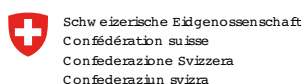


# Guiding note for Preparatory Briefings of Refugees

EU-FRANK Tool 6

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

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# 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](http://www.eu-frank.eu).

## What is the purpose of this tool?

This document provides a template that can be used in briefings with refugees prior to the selection interview. This guiding note can preferably be used in conjunction with the EU-FRANK Tool 2 [Practical Guide for Planning and Implementing Selection Missions](#).

## Why was it created?

It is a common practice among resettlement states to brief refugees and explain to them what to expect from the resettlement process before the start of the resettlement interview. The content of such a briefing session differs among states as well as the timing for such a brief.

This document takes the view that briefing of refugees should be held in the morning prior to the commencement of the selection interview. This is in order to prepare the refugees for the interview in an adequate way and to help reduce the stress that waiting for an interview can mean for them. This guiding note serves as a sample of topics that may be important to highlight in such a briefing session.

## Who should use this tool?

This tool is intended for the mission staff who plan and conduct information sessions with refugees who are interviewed as part of a selection mission. It could possibly also be of use for preparing for other information or orientation sessions.

## Which other training tools and sources to use?

This tool should be used carefully and should be adopted to national contexts and needs. It is important to consider the timing and method for information delivery, and further reading on such aspects is encouraged.

For more information about what to include in a more in-depth orientation session, please refer to the EU-FRANK Tool 9 [Guiding Note around Preparatory Briefings of Refugees](#).

# Guiding Note for Preparatory Briefings of Refugees

The manuscript below is an example of how a briefing for refugees might be structured. It builds on material shared by different States and should be used as inspiration and guidance. The content should be adjusted to fit the specific national processes and systems. Because these types of briefings are usually provided before the commencement of the interview, it is important to keep in mind that the refugees may be focused on the interview and may have difficulty in retrieving and remembering what has been communicated to them. Thus, it is important to limit the information and to focus on the most imminent, i.e. the interview itself and the process of selection. This is not the best time to provide detailed information on the country of

resettlement. It could, however, be useful to highlight some key messages on the procedure or on the consequences of resettlement (e.g. right to family reunification, etc.).

In light of the above, it is recommended to limit the duration of these types of briefings to maximum of 30 minutes. During these sessions, refugees should be encouraged to ask questions.

It is recommended to communicate this information verbally and if possible with support from information brochures given to each family/individual. To make this briefing as efficient as possible, try to organize it in a quiet setting (if possible without small children) and make sure that the interpreter is well understood.

## 1. INTRODUCTION

I would like to introduce myself and my colleagues from..... (country).

Today you will be interviewed by a staff member of the .....(organization).

The intention of this interview is to assess whether you qualify for a possible resettlement to ..... (country of resettlement). We will interview both adults and children.

Before we start the interviews, we will give you a short briefing about our mission here in ..... (country of first asylum).

**Let me briefly explain what resettlement actually means:**

- You are considered by the UNHCR to be in a vulnerable situation with little prospect of return to ..... (country of origin) or opportunity to remain in ..... (country of asylum). ..... (country of resettlement) has agreed to accept ..... (number) of refugees to come to... (country) and offer you the necessary protection.
- Your case has been submitted to ..... (country of resettlement) by the UNHCR. The ..... authorities will decide, based on the interview today, whether you will be accepted to come to ..... (country of resettlement).
- If you are selected, you will be transferred to ..... (country of resettlement) and will be allowed to remain there.
- You will get a ..... (type of residence permit), the right to go to school, the right to work, the right to medical care, etc. (to be amended/expanded depending on the law of the country of resettlement).

**What will happen today:**

- Your fingerprints will be taken. Fingerprinting means that an image of your fingerprints will be taken, recorded, and used for identification and security screening. They will be treated with confidentiality. Somebody will call you during the day (please stay in the waiting area). If you want to be resettled, fingerprinting is obligatory.
- You will be interviewed today.
- You will receive information about the country of resettlement (cultural orientation).
- You will apply for/be processed for a visa (or other relevant formal arrangements).

## 2. THE SELECTION INTERVIEW

This interview is crucial for the selection process. You must present all important documents for the interview.

Bring originals and copies. This includes for example .....  
(name most important/all relevant documents, see annex for examples).

Bring a list of all addresses and phone numbers of any family members living in the resettlement country.

Besides the staff member of the.....(name of the organization), an interpreter will also be present during this interview. This interpreter is a neutral intermediary who is only responsible for translating the questions and your answers. She/he has no influence at all on the selection process. If you do not understand a question or if you have any problems with the translation, you must indicate this to the person who is interviewing you during the interview.

