



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

Operational Guidance Note: Preparing Abridged Resettlement Registration Forms (RRFs) for the Expedited Resettlement Processing

This Operational Guidance Note provides guidelines for drafting and preparing abridged Resettlement Registration Forms (RRFs) for the expedited resettlement processing. Two global templates for abridged Resettlement Registration Forms (RRFs) have been developed to promote and harmonize good practices to enhance expeditious resettlement processing. These global templates are derived from the principles outlined in the UNHCR Baseline Standard Operating Procedures (SOPs) on Resettlement and in line with feedback received from UNHCR field offices involved in expedited resettlement processing.

Resettlement States are encouraged to accept the use of these global templates for abridged RRFs in all operations to support the streamlining of resettlement processing to increase expeditious processing.

Although abridged RRFs already developed by UNHCR field offices can continue to be used, UNHCR staff are expected to adhere to the global templates when starting expedited resettlement processing of a particular refugee.

There are two distinct global templates of abridged RRFs:

*1) A global abridged RRF template for the expedited resettlement processing applicable to group submission methodology (hereinafter referred to as “**abridged RRF template for group submission**”)*

-The global abridged RRF template for group submission may be used when one or more resettlement countries agree to process a refugee group proposed by UNHCR through submission of a Group Profile and Proposal Document.

-Members of a group should ideally have the same nationality, a shared refugee claim and need for resettlement.

-Members of a group should share some common characteristics (e.g. gender, age, political, ethnic or religious background, vulnerability) and a group must be clearly delineated and finite.

-The location(s) of the group must be known and members of the group ideally already possess some form of identification (e.g. UNHCR/government attestations, ID cards with photos, ration cards, travel documents).

*2) A global abridged RRF template for the expedited resettlement processing applicable to individual submission methodology (hereinafter referred to as “**abridged RRF template for individual submission**”)*

-The global abridged RRF template for individual submission may be used when refugees share similar refugee claims and/or resettlement needs but were not designated as a group based on the UNHCR’s Group Profile and Proposal Document.

-It is necessary to obtain the resettlement country’s agreement prior to starting resettlement

submissions using the global abridged RRF template.

Note: RRFs are not required for the group resettlement submissions under the Priority 2 of the US Program. UNHCR field offices using the electronic web interface between proGres and Worldwide Refugee Admissions Processing System (WRAPS) are requested to follow the guidelines provided in the SOPs¹ on interface between proGres and WRAPS.

This Guidance Note includes the following sections.

- I. The abridged RRF for group submissions*
- II. The abridged RRF for individual submissions*
- III. Step-by-step guide for completing abridged RRF template*

¹ *Interface between proGres and WRAPS, Standard operating procedures for UNHCR offices that are not covered by a UNHCR Resettlement Hub, Version 1, 2 July 2007*



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I. THE ABRIDGED RRF FOR GROUP SUBMISSIONS

- The global abridged RRF template for group submission may be used when a resettlement country agrees to process a refugee group based on the UNHCR's Group Profile and Proposal Document.
- The global abridged RRF template for group submission should include the following sections of RRFs.

Section 1 (case-related data);

Section 2 (individual bio data): systematically include information on "military service" and "political affiliation"

Section 3 (relatives of principal applicant and spouse not included in this submission)

Section 7 (additional remarks, *if any*)

Section 8 (declaration page)

Section 9 (attachments, *if any*)

- Since members of the "group" normally share common refugee claims and needs for resettlement which are detailed in the Group Profile and Proposal Document, Sections 4 (refugee claim), 5 (need for resettlement) and 6 (specific needs assessment) of the RRF are not required.
- Template for abridged RRF for group submission



RRF template
(Group).doc



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II. THE ABRIDGED RRF FOR INDIVIDUAL SUBMISSIONS

- UNHCR and resettlement countries are encouraged to agree to use abridged RRFs when refugees share similar refugee claims and/or resettlement needs. This template should be used when the refugees were not designated as a group based on the submission of a Group Profile and Proposal Document.
- It is necessary to develop a separate standard document outlining the particular refugee group's need for resettlement. This document must include an analysis of the prospects for voluntary repatriation to the country of origin and local integration in the country of refuge, identifying resettlement as the most appropriate durable solution (hereinafter referred to as the "summary analysis of resettlement needs").
- The global abridged RRF template includes following additions and simplifications to strike a balance between processing integrity and streamlining the procedures.

Section 2 (individual bio data): manually add information on "military service" and "political affiliation"

Section 3 (relatives of principal applicant and spouse not included in this submission): no longer mandatory to add certain information in this section

Section 4 (refugee claim): provide refugee claim in a short bullet-point summary of the accepted facts directly related to the PRA's fear of persecution, followed by a short summary of legal analysis, exclusion analysis and concluding statement of eligibility for refugee status. If applicable, include a brief summary of each dependent adult family member's individual refugee claim.

