

IOM

Voluntary Assisted Return and
Reintegration Programme (VARRP)

Reintegration Guidelines
2008



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I. INTRODUCTION

A. WHAT IS THE REINTEGRATION COMPONENT OF THE VARRP?

The reintegration component to the return programme was created in June 2002 to provide financial support to returnees of the Voluntary Assisted Return and Reintegration Programme (VARRP) implemented by IOM London. On the 19th October, IOM London launched a 'New Approach' for the VARRP, which seeks to address long-term reintegration issues and help with some short-term post arrival needs - all on an individual basis, and to move away from a cash incentive scheme, or a temporary offer of a package with a specific financial value.

- The **aim of the reintegration assistance** is to **facilitate sustainable return** to the country of origin. The assistance is designed to assist people in finding income generating activities and to become financially independent.
- The reintegration component assists individuals with their return needs and provides in-kind assistance in country of origin to support reintegration activities benefiting the returnee and his/her family.

B. WHO IS ELIGIBLE TO APPLY FOR REINTEGRATION ASSISTANCE?

- All returnees returning under the VARRP.
- Returnees who apply to the VARRP are asylum seekers whose status in the United Kingdom is either:
 - Asylum application pending
 - Asylum application rejected
 - Asylum appeal pending
 - Asylum appeal rejected
 - Given ELR (Exceptional Leave to Remain)
- All VARRP returnees must contact the local IOM mission in their country of origin within three months of their return and all payments must be completed within nine months of return.

C. WHAT IS A REINTEGRATION ACTIVITY?

- The definition of a reintegration activity is broad. Returnees can decide the type of reintegration activity they wish to pursue, which they consider profitable and in line with their work experience. The reintegration activity must fit within the criteria of the programme. There should be a strong correlation between the reintegration activity and the skills and knowledge of the returnee.
- The main **purpose** of the assistance is to achieve **sustainability**, and reintegration projects should be focused on helping the returnee to settle and reintegrate successfully.

- Applicants can use the reintegration assistance for four different activities: small business start up, education, vocational training or job placement. On top of this, the returnees can be assisted with specific needs such as baggage allowance, temporary accommodation and child care. In exceptional cases, it is possible to assist with medical costs.
- Cash is not offered under the programme but each returnee receives a £500 relocation grant at the airport before departure to cover immediate needs.
- Each returnee has to discuss an Individual Return Plan (IRP) before departure which is then shared with the IOM mission in the country of origin.
- Returnees are requested to be **proactive** throughout the reintegration process and the local IOM missions should encourage them to search the information that they need themselves (i.e. getting quotes for equipment or details of courses they intend to follow).

D. WHAT DOES REINTEGRATION ASSISTANCE COVER?

The assistance depends on the opportunities that are available in the country of origin and covers some ‘reintegration needs’ and ‘reintegration activities’.

1. The reintegration needs

Assistance	Description	Amount
Before departure		
Relocation Grant	£500 given at the airport before departure in GBP for emergency needs	£500
Baggage allowance	Each returnee can take an extra 20 kg excess luggage on top of the usual luggage allowance of the airline.	
In country of origin		
Temporary Accommodation	Up to three months. ○ Temporary accommodation in a hotel, guesthouse, reception center, apartment or house from one day up to three months.	<£650
Childcare for infants	Up to one year. ○ Childcare fees can be paid for up to one year for either single parents or families where both parents are working.	<£450

2. The reintegration activities

Assistance	Description	Amount
Business Start up	<p>Initial in-kind assistance with a second payment after a six month review.</p> <ul style="list-style-type: none"> ○ Purchase of equipment, goods, materials, business registration, rent of premises, staff costs, etc; <p>→Examples: farming, welding shop, sewing business, internet cafes;</p> <ul style="list-style-type: none"> ○ Taxi businesses will not be approved unless the returnee is joining a registered taxi company. Exceptions have to be discussed with IOM London. 	<£1500 + <£500
	<ul style="list-style-type: none"> ○ Additional training up to one month including a subsistence allowance. ○ The local IOM missions should as systematically as possible book the returnees into a recommended and suitable business training scheme. 	<£350
Education	<p>Up to one year education</p> <ul style="list-style-type: none"> ○ School fees for children (state or private - if necessary); ○ University/College fees for adults ○ School uniforms, school books 	<£1,000
Vocational Training	<p>Two months training.</p> <ul style="list-style-type: none"> ○ Course fees; <p>→ Examples: IT, hairdressing, mechanics, language, plumbing, etc.</p> <ul style="list-style-type: none"> ○ Material related to course: books, uniform, computers; ○ Transport allowance for long distance travel, if required. 	<£500
	<ul style="list-style-type: none"> ○ Two months subsistence allowance for the period of the training 	<£300 (<£150 per month)
Job Placements	<p>Salary supplement for up to 3 months of a 12 months contract</p> <ul style="list-style-type: none"> ○ Salary support for employment with an identified employer 	<£1,500

	<p>Up to two months training relevant to the job placement</p> <ul style="list-style-type: none"> ○ Course fees; ○ Material related to course ○ Transport allowance for long distance travel, if required. 	<£500
	<ul style="list-style-type: none"> ○ Two months subsistence allowance for the period of the training related to the job placement 	<£300 (<£150 per month)
Other	<p>I.e. medical treatments, etc.</p> <ul style="list-style-type: none"> ○ IOM provides medical assistance only if a medical letter explaining the medical symptoms and recommended treatment is submitted. It must be provided by the hospital, medical institution or doctor providing the treatment. ○ Medical cases need to be discussed with Reintegration Manager on a case by case basis 	

E. HOW IS THE ASSISTANCE PROVIDED?

- The new approach focuses on the individual needs of each returnee and moves away from the former fixed amount package.
- Nonetheless each category has a limit (see table above). If a returnee ticks all the boxes he/she could potentially be assisted with a total of £4,450 (£500 relocation grant + £500 baggage allowance + £2000 business + £350 Additional business training + £650 temporary housing + £450 child care fees).

These amounts should never be disclosed to the returnees. The only figures that are communicated to the applicants are the GBP 500 relocation grants and GBP 1,500 plus GBP 500 after six months for business set up.

- It is important to note that funds are not transferable. For example, if a returnee does not benefit from the baggage allowance he/she cannot top up the business with £500. The amount of each category is to be used if there is a need for it.
- Under the new approach children cannot benefit from the business category as was possible under the previous schemes. They can apply for education. If over 16 years old they can opt for vocational training, job placements or can go into a partnership with the business set up of the parents with the £1,500+£500 business allocation.

F. WHERE IS THE ASSISTANCE PROVIDED?

Can the assistance be provided in the United Kingdom prior to departure?

- All assistance towards the reintegration activity is provided in the country of return and **NOT** in the UK.

Can returnees be assisted outside their country of origin?

- Reintegration assistance is provided in the country of origin. However, if the returnee wishes to live in a third country for whatever reasons, reintegration assistance can still be provided **ONLY** if the individual can prove that he/she is legally entitled to live in this third country (i.e. residence permit, work visa, etc.)

G. HOW LONG IS THE REINTEGRATION ASSISTANCE VALID FOR?

- Returnees who have not contacted the IOM mission, or cannot be contacted because no/wrong phone number was given on their application, remain eligible for reintegration assistance within the first **three months** of their return.
- Three months after arrival, if no contact has been made by either party, the case will be closed unless a returnee has exceptional reasons for not being in touch.
- All payments must be completed within nine months post-return.

H. ASSISTANCE NOT COVERED BY THE REINTEGRATION FUND

The reintegration fund cannot cover the following:

- Personal goods such as electronic (TVs, VCRs, computers) cars, house furniture etc, unless related to the reintegration activity;
- Private events such as weddings, holidays or business trips to another country;
- Non-medical surgery such as cosmetic operations’
- Paying off debts;
- Cash.

II. TYPES OF ASSISTANCE

A. HOW IS THE ASSISTANCE PROCESSED?

The Reintegration Fund can assist with four main type of assistance:

- a) Small business set up
- b) Education in schools or universities for children and adults
- c) Vocational training
- d) Job placement

Regardless of the reintegration activity selected by the returnee, the following two documents systematically need to be completed for the financial assistance to be processed.

