

**ANNEX**

**3**

## **RESETTLEMENT STATISTICS**

<b>Resettlement Statistics Report (RSR)</b> <i>Guidelines for completion, analysis and submission (version 3.0)</i>	
<b>General</b>	
Purpose and scope	The Resettlement Statistics Report (RSR) replaces the Quarterly Resettlement Statistics forms (STAT.2, December 1995) as contained in Chapter 4, Appendix 2 of the UNHCR Manual. The RSR should be submitted for all asylum countries where UNHCR is involved with/facilitates resettlement departures ("under UNHCR auspices", "UNHCR-assisted"). Resettlement is generally available to recognized Mandate refugees only, although, in exceptional cases, other persons of concern to UNHCR may be processed for resettlement. The RSR covers cases (persons) processed on the basis of established resettlement criteria, including <u>family reunification</u> (Resettlement Handbook, Chapter 4). Resettlement submissions following the ' <u>group methodology</u> ' (IOM/FOM/67/2003 refers) <u>should also be included in the RSR. For the purpose of completing the form, all members of the group should be considered as individual cases.</u>
Procedures for reporting and submission	The RSR is a quarterly report, covering the periods 01 Jan. - 31 Mar.; 01 Apr. - 30 Jun.; 01 Jul. - 30 Sep. and 01 Oct. - 31 Dec.. It should thus be submitted <u>four</u> times a year. <u>All four quarters should be submitted in the same form with data from one reporting quarter following the data from the previous quarter in chronological order.</u> The distinction between the quarters is made in the second column of the data entry form. The reporting deadline is <u>two weeks following the end of the reporting period.</u> The current file name (RURRESYX.XLS) should be adapted by field offices to reflect the country of asylum and reporting year. E.g. UNHCR BO Nairobi should change the filename to KENRES04.XLS for reporting the four quarters pertaining to 2004. The file should be submitted by e-mail to HQRS00@UNHCR.ORG (Resettlement Section, attn. Snr. Resettlement Officer covering the region) and HQCS00@UNHCR.ORG (Population Data Unit/PGDS).
Workbook content	The Excel workbook RURRESYX.XLS contains the following worksheets: 'Explanatory notes' contains the guidelines for completion and submission; 'Country codes' provides the standard UNHCR country codes; 'Other codes' contains other standard codes for use in the Data entry form and 'Data entry form' which contains the data entry form. 'Pivot' contains a Pivot table to assist offices in compiling and analyzing the data.
<b>Data entry form</b>	
General	The sheet Data entry form consists of three different parts. Part I is the header of the form (line 1-8). Part II is the "criterion range" providing subtotals (line 10-13). Part III is the actual data entry part (line 16 onwards). The data elements in the data entry form are described below under "Description of fields". The current format is set up to contain data up to line 4999. If more lines are needed, Hqs. should be contacted for certain modifications to the form.
Part I	Part I of the form is the header (Country, Year, Period, Focal point, UNHCR project symbol, To be submitted/resubmitted).
Part II	Part II is the "criterion range" which provides subtotals for the data contained in the statistical database (Part III). The only part which may be modified are the first six columns (cell A13 to F13 indicated in black). Do NOT change any other cell on line 13 as these are all formulas. By typing in one or more criteria in A13 to F13, the "criterion range" will automatically calculate the totals for the specified criteria in the statistical database. E.g. by typing 'USA' in cell D13, the "criterion range" will show the totals for the USA for all columns of the database. By adding '1' in column B13, the totals for the USA in Quarter 1 will be calculated. By typing USA in D13, SOM in cell C13 and '1' in B13, the formulas will provide the totals in the database for the USA in Quarter 1 for all Somalis. <u>The "criterion range" will be particularly useful in verifying the accuracy of the statistics entered into the database.</u>
Part III: electronic form	Part III consists of the electronic data entry form. In the first six columns (CODES) all combinations of asylum country, reporting period, country of origin, country of resettlement, submission priority and primary resettlement criterion are entered which occurred (submitted/decided/departed) during the reporting period. <u>Each combination of these codes should be reported only once during each quarter.</u> It is probably the most efficient to order all possible combinations, first by period, then by Origin for that period, then by country of destination for that Origin, etc. In the second part (SUBMISSIONS), the statistics should be reported pertaining to the submission process (pending begin, submitted, etc.) for each combination of codes listed under CODES. In the third section (DEPARTURES), the statistics should be reported pertaining to the departure process (Accepted not yet departed, departures, etc.) for each combination of codes listed under CODES. To print a copy of the form, hit the print button when in sheet RSR.

