

Framework Document

December 2009

Developing Standard Operating Procedures to Facilitate the Protection of Trafficked Persons



IOM International Organization for Migration



UNHCR

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

IOM & UNHCR Internal Reference Tool

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I. Introduction

A. Objective

The overall objective of this framework document is to strengthen cooperation between IOM and UNHCR with respect to the identification and protection of victims of trafficking (VoTs). Specifically, the document intends to encourage the development of standard operating procedures between IOM and UNHCR at country level, and suggests a procedure for cooperation to ensure that the available expertise, capacities, and potential of each agency are effectively employed to deliver the best possible protection and assistance for victims of trafficking.¹

The framework document highlights key areas for coordination and cooperation that are global in nature and should be adapted and adjusted to particular regional and national contexts. In particular, the document focuses on two areas where IOM and UNHCR play a key role: the identification of VoTs, the provision of protection and assistance and the promotion of sustainable solutions.

The issues and coordination mechanisms addressed in the document are complex and should not be considered exhaustive. The appropriate units at Regional Offices or Headquarters should be contacted when additional guidance is required.

B. Protection and Assistance Needs of Individuals

VoTs are often in need of a range of protection and assistance services, which is not limited to physical and legal security, medical attention including psychosocial support, and access to one of the following options: local integration, voluntary return and reintegration or third country relocation. Some VoTs may also be in need of international refugee protection which includes protection against *refoulement*.

Although the document addresses the specific needs of VoTs, the responsibility to take action to protect other vulnerable and/or exploited migrants must also be borne in mind.

C. Relevant International Standards

The cooperation between the agencies within this framework shall be guided by international human rights law, including refugee law. Selected references are listed in Appendix B.

Applicable operational guidelines include:

- UNHCR Confidentiality Guidelines (IOM/71/FOM/68/2001)
- UN Office of the High Commissioner for Human Rights Recommended Principles and Guidelines on Human Rights and Human Trafficking (2002)

¹ Throughout the document, for ease of reference “agency” will be used to refer to either IOM or UNHCR.

- UNHCR Handbook for Repatriation and Reintegration Activities (2004)
- UNHCR Resettlement Handbook (2004)
- UNHCR Guidelines on International Protection No. 7: The Application of Article 1A (2) of the 1951 Convention and/or 1967 Protocol Relating to the Status of Refugees to VoTs and Persons at Risk of Being Trafficked (2006)
- IOM Handbook on Direct Assistance for VoTs (2007)
- IOM Data Protection Principles (2008)
- UNICEF Guidelines on Determining the Best Interests of the Child (2008)
- UNHCR Handbook for the Protection of Women and Girls (2008)

For additional information on references please see appendix B.

For references on terminology, please see appendix C (glossary).

D. Roles of Agencies

IOM and UNHCR staff regularly come into contact with trafficked persons or persons at risk of becoming VoTs and must help ensure that they are provided with the best possible protection and assistance and have access to sustainable solutions.

IOM is an intergovernmental organization established in 1951. IOM is committed to the principle that humane and orderly migration benefits migrants and society.

IOM has been working to counter trafficking in persons since 1994 and has implemented some 500 projects in 85 countries, providing assistance to over 20,000 VoTs. IOM's primary aims in this area are to prevent trafficking in persons and to protect victims while offering them options of sustainable integration, reintegration and/or safe and voluntary return to their home countries.² IOM protection and assistance generally includes safe accommodation; legal, medical and psychological support; and the options of voluntary return to the country of origin; as well as reception and reintegration upon arrival.

Through strengthened on the ground coordination with UNHCR within the context of this framework document, IOM aims to provide additional options for the provision of protection and assistance as well as the promotion of sustainable solutions for VoTs.

UNHCR is mandated to lead and coordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It strives to ensure that everyone can exercise the right to seek asylum and to be protected from *refoulement*, and that refugees have access to asylum and a durable solution, i.e. to return home voluntarily, integrate locally or to resettle in a third country.³ UNHCR is also mandated to identify, prevent and reduce statelessness and protect stateless persons. Furthermore, UNHCR's responsibility includes internally displaced persons in situations where the UN General Assembly provides it with a specific mandate.

Within the context of this framework document UNHCR aims to promote the efficient identification and protection of victims of trafficking who fall within its mandate.

² IOM website: <http://iom.int/jahia/Jahia/pid/748>.