➤ **Individual Return Plan (IRP) (Annex 1a, 1b, 1c and 1d)**

An IRP must be completed by the caseworker in London for each applicant, including each family member, prior to departure. The IRP is sent to the local IOM office before the returnee's departure. There is an IRP form for each of the four reintegration categories (Business, Education, Vocational Training and Job Placement) and the relevant forms should be used (i.e.: if the returnee is setting up a small business then he should complete the Business IRP).

IRPs are very detailed in order to record as much information as possible. Not all fields are necessarily expected to be filled in as every returnee will provide a different amount of information.

After arrival, the IRP is finalized with the local IOM mission and sent to IOM London with the RFFF.

➤ **Reintegration Fund Financial Form (RFFF) (Annex 2)**

The RFFF is a financial document that has to be prepared by the local IOM mission. It is only sent to IOM London once the reintegration activity has been identified and is awaiting approval from IOM London to assist the returnee. No assistance can be approved without an RFFF.

This document acts as the financial receipt and as a record and the payments must be finalized within the same calendar month of the RFFF being sent (ie: if a mission sends an RFFF in October, payments must be done on the 31st October at the latest). Once the RFFF is sent, IOM London will record this person as having been assisted during that month. In case an RFFF has been sent but the payment has not been finalized, the mission must immediately inform IOM London and cancel that RFFF.

All RFFFs should be sent to the relevant AVR Officer and copied to the Reintegration Manager Julia HARTLIEB (jhartlieb@iom.int) and the Deputy Reintegration Manager Ivan BALLESTER-MOLINA (iballester-molina@iom.int).

B. BUSINESS SET UP

Returnees wanting to set up a business are required to fill in an IRP business form (which includes a business plan) either in the UK or after their return.

- The assisting mission should discuss the IRP form and be satisfied that it has **a good chance of success**.
- Local IOM missions are expected (if geographically possible) to carry out on-site checks for the suitability of the business location.
- The assisting mission and the returnee should identify a **supplier** for the goods or equipment needed, and get **quotations for the cost** of the goods. The mission should make sure that the supplier is a **reputable business**. IOM London relies on the local knowledge and expertise of mission staff.
- Once approval has been granted by IOM London, arrangements should be made with the supplier for payment.
- Proposed businesses should be registered. If this is not possible, IOM missions must inform the returnee of local laws concerning the registration of businesses. The responsibility falls onto the returnee to register the business.
- Returnees might decide to work **with a business partner** in order to pool resources and to increase the chances of their business to be profitable. In this case, **partnership agreements** need to be drawn up and should include:
 - Exact location of the business premises
 - Exact details of the parties to the partnership
 - Period of the partnership
 - Details of the contribution from each party
 - Share of the profit
 - Responsibilities for each party
 - Signature of each partners

Business Plan Guidelines

The business plan included in the Business IRP (Annex 3) is a more comprehensive version of the former document used in the previous approach, with specific fields such as the budget, the net profit calculation, a risk assessment and a market analysis.

These questions are very helpful and practical and should encourage returnees to think carefully about their business idea and start properly planning its set up. The business plan is a **tool** for the returnees and the IOM missions in order to assess if the **business idea is feasible** and if resources should be invested.

The local missions should fill in the business plan with the returnee after he/she has decided the type of business to set up and once all necessary research into premises, location, risks, competition and costs has been completed. The business plan should help to structure the discussions on the business set-up and answer questions on:

- **What is the exact business idea?**

- **Does the returnee have previous experience?**
- **Does the returnee need to find business premises?**
- **What documentation does he/she need to apply for registration with local authorities?**
- **What resources does the returnee contribute to the business?**
- **Are there possibilities for partnerships with relatives or friends for a new or existing business?**
- **What are the expected costs (materials, rent, transportation etc.) and projected profit of the business?**
- **What risks and challenges the business will face?**

The business plan section of the IRP will, in most cases, be completed post-arrival. IOM London will inform returnees about the plan pre-departure, but from experience, most returnees need to get back to their home country first to re-orientate themselves, before drafting their business plan.

In exceptional circumstances when the returnee lives too far from the office in the country of return, the mission can ask him/her to fill in the plan themselves or fill it in together over the telephone.

Business Training

For the returnees who chose the business option, there is the possibility of taking short business trainings. The aim is to enhance their chances to successfully run a business, especially when they have a limited knowledge or experience of running a business.

These trainings should be offered to the returnees taking the business option on a systematic basis and be organized either for an individual or for a group of returnees.

Unless the returnee has already a precise idea of the nature of the training he/she wants to take and of the training organization where this would take place, the IOM mission needs to proactively identify a suitable training organization with adapted training courses. Ideally, a returnee should benefit from this as early as possible in the reintegration process.

- **Individual training courses** should be offered when the number of returnees to a particular location is small and it is not logistically possible to organize group training, when a homogeneous group cannot be constituted or when the returnees have very specific training needs.
- **Training sessions for a group of returnees:** Whenever possible, it is very positive to organize training sessions for groups of returnees, specifically adapted and adapted to the need of this particular group. This allows returnees to share their experience and ideas and has proved to be very beneficial in the countries where this has already taken place.

Evaluation of the training: It is recommended to obtain feedback from the returnees regarding the training that they have taken to make sure that there are relevant to their needs and useful and that this particular training can be offered to other returnees.

The budget available for business training according to the matrix can cover the training fees, transport, daily allowance/accommodation related to the training if necessary. When organising a group training session, all costs should be split per capita and reflected in the individual's RFFF of the participating returnees.

C. EDUCATION/TRAINING

- Returnees who wish to pursue an education or training course should **collect all the necessary information** (i.e. registration letter, course details, duration of training, tuition fees, equipment needed).
- This information needs to be communicated with the IOM mission to prove that the returnee is enrolled, or plans to enroll with the training or education course he/she wishes to pursue.
- Once the assisting mission and the returnee have agreed the nature of the assistance and have identified a suitable course, the assisting mission should contact the institution to double-check on the course and arrange payment.