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Calculated fields	Not all columns of Part III need to be filled out manually: a number of them contain a formula and are thus calculated automatically. These cells should thus not be touched. It concerns the following fields: 'Pend. end (C/P)'; 'Total M+F (P)'; 'NYD end'. The calculated fields are indicated in <b>red</b> .
Autofilters	There are small triangles on the Codes columns (line 18). These so-called "Autofilters" allow users to select certain lines ("records") once the data have been entered. By clicking on the Autofilter a code can be selected by which the data lines will be filtered. A combination of Autofilters may also be used. E.g. to select only the lines pertaining to Women-at-Risk, click on the Autofilter for CRI and select AWR. On the screen, only the lines pertaining to AWR will be shown. Click on the Autofilter and select All to "un-do" the Autofilter and to show all lines in the data entry form. Autofilters are particularly useful to print reports for a particular code or combination of codes.
Report printing using criterion range and Autofilters	When printing a report using Autofilter, it is recommended to enter the chosen selection criteria in the criterion range (Part II) of the Data entry form so that together with the selected lines from the database, the totals for that selection are provided.
<b>Detailed description of fields</b>	
<b>Header</b>	The requested information should be provided.
Country	Country of first asylum (departure)
Year	Reporting year
Focal point	Person responsible for submitting statistics
Project symbol	UNHCR FMIS budget code for resettlement activities
Important note	<i>Cases which are administratively referred to another office (Headquarters, a resettlement 'hub') should <u>only</u> be reported by the office in the country of first asylum. This office should correspond with Headquarters ('hub') concerning the status of these referred cases to ensure that up-to-date information regarding their submission/departure is being reported as part of the RSR. In the DES column (see below), the country of resettlement should be reported, NOT the country where the case was administratively referred to. The DES column should be filled out based on confirmation from Headquarters (the 'hub') that the case has been submitted to a particular resettlement country. If the case has not yet been submitted (or if no information is available on its submission), the case should reported in the box To be submitted/to be resubmitted only, not in the main table.</i>
Self-referred cases	Self-referred cases' are refugees who have applied for resettlement to a resettlement country outside UNHCR's auspices, either directly or through another agency. These cases should not be included under Submissions in the RSR as UNHCR is not involved in the submission process. However, when UNHCR becomes involved at a later stage with self-referred cases by assisting with travel documents, security or exit clearance, etc., these cases should be reported under Departures, in view of UNHCR's involvement in the departure process. To ensure that self-referred cases are properly distinguished from UNHCR processed cases, a separate line should be created for these cases even if the Codes (ASY, QUA, ORI, DES, PRI, CRI) are exactly the same, and related entries should be made only under Departures. To ensure that the column "NYD end" does not show negative values, it is recommended to copy the value of the column "Total M+F (P)" into the column "NYD begin".
To be submitted / to be resubmitted	The number of cases (persons) identified for resettlement who are awaiting to be submitted to a resettlement country at the end of the reporting period, including those whose files (RRF for instance) have not yet been completed. Resubmitted cases are those which have been rejected by a resettlement country and which are awaiting resubmission to another resettlement country. These fields allow offices to report the backlog in resettlement submissions, including any gaps between cases identified for resettlement and actual submissions. Cases referred to Hqs. (or hub) which have not yet been submitted to a resettlement country should also be counted here.
C/P	No. of cases; No. of persons
Codes	<b>Ensure that all columns are filled for all lines entered into the database. Do not leave any cells blank. Also, do not use any other codes than those provided in the sheet Country codes or Other codes.</b>

