

UNIT 12

Annex

ANNEX

Annex 1-1 List of UNHCR Resources (November 2003)

Notice: The list below highlights the UNHCR policy resources and guidelines that are relevant to refugee status determination under UNHCR's mandate. All Protection Staff members who are responsible for RSD should have access to and be familiar with these documents. Managers should ensure that documents are disseminated to staff who are responsible for their implementation, and that the directions in these documents are reflected in the RSD procedures and practice in the UNHCR Office concerned.

Many of these documents can be found in the UNHCR Protection Manual. Most of the external documents can be found on the CD ROM Refword 2003 or on UNHCR's web site (www.unhcr.ch/refworld/). Internal documents are on KIMS CD ROM (last updated 2000) or on the Intranet.

GENERAL UNHCR RESOURCES

Handbook on Procedures and Criteria for Determining Refugee Status under the 1951 Convention and the 1967 Protocol relating to the Status of Refugees (Re-edited January 2002).

Asylum Processes (Fair and Efficient Asylum Procedures), Global Consultations on International Protection, 2nd mtg, U.N. Doc. EC/GC/01/12 (31 May 2001).

Human Rights and Refugee Protection. Part 2: Specific Issues (RLD 6) Training Module (1996).

Human Rights and Refugee Protection. Part 1: General Introduction (RLD 5) Training Module (October 1995).

Collection of International Instruments and other Legal Texts Concerning Refugees and Displaced Persons (1995). (2 volumes).

Determination of Refugee Status (RLD 2). Training Module.

UNIT 1 • INTRODUCTION

Supervision and Oversight

The Role and Functions of the Inspector General's Office UNHCR/ IOM/65/2003, UNHCR/FOM/65/2003 (9 October 2002). (Internal).

UNHCR Manual, Chapter 2 "Organizational Structure and Responsibilities" Sections 1.2 – *Delegation*, 1.3 – *Accountability*, 1-4 *UNHCR's Organizational Structure*, 1.5 - *The Nature of Reporting Lines*, 9.5 - *Representative* (April 2003.)

Partnership: An Operations Management Handbook for UNHCR's Partners Appendix A1 - *Framework Agreement for Operational Partnership between UNHCR and Non-Governmental Organizations* (February 2003).

UNHCR Code of Conduct, 2002.

Disciplinary Proceedings and Measures, UNHCR/IOM38/02, UNHCR/FOM38/02 (30 May 2002). (Internal).

Management of Protection Activities – Responsibilities of UNHCR staff, UNHCR/IOM/25/2002, UNHCR/FOM/24/2002 (15 March 2002). (Internal).

UNIT 2 • GENERAL ISSUES**Confidentiality**

Relations with International Criminal Tribunals, UNHCR/IOM/48/2002, UNHCR/FOM/44/2002 (August 2002). (Internal).

Confidentiality Guidelines, UNHCR/IOM/71/01, UNHCR/FOM/68/2001 (August 2001). (Internal).

Communications on Sensitive Individual Cases, UNHCR/IOM/116/88, UNHCR/FOM/108/88 (November 1988). (Internal).

Confidentiality of Official UNHCR Documents and Information, UNHCR/ IOM/59/1988, UNHCR/FOM/51/88 (April 1988). (Internal).

RSD File Management Procedures

UNHCR FOM 67/2000 Field Guide - Annex 3 - Managing Records Centres; Annex 4 – Identifying and Shipping Archives, UNHCR Archivist. (14 September 2000).

Office Security

UNHCR Manual, Chapter 2, Section 9.2(f). "Organizational Structure and Responsibilities" (April 2003).

Safety Guidelines for Handling Threats, Verbal Abuse and Intimidation from Refugees (April 2003).

UNHCR Security Policy, UNHCR IOM/68/2002, UNHCR FOM//64/2002 (26 November 2002). (Internal).

Safety Guidelines for Sensitive Individual Refugee Cases in an Urban Context Geneva (September, 2002).

UNHCR Handbook for Emergencies (2nd ed.) (June 2000).

Staff Stress and Staff Security: A Management Challenge for UNHCR, UNHCR/Inspection and Evaluation Service (January 1997).

Security Recommendations, UNHCR (1995)

Security Awareness – an Aide Memoir (1995).

Interpretation in UNHCR RSD Procedures

Interpreting in a Refugee Context (RLD 3). Training Module. June 1993

UNIT 3 • RECEPTION AND REGISTRATION IN RSD OPERATIONS**Reception and Registration Standards**

UNHCR Handbook for Registration: Procedures and Standards for Registration, Population Data Management and Documentation (Provisional Release - October 2003).

Identity Documents for Refugees and Asylum Seekers: Guidance on Issuing Identity Documents to Persons of Concern. (Project Profile/PGDS Working Draft 2003)

Executive Committee, *Conclusion on Reception of Asylum seekers in the Context of Individual Asylum Systems* (No. 93 (LIII) of 2002).

Executive Committee, *Conclusion on Registration of Refugees and Asylum Seekers* (No. 91 (LII) of 2002).

Asylum Seekers with Special Needs

Refugee Women

Sexual and Gender-Based Violence against Refugees, Returnees and Internally Displaced Persons: Guidelines for Prevention and Response (May 2003).

UNHCR Commitment to Refugee Women, Memorandum from the High Commissioner (December 2001).

Guidelines on the Protection of Refugee Women (July 1991).

Child Applicants

Inter-agency Guidelines on Unaccompanied and Separated Children, IRC, ICRC, Save the Children-UK, UNHCR, UNICEF, and World Vision (to be issued 2003).