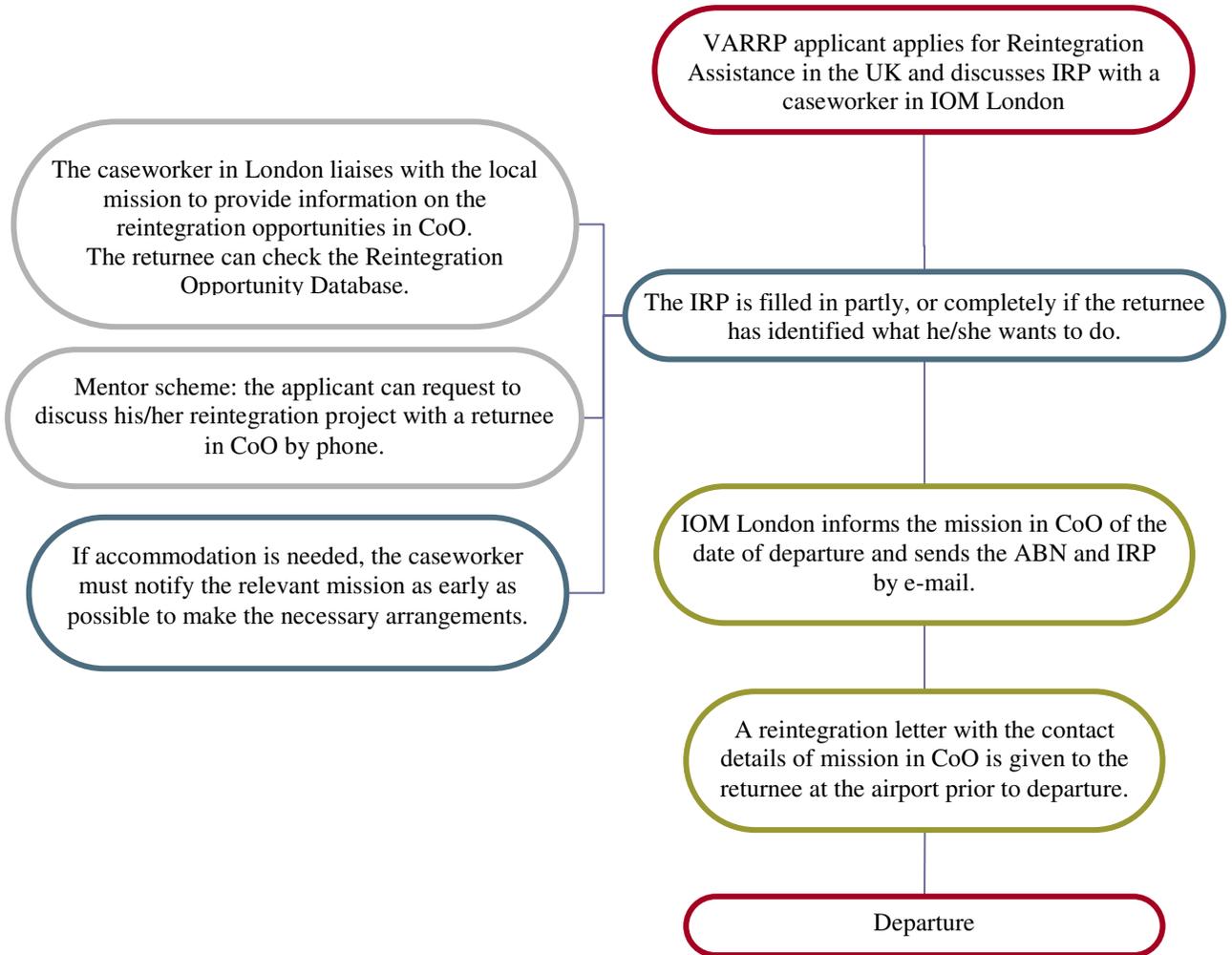
D. JOB PLACEMENT

- IOM can supplement the salary of those returnees who wish to find employment.
- IOM mission should assess the returnee's skills and help him/her to identify a corresponding job placement.
- Returnee should **gather all the necessary information** (i.e. job placement details, employer details, duration, monthly salary, skills).
- An agreement between IOM and the employer must be signed reflecting the duration of the job placement (normally 12 months) and the monthly salary to be paid during that time.
- Once the assisting mission, returnee and employer agree upon the assistance, the mission must discuss the case with London and forward an employment contract or the job placement agreement.

III. THE REINTEGRATION PROCEDURE

The following flow charts summarize the reintegration procedure.

