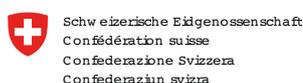


Checklist for Implementation of Selection Missions

EU-FRANK Tool 3

The EU-FRANK project is co-financed by the Asylum, Migration and Integration Fund (AMIF)

Led by Sweden. In partnership and consultation with:



Introduction to this tool

This tool has been developed within the framework of the EU-FRANK project in 2018-2019 with funding from the European Asylum Migration and Integration Fund. Information presented in this tool is by no means exhaustive, but represents a compilation of guidance and practical tips. The objective has been to support EU Member States in their operational work with resettlement. For more information about this project, visit www.eu-frank.eu.

What is the purpose of this tool?

This tool is intended as a checklist and contains a collection of key elements/activities to consider throughout the process of preparation (prior), implementation (during), and completion (after) of a resettlement selection mission.

Why was it created?

Preparing and conducting a mission abroad can be challenging from a number of perspectives. By highlighting some key aspects that connect to mission work, this checklist can support resettlement country officials with their operational planning and help them to address central elements in a timely manner.

Who should use this guide?

The checklist is primarily intended to support officials who are planning an interview mission in a field location or third country, such as mission leaders or coordinators. It can be applied as a quality tool for any practitioner who could benefit from additional guidance or information related to the set-up of missions.

Which other training tools and sources to use?

This tool can be used together with the EU-FRANK Tool 2 [*Practical Guide for Planning and Implementing Selection Missions*](#). Other supportive materials, guidelines, and notes of relevance for conducting resettlement interviews are mentioned in the checklist.

Checklist for Implementation of Selection Missions

I. PRIOR TO THE SELECTION MISSION			
	Checklist	What to do	How/who
1. Key stakeholders			
	Identify key stakeholders in the resettlement country		These can include: <ul style="list-style-type: none"> • Migration/integration authorities • Security services • Municipalities • NGOs
	Identify key stakeholders in the asylum country		These can include: <ul style="list-style-type: none"> • UNHCR • IOM • National embassy or consulate
	Involve other stakeholders if activities cannot be implemented in cooperation with the UNHCR, IOM, or national embassy	Find another service provider (e.g. NGO) for the service that is needed.	Check with the main stakeholders regarding which NGO/partner can provide the specific service that is needed in your selection mission.
2. Pre-Mission Questionnaire/Pre-Mission Checklist			
	UNHCR's Pre-Mission Questionnaire for Resettlement Interview Missions (PMQ)	Liaise with the UNHCR about the arrangements for the upcoming mission. Some countries use the checklist to assist with the planning and coordination of resettlement interview missions and some use only the PMQ. It is not mandatory to complete either of them, but it can facilitate preparations and flag areas for coordination between the resettlement country and UNHCR field operations. The resettlement country may be asked to complete the comprehensive PMQ, which is the most common procedure.	<ul style="list-style-type: none"> • Fill out the PMQ and send it to UNHCR • Set a deadline for receiving of case files/RRFs (often preferred to be no less than 4 weeks prior to the mission) • Update the PMQ after input from the UNHCR An empty PMQ is available at: www.refworld.org/docid/49631d782.html To download an empty Pre-Mission Checklist, please refer to: www.refworld.org/pdfid/49631d2e2.pdf
		In this phase the PMQ is sent back and forth between the UNHCR and the mission until all parts are adopted by all involved, preferably well in time before the mission starts.	<ul style="list-style-type: none"> • Adapt the PMQ in time before the mission starts. To get more information on how to fill out a PMQ and what considerations to take, please refer to the EU-FRANK Tool 2 Practical Guide for Planning and Implementing Selection Missions .

I. PRIOR TO THE SELECTION MISSION			
	Checklist	What to do	How/who
3. Mission Preparations			
	Resettlement Case Submissions (RRFs)	After receiving the submissions, register the UNHCR File documentation (RRFs) in accordance with national regulations	<ul style="list-style-type: none"> • Register files in the national database/system (if any) and/or in the EU-FRANK Tool 1 Template for Annual Overview of Submitted Resettlement Cases • Check if the RRFs have all been received on time • Check if the received number and composition of submissions corresponds with national requests outlined in the PMQ (Section 2)
		You may use the tool <i>Annual Overview List Resettlement</i> , to compile data from the submissions	<ul style="list-style-type: none"> • Fill in the missing or incorrect items (e.g. AMIF categories) <p>For further information on this subject, please refer to the EU-FRANK Tool 1 Template for Annual Overview of Submitted Resettlement Cases</p>
	Screen the cases	Security checks	<ul style="list-style-type: none"> • National security check • Social media check • Public order aspects
		Preliminary assessment	<ul style="list-style-type: none"> • On exclusion • On the complexity of the case • Family links in the resettlement country • Medical aspects <p>For further information on this subject, please refer to the EU- FRANK Tool 7 Practical Guide of Planning and Conducting Resettlement Interviews. Preliminary assessment</p>

