloading all digital photographs to a laptop computer every day and storing the images under file names that match the ration card number. The photograph team should maintain a back-up of all data.

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<sup>7</sup> The reason to photograph suspected imposters is twofold. First, imposters and/or individuals who will be declined do not know the decision on their case, which prevents security problems inside the verification site. Second, should there be an investigation at a later point, UNHCR has photographic evidence of the person who attended the verification.

<sup>8</sup> Every refugee who is photographed will hold a name plate that states her/his name and ration card number followed by an indication of her/his place in the family (i.e. number 2 of 3 on the ration card). This is important to confirm that photographs have been taken for all family members.

- 6.17 The photographic processing of cases can take some time to complete. To ensure that the photography team keeps pace with the verification exercise, it is recommended that 2 photographers be employed on the project. It is essential that these officers have experience with digital photographic equipment and techniques to capture portrait images suitable for US resettlement processing. This will ensure the smooth movement of refugees through the photography area.
- 6.18 The number of verifiers has a direct impact on the time required to complete the operation. Expedient completion of a group resettlement operation has two important benefits: (i) refugees have less opportunity to develop ways to fraudulently influence the outcome of the operation; and, (ii) it ensures that the Sub-Office returns to normal operations as quickly as possible. Accordingly, the number of verifiers must be matched by an appropriate number of staff at other touch-points of the operation. Specifically, the number of verifiers has to be matched by the number of Interpreters (see Section 7). So too, the size of the operation calls for a certain number of supervisors, photographers and data entry personnel. To complete the operation within two weeks, the following staff are required:

**Staffing Requirements: Verification Team<sup>9</sup>**

<b>Functional Title</b>	<b>Number</b>
<i>Interview Coordinator</i>	2
<i>Verification Supervisor</i>	2
<i>Verification Officer</i>	12
<i>Photographer</i>	2
<b>Total</b>	<b>18</b>

## 7. Interpreters

- 7.1 Non-refugee interpreters who can speak English well are essential for the credibility of the operation; to counter fraud and corruption as well as possible intimidation by the refugee community during and after the operation. For previous group resettlement activities at Dadaab, local Kenyan Somali speakers who had passed their “O” levels were recruited on a per diem basis.

<sup>9</sup> A complete list of the total staffing requirements for the verification exercise is attached in the annex.

The hiring of local interpreters from Dadaab - as opposed to refugees or Somalis residing in other areas - will alleviate the negative sentiments that the local community has about recruitment from outside the local community. Still, UNHCR will employ two highly qualified interpreters from Nairobi to provide a quality assurance role and cover the critical touch-points of the operation such as the pre-screening area. In effect, they will supervise the interpreters. This will mitigate the risk of local Kenyan interpreters being pressured by major Somali clans to corrupt the process.

- 7.2 To ensure effective coverage of interpreters in the event that an interpreter is found to be ineffective or unacceptable for the operation, steps should be taken to recruit more interpreters than what is critically required for the operation. This will also assist the Office to cover unexpected needs as may arise during the operation. During previous exercises of this nature, interpreters found to have weaker language skills were moved from the verification interviews to assist the photographers. It is recommended that 17 interpreters be hired locally for the operation. The number of interpreters required are outlined as follows:

**Staffing Requirements: Interpreters <sup>10</sup>**

<b>Activity</b>	<b>No. Interpreters</b>
<i>Interview Coordinators</i>	2
<i>Verification interviews</i>	12
<i>Photography area</i>	2
<i>Other functions</i>	1
<b>Total</b>	<b>17</b>

## 8. Data Entry

- 8.1 The data entry team will be based in the UNHCR office compound and not at the verification site. They will work on desktop computers in the Resettlement Unit, which will be set-up for the operation. A JVA representative who is familiar with the group processing database, which was designed specifically for the operation, will supervise the data entry operation. The **EDP Assistant** at the UNHCR Sub-Office will provide technical support and assistance, as required.

<sup>10</sup> A complete list of the total staffing requirements for the verification exercise is attached in the annex.