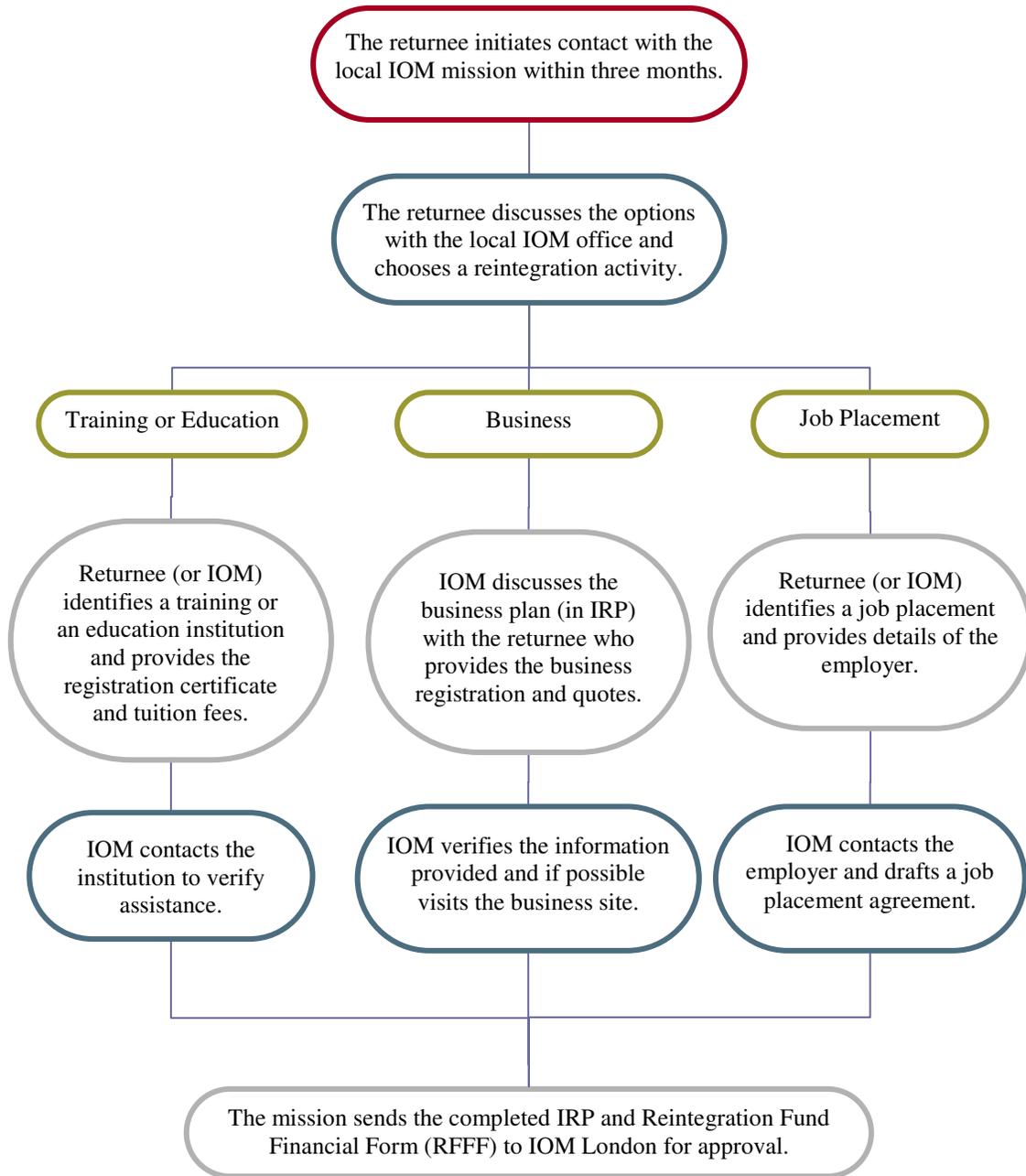
A. PRE-DEPARTURE

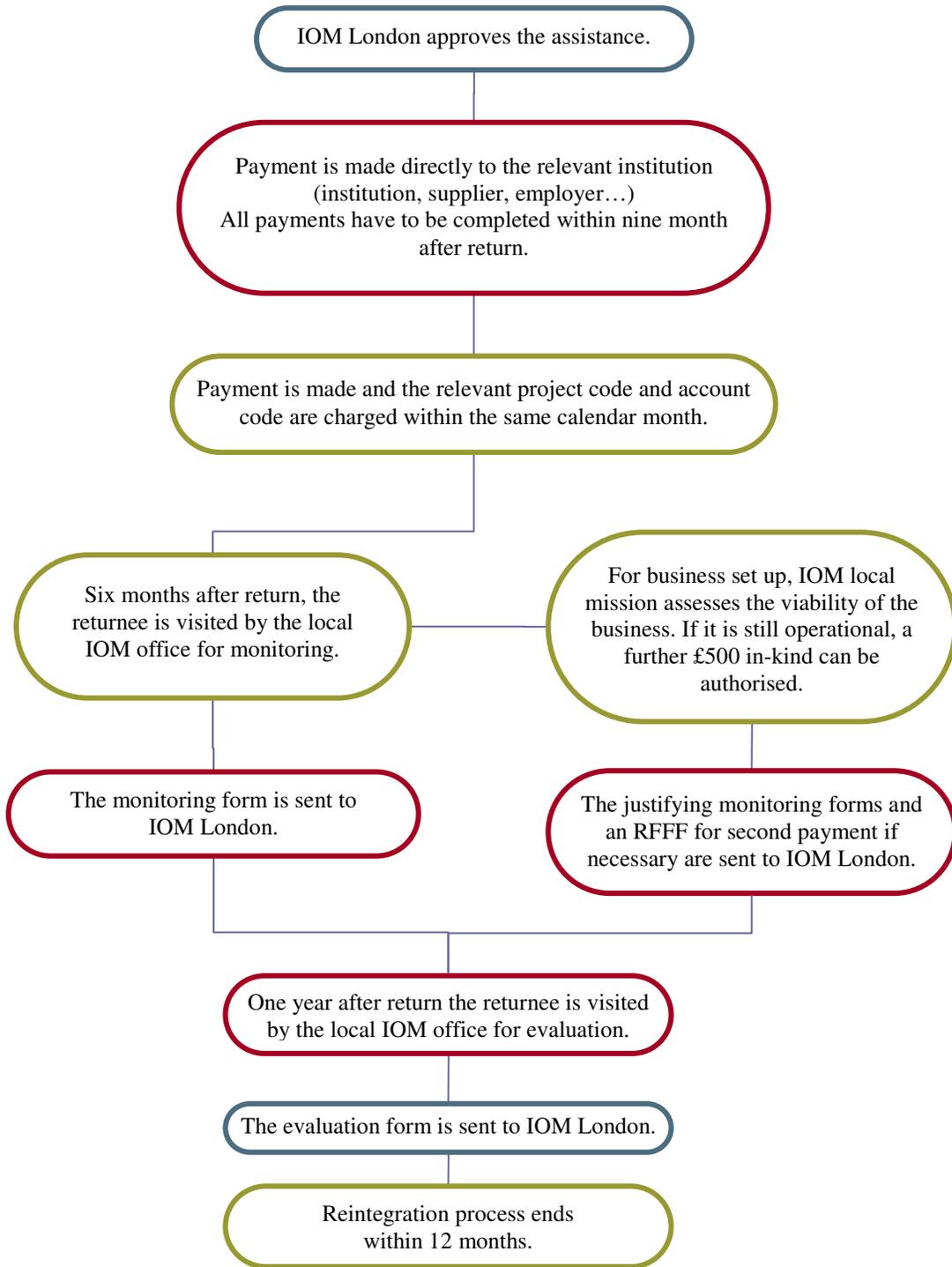


- At this stage the returnee may have visited one of the IOM UK office several times to discuss their potential assistance. Most returnees are consulted at least once before departure.
- It is important to continuously discuss with the returnee his/her needs and plans prior to departure and to request feedback from the relevant contact mission.

- **Reintegration Opportunities Database:** Returnees are invited to use the ROD to check information on their country of origin.
- **Mentor Scheme:** The caseworker together with the IOM mission in country of origin can arrange a telephone conversation for an applicant with a returnee who has already been assisted in the country of origin ('mentor'). The local IOM mission should identify a list of returnees willing to act as mentors and communicate their details to IOM London. In case a call has been arranged for a VARRP applicant, the caseworker in IOM London has to complete the call registration and payment form (Annex 7) and sent it to the local IOM mission for payment to be processed in country.
- **Reintegration letter:** A reintegration letter (Annex 3) containing the mission's contact details in the country of origin and the returnees' reintegration entitlement, is given to and signed by the returnee at the airport on departure.
- **Temporary accommodation:** If the temporary accommodation is short term, it should be pre-booked by the local IOM office and an airport pick up should be arranged. For longer term accommodation (from a couple of weeks to three months i.e. in a flat or a house), the returnee should be proactive and look for accommodation her/himself in coordination and with the support of the local IOM office. Meanwhile, IOM can provide short term solutions (i.e. in a hotel). If a flat or house is rented, returnees must sign the rent agreement (Annex 6), which is a legal document stipulating the duration of the rent that IOM agrees to pay for.

B. POST-DEPARTURE





IV. MONITORING AND EVALUATION

The purpose of the monitoring and evaluation exercises is to follow the progress of reintegration activities and the impact on the returnees. It also assesses the effectiveness and the sustainability of the reintegration assistance received.

Partners in the UK, as well as donors need to be kept aware of the results of the reintegration assistance. IOM London compiles, analyzes and publishes the data collected during this monitoring and evaluation exercise. This improves the effectiveness of the information when communicating about the programme across the UK.

The reintegration assistance contains two core elements that have to be implemented after the returnee has received his/her assistance.

- (a). A monitoring exercise (six months post-return) to update on the progress of reintegration activities and to assess whether the returnees who set up business activities should receive a second payment of £500.
- (b). An evaluation exercise one year post-return including those already monitored for business set up.

A. MONITORING

1. How should the monitoring be conducted?

- The monitoring should be conducted **six months after the return for all returnees**.
- The Monitoring and Evaluation (M&E) Focal Point in London (Deputy Reintegration Manager) prepares and sends monthly lists to the local missions with the names of those whose monitoring is due.
- Whenever possible, it is preferable that the monitoring is conducted through an on-site visit to the returnee. Only in *exceptional* cases, due to factors such as geographical limitations, security and a short time frame after the business has been set up, can the monitoring be conducted through a telephone conversation.
- The businesses should be visited and reviewed. Only operational businesses can receive the additional payment of £500 in-kind.
- Digital photos of the business and the returnee should be taken during the on-site visits and sent to IOM London.
- The local missions need to send the monitoring questionnaire to the M&E focal point.

2. Monitoring questionnaire and business review

The monitoring form (Annex 4) has to be used during the monitoring visit. In the case of business activity, the form is also a business review that includes a financial part to assess if business needs the second payment of £500.

In case it applies, the local IOM mission needs to send the monitoring form with the business review to the M&E Focal Point and a new RFFF to the reintegration caseworker in London for the additional payment to be approved and processed.

B. EVALUATION

1. How should the evaluation be conducted?

- An evaluation of each assisted returnee needs to be conducted within **one year after the return for all returnees.**
- The M&E Focal Point in London prepares and sends monthly lists to the local missions with the names of those whose evaluation is due.
- Returnees should be visited in their location and evaluated using the evaluation questionnaire.
- Digital photos of the business and the returnee should be taken during the on-site visits and sent to IOM London.
- The local missions need to send the evaluation forms to the M&E Focal Point.
- The missions will be provided with an individual web page to download evaluation questionnaires and high resolution photos. Alternatively, these can be sent to IOM London by post.

2. Evaluation questionnaire

The evaluation questionnaire (Annex 5) is more detailed than the monitoring questionnaire with questions that allows IOM to evaluate the impact of the assistance.

The evaluation form should be used by IOM missions to evaluate returnees a year after their return and sent to the M&E focal point in IOM London.

The evaluation form is also used during field visits conducted by IOM London.

3. Evaluation trips

Each year IOM London undertakes evaluation trips in countries of origin to visit the returnees who have been assisted. Since 2002, IOM London has visited over 20 countries and will continue to do so.

V. PHOTOS AND STORIES

The information of potential applicants in the UK regarding the assistance that they can get through the VARRP relies on sharing reintegration stories with communities in the UK. In outreach meetings across the country, refugee organizations, community groups, NGOs are always interested to know how the reintegration programme has assisted returnees in countries of origin.

IOM London is continually building a portfolio of stories highlighting examples of reintegration assistance. The interviews and photographs will be used for IOM information materials to raise awareness in the UK about the programme.

It is very important, where possible, for a visual record to be kept on file for each returnee assisted.

During monitoring and evaluation visits, IOM staff should take photos as pictorial records of the assistance received by returnees and account of experience.

Photos

As much as possible, the photos should be:

- Digital and taken in the highest setting possible (300 dpi minimum)
- Colorful, not blurred or taken against the sun. It is recommended to take several of each returnee to give a bigger selection.
- Action picture. It much more engaging to have someone who is actually working and active (selling, fishing, sewing, etc.). It is nice when the picture tells a story. If possible, pictures of the returnee “standing up” in front of his shop/car/field/boat/equipment, etc. should be avoided.

Stories of Return

The interview form (Annex 9) may be used as a guideline for the interview.

Consent Forms

In order to use the photos and the interview, IOM needs a written authorization from the returnee.

The consent form (Annex 8) allows IOM London to use this material for communication purposes. Returnees are free to sign the form. If a returnee refuses to sign the form, IOM will respect this decision and no pressure should be put on the returnee to make him/her change his/her mind.

VI. REINTEGRATION OPPORTUNITIES DATABASE

The Reintegration Opportunities Database (ROD) was re-launched in October 2007 and is being developed to provide reliable and comprehensive information to returnees on existing opportunities in the country of origin.