Sexual and Gender-Based Violence against Refugees, Returnees and Internally Displaced Persons: Guidelines for Prevention and Response, Chapter 5 (May 2003).

Separated Children in Europe Programme: "Statement of Good Practice", Save the Children and UNHCR (October 2000).

Refugee Children: Guidelines on Protection and Care (1994).

UNHCR Policy on Refugee Children (August 1993).

Action for the Rights of the Children (ARC) Resource Packs, Foundations: International Legal Standards (2002); *Child and Adolescent Development* (2001); *Working with Children* (2001), UNHCHR, Save the Children, UN Children's Fund, and UNHCR.

Action for the Rights of the Children (ARC) Resource Packs, Critical Issues: Separated Children (2002); *Child Soldiers* (2000); *Abuse and Exploitation* (2002), UNHCHR, Save the Children, UN Children's Fund, and UNHCR.

Other Asylum Seekers with Special Needs

Older people in disasters and humanitarian crises: Guidelines for Best Practice, UNHCR, Help Age International-UK (2003).

Refugees and HIV/AIDS, Executive Committee of the High Commissioner's Programme, Standing Committee, 20th mtg., U.N. Doc. EC/51/SC/CRP7 (February 2001).

Older Refugees: Looking Beyond the International Year of Older Persons, Executive Committee of the High Commissioner's Programme, Standing Committee, 17th mtg., U.N. Doc. EC/50/SC/CRP8 (February 2000).

The Situation of Older Refugees, Executive Committee of the High Commissioner's Programme, Standing Committee, 48th Sess., U.N. Doc. EC/48/SC/CRP39 (August 1998).

UNHCR Policy Regarding Refugees and Acquired Immune Deficiency Syndrome (AIDS), UNHCR/IOM/78/98, UNHCR/FOM/84/98 (December 1998) (Internal – Cooperation Framework external).

Mental Health of Refugees, World Health Organization with UNHCR (1996).

Assisting Disabled Refugees. A Community-Based Approach (2nd ed.) (May 1996)

Draft UNHCR Guidelines on Evaluation and Care of victims of Trauma and Violence (December 1993)

UNHCR Policy and Guidelines Regarding Refugee Protection and Assistance and Acquired Immune Deficiency Syndrome (AIDS), UNHCR/IOM/82/92, UNHCR/FOM/81/92 (November 1992) (Internal – Guidelines external).

UNIT 4 • ADJUDICATION OF REFUGEE CLAIMS

RSD Interviewing

Interviewing Applicants for Refugee Status (RLD 4). Training Module. UNHCR Geneva, 1995.

Inclusion Criteria

Guidelines on International Protection: "Internal Flight or Relocation Alternative" within the context of Article 1 A (2) of the 1951 Convention and/or its 1967 Protocol relating to the Status of Refugees, UNHCR, HCR/GIP/03/04 (July 2003).

Sexual and Gender-Based Violence against Refugees, Returnees and Internally Displaced Persons: Guidelines for Prevention and Response, Chapter 8 UNHCR (May 2003).

Guidelines on International Protection: "Membership of a Particular Social Group" within the Context of Article 1A(2) of the 1951 Convention and/or its 1967 Protocol relating to the Status of Refugees, UNHCR (May 2002).

Guidelines on International Protection: Gender-Related Persecution within the Context of Article 1A(2) of the 1951 Convention and/or its 1967 Protocol relating to the Status of Refugees, UNHCR (May 2002).

Interpreting Article 1 of the 1951 Convention Relating to the Status of Refugees UNHCR (April 2001).

Note on Burden and Standard of Proof in Refugee Claims, UNHCR Position Paper (December 1998).

Exclusion

Guidelines on International Protection: Application of the Exclusion Clauses: Article 1F of the 1951 Convention and/or its 1967 Protocol relating to the Status of Refugees, UNHCR, HCR/GIP/03/05 (September 2003).

Background Note on the Application of the Exclusion Clauses: Article 1F of the 1951 Convention relating to the Status of Refugees (September 2003).

Note on the Interpretation of Article 1E of the 1951 Convention, UNHCR (October 2001) (internal).

Review of RSD Decisions

Requests by UNHCR Field Office for Advice on Matters relating to the Determination of Refugee Status of Individual Applicants, UNHCR/IOM/47/91, UNHCR/FOM/48/91 (May 1991) (Internal).

UNIT 5 • PROCESSING CLAIMS BASED ON THE RIGHT TO FAMILY UNITY

Family Unity and Refugee Protection, Global Consultations on International Protection/Second Track: (Draft) (October 2001).

Family Reunification in the Context of Resettlement and Integration, UNHCR Background Note for the Annual Tripartite Consultations on Resettlement (June 2001).

Family Protection Issues, Executive Committee of the High Commissioner's Programme, Standing Committee, 15th mtg., U.N. Doc. EC/49/SC/CRP14 (June 1999).

The Reunification of Refugee Families, UNHCR/IOM/52/83, UNHCR/FOM/49/83 (18 July 1983) (Internal – Note external).

Note on Family Reunification, Executive Committee of the High Commissioner's Programme, Sub-Committee of the Whole on International Protection, 32nd mtg., U.N. Doc. EC/SCP/17 (August 1981).

UNIT 8 • UNHCR REFUGEE CERTIFICATE

Personal Documentation of Refugees, UNHCR/IOM/64/83, UNHCR/FOM/60/83 (22 August 1983) (internal).

UNHCR Handbook for Registration, Project Profile and PGDS, UNHCR Geneva (Provisional Release - September 2003).

UNIT 10 • PROCEDURES FOR CANCELLATION OF REFUGEE STATUS

UNHCR Guidelines on the Cancellation of Mandate Refugee Status, UNHCR (draft to be issued 2004).


Background Note on the Cancellation of Refugee Status, UNHCR (draft to be issued 2004).

UNIT 11 • PROCEDURES FOR CESSATION OF REFUGEE STATUS

Guidelines on International Protection: Cessation of Refugee Status under Article 1C(5) and (6) of the 1951 Convention relating to the Status of Refugees (the "Ceased Circumstances" Clauses) (February 2003).

Guidelines on the Application of Cessation Clauses, UNHCR/IOM/17/99, UNHCR/FOM/17/99 (April 1999) (Internal – Guidelines external).

Annex 2-1 Interpreter Undertaking of Confidentiality and Impartiality

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES		NATIONS UNIES HAUT COMMISSARIAT POUR LES RÉFUGIÉS
UNHCR INTERPRETER UNDERTAKING OF CONFIDENTIALITY AND IMPARTIALITY		
Name of Interpreter:		
<p>In addition to my agreement to abide by the principles set out in the <i>UNHCR Code of Conduct</i>, I make the following undertakings in respect of the performance of my role as a UNHCR interpreter in mandate Refugee Status Determination (RSD) procedures:</p>		
<p><u>Obligation of Confidentiality</u></p> <p>I undertake not to disclose or discuss any information about asylum seekers, refugees, colleagues or other work related matters that come to my knowledge as a result of my role as an interpreter with UNHCR. I understand and accept that my obligation to maintain the confidentiality of information I have received in UNHCR continues beyond the termination of my assignment with UNHCR.</p>		
<p><u>Obligation of Impartiality</u></p> <p>I undertake to carry out my responsibilities and to conduct myself at all times, both in and outside of UNHCR premises, in a manner that is fully consistent with my obligation of impartiality as a UNHCR interpreter. In particular:</p>		
<ul style="list-style-type: none"> ➤ I will, to the best of my abilities, provide accurate and complete interpretation in UNHCR RSD procedures; ➤ I will provide interpretation services in UNHCR RSD procedures in a neutral and non-judgemental manner; ➤ I will refrain from engaging in advocacy on behalf of asylum seekers and refugees; ➤ I will not accept payment or favour from or on behalf of asylum seekers and refugees; 		

- I will not engage in contact or exchanges with asylum seekers and refugees or other third parties that could undermine, or be perceived to undermine, either my impartiality as an interpreter or the fairness and integrity of UNHCR procedures.
- I will carry out my responsibilities in a manner that is consistent with UNHCR standards for cultural, gender and age sensitivity in UNHCR procedures.

Duty to Report

I undertake to inform the UNHCR staff member for whom I am providing interpretation services, and to report to my direct supervisor any facts or incidents that could undermine, or be perceived to undermine my impartiality or effectiveness in the performance of my responsibilities. Specifically, I agree to report without delay:

- Any ties, professional or personal, I have with an asylum seeker or refugee in relation to whom I have been assigned to provide interpretation services;
- Any employment, association or private interest I have which could be inconsistent with, or be perceived to be incompatible with, my role as a UNHCR interpreter;
- Any other factors that could adversely affect my competence to provide interpretation services that have been assigned to me.

Consequences of Breach of Interpreter Undertakings

I understand that this signed *UNHCR Interpreter Undertaking of Confidentiality and Impartiality* will be maintained on my personnel file, and that failure to comply with the undertakings above, without reasonable excuse, will amount to misconduct and may result in disciplinary proceedings against me and/or legal action.

I have read, understand and accept each of the undertakings set out above.


Signature of Interpreter:.....

Date:.....

Place:.....

Annex 3-1 UNHCR RSD Application Form

United Nations High Commissioner for Refugees



UNHCR
The UN Refugee Agency

RSD Application Form

Space for
Photograph

UNHCR Office: Principal Applicant Derivative Status

RSD File#: Reg. #:

Arrival Date (dd/mm/yyyy): Reg. Date (dd/mm/yyyy): Special Needs:

Reg. Staff: Interpreter:

Linked RSD Files:

Registration Information Sheet

Parts A to H must be completed for every adult and child Applicant, including family members and other dependants who are accompanying a Principal Applicant.

Part A – Basic Bio Data

1. Full Name (<i>Underline main name</i>):	
2. Other Names used:	
3. Father's Name:	4. Mother's Name:
5. Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	6. Nationality:
7. Date of Birth (dd/mm/yyyy): <input type="text"/> (If not known give estimated year of birth):	
8. Place of Birth:	
9. Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Engaged <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed	
10. Spouse's Name (if applicable):	
11. Religion:	12. Ethnicity:
13. Full Address of Last Place of Residence in Home Country:	
14. Present Address & Contact Numbers:	

Part B – Education (Highest Level)

Name of Institution	Place/Country	From (mm/yyyy)	To (mm/yyyy)	Qualification Obtained
		--/--	--/--	
		--/--	--/--	

Part C – Occupation (Most recent in the home country)				
Name of Employer	Place/Country	From (mm/yyyy)	To (mm/yyyy)	Job Title
		--/---/----	--/---/----	
		--/---/----	--/---/----	

Part D – Identification Documents / Other Documents Provided				
Document Type, Number	Place of Issue	Date of Issue (dd/mm/yyyy)	Date of Expiry (dd/mm/yyyy)	Original Provided?
		--/---/----	--/---/----	<input type="checkbox"/> Yes <input type="checkbox"/> No
		--/---/----	--/---/----	<input type="checkbox"/> Yes <input type="checkbox"/> No
		--/---/----	--/---/----	<input type="checkbox"/> Yes <input type="checkbox"/> No
		--/---/----	--/---/----	<input type="checkbox"/> Yes <input type="checkbox"/> No
		--/---/----	--/---/----	<input type="checkbox"/> Yes <input type="checkbox"/> No

Documents Obtained Illegally:
If any of the documents listed above were not issued legally, please explain how they were obtained.

