Narratives

Key Consideration:

- Diagram meant for Individual Basic Registration (IBR) dataset collection
- Simultaneous Registration Interview and Data Entry into proGres by each Registration Staff.
- Protection/CB Protection team assesses each one in households for Specific Needs
- Average Registration Interview per Registration Staff = 50 Households X 4 Individuals per Household (averaged) = 200 individuals per Interviewer.
- For every 2 registration Interview/Data Entry staff, 1 corresponding Protection/CB Protection team, 1 BIMS Enrolment staff and 1 Quality Assurance Staff required.
- Quality Assurance ensures required data are collected and accurately entered in proGres; only after then will document be assigned a household in proGres and printed.
- Documents hand-delivered to Principal Household Representative...household Exits.

Definition of Key Registration Steps:

1. Registration Interview and Data Entry:
- This part can be done in one of two ways:
  1. Beginning with the Principal Household Representative/Principal Applicant, which ever applies, biodata gathered for each member of the household/case is entered directly into proGres by the same staff member who conducts the interview. No paper registration is required.
  Some advantages associated with direct interview and data entry by same staff: less resources (staff, papers, printing cost, etc.); more guarantee of data accuracy.
  2. If paper registration becomes an absolute necessity, the diagram above may be maintained, but with the understanding that the numbers of interviewers and data entry staff should be split almost evenly. One key disadvantage of split Data Collection and Data Entry tasks is the likelihood of data entry staff not easily understanding some words or letters within the form used to gather the data.

2. Protection/Community-Based protection Interviews:
- Each household member is individually assessed for Specific Legal or Protection Needs.
- Direct recording of SP Needs in proGres is a plus, especially on an as-you-go basis, allowing for early and proactive determination/definition of intervention, and the resources required.

3. Biometrics/Photo capturing:
- BIMS enrolment for all individuals age 'five' and above.

4. Quality Assurance:
- Validation of entries made in proGres is essentially important for intervention, accountability and resource management. The designated staff at QA must read through each line for accuracy and consistency.
- Household Physical Files can also be created here.

5. Documents Issuance:
- After quality assurance, a ration card is assigned to each registration group, and the ration card number recorded in proGres.
- Asylum seeker certificate is printed for each individual within the registration group, on UNHCR approved secure paper.
- Record in the proGres individual document entity the barcode number of the security paper [delete the part of sentence about legacy group number].
- Once the barcode number has been recorded, the asylum seeker certificate and ration card can be handed out to the Focal point of the Registration Group.

6. Exit:
- Household members exit the registration Processing Hall and Registration site.
- End of registration process.