



## 2. RESETTLEMENT SUBMISSIONS

Has the number and composition of cases for submission by UNHCR already been discussed and agreed between the resettlement country and UNHCR?

Yes, in consultation with UNHCR Headquarters / Regional Hubs and the country office.

If "Yes", briefly describe the number and composition:

No, the number and composition of the submissions has not be finalized

If "No", please ensure the number and composition of the submission is finalised in consultation with all key partners (including UNHCR Headquarters). Any specific profiles should be discussed and agreed – in writing – prior to the case submissions and selection mission.

It is understood that most resettlement countries would like to receive resettlement submissions well in advance of the interview mission. While UNHCR will do whatever it can to ensure timely submission of cases, 3 weeks in advance of the interview mission is a realistic target for most operations. What minimum time period (e.g. 3 weeks) before the selection mission can the resettlement country receive case submissions from UNHCR?

**weeks**

While UNHCR will prepare / submit cases for interview by the delegation as agreed (above refers), there may be other refugees in the country of refuge that UNHCR would like to submit for consideration by the resettlement country (e.g., urgent protection or family reunification cases). Please indicate, as follows:

The interview delegation would not be prepared to consider additional cases

The interview delegation would be prepared to consider additional cases

The delegation would consider additional cases on a dossier basis

The maximum number of additional cases would be:

The profile of additional cases should be:

Remarks by resettlement country:

Remarks by UNHCR:

## 3. INFORMATION PROVIDED BY UNHCR:

Outline the type of information the delegation would like to receive from UNHCR concerning the country of refuge or the refugee population:

THIS SHADED SECTION TO BE COMPLETED BY UNHCR

Information about the refugee population / security situation and specific information deemed relevant to the mission in the locations where interviews will be held:

FURTHER INFORMATION CAN BE OBTAINED BY CONTACTING UNHCR AT THE CONTACT DETAILS PROVIDED BELOW:

The below listed UNHCR staff will be the main contact persons for the interview mission and should be included in all relevant correspondence:

Name	Title	Email Address	Telephone / Mobile

Please also copy all communications to the following staff in the UNHCR field office(s) where the selection mission will take place:

Site Location:

Name	Title	Email Address	Telephone / Mobile

Site Location:

Name	Title	Email Address	Telephone / Mobile

#### 4. RESETTLEMENT COUNTRY DELEGATES TO CONDUCT THE INTERVIEW MISSION

Name	Title	Email / telephone and other details*
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Note: Please record the head of delegation first.


\* Provide passport details for delegates if visa support cannot be provided by local embassy and UNHCR assistance is necessary.

Remarks (e.g. indicate if list of delegates is provisional):

THIS SHADED SECTION TO BE COMPLETED BY UNHCR

Copies of passports are necessary to facilitate interview mission:  Yes  No

If yes, these should be  faxed /  scanned and sent to:

Name	Title	Facsimile / Email

#### 5. TRAVEL TO AND FROM COUNTRY OF INTERVIEW MISSION

Arrival in country of refuge		Departure from country of refuge	
Arrival date (DD/MM/YY)		Departure date (DD/MM/YY)	
Arrival time		Departure time	
Flight number		Flight number	
Port of departure		Port of departure	
Port of arrival		Port of arrival	

Note: Transport to and from the airport in the country of refuge should be provided by the local embassy of the resettlement country or the travel agent or hotel where delegates will stay. In exceptional situations UNHCR may be able to assist with transportation arrangements.

Remarks:

Remarks:

Is travel required in the country of refuge (e.g. from the capital to a border camp)?