Missing Documents:
If you are missing identity documents or other documents that are relevant to your claim, please explain why you do not have these documents.

If you are missing documents, will you be able to obtain these documents in the future? If not, please explain why.

Part E – Applicant's UNHCR Registration History		
1. Have you already been registered by UNHCR? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes , where were you registered?	Registration #:	Date of registration: (dd/mm/yyyy):
		--/---/----
2. Have you ever applied for refugee protection with UNHCR or a Government? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes ,		
Where?	When?	Decision and/or status obtained:

Family/Household Composition					
If the Applicant is applying as a dependant/family member of a Principal Applicant, and the information in Parts F to H is identical to the form of the Principal Applicant, the registration number of the Principal Applicant may be provided instead of completing Parts F to H. Reg. No of Principal Applicant _____					
Part F – Family Members and Dependants Accompanying the Applicant					
Full Name	Individual Registration #	Relationship to Applicant	Sex (M/F)	Date of Birth (dd/mm/yyyy)	
01				---/---/----	
02				---/---/----	
03				---/---/----	
04				---/---/----	
05				---/---/----	
06				---/---/----	
07				---/---/----	
08				---/---/----	
09				---/---/----	
10				---/---/----	
Part G – Close Family Members and Dependants in Home Country					
Full Name	Relationship to Applicant	Date of Birth (dd/mm/yyyy)	Citizenship	Occupation	
		---/---/----			
		---/---/----			
		---/---/----			
		---/---/----			
		---/---/----			
Part H – Non-Accompanying Family Members and Dependants Living Outside Home Country					
Full Name	Relationship to Applicant	Date of Birth (dd/mm/yyyy)	Address	Status there	Citizenship
		---/---/----			
		---/---/----			
		---/---/----			
		---/---/----			

Additional Information for Mandate RSD			
Parts I to K must be completed for every Adult Applicant, by children who are applying as Principal Applicants and every unaccompanied or separated child.			
Part I – Details of Travel			
1. Date of Departure from Home Country (dd/mm/yyyy): <u> / / </u>			
2. Means of Travel out of Home Country:			
3. Exit Point from Home Country:			
4. Countries of Transit:	Period		Travel Document Used
	From (mm/dd/yyyy)	To (mm/dd/yyyy)	
	<u> / / </u>	<u> / / </u>	
	<u> / / </u>	<u> / / </u>	
	<u> / / </u>	<u> / / </u>	
5. Entry point in Host Country:			
6. Date of arrival in Host Country (dd/mm/yyyy): <u> / / </u>			
7. Have you been to Host Country before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes , please provide date and duration of stay:			
Part J – Sex of Interviewer / Language(s) of Interview			
Do you have a preference to be interviewed by a staff member and interpreter of a particular sex? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes , indicate which sex: <input type="checkbox"/> Male <input type="checkbox"/> Female			
What language(s) do you prefer for UNHCR interviews? _____			

**Declaration*****To be signed by the Applicant***

I declare the information I have supplied on and with this form is complete, correct and current in every detail.

I understand that if I have given false or misleading information, my application for refugee status may be refused, or, if I have been recognized as a refugee, the recognition may be cancelled.

I undertake to inform UNHCR of any significant changes to my circumstances while my application is being considered, including any changes to my address and contact numbers, the arrival or departure of members of my household or other changes in the composition of my household.

Signature of Applicant: _____

Date: _____

Place: _____

Annex 3-2 Registration Form for Unaccompanied and Separated Children

REGISTRATION FORM FOR UNACCOMPANIED AND SEPARATED CHILDREN

ICRC ID No. _____

Other ID No. _____
(Please specify organisation)

PHOTO

Unaccompanied child

Separated child

Please Note:

- A **separated** child is any person under the age of 18, separated from both parents, or from his/her previous legal or customary primary care giver, but not necessarily from other relatives. An **unaccompanied** child is any person who is under the age of 18, separated from both parents, or from his/her previous legal or customary primary care giver and **also** his/her relatives.
- If the child does not remember his/her address, please note other relevant information, such as descriptions of mosques, churches, schools and other landmarks.

Please fill out this form with a ballpoint pen. (1 form per child except for siblings under point 2.)

1. Identity of the child

Personal ID document type and no. _____ Sex M F

Full name (as expressed locally) _____

Also known as (nickname) _____

Name(s) given to the child by others after separation from parents? Yes No

Date of birth/age _____ Place of birth _____

Nationality _____ Country _____

Ethnic group _____

Language(s) spoken _____

Distinguishing physical characteristics _____

Father's full name _____

Alive Dead don't know

Mother's full name _____

Alive Dead don't know

If father and/or mother believed dead, please give details _____

Other persons familiar to the child _____

1

Address of the child before separation (i.e. where the child grew up) _____
 _____ Tel. no. _____
 Person(s) with whom child lived _____

2. Siblings (brothers/sisters) accompanying the child

A. Full name _____
 Date of birth/age _____ Place of Birth _____ Country _____
 Current address _____
 _____ Tel. no. _____