The EDP Assistant will set up the database on several office computers and give the data entry staff a password to access the group database program.<sup>11</sup>

- 8.2 In addition to entering the data from the verification questionnaire, the data entry staff will be responsible for organizing the cases by camp, eligibility rating and ration card number. This will assist file management at a later stage.
- 8.3 A special *Group Resettlement Database* was developed jointly by UNHCR and JVA for this exercise. The database enables the information collected during the verification interview to be recorded together with remarks from the verifiers and the supervising officer. Various fields in the database are password protected, which allows for a final quality assurance by the Resettlement Officer at Dadaab who is ultimately responsible for entering the eligibility rating and justification. The *Group Management User Manual* is attached in the annex
- 8.4 During the verification, changes to the UNHCR registration data are sometimes necessary. This might be due to a death in the family or genuine additions to the family unit through birth or marriage. The verifier may find that non-relatives, who are not dependants, are included in the same ration card. For this reason, the database has been designed to allow for 'split cases'. So too, the database allows for 'linked cases', where separate cases are connected due to family relationships; i.e. a marriage between the holders of different ration cards. The linking of separate cases is an important feature to ensure families are not separated at the time of resettlement submission. It also allows for cross-referencing to check credibility.
- 8.5 Accurate and detailed information in the database is essential for the management of the cases by both the UNHCR and the resettlement country. Indeed, the database is part of the submission to the resettlement country and is used as a necessary tool for both the UNHCR and the resettlement country in its case management. The group processing database allows users to easily isolate cases for special attention. It identifies additional family members from those listed on the ration card. Further, the notes of the supervisor (that agree or disagree with the recommendation of the verifier) are also easy to view. As a result, a printout of the case summary page of the database can be used without reference to the paperwork, as it shows all the remarks and decisions that took place during the verification exercise.

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<sup>11</sup> Access to other Sub-Office databases will be restricted.

8.6 These positive developments in the group processing database, however, mean that the process of data entry is a detailed and labour intensive task. To ensure that data entry keeps pace with the verification exercise, it is recommended that five *Data Entry Officers* be employed on the project. It is essential that these officers have experience with data entry and Microsoft Access.

**Staffing Requirements: Data Entry<sup>12</sup>**

Functional Title	Number
<i>Data Entry Supervisor</i>	1
<i>Data Entry Officer</i>	5
<i>EDP Assistant</i>	1
<b>Total</b>	<b>7</b>

**9. Casual Labour**

9.1 Prior to the commencement of the exercise, approximately six tents need to be erected at the verification site. These tents will provide shelter at the waiting area and for the interviews and photography. The grounds at the Borehole also need to be prepared, which includes a thorough tidy-up to make suitable for large numbers of people, including children. The erection of the tents requires approximately five labourers who will be hired on a daily per diem. It is estimated that the tents can be erected in one day, however there may be unforeseen difficulties requiring an additional day of work. Also, a cleaner for each day of the operation is required to keep the site tidy and free of rubbish. The casual laborers and the cleaner can be sourced from the local Kenyan community.

**Staffing Requirements: Casual Labour<sup>13</sup>**

Activity	No. Staff
<i>Site Preparation</i>	5
<i>Cleaner</i>	1
<b>Total</b>	<b>6</b>

<sup>12</sup> A complete list of the total staffing requirements for the verification exercise is attached in the annex.

<sup>13</sup> A complete list of the total staffing requirements for the verification exercise is attached in the annex.

## 10. Security Arrangements

- 10.1 The pre-screening areas are located at the Dagahaley, Hagadera and Ifo refugee camps. In the scheme of things, the pre-screening areas are more vulnerable from a security standpoint. To ensure the most appropriate pre-screening site is selected, the Assistant Field Safety Advisor (AFSA) would be required to conduct an evaluation of the various sites and make appropriate recommendations to senior management. If the transit centers are not appropriate from a security or logistical standpoint, the AFSA will evaluate other sites; i.e. the field offices and family life centers. After a location is confirmed, a full inspection will be conducted by AFSA to ensure that the area is secure.
- 10.2 It is estimated that the pre-screening area would require approximately 10 police officers to oversee security and ensure an adequate and immediate response in case of a disturbance. These officers would be situated at different points in and around the pre-screening area; for instance, six of the officers would patrol the perimeter of the site while the others (4 officers) would maintain crowd control and security at the intake point.
- 10.3 Prior to departure from the pre-screening area to the UNHCR compound, each refugee will be checked for weapons or other dangerous items. In addition to the police officers who will be stationed at the pre-screening area, four officers will provide an armed escort for all travel to and from the camps. This is a mandatory requirement according to the UNHCR security guidelines.
- 10.4 At the UNHCR compound there are two critical areas that require a police presence: the main gate of the compound and the Borehole area where the verification interviews will be held. Security will be enhanced at the main entrance to the compound for duration of the operation to ensure that all persons entering the compound have a legitimate reason to do so. In addition, access will be monitored to ensure that no weapons or other dangerous items enter the compound and that any disturbances at the entrance can be dealt to.
- 10.5 It should be noted that, on occasions, refugees who are displeased with various actions by UNHCR have demonstrated near the main entrance to the UNHCR compound. Should a disturbance be created, this could complicate the entry of the trucks from the field. The police presence will make it clear that swift and appropriate action be taken in such event. Accordingly, two police officers will be stationed permanently at the main gate throughout the verification exercise.

