

Checklist for the implementation of selection missions





Neither the European Union Agency for Asylum (EUAA) nor any person acting on behalf of the EUAA is responsible for the use that might be made of the information contained within this publication.

Luxembourg: Publications Office of the European Union, 2022

PDF ISBN 978-92-9465-995-8 doi : 10.2847/018769 BZ-07-22-105-EN-N

© European Union Agency for Asylum (EUAA), 2022

Cover photo/illustration: Irina Strelnikova, © iStock.com, 2021.

Reproduction is authorised provided the source is acknowledged. For any use or reproduction of photos or other material that is not under the EUAA copyright, permission must be sought directly from the copyright holders.





Introduction to this tool

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

What is the purpose of this tool?

This tool is a checklist that 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.

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.

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.

Which other training tools and sources can be used?

This tool can be used together with the 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.

⁽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, the European Union Agency for Asylum has conducted a quality assurance exercise of the resettlement operational tools developed in this project.



Checklist for the implementation of selection missions

I. PRIOR TO THE SELECTION MISSION			
	Activity	What to do	
1. Key stakeholders			
<input type="checkbox"/>	Identify key stakeholders in the resettlement country	Liaise with national reception entities in order to ensure reception capacity.	These can include: <ul style="list-style-type: none"> • migration/ integration authorities • security services • municipalities • NGOs
<input type="checkbox"/>	Identify key stakeholders in the country of first asylum		These can include: <ul style="list-style-type: none"> • UNHCR • IOM • National embassy or consulate
<input type="checkbox"/>	Involve other stakeholders if activities cannot be implemented in cooperation with UNHCR, IOM, or national embassy	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			
<input type="checkbox"/>	UNHCR's <i>Pre-Mission Questionnaire for Resettlement Interview Missions</i> (PMQ)	Liaise with 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. In this phase, the PMQ is sent back and forth between UNHCR and the mission until all parts are adopted by all involved, preferably well before the mission starts.	<ul style="list-style-type: none"> • Fill out the PMQ and send it to UNHCR • Set a deadline for receiving the caseload/dossiers (preferably no less than 4 weeks prior to the mission) • Update the PMQ after input from UNHCR • Adapt the PMQ well before the mission starts. <p>To get more information on how to fill out a PMQ and what considerations to take, please refer to the Practical guide for planning and implementing selection missions.</p>



I. PRIOR TO THE SELECTION MISSION			
	Checklist	What to do	
3. Mission Preparations			
<input type="checkbox"/>	Resettlement Case Submissions	After receiving the submissions, register the UNHCR dossiers and supporting documents in accordance with national regulations	<ul style="list-style-type: none"> • Register files in the national database/ system (if any) and/ or in Template for annual overview of submitted resettlement cases • Check if the case load has all been received on time • Check if the received number and composition of submissions corresponds with national requests outlined in the PMQ (Section 2)
<input type="checkbox"/>		You could use the tool Template for annual overview of submitted resettlement cases 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 Template for annual overview of submitted resettlement cases</p>
<input type="checkbox"/>	Screen the cases	Security checks in accordance with national requirements	<ul style="list-style-type: none"> • National security check • Social media check • Public order aspects
		Preliminary assessment in accordance with national requirements	<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 Practical Guide of Planning and Conducting Resettlement Interviews.</p>



**I. PRIOR TO THE SELECTION MISSION**

	Checklist	What to do	
<input type="checkbox"/>	Prepare the interview schedule	<p>Determine the interview schedule based on the number of interview days available. Liaise with UNHCR, IOM, or other partners on the feasibility of the proposed interview schedule.</p> <p>Liaise with UNHCR/IOM about the (draft) interview schedule, or the review of the interview schedule, which is done by the UNHCR according to the PMQ (Section 8).</p>	<ul style="list-style-type: none"> • Take into account the number of cases/people per day, in relation to the place of residence (far or close) when setting the interviewing time. • Take into account the number of complex cases per day. • Take into account linked (family) cases in the caseload. • Consider the number of interpreters for each language needed. • Match interpreters with the daily interview schedule and/or case officers while keeping gender-sensitive cases in mind. • To read more about the scheduling of selection interviews, please refer to the Template for scheduling of selection interviews.
<input type="checkbox"/>	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 a selection mission (for example, the head of mission)
<input type="checkbox"/>	Make a Security Risk Assessment (SRA)	Make an SRA of the country, region, city, and/or refugee camps where the mission will take place	<ul style="list-style-type: none"> • Consult UNHCR and IOM • Consult the national embassy • Consult the Ministry of Foreign Affairs