Section 5 (need for resettlement): unless there is individualized information related to the applicants' local integration prospects / resettlement priority / resettlement needs, refer only to the separate document "analysis on need for resettlement".

- Template for abridged RRF for individual submission



RRF template
(Individual)

III. STEP-BY-STEP GUIDE FOR COMPLETING ABRIDGED RRF TEMPLATE

1. CASE-RELATED DATA

UNHCR case number:

Embassy file number:

HQ Reference number:

| | | | |
|------------------------|---|--|--|
| Submission Priority:* | Emergency, Urgent or Normal | Case size: | <p>Include all family members included in the case here. Non-refugee dependent family members must also be counted here and included in Section 2. (refer to "UNHCR Operational Guidance Note on Resettlement Case Composition"² for detailed guidance on case composition)</p> |
| Submission Category:** | List primary and secondary submission category, using the exact wording of the category as indicated on page 1. | | |
| Arrival: | [as generated by proGres] Most recent arrival prior to registration | Country of Asylum: | <p>Cross referenced cases:</p> <p>List file numbers of all linked cases that will be submitted to the same resettlement country or were previously submitted to the same resettlement country. Indicate the linked case number in the "comments" box for the individual listed in Section 3.</p> |
| Registration: | [as generated by proGres] Date Principal Applicant (PRA) registered with UNHCR | Refugee Status: [as generated by proGres] | |
| Address: | Include current address and telephone/contact number | | |

*Resettlement priority

- **Emergency priority:** This level applies to cases in which the immediacy of security and/or medical condition necessitates removal from the threatening conditions within a few days, if not within hours. Ideally, there is a seven-day maximum time period between the submission of an emergency case for acceptance by the resettlement country, and the refugee's departure. If necessary, the case can be transferred to any of the Emergency Transit Facilities (ETFs) following the guidelines on use of ETFs.³
- **Urgent priority:** Refugees who face conditions requiring their expeditious resettlement but within a less limited timeframe than indicated above, are categorized as urgent cases. These refugees have serious medical risks or other vulnerabilities requiring expedited resettlement within six weeks of submission. Generally, urgent cases should be prepared and submitted to a resettlement State within two weeks of identification.
- **Normal priority:** This level applies to all cases where there are no immediate medical, social, or security concerns which would merit expedited processing. UNHCR expects decisions and departure within 12 months of submission.

**Resettlement submission categories

- Legal and/or Physical Protection Needs
- Survivors of Violence and/or Torture
- Medical Needs
- Women and Girls at Risk
- Family Reunification
- Children and Adolescents at Risk
- Lack of Foreseeable Alternative Durable Solutions

² UNHCR Operational Guidance Note on Resettlement Case Composition, June 2011, available at <http://www.unhcr.org/refworld/docid/4dc7aa0d2.html>

³ Use of Emergency Transit Facilities (ETFs), UNHCR IOM 018/2011 – FOM 019/2011, 4 May 2011

2. INDIVIDUAL BIO DATA

(If NOT currently living with Principal Applicant, explain under Section 7 - Additional Remarks)

The information that appears in the bio-data in Section 2 should mirror the data in *proGres*. Any changes to bio-data should be made first in *proGres* in order to populate the RRF. If a particular religion, language, or ethnicity does not appear in the *proGres* database, then choose "other" and provide an additional explanation in Section 4.

[FAMILY NAME, Given name] (*Family name in CAPITAL letters, followed by first names*)

| | | | | |
|----------------------|--|-----------------------------|--|---|
| Alias Names: | | Sex: DOB: est. Age: | | Relationship to PRA |
| Marital Status: | | Country of Origin: | | [Relationship] |
| Citizenship: | | Place and Country of Birth: | | |
| Religion: | | Name of Father: | | Include photos for all family members included in Section 2 before submission to the resettlement country; this is an important anti-fraud measure. |
| Ethnic Origin: | | Name of Mother: | | |
| Education: | Note only the highest level of education attained | | | |
| Occupation / Skills: | Note most relevant occupations / skills | | | |
| Languages: | Indicate only languages in which the refugee is able to easily communicate | | | |
| Specific Needs: | Indicate important medical conditions, protection needs, and vulnerabilities. <i>[N.B. Torture, woman-at-risk, child-at-risk, unaccompanied or separated child, older person at risk, family unity, sexual and gender-based violence, disability, and serious medical condition are specific needs.]</i> | | | |
| | | | | |
| | | | | |

Military Service: Yes / No [*If yes, provide details of the individual's formal rank, duties, responsibilities, and activities in the military, information on unit designation, locations of service, dates of service and categorization. Provide information on whether the refugee interacted in any way with civilians during his/her military service.*]

Political Affiliation: Yes / No [*If yes, provide information regarding the specific title, rank, specific responsibilities, duties, and activities in the political organization.*]

| |
|--|
| |
|--|

3. RELATIVES OF PRINCIPAL APPLICANT AND SPOUSE NOT INCLUDED IN THIS SUBMISSION

List the close relatives of each family member included in the Principal Applicant's (PRA) case here. These include spouses, dependent children, siblings, and parents who are not included in the PRA's case.