Whenever you need a break during the interview, you can always ask for one.

In principle, the adults will be interviewed individually, but if your case requires it, you could also be interviewed together briefly. We would ask that you leave the children in the waiting area where childcare will be provided.

We already received information on your case from the UNHCR. During the interview, we will ask you some additional questions and you will get the opportunity to add to or modify this information.

It is important that you tell the truth during the entire interview and that you do not withhold any information. It is not possible to modify things later. It is also important that you are completely honest and as comprehensive as possible with regard to your family composition because the information provided by you during the interview about your family composition will be the grounds for a possible resettlement of these family members. Only the members of your family who are mentioned in your file or who are mentioned by you during this selection interview and who are living with you at the moment will possibly be eligible for resettlement with you. If you provide incorrect information about your family composition or if you do not provide all the information, the family members in question will not be resettled with you and they will not be able to claim a possible family reunification to

..... (country of resettlement) later either.

The information you give us will be treated with strict confidentiality. The information will not be given to your country of origin. However, in view of the public order and the safety in

..... (country of resettlement), certain elements from this information can be passed on to the authorities in

..... (country of resettlement).

[If applicable:] At the end of the interview, we will ask you to sign a document in which you declare:

- that you have told the full truth.
- that you are aware of the fact that the intention of this interview is a possible resettlement to

..... (country of resettlement).

• that you have understood all the questions during the interview and that you have had the opportunity to add information at the end.

- that you understand that some elements from the information about you can be passed on to the

authorities in ..... (country of resettlement).

- You agree that fingerprints will be taken and will be verified in

..... (country of resettlement) databases.

### 3. THE MEDICAL EXAMINATION

Within the framework of your application for a resettlement, a doctor will carry out medical examinations in the course of this week. This is a general examination of your medical situation to determine if you have any specific needs that would need to be considered if you are resettled to

..... (country of resettlement).

It is therefore important that you give your full cooperation to this medical examination. This will allow

the authorities in ..... (country of resettlement) in charge of the reception to make the necessary preparations to organize your reception under optimal conditions and with the necessary medical services.

This examination will not influence the selection process for your resettlement. The fact that you have had a medical examination does not necessarily mean that you will indeed be resettled to

..... (country of resettlement).

Your medical data will be treated with strict confidentiality by the doctor who will examine you.

### 4. THE DECISION

The decision about your case will be taken once the staff members from the

..... (name of the organization)

have returned to ..... (country of resettlement).

As soon as the ..... (country of resettlement) authorities have made a decision, this decision will be sent to the UNHCR in writing. It is not possible to set a date, but the goal is to complete this selection as soon as possible. The UNHCR will then inform you of the decision concerning your case.

You will be resettled to ..... (country of resettlement)

if ..... (country of resettlement)  
considers you to be a refugee and no new information surfaces prior to your departure to

..... (country of resettlement)  
that indicates that you have not told the truth to the

..... (country of resettlement) authorities.

We will use the information gathered by the UNHCR to make a decision, but the UNHCR has no influence on the final decision.

The transfer to ..... (country of resettlement)  
will happen in smaller groups for operational reasons, and some of you will be able to leave sooner than others.

## 5. THE CULTURAL ORIENTATION MISSION

You will learn about life in ..... (country of resettlement)  
and you will be able to ask all your questions.

## 6. OTHER ISSUES OF IMPORTANCE

Family reunification: only core family members have the right for family reunification, (husband/wife, minor children) and not sisters/brothers/parents.

If you are accepted for resettlement, it means that you will live in

..... (country of resettlement),  
and you will not be able to move to another country.

- For example, if you have family in another country you will be able to visit them but not to go and to live with them.

Right to travel: if you have obtained “refugee status” you will be considered at risk of persecution in your home country and will not be allowed to travel there.

## ANNEX – EXAMPLES OF DOCUMENTS TO ASK FOR

Documentation requirements may differ between States and must be verified by the responsible resettlement authority/mission. You may want to mention/list all required documents in the briefing, or only give a few examples to provide guidance to the refugees on what kind of documents they should present.

The following documents are typically required:

Passport or travel document (including expired travel documents)

Identity documents (national or temporary ID)

Family booklet, Marriage license, Divorce documents, Adoption documents

Birth certificate, Death certificates (if relevant to the persecution claim)

Military booklet, Police/military summoning letters

Religious documents

Employment documents

Medical documents (findings and prescriptions), Medical form with a due date in case of pregnancy,

Vaccination cards