I. PRIOR TO THE SELECTION MISSION			
	Checklist	What to do	
<input type="checkbox"/>	Interview facility	Check with UNHCR and/or IOM whether the interviews will take place 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
<input type="checkbox"/>	Delegation composition	Select the members of the delegation in accordance with national agreements or routines	<ul style="list-style-type: none"> • Number of case officers • Number of decision-makers, when applicable • Medical staff responsible for a medical screening, when applicable • Others
<input type="checkbox"/>	Distribute the cases	Allocate the caseload to the mission team and facilitate a discussion on assessment-related topics among the case officers. Brief the team on any issues related to the caseload.	<ul style="list-style-type: none"> • Take into account the complexity, gender, and number of interviews in each case
<input type="checkbox"/>	Briefing of the delegation	<p>Briefing takes place in accordance with national procedure and where relevant, in collaboration with EUAA where resettlement training modules are applicable.</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)





I. PRIOR TO THE SELECTION MISSION			
	Checklist	What to do	
<input type="checkbox"/>	Mission programme	Compile the mission programme	<ul style="list-style-type: none"> • Mission planning that includes the travel details (hours, flight numbers, etc.), the interview timeslots, and other activities such as briefing and debriefing with UNHCR, IOM, national embassy, local authorities, etc.) • Contact list
		Notify stakeholders	<ul style="list-style-type: none"> • Share the mission plan with the delegation, UNHCR, national embassy or consulate, IOM, and other relevant stakeholders
<input type="checkbox"/>	Flights and accommodation	Check the availability of flights and accommodation for the mission team	<ul style="list-style-type: none"> • Verify the availability of flights and confirm booking as early as possible • Book accommodation in or nearby the camp or interview facility, keeping in mind the security advice of your embassy, UNHCR, or IOM regarding suitable accommodation
		Book flight and hotel accommodation	
<input type="checkbox"/>	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 any necessary vaccination(s))	<ul style="list-style-type: none"> • Check what is needed regarding vaccinations and other precautions • Get vaccinated in time, where applicable • purchase recommended medication, where applicable





I. PRIOR TO THE SELECTION MISSION			
	Checklist	What to do	How/who
<input type="checkbox"/>	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 your passport • Apply in due time
4. Mission budget			
<input type="checkbox"/>	Calculation of the costs of the mission.	Make a financial overview of the budgetary aspects.	Consider some of the following: <ul style="list-style-type: none"> • Facilities • Interpreters • Travel • Accommodation for the mission team • Per diem • Babysitters • Other costs
<input type="checkbox"/>	Local currency and financial tips (while abroad).	Check with the embassy as to any requirements relating to expenditure and the local currency.	<ul style="list-style-type: none"> • Exchange rate to the local currency • Use of ATMs • Use of credit cards • Cash money (\$, €, local currency)
<input type="checkbox"/>	Payments (to be made while) on the ground / payments while on mission.	Check with UNHCR or IOM about what needs to be paid and acceptable payment options.	<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	
☐	Meetings with stakeholders in the field	<p>Set up a meeting with UNHCR, IOM, and other potential stakeholders.</p> <p>Arrange briefing at the start of the mission.</p>	<ul style="list-style-type: none"> • Consider the following: <ul style="list-style-type: none"> • Latest developments • Security briefing • Protection space/ context in the host country • Case-related matters • Logistical matters, including visiting interview site • 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 UNHCR/IOM is involved)
☐	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 IOM if they provide logistical/ operational support to the mission <p>More information on these subjects is explained in the Guiding note for preparatory briefings of refugees and the Guiding note on pre-departure orientation topics.</p>
☐	Interviewing/examination of cases	Interview refugees according to national standards	<p>More information on the subject is explained in the Practical guide for planning and conducting resettlement interviews.</p>



II. DURING THE SELECTION MISSION

	Checklist	What to do	
<input type="checkbox"/>	Administrative matters	Collect/register additional information according to national standards. This may include: <ul style="list-style-type: none">• Biometric data (e.g. fingerprints)• Biodata (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 Practical guide for planning and conducting resettlement interviews .