- ⇒ List at least all immediate biological and legal parents, spouses, children and siblings, including step and half relationships, of each person listed in Section 2.
- ⇒ List non-accompanying spouses and non-accompanying unmarried children under 18. If the PRA is an unaccompanied or separated child, include both the child's parents and current caregivers.
- ⇒ It is not necessary to list distant relatives (such as aunts, uncles, cousins, nieces, and nephews) unless they are submitted as a linked case, there is a dependent relationship between the PRA and the relative, or they provide a link to a resettlement country.
- ⇒ List any family members who have become separated during flight, including circumstances of the flight and as much identifying information as possible.
- ⇒ In this abridged RRF, adding information on Age / Relative of / Legal Status is not mandatory if it is not already recorded in *proGres*.

[NAME]

Sex:
DOB:
Est:

Age: [Optional]

Relative of: [Optional]

Relationship: Indicate relationship to the PRA (this should include all spouses, siblings, and parents of each person included in Section 2)

Place and Country of Birth: Complete this box only when the country of birth is different from the PRA's country of birth. Indicate country of birth only (do not need to include "place")

Country of residence:
Indicate current country of residence and address (if known).

Legal Status:
[Optional]

Marital Status:

Comments:

Note whether this individual has a linked case to be submitted/or which has been submitted to the same resettlement country.

Note whether this individual is an immediate family member of the PRA (such as non-accompanying spouse or dependent child) not included in Section 2.

4. REFUGEE CLAIM

Under the following headings, indicate profile of the refugee claim of the **PRA, spouse, and any person over the age of 18** who is also included in the case, drawing from the relevant sections of the RSD Assessment Form.

4.1 Summary of the Basis of the Principal Applicant's Refugee Recognition:

- Provide a short bullet-point summary of the accepted facts that are directly related to the PRA's fear of persecution. Summarize the facts describing the PRA's situation from a factual point of view including past harm. For example, do not write, *"The PRA claimed/explained/alleged that his brother was kidnapped."* Instead state, *"The PRA's brother was kidnapped."*
- The summary should include relevant facts related to:
 - i) **Profile of the PRA** – Highlight the aspects of the profile that are related to the risk faced or experienced. These may include the PRA's ethnicity, religion, profession, gender, sexual orientation, membership in clan, family or tribe, place of origin, status as draft evader/deserter. If the PRA was affiliated with a political or other group, provide details regarding any title or rank held and responsibilities assigned or performed;
 - ii) **Experiences of the PRA** - Describe experiences of the PRA that may have contributed to the risk faced. These may include activities in which the PRA engaged, opinions expressed, events attended or witnessed, threats received. Provide the relevant details regarding these experiences, including how, when or where they took place, the surrounding circumstances, other people involved etc. Indicate if the PRA is unable to recall exact dates or sequences of experiences or events;
 - iii) **Experiences of others** – Describe the experiences of other individuals who are related to the PRA, including family members or associates, or who have a similar profile as the PRA. Provide specific details to indicate how the experience of others is considered to be an indicator of the risk faced by the PRA. *"The PRA's brother, Samuel, who is a member of the youth wing of the FRA, was frequently interrogated by the security services regarding his political activities and has been detained without charge since May 2009."*

4.2 Summary of Legal Analysis:

- Provide a short summary of legal analysis of the case, including the following elements:
 - i) **Well-founded fear** - Provide a short statement summarizing the harm UNHCR considers to be reasonably possible were the PRA to return to the country of origin;
 - ii) **Persecution** – Explain why the forms of harm identified amount to persecution, highlighting the relevant human right(s) at stake, as appropriate;
 - iii) **Link to the Convention grounds** – Explain how reasons for the harm faced are linked to one or more 1951 Convention grounds.

The content of the Legal Analysis will depend upon the eligibility issues raised in an individual case, and should, as a general rule, closely reflect the issues addressed in the legal analysis in the RSD Assessment Form.

4.3 Summary of Exclusion Analysis

- If no exclusion issues were triggered, provide a simple statement that the PRA does not fall within Article 1F:

Example: "There is no indication that the PRA was involved in or may have been associated with events that could bring him or her within the application of the exclusion clauses in Article 1 F a, b, or c of the 1951 Refugee Convention."

- If an exclusion review, interview, and/or analysis was conducted for the refugee's case, and the refugee was found not to be excludable, provide a paragraph detailing the findings.