For IOM London and partners in the UK, the opportunities database allows returnees to provide returnees pre-departure to access detailed information on services and opportunities available in the country of origin.

This tool should also encourage returnees to play an active role in their reintegration process, seeking information available on the database about business set up, employment and training opportunities in their country.

The database is divided into several sub headings: apprenticeships; business; employment; health; housing; public transport; social support; training/education; other services. Under each of these categories, information should be entered on what services are available, how to access them and contact details of the organisation or service.

To ensure that the ROD becomes a useful and relevant tool, local IOM missions are requested to regularly input the relevant information on their country; keep the database up to date and liaise with IOM London on information entered and contacts made.

How does the database work?

For IOM missions only, information can be entered through:

http://www.iomreintegration.org/kb/opps/IOM_Reports.php .

The passwords are communicated by IOM London to the missions.

The ROD is available for the public on line:

www.iomreintegration.org

VII. CAPACITY BUILDING PROJECTS

The reintegration fund has a limited budget that can be allocated to specific community or capacity building projects or to develop local partnerships.

A. CONTRIBUTING TO THE DEVELOPMENT OF LOCAL COMMUNITIES

The local IOM missions are invited to inform IOM London about ways to contribute to the development of communities within countries of return through the VARRP. IOM London will focus on providing support to a community particularly when it can benefit to a cluster of returnees (several returnees returning to the same location). For example, under this budget, IOM has provided specific equipment to local government schools where children of several VARRP returnees were enrolled. Any input from the missions regarding the delivery of this assistance is welcome as well as the presentation of particular project proposals.

B. ESTABLISHING PARTNERSHIPS

IOM is interested in setting up specific local partnerships in countries of return to build the local capacity and reinforce the sustainability of the VARRP.

The local IOM missions are encouraged to explore potential partnerships with NGOs or private institutions in the country of origin who are already dealing with the integration/reintegration of people in some form (offering small business development advice, training, apprenticeships, or career development advice).

In certain countries such as Colombia and Albania, IOM has been working in partnership with local NGOs and CBOs, which has proved to be very fruitful.

Any agreement between the IOM mission and the potential partner needs to receive prior approval from IOM London.

VIII. FINANCIAL INFORMATION

These guidelines are intended to assist the local missions to work within the VARRP financial requirements. The following information has been developed to comply with IOM London's donor reporting requirements and to monitor the expenditure. Sara NYAMHUU ARTAN (snyamhuuartan@iom.int) and Asayehegn WOLDEGEBRAIL (awoldegebrail@iom.int) in IOM London's Admin and Finance Department can give support when requested.

Email related to financial issues of the reintegration fund should also be copied to Elizabeth MWANGI HAMMERSLEY (ehammersley@iom.int) and Julia HARTLIEB (jhartlieb@iom.int)

The guidelines are divided into two parts:

Part (A) applies to the missions operating under approved budgets and, the missions that are operating on a service fee basis

Part (B) is applicable **only** to the missions operating under an agreed budgets and touches upon the financial reporting formats that should be submitted at the end of each month to IOM London.

A. PAYMENTS OF THE REINTEGRATION ASSISTANCE

1. Payments via IOM offices

Most of the payments are made in-kind directly to the business material providers, employers or to the educational and training institutions. In exceptional cases where payments need to be transferred directly to the beneficiary, IOM offices will need to follow this procedure:

- Returnee visits the office and receiving the payment in person, or
- Transfer of funds to a personal bank account upon presentation of a valid I.D. or
- Cheques payable upon presentation of a valid I.D., or
- Transferring of funds by the IOM office to local money transfer offices (i.e. equivalent of Western Union).

A Reintegration Fund Financial Form (RFFF) has then to be prepared by the local IOM mission, sent to IOM London and signed by the Reintegration Manager. All RFFFs must be sent to IOM London with the final IRP attached. Also, in family cases, for each member *separate* IRPs and RFFFs must be completed.

2. Where there is no IOM office

In countries where there is no IOM office, the payment will be made directly to the returnees either by:

- Transfer of funds to a personal bank account or
- Western Union or
- Money Gram or
- Or through other local transfer money methods in countries of returns such as Dahabshiil in Somalia.

B. ACCOUNT CODES

1. For missions with approved budgets

The missions have submitted their individual budgets for VARRP 2007/2008 and all have received approval. The missions are advised to use the relevant budget lines and leave those which are not applicable.

2. For missions on a service fee basis

The amount of allowable service fee is USD 450 per assisted returnee. This is inclusive of IOM overhead.

- Project code:
 - For missions that charge the service fee as a lump sum as opposed to an actual cost that can be supported by accounting documents (invoices, receipts payroll etc) this should be charged to **SK1-CGB** the service fee should be charged to SK1-CGB
 - For missions that charge the actual cost use the relevant Staff and Office Account Codes and the current years VARRP Project Code (e.g for 2007/08 use RT2-CGB)
- Account and group code: The relevant expenditure should be charged to the following account codes and Group Codes:
Account Codes: 3-001 to 3-499

3. Reintegration fund

The actual expenditure of assistance given to returnees should be charged to Project Code **RT2 – CGB**. The following account codes should be used for:

- | | |
|---|-------|
| • Temporary Accommodation | 3-711 |
| • Business set up and business training | 3-706 |
| • Education | 3-707 |
| • Vocational Training | 3-707 |
| • Job Placements | 3-701 |
| • Childcare for infants | 3-712 |
| • Other (such as Medical) | 3-746 |

4. Partnership agreement in countries of origin

When IOM have a partnership with a CBO/NGO as VARRP implementing partners or to promote capacity building under a specific budget, any agreement of this nature is subject to prior approval of IOM London.

A copy of the signed agreement has to be sent to the reintegration team.

The payments made to the partners have to be charged to the following **Account Code: 3-870**

The missions are requested to send IOM London quarterly expenditure reports for costs incurred under these partnerships.

C. FINANCIAL REPORTING

The following **only** applies to the missions operating an agreed budget. It touches on the financial reporting procedures to be followed by the mission month by month.

There are two formats which need to be submitted to IOM London on a monthly basis.

- (a). The Expenditure Sheet – showing the detailed monthly expenditure under the project. This is an extract from the expenditure report from the PAS.
- (b). The Summary Financial Reporting Sheet – where the expenditures for the month is summarized according to budget lines under each budget heading.

Both documents have to reach IOM London by the end of the following month. Each month's report has to be sent with the latest document (to show cumulative figures).

The Expenditure Sheet is an extract from MOSAIC complemented with further details from PAS and this should be prepared by each mission. The missions are requested to use only the account codes mentioned in the financial reporting format to make sure that the expenditures correspond with the respective budget lines. The budget figures would be pre included for easy follow up. Formulas to calculate the total amount spent and the overall balance are already included in the formats.

1. Expenditure sheet

The expenditure sheet is an extract from both MOSAIC and PAS.

Per Pas Report			Per Mosaic				for Toolkit			
Voucher no	Voucher date	Description	Mission Code	2006/ Month	Account Code	Remark	Actuals (USD)	Section Code	Sub-section Code	Budget Code
03_08_038 0	08/24/2007		AL1	2006/8	3-052	Payment of Local Staff Salary for month of Aug 2006/ IOM Tirana Local staff	5,716.82	G	BUDGET	A1.1
HQ	08/31/2007		AL1	2006/8	3-200	Terminal Emoluments (8%)	457.35	G	BUDGET	A1.1
02_01_000 6	10/22/2007		AL1	2007/1	3-702	IOM V10756/R GB71015 Purchase tools for the business activity of benef.Abdulla Bardhosh	3,000.00	G	RA	D
02_01_000 6	10/22/2007		AL1	2007/1	3-870	1st Instal. to Hope for the Future, Administrative cost /Hope for the Future	3,000.00	G	CB	D
24_01_000 8	10/23/2007		AL1	2007/1	3-508	Airport assistance, GB71234 IOM/V12345/R	15.60	F		

The account code corresponding to the transaction, the voucher number and date of expenditure, the type of expenditure, the amount and the description with the cheque/cash reference, which has been charged to the project, need to be included in the expenditure sheets. These details can be extracted from MOSAIC and PAS reports on a monthly basis.