Yes If 'Yes', please describe:

No

If the above itinerary is followed by a mission to another country, please give the details of travel to the country of next / onward travel:

Country of next / onward mission:

Port of arrival: Arrival date (DD/MM/YY):
Remarks by resettlement country:
Remarks by UNHCR:

## 6. ACCOMMODATION

*It is expected that the delegation will make its own accommodation arrangements.*

*In certain remote locations, UNHCR can provide assistance with accommodation. It should be noted, however, that UNHCR's capacity to assist will depend on the specific operation. For example, UNHCR may be able to provide boarding at a guest house within a UNHCR compound (usually at cost to the delegation), but this cannot be guaranteed for all remote locations where UNHCR works. Living conditions in some remote locations are less than ideal. Delegations traveling to remote locations should consider taking precautions with respect to personal hygiene (e.g. soap, toothpaste etc), health (e.g. vaccinations, medicines etc) and safety (e.g. security awareness: personal and property), and be aware of the likely challenges for people with specific medical conditions or dietary needs.*

*Does the interview team plan to conduct interviews in any remote locations where UNHCR might be requested to assist with accommodation arrangements?*

Yes       No

*If "Yes", please provide details as follows:*

<i>Place (specify city / camp)</i>	<i>No. Persons</i>	<i>Date of arrival / departure (DD/MM/YY)</i>	<i>Price range / special requirements</i>
		/	
		/	
		/	
		/	

*Remarks by resettlement country:*

*Remarks by UNHCR:*

## 7. FACILITIES AND SERVICES

This section indicates the facilities and services requested for the interviews at each location. Wherever possible, visiting resettlement missions should rely on their own resources for interview space, transport and equipment, in order to minimise disruption to UNHCR operations in the country concerned.

If interviews are to be held in more than one location in the same country (e.g. in the urban capital and a border camp), a separate report under item 7 should be completed for each location (additional item 7 reporting formats can be created by clicking the icon before item 8):

➤ Specify the location (e.g. town or camp) where the interviews will be held:

➤ Please indicate the interviewing dates (DD/MM/YY): start date:                      end date:

Notes:	Required by delegation (essential)	Required by delegation (not essential)	Not required by delegation	Delegation can cover cost	Delegation cannot cover cost	Not available at this location	UNHCR can facilitate (no cost to delegation)	UNHCR can facilitate (cost to delegation)	UNHCR can provide (no cost to delegation)	UNHCR can provide (cost to delegation)	UNHCR unable to assist with this facility / service
<ul style="list-style-type: none"> <li>- UNHCR to complete shaded section</li> <li>- Under "remarks", both UNHCR and resettlement country delegation can add comments (e.g. specify number of interview rooms required or available)</li> <li>- UNHCR cannot guarantee access to facilities / services</li> </ul>											
<p><i>Interview rooms (NB prior consideration should be given to using non-UNHCR premises, e.g. Embassies, Implementing Partners and hotels)</i></p> <p><i>Remarks (e.g. number available / required):</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Separate waiting areas for refugee family members</i></p> <p><i>Remarks:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Security personnel</i></p> <p><i>Remarks (e.g. specify purpose):</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Interpreters (NB available interpreters are often limited and payment may need to be at the visiting Mission's expense)</i></p> <p><i>Remarks (e.g. number / languages):</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Non-refugee interpreters</i></p> <p><i>Remarks (e.g. number / languages):</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Additional staff to assist with other tasks</i></p> <p><i>Remarks:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Transport for UNHCR cases to attend interview</i></p> <p><i>Remarks:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Transport for non-UNHCR cases to attend interview</i></p> <p><i>Remarks:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>Transport for delegation to and from interview site</i> <i>Remarks:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Computers</i> <i>Remarks:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Printers</i> <i>Remarks:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Adapters</i> <i>Remarks:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Internet access</i> <i>Remarks:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Telephone access</i> <i>Remarks:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Electricity</i> <i>Remarks:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Cameras</i> <i>Remarks:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Polaroid film</i> <i>Remarks:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other facilities / services</i> <i>Specify:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other facilities / services</i> <i>Specify:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Remarks by resettlement country:</i>											
<i>Remarks by UNHCR:</i>											

## 8. INTERVIEWS

➤ The mission delegates will conduct interviews  individually and/or  in teams? If "in teams", specify the size and composition of each team:

➤ How many (total) interviews will be conducted each day? (approx)

➤ How long will each interview take (hh:mm)? (approx)

➤ The first interview each day will start at what time (hh:mm)? (approx)

➤ The last interview each day will finish at what time (hh:mm)? (approx)

➤ The lunch break each day will be at what time (hh:mm to hh:mm)? to (approx)

➤ Is it mandatory for the entire family to be present for the interview?