- 10.6 The borehole is an enclosed area within the UNHCR compound. It has a separate gate and a station for security. One police officer should be present at that post to ensure that refugees who work in the compound (but not part of the verification exercise) do not enter the borehole area. An additional three police officers are needed inside the waiting and verification area to ensure order. One of the important goals is to prevent refugees who have been verified and photographed from returning to the waiting area to coach other refugees about what to expect and say.
- 10.7 As this is principally a US resettlement program, heightened security at the UNHCR residential compound should be implemented. The main gate should have a police officer throughout the night to ensure that there is strict control of access to compound. A police officer will also be stationed at the UNHCR residential area throughout the operation to prevent unauthorized entry.
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## VERIFICATION QUESTIONNAIRE

*This interview questionnaire should be conducted with the principal applicant (PA) and her/his spouse at separate interviews. Other immediate / dependent relatives of the PA may also attend separate interviews, if necessary, for the purpose of cross-referencing.*

	Given Name	Father's Name	Grandfather's Name
<b>Applicant's Name</b>			
<b>Applicant's Sex and Date of Birth</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female <b>Date of Birth ( D / M / Y ):</b>		
<b>UNHCR Ration Card No. (2003)</b>			
<b>Applicant's Nationality</b>	<b>Ethnic Clan / Sub Group:</b>		
<b>GOK Photograph Match</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No (consult supervisor) <input type="checkbox"/> N/A		
<b>Applicant's Address at Dadaab</b>	<b>Camp:</b>		<b>Zone:</b>
<b>Date of Interview ( D / M / Y )</b>			
<b>Name of Interviewing Officer</b>			
<b>Name of Interpreter</b>			
<b>Understand Interpreter?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Approve Interpreter?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>SUPERVISOR ASSESSMENT</b>  (to be completed by Supervisor after verification interview)	<b>Provisional Eligibility Rating:</b> <b>A        B        C</b>		
	<b>Reason:</b> ----- ----- ----- ----- ----- ----- ----- ----- ----- -----		
	<b>Name / Date / Sign</b>		

## INTERVIEW AGREEMENT

<b>APPLICANT NAME:</b>		<b>R/C No.</b>
<ul style="list-style-type: none"> <li>I acknowledge that I am the person indicated above with the said ration card.</li> <li>I agree to provide truthful information at this interview.</li> <li>I agree to answer all questions honestly and in good faith.</li> <li>I agree that I shall not withhold any information.</li> <li>I agree to co-operate fully during this interview.</li> <li>I understand that if I give false information or fail to co-operate during the interview, the interview can be terminated and my case declined.</li> <li>I understand that the information I provide may be shared with the Government of the United States of America and that this interview does not mean I have been approved for resettlement.</li> </ul>		
<i>Left Hand Thumb Print</i>	<i>Left Hand Thumb Print</i>	<i>Left Hand Thumb Print</i>
<b>Signature</b>		<b>Date</b>

<b>INTERPRETER NAME:</b>	
<ul style="list-style-type: none"> <li>I agree to interpret everything that is said at this interview accurately and without prejudice.</li> <li>I agree to perform my duty in accordance with the UNHCR code of conduct and to maintain the strictest confidence.</li> <li>I agree that I shall not guide or influence any answers.</li> <li>I agree that I shall not provide advice to the applicant with regard to this interview.</li> <li>I agree that I shall not discuss any aspect of this interview with any person during or after this interview.</li> <li>I declare that the applicant is not a relative or personal friend and that my role as an interpreter does not raise any conflict of interest.</li> <li>I agree that if the applicant approaches me after this interview concerning the nature of the interview, I will immediately report the matter to UNHCR.</li> </ul>	
<b>Signature</b>	<b>Date</b>

<b>INTERVIEWER NAME:</b>	
<ul style="list-style-type: none"> <li>I agree to record all relevant information that is communicated during this interview accurately and without prejudice.</li> <li>I agree to conduct this interview in accordance with UNHCR guidelines and code of conduct.</li> <li>I agree to uphold the strictest confidence in respect to this interview.</li> <li>I will not guide or influence the interview process in a manner that might be prejudicial.</li> </ul>	
<b>Signature</b>	<b>Date</b>

