List of background documents
Prior to each session, facilitators should review handouts, Power Point presentations and any other written material required to conduct each of the sessions adequately, to ensure that the contents of this material are relevant for the learning needs of the group of participants. The pre-workshop learning needs assessment should always be taken into consideration to this end.

Facilitators should therefore feel free to modify any of these documents in whatever way they feel that will better serve the learning needs of their group of participants.

The document folder on each session also contains a sub-folder with background reading. Facilitators are not expected, nor would it be realistic, to read all these documents. Yet, these sub-folders constitute a useful compilation of specialized literature, which can help facilitators wishing to gain more in-depth knowledge on any specific aspects of the training. Generally, such documents, on which this manual has greatly relied, include:

- Key legal instruments relevant for the respective sessions;
- UNHCR’s official documents, including EXCOM Conclusions, position papers and reports;
- Training modules and guidelines from other organizations, such as OSCE, UNICEF or IOM, which are complementary to this training tool;
- Articles by academics and professionals related to humanitarian work or border control;
- Reports and position papers by well-known international non-governmental organizations, such as ECRE, Amnesty International, as well as by national refugee- or migrant support organizations.
Session 1: Europe a Region of Migration and Protection

- Europe as a Region of Migration and Protection (PowerPoint Presentation).

Background reading for facilitators


- Jeff Crisp, Beyond the nexus: UNHCR's evolving perspective on refugee protection and international migration, New Issues in Refugee Research, Research Paper No 155, April 2008


- Standing Committee Paper of the Executive Committee of the High Commissioner's Programme, UNHCR's Activities in Relation to the Asylum-Migration Nexus, 4 June 2007


- Communication from the European Commission on policy priorities in the fight against illegal immigration of third-country nationals, COM (2006) 402


- Council Regulation of 26 October 2004 establishing a European Agency for the management of Operational Cooperation at the External Borders of the Member States of the European Union

- Council Directive 2004/81/EC of 29 April 2004 on the residence permit issued to third-country nationals who are victims of trafficking in human beings or who have been the subject of an action to facilitate illegal immigration, who cooperate with the competent authorities


- Council Regulation of 27 February 2003 on the issue of visas at the border, including the issue of such visas to seamen in transit, (EC) 415/2003


• Council Regulation of 15 March 2001 listing the third countries whose nationals must be in possession of visas when crossing the external borders and those whose nationals are exempt from that requirement, (EC) No 539/2001

• Convention of 19 June 1990 implementing the Schengen Agreement of 14 June 1985

• Stockholm Programme – Lisbon Treaty Art. 78.

Session 2: Introduction to the Legal Framework

• Instructions for Quiz exercise (Power Point Presentation)

• Questions for the Quiz (Power Point Presentation)

Legal instruments for consultation during the quiz exercise (print one full set per working group):


• Palermo Protocols (to the United Nations Convention against Transnational Crime)

• European Convention on Human Rights

• Universal Declaration of Human Rights

• Convention Against Torture

• EU Charter of Fundamental Rights

Background reading for facilitators

• Guy S. Goodwin-Gill and Jane McAdam, The Refugee in International Law, 3rd Edition, Oxford University Press, 2006. (Published textbook, not available online)

• COUNCIL DIRECTIVE 2004/83/EC of 29 April 2004 on minimum standards for the qualification and status of third country nationals or stateless persons as refugees or as persons who otherwise need international protection and the content of the protection granted. (Known as the Qualification Directive)

• UNHCR’s Guidelines on Applicable Criteria and Standards relating to the Detention of asylum-Seekers, February 1999

• ExCom Conclusion No. 58 (XL) – 1989, The Problem of Refugees and Asylum Seekers who Move in an Irregular Manner from a Country in which They had already found Protection

• ExCom Conclusion No. 15 (XXX) – 1979, Refugees without an Asylum Country

• UNHCR, Handbook on Procedures and Criteria for Determining Refugee Status, September 1979

• Cartagena Declaration on Refugees, 1984

• OAU, Convention governing the specific aspects of refugee problems in Africa, 1969
Session 3: Who is a Refugee?