Yes

No

If 'No', please explain who should attend the interview and why not all family members:

- *What documents should the refugees bring to the interviews; besides identification documents, evidence of UNHCR registration and birth certificates? Please specify:*
- *Who will prepare the interview schedules?*
  - The interview delegation will prepare the interview schedules [Note: interview schedules should be prepared at least 2 weeks in advance of the mission to ensure proper notification to the refugees]*
  - UNHCR is requested to prepare the interview schedules*
- *If UNHCR is requested to prepare the interview schedules, please provide further information and guidance to assist UNHCR in preparing the interview lists:*
- *Will the delegation conduct an orientation / briefing for interpreters prior to commencing interviews?*
  - Yes*      *If 'Yes', please specify where and when:*
  - No*      *If 'No', please explain why:*
- *Will the mission conduct interviews with people not submitted by UNHCR?*
  - Yes*
  - No*

*If "Yes", please indicate whether this is likely to have an impact on UNHCR operations, services or facilities:*

*Remarks by resettlement country:*

*Remarks by UNHCR:*

## **9. ORIENTATION**

- *Would the mission delegate(s) like to meet with the refugees as a group for a briefing about the interview process?*
  - Yes*      *If 'Yes', when and how large a group per session?*
  - No*
- *Would the mission delegate(s) like to meet with the refugees as a group to provide cultural orientation?*
  - Yes*      *If 'Yes', when and how large a group per session?*
  - No*
- *Will country / cultural orientation material be distributed to the refugees?*
  - Yes*      *If 'Yes', in what languages is it available?*
  - No*
- *Will IOM or any other agency be involved in providing orientation for the refugees?*
  - Yes*      *If 'Yes', please specify where and when:*
  - No*
- *Will UNHCR be requested to assist in providing orientation for the refugees?*
  - Yes*      *If 'Yes', please specify where and when:*
  - No*

*Remarks by resettlement country:*

*Remarks by UNHCR:*

## 10. REFUGEE MEDICALS AND TRAVEL

- Will the refugees be required to undergo medical examinations?

Yes

No

If 'Yes' (above), will they be conducted  before,  during and/or  after the interview mission?  
Please advise whether IOM or any other organisation will conduct the examinations.

- In certain exceptional situations, UNHCR is requested to assist the refugees to undergo medical examinations. Will this be required?

Yes

No

If 'Yes' (above), please provide full and comprehensive instructions (e.g. contact information for appropriate medical clinics, and specify any requirements for examinations, instructions for x-rays, etc.)

- Which embassy will be responsible for visa processing (please give details and name of contact person)?

Remarks by resettlement country:

Remarks by UNHCR:

## 11. MEETINGS AND SPECIAL REQUESTS

- It is advisable that the resettlement country delegation meet with UNHCR officials upon arrival in the country where the interviews will be conducted. In many operations, UNHCR can provide a briefing on the country operation, security situation and characteristics of the refugee population, which could be useful for the delegation's mission. Would the delegation like to receive a briefing from UNHCR upon arrival?

Yes If 'Yes', what type of briefing:

No

- Delegations normally make their own appointments with other agencies, however in certain situations UNHCR can assist in identifying key contact people (e.g. Government officials, IOM, NGOs etc.) and key issues in the country where the interview mission will take place. Does the delegation require any information or assistance in this regard, including in raising protection and assistance issues related to the strategic benefits of resettlement?

Yes

No

If 'Yes', please give details (e.g. agencies / locations):

- Are there any special needs or requests the delegation would like UNHCR to assist with?

Yes If 'Yes', please give details:

No

Remarks by resettlement country:

Remarks by UNHCR:



## **12. TRACKING OF QUESTIONNAIRE UPDATES**

<i>Resettlement country</i>	<i>Date last updated (DD/MM/YY):</i> <i>Updated by (name / title):</i>
<i>UNHCR</i>	<i>Date last updated (DD/MM/YY):</i> <i>Updated by (name / title):</i>