## PART 1 PERSONAL INFORMATION

QUESTION	ANSWER			
1. Are you known by any other name(s)?	<input type="checkbox"/> Yes <input type="checkbox"/> No    If 'yes', give other name(s):			
2. Where were you born?	Town / Village:		Province:	Country:
3. What is your religion?	<input type="checkbox"/> Muslim <input type="checkbox"/> Christian <input type="checkbox"/> Other (specify):			
4. What has been your occupation?	In Somalia:		Current:	
5. What is your marital status?	<input type="checkbox"/> Never married <input type="checkbox"/> Boyfriend / Girlfriend <input type="checkbox"/> Engaged / Defacto-married (i.e. living with fiancée)* <input type="checkbox"/> Married* <input type="checkbox"/> Married (common law)* <input type="checkbox"/> Married (polygamy)* <input type="checkbox"/> Widowed (indicate the date that spouse deceased: Day:____ Month:____ Year:____ ) <input type="checkbox"/> Separated* <input type="checkbox"/> Separated (legally) * <input type="checkbox"/> Annulled marriage* <input type="checkbox"/> Divorced*			
* Name of spouse(s) / defacto-partner(s)	Date / Place of Birth ( D / M / Y )	Date / Place of Marriage ( D / M / Y )	Current Status of Relationship	Current Whereabouts
1.	/	/		
2.	/	/		
3.	/	/		
6. How many people share the same accommodation as you in Dadaab?	Number of family members:		Number of others:	

## PART 2 BIOLOGICAL PARENTS

QUESTION 7		ANSWER			
Full Name of Biological Parents		Sex M / F	Date of Birth ( D / M / Y )	Current / Last Known Whereabouts	Current Status (i.e. deceased)
1					
2					

7 (a) THE DETAILS PROVIDED IN THIS SECTION CORRESPOND TO NUMBERS AND NAMES PROVIDED IN QUESTION 7 ABOVE			
	Town / Country of Birth	Sub Clan	Previous Occupation
1			
2			

**PART 3 BIOLOGICAL / STEP / ADOPTED CHILDREN (including deceased children)**

QUESTION		ANSWER				
8. How many children do you have?		Number: ____ If you have children, please provide details below (include step/adopted children):				
Full Name of Child	Sex M / F	Date of Birth ( D / M / Y )	Name of Biological Mother	Name of Biological Father	Current Status / Whereabouts	
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
8 (a) What is the situation of the biological parents indicated in Question 8 above (persons other than the applicants)?						
Name of Biological Parent	Sex M / F	Date of Birth ( D / M / Y )	Current Whereabouts	Current Situation		

**PART 3 BIOLOGICAL / STEP / ADOPTED CHILDREN (CONTINUED)**

<b>8 (b) THE DETAILS PROVIDED IN THIS SECTION CORRESPOND TO NUMBERS AND NAMES PROVIDED IN PART 3 / QUESTION 8</b>					
	<b>Marital Status*</b>	<b>Town / Country of Birth</b>	<b>Resides with PA</b>	<b>Ration Card No.</b>	<b>Notes</b>
<b>1</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>2</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>3</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>4</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>5</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>6</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>7</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>8</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>9</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>10</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>		

**\* ALERT: Note children who are married and living with the applicant. Provide details of the spouse in notes.**

**PART 4 SIBLINGS (INCLUDING HALF & STEP SIBLINGS)**

QUESTION		ANSWER				
9. Do you have any siblings?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	If 'yes', how many brothers and sisters? Brothers: _____ (not including self) Sisters: _____ (not including self)		
10. Do you have any siblings in Kenya?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	If 'yes', please provide details below (rank oldest – youngest):		
Name of Sibling(s)		Sex M / F	Date of Birth (D / M / Y)	Name of Biological Mother	Name of Biological Father	Current Whereabouts (Town / Country)
1						/ KENYA
2						/ KENYA
3						/ KENYA
4						/ KENYA
5						/ KENYA
6						/ KENYA
7						/ KENYA
8						/ KENYA
9						/ KENYA
10						/ KENYA

**PART 4 SIBLINGS (CONTINUED)**

<b>10(a) THE DETAILS PROVIDED IN THIS SECTION CORRESPOND TO NUMBERS AND NAMES PROVIDED IN PART 4 / QUESTION 10</b>					
	<b>Marital Status*</b>	<b>Town / Country of Birth</b>	<b>Resides with PA</b>	<b>Ration Card No.</b>	<b>Notes</b>
<b>1</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>2</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>3</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>4</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>5</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>6</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>7</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>8</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>9</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>10</b>			Yes <input type="checkbox"/> No <input type="checkbox"/>		

