

### 3. Checklist

---

The following points in the form of a checklist are put together for the use by organisations, whether national, international or non-governmental, who plan, prepare and implement the return and reintegration of individuals to their country of origin, including members of minority groups. The pre-requisite for use is that a voluntary return is possible under the given conditions of the country and that it is volitional to those affected. The checklist points named here result from the experience of the organisations involved at different phases with projects and programs of return and reintegration as well as relevant statements from interviews and the study results of the presented report respectively.

The checklist is based upon the phases of the reintegration process (planning and preparation, implementation, post processing and evaluation) and incorporates both activities in the host countries as well as in the countries of return.

#### **Planning and Preparation**

Provided that this analysis has not already been implemented, a survey will be compiled which gives an account of the situation of the target group of refugees. Central are statements concerning

The socio-economic situation of those affected, meaning also their level of qualifications and expertise, family structures

yes    no

Remarks:

.....  
.....

Interviews on potential return destinations

yes    no

Remarks:

.....  
.....

Overall readiness to return and special needs or expectations in this context

yes    no

Remarks:

.....  
.....

Information and advice needs prior to return

yes no

Remarks:

.....  
.....

Potential need for support in the case of returning

yes no

Remarks:

.....  
.....

Simultaneously:

Clarification of the question of which institutions and organisations in the host country will be involved in the reintegration project and with what aims and expectations, reservations, budget

yes no

Remarks:

.....  
.....

Identify and approach implementation partners that have expertise available to put the project into action where these are unavailable in your own organisation.

yes no

Remarks:

.....  
.....

The potential size and make up of the target group, as well as the focal points of the project, will be set after the results of the interviews and then discussed and compared with the identified organisations / institutions

yes no

Remarks:

.....  
.....

The results of the interviews or/ and study are introduced to the representatives of the target groups as well as the planned project measures resulting from this information. Here it is to be noted that if a willingness to return is limited to some parts of the group, then it is not productive to focus the discussion upon representatives of the group who flatly reject a return. This phase is about gaining partners from inside the target groups with whom preparation for a voluntary return can take place. Representatives, who reject the prospect in principle are rarely to be convinced by discussion. A toughening of the fronts is counterproductive at this stage and should be avoided.

Decisive is that there are refugees among the target groups who see an opportunity in return, especially if the possibilities of a regular integration in the host country are not to be expected.

yes no

Remarks:

.....  
.....

The participating institutions and organisations should be aware in every phase of the project, that return and reintegration are sensitive issues, which necessarily open opportunities for friction, as the situation in the countries of return cannot and will not correspond to the situation in the host country.

yes no

Remarks:

.....  
.....

In the preparation stage it is necessary not only that participants from the target groups have individual advisory sessions but also that there are group advice sessions, which show that chances and risks of return can be discussed and that similar problems or questions are relevant even beyond the individual or the family level.

yes no

Remarks:

.....  
.....

Measures are to brought in during the preparation and planning stage that deal with how the income of the family should be guaranteed in future, which means ascertaining which preconditions exist in order to form an existence, freshening up available work experience and securing documentation concerning school qualifications etc.

yes no

Remarks:

.....  
.....

The question here is the following: Are there expertise and “know how” as well as installed relationships of the potential returnee that can be either utilised or built up in the host country and used after the return has taken place.

yes no

Remarks:

.....  
.....

Experience shows, that questions of

- travel and transport organisation
- procurement of documentation
- housing / accommodation
- health care and school system

take up a large space in the planning stage. For this reason, the question of income earning / employment calls for special attention, even if it is not yet, in this planning stage, about solution variants

yes no

Remarks:

.....  
.....

This whole phase is not planned separately from the analysis of the situation in the COR

yes no

Remarks:

.....  
.....

Not only the actual conditions in the COR are considered during the check of preconditions for reintegration. It is especially difficult for members of minority groups to compare the current situation and the situation that lead to their flight.

yes no

Remarks:

.....  
.....