³ UNHCR website <http://www.unhcr.org/basics.html>.

E. Principles of Co-operation

Both IOM and UNHCR agree to the following principles, which underpin institutional cooperation in responding to the needs of VoTs:

1. Commitment to ensuring that trafficked persons are identified and offered the best available protection and assistance;
2. Self-determination of trafficked persons, including their involvement in decision-making;
3. Application of international human rights law, including refugee law, and other relevant international legal standards;
4. Respect for each other's mandates, roles, expertise, capacities, and internal processes;
5. Transparent collaboration and cooperation;
6. Responsible information-sharing between agencies with due regard to data protection standards;
7. Inclusive consideration of the role and function of other partners in meeting the needs and upholding the rights of VoTs.

F. Cooperation with Local Authorities

IOM and UNHCR recognize the responsibility and efforts of national authorities to safeguard the rights of VoTs and seek to support the work of governments in addressing the protection of, and assistance to, VoTs. Both organisations furthermore recognize the efforts of other international agencies and national civil society organisations in this regard.

The framework document shall be implemented in a manner that supports and complements existing coordination mechanisms and institutional frameworks developed at national and regional levels when those mechanisms/frameworks are operating effectively, comply with the requirements of applicable international law, and respect the principles of cooperation cited in Section E of this document. In cases in which existing mechanisms/frameworks are inadequate or do not meet the requirements of international law or respect the principles cited above, the current framework should be viewed as a guideline for improving the existing practices.

Emergency Cases

Special consideration should be given to the development of coordination mechanisms particular to situations in which a VoT's life or well-being will be threatened unless immediate and appropriate action is taken.

G. Intended Audience

This document is intended for all IOM and UNHCR staff that could, in the course of their work, come into contact with VoTs and/or be involved in assisting vulnerable individuals who are potential VoTs and/or refugees, as well as individuals and organisations working in partnership or under the supervision of IOM and UNHCR in the context of assisting such vulnerable groups.

II. Framework for Coordination in the Identification of VoTs

As an initial step to facilitate successful coordination at national and/or regional levels, IOM and UNHCR offices may wish to designate focal points for trafficking cases and exchange information regarding the existing capacity of each agency and implementing partners to identify and protect VoTs.

The overriding principle in VoT identification and protection activities is that the best interests of the individual are paramount, and that this will include ensuring that short term interventions do not ultimately compromise longer-term solutions for the individual.

Generally speaking, opportunities for coordination in the identification of trafficked persons may be grouped in four areas: (i) the moment an agency is first alerted to an individual; (ii) during initial screening and information gathering; (iii) during in-depth interviews, and; (iv) during the status determination process.

1. Agency 1⁴ alerted

- A. If the information available at the time of initial referral indicates that Agency 2's involvement may be required:
 - i. Contact Agency 2 to see if it is also informed of the case and if it is planning to conduct initial screening or has already conducted initial screening.
 - ii. Make joint decision on which agency should conduct the initial screening interview based upon preliminary information available.
- B. If initial referral provides no indication that Agency 2's involvement may be required, Agency 1 proceeds to initial screening interview.

2. Initial Screening/Information Gathering⁵:

- A. The initial screening should aim to assess the individual's immediate needs and risks in accordance with each agency's guidelines⁶, and should:
 - i. Include use of a joint screening form as an initial screening tool.⁷ If agency-specific screening forms are already in use, the agencies should ensure the inclusion of indicators contained in Appendix A. The joint screening form, or the

⁴ Throughout the document, "Agency 1" is used to refer to the agency (IOM or UNHCR) that is first alerted to, or comes into contact with, a possible VoT. "Agency 2" refers to the agency that does not receive initial notification of, or does not have first contact with, the possible VoT.

⁵ For guidelines on interviewing women and people who have experienced trauma please refer to IOM (2007) Handbook on Direct Assistance for Victims of Trafficking, Sections 2.2 & 2.3.2, Appendix I; UNHCR (2002), Gender Training Kit on Refugee Protection and Resource Handbook, Ch. 6; WHO (2003) Ethical and Safety Recommendations for Interviewing Trafficked Women.

⁶ See for example: IOM (2007) Handbook on Direct Assistance for Victims of Trafficking, Section 1.1; UNHCR (2008) Heightened Risk Identification Tool (and User Guide).