B. Full name _____
 Date of birth/age _____ Place of Birth _____ Country _____
 Current address _____
 _____ Tel. no. _____

3. Current care arrangement of the child

a. Children's centre b. Foster family (please specify nationality) _____
 c. Other (please specify) _____
 Full name of institution/person(s) responsible _____
 Address _____
 _____ Tel. no. _____
 Date this care arrangement commenced _____
 Place foster family intends or is likely to return to or resettle in:
 Address _____ Country _____

4. History of separation

Date of separation _____ Place of separation _____ Country _____
 Circumstances of separation _____

 List additional movements between place of initial separation and current location _____

2

5. In case the child has been evacuated

By whom / through which organisation? _____ Date _____

Reason(s) for evacuation _____

From where? _____ To where? _____

6. Additional protection concerns

Has the child been associated with an armed force or armed group? Yes No

Child headed household Yes No

Disabled child Yes No

Medical Yes No

Street child Yes No

Girl mother Yes No

Abuse situation Yes No

Other (please specify) _____

Further information _____

Immediate action required? Yes No

7. Wishes of the Child

Person's child wishes to find

Father Mother Brother Sister

Other (please specify) _____

A. Full name and relationship _____

Last known address _____

_____ Country _____ Tel. no. _____

B. Full Name and relationship _____

Last known address _____

_____ Country _____ Tel. no. _____

C. Full Name and relationship _____

Last known address _____

_____ Country _____ Tel. no. _____

Is the child in contact with/has heard from any relative(s)? (please give details) _____

Does the child want family reunification? Yes, as soon as possible Yes, later No

3

12. Place and date of interview _____

13. Information obtained from:
the child guardian other (please specify) _____


14. Name of interviewer and organisation _____

15. Organisation in charge of tracing the child's family (please specify name, address and contact numbers) _____

16. Signature of the child (if old enough) _____


5

Annex 3-3 UNHCR Asylum Seeker Certificate

<p>UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES</p> <p>[address of Country Office]</p> <p>Telephone: Fax: E-mail:</p>		<p>NATIONS UNIES HAUT COMMISSARIAT POUR LES RÉFUGIÉS</p> <p>[adresse de la Délégation]</p>
<p>Reference number:</p>	<p>Date of Issue:</p>	
UNHCR ASYLUM SEEKER CERTIFICATE		
<p>Name of Applicant: UNHCR Registration no.: Date of birth: Place of birth: Nationality: Date of entry in (host country): Place of entry:</p>	<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p>photograph (with UNHCR stamp)</p> </div>	
<u>To WHOM IT MAY CONCERN</u>		
<p>This is to certify that the above-named person, national of [insert country of nationality], is an asylum seeker whose claim for refugee status is being examined by the Office of the United Nations High Commissioner for Refugees. As an asylum seeker, [he/she] is a person of concern to the Office of the United Nations High Commissioner for Refugees, and should, in particular, be protected from forcible return to a country where [he/she] claims to face threats to [his/her] life or freedom, pending a final decision on [his/her] refugee status. Any assistance accorded to the above-named individual would be most appreciated.</p>		
<p>Questions regarding the information contained in this document may be directed to the Office of the United Nations High Commissioner for Refugees at the address above.</p>		
<p>(Signature of designated UNHCR Officer)</p>		
<p>This document is valid until: (period of validity not to exceed one year from date of issue)</p>		
<p>This document is only valid in the original when bearing official UNHCR stamp.</p>		

Annex 4-1 Authorization to Act as Legal Representative

**UNITED NATIONS
HIGH COMMISSIONER
FOR REFUGEES**



**NATIONS UNIES
HAUT COMMISSARIAT
POUR LES RÉFUGIÉS**

**AUTHORIZATION TO ACT AS
LEGAL REPRESENTATIVE**
To be Completed by the Applicant

Name of Applicant:
Date of birth:
RSD File no.:

This is to certify that is acting as my legal representative for all matters relating to my application for refugee status with the United Nations High Commissioner for Refugees.

I hereby authorize UNHCR to disclose to the above-named individual information or documents that I have provided directly to UNHCR, and to inform the above-named individual of decisions taken by UNHCR regarding my application for refugee status.

This Authorization is valid until a final determination in my refugee claim has been made by UNHCR, or the date upon which I give notice to UNHCR that the person named above is no longer authorized to act as my legal representative.

Applicant's Signature:
Date:

Annex 4-2 RSD Assessment Form

RSD PROCEDURAL STANDARDS	RSD ASSESSMENT FORM
UNHCR	
RSD ASSESSMENT FORM	
UNHCR OFFICE:	FILE NO.:
INTERVIEWER/ELIGIBILITY OFFICER:	DATE OF INTERVIEW(S):
INTERPRETER:	
APPLICANT'S BASIC BIO-DATA	
<i>(REFER TO RSD APPLICATION FORM FOR COMPLETE BIO DATA)</i>	
FULL NAME:	NATIONALITY AS STATED:
	IF STATELESS, PLACE OF FORMER HABITUAL RESIDENCE:
DATE OF BIRTH:	ETHNICITY:
SEX:	RELIGION:
Part I- SUMMARY OF THE CLAIM	
I-1 Please summarize below the reasons provided by the Applicant for leaving the country of nationality or habitual residence and for fearing return to that country.	
<p><small>RSD Procedural Standards Annex 4-2. All information contained herein is confidential and privileged. This document is intended only for the use of UNHCR personnel and others who have been specifically authorized to receive it. Dissemination, distribution or copying, without UNHCR's consent is strictly prohibited.</small></p>	

RSD PROCEDURAL STANDARDS RSD ASSESSMENT FORM p. 3

Part II - CREDIBILITY ASSESSMENT

II-1 Are the Applicant's statements internally consistent and sufficiently detailed on material points?
If no, please explain, referring to relevant examples. Yes No

II-2 Are the Applicant's statements consistent with other evidence submitted by the Applicant (i.e. documents, evidence of family members or other witnesses)?
Please explain, referring to the relevant statements / evidence. Yes No

II-3 Are the Applicant's statements as to his/her experiences and profile consistent with country of origin information, including generally known facts? Please explain, referring to specific country of origin information. Yes No

II-4 Has the Applicant provided all available evidence in support of the refugee claim, or provided a reasonable explanation for his/her failure to do so?
Please explain. Yes No

II-5 If applicable, identify any other relevant credibility indicators, including any observations during the interview.