I. PRIOR TO THE SELECTION MISSION			
	Checklist	What to do	How/who
	Prepare the interview schedule	Determine the interview schedule based on the number of interview days available and liaise with the UNHCR/IOM on the feasibility of the proposed interview schedule	<ul style="list-style-type: none"> • Number of cases/person per day, taking into account the place of residence (far or close) for setting the interviewing time • Number of complex cases per day • Linked (family) cases in the caseload • Number of interpreters for each language needed • Matching interpreters with the daily interview schedule and/or case officers while keeping gender-sensitive cases in mind • Liaise with the UNHCR/IOM about the (draft) interview schedule, or review the interview schedule, which is done by the UNHCR according to the PMQ (Section 8) • To read more about the scheduling of selection interviews, please refer to the EU-FRANK Tool 4 Template for Scheduling of Selection Interviews
	Determine date(s) of the mission	Plan the exact dates of the mission in agreement with relevant national actors and stakeholders in the field	<ul style="list-style-type: none"> • An official who is responsible for planning an selection mission (for example, the head of mission)
	Make a Security Risk Assessment (SRA)	Make a SRA of the country, region, city, and/or refugee camps where the mission will take place	<ul style="list-style-type: none"> • Ask the UNHCR and IOM's advice • Check with the national embassy • Check with the Ministry of Foreign Affairs
	Interview facility	Check with the UNHCR and/or IOM on the interview location in: a city a refugee camp	<ul style="list-style-type: none"> • Check arrangements in the PMQ • If needed, get clearance to access the refugee camp • Transportation to/from camp for the mission team • Number of interpreters needed
	Delegation composition	Select the members of the delegation in accordance with national agreements or routines	<ul style="list-style-type: none"> • Number of case workers • Number of decision makers, when applicable • Medical staff responsible for a medical screening, when applicable • Others
	Divide the cases	Appoint a responsible caseworker for each case/interview, and divide cases accordingly so that the caseworker can prepare the interviews	<ul style="list-style-type: none"> • Take into account the complexity, gender, and number of interviews in a case

I. PRIOR TO THE SELECTION MISSION			
	Checklist	What to do	How/who
	Briefing of the delegation	<p>Set up/features of the national resettlement program.</p> <p>Inform and instruct delegation members on the general mission planning and other relevant details</p>	<ul style="list-style-type: none"> • Travel details • Interview schedule • Information on the country where the mission will take place, including the refugee situation and the security situation • Mission process • Working hours • Finances/per diem • Any other relevant recommendations and tips (such as money, bank cards, adequate clothing)
	Mission Program	Compile the mission program	<ul style="list-style-type: none"> • Mission planning that includes the travel details (hours, flight numbers, etc.), the interview time slots, and other activities such as briefing and debriefing with the UNHCR, IOM, national embassy, local authorities, etc.) • Contact list
		Notify stakeholders	<ul style="list-style-type: none"> • Share the global planning with the delegation, UNHCR, national embassy (or consulate), IOM, and other relevant stakeholders
	Flights and Accommodations	Check the availability of flights and accommodations for the mission team	<ul style="list-style-type: none"> • Verify the availability of flights and confirm booking as early as possible • Accommodation in/or nearby the camp or interview facility, keeping in mind the security advice of your embassy, the UNHCR, or the IOM regarding possible accommodations
		Book flight and hotel accommodations	
	Vaccinations and other medical requirements or recommendations	Instruct delegation members in due time (take into consideration the time needed to make an appointment and time required for the vaccination(s))	<ul style="list-style-type: none"> • Check what is needed regarding vaccinations and other precautions • When applicable, get vaccinated in time (4–6 weeks prior to the mission) • When applicable, purchase recommended medication
	Travel documents (passport and visa)	Instruct delegation members in due time (take into consideration the time needed to apply for a passport and obtain the visa)	<ul style="list-style-type: none"> • Check the applicable visa regulation • Fill in the application form • Check with the embassy if official approval is needed • Check the validity of the passport • Apply in time (4–6 weeks prior to the mission)