⁷ The sample joint screening form in Annex A can be adapted to the local context.

inclusion of its indicators in pre-existing screening forms, will help each agency in determining whether the individual should be referred to the other agency.

- ii. Ensure that comprehensive and accurate information is provided to the individual, including, where relevant, information on the right to seek asylum, and on options for regularizing his/her status.⁸
- iii. Obtain the individual's informed consent to share personal data with the other agency, where there are indications that the other agency should be involved, in accordance with each agency's data protection requirements.⁹
- iv. Inform the individual that s/he may be approached for a follow up interview by the other agency or, where applicable and appropriate, relevant national authorities or NGOs.

Special Considerations for Children

The best interests of the child must be of paramount consideration in all actions undertaken. Special measures must be applied in accordance with international standards. Specifically, it is imperative to identify, register and document unaccompanied and separated children as quickly as possible to ensure adequate protection, assistance and tracing of family members. See Appendix B for child protection references.

- B. Agency 1 ensures immediate needs and risks are addressed, involving other parties as necessary.
- C. With the individual's prior informed consent, Agency 1 reports its initial findings to Agency 2, and a joint decision is made as to which agency should proceed with a more in-depth interview.

In some cases, the initial information gathering opportunity may be conducive to an in-depth interview (see Section 3), including for immediate identification as a VoT or for refugee status determination purposes where relevant.

3. In-depth Interview

- A. Agency 1 conducts in-depth interview (please refer to the IOM (2007) Handbook on Direct Assistance for VoTs, Ch. 2, Appendices I & II for specific guidance on interviewing victims).

⁸ With regards to the right of VoTs to seek asylum, please see: UN (2000) Protocol to Prevent, Suppress and Punish Trafficking in Persons, Especially Women and Children, Art. 14; UNHCR (2006) Guidelines on International Protection – the Application of Article 1A(2) of the 1951 Convention and/or 1967 Protocol relating to the Status of Refugees to VoTs and persons at risk of being trafficked; OHCHR (2002) Recommended Principles and Guidelines on Human Rights and Human Trafficking, Guidelines 1.6 & 2.7; UNHCR (2003) Agenda for Protection, Goal 2; Council of Europe (2005) Explanatory Report to the Convention on Action against Trafficking in Human Beings, Ch. VIII, Art. 40, para. 377.

⁹ Please refer to IOM (2008) Data Protection Principles, UNHCR's Confidentiality Guidelines (IOM/71/FOM/68/2001) and the IOM (2007) Handbook on Direct Assistance for Victims of Trafficking, Chapter 1.2 & Appendix I for guidance on sharing information on individual cases. Basic principles related to informed consent are outlined in Appendix I of the IOM Handbook.

- i. In addition to the interview criteria that are normally applied by IOM and UNHCR, the following specific issues should be taken into consideration during the in-depth interview:
 - Fear of return to country of origin
 - Fear for his/her safety or that of his/her family in country of origin, transit, current location or intended destination
 - Interest in pressing charges or testifying as a witness
 - Interest in accessing temporary residency or asylum procedures
 - Interest in claiming compensation

In the case of an individual seeking asylum, it is at this stage that a refugee status determination expert would normally undertake the Refugee Status Determination (RSD) interview.

- B. Agency 1 briefs Agency 2, with due respect for data protection considerations.
- C. If required, Agency 2 conducts follow-up interview to gather any missing information required for an initial identification as a VoT, and/or an assessment of any special protection and assistance needs; including, where relevant, whether the individual qualifies for refugee status, or is otherwise of concern to UNHCR.
- D. Agencies exchange any newly-acquired information as appropriate.

4. Status Determination

- A. If the individual is identified as a VoT and a person of concern to UNHCR, UNHCR will take the lead in the case as per its mandate and work with IOM, and other parties as appropriate, to ensure that s/he is provided with the best available protection, including any specialized assistance that may be available through any IOM programme and/or any national or regional trafficking protection mechanisms.
- B. If the individual is identified as a VoT but is not a person of concern to UNHCR, IOM will take the lead and work with UNHCR and/or other state and/or non-state actors as necessary in order to address protection and assistance needs.
- C. If the individual is identified neither as a VoT, nor a person of concern to UNHCR, but has protection and assistance needs, s/he is referred to IOM, or the appropriate state and/or non state entities.
- D. If the individual is identified as a person of concern to UNHCR, and not a VoT, UNHCR will take the lead in the case as per its mandate.