In the case of planned reintegration for minorities, the question as to whether a „normal“ integration existed before the flight is relevant.

Economic:

yes no

Remarks:

.....  
.....

Political:

yes no

Remarks:

.....  
.....

Social:

yes no

Remarks:

.....  
.....

Information about the situation on the ground, i.e. in the potential region of return, is available (political, economic situation, living conditions, communal decision makers)

yes no

Remarks:

.....  
.....

The question has been answered as to which organisations on a national or international level are available in the COR as contact partners or, as the case may be, as implementation partners

yes no

Remarks:

.....  
.....

Decision makers at different political levels in the COR are informed about the plans of return. An agreement (especially on a local level) has been made about the rights and duties of the affected parties in the implementation of the return dealing with issues such as security, access to property, acceptance documents.

yes no

Remarks:

.....  
.....

In this phase of planning as well, the requirements and needs for economic integration are especially checked.

yes no

Remarks:

.....  
.....

The planning is operational on the basis of all information gathered and the preparation work done. Activities, time scales, participants, personal requirements and budgeting are drawn into the plan.

yes no

Remarks:

.....  
.....

Clarify the need for measures in the surroundings of the return destination, with the goal of improving the social and economic infrastructure for the local population as well

yes no

Remarks:

.....  
.....

Activities such as:

Furnishing / reconstruction for child care and educational facilities

yes no

Remarks:

.....  
.....

Improvements in house and road building

yes no

Remarks:

.....  
.....

Measures for the improvement of health care

yes no

Remarks:

.....  
.....

- Among others.

### **Implementation Phase**

An information campaign raising awareness of the project among participants and institutions.

yes no

Remarks:

.....  
.....

All activities in the planning, which involved advice, information and preparation for the voluntary return, were implemented. In addition this includes:

Every potential participant took part in an advisory session.

yes no

Remarks:

.....  
.....

The formal procedure of return is transparent to all participants (this includes both activities in the host country as well as in the COR)

yes no

Remarks:

.....  
.....

Departure formalities have been clarified

yes no

Remarks:

.....  
.....

Reference points for returnees in the COR are arranged

yes no

Remarks:

.....  
.....

Participating partners and responsible institutions are regularly informed of the stand of implementation

yes no

Remarks:

.....  
.....

A monitoring system has been agreed upon in the host country between those involved in order to accompany the implementation of the phase of operating the plan and to analyse its progress, as well as to bring in any changes or extensions if necessary.

yes no

Remarks:

.....  
.....

Advisory and implementation structures in the COR are also brought together into a monitoring system and, where required, measures towards capacity building and personnel development are established additionally.

yes no

Remarks:

.....  
.....

A commission, which has an essential function in the monitoring process, is formed in the COR that consists of representatives of the local community, social and labour ministries, NGOs of minorities involved in the implementation and in the agencies and institutions.

yes no

Remarks:

.....  
.....

This commission also forms the relationship to the local majority population, informs of the project and mediates in cases of conflict.

yes no

Remarks:

.....  
.....

The framework of requirements for reintegration measures are set and agreed upon at a local or, as the case may be, a communal level:  
Compared to the planning phase -> which areas should generally be supported? How are the specific implementations of the measures proceeding?

yes no

Remarks:

.....  
.....

An alignment of local development plans and the responsible structures with the above listed measures

yes no

Remarks:

.....  
.....

## Post Processing and Evaluation Stage

An introduction of indicators to ascertain the sustainability of the return and the accompanying measures, both quantitative and qualitative.

yes no

Remarks:

.....  
.....

Evaluation of the progress of integration

yes no

Remarks:

.....  
.....

Integration of the project results into longer term communal development aims

yes no

Remarks:

.....  
.....

Transfer of project resources to local responsibility.

yes no

Remarks:

.....  
.....

Making the results public, best-practice reports etc.

yes no

Remarks:

.....  
.....