I. PRIOR TO THE SELECTION MISSION			
	Checklist	What to do	How/who
4. Mission Budget			
	Calculation of the costs of the mission	Make a financial overview of the budgetary aspects	<ul style="list-style-type: none"> • Facilities • Interpreters • Travel • Accommodations for the mission team • Per diem • Babysitters • Other costs
	Local finances	Check with the embassy regarding financial issues	<ul style="list-style-type: none"> • Exchange rate to the local currency • Use of ATMs • Use of credit cards • Cash money (\$, €, local currency)
	Local payments	Check with the UNHCR or IOM about what needs to be paid	<ul style="list-style-type: none"> • Interpreters • Local transportation • Local accommodation • Babysitters • Catering for refugees/interpreters

II. DURING THE SELECTION MISSION

	Checklist	What to do	How/who
	Meetings with stakeholders in the field	<p>Set up a meeting with the UNHCR, IOM, and other potential stakeholders</p> <p>Arrange briefing at the start of the mission</p>	<ul style="list-style-type: none"> • Latest developments • Security briefing • Protection space/context in the host country • Case-related matters • Logistical matters • Operational matters
		<p>Set up a meeting with the UNHCR, IOM and other potential stakeholders</p> <p>Arrange debriefing at the end of the mission</p>	<ul style="list-style-type: none"> • Results of the mission • Interview facilities • Quality of the caseload, RRF, profile • Interpreters (if the UNHCR/IOM is involved) <p>• To read more about the Post-Mission Questionnaire for Resettlement Interview Missions (handing over the results of the mission to the UNHCR) visit: https://www.refworld.org/pdfid/49631dcb2.pdf</p>
	At the interview location	Explain the daily process	<ul style="list-style-type: none"> • Daily briefings of refugees prior to the interview • Instruct interpreters • Interviews • Case assessment • Daily feedback • Liaise with the IOM if they provide logistical/operational support to the mission <p>More information on these subjects are explained in the EU-FRANK Tool 6: Guiding note for Preparatory Briefings of Refugees EU-FRANK Tool 9: Guiding Note around Pre-departure Orientation Topics EU-FRANK Tool 9: Template for Preparing Orientation Training in Partnership with the IOM</p>
	Interviewing/examination of cases	Interview refugees according to national standards	More information on the subject is explained in the EU-FRANK Tool 7: Practical Guide for Planning and Conducting Resettlement Interviews
	Administrative matters	<p>Collect/register additional information according to national standards. This may include:</p> <ul style="list-style-type: none"> • Biometrical data (e.g. fingerprints) • Bio-data (e.g. height, verifying spelling of the name, checking the date of birth) • Copies of documents (e.g. identity documents) • Registration in relevant databases • Documentation 	More information on the subject is explained in the EU-FRANK Tool 7: Practical Guide for Planning and Conducting Resettlement Interviews

II. DURING THE SELECTION MISSION			
	Checklist	What to do	How/who
	Results of the selection mission	Inform stakeholders about the results of the mission	<ul style="list-style-type: none"> • UNHCR • IOM • Embassy • Others: <p>More information on the subject is explained in the EU-FRANK Tool 2: Practical Guide for Planning and Implementing Selection Missions</p>
	Orientation sessions	If relevant, conduct orientation sessions to inform refugees and prepare them for their resettlement.	<ul style="list-style-type: none"> • Delegation members • Trainers <p>While most countries perform orientation after the mission and prior to departure, some include cultural orientation or information sessions at the time of the selection mission.</p>
III. AFTER THE SELECTION MISSION			
	Checklist	What to do	How/who
	Evaluation meeting	Organize a meeting for feedback on the mission	<ul style="list-style-type: none"> • Delegation members
	Mission Report	Write a report of the mission	<ul style="list-style-type: none"> • To the competent national authorities • The results • The course of the mission (including the outcome of the evaluation meeting) • Economic report • Remarks and suggestions for improvements for future missions
	Preparation of additional Pre-departure orientation (PDO)	Handover information of the accepted refugees Plan for follow up PDO according to national standards (in collaboration with the IOM or other partners)	<ul style="list-style-type: none"> • PDO trainer • IOM <p>Further guidance can be found in the EU-FRANK Tool 9: Guiding Note around Pre-departure Orientation Topics EU-FRANK Tool 9: Template for for Preparing Orientation Training in services in Partnership with the IOM</p>
	Preparation for transfer	Initiate transfer procedures in collaboration with national stakeholders, the IOM, the UNHCR, and the national embassy.	<p>Coordinate with:</p> <ul style="list-style-type: none"> • IOM • UNHCR • National embassy • National stakeholders (e.g. municipalities) <p>Further guidance can be found in the EU-FRANK Tool 15: Checklist for Transfer Arrangements</p>