E. Specific scenarios:

- i. In countries where UNHCR and/or IOM emergency teams are deployed, information-sharing at HQ-level is crucial. In emergency situations where frequent interaction with HQ is required, IOM and UNHCR will designate HQ focal points.

In countries where only one agency is present or only one has access to the individual concerned, the agency that is present and has access provides initial assistance and monitoring and coordinates with the other agency, as appropriate, through HQ, and/or the relevant regional or national office.

III. Framework for Coordination in the Identification of Protection Solutions for VoTs

Long-Term Solutions

Generally speaking, long-term solutions for individuals may be grouped into the categories of: 1) voluntary return and reintegration, 2) local integration, and 3) relocation to a third country (protective relocation¹⁰ or resettlement)¹¹.

Coordination mechanisms within each category may differ according to the individual's status; national laws and resources; and the local capacity of agencies and implementing partners. In order to develop SOPs for the protection and assistance of VoTs, it will be necessary for agencies to take stock of, and exchange information on, existing local resources, needs and capabilities.

Self-determination is a fundamental principle in the pursuit of appropriate protection and assistance and/or solutions. SOPs must therefore recognize the right and need of individuals to be fully informed and to participate in decision-making affecting their situation.

1. Voluntary Repatriation/Return and Reintegration

A. Voluntary Repatriation and Reintegration of VoTs who are Refugees

If the individual is a refugee and a VoT, IOM should be contacted before repatriation. IOM may have a local support structure in place that can supplement UNHCR's regular protection services with specialized security measures or rehabilitation assistance for

¹⁰ In this paper, the term "protective relocation" encompasses: 1) facilitation of the international transfer of a VoT from his/her country of origin to another country for the purpose of ensuring his/her physical safety; 2) facilitation of the international transfer of a VoT, who finds him/herself outside his/her country of origin but is not a refugee, to another country for the purpose of ensuring his/her physical safety.

¹¹ See for example: OHCHR (2002) Recommended Principles and Guidelines on Human Rights and Human Trafficking, Guidelines 6.7 & 11; UNHCR (2006) UNHCR and International Protection: A Protection Induction Program, Ch. 7.

VoTs. In some cases, where IOM does not have a national or regional VoT protection programme available locally, IOM may be able to provide supplementary specialized support through its Global Assistance Fund (GAF) thereby maximizing the quality of support provided to a returning VoT.¹² Existing inter-state and multilateral agreements should be taken into account before proceeding with voluntary repatriation.¹³

Generally, voluntary repatriation is not an option for refugees in the short term. The voluntary repatriation of refugees is based on consideration for safety and dignity.

B. Voluntary Return and Reintegration of VoTs who are not Refugees

If the individual is a VoT but not a refugee, IOM will take the lead; working with relevant partners to manage the voluntary return and reintegration of the individual in accordance with established organizational guidelines.

In general, UNHCR is not involved in the country of origin/place of habitual residence unless issues of statelessness arise.¹⁴

2. Local Integration

A. Local integration of VoTs who are Refugees

UNHCR, through its implementing partners, may be able to provide short-term support to promote the self-reliance of VoTs who are also persons of concern to UNHCR. UNHCR may also be able to coordinate with local partners to arrange long term support and monitoring.¹⁵

In some countries, IOM has established programmes with local partners able to provide support services ranging from specialized psychosocial counselling to skills development and job placements for VoTs.¹⁶ These programs could be accessed by refugees who are VoTs.

B. Integration of VoTs who are not Refugees

IOM will take the lead to provide support for both international and in-country VoTs who are not refugees. In most cases, IOM, in partnership with local actors, can provide short-term support to promote VoTs' self-reliance and will coordinate with local partners

¹² IOM's Global Assistance Fund is an emergency support mechanism that provides case specific assistance to men, women and children who have been trafficked across international borders, and who are not eligible for assistance through comparable regional and national level initiatives. The GAF is available to stranded trafficked persons in Africa, Asia, Latin America and the Caribbean. GAF assistance can be requested through the nearest IOM country office, by way of referral from an IOM partner, or by contacting iomglobalassistance@iom.int.

¹³ In some regions, multilateral guidelines establish standard procedures for voluntary repatriation.