CONCLUSION ON CREDIBILITY ASSESSMENT

II-6 Taking into consideration the principle of the benefit of the doubt, were the Applicant's statements on the material elements of the claim credible? Yes No
Please specify which material elements of the claim were found to be credible / not credible.

RSD Procedural Standards Annex 4-2 All information contained herein is confidential and privileged. This document is intended only for the use of UNHCR personnel and others who have been specifically authorized to receive it. Dissemination, distribution or copying, without UNHCR's consent is strictly prohibited.

RSD PROCEDURAL STANDARDS RSD ASSESSMENT FORM p. 3

Part III – INCLUSION ASSESSMENT - 1951 CONVENTION / 1967 PROTOCOL

SUBJECTIVE "FEAR"

III-1 Does the Applicant have a subjective "fear" of return to his/her country of nationality or habitual residence? **Yes No**

OBJECTIVE BASIS

III-2 Considering the country of origin information, and the individual circumstances of the Applicant, including relevant past experience, is there a reasonable possibility that the Applicant would experience harm or an intolerable predicament if returned to the country of nationality or habitual residence now? **Yes No**

Please explain, specifying the harm / intolerable predicament and referring to COI and relevant details of the Applicant's experiences.

(IF THE ANSWER TO QUESTION III-2 "OBJECTIVE BASIS" IS NO, YOU MAY PROCEED TO QUESTION III-10.)

PERSECUTION

III-3 Is the harm / predicament identified a form of persecution? **Yes No**
Please explain.

III-4 If no individual act identified would amount to persecution, would all of the acts feared, when considered together, constitute harm sufficiently serious as to establish cumulative grounds for persecution? **Yes No**
Please explain.

RSD Procedural Standards Annex 4-2 All information contained herein is confidential and privileged. This document is intended only for the use of UNHCR personnel and others who have been specifically authorized to receive it. Dissemination, distribution or copying, without UNHCR's consent is strictly prohibited.

RSD PROCEDURAL STANDARDS RSD ASSESSMENT FORM p. 4

III-5 Is the State the agent of the harm feared? Yes No

III-6 If the Applicant fears harm by a non-State agent, would the State be unwilling and/or unable to provide effective protection?
Please explain. Yes No

III-7 Does he/she have the possibility to return to any part of the country of nationality or habitual residence, where he or she could reasonably live without fear of persecution or undue hardship?
Please explain. Yes No

REASONS FOR PERSECUTION

III-8 Does the harm feared by the Applicant relate to one or more of the grounds in the 1951 Convention/1967 Protocol? Yes No

race specify:
 religion specify:
 nationality specify:
 membership of a particular social group specify:
 political opinion specify:

III-9 If yes, is gender a relevant element in the context of the grounds listed above? Yes No

CONCLUSION ON INCLUSION UNDER 1951 CONVENTION / 1967 PROTOCOL

III-10 Does the Applicant meet the inclusion criteria in the 1951 Convention/1967 Protocol? Yes No

RSD Procedural Standards Annex 4-2 All information contained herein is confidential and privileged. This document is intended only for the use of UNHCR personnel and others who have been specifically authorised to receive it. Dissemination, distribution or copying, without UNHCR's consent is strictly prohibited.

RSD PROCEDURAL STANDARDS

RSD ASSESSMENT FORM p. 6

Part IV - Inclusion Assessment - Other International Protection Needs*(To be completed only if the Applicant does not meet the criteria for inclusion in Part III)*

IV-1 If the Applicant does not fulfil the inclusion criteria of the 1951 Convention, is he/she outside his/her country of nationality or habitual residence and unable to return there owing to serious and indiscriminate threats to life, physical integrity or freedom resulting from generalized violence or events seriously disturbing public order?

If yes, please explain.

Yes No

IF APPLICANT DOES NOT MEET INCLUSION CRITERIA IN EITHER PART III OR IV PROCEED TO PART VI

RSD Procedural Standards Annex 4-2 All information contained herein is confidential and privileged. This document is intended only for the use of UNHCR personnel and others who have been specifically authorized to receive it. Dissemination, distribution or copying, without UNHCR's consent is strictly prohibited.

RSD PROCEDURAL STANDARDS RSD ASSESSMENT FORM p. 3

Part V - EXCLUSION ASSESSMENT
(THIS PART MUST BE COMPLETED IF APPLICANT MEETS INCLUSION CRITERIA IN EITHER PART III OR PART IV)

V-1 Is there any indication that the Applicant may have been associated with events that could bring him/her within the application of the exclusion clauses in Article 1F(a), (b) or (c) of the 1951 Convention?

Yes No

If **no**, please proceed to Part VI.
 If **yes**, please continue.