- The expenditure sheet should be completed by filling in the relevant budget code against the related expenditure.
- They should be sorted by Budget Code to feed the data into the Financial Report Summary.

- Although the expenditure sheet will have to be submitted every month, it should be used continuously throughout the implementation of the project. This will allow IOM London to monitor cumulative expenditure throughout the project period.
- The completed expenditure sheets will enable missions and IOM London to have a regular monthly oversight of the activities and cumulative expenditures as the project progresses.
- Any over expenditure or items that has not been budgeted has to be agreed by the donors in advance. Therefore, in case this happens, it should be communicated to the Reintegration Manager and the Admin/Finance Team in London, who will follow it up with donors.

2. Summary financial reporting sheet

- The summary financial reporting sheet is a summary of the expenditure sheets. The summary financial reporting sheet shows the total monthly expenditure under each **budget line**. Because the donors require the reporting in the same format as the budget, the summary financial reporting sheet has to be sent to IOM London on a monthly basis.
- Whilst the expenditure sheets give an overall picture of the expenditure incurred during that month, the data are not summarized into a total for that budget line. This is why the summary financial reporting sheet is also needed. The sample budget below shows the account codes, budget codes to be used and the expenditure corresponding to them under a particular month. It also illustrates the balance budget at the end of the month.
- The total expenditure pertaining to each budget line for the month has also to be completed. The total automatically calculates the balance of the budget at the end of the month. The expenditure for the remaining months should be continuously inserted leaving the total expenditure and balance at the end of the month.
- The budget figures agreed with IOM London should always be used.
- When the Expenditure Sheets are completed, the total expenditure will automatically change and indicate the budget balance.



IOM International Organization for Migration
 OIM Organisation Internationale pour les Migrations
 OIM Organización Internacional para las Migraciones

Voluntary Assisted Returns and Reintegration Programme 2008
 Financial Report

For the period from _____ to _____

Budget Code	Account Code	EXPENDITURE	Budget	Expenditure						Balance		
				March	April	May	June	July	August	Total		
A		Staff costs:										
A1.1	3-001,3-001,3-052,3-200	Salaries	\$15,000	\$2,000							\$2,000	\$13,000
A1.2	3-099	Other miscellaneous staff costs	\$2,000	\$30							\$30	\$1,970
		Total staff costs	\$17,000	\$2,030	\$0	\$0	\$0	\$0	\$0	\$0	\$2,030	\$14,970
B		Office costs:										
B1.1	3-005,3-006	Staff Travel and Subsistence	\$5,000	\$300							\$300	\$4,700
B1.2	3-201,3-202,3-203,3-205	Communication	\$1,000	\$200							\$200	\$800
B1.3	3-211 to 3-215	Supplies	\$500	\$100							\$100	\$400
B1.4	3-221 to 3-225	Building and office premises	\$1,000	\$1,000							\$1,000	\$0
B1.5	3-241 to 3-245	Vehicle	\$500	\$200							\$200	\$300
B1.6	3-261 to 3-268	IT equipments	\$1,000	\$200							\$200	\$800
B1.7	3-271 to 3-273	Office furniture and equipment	\$500	\$200							\$200	\$300
	3-301,3-304,3-307,3-308,3-401,3-402,3-403,3-417	Other Miscellaneous office cost	\$500	\$200							\$200	\$300
B1.8		Total office costs	\$10,000	\$2,400	\$0	\$0	\$0	\$0	\$0	\$0	\$2,400	\$7,600
C	3-499	IOM overhead (12%)	\$3,240	\$534	\$0	\$0	\$0	\$0	\$0	\$0	\$534	\$2,706
		Total	\$30,240	\$4,984	\$0	\$0	\$0	\$0	\$0	\$0	\$4,984	\$25,256

IX. ANNEXES

ANNEX IA: INDIVIDUAL RETURN PLAN BUSINESS

Adobe Reader [IRP - Business.pdf]

File Edit View Document Tools Window Help

Save a Copy Search Select 100% Web VNR Adobe Reader 7.0

Case No: Pax: Nationality:

B Individual Return Plan (IRP) – Business Plan

This form is to be completed by individuals or heads of families applying to return.
For applicants with dependents, each family member requesting reintegration assistance should fill in the relevant IRP.

1. IRP Applicant

Last Name	<input type="text"/>	First Name	<input type="text"/>	<input type="checkbox"/> Male <input type="checkbox"/> Female
-----------	----------------------	------------	----------------------	--

2. Contact details in country of return

Address	<input type="text"/>		
City	<input type="text"/>	Post Code	<input type="text"/>
Telephones	<input type="text"/>	E-mail	<input type="text"/>
Comments	<input type="text"/>		

3. Dependents returning with the Main Applicant – Please tick reintegration needs

D1	<input type="checkbox"/> B <input type="checkbox"/> T <input type="checkbox"/> E <input type="checkbox"/> JP <input type="checkbox"/> NR <input type="checkbox"/> DNK <input type="checkbox"/> O	D4	<input type="checkbox"/> B <input type="checkbox"/> T <input type="checkbox"/> E <input type="checkbox"/> JP <input type="checkbox"/> NR <input type="checkbox"/> DNK <input type="checkbox"/> O
D2	<input type="checkbox"/> B <input type="checkbox"/> T <input type="checkbox"/> E <input type="checkbox"/> JP <input type="checkbox"/> NR <input type="checkbox"/> DNK <input type="checkbox"/> O	D5	<input type="checkbox"/> B <input type="checkbox"/> T <input type="checkbox"/> E <input type="checkbox"/> JP <input type="checkbox"/> NR <input type="checkbox"/> DNK <input type="checkbox"/> O
D3	<input type="checkbox"/> B <input type="checkbox"/> T <input type="checkbox"/> E <input type="checkbox"/> JP <input type="checkbox"/> NR <input type="checkbox"/> DNK <input type="checkbox"/> O	D6	<input type="checkbox"/> B <input type="checkbox"/> T <input type="checkbox"/> E <input type="checkbox"/> JP <input type="checkbox"/> NR <input type="checkbox"/> DNK <input type="checkbox"/> O

B: Business Set Up JP: Job Placement E: Education O: Other
T: Training NR: Not Requested Assistance DNK: Do Not Know

4. General reintegration needs assessment

Options	Assistance	Description
---------	------------	-------------

start | 3-Ann - Microsoft Out... | F:\Prd\IRP | Partingon-guid... | IRP - 5177 - Microsoft... | Adobe Reader - IRP... | 10:13

ANNEX IB: INDIVIDUAL RETURN PLAN EDUCATION

Adobe Reader [IRP - Education.pdf]

File Edit View Document Tools Window Help

Save a Copy Search Select 100% Web 2776 Download New Reader form

Case No: Pax: Nationality:

E

Individual Return Plan (IRP) – Education

This form is to be completed by individuals or heads of families applying to return.
For applicants with dependents, each family member requesting reintegration assistance should fill in the relevant IRP.

