

**Annual Tripartite Consultations on Resettlement  
Geneva, 15-16 June 2004**

**WORKSHOP ON THE RESETTLEMENT REGISTRATION FORM**

**Background**

- 1) The present Resettlement Registration Form (RRF) was introduced in 1997 in order to harmonise resettlement submissions and create a standard form which could be consistently used by all UNHCR offices in the field and that would provide resettlement countries with the same quality and quantity of information regarding individual cases. The RRF is completed by UNHCR resettlement staff and submitted to governments or NGOs operating on behalf of governments as the basic UNHCR document containing the protection and resettlement needs on which the application is based.
- 2) Some resettlement countries take their decision on the basis of the RRF, while others require that a government form be filled to complete the decision making process. It is evident that a certain amount of duplication of work exists in this latter case.
- 3) The RRF is comprehensive and contains all information relevant to the resettlement process. It requires a considerable amount of work to fill in the various sections and it is often considered to be cumbersome and technically inadequate. Some offices have recently agreed with resettlement countries on much more simplified forms to be used for resettlement submissions.
- 4) At the same time, resettlement countries have also expressed an interest in discussing the possibility of reaching consensus on the adoption of a common form which would encompass all information needed on an individual case, both from the UNHCR's and the resettlement countries' point of view. A common form would avoid duplication of work, would streamline and accelerate processing and would maximize resources.
- 5) Project Profile can provide the solution to the problems described above. Project Profile is the new registration system which is being rolled out in the UNHCR offices. It is presently being installed in 20 locations and by the end of the year will be functioning in those locations. By end of 2005, it is expected that 60 UNHCR country offices will be using it.
- 6) The database utilized for implementing Project Profile is called proGres. This database includes all basic data on individual refugees. It can also contain additional data according to the scope and the depth of the registration which needs to take place for any specific refugee caseload. With some minor exceptions which will be shown at the workshop, all information contained in the present RRF is included in the proGres database.

## **The Workshop on the RRF**

- 7) The objective of the ATC workshop on the RRF is to discuss with resettlement countries the possibility to harmonise resettlement submission forms and ideally reach a consensus on a common form which would respond to UNHCR registration standards and to resettlement countries' requirements.
- 8) The workshop will be organized as follows:
  - i) UNHCR will provide a on-screen presentation of the proGres database which will illustrate its potential usage for the resettlement submission process. The proGres database will also present sample forms which can be extracted and printed from the existing registration data.
  - ii) After the proGres presentation, the resettlement countries will identify eventual gaps and/or overlaps in the proGres database and proposed forms with respect to their national, country-specific requirements for the resettlement submission. The Workshop will focus on comparing the submission forms from ProGress against the RRF and the country-specific forms.
  - iii) UNHCR will facilitate the ensuing discussion aimed at verifying whether country-specific requirements can be included in proGres. As a last resort, if some country-specific data requirements cannot be included in future versions of the software, these could be as an additional page to be attached to the resettlement submission.
- 9) In order to facilitate the workshop it would be necessary that resettlement countries bring along their present country-specific forms and all the information related to national requirements for the resettlement submissions.

Resettlement Section  
9 June 2004