V-2 Does the conduct with which the Applicant appears to be associated constitute a **crime against peace, a war crime, or a crime against humanity** - Art. 1F(a)?

Yes No

If **yes**, please explain, providing details of the acts in question. Specify the legal basis. Describe the evidence which points to the Applicant's involvement with these acts and refer to any relevant COI.

V-3 Does the conduct with which the Applicant appears to be associated constitute a **serious non-political crime committed prior to entering the country of refuge** - Art. 1F(b)?

Yes No

If **yes**, please explain, providing details to support the assessment of the nature of the act (as both a "serious crime" and having a "non-political" nature, as well as time and place). Describe evidence indicating that the Applicant committed the acts in question, including relevant COI.

V-4 Does the conduct with which the Applicant appears to be associated constitute **acts contrary to the purposes and principles of the United Nations** - Art. 1F(c)?

Yes No

If **yes**, please explain, providing details of the acts in question. Describe evidence indicating that the Applicant is guilty of those acts, including relevant COI. Indicate whether the Applicant was in a position of power in a State or State-like authority.

(IF THE ANSWER TO ALL THREE QUESTIONS UNDER V-2, V-3 AND V-4 IS NO, PLEASE PROCEED TO V-8. IF THE ANSWER TO ONE OR MORE OF THESE QUESTIONS IS YES, PLEASE CONTINUE)

RSD Procedural Standards Annex 4-2 All information contained herein is confidential and privileged. This document is intended only for the use of UNHCR personnel and others who have been specifically authorized to receive it. Dissemination, distribution or copying, without UNHCR's consent is strictly prohibited.

RSD PROCEDURAL STANDARDS RSD ASSESSMENT FORM p. 8

V-5 Was the Applicant individually responsible for the acts in question, either by committing the acts directly, or by making an important contribution to the commission of the acts, or by failing to prevent the commission of the acts when he/she was in a position to do so?
Please explain. **Yes No**

V-6 Are there grounds for rejecting individual responsibility of the Applicant (i.e. lack of mental element; in the case of a minor Applicant, age of criminal responsibility; defences; expiration)?
Please explain. **Yes No**

V-7 Does the serious nature of the excludable act outweigh the risk to the individual upon return? **Please explain.** **Yes No**

CONCLUSION ON THE EXCLUSION ASSESSMENT

V-8 Are there serious reasons for considering that the Applicant has committed acts within the scope of Article 1F(a), (b) or (c) of the 1951 Convention? **Yes No**

Please check the relevant ground:

1 F(a) Crime against peace, a war crime, or a crime against humanity

1 F(b) Serious non-political crime prior to entering the country of refuge

1 F(c) Acts contrary to the purposes and principles of the United Nations.

RSD Procedural Standards Annex 4-2 All information contained herein is confidential and privileged. This document is intended only for the use of UNHCR personnel and others who have been specifically authorized to receive it. Dissemination, distribution or copying, without UNHCR's consent is strictly prohibited.

RSD PROCEDURAL STANDARDS RSD ASSESSMENT FORM p. 10

PART VI - RECOMMENDATION


In light of the foregoing assessment, it is recommended that:

- the Applicant meets the criteria set out in Art. 1 A of the 1951 Convention relating to the Status of Refugees and its 1967 Protocol, and should be recognized as a refugee.
- the Applicant is outside of his/her country of nationality or habitual residence and is unable to return there owing to serious and indiscriminate threats to life, physical integrity or freedom resulting from generalized violence or events seriously disturbing public order. The Applicant should be recognized as a refugee pursuant to UNHCR's mandate.
- the Applicant does not meet the criteria for international refugee protection under UNHCR's mandate, and the claim should be rejected.
- the Applicant is excluded from international refugee protection pursuant to Art. 1 F of the 1951 Convention and the claim should be rejected.

Name and Signature of Eligibility Officer:		Co-signature of Reviewing Officers:	
DATE:		DATE:	

RSD Procedural Standards Annex 4-2 All information contained herein is confidential and privileged. This document is intended only for the use of UNHCR personnel and others who have been specifically authorized to receive it. Dissemination, distribution or copying, without UNHCR's consent is strictly prohibited.

Annex 6-1 Notification of Negative RSD Decision

<p>UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES</p> <p>[address of Country Office]</p>		<p>NATIONS UNIES HAUT COMMISSARIAT POUR LES RÉFUGIÉS</p> <p>[adresse de la Délégation]</p>
<p>Name of Applicant: UNHCR Registration no.: Date of Notification:</p>		
<p>Notification of Negative RSD Decision</p>		
<p>Dear (Name of Applicant):</p>		
<p>We regret to inform you that after a thorough assessment of your refugee claim, and careful consideration of all available information, UNHCR has determined that you are not eligible for international refugee protection under UNHCR's mandate. The decision that you are not eligible for international refugee protection has been based on the following determinations:</p>		
<p><i>Select each paragraph that has been determined to apply to the Applicant. As a best practice, after each ticked paragraph, provide a brief explanation of the specific facts in the Applicant's claim that were relied upon to reach the conclusion stated in the relevant paragraph. Paragraphs that are not relevant to the reasons for the decision should be deleted.</i></p>		
<p><i>Eligibility Officers should be guided by the factors set out in the RSD Procedural Standards § 5.2 – Notifying Applicants of Negative RSD Decisions to determine whether it is necessary and appropriate to limit disclosure of certain types of information.</i></p>		
<p><input type="checkbox"/> You are not outside of your country of origin and are therefore not eligible for refugee status.</p>		
<p><input type="checkbox"/> You have more than one nationality and have not established that you are unable to obtain effective protection in all of the countries of which you are a national.</p>		
<p><input type="checkbox"/> You are not considered to be in need of refugee protection because you now have rights and obligations in the country in which you have taken up residence that are the same as the rights of enjoyed by persons who are nationals of that country.</p>		
<p><input type="checkbox"/> The reasons you have provided for being unwilling or unable to return to your country of origin are not related to the criteria for refugee status under UNHCR's mandate.</p>		