1. IRP Applicant

Last Name	<input type="text"/>	First Name	<input type="text"/>	<input type="checkbox"/> Male
				<input type="checkbox"/> Female

2. Contact details in country of return

Address	<input type="text"/>		
City	<input type="text"/>	Post Code	<input type="text"/>
Telephones	<input type="text"/>	E-mail	<input type="text"/>
Comments	<input type="text"/>		

3. Dependents returning with the Main Applicant – Please tick reintegration needs

D1	<input type="checkbox"/> B <input type="checkbox"/> T <input type="checkbox"/> E <input type="checkbox"/> JP <input type="checkbox"/> NR <input type="checkbox"/> DNK <input type="checkbox"/> O	D4	<input type="checkbox"/> B <input type="checkbox"/> T <input type="checkbox"/> E <input type="checkbox"/> JP <input type="checkbox"/> NR <input type="checkbox"/> DNK <input type="checkbox"/> O
D2	<input type="checkbox"/> B <input type="checkbox"/> T <input type="checkbox"/> E <input type="checkbox"/> JP <input type="checkbox"/> NR <input type="checkbox"/> DNK <input type="checkbox"/> O	D5	<input type="checkbox"/> B <input type="checkbox"/> T <input type="checkbox"/> E <input type="checkbox"/> JP <input type="checkbox"/> NR <input type="checkbox"/> DNK <input type="checkbox"/> O
D3	<input type="checkbox"/> B <input type="checkbox"/> T <input type="checkbox"/> E <input type="checkbox"/> JP <input type="checkbox"/> NR <input type="checkbox"/> DNK <input type="checkbox"/> O	D6	<input type="checkbox"/> B <input type="checkbox"/> T <input type="checkbox"/> E <input type="checkbox"/> JP <input type="checkbox"/> NR <input type="checkbox"/> DNK <input type="checkbox"/> O

B: Business Set Up JP: Job Placement E: Education O: Other
T: Training NR: Not Requested Assistance DNK: Do Not Know

4. General reintegration needs assessment

Options	Assistance	Description
---------	------------	-------------

1 of 3

start | 360 - News | 3 - Print IRP | Integration | IRP - APP - H... | IRP - Educat... | IRP - Busines... | EN | 10:28

ANNEX IC: INDIVIDUAL RETURN PLAN VOC. TRAINING

Adobe Reader [IRP - Vocational Training.pdf]

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Save a Copy Search Select 100% Web 2776 Download New Reader

Case No: Pax: Nationality:

VT Individual Return Plan (IRP) – Vocational Training

This form is to be completed by individuals or heads of families applying to return.
For applicants with dependents, each family member requesting reintegration assistance should fill in the relevant IRP.

1. IRP Applicant

Last Name	<input type="text"/>	First Name	<input type="text"/>	<input type="checkbox"/> Male <input type="checkbox"/> Female
-----------	----------------------	------------	----------------------	--

2. Contact details in country of return

Address	<input type="text"/>		
City	<input type="text"/>	Post Code	<input type="text"/>
Telephones	<input type="text"/>	E-mail	<input type="text"/>
Comments	<input type="text"/>		

3. Dependents returning with the Main Applicant – Please tick reintegration needs

D1	<input type="checkbox"/> B <input type="checkbox"/> T <input type="checkbox"/> E <input type="checkbox"/> JP <input type="checkbox"/> NR <input type="checkbox"/> DNK <input type="checkbox"/> O	D4	<input type="checkbox"/> B <input type="checkbox"/> T <input type="checkbox"/> E <input type="checkbox"/> JP <input type="checkbox"/> NR <input type="checkbox"/> DNK <input type="checkbox"/> O
D2	<input type="checkbox"/> B <input type="checkbox"/> T <input type="checkbox"/> E <input type="checkbox"/> JP <input type="checkbox"/> NR <input type="checkbox"/> DNK <input type="checkbox"/> O	D5	<input type="checkbox"/> B <input type="checkbox"/> T <input type="checkbox"/> E <input type="checkbox"/> JP <input type="checkbox"/> NR <input type="checkbox"/> DNK <input type="checkbox"/> O
D3	<input type="checkbox"/> B <input type="checkbox"/> T <input type="checkbox"/> E <input type="checkbox"/> JP <input type="checkbox"/> NR <input type="checkbox"/> DNK <input type="checkbox"/> O	D6	<input type="checkbox"/> B <input type="checkbox"/> T <input type="checkbox"/> E <input type="checkbox"/> JP <input type="checkbox"/> NR <input type="checkbox"/> DNK <input type="checkbox"/> O

B: Business Set Up JP: Job Placement E: Education O: Other
T: Training NR: Not Requested Assistance DNK: Do Not Know

4. General reintegration needs assessment

Options	Assistance	Description
<input type="text"/>	<input type="text"/>	<input type="text"/>

1 of 4

start | 3400 - Microsoft... | X:\Voc IRP... | IRP - Vocational Training.pdf | IRP - Vocational Training.pdf | IRP - Vocational Training.pdf | 10:28

ANNEX ID: INDIVIDUAL RETURN PLAN JOB PLACEMENT

Adobe Reader - [IRP - Job Placement.pdf]

File Edit View Document Tools Window Help

Save a Copy Select 110% Help - Download New Reader Print

Case No: Pax: Nationality:

JP Individual Return Plan (IRP) – Job Placement

This form is to be completed by individuals or heads of families applying to return.
For applicants with dependents, each family member requesting reintegration assistance should fill in the relevant IRP.

1. IRP Applicant

Last Name	<input type="text"/>	First Name	<input type="text"/>	<input type="checkbox"/> Male
				<input type="checkbox"/> Female

2. Contact details in country of return

Address	<input type="text"/>		
City	<input type="text"/>	Post Code	<input type="text"/>
Telephones	<input type="text"/>	E-mail	<input type="text"/>
Comments	<input type="text"/>		

3. Dependents returning with the Main Applicant – Please tick reintegration needs

D1	<input type="checkbox"/>	D4	<input type="checkbox"/>												
	B	T	E	JP	NR	DNK	O		B	T	E	JP	NR	DNK	O
D2	<input type="checkbox"/>	D5	<input type="checkbox"/>												
	B	T	E	JP	NR	DNK	O		B	T	E	JP	NR	DNK	O
D3	<input type="checkbox"/>	D6	<input type="checkbox"/>												
	B	T	E	JP	NR	DNK	O		B	T	E	JP	NR	DNK	O

B: Business Set Up JP: Job Placement E: Education O: Other
 T: Training NR: Not Requested Assistance DNK: Do Not Know

1 of 4

ANNEX 2: REINTEGRATION FUND FINANCIAL FORM

300 - RFF1_Acc (Preview) - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Voluntary Assisted Return and Reintegration Programme
(VARRP)
Reintegration Fund Financial Form (RFF)

General Details

Main applicant Dependent

IOM Ref: Nationality: Date:

First Name: Mission: DoD:

Surname: P. Code:

Costs incurred before departure - To be completed by IOM UK staff ONLY

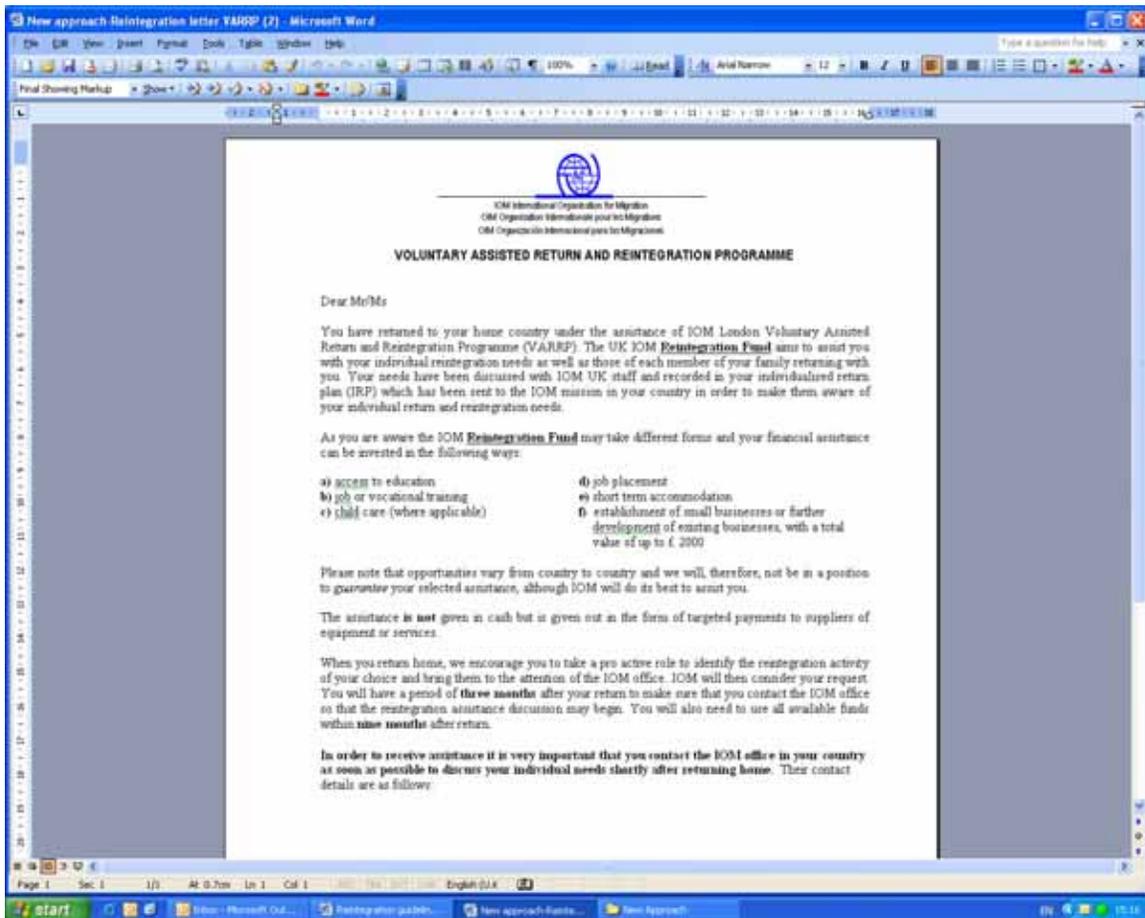
	Account Code	Assistance	Description/Comments		
<input type="checkbox"/>	2.702	Pre-departure relocation grant			Costs/GBP
<input type="checkbox"/>	3.504	Baggage allowance			Costs/GBP
		Total Costs	Local Currency	USD	GBP