- The Refugee Definition (Power Point Presentation)

- “To be a refugee” (Documentary Film - the film can be obtained from DIP)

Background reading for facilitators

- UNHCR, Interpreting in a refugee context, January 2009

- EU COUNCIL DIRECTIVE 2005/85/EC of 1 December 2005 on minimum standards on procedures in Member States for granting and withdrawing refugee

- UNHCR, Self-Study Module 2 on Refugee Status Determination, Identifying who is a refugee, September 2005

- UNHCR, Providing International Protection including through Complementary Forms of Protection, EC/55/SC/CRP.16, 2 June 2005

- EU COUNCIL DIRECTIVE 2004/83/EC of 29 April 2004 on minimum standards for the qualification and status of third country nationals or stateless persons as refugees or as persons who otherwise need international protection and the content of the protection granted.

- UNHCR, Procedural Standards for Refugee Status Determination under UNHCR’s Mandate, November 2003

- EU COUNCIL DIRECTIVE 2001/55/EC of 20 July 2001 on minimum standards for giving temporary protection in the event of a mass influx of displaced persons and on measures promoting a balance of efforts between Member States in receiving such persons and bearing the consequences thereof

- UNHCR, Note on International Protection, UN doc. A/AC.96/830, 7 September 1994


- Convention relating to the Status of Refugees of 28 July 1951

- Protocol relating to the Status of Refugees, New York, 31 January 1967

- Statute of the Office of the United Nations High Commissioner for Refugees, 1950
Session 4: Identifying Protection Needs in Group Arrivals

- Participants instructions for simulation (Print one copy per participant as a handout)
- Individual case cards (Print a full set of the 15 cases per group, to be handed out by “individuas approaching the border” during simulation)
- Template of Daily Incident Sheet (Print at least 15 copies per group)
- The impact of working in a complex border environment (Power Point Presentation)
- Summary of key protection messages (Power Point Presentation)

Background reading for facilitators

- UNHCR, Implementing the Ten-Point Plan of Action in Southern Europe: Activities Undertaken by UNHCR to Address Mixed Migration in the Context of the Mediterranean/Atlantic Arrivals, October 2006
- UN Convention on the Rights of the Child, 1989
Session 5: Ethics and Communication at Border Points

- Case studies for fish bowl exercise
- Checklist for border officials communicating with persons in need of protection (Handout, print one per participant)
- Ethics and communication at the border (Power Point Presentation)

Background reading for facilitators

- United Nations High Commissioner for Refugees, Interpreting in a refugee context, Self-Study Module 3, January 2009
- British Refugee Council, How UK Border Controls are Endangering the Lives of Refugees, December 2008
- Italian Refugee Council, Services at Borders: a practical cooperation, SAB project final report, September 2008
Session 6: Protection at Sea

- Telex from Ship Master to RCC (handouts for participants).

Background reading for facilitators


Session 7: The Return of Persons not in need of International Protection

- The Return of persons who have been found not to be in need of international protection (Power Point Presentation)

- Checklist for participants: aspects of a return process that may be relevant in the context of border guards responsibilities (handouts for participants)

Background reading for facilitators

A) On reception conditions and pre-removal detention


- UNHCR (Malta), The Detention of Refugees and Asylum-Seekers by Reason of Their Unauthorised Entry or Presence, July 2007.


- UNHCR, Alternatives to Detention of Asylum Seekers and Refugees, April 2006. POLAS/2006/03


B) On the return of persons not in need of international protection

- British Refugee Council, How UK Border Controls are Endangering the Lives of Refugees, December 2008


- UNHCR Position on the Proposal for a Directive on common standards and procedures in Member States for returning illegally staying third-country nationals, June 2008.


- ECRE, The Way Forward. The return of Asylum Seekers whose Applications have been rejected in Europe, 2005


- Committee on the Rights of the Child: General Comment No. 6(2005): Treatment of unaccompanied and separated children outside their country of origin, CRC/GC/2005/6, Chapter VII(c), Return to the country of origin.

- UNHCR, Executive Committee Conclusion on the return of persons found not to be in need of international protection, 10 October 2003 No. 96 (LIV) - 2003.