- The information you provided in support of your claim was not sufficiently detailed, and you did not provide a reasonable explanation for failing to provide information that was relevant to your claim.
- The information you provided to UNHCR was not considered to be reliable on points that are material to your claim, for the following reasons:
 - Substantial inconsistencies were found within the information you provided relating to your claim.
 - Substantial inconsistencies were found between the information you provided and available sources of information about your country of origin.
 - The information you provided was not believable or convincing.
- The harm you fear is not of the nature and/or seriousness as to constitute a form of persecution.
- The authorities in your country of origin are able to provide effective protection from the harm you fear.
- You are able to live in another part of your country of origin without fear of persecution and could reasonably return to live in this area without undue hardship.
- The Office has determined that you have committed or contributed to committing certain serious acts and are therefore excluded from international refugee protection.


If you believe that this decision has been reached because of an error, you may apply to have this decision reconsidered on appeal. To request an appeal, you must complete the attached **Appeal Application Form** and return it to the UNHCR Office within 30 days from the date on which notification of this decision was issued to you, as noted at the top of this letter.

For further information on the procedures for making an appeal with this Office, (summarize the relevant procedures in the UNHCR Office or indicate how the Applicant can obtain information about the procedures to file an Appeal.)

I declare that the information I have provided above is true and complete to the best of my knowledge.

Signed: _____ Date: _____

Annex 8-1 UNHCR Refugee Certificate

<p>UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES</p> <p>[address of Country Office]</p> <p>Telephone: Fac: E-mail:</p>		<p>NATIONS UNIES HAUT COMMISSARIAT POUR LES RÉFUGIÉS</p> <p>(adresse de la Délégation)</p>
Reference number:	Date of Issue:	
UNHCR REFUGEE CERTIFICATE		
<p>Name of Applicant: UNHCR Registration no.: Date of birth: Place of birth: Nationality:</p>	<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p>photograph <small>(with UNHCR stamp)</small></p> </div>	
<u>TO WHOM IT MAY CONCERN</u>		
<p>This is to certify that the above-named person, has been recognized as a refugee by the United Nations High Commissioner for Refugees, pursuant to its mandate. As a refugee, [he/she] is a person of concern to the Office of the United Nations High Commissioner for Refugees, and should, in particular, be protected from forcible return to a country where [he/she] would face threats to his or her life or freedom. Any assistance accorded to the above-named individual would be most appreciated.</p>		
<p>Questions regarding the information contained in this document may be directed to the United Nations High Commissioner for Refugees at the address above.</p>		
<p>(Signature of designated UNHCR Officer)</p>		
<p><i>This document is only valid in the original when bearing official UNHCR stamp.</i></p>		

Photographs

Unless other wise indicated, photographs from UNHCR photo archives.

- Cover Page :** A. Hollmann (1999), S. Johansen (1980), A. Hollman (1993),
B. Press (1994), A. Hollmann (1998)
- Divider Unit 1 :** R. Chalasani (1998)
- Divider Unit 2 :** H. J. Davies (1995)
- Divider Unit 3 :** R. Chalasani (2001)
- Divider Unit 4 :** S. Hopper (2003)
- Divider Unit 5 :** R. LeMoyne (1996)
- Divider Unit 6 :** A. Hollmann (1994)
- Divider Unit 7 :** H. J. Davies (2002)
- Divider Unit 8 :** A. Hollmann (1994)
- Divider Unit 9 :** A. Hollmann (1998)
- Divider Unit 10 :** A. Hollmann (1998)
- Divider Unit 11 :** P. Moumtzis (1993)
- p 2-1 :** A. Hollmann (1993)
- p 2-9 :** A. Hollmann (1998)
- p 2-11 :** R. Redmond (2001)
- p 2-17 :** A. Hollmann (1997)
- p 3-1 :** S. Errington (1997)
- p 3-2 :** P. Benatar (2001)
- p 3-4 :** A. Hollmann (1998)
- p 3-8 :** R. Chalasani (1996)
- p 3-9 :** A. Hollmann (1998)
- p 3-10 :** A. Hollmann (1988)
- p 3-11 :** A. Hollmann (1998)
- p 3-13 :** A. Hollmann (1993)
- p 3-14 :** Project Profile
- p 3-16 :** Project Profile
- p 3-23 :** B. Press (1999)
- p 3-24 :** A. Hollmann (1993)
- p 3-25 :** B. Press (1993)
- p 3-26 :** R. LeMoyne (1995)
- p 3-26 :** T. Bolstad (1996)
- p 4-6 :** Project Profile
- p 4-10 :** A. Hollmann (1998)
- p 4-11 :** D. Dahmen (1979)
- p 4-13 :** E. Lauwers (1999)
- p 4-16 :** A. Hollmann (1999)
- p 5-3 :** A. Hollmann (1993)
- p 5-5 :** E. Lauxers (1999)
- p 5-6 :** B. Clarke (1998)
- p 6-3 :** S. Hopper (2003)
- p 7-4 :** L. Gubb (1991)
- p 8-2 :** L. Taylor (2001)
- p 10-3 :** S. Hopper (2003)
- p 4-10 :** A. Hollmann (1998)