



Pre-Mission Checklist for Resettlement Interview Missions

The purpose of this checklist is to assist with the planning and coordination of resettlement interview missions. It is not mandatory to complete this checklist for interview missions, but it could be used to facilitate preparations and flag areas for coordination between the resettlement country and UNHCR field operation.

Please note that 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.

INSTRUCTIONS:

- Step 1: The resettlement country should complete the checklist as much as possible and then send it as an email attachment to the Resettlement Service at UNHCR Headquarters.
- Step 2: The Resettlement Service will review the information provided by the resettlement country and, provided no issues arise requiring a response from the Service, will forward the completed checklist as an email attachment to the appropriate contact person in the UNHCR country office where the interview mission will take place.
- Step 3: Upon receiving the checklist from the resettlement country (via the Resettlement Service at UNHCR headquarters), the UNHCR office in the country of refuge (where the interviews will be conducted) will review the checklist and revert to the principal contact person in the resettlement country concerning any questions arising.
- Step 4: The resettlement country may be asked to complete the comprehensive Pre-Mission Questionnaire.

Resettlement country undertaking the interview mission:

Country of refuge where the mission will take place:

Period of interview mission in the country of refuge: *from:* *to:*

Mission plan: *Tentative* *Confirmed by resettlement country* *Confirmed by UNHCR*

PRINCIPAL CONTACT PERSON IN RESETTLEMENT COUNTRY

The below listed staff are the main contact person(s) for the resettlement country and should be included in all relevant correspondence:

<i>Name</i>	<i>Title</i>	<i>Email and Telephone</i>



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To be completed by the resettlement country.

Instructions: Check the box according to the applicable response to each statement: 'Y'= Yes, 'N'= No, and '?'= Unknown.

SUBMISSIONS			
Y	N	?	Size and Composition of Individual Submissions from UNHCR
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The number of individuals for submission / interview has been confirmed by resettlement country and UNHCR Headquarters.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The number of individuals for submission / interview has been confirmed by resettlement country and UNHCR Regional Office / Hub.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The number of individuals for submission / interview has been confirmed by resettlement country and UNHCR country office.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The profile (e.g. nationality) of individuals for submission / interview has been confirmed by resettlement country and UNHCR Headquarters.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The profile (e.g. nationality) of individuals for submission / interview has been confirmed by resettlement country and UNHCR Regional Office / Hub.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Has profile (e.g. nationality) of individuals for submission / interview has been confirmed by resettlement country and UNHCR country office.</i>
Y	N	?	Date of Submissions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>UNHCR resettlement submissions should be received by the resettlement country before the interview mission.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The latest date for the resettlement country to receive submissions from UNHCR should be 1 week before the interview mission.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The latest date for the resettlement country to receive submissions from UNHCR should be 2 weeks before the interview mission.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The latest date for the resettlement country to receive submissions from UNHCR should be 3 weeks before the interview mission.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The latest date for the resettlement country to receive submissions from UNHCR should be 4 weeks before the interview mission.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The latest date for the resettlement country to receive submissions from UNHCR should be more than 4 weeks before the interview mission.</i>

INFORMATION			
Y	N	?	Information to be Provided by UNHCR
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The resettlement country delegation will require information from UNHCR about the refugee population.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The resettlement country delegation will require information from UNHCR about political and security conditions in the country.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The resettlement country delegation will require other information from UNHCR about the country where the mission will take place.</i>
LOGISTICS			
Y	N	?	Mission Travel
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Visa support cannot be provided by the local embassy and UNHCR assistance is necessary.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Transport to and from the airport in the country of refuge will be provided by the local embassy.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Transport to and from the airport in the country of refuge will be provided by the travel agent or hotel.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Transport to and from the airport cannot be arranged and UNHCR assistance is requested.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>In-country travel from the port of entry to the interview site(s) cannot be arranged and UNHCR assistance is requested.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>An interview mission to another country of refuge immediately follows this interview mission.</i>
Y	N	?	Accommodation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The delegation will make its own accommodation arrangements in the country of refuge.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The delegation will conduct interviews in remote locations where UNHCR is requested to assist with accommodation arrangements.</i>
Y	N	?	Interview Facilities and Services <small>(NB prior consideration should be given to using non-UNHCR premises, e.g. Embassies, Implementing Partners and hotels)</small>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The resettlement country requires interview rooms and UNHCR advice / assistance is requested.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The resettlement country requires physical security at the interview site and UNHCR advice / assistance is requested.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The resettlement country requires interpreters and UNHCR advice / assistance is requested.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The resettlement country requires additional administrative support and UNHCR advice / assistance is requested.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The refugees will need transport to and from the interview site and UNHCR advice / assistance is requested.</i>

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Non-UNHCR cases are expected to attend interviews and UNHCR advice / assistance is requested.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The resettlement country delegation requires transport to and from the interview site and UNHCR advice / assistance is requested.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The resettlement country requires access to computers, printers and / or other office equipment and UNHCR advice / assistance is requested.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The resettlement country requires telephone and/or internet access</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The resettlement country delegation requires access to electricity at the interview site.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The resettlement country requires access to camera equipment / polaroid film etc and UNHCR advice / assistance is requested.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The resettlement country requires access to other facilities / services for which UNHCR advice / assistance is requested.</i>
Y	N	?	<i>Interview Attendance</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The resettlement country will notify the refugees to attend interviews.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The resettlement country will request UNHCR to notify the refugees to attend interviews.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The resettlement country will prepare the interview schedules.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The resettlement country will request UNHCR to prepare the interview schedules.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The resettlement country will provide orientation / briefing for interpreters prior to commencing interviews.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The resettlement country will conduct interviews with people not submitted by UNHCR.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Interviews with individuals not submitted by UNHCR are likely to impact on UNHCR operations, services and/or facilities.</i>
Y	N	?	<i>Cultural / Pre-departure Orientation</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The mission delegate(s) will meet with the refugees as a group for a briefing about the interview process.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The mission delegate(s) will meet with the refugees as a group to provide cultural orientation.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Cultural orientation material will be distributed to the refugees during the mission.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>IOM or another agency (not UNHCR) will be involved in providing orientation for the refugees.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>UNHCR will be requested to provide advice / assistance regarding the cultural orientation for the refugees.</i>

Y	N	?	Medicals
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The refugees will be required to undergo medical examinations before the interview mission.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The refugees will be required to undergo medical examinations during the interview mission.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The refugees will be required to undergo medical examinations after the interview mission.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>IOM or another agency (not UNHCR) will be involved in conducting the medical examinations for the refugees.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>UNHCR will be requested to provide advice / assistance regarding the medical examinations for the refugees.</i>
Y	N	?	Refugee Travel
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>The local embassy will be responsible for travel arrangements.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>IOM or another agency (not UNHCR) will be responsible for travel arrangements.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>UNHCR will be requested to provide advice / assistance regarding the medical examinations for the refugees.</i>
OTHER REQUIREMENTS			
Y	N	?	Meetings and Special Requests
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>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, characteristics of the refugee population, and the strategic value of resettlement in the country, which could be useful for the delegation's mission.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Would the delegation like to receive a briefing from UNHCR upon arrival?</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Delegations are normally expected to 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, including in raising protection and assistance issues related to the strategic benefits of resettlement in the country where the interview mission will take place.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Does the delegation require any information or assistance in this regard?</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Are there any special needs or requests the delegation would like UNHCR to assist with?</i>

Date completed (DD/MM/YY):

Completed by (name / title):