**\* ALERT: Note siblings who are married and living with the applicant. Provide details of the spouse in notes.**

## PART 5 OTHER DEPENDENTS

QUESTION		ANSWER			
11. Do you currently live with or care for any other relatives or persons?		<input type="checkbox"/> Yes <input type="checkbox"/> No    If 'yes', please provide details below: (check against answer to Question 6)			
Other Dependents	Sex M / F	Date of Birth ( D / M / Y )	Relationship to Applicant	Description of Dependency	
1					
2					
3					
4					
5					
<b>11(a) THE DETAILS PROVIDED IN THIS SECTION CORRESPOND TO NUMBERS AND NAMES PROVIDED IN PART 5 / QUESTION 11</b>					
	Marital Status*	Town / Country of Birth	Resides with PA	Ration Card No.	Notes
1			Yes <input type="checkbox"/> No <input type="checkbox"/>		
2			Yes <input type="checkbox"/> No <input type="checkbox"/>		
3			Yes <input type="checkbox"/> No <input type="checkbox"/>		
4			Yes <input type="checkbox"/> No <input type="checkbox"/>		
5			Yes <input type="checkbox"/> No <input type="checkbox"/>		

**\* ALERT: Note persons who are married and living with the applicant. Provide details of the spouse in notes.**

**PART 6    ADDITIONAL QUESTIONS**

QUESTION	ANSWER
<p>12. When did you leave Somalia and why?</p>	<p>[Brief narrative on reason for flight]</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p> <p>-----</p>
<p>13. Have you ever returned to your home country?</p>	<p><input type="checkbox"/> Yes    <input type="checkbox"/> No    If yes, please explain answer:</p>
<p>14. Have you ever been convicted, fined or imprisoned for the violation of any law?</p>	<p><input type="checkbox"/> Yes    <input type="checkbox"/> No    If yes, please explain answer:</p>
<p>15. Have you ever participated in incidents that involved physical violence?</p>	<p><input type="checkbox"/> Yes    <input type="checkbox"/> No    If yes, please explain answer:</p>
<p>16. Have you ever been accused of any crime? Have you ever been prosecuted?</p>	<p><input type="checkbox"/> Yes    <input type="checkbox"/> No    If yes, please explain answer:</p>

<p><b>17. Have you ever belonged to any armed or militia group?</b></p>	<p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <b>If yes, please explain answer:</b></p>
<p><b>18. Do you have any relatives in other countries?</b>  (i.e. Canada / USA / Australia / NZ)</p>	<p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <b>If yes, please provide details:</b></p>
<p><b>19. Have you previously applied for migration to another country or do have an application for resettlement pending with any country?</b></p>	<p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <b>If yes, please explain answer:</b></p>
<p><b>20. Were the questions that I asked clear to your understanding and are you satisfied with the answers you gave?</b></p>	<p><input type="checkbox"/> Yes    <input type="checkbox"/> No    <b>If not, please explain answer:</b></p>

**TO BE COMPLETED BY INTERVIEWING OFFICER**

<p><b>Additional comments / observations and general assessment by interviewer.</b></p>	
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# Operational Framework for Group Resettlement

1) **CONCEPTUALIZATION** of  
Potential Group  
See IOM/FOM 67/2003 and Best Practice

2) **EVALUATION AND  
ANALYSIS**

Further  
exploration  
required

Proceed via  
other expedited  
modalities

**GROUP RESETTLEMENT  
CONCEPT APPROVED**

Proceed through  
the preparation of  
individual RRFs

Resettlement  
not  
recommended

3) **FEASIBILITY** and  
**PREPARATION OF GROUP PROFILE AND PROPOSAL DOCUMENT (GPPD)**

- Field missions as required
- Refinement of group definition and criteria for inclusion
- Exercise to fix caseloads designed and conducted as necessary
- Proposal for processing modalities and countries of resettlement
- Preparation of database
- Finalization of GPPD
- Preparation of abstract
- Submission to HQ for final clearance
- Forwarded to HQs (Resettlement Section and Bureau) for final clearance
- Note for file prepared by Resettlement Section to inform Bureau and Field

4) **SUBMISSION** to Resettlement Country  
By the Chief of Resettlement Section

**APPROVAL**

Or Indication of Interest by Resettlement Country

- Group modified as required

5) **PLAN OF ACTION FOR GROUP PROCESSING**

- Negotiated with Resettlement Countries -

- Assessment of number and nature of personnel required
- Logistical arrangements
- Timeline for verification exercise
- Agreements regarding case preparation, dependency and other protection/processing issues
- Submission to HQ for final clearance
- Meeting between RS and Bureau
- Preparation of budget

6) **VERIFICATION**

Exercise to confirm membership in the group  
Preparation of case material / principle of transparency

7) **GROUP RESETTLEMENT PROCESSING**

- Under supervision of UNHCR with help of resettlement partners -

Post Group Processing Assessment  
- Lessons Learned -