¹⁴ See Executive Committee Conclusion on International Protection No. 90 (LII), 2001, para (s) and No. 96 (LIV) 2003.

¹⁵ To support the successful integration of refugees and reduce their risk of falling victim to human trafficking, UNHCR may be able to disseminate IOM information and prevention materials among vulnerable groups. Such prevention materials may also be used to support the successful voluntary repatriation and re-integration of refugees (see Section 1.A).

¹⁶ Reintegration services for VoTs vary among countries and programmes depending on available resources.

to arrange medium and long-term support and monitoring. Possible support measures include access to GAF to help VoTs initiate their efforts to achieve self-reliance. In some countries, IOM has established local networks involving private sector companies, state and non-state actors to facilitate the long-term integration of VoTs to the point of self-reliance.

IOM may negotiate with host country governments to allow VoTs long-term stay as required, potentially through such measures as humanitarian visas or residence permits, and the possibility of access to locally available services (provided by state or non-state actors).

Generally, there is no need for UNHCR involvement unless issues of statelessness arise. In case of VoTs who are stateless, UNHCR may undertake interventions to ensure protection, including cooperation with the relevant authorities, and provide assistance. Legal aid programmes have been established in a number of countries to enable persons to access legal remedies to redress their stateless status. Such programmes may also be useful where VoTs are stateless or cannot establish their nationality.¹⁷

3. Relocation to and integration in a third country (resettlement/protective relocation)

Options to relocate to a third country should be considered when necessary and appropriate to ensure the protection of VoTs whose security cannot be assured in their home country or host location.

A. Resettlement of VoTs who are persons of concern to UNHCR

UNHCR will promote the resettlement of persons of concern who are VoTs, including non-refugee stateless VoTs, as a durable solution in accordance with applicable international instruments. IOM may provide additional support through its integration programmes where locally available.

In general, in carrying out its mandate, UNHCR will promote the resettlement of persons of concern to third countries when they cannot be repatriated and are at-risk in their country of refuge or current residence in the case of stateless persons.¹⁸ UNHCR will promote other mechanisms as well for the safe relocation of refugees or stateless persons as necessary, drawing on such measures as protected entry procedures, humanitarian visas, and inter-governmental agreements.

B. Protective Relocation of VoTs

¹⁷ See UNHCR Executive Committee Conclusion No. 106 on the identification, prevention and reduction of statelessness and the protection of stateless persons (in particular paragraphs l, m and v) and Conclusion 102 paragraph y.

¹⁸ For information regarding resettlement as a durable solution please refer to: UNHCR (2004) Resettlement Handbook; UNHCR (2002) Refugee Resettlement: An International Handbook to Guide Reception and Integration; UNHCR (2006) Annual Tripartite Consultations on Resettlement (22-23 June 2006).

Drawing on measures such as protected entry procedures, humanitarian visas and inter-governmental agreements, IOM and UNHCR, as appropriate and on good offices bases, will work to promote the protective relocation of a VoT in cases in which there is a high risk to his/her safety and security in the home country, and there are no temporary/permanent settlement options in the host country.¹⁹

The effective protection of VoTs who do not meet the refugee definition contained in the 1951 Convention and/or its 1967 Protocol relating to the Status of Refugees (for example because they have not left their country of origin), and do not otherwise meet UNHCR's resettlement criteria may also require relocation to a third country when other protection tools are not viable.²⁰

For VoTs in need of protective relocation from a host country:

- i. IOM to bring the case to the attention of UNHCR counterpart at national level, and IOM HQ.
- ii. UNHCR national office to inform UNHCR HQ.
- iii. IOM/UNHCR HQs as appropriate jointly identify and contact suitable third country.
- iv. IOM to arrange preparations, travel/escort and follow-up/monitoring.

For VoTs in need of protective relocation from a country of origin:

- i. IOM to bring the case to the attention of UNHCR at national level, and IOM HQ.
- ii. UNHCR national office to inform UNHCR HQ.
- iii. IOM/UNHCR HQs as appropriate jointly identify possibilities for protected entry procedures, humanitarian evacuation, protective relocation to another country, etc.
- iv. IOM to arrange preparations, travel/escort and follow-up/monitoring.

Additionally, through respective regional offices and HQ departments, IOM and UNHCR will advocate with relevant States for special humanitarian programmes for VoTs, such as humanitarian/medical evacuation and protected entry procedures, etc., in order to achieve safe and predictable relocation options for VoTs in accordance with the reality of their protection and assistance needs.

¹⁹ Refer to IOM (2007) Handbook on Direct Assistance for Victims of Trafficking, pp. 69-70 for discussion of the potential risks faced by VoTs in countries of origin, transit and destination.

²⁰ See UN (2008) Trafficking of Women and Girls: Report of the Secretary General A/63/215, para 62; UNHCR (2007) 10 Point Plan of Action, No. 9; OHCHR (2002) Recommended Principles and Guidelines on Human Rights and Human Trafficking, Guideline 6.7.

Appendix A: Joint Screening Form

Date:
 Name of Interviewer:
 RISK RATING:
 LOW MEDIUM URGENT
 !URGENT ACTION REQUIRED BY:

For first contact and referral purposes only.
 Not for actual status determination and not to be used to limit claims or rights in later processes.

Variables	Details
I. INTERVIEW	
Profile	1. Name 2. Sex 3. Date of Birth 4. Place of Birth 5. Nationality / Place of habitual residence 6. Ethnicity 7. Religion 8. Language / Literacy Level 9. Marital Status 10. Accompanying Family 11. Documentation 12. Medical Conditions 13. Medical Emergency
Migration Process	14. – 19.
Situation in Host Country	20. Date of arrival, status and living conditions
Prospects	24. Onward movement, voluntary return, fear of return
II. CASE ANALYSIS	
Needs Assessment	28. Profile Indicated
Response	29. Assistance Provided
Referral	30. Referral for Additional Assistance

I. Interview

1.	Name (family, given)		
2.	Sex	<input type="checkbox"/> Male	<input type="checkbox"/> Female
3.	Date of Birth (dd/mm/yy)	<input type="checkbox"/> Minor	<input type="checkbox"/> Elderly
Click if applicable: Travels with parent(s) / Travels with family member(s) / Travels alone / Travels with adult non family member† / Does not demonstrate knowledge of the accompanying adult† / Travels with non family member(s) and does not know exact destination† ¹			
		<input type="checkbox"/> unaccompanied / separated	
4.	Place of Birth		
5.	Nationality / place of habitual residence		
6.	Ethnicity		
7.	Religion		
8.	Language / Literacy		
9.	Marital status		
10.	Traveling alone or with family or others?		
Name(s) and relationship of accompanying family member:			
11.	Documentation (Indicate issuing country, number, expiry date). Indicate if docs retained by agents / employers† ²		
12.	Medical Conditions		
Click if applicable: Obviously confused thinking (such that responses are often incoherent) / Obvious loss of contact with reality (behaviour which is regarded as nonsensical or bizarre by the person's own community) / Clearly peculiar behavior (e.g. hyperactivity, impulsivity, oppositional behaviour) / Risk of harm to self or others.			
		<input type="checkbox"/> Victim of Trauma	

¹ *Possible indication that the individual may be a person of concern to UNHCR and that UNHCR should be notified.

†Possible indication that the individual may be a trafficked person and that IOM should be notified.

² †Possible indication that the individual may be a trafficked person and that IOM should be notified.

Migration Process

13. When did you leave your place of origin?

14. Why did you leave your place of origin? circle relevant option(s):

Educational opportunity / Visit family or friend / Family reunification / Work opportunity / Marriage / False promise or Deception† / Flight from harm or fear of harm / indiscriminate violence* / armed conflict* / disruption of public order**

If other, please specify:

15. How did you leave your place of origin? circle relevant option(s):

Self / Facilitated or assisted†/Involuntary (kidnapping, coercion, sold by family, sold by non-family†)/ Adoption / Other

If other, please specify:

16. Did you spend any time in transit place(s) / country(ies): Yes No

If yes, please specify in chronological order:

17. Did you engage in any activity in transit place(s) / country(ies)? Yes No

If yes, please specify (circle one):

Agricultural work / Begging / Child care / Construction / Domestic work / Factory work / Fishing / Low-level criminal activities / Mining / Entertainment / Prostitution / Restaurant and hotel work / Study / Small street commerce / Trade / Transport Sector / Other

If other, please specify:

18. Where did you live?

19. When did you arrive in the host country?

20. What is your status in the host country?

21. What activity have you undertaken since your arrival in the host country? circle relevant option(s):

Agricultural work / Begging / Child care / Construction / Domestic work / Factory work / Fishing / Low-level criminal activities / Mining / Entertainment / Prostitution / Restaurant and hotel work / Study / Small street commerce / Trade / Transport Sector / Other