Reintegration individual needs costs - To be completed by IOM mission in-country

	Account Code	Assistance	Description

Page 1 of 1 1/2 At 9:36m L4 - 1 Cell 1 English (UK) 12 of 24 - Clipboard Data collected

ANNEX 3: REINTEGRATION LETTER



ANNEX 4: MONITORING FORM

Monitoring Questionnaire - Final Draft - Microsoft Word

SIX MONTH MONITORING REPORT
VARRP

NAME OF APPLICANT	
IOM REF No	
NATIONALITY	
DATE ASSISTED	
DURATION OF ASSISTANCE	
LOCATION OF ASSISTANCE	

BRIEF REINTEGRATION ACTIVITY STATUS

BUSINESS	
TRAINING	
EDUCATION	
JOB PLACEMENT	
CASH	
OTHER	

REQUESTED CASH OPTION (TICK APPROPRIATE BOX)	YES	No
IF YES, PLEASE EXPLAIN HOW CASH WILL BE DISPENSED (I.E THROUGH IOM, MONEY TRANSFERS, ETC) AND HOW IT WAS USED:		

Page 1 Sec 1 1/4 At 2.5cm Ln 1 Col 1 (REC) (TRK) (EXT) (OVR) English (U.K)

ANNEX 5: EVALUATION FORM

Reintegration assistance evaluation questionnaire Final DRAFT - Microsoft Word

File Edit View Insert Format Tools Tables Help 100% Arial Narrow

Final Showing Markup




IOM International Organization for Migration
 OIM Organisation Internationale pour les Migrations
 OIM Organizzazione Internazionale per le Migrazioni

This Programme is co-financed
 by the European Refugee Fund

REINTEGRATION FUND EVALUATION QUESTIONNAIRE IOM LONDON

Name:	File Nr.:
Country and city:	Date:
Gender	No. of PAX:
D.O.D:	
Reintegration activity:	

A. GENERAL INFORMATION

1. How long were you in the UK?

Less than one year
 Between one and three years
 Between three and five years
 More than five years (please specify):.....

2. How did you support yourself in the UK?

NASS
 Work
 Family
 Friends
 Other

.....

3. How did you receive information on reintegration assistance in the UK (tick all that apply)?

By post or in written
 From speaking to an IOM staff
 From speaking to another agency (please specify):.....
 Other (please specify):.....

Page 1 Sec 1 1/10 At 11.5cm Ln 13 Col 23 (REC) (TRK) (EXT) (OVR) English (UK)

ANNEX 6: RENT/ACCOMMODATION FORM

UK VOLUNTARY ASSISTED RETURN AND REINTEGRATION PROGRAMME	
Declaration on IOM's assistance with accommodation costs	
I, (full name) _____ [date of birth: ___/___/___] being a citizen of _____, having applied for reintegration assistance under the IOM's Voluntary Assisted Return and Reintegration Programme, hereby declare:	
<ol style="list-style-type: none">1. I understand that IOM has agreed to finance my accommodation costs of *USD _____ per month [* please write the amount in local currency] for a period of _____ months beginning on _____.2. I understand that IOM's assistance with accommodation costs is for the period stated above and will not continue after the given date. At the end of the stated period I will become solely and fully responsible for my own accommodation costs.3. I understand that my accommodation costs will be paid directly to my landlord by IOM after I submit a copy of valid lease agreement signed by myself and my landlord.4. I understand that I cannot sublease my accommodation in part or in whole.5. I will immediately notify IOM in case that I decide to leave my accommodation and terminate the lease agreement or in case that the lease agreement has been terminated or cancelled by my landlord before the period outlined in article 1.6. I understand that IOM's financial contribution as specified in paragraph 1 constitutes the only financial assistance by IOM with regard to my accommodation costs. IOM shall not be responsible for any loss or damage or any claims made by my landlord or any third party vis-à-vis my accommodation.7. I understand that IOM may terminate financing my accommodation costs at any time by giving written notice.	
Applicant	IOM Certifying Officer
_____ (Signature)	Full Name _____ Title _____

ANNEX 7: CALL REGISTRATION AND PAYMENT FORM

Call registration and payment.doc [Preview] Microsoft Word

File Edit View Insert Format Tools Table Window Help

Call Registration and Payment Form
VARRP

3 Copies:
 - one for country of return for payment (to be emailed) and for payment to be processed directly by the mission
 - one to keep in applicant's file in IOM London Office
 - one to IOM UK Finance department in case payment is made by money transfer

Howbar 07

General Information

Name of Mentor	
Phone number	
IOM Reference of Mentor	
Name of applicant	
IOM Reference	
Country of return	

Date

Date	
------	--

Time of call
(record start and end time)

Start time:	End time:
-------------------	-----------------

Outcome
Provide a summary of the information discussed and obtained by the applicant.

--	--

Financial Details

Country with IOM Mission	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, charges for the money transfer		
Project Code		

Page 1 Sec 1 1/1 At 0.9cm Ln 1 Col 1 REC TRK EXT OVR Dutch (Neth)

ANNEX 8: PHOTO CONSENT FORM

The image shows a Microsoft Word document titled "photo consent form". The document content is as follows:


IOM International Organization for Migration
OM Organisation Internationale pour les Migrations
OM Organización Internacional para los Migrantes

Filing Photo consent form

I, _____ hereby authorize the International Organization for Migration (IOM) to take photographs and video clips of myself and use and publish these for the purpose of disseminating information on the Assisted Voluntary Return Programme implemented by the International Organization for Migration mission in the United Kingdom.

IOM shall have the copyrights of the photographs/video clips and IOM can, therefore, use and publish the photographs/video images without my consent.

The right of usage by IOM shall have an open-ended time-frame. I confirm that I will not receive any remuneration for the reproduction and use of the photograph/video images. I further confirm that IOM shall not be held liable for any damage caused, directly or indirectly, in connection with the production and publication of the photographs/video images.

Beneficiary name (printed) _____
Signature _____
Date _____

IOM Official (printed) _____
Signature _____
IOM Mission _____
Date _____

ANNEX 9: INTERVIEW FORM

Standard format stories of return - final.doc (Preview) Microsoft Word

File Edit View Insert Format Tools Table Window Help

Country:

Name:

IOM ref. Number:

Year/month returned:

Year/month reintegrated:

How long has he lived in the UK and where:

Reasons for returning:

Current location:

Reintegration Activity:

Free narration text:
Describe reintegration process of the person, difficulties encountered and successes, plans of development, reasons for failure of business or reintegration, overall satisfaction of the returnee, or anything you think would be relevant or interesting regarding this person's personal history.

Quotes from person regarding the return and reintegration process and regarding IOM:

Photo: yes/no

Signed Photo Consent form: yes/no

Page 1 Sec 1 1/1 At 2.5cm Ln 1 Col 1 REC TRK EXT LWR English (U.K.)