

## INTERVIEW CHECKLIST FOR RSD SPECIALIST

OPENING OF THE INTERVIEW	COMMENTS
1. Introduction of all persons present at the interview	RSD specialist, observer (UNHCR/UNAG representatives, in case of unaccompanied minor, person who has been designated to assist the applicant) if applicable. <input type="checkbox"/>
2. Introduce the applicant and the interpreter <input type="checkbox"/>	4. Explain the rule about the interpreter's confidentiality <input type="checkbox"/>
3. Ensure that the applicant and the interpreter understand each other	<input type="checkbox"/>
4. Ask the applicant to advise the RSD specialist immediately if he/she is having difficulty with the quality and/or accuracy of the interpretation	<input type="checkbox"/>
5. Fitness to proceed	Ensure that the applicant is well (mentally and physically) and ready to proceed. If the applicant indicates that he does not feel well, ask some follow up questions to assess the nature of the problem. It may be possible to proceed or the interview may have to be re-scheduled. Interviewer should be aware of applicants with vulnerabilities ( for example, survivors of torture, women with special needs, elderly asylum seekers, disabled persons, unaccompanied and separated minors, applicants who require medical assistance) and be prepared to accommodate them in a sensitive and effective manner. <input type="checkbox"/>
6. Explanation of the interview Procedures	Explain the purpose of the interview and how it will proceed including the applicant's right to ask for breaks during the interview. <input type="checkbox"/>
7. Confidentiality	Reassure the applicant that information acquired as a result of this interview is confidential and it may not be disclosed to government agencies, other organizations and nationals of the country of the same nationality or former habitual residence of the applicant or mass media without written consent of the asylum-seeker. <input type="checkbox"/>
8. Obligation to tell the truth	Advise the applicant of the obligation to be truthful. If he does not know the answer to a question he should say so. If he does not understand a question, he should request a clarification. Explain that misrepresentations during the interview may cast doubts about the truthfulness of other statements provided by the applicant. This, in turn, may have a bearing on the outcome of the application for protection. <input type="checkbox"/>
9. Duty to Cooperate	Inform the applicant of his duty to cooperate with the national refugee authority in all aspects of the procedure to examine the refugee claim, including the duty to provide any supporting documents. <input type="checkbox"/>
10. Opportunity to Question	Give the applicant an opportunity to ask questions before the interview begins. <input type="checkbox"/>
CLOSING THE INTERVIEW	
11. Give the applicant the opportunity to add anything else he/she believes is pertinent to his application <input type="checkbox"/>	12. Discuss any evidence that the applicant wishes to submit post-interview and agree to a time limit <input type="checkbox"/>
13. Explain the "next procedural steps"	<b>Decision on merit:</b> Standard consideration of an asylum application is six (6) months. However, it can be extended for three (3) more months in exceptional cases. Possibility for asking a person to come for additional interviews. <b>If positive:</b> what are the entitlements for refugee/humanitarian status holder. <b>If negative:</b> decision can be appealed within 10 days from Ministry's rejection. <input type="checkbox"/>
14. Remind the applicant about the importance of keeping the asylum authorities informed of any changes to the applicant's contact information <input type="checkbox"/>	15. Answer any remaining questions that the applicant may have <input type="checkbox"/>