22. During this activity, did you experience any of the following: circle relevant option(s) if applicable:

Physical abuse / Psychological abuse / Sexual abuse / Threats to individual / Threat of action by law enforcement / Threats to family / False promises / deception / Denied freedom of movement / Giving of drugs / Giving of alcohol / Denied medical treatment / Denied food/drink / Withholding of wages / Withholding of identity documents / Withholding of travel documents / Debt bondage / Excessive working hours / If exploited for prostitution (sexual exploitation): Denial of freedom to refuse client OR Denial of freedom to refuse certain acts OR Denial of freedom to use a condom

23. Did you experience exploitation or threat of exploitation †, arrest, detention, violence†, fear during travel† and / or in the host country?†? ³ Yes No

Prospects

23. Do you intend to stay here? Yes No

24. Do you intend to move to another country? (circle one): Yes No
If yes, please specify:

5. Do you want to return to you country of origin? Yes No

6. What do you think will happen to you if you return to your country of origin?

Please circle all those that apply:

*Detention / Prosecution / **Physical violence†*** / **Sexual Gender-based violence†*** / **Fear of retaliation†*** / **Fear of return*** / **Inability to return*** / Other (Please specify).....⁴*

Observations (please provide brief explanation of each indicator circled above):

³ †Possible indication that the individual may be a trafficked person and that IOM should be notified.
⁴ * Possible indication that the individual may be a person of concern to UNHCR and that UNHCR should be notified. † Possible indication that the individual may be a trafficked person and that IOM should be notified.

II. Case Analysis

Profile Indicated

27. Please tick all those that are **INDICATED** (even if not entirely proven; this is not a final status determination):

Asylum-seeker	<input type="checkbox"/>
Victim of Trafficking	<input type="checkbox"/>
Minor (Please indicate if: <input type="checkbox"/> unaccompanied <input type="checkbox"/> separated)	<input type="checkbox"/>
Woman at Risk	<input type="checkbox"/>
Older Persons at Risk	<input type="checkbox"/>
Victim of Violence or Trauma	<input type="checkbox"/>
Health and disability	<input type="checkbox"/>
Other (please specify):	<input type="checkbox"/>
Explain briefly: _____ _____ _____ _____ _____	

Assistance Provided

28. Please indicate immediate assistance provided:

Nature of assistance	Organisation	Contact name(s)	Contact details

Referral for Additional Assistance

29. Will the individual be referred for additional assistance? Yes No

If yes, please tick the appropriate box(es) below:

Categories of Persons with Needs	Asylum-seeker	Victim of Trafficking	Woman at Risk	Minor	Older Person at risk	Other
Individual referred to:						
Emergency relocation						
Reception services (accommodation, Hygiene kit, Clothing, Food...)						
Immediate medical attention						
Referral to VoT process		e.g. IOM				
Referral to Asylum Process	e.g. UNHCR					
Family tracing / Reunification						
Best Interests Determination						
Other (please specify):						

! URGENT ACTION REQUIRED BY: _____

Appendix B: Selected References

1. International Conventions

- 2000 Protocol to Prevent, Suppress and Punish Trafficking in Persons, Especially Women and Children, resolution 55/25 adopted by General Assembly on 15 December 2000, entered into force on 25 December 2003, <http://www.unodc.org/documents/treaties/UNTOC/Publications/TOC%20Convention/TOCebook-e.pdf>.
- 2000 Optional Protocol to the Convention on the Rights of the Child on the Sale of Children, Child Prostitution and Child Pornography, resolution A/RES/54/263 adopted by the General Assembly on 25 May 2000, entered into force on 18 January 2002, <http://www2.ohchr.org/english/law/pdf/crc-sale.pdf>.
- 1990 Convention on the Rights of the Child, resolution 44/25 adopted by the General Assembly on 20 November 1989, entered into force 2 September 1990, <http://www2.ohchr.org/english/law/crc.htm>.
- 1990 International Convention on the Protection of the Rights of all Migrant Workers and Members of their Families, resolution 45/158 adopted by General Assembly on 18 December 1990, <http://www2.ohchr.org/english/law/pdf/cmw.pdf>.
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