Template for a post-mission report

Introduction to this tool

Information presented in this tool is by no means exhaustive but represents a compilation of guidance and practical tips on the compilation of a post-mission report [1]. The objective is to support Member States of the European Union and Associated Countries (EU+) in their operational work with resettlement.

What is the purpose of this tool?

The purpose of the tool is to give a concise overview of the most important findings of a resettlement selection mission that was organised by a resettlement country in collaboration with UNHCR. Based on these findings, an evaluation of the different aspects of a mission can be made by the resettlement state. This will also allow for better and more efficient preparation of future missions in the same country of asylum. Although the tool can be adapted to national contexts and can be used for national purposes, the focus is on findings that are useful for other resettlement states planning a common mission in the same country of asylum.

Why was it created?

The post-mission report is created to facilitate and improve the information exchange between resettlement countries. It will enable emerging and existing resettlement countries planning a mission in a specific country of asylum to learn from the experiences that another resettlement state had in the same country of asylum.

Who should use this guide?

The tool contains an overview of the most important findings related to submissions, logistics, interviewing, and other relevant aspects. It targets officials involved in resettlement programs in existing and emerging resettlement countries in the EU+. It is considered most useful for mission leaders or other persons who are responsible for preparing and conducting selection missions. The report should be used as early as possible in the process of preparing a selection mission in a country of asylum.

Which other training tools and sources to use?

This tool is in line with other tools such as the Practical guide for planning and implementing a selection mission and the training module.

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[1] This tool was originally developed within the framework of the *Facilitating Resettlement and Refugee Admission through New Knowledge* (EU-FRANK) project. The project was funded by the European Asylum Migration and Integration Fund lead by the Swedish Migration Agency. As part of the handover process from EU-FRANK, EASO has conducted a quality assurance exercise of the resettlement operational tools developed in this project.

1. INTRODUCTION AND MISSION OVERVIEW

Resettlement country:

Country of asylum:

Person to be contacted for more information on this mission:

Name	Telephone number
Email	

Interview location(s):

☐ UNHCR premises　　　☐ IOM premises　　　☐ Embassy　　　☐ Other

☐ Hotel:　　　☐ Refugee camp:　　　☐ EASO RSF

Date of mission:

Start mission	End mission

Composition of mission team/delegation:　　*(total number)*

☐ Mission leader(s):

☐ Case officers:

☐ Medical staff:

☐ Biometrics expert(s):

☐ Police/security staff:

☐ Own interpreters:

☐ Other *(please specify)*:

Pre-mission questionnaire (PMQ):　　☐ Used　　☐ Not used

Pre-mission organised:　　☐ Yes　　☐ No

2. CASELOAD AND PROFILES

Quota *(number of persons)*:

Number of submissions requested *(number of persons)*:

Nationality/nationalities requested:

Number of submissions received *(cases + persons)*:

Received within deadline agreed: ☐ Yes, fully ☐ Yes, partly ☐ No, please state reason

Personal documents included in submissions:

• Identity documents:

• Medical reports:

• Evidentiary documents:

• Other relevant documents or information:

Profiles of refugees submitted:

Please include relevant information on the profiles submitted.

Case Size

• Family composition, e.g. number of large families/single man/woman, UAM, linked cases:

• Ethnic origin / languages spoken:

• Geographical origin:

• Special needs:

• Medical issues:

• UNHCR resettlement submission categories:

_____

• Other *(any other specific information, e.g. family link to resettlement country / EU+ country)*:

_____

Resettlement Registration Form (RRF) or Identification-based Methodology for Resettlement (IBM)

• Resettlement submission categories received:

_____

• In line with categories / priorities requested: ☐ Yes ☐ Yes, partly ☐ No, please state reason

_____

_____

• Part 4 refugee claim *(please add comments if relevant)*:
– Completeness

_____

– Credibility check

_____

– Legal analysis

_____

• Part 2–7 please comment on any discrepancies/challenges that need to be highlighted in the following parts such as lack of information, not updated, etc.

Part 2. Bio data refugees:

_____

Part 3. Relatives not included in submission:

_____

Part 5. Need for resettlement:

_____

Part 6 specific needs:

_____

Part 7 additional remarks:

_____

3. LOGISTICS AND PRACTICAL ASPECTS

Travel

• Travel from the airport to the accommodation arranged by:

☐ UNHCR   ☐ IOM   ☐ Embassy
☐ Other:

_____

Remarks: *e.g. arrived on time, security issues*

_____

• Travel from the accommodations to interview location arranged by:

☐ UNHCR   ☐ IOM   ☐ Embassy
☐ Other:

_____

Remarks: *e.g. arrived on time, security issues and other challenges to the mission*

_____

• Travel for refugees arranged by:

☐ Own transportation   ☐ UNHCR   ☐ IOM

Remarks: *e.g. arrived on time, medical escorts/security issues*

_____

Interview site and services available

☐ UNHCR premises   ☐ IOM premises   ☐ Embassy
☐ Hotel: ☐ Refugee camp: ☐ Other:

• Services available in waiting room facilities: *e.g. air conditioner, water, other refugee groups present, etc.*

Interview rooms and other facilities: *e.g. distance to waiting room, daylight, seating arrangements, air conditioning/heating, privacy, health and sanitary measures, etc.*)

— Waiting room

Comments: _____

_____

— Interview room

Comments: _____

_____

— Other facilities

Comments: _____

_____

Childcare: ☐ Yes ☐ No

Provided by:

Comments:

– Catering: ☐ Yes ☐ No

Provided by:

Comments:

– Technical equipment available:

Electricity: ☐ Yes ☐ No

Wifi: ☐ Yes ☐ No

Copy/scanner: ☐ Yes ☐ No

Other:

– Interpreters provided by: ☐ UNHCR ☐ IOM ☐ Own

☐ Other:

Translation skills:

Other issues (*e.g. flexibility*):

Security

e.g. security guards available.

Provided by:

During interviews:

During rest of mission:

Health

Health issues, describe if relevant:

Budget

Budget issues encountered: ☐ Yes ☐ No

(e.g., no ATM available, dollars needed)

4. COLLABORATION WITH UNHCR, IOM AND OTHER STAKEHOLDERS

Please note below if provided and if there is anything particular to report.

UNHCR:

– Pre-mission counselling and briefing of refugees:

– Assistance during the mission, briefing and de-briefing:

– Additional comments:

IOM:

– Pre-mission counselling and briefing of refugees:

– Assistance during the mission:

– Additional comments:

Other stakeholder(s):

5. CONCLUDING REMARKS, SUCCESS FACTORS, AREAS FOR IMPROVEMENT AND RECOMMENDATIONS

General impression, challenges, success factors, lessons learned, collaboration with other countries during the mission and other practical advice.