

# INFORMATION NOTE

2004

## THE PROTECTION LEARNING PROGRAMME FOR UNHCR PARTNERS

### 1. BACKGROUND

In 2002, following extensive discussions among governments, inter-governmental and non-governmental organizations (NGOs), refugee experts and UNHCR – a process known as the *Global Consultations on International Protection* – UNHCR and States adopted an **Agenda for Protection**.<sup>1</sup> The Agenda, while not a legally binding document, serves as a guide for UNHCR, governments, NGOs and other partners to enhance the protection of asylum-seekers, refugees, IDPs and other persons of concern to UNHCR. The Agenda for Protection emphasises, among other things, UNHCR's responsibility to assist in enhancing the protection capacity of States, NGOs and other partners, and assist in fostering a common understanding on a range of protection issues.

In the same year, in recognition of the fact that the protection of persons of concern to UNHCR depends on the highest standards of ethical and professional behaviour, UNHCR adopted a **Code of Conduct**. While the Code of Conduct, which is based on international legal standards, applies to UNHCR staff, the principles contained in the Code should be known to governmental and non-governmental partners. Further, UNHCR partners are also encouraged to adhere to these standards and join UNHCR in upholding them.<sup>2</sup>

It is in this context that UNHCR has developed, in consultation with some partners, a *Protection Learning Programme for UNHCR Partners*.<sup>3</sup> This pilot initiative is primarily aimed at NGOs working closely with UNHCR in the field -- especially members of the UNHCR/IRC Protection Surge Capacity Project. After the pilot phase, the programme will be extended to a broader range of UNHCR partners.

The programme content and methodology is based primarily on the *Protection Learning Programme* for UNHCR staff. This *Protection Learning Programme for UNHCR Partners* however, is shorter and attempts to address the specific concerns and needs of UNHCR partners.

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<sup>1</sup> The Agenda for Protection was subsequently endorsed by the fifty-third session of the Executive Committee in October 2002 and was welcomed by the General Assembly later on in the year. See UNHCR document A/AC.96/973, paragraph 21 (a). See also UN document A/RES/57/187, paragraph. 6.

<sup>2</sup> Many UNHCR partners also have their own Codes of Conduct for staff members. The programme reflects on how these Codes and the UNHCR Code of Conduct can complement each other to ensure the effective protection of persons of common concern to UNHCR and partners.

<sup>3</sup> The initiative was also discussed and decided upon during the *Retreat on Protection Partnerships* held in Geneva on 11 and 12 December 2003 between UNHCR and select NGOs.

## 2. PROGRAMME GOALS AND OBJECTIVES

Developed in the context of the *Agenda for Protection* and the *Code of Conduct*, the **Protection Learning Programme for UNHCR Partners** broadly aims at:

- Fostering a *common understanding* among partners on protection, international legal standards, and the complementarity of UNHCR's mandate with the mandate of other agencies.
- Enhancing the *protection knowledge and skills* of partners.
- Promoting a *team-based and partnership approach* among UNHCR and partners in recognition of the interdependence between humanitarian agencies.
- Soliciting *feedback and opinions from partners* on operational concerns in the field and how problems can be addressed collectively.

In particular, the *Protection Learning Programme for UNHCR Partners* is designed to achieve the following:

- Enhance the participants' understanding of the **international legal framework** (refugee law, human rights law, international humanitarian law, international criminal law and the *Guiding Principles on Internal Displacement*), and related **UNHCR policies**.
- Promote an understanding of how UNHCR and partners can **address operational concerns** and priorities together.
- Enable participants to adopt a **rights-based approach** to their work, as well as encourage **individual and collective accountability**.
- Enable participants to incorporate a **gender and age perspective** in their work, as well as strengthening participants' capacity to prevent and respond to **sexual and gender-based violence**.
- Strengthen participants' **communication, interviewing, reporting, negotiation and research skills**.

## 3. PROGRAMME METHODOLOGY

The *PLP for UNHCR Partners* will take place in three phases, with a period of self-study (10 weeks); a four-day workshop; and a post-workshop project (6 weeks). The duration of the programme is **five months**.

### Phase One: Self-Study (1 July – 15 September 2004)

During the self-study period, participants will be required to undertake a number of activities including reading articles, reviewing policy papers, reflecting on evaluations and lessons learned, analyzing case studies, and viewing videos. Participants will be required to prepare written responses to exercises, which will be shared with their peers and/or UNHCR. The *PLP for UNHCR Partners* team in UNHCR will provide group feedback to the participants on the exercises. Participants will be expected to spend 36 hours over a period of three months (**around 4 hours a week for 10 weeks**) to complete the self-study phase. Participants will be required to complete this phase before attending the workshop.

Issues that will be covered in the self-study workbook will include an introduction to the *Agenda for Protection* and UNHCR's *Code of Conduct*. A discussion on persons of concern to UNHCR including asylum-seekers, refugees, stateless persons and internally

displaced persons will also take place. Topics to be covered during this phase include an introduction to the legal framework for protection of the rights of persons of concern (including an introduction to international refugee law, international humanitarian law and international human rights law). Operational issues that often arise in camps and in urban areas, such as preventing and responding to sexual and gender-based violence, ensuring that the specific needs of children are taken care of, maintaining the civilian and humanitarian character of asylum, as well as the pursuit of durable solutions will also feature in the self-study phase.