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ASY	Record the official UNHCR country code of the country of first asylum (sheet Country codes)
QUA	Reporting period during the year. Enter '1' for first quarter, '2' for second quarter, etc. As stated above, all quarters of one year should be reported in one single form. Do not leave any lines empty between the quarters.
ORI	Country of origin (use standard UNHCR country codes, see sheet Country codes)
DES	Country of destination/resettlement (use standard UNHCR country codes, see sheet Country codes).
PRI	Priority of submission: EME=Emergency; URG=Urgent; NRM=Normal
CRI	<b>Primary</b> resettlement criterion: AWR=Women-at-Risk; CHL=Children and adolescents; FAM=Family reunification; LPN=Legal and Physical Protection Needs; MED=Medical needs; OLD=Older refugees; RLI=Refugees without Local Integration Prospects; SVT=Survivors of Violence and Torture. Record one criterion only.
<b>Submissions</b>	
Pend. begin	<b>Number of cases (persons) which were submitted to resettlement countries for which governments had not yet determined whether they were accepted or rejected for resettlement at the beginning of the reporting period. This should equal the number of cases pending at the end of the previous period. Cases (persons) may be pending from the previous reporting period or from any period before.</b>
Submitted	Number of new cases (persons) submitted to resettlement countries during the reporting period.
Resubmitted	Number of cases (persons) resubmitted to resettlement countries during the reporting period (generally following a rejection).
Accepted	Number of cases (persons) accepted by resettlement countries during the reporting period
Rejected	Number of cases (persons) rejected by resettlement countries during the reporting period
Other (+/-)	Difference between the number of cases (persons) pending decision at the beginning of the period and at the end of the period, which is not explained by new submissions, resubmissions, acceptances or rejections. Examples are "disappearances", withdrawals, deaths, births and any other changes in family (case) composition.
Pending end	<b>(Calculated field) Number of cases (persons) which were submitted during the reporting period or before, but which had not yet been decided at the end of the reporting period. Pending end-period equals pending begin period plus (re-) submissions minus accepted, rejected and Other). This figure should be carried over to the pending begin period field for the next reporting period.</b>
<b>Departures</b>	
NYD begin	<b>Number of persons accepted for resettlement, but who had not yet departed at the beginning of the reporting period. This should equal the number of accepted persons pending departure at the end of the previous reporting period.</b>
Female	The number of departed females during the reporting period by age group. Note that '0-4' includes all children under the age of five. Similarly, '5-17' includes children from the age of 5 to below 18, etc.
Male	The number of departed males during the reporting period by age group. Note that '0-4' includes all children under the age of five. Similarly, '5-17' includes children from the age of 5 to below 18, etc.
Total M+F, Cases	Total number of cases who departed during the period. (This field should be entered manually.)
Total M+F, Persons	(Calculated field) Total number of persons who departed during the period.
Other (+/-)	Difference between the number of persons pending departure at the beginning and at the end of the period, which is not explained by departures. Examples are "disappearances", withdrawals, deaths, births and any other changes in family (case) composition.

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NYD end	<i>(Calculated field) Number of persons which had been accepted for resettlement during this or a previous reporting period, but who had not yet departed at the end of the reporting period. The number of persons pending departure end period equals the number of persons pending departure at the beginning of the period plus the number of persons whose submission was accepted during the period minus the number of persons who departed during the period and plus/minus Other in-/decreases. This should equal the number of persons pending departure at the beginning of the next period.</i>



# Resettlement Statistics Report (RSR)

(Read carefully the Explanatory notes)

Country:

Year:

Focal point:

Project symbol:

TO BE SUBMITTED/TO BE RESUBMITTED									
01-Jan		31-Mar		30-Jun		30-Sep		31-Dec	
C	P	C	P	C	P	C	P	C	P

(To be submitted)

(To be resubmitted)

CODES						SUBMISSIONS										DEPARTURES (persons)																							
ASY	QUA	ORI	DES	PRI	CRI	Pend. begin		Submitted		Resubmitted		Accepted		Rejected		Other (+/-)		Pend. end		NYD begin	Females				Males				Total M+F		Other (+/-)	NYD end							
						C	P	C	P	C	P	C	P	C	P	C	P	C	P		C	P	0-4	5-17	18-59	60+>	0-4	5-17	18-59	60+>			C	P					
						0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

CODES						SUBMISSIONS										DEPARTURES (persons)																				
ASY	QUA	ORI	DES	PRI	CRI	Pend. begin		Submitted		Resubmitted		Accepted		Rejected		Other (+/-)		Pend. end		NYD begin	Females				Males				Total M+F		Other (+/-)	NYD end				
						C	P	C	P	C	P	C	P	C	P	C	P	C	P		0-4	5-17	18-59	60+>	0-4	5-17	18-59	60+>	C	P						
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Country codes (fields ASY and ORI)					
afg	Afghanistan	gfr	Germany	nor	Norway
alb	Albania	gha	Ghana	nru	Nauru
alg	Algeria	gib	Gibraltar	nzl	New Zealand
and	Andorra	gnb	Guinea-Bissau	omn	Oman
ang	Angola	gre	Greece	pak	Pakistan
ant	Antigua and Barbuda	grn	Grenada	pan	Panama
are	Egypt	gua	Guatemala	par	Paraguay
arg	Argentina	gui	Guinea	per	Peru
arm	Armenia	guy	Guyana	phi	Philippines
aul	Australia	hai	Haiti	plw	Palau
aus	Austria	hkg	Hong Kong SAR, China	png	Papua New Guinea
aze	Azerbaijan	hon	Honduras	pol	Poland
bah	Bahrain	hrv	Croatia	por	Portugal
bar	Barbados	hun	Hungary	pue	Puerto Rico
bdi	Burundi	ice	Iceland	qat	Qatar
bel	Belgium	ico	Côte d'Ivoire	rom	Romania
ben	Benin	ind	India	rsa	South Africa
ber	Bermuda	ins	Indonesia	rus	Russian Federation
bgd	Bangladesh	ire	Ireland	rwa	Rwanda
bhs	Bahamas	irn	Islamic Rep. of Iran	sal	El Salvador
bhu	Bhutan	irq	Iraq	sau	Saudi Arabia
bkf	Burkina Faso	isr	Israel	sen	Senegal
blr	Belarus	ita	Italy	sey	Seychelles
bol	Bolivia	jam	Jamaica	sik	Sikkim
bot	Botswana	jor	Jordan	sin	Singapore
bra	Brazil	jpn	Japan	sle	Sierra Leone
bru	Brunei Darussalam	kaz	Kazakhstan	sma	San Marino
bsn	Bosnia and Herzegovina	ken	Kenya	sol	Solomon Islands
bul	Bulgaria	kgz	Kyrgyzstan	som	Somalia
bze	Belize	kir	Kiribati	spa	Spain
cam	Cambodia	kor	Rep. of Korea	srv	Viet Nam
can	Canada	krn	Dem. People's Rep. of Korea	stk	Saint Kitts and Nevis
car	Central African Rep.	kuw	Kuwait	stp	Sao Tome and Principe
cay	Cayman Islands	lao	Lao People's Dem. Rep.	sud	Sudan
chd	Chad	lbr	Liberia	sur	Suriname
chi	China	lby	Libyan Arab Jamahiriya	svk	Slovakia
chl	Chile	lca	Saint Lucia	svn	Slovenia
cmr	Cameroon	leb	Lebanon	swa	Swaziland
cob	Congo	les	Lesotho	swe	Sweden
cod	Dem. Rep. of the Congo	lie	Liechtenstein	swi	Switzerland
coi	Comoros	lka	Sri Lanka	syr	Syrian Arab Rep.
cok	Cook Islands	ltu	Lithuania	tan	United Rep. of Tanzania
col	Colombia	lux	Luxembourg	tci	Turks and Caicos Islands
cos	Costa Rica	lva	Latvia	tha	Thailand
cub	Cuba	mac	Macao SAR, China	tjk	Tajikistan
cvi	Cape Verde	mad	Madagascar	tkm	Turkmenistan
cyp	Cyprus	mar	Martinique	tmp	East Timor
cze	Czech Rep.	mau	Mauritania	tog	Togo
den	Denmark	mcd	FYR Macedonia	ton	Tonga
djb	Djibouti	mco	Monaco	trt	Trinidad and Tobago
dma	Dominica	mda	Rep. of Moldova	tun	Tunisia
dom	Dominican Rep.	mdv	Maldives	tur	Turkey
ecu	Ecuador	mex	Mexico	tuv	Tuvalu
egu	Equatorial Guinea	mhl	Marshall Islands	uae	United Arab Emirates
ert	Eritrea	mli	Mali	uga	Uganda
est	Estonia	mls	Malaysia	ukr	Ukraine
eth	Ethiopia	mlw	Malawi	uru	Uruguay
fgu	French Guiana	mng	Mongolia	usa	United States
fij	Fiji	mor	Morocco	uzb	Uzbekistan
fin	Finland	moz	Mozambique	van	Vanuatu
fnc	New Caledonia	mta	Malta	vat	Holy See (the)
fpo	French Polynesia	mts	Mauritius	vct	Saint Vincent and the Grenadines
fra	France	mya	Myanmar	ven	Venezuela
fro	Faeroe Islands	nam	Namibia	wes	Samoa
fsm	Micronesia (Federated States of)	nep	Nepal	wir	Western Irian
gab	Gabon	net	Netherlands	wsh	Western Sahara
gam	Gambia	ngr	Niger	yem	Yemen
gaz	Occupied Palestinian Territory	nic	Nicaragua	yug	Yugoslavia, FR
gbr	United Kingdom	nig	Nigeria	zam	Zambia
geo	Georgia	niu	Niue	zim	Zimbabwe
sta	Stateless	var	Various/unknown	tib	Tibetans

<b>Other codes</b>	
<b>Quarter (field: QUA)</b>	
1	1 January to 31 March
2	1 April to 30 June
3	1 July to 30 September
4	1 October to 31 December
<b>Priority (field: PRI)*</b>	
EME	Emergency
URG	Urgent
NRM	Normal
<b>Criterion (field: CRI)*</b>	
AWR	Women-at-Risk
CHL	Children and adolescents
FAM	Family Reunification
LPN	Legal and Physical Protection Needs
MED	Medical needs
OLD	Older (elderly) refugees
RLI	Refugees without Local Integration Prospects
SVT	Survivor of Violence and Torture
<b>*Important note:</b>	
In practice, the following combinations of Priority and Criterion are possible:	
EME	LPN; MED
URG	AWR; CHL; LPN; MED; OLD; SVT
NRM	AWR; CHL; FAM; LPN; MED; OLD; RLI; SVT