Example: UNHCR assessed that the PRA's military service history and his work as an English teacher under the former regime do not give rise to involvement in excludable acts. The PRA's work as an interpreter in the medical unit and hospital for the Foreign Country Y Troop in his Country Z does not give rise to involvement in excludable acts. In the course of PRA's four months work with the military police of Foreign Country Y, there is a possibility that suspects handed over to the police of Country Z by the patrol the PRA accompanied as interpreter, could have been mistreated by the police of Country Z. However, there is no clear or credible evidence to indicate this actually did occur, nor did PRA's involvement as interpreter on patrols amount to a 'substantial contribution' to any possible future mistreatment of suspects, sufficient to make PRA individually responsible for such acts. Thus, there is no serious reason to consider that the PRA has committed any excludable acts that could bring him within the application of the exclusion clauses in Article 1 F (a), (b), or (c) of the 1951 Convention."

4.4 Concluding Statement of Eligibility

- Provide a simple statement to conclude the PRA's eligibility for refugee status including grounds for such eligibility.

Example: "UNHCR has determined that the PRA meets the refugee criteria set out in Article 1 A of the 1951 Convention relating to the Status of Refugees and its 1967 Protocol. He has a well-founded fear of persecution in Iraq because of his political opinion and religion."

4.5 (If applicable) Summary of Other Non-Derivative Dependants' Individual Refugee Claims

- Note a separate and brief individual refugee claim for **non-derivative dependants** included on the case (e.g. parents, siblings). It is especially important to note whether all the individuals on the case fled together or at different times. .

5. NEED FOR RESETTLEMENT

5.1 The PRA has no prospects for voluntary repatriation to the country of origin or local integration in the country of asylum, as indicated in the "analysis on resettlement needs" document.

- Attach to the RRF a standard document outlining analysis on resettlement needs. With the agreement of the resettlement country, this analysis document may not necessarily be attached to each RRF.
- Where there is individualized information related to the PRA's local integration, add this information in bullet-points following the reference to the analysis on resettlement needs document.
- Where applicable, note the date when the PRA and her/his family's visas expired/will expire.

5.2 If the priority is EMERGENCY or URGENT, clearly set out the reasons for this prioritization.

- Clearly indicate the nature of the urgency/emergency, i.e. that the urgent/emergency **decision and departure** of the refugee from the asylum country is required. Where the urgent/emergency **decision** by the resettlement country assists in alleviating the immediate protection needs (such as release from detention based on resettlement acceptance), this information needs to be included here.

- Justify the need for urgent as opposed to normal priority submission and the need for emergency as opposed to urgent priority submission.

*Example: "UNHCR is submitting the PRA's case as an **EMERGENCY** priority, as the PRA was attacked in the process of fleeing Libya, and is currently suffering from serious medical conditions as a result of this attack and lives in unstable situation in Tunisia. The nature of the emergency pertains to both an emergency decision by the resettlement country and an emergency departure of the refugee from the asylum country."*

5.3 If there are individualized resettlement needs and/or specific needs related to the resettlement categories over and above those listed in Sections 5.1 and 5.2 that are directly relevant to the refugee's protection situation and resettlement need, provide that information in bullet points here.

- For example, if the PRA is submitted under the resettlement category "Survivor of Violence and Torture", include information on types of violence, location, duration the PRA was subjected to as well as details of medical treatment the PRA have received.

6. SPECIFIC NEEDS ASSESSMENT

Any specific needs not sufficiently explained in previous sections of the RRF should be noted and explained here. Any medical or psychological treatment needs of any member of the case should be listed in this Section.

Example: "The PRA's wife received medical treatment in December 2009 for injuries sustained during the rape that took place in the DRC and has not received medical treatment since that time. As detailed in the attached Medical Assessment Form, she is in need of another surgical procedure which is unavailable in the country of asylum. In addition, she likely suffers from trauma and could benefit from psychological counseling if resettled to a third country. "

7. ADDITIONAL REMARKS

Use this section also to clarify any information that may have been unclear in the previous sections. For example, additional explanations should be provided about prior marriages, the dependency of adult relatives included in the case, BID recommendations, discrepancies in dates, order of names, complex family relationships or family histories, previous attempts at family reunification, or anything else that may be relevant or useful to the adjudicating officer. If an individual has been previously submitted by UNHCR to another resettlement country and rejected or their case has been withdrawn by UNHCR from another resettlement country, please note it here.

8. DECLARATION PAGE

The principal applicant, spouse, and all adult dependants (age 18 and over) on the case must sign the declaration page.

9. ATTACHMENTS

Attach copies of the following documents if they are present in the file:

- Marriage certificates or Divorce papers
- Custody documents
- Medical Assessment Forms (required where the case is submitted under medical grounds)

- Best Interest Determinations / Assessments Forms
- Other documents relevant to the case

Note: For dossier submissions, attach identification documents issued by UNHCR if no other identity documents are available.