### **Phase Two: Workshop (September - October 2004)**

At the four-day highly participatory workshop that will be held near Geneva, participants will have the opportunity to discuss, develop and enhance their protection knowledge and skills. A simulation exercise, case studies, discussions and debates will be used to assist participants in developing their protection knowledge and related skills. Participants can choose to attend one of the two workshops that will be held. Please note that the content of both workshops are the same:

Workshop One:            Tuesday, 21 September 2004 – Friday, 24 September 2004  
Workshop Two:            Tuesday, 5 October 2004 – Friday, 8 October 2004

### **Phase Three: Post-Workshop Project (until 30 November 2004)**

During the post-workshop phase, each participant will be required to work on a protection-related activity that is relevant to their operation. This activity should be conducted in partnership with UNHCR and other partners. This will provide participants with the opportunity to operationalise some of the protection strategies that they have developed during the first two phases of the programme.

**Participants will be certified to have completed the *Protection Learning Programme for UNHCR Partners* only after completing all three phases of the programme.**

## **4. PARTICIPATION AND COSTS**

Given that the programme is being piloted, UNHCR is only able to offer the programme to *50 persons* from the following two categories. For the pilot phase only, priority will be given to *the UNHCR/IRC Protection Surge Capacity Project* participants.

### **UNHCR/IRC Protection Surge Capacity Project (25 places)**

UNHCR/International Rescue Committee Surge Roster Members who are currently deployed to an operation, or who are being considered for deployment in the near future to an operation will be eligible to take this programme.

**Costs:** The full cost of the programme for these participants will be borne by UNHCR/IRC.

### **Other UNHCR partners (25 places)**

Staff members of other partner NGOs are also invited to take this programme. Among this category of applicants, individuals who are working closely with UNHCR offices will be given priority.

**Costs:** A **registration fee of USD 600** will be charged to participants under this category upon being accepted to the programme. This fee will cover the cost

of the self-study materials, the four-day workshop in Geneva (including all meals during the workshop and accommodation for five nights). Participants will have to pay for their travel to the workshop and other miscellaneous expenses (including any extra days of stay).

***UNHCR will pay the registration and travel expenses for 6 – 7 participants working with national NGOs in developing countries who are unable to bear these expenses. In order to be considered for one of these places, applicant must obtain the support of their local UNHCR office (see attached application form).***

All applicants should submit the application form attached to the information paper to the Department of International Protection by fax (**Attention: *PLP for UNHCR Partners, Protection Capacity Section, Fax +41 22 739 7354***) or mail/pouch. Only applications received by DIP before **28 May 2004** will be considered.

## **5. CONTACT**

For further information and clarification regarding the *Protection Learning Programme for UNHCR Partners*, please feel free to contact UNHCR by e-mail at [HQPR10@unhcr.org](mailto:HQPR10@unhcr.org) You can also find information about this programme on the UNHCR website – go to [www.unhcr.org](http://www.unhcr.org) and click on ‘*Donors/Partners*’ or ‘*Protecting Refugees*’

# APPLICATION FORM

2004

## THE PROTECTION LEARNING PROGRAMME FOR UNHCR PARTNERS

Please fax the completed application form to the attention of the Protection Capacity Section at +41 22 739 73 54 before 28 May 2004.

Full Name (underline last name):	
Sex:	
Current Post Title:	
Duty Station:	
Country of Duty Station:	
Postal Address (to ship the self-study material)	
Duration of Contract:	
Are you applying as a UNHCR/IRC surge deployee or as another UNHCR partner?	<input type="checkbox"/> UNHCR/IRC Surge Protection Officer <input type="checkbox"/> Other partner agencies
<u>Briefly</u> describe the work of the agency where you are working (not more than 75 words)	
Briefly describe the nature of your work, and how it relates to the work of UNHCR.	

Do you have access to a computer and CD-ROM	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have access to the <b>Internet (www)</b> in your duty station?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What type of <b>e-mail access</b> do you have in your office?	<input type="checkbox"/> personal e-mail address <input type="checkbox"/> shared e-mail address with other colleagues
E-mail address:	
Do you have access to a video player?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, what regional format does your video player use?	<input type="checkbox"/> PAL

	<input type="checkbox"/> NTSC  <input type="checkbox"/> SECAM
Which workshop would you like to attend	<input type="checkbox"/> <b>Workshop One:</b> Tuesday, 21 September 2004 – Friday, 24 September 2004  <input type="checkbox"/> <b>Workshop Two:</b> Tuesday, 5 October 2004 – Friday, 8 October 2004
Please list all the protection-related training activities that you have undertaken over the past three years.	
Briefly explain why this course is relevant to your immediate work (mention what you wish to achieve from this course).	

**Declaration of Applicant:**

I am applying to participate in the **Protection Learning Programme for UNHCR Partners**. I understand that my participation will involve my full participation in, and completion of all of the three phases of the learning programme.

Signature:

Date:

**Declaration of Supervisor:**

I agree that the above-mentioned staff-member participates in the **Protection Learning Programme for UNHCR Partners**. I will provide all the necessary support to ensure that s/he can participate fully in all three phases of the learning programme.

Name of Supervisor:

Title of Supervisor:

Signature:

Date:

**Request by UNHCR Office for waiver of registration fee for applicants from UNHCR partners working in developing countries**

UNHCR \_\_\_\_\_ (location) supports the participation of the above-mentioned colleague to participate in the **Protection Learning Programme for UNHCR Partners** .

UNHCR \_\_\_\_\_ (location) confirms that the applicant is working with a national NGO that is unable to fund the applicant's participation at the workshop for this programme. UNHCR further confirms that his/her participation will benefit the work of the NGO and enhance the protection of persons of concern.

Name of Country Representative:

Signature:

Date:

Office: