

IOM office-specific Ref. No.:	5.10/2012/003
IOM Project Code:	
LEG Approval Code / Checklist Code	5YN/COOP/ MT0071/2012 RESETTLEMENT

FRAMEWORK AGREEMENT

BETWEEN

THE MINISTRY OF THE INTERIOR OF THE REPUBLIC OF SLOVENIA

AND

THE INTERNATIONAL ORGANIZATION FOR MIGRATION



REGARDING COOPERATION ON RESETTLEMENT

The The Ministry of the Interior of the Republic of Slovenia ("**PARTNER**") and the International Organization for Migration ("**IOM**") (also hereinafter referred to individually as a "**Party**" and collectively as the "**Parties**"),

TAKING NOTE that The Ministry of the Interior of the Republic of Slovenia is the authority responsible for the tasks in the field of migration under provisions of the State Administration Act (Official Gazette of the Republic of Slovenia (Uradni list RS), No. 113/05 – OCV, 89/07 – dec. CC, 126/07 – ZUP-E, 48/09, 8/10 – ZUP-G, 8/12 – ZVRS-F, 21/12, 47/13, 12/14, 90/14 in 51/16) and as such authority responsible to conducts procedures pursuant to international protection under provisions of the International Protection Act (Official Gazette of the Republic of Slovenia (Uradni list RS), No. 16/17 – OCV) and

TAKING NOTE that IOM, an organization part of the United Nations system, committed to the principle that humane and orderly migration benefits migrants and society, acts to: assist in meeting the operational challenges of migration, advance understanding of migration issues, encourage social and economic development through migration, and work towards effective respect of the human rights and well-being of migrants,

CONSCIOUS of the need for closer cooperation between The Ministry of the Interior of the Republic of Slovenia and IOM in matters of common interest, and desirous of further enhancing and strengthening such cooperation,

HAVE AGREED AS FOLLOWS:

ARTICLE I

1. The Ministry of the Interior of the Republic of Slovenia and IOM agree that the activities related to resettlement of refugees of Ministry of the Interior of the Republic of Slovenia and of IOM shall be coordinated, to the extent possible, in an effort to achieve the maximum cooperation and the elimination of unnecessary duplication between them, and that when common interests so dictate, either Party may request the cooperation of the other.
2. The Ministry of the Interior of the Republic of Slovenia and IOM may, act jointly in the implementation of resettlement of refugees in accordance with Article II of this Agreement.

ARTICLE II

RESETTLEMENT COOPERATION

1. For each resettlement project, a "Standard Resettlement Project Form (SRPF)" shall be signed by both Parties using the SRPF template (Annex I), which shall, upon the Parties' signature, become an integral part of the Framework Agreement. Each SRPF shall define the roles and responsibilities of each Party under each resettlement project, stipulating, among others, the number of refugees to be resettled in Slovenia, period of project activities, project budget as well as specific activities to be implemented by IOM.
2. The Parties agree that resettlement support to be provided by IOM for each resettlement project shall be specified in each "Standard Resettlement Project Form (SRPF)".
3. Each "Standard Resettlement Project Form (SRPF)" shall have the following appendixes: a "Project Description (Appendix A)" "Project Budget (Appendix B)" and "Standard Operating Procedure (Appendix C)", which shall be an integral part of the Standard Resettlement Project Form (SRPF).
4. Terms and Conditions of each "Standard Resettlement Project Form (SRPF)" shall be as follows:
 - a. The Contribution as per each "Standard Resettlement Project Form" shall be used by IOM towards financing the costs of the Project outlined in the relevant Project Description (Appendix A) and the Project Budget (Appendix B), including all expenditures, inclusive of all operational, staff and office costs, and also the 7 percent project-related overhead.
 - b. The Project shall be implemented within the duration specified in the Standard Resettlement Project Form (SRPF). The Project duration may be extended by IOM by up to 6 months in order to complete the Project as long as the total Contribution as stated above is not exceeded. Such extension shall become effective on the date IOM notifies the extension to the Donor in writing, which shall be done prior to the original Project completion date. The notification shall include the justification for such an extension and information on the new date of Project completion as well as the dates for outstanding financial and narrative reports.
 - c. IOM and The Ministry of the Interior of the Republic of Slovenia shall follow the procedures as stated in the Standard Operating Procedures (Appendix C).

- d. The Contribution shall be paid in one instalment to the following IOM bank account by the The Ministry of the Interior of the Republic of Slovenia within one month from the date of signature to the Standard Resettlement Project Form (SRPF) by both Parties:

Name and address of the bank	CITIBANK N.A.; Canary Wharf, London E14 5LB
Bank account n°	10810614
I.B.A.N	GB57 CITI 1850 0810 8106 14
SWIFT /BIC	CITIGB2L

Reference Number: "Resettlement SLOVENIA"

- e. The Ministry of the Interior of the Republic of Slovenia shall notify IOM by email to revenue@iom.int and iperhavec@iom.int of the following: (a) the amount transferred; (b) the value date of the transfer; (c) that the transfer is from the The Ministry of the Interior of the Republic of Slovenia pursuant to the Standard Resettlement Project Form (SRPF).
- f. IOM shall receive and administer the Contribution in accordance with its regulations, rules and directives. The Contribution shall be subject exclusively to the internal auditing procedures provided for in the financial regulations, rules and directives of IOM.
- g. IOM shall maintain a separate project code to track all related financial transactions, which will be converted using the prevailing United Nations operational rate of exchange.
- h. IOM shall provide the The Ministry of the Interior of the Republic of Slovenia with the reports during the implementation of the Project as stated in the relevant Standard Resettlement Project Form (SRPF)
- i. Any part of the Contribution which has not been used upon completion of the Project, as reported in the final financial report, shall be refunded to The Ministry of the Interior of the Republic of Slovenia unless otherwise agreed by the Parties.
- j. Ownership of equipment, supplies and other properties financed from the Contribution shall vest in IOM.
- k. Either The Ministry of the Interior of the Republic of Slovenia or IOM shall not be liable for any delay in performing or failure to perform any of its obligations under the Standard Resettlement Project Form (SRPF) if such delay or failure is caused by *force majeure*, such as civil disorder, military action, natural disaster and other circumstances which are beyond the control of either Party. In such event, either Party will give immediate notice in

writing to the other Party of the existence of such cause or event and of the likelihood of delay.

- I. The Parties agree that IOM shall not be held liable for any loss, costs, damages and expenses (including legal fees and costs), claims, suits and liabilities arising out of or resulting from any decision made by The Ministry of the Interior of the Republic of Slovenia in relation to the Resettlement Project Agreement, including but not limited to the selection criteria, the number of resettlement cases, or the selection of persons to be resettled. IOM shall promptly notify the The Ministry of the Interior of the Republic of Slovenia of any written claim, loss, or demand for which The Ministry of the Interior of the Republic of Slovenia is responsible under this clause.

ARTICLE III

CONFIDENTIALITY

All information including personal information which comes into the Parties' possession or knowledge in connection with this Agreement or the Standard Resettlement Project Form (SRPF), if any, is to be treated as strictly confidential. No personal information shall be communicated to any third party without the prior written approval of the person concerned. The Parties shall comply with the IOM Data Protection Principles in the event that it collects, receives, uses, transfers or stores any personal data in the performance of this Agreement, including the Standard Resettlement Project Form (SRPF), if any. The obligations under this Article shall survive the expiration or termination of this Agreement or the Standard Resettlement Project Form (SRPF).

ARTICLE IV

INTELLECTUAL PROPERTY

All intellectual property and other proprietary rights including, but not limited to, patents, copyrights, trademarks and ownership of data resulting from activities or projects under this Agreement or the Standard Resettlement Project Form (SRPF), if any, shall be vested in IOM, including, without any limitation, the rights to use, reproduce, adapt, publish and distribute any item or part thereof.

ARTICLE V

STATUS OF IOM

Nothing in or relating to the Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the International Organization for Migration as an intergovernmental organization.

ARTICLE VI

DISPUTE RESOLUTION

1. Any dispute, controversy or claim arising out of or in relation to this Agreement or the Standard Resettlement Project Form (SRPF), or the breach, termination or invalidity thereof, shall be settled amicably by negotiation between the Parties.
2. In the event that the dispute, controversy or claim has not been resolved by negotiation within 3 (three) months of receipt of the notice from one party of the existence of such dispute, controversy or claim, either Party may request that the dispute, controversy or claim is resolved by conciliation by one conciliator in accordance with the UNCITRAL Conciliation Rules of 1980. Article 16 of the UNCITRAL Conciliation Rules does not apply.
3. In the event that such conciliation is unsuccessful, either Party may submit the dispute, controversy or claim to arbitration no later than 3 (three) months following the date of termination of conciliation proceedings as per Article 15 of the UNCITRAL Conciliation Rules. The arbitration will be carried out in accordance with the 2010 UNCITRAL arbitration rules as adopted in 2013. The number of arbitrators shall be one and the language of arbitral proceedings shall be English, unless otherwise agreed by the Parties in writing. The arbitral tribunal shall have no authority to award punitive damages. The arbitral award will be final and binding.
4. The present Agreement, including Standard Resettlement Project Form (SRPF) concluded under the present Agreement, as well as the arbitration agreement above shall be governed by the terms of the present Agreement and the relevant Standard Resettlement Project Form (SRPF) and supplemented by internationally accepted general principles of law for the issues not covered by the Agreement, to the exclusion of any single national system of law that would defer the Agreement to the laws of any given jurisdiction. Internationally accepted general principles of law shall be deemed to include the UNIDROIT Principles of International Commercial Contracts. Dispute resolution shall be pursued

confidentially by both Parties. This Article survives the expiration or termination of the present Agreement.

ARTICLE VII

ENTRY INTO FORCE, AMENDMENTS AND DURATION

1. This Agreement shall enter into force on the thirtieth day following its signature by the duly authorized representatives of the Parties and shall be provisionally applied from the date of its signature.
2. This Agreement may be amended by mutual consent of the Parties. The proposed amendment should be made in writing to the other Party and shall enter into force upon its acceptance in writing by the Parties.
3. Either of the parties may terminate this Agreement by giving 6 (six) months' written notice to the other Party.

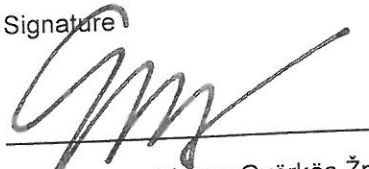
IN WITNESS WHEREOF, the undersigned representatives of the The Ministry of the Interior of the Republic of Slovenia and of the International Organization for Migration have signed the present Agreement.

Signed in duplicate in English on the dates and at the places indicated below.

For and on behalf of

The Ministry of the Interior of the Republic of Slovenia

Signature



Name: mag. Vesna Györkös Žnidar

Position: Minister

Date: 06. 04. 2018

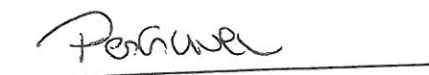
Place: Ljubljana



For and on behalf of

The International Organization for Migration

Signature



Name: Iva Perhavec

Position: Head of Office, IOM Slovenia

Date: 12. 04. 2018

Place: Ljubljana



Annex I: Standard Resettlement Project Form (SRPF)

Appendix A: Project Description

Appendix B: Project Budget

Appendix C: Standard Operating Procedure

Annex II Suggested elements for the development of a Health Protocol



ANNEX I: STANDARD RESETTLEMENT PROJECT FORM

Standard Resettlement Project Form (SRPF)¹ under the Framework Agreement between the Ministry of the Interior of the Republic of Slovenia and IOM for the request of IOM Support under the Resettlement from Turkey

Project period: 6 months (as of the signature of the Framework Agreement)

Number of persons to be resettled: 60

Overall budget (See Appendix B): 116.839 EUR

1. Resettlement support activities to be provided by IOM:

Below please find a list of resettlement support activities which IOM can provide upon request of the Resettlement State as part of the resettlement or humanitarian admission programme from Turkey. Those activities that are already pre-selected are part of the standard and recommended package provided by IOM when implementing resettlement and humanitarian admission support for States.

Elements that are not pre-selected and indicated as 'optional' are strongly recommended by IOM as part of the operational model. States are requested to indicate the activities going beyond the **standard required package** by selecting the box behind the word 'optional'.

A 1 - Logistical arrangements for the selection mission	OPTIONAL	
Accommodation for refugees if located away from place where selection mission will take place (Ankara) ²	Standard	✓
Interview and waiting rooms	Standard	✓
Interpreters	Standard	✓
Transportation of refugees from place of habitual residence to temporary accommodation in place of interview and back (if relevant and needed - depending on Country's context)	Standard	✓
In city transport to place of interview (if needed) ³	Standard	

¹ This SRPF can also be used for humanitarian admission programmes

² Accommodation is full board.

³ No in city transport needed as the activity will take place at same hotel where refugees are accommodated.

Catering during the interviews	Standard	✓
Security guards/services (if needed)	Optional	✓
Child care services	Optional	✓
Provision of technical equipment (copying/printing)	Optional	✓
Accommodation for interview teams	Optional	✓
Transportation for interview teams	Optional	✓
Other (please describe)	Optional	

A 2 - Logistical arrangements for visa processing	OPTIONAL	
Accommodation for refugees if located away from place where visa processing will take place ⁴	Standard	✓
Visa facilitation costs (pictures, documents sending/courier service, copying/printing)	Standard	✓
Transportation of refugees from place of habitual residence to temporary accommodation where visa processing will take place and back (if relevant and needed - depending on Country's context) ⁵	Standard	✓
In city transport to place of visa processing (if needed) ⁶	Standard	
Catering during visa processing	Standard	✓
Childcare services	Optional	✓
Other (please describe)	Optional	

B - Pre-departure Health Assessment⁷	STANDARD	✓
Medical history taking and physical examination	Standard	✓
Sputum smears and cultures for those with clinical signs and symptoms of TB regardless of CXR results [percentage of caseload only]	Standard	✓
Pre-embarkation check (PEC)/Fit To Travel (FTT) check 24-48 hrs before departure	Standard	✓

⁴ Accommodation is full board.

⁵ No separate transport needed for A2 as it will take place at the same time and in the same location as A1.

⁶ No in city transport needed as the activity will take place at same hotel where refugees are accommodated.

⁷ For more detailed information on each of the Health Assessment elements please see below the Protocol for Health Assessments for resettlement from Turkey to the EU.

Referrals for those with significant medical conditions for additional tests and specialist consultations to establish fitness to travel and, if necessary, referrals for stabilization treatment.	Standard	✓
Transmission of medical information prior to departure to appropriate authorities	Standard	✓
Follow up investigations for those on TB treatment	Standard	✓
Interpreters if needed	Standard	✓
Transportation of refugees from place of residence to city where health assessment takes place and back ⁸	Standard	✓
In city transport to place of health assessment (if needed)	Standard	✓
TB screening and referrals for treatment (i.e. CXRs for individuals 15 years of age and older, except pregnant women, and sputum smears and cultures for those with CXRs indicating abnormalities consistent with active TB) [entire caseload]	Optional	
Vaccinations (DTP/Hib/IPV; Tdap/DTP; MMR; Hepatitis B)	Optional	✓
Additional clinical investigations or interventions (urine dipstick, blood serology, presumptive treatment of intestinal parasites)	Optional	✓
Accommodation for refugees during health assessment ⁹	Optional	✓
Catering during health assessment (lunch and dinner)	Optional	✓
Other (please describe)	Optional	

IOM will provide Pre-Departure Orientation for those resettlement states signing new Framework Agreements (option C 1). For those with standing agreements where States already provide pre-departure orientation and will continue to do so, please indicate under option C 2 whether logistical arrangements by IOM are needed and to what extent.

C 1 - Pre-departure Orientation (by IOM)	STANDARD	✓
Option 1 - Pre-embarkation session (schedules, regulations, assistance, etc.) – included in IOM's staff costs	Standard	✓
Option 2 - 3-day pre-departure orientation including accommodation, catering, child care services, interpreters, material, pre-embarkation session etc. – see budget for details	Optional	

⁸ Covered under transportation for the selection mission.

⁹ Accommodation is full board.

Option 3 - 1-day pre-departure orientation (including pre-embarkation session) including accommodation, catering, child care services, interpreters, materials etc. – see budget for details	Optional	
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C 2 - Pre-departure Orientation (by Member State)	OPTIONAL	
Pre-departure orientation (3 days) including logistical arrangements, room rental, technical equipment, accommodation, catering, child care services, interpreters, materials assistance (printing), etc. – see budget for details	Optional	✓
Logistical assistance in relation to PDO by Member State (included in staff & office costs)	Optional	✓
Accommodation for refugees for 3-day session	Optional	✓
Interpreters	Optional	✓
Childcare services	Optional	✓
Room rental	Optional	✓
Technical equipment (beamer, flip chart, etc.)	Optional	✓
Transportation of refugees from place of residence to city where PDO takes place and back	Optional	
In city transportation to place of PDO and back (if needed)	Optional	
Accommodation for Member State's trainers	Optional	
Catering during PDO and refreshments	Optional	
Other (please describe)	Optional	

D - Movement and Travel Assistance	STANDARD	✓
Liaison and pick-up of travel documents (depending on the situation in the country, exit permits can be arranged through UNHCR/IOM)	Standard	✓
Transportation to and passenger handling at embarkation airports	Standard	✓
Air/train/bus tickets to domestic and to final destination	Standard	✓
Accommodation in city of departure if overnight necessary	Standard	✓

Provision of operational/medical escorts ¹⁰	Standard	✓
Airport assistance for departure	Standard	✓
Airport assistance in transit if relevant	Standard	✓
Other (please describe)	Optional	

E - Reception Assistance by IOM in resettlement country	STANDARD	✓
Liaison and coordination with governmental counterparts and reception providers	Standard	✓
Airport assistance upon arrival (reception, notification of authorities, handover)	Standard	✓
Other (please describe)	Optional	

F - Integration Assistance by IOM in resettlement country	OPTIONAL	
Provision of post arrival orientation courses	Optional	
Provision of language classes	Optional	
Labour market inclusion & early job matching programmes	Optional	
Multi-stakeholder meetings	Optional	
Information seminars for municipalities and other reception actors on refugees' profiles and as a feedback mechanism for the pre-departure orientation	Optional	
Referral to health and other services in cooperation with NGOs and other actors	Optional	
Exchange of best practices on housing, education, etc.	Optional	
Volunteering schemes to assist with early integration of refugees	Optional	
Other (please describe)	Optional	

2. Final Clause

¹⁰ Escort (medical and/or operational) services will be assigned during health assessment and in the following cases:

- Persons with significant medical conditions which are likely to require significant treatment during travel, or present a meaningful risk of clinical deterioration during travel.
- Persons who require medical devices during travel, including supplementary oxygen, intravenous catheters, indwelling urinary catheters, and naso-gastric tubes.
- Persons with a recent history of events such as trauma, surgery, or seizures which increase the risk of travel.
- Persons with behavioral, cognitive, or intellectual impairment who require supervision or assistance in their daily living activities
- Persons with significant stabilized psychiatric illness.
- Frail elderly persons

1. The present Standard Resettlement Project Form shall enter into force on the date of its signature by the duly authorized representatives of the Parties and shall remain in force until completion of all obligations of the Parties.
2. IOM shall provide the following reports during implementation of the Project:
 - For multi-year projects only, an interim narrative and financial report covering the previous calendar year(s) is due 2 months after the calendar year has ended. Where activities in the preceding first year started only after mid-year, the reporting deadline will be moved forward correspondingly to ensure that a project reporting period of a minimum of 6 months is covered (e.g. Sept X1-February X2 reported by end April X2).
 - A final narrative and financial report covering the entire project period, due 3 months after the project end date.
3. This Standard Resettlement Project Form may be amended only by mutual consent of the Parties.
4. Either Party may terminate the Standard Resettlement Project Form by 3 months' written notification to the other Party. In the event that this Standard Resettlement Project Form is terminated prior to the completion of the Project, IOM may continue to hold any unutilized Contribution until all commitments and liabilities incurred up to the date of termination for the implementation of the Project have been satisfied and project activities have been brought to an orderly conclusion. IOM shall not be obliged to repay any funds irrevocably committed in good faith before the date of notice of such termination.
5. Nothing in this Standard Resettlement Project Form affects the privileges and immunities enjoyed by IOM as an intergovernmental organization.

Signed in duplicate in English on the dates and at the places indicated below.

For and on behalf of

Ministry of the Interior of the
Republic of Slovenia

Signature

Name: mag. Vesna Györköss Zsuga

Position: Minister



For and on behalf of

The International Organization
for Migration

Signature

Name: Iva Perhavec

Position: Head of Office

Iva Perhavec



Date: 06. 04. 2018

Place: Ljubljana

Date: 12. 04. 2018

Place: Ljubljana

Resettlement Programme for Refugees from Turkey to Slovenia

Project Data Table

Project type:	Resettlement Assistance (RE)
Geographical Coverage:	Turkey, Slovenia
Executing agency:	International Organization for Migration (IOM)
Beneficiaries:	60 Syrian refugees from Turkey
Partners:	Ministry of the Interior of the Republic of Slovenia (Mol), United Nations High Commissioner for Refugees (UNHCR), Directorate General of Migration Management (DGMM) of the Ministry of the Interior of the Republic of Turkey and local municipalities
Management site:	IOM Slovenia
Duration:	6 months (as of the signature of the Framework Agreement)
Estimated budget:	116.839 EUR

Summary

The continuation of the conflict in Syria has led to a further deterioration of conditions within Syria and high levels of displacement. March 2017 statistics provided by the Office for the Coordination of Humanitarian Affairs (OCHA), estimate that at least 6.3 million people are internally displaced inside Syria. With more than 5 million Syrians having sought refuge abroad, this means that more than 50 percent of all Syrians have had to flee their homes. Turkey hosts the world's largest registered refugee population, including over 3 million Syrian refugees (*'Syrians under Temporary Protection/SuTP'*).

On 18 March 2016, EU Heads of State and Turkey reconfirmed their commitment to the implementation of the EU-Turkey Joint Action Plan, activated on 29 November 2015 and furthermore agreed to replace disorganized, irregular and dangerous migratory flows with organized, safe and legal pathways to Europe for those entitled to international protection in line with EU and international law. This includes the provision for all new irregular migrants and asylum seekers arriving from Turkey in Greece, and whose applications have been found inadmissible, to be returned to Turkey and in return the EU will resettle "one Syrian from Turkey to the EU for every Syrian returned to Turkey from Greece". Priority will be given to migrants who have not previously entered or tried to enter the EU irregularly. The full implementation of this 1:1 scheme is essential to alleviate the situation in Turkey and to show that the EU is committed to fulfilling its responsibilities in terms of providing legal avenues for victims of the Syrian crisis.

In order to guide new and experienced resettlement states on resettlement from Turkey (and elsewhere), IOM has adopted a resettlement toolkit to facilitate the design, set up and development of new resettlement projects as well as improve existing ones. The Toolkit includes a Framework Agreement on Resettlement with a Standard Resettlement Project Form (SRPF); recommendations on the different phases of the resettlement process; guidance and suggested elements for a Health Protocol and Standard Operating Procedures to better inform and streamline the process.

Following a series of discussions held in 2016 and 2017, in July 2017 the Slovenian Mol has officially requested IOM to provide its support in the implementation of the first resettlement programme to

Slovenia. The caseload consists of 60 Syrian refugees from Turkey to be resettled to Slovenia over a six-month period starting with the day of signature of the Framework Agreement by both parties (with the possibility of extension).

1. Rationale

IOM's experience and expertise in the region and globally:

For 65 years, IOM has been working with refugees, internally displaced people, labour migrants and other vulnerable populations. Facilitating resettlement in order for refugees to begin new lives has been and continues to be a fundamental purpose and priority of the Organization. IOM has the specific expertise and capacity required to successfully deliver the project based on extensive experience in movement management and resettlement. In the last decade alone, between 2007 and 2016, IOM has organized the resettlement movements of well over 1.13 million refugees and other vulnerable persons of concern from 186 locations around the world.

In terms of global resettlement support in 2016, IOM facilitated the resettlement and humanitarian admission of 172,013 persons to 28 countries around the world, of which 17,942 were received by 21 countries in the European Economic Area (EEA). An additional 8,005 beneficiaries were supported through family reunification programmes to EEA countries. In 2016, IOM also provided migrant training sessions to 71,325 persons in 70 countries. A vast majority of these were refugees, asylum seekers and beneficiaries of international protection.

In 2017, IOM Turkey has until August assisted the resettlement of 7,944 Syrian refugees. Since April 2016 and the start of the EU-Turkey Statement, 9,857 Syrian refugees have departed to European countries under IOM resettlement and humanitarian admission programmes.

2. Project description

The overall objective of the project is to facilitate the resettlement of approximately 60 Syrian refugees to Slovenia from Turkey.

Once cases will be referred by DGMM and an initial assessment by UNHCR has taken place, they will be shared with the Slovenian government and interviewed by the Slovenian representation in Ankara, Turkey.

Subsequently IOM is to carry out the following activities determined in Annex 1: Standard Resettlement Project Form (SRPF) as part of the preparation of 60 beneficiaries for travel to Slovenia during the total project implementation period:

- I. **Logistical arrangements for the selection mission in Ankara:** including but not limited to communication with refugees, transportation of refugees from their place of residence in Turkey to the location of selection missions, where the interviews and the entry visa procedure take place, accommodation, venue, catering and local transport for public servants and refugees during the selection mission in Ankara, organization of childcare. Based on IOM's experience, and taking into account the whole selection process to be undertaken, processing of groups should not be scheduled less than 6-12 weeks ahead of departure. Scheduling is of the essence, since UNHCR is in charge of obtaining the internal travel permits for beneficiaries to attend the selection mission from the Turkish Directorate General for Migration Management (DGMM), which takes 10 working days. Once the permits have been granted, UNHCR and IOM coordinate closely and IOM notifies the beneficiaries that they can travel to Ankara on a given date. IOM also reimburses the beneficiaries for their travel expenses. The travel permits are valid for 10 days. One selection

mission for a planned duration of 5-10 days will take place in Ankara. An additional 15 % of the caseload (9 persons) is foreseen to be interviewed, in total 69 persons.

- II. **Logistical arrangements for visa processing:** assistance with visa and/or travel documents arrangements, including photographing and capturing of other biometric data. Embassies usually require photos and any form of ID documentation such as birth certificates, valid or expired passports, national IDs, etc. where available and IOM will notify refugees before travelling to Ankara for the selection mission of these requirements as specified by the Embassy/Consulate of Slovenia to IOM beforehand.
- III. **Pre-departure Health Assessments:** both health assessment at the time of the selection missions (for 69 persons) and 'fit- to-travel' assessments, conducted by IOM medical teams 24-48 hours prior to flights to ensure all refugees are cleared for travel, will be implemented as well as facilitation of treatment of known and pre-existing conditions, hospital referrals, psychosocial support and stabilization of any medical conditions as required. The scope of the medical checks will be determined in the health protocol (Annex II) in consultation with the designated national focal point. Special needs related to transportation and accommodation will be shared with the authorities of the Resettlement State. Medical files will be kept confidential and only be shared with designated medical focal point at the destination point. Health assessments will exceptionally be organized at the same time as the selection missions for all beneficiaries because of the logistical constraints of traveling within Turkey requiring travel permits and to take into account cost effectiveness.

All beneficiaries invited for the selection mission will undergo a pre-departure Health Assessment and will be counselled by IOM about the PDHA. The PDHA will not influence the selection of beneficiaries for resettlement.
- IV. **Pre-departure Cultural Orientation (PDO):** The Slovenian authorities will implement a three-day PDO session for each group of refugees prior to their departure from Istanbul to Slovenia. IOM will provide accommodation, including catering, for all beneficiaries during the PDO. IOM will also organize childcare for children under the age of 14 during the sessions to facilitate and ensure the attendance by parents, specifically mothers. IOM will also provide for interpretation services and arrange technical equipment. A pre-embarkation session will be organized by IOM Turkey prior to departure to inform beneficiaries about the schedules of flights, air travel, regulations etc.
- V. **Movement and Travel / Reception Assistance:** In line with its mandate, IOM will facilitate refugee travel in a safe, dignified and orderly manner to Slovenia. IOM and/or Slovenian authorities will make necessary technical arrangements for the pick-up of travel documents to be available to refugees prior to their departure. IOM will be responsible for flight bookings according to the most direct and economical routing and based on IOM's airline agreements and depending on flight schedules operated by the airlines. Departure assistance will be provided in Istanbul for beneficiaries of the programme and if required, IOM will ensure that beneficiaries are assisted in transit, until they are greeted by IOM Slovenia upon arrival and a hand-over to the responsible Slovenian authorities is made. IOM also provides in-flight escorts to the arrival point in Slovenia, including medical escorts from the airport to hospitals, if and when necessary.

3. Partnerships and coordination

IOM, in close cooperation with the resettlement country organizes the following activities as laid out in more detail in **Annex I Standard Resettlement Project Form (SRPF)**:

- support with the facilitation of the selection missions and visa processing through logistical arrangements;
- implementation of the pre-departure health assessment;
- support to GoS with the organization of the pre-departure orientation sessions;
- the implementation of a pre-embarkation session to explain the travel process and in flight safety procedures;
- provision of movement assistance including the transfer of beneficiaries from their locations of current residence to the resettlement country
- provision of arrival and reception assistance

After final selection of the potential beneficiaries for resettlement, IOM is informed about the final caseload by the respective government and will start the pre-departure activities.

During the pre-departure and movement phase, IOM and the Government of Slovenia work closely together to ensure that all information is shared between the relevant actors and the different steps of the process are carried out in a timely and efficient manner and with due consideration for the needs of the refugees.

The key responsibilities of the government will be to:

- communicate timely to IOM all information relevant for the operational implementation of the programme
- respond to IOM's request for information required for the organization of activities

The key responsibilities of IOM will be to:

- overall coordinate and manage the project
- liaise with the Slovenian government, the IOM offices in Turkey, IOM regional office for the EEA, EU and NATO in Brussels and the IOM HQ
- monitor the progress of the programme
- report regularly on the implementation of the programme.

IOM enjoys excellent relations and a long-standing cooperation with the Slovenian Ministry of the Interior on different migration-related issues, including assisted voluntary return and reintegration, relocation from Italy and Greece and family reunification procedures.

Similarly, IOM enjoys excellent relations with the UNHCR in Slovenia and Turkey, as well as with the Turkish government's Directorate General of Migration Management (DGMM), the agency dealing with all exit procedures for refugees in Turkey. Moreover, in Turkey, where the caseload of in particular Syrian refugees is spread across the country, IOM through its main and field offices also cooperates closely with local municipalities. This well-established network allows for streamlined provision of support activities in view of resettlement.

4. Monitoring & Evaluation

Since the main project activities are operational and logistical, no specific evaluation will take place. IOM will provide to the donor a final financial and narrative report after the end of the project, which will account for the financial expenditure and report on the operations, including results, caseload assisted, challenges and how these were overcome. The report will also detail the project's progress

against the objectives and make note of any lessons learned.

During implementation, IOM will monitor the project progress against the budget and the agreed timeline and consult with Mol in case of any need for adjustments.

5. Results matrix

	Indicators	Data Source and Collection Method	Baseline/Target	Assumptions
Objective To facilitate the resettlement of 60 refugees to Slovenia, as such providing a durable solution for refugees in need of protection	Number of target group arriving in Slovenia for resettlement		Target: 60 refugees to be resettled to Slovenia from Turkey including vulnerable cases	
Outcome 1 – facilitation of the selection mission through provision of logistical arrangements	The selection mission and visa processing by Slovenia have been successfully facilitated through the provision of logistical support by IOM		Baseline: 0 Target: all pre-selected refugees have received logistical support	Pre-selected refugees can be contacted; candidates are willing and able to receive transportation assistance to the places where interviews take place; in-country transportation remains possible
Output 1 - logistical arrangements for the selection mission and visa processing have been put in place and have contributed to the successful implementation of the selection missions	<ul style="list-style-type: none"> - 100% provision of transportation of refugees from their place of residence in Turkey to the place where the interviews and the visa processing will take place; - In Turkey, 100% provision, where needed, of accommodation and catering during interviews; - 100 % provision of transportation for refugees back to their place of residence after the interviews; in Turkey, where possible, after the HA has taken place directly before the interviews. 		Baseline: 0% of target group have received logistical assistance in support of the selection missions Target: 100% of pre-selected beneficiaries have received logistical assistance	Pre-selected refugees can be contacted; candidates are willing and able to receive transportation assistance to the places where interviews take place; in-country transportation remains possible

	Indicators	Data Source and Collection Method	Baseline/Target	Assumptions
Activities that lead to Output 1.1				
Facilitation of selection mission and visa processing in Turkey: <ul style="list-style-type: none"> - Transportation of refugees (estimated 69 persons) from their place of residence in Turkey to the place where selection interviews and visa exit procedure will take place in Ankara; - Accommodation and catering for refugees during selection process in Ankara as necessary. - Accommodation, catering and transport for 13 Slovenian governmental representatives during selection process as necessary (bookings done by IOM Turkey, payment done directly by Slovenian governmental representatives on the spot). - 8 rooms available in total: for interviewing (4 rooms), information provision (1 room), for governmental representatives' personal use (1 room), for the use of the Slovenian Police (1 room) and for fingerprinting (1 room) - 1 waiting room made available - Interpretation (1 interpreter per interview team – 4 interpreters for the duration of 10 days), security (2 security guards for the duration of 10 days) and child care services (1 child care attendant for the duration of 10 days) arranged as necessary. 				
Outcome 2 – pre-departure health assessments (A) Pre-departure Health Assessment carried out as outlined in the SRPF and following the health protocol (B) All beneficiaries have been provided with fit to travel/pre-embarkation checks for the purpose of their safe travel to Slovenia	100 % of beneficiaries have received the requested health assessments and fit to travel/pre-embarkation checks (FTT/PEC)		Baseline: 0 % of target group have received health assessments and FTT/PEC Target: 100% of target group has received the health assessments listed above as well as FTT/PEC	Beneficiaries agree to the health assessments; Beneficiaries authorize sharing of assessment results with Slovenian authorities and airlines, where necessary to ensure medical needs are provided for in travel and post arrival; beneficiaries able to travel to the location where the pre-departure health assessments can be provided

	Indicators	Data Source and Collection Method	Baseline/Target	Assumptions
<p><u>Output 2.1</u> Beneficiaries' physical health status has been evaluated and documented through a general health assessment.</p> <p><u>Output 2.2</u> Beneficiaries, identified with certain conditions have undergone pre-departure medical screening (PDMS)</p> <p><u>Output 2.3</u> Medical conditions of the beneficiaries have been assessed in order to ascertain whether they are physically fit to travel</p> <p><u>Output 2.4</u> Information on beneficiaries' health conditions has been shared with qualified medical staff dealing with their reception after arrival in accordance with data protection principles. Beneficiaries carry their personal medical documentation. For traveling and first reception needs the Mol, NGOs and airlines will be informed on a need to know basis.</p>	<ul style="list-style-type: none"> - Number of target group who have received a general health assessment; - Number of referrals for specialists consultations and additional tests; - Number of vaccinations given; - Number of interpreters needed - Number of beneficiaries who have received further medical assistance when needed and based on coordination with the Slovenian Mol; - Number of beneficiaries who have received pre-departure medical screening; - Number of beneficiaries who have received FTT/PEC; - Number of medical escorts provided during the movements from Turkey to Slovenia; - Number of medical escorts provided during ground transportation to the local clinics for health assessments. 		<p>Baseline: 0% of target group have received health assessments</p> <p>Target: 100% of target group have undergone health assessments</p> <p>Baseline: 0 % of target group have received pre-departure medical screening or FTT/PEC</p> <p>Target: - 100% of target group has received pre-departure medical screening - 100% of departed beneficiaries have received FTT/PEC</p>	Beneficiaries will be able to travel to the location of the health assessments, pre-departure medical screening procedures and FTT/PEC

	Indicators	Data Source and Collection Method	Baseline/Target	Assumptions
Activities that lead to Output 2.1				
Pre-departure health assessments (HA)				
<ul style="list-style-type: none"> - Health activities as outlined in the Health Protocol (Annex II). - The HA and the selection interview will take place directly after each other in Ankara. - Accommodation and meals provided for persons in need of medical follow-up in Ankara as determined in the HA. - Implementation of HA and fit-to-travel checks for all beneficiaries. - Fit-to-travel checks conducted before departure in Istanbul. - Communication of relevant medical data to designated health focal point in Slovenia. 				
Outcome 3 – Pre-departure Orientation in Turkey 3-day pre-departure orientation (including pre-embarkation training) conducted by GoS and facilitated by IOM	Beneficiaries received pre-departure orientation sessions and pre-embarkation training		Baseline: 0 Target: 100% of adult target group passed PDO	Target group will be able to travel to the location where the sessions can be provided. Availability of cultural mediators/interpreters.
Output 3.1 Through the PDO, beneficiaries aged 14 and above have been equipped with skills and attitudes to better adjust to the resettlement process and life in Slovenia, and are knowledgeable about the basic facts of life in Slovenia	- Number of target group (aged 14 years and above) that received PDO - Number of target group (aged 13 years and below) that received child care during PDO		Baseline: 0 % of target group received PDO Target: 100% of adult target group received PDO	Target group will be able to travel to the location where training can be provided. Availability of cultural mediators/interpreters.

	Indicators	Data Source and Collection Method	Baseline/Target	Assumptions
Activities that lead to Output 3.1				
<ul style="list-style-type: none"> - Cultural mediators / interpreters are identified by IOM. - 3 day PDO training implemented for those aged 14 years and above by GoS. - 2 three-day sessions are implemented by GoS for two separate groups of beneficiaries. - Venue, accommodation, technical equipment, catering, interpretation and childcare services are provided during sessions. 				
Output 3.2 Beneficiaries have received a pre-embarkation training, including information on schedules, regulations and assistance	- 100 % of beneficiaries receive a pre-embarkation training		Baseline: 0 % of target group received pre-embarkation training Target: 100% of target group received PDO/pre-embarkation training	Target group will be able to travel to the location where training can be provided. Availability of cultural mediators/interpreters.
Activities that lead to Output 3.2				
<ul style="list-style-type: none"> - Pre-embarkation sessions are delivered to groups before travel 				
Outcome 4 – Movement Management and operational coordination Beneficiaries travel safely and in a dignified manner from their place of current residence in Turkey to Slovenia	- Number of target group that has arrived safely in Slovenia		Baseline: 0 Target: 100 % beneficiaries	Selected beneficiaries agree to be resettled to Slovenia, No interruptions in flight schedules; Security situation allows for in-country transportation to departure airport in Turkey and (where applicable) in-country flights are up and running and service is not disrupted; Sufficient capacities of relevant authorities in Turkey at the departure airports to handle exit procedures for the respective departures.

	Indicators	Data Source and Collection Method	Baseline/Target	Assumptions
<p><i>Output 4</i></p> <p>Target group of up to 60 refugees have departed from Turkey and arrived safely in Slovenia</p>	<ul style="list-style-type: none"> - Number of target group provided with in-country transportation and departure assistance - Number of target group provided with accommodation in city of departure if necessary - Operational/medical escort provided when necessary - Tickets issued/ABN issued - Number of target group provided with departure and transit assistance - Number of escorts (operational and medical) on charter flights and commercial flights when deemed necessary providing handover to reception staff in Slovenia 		<p>Baseline: 0</p> <p>Target: 100 % beneficiaries have departed from Turkey and arrived safely in Slovenia</p>	<p>Continued cooperation with authorities in Turkey for exit visa; Selected beneficiaries agree to be resettled to Slovenia; No interruptions in flight schedules; Security situation allows for in-country transportation to departure airport in Turkey and (where applicable) in-country flights are up and running and service is not disrupted; Sufficient capacities of relevant authorities in Turkey at the departure airports to handle exit procedures for the respective departures.</p>

Indicators	Data Source and Collection Method	Baseline/Target	Assumptions
Activities that lead to Output 4.1 4.1.1. Departure support: <ul style="list-style-type: none"> - IOM issues an Advance Booking Notification (ABN) which in turn is shared with the EU MS and UNHCR for the facilitation of exit permits. - Liaise with UNHCR to facilitate exit permission (UNHCR having primary responsibility for obtaining exit permission which takes approx. 3 weeks and the exit permits are valid for 15 days). - IOM collects from the authorities issuing the entry visas for Slovenia, the appropriate travel documents and verifies the information against the refugees' bio-data. The travel documents will be handed to the refugees at departure – usually at the international airport – where a final identification check will be made to prevent possible substitutions. - IOM staff will accompany the refugees through immigration procedures and assist with embarkation. 4.1.2. In country transportation: IOM will organize the in-country transportation in line with the safest and most convenient routing for the refugees.			
4.1.3 Transportation – Airline agreements, reservations, ticketing and baggage allowance: IOM enjoys preferential airfare conditions and baggage allowances, which will be made available to refugees travelling under this agreement. Where possible, on the request of the Slovenian government, and in coordination with the MoI, the movements will take place with charters, or a mix of charters with regular airline services.		4.1.4 IOM will make travel arrangements in line with the most direct routing and requested travel dates. The bookings are made from the nearest international airport in the refugees' host country to the final destination in Slovenia, as coordinated with the Slovenian MoI for each movement.	
4.1.5 Operational and/or medical escorts: as the selected group includes several vulnerable medical cases, IOM will organize the support of one medical escort (if necessary) and where necessary non-medical escorts to accompany the refugees group to the airport of arrival in Slovenia. Arrangements are made in close cooperation with health and airport authorities as well as the carrier's own physician		Outcome 5 – Post-arrival reception assistance	
		Baseline: 0 Target: 100% of beneficiaries as per requests received by the Government of Slovenia (GoS) have received arrival assistance	Request by GoS to provide arrival assistance

	Indicators	Data Source and Collection Method	Baseline/Target	Assumptions
Provision of assistance at the arrival airport in Slovenia and organization of in-country onward transportation	<ul style="list-style-type: none"> - Number of requests by the government for IOM to provide arrival assistance; - Number of target group assisted at airport upon arrival 		Baseline: 0 Target: 100% of beneficiaries as per requests received by GoS	Reception assistance is request from IOM by GoS
Activities that lead to Output 5.1 Post arrival assistance to facilitate immigration and customs formalities: The resettled refugees will be in Brnik airport greeted by the IOM Slovenia operational staff, who will implement the handover of beneficiaries to officials of the Mol.				

6. Work plan

Activity	Party responsible	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
TURKEY - Preparatory phase	IOM, Mol	x	x				
A. Logistical arrangements for the selection mission							
Transportation of refugees from place of residence to interview	IOM	x	x				
Interpretation	Mol	x	x				
Accommodation for refugees during interview / entry visa process	IOM	x	x				
Catering during interview / entry visa process	Mol	x	x				
B. Pre-departure health assessments							
Assess beneficiaries health	IOM	x	x	x	x	x	
Assess beneficiaries fitness to travel	IOM		x	x	x	x	x
C. Pre-departure orientation							
Accommodation for refugees during 3-day PDO sessions	IOM		x	x	x	x	x
Transportation of refugees from place of residence to PDO	IOM		x	x	x	x	x
Interpretation during PDO sessions	IOM		x	x	x	x	x
Catering, refreshments and child care during PDO sessions	IOM		x	x	x	x	x
D. Movement and travel assistance							
Travel booking and ticketing	IOM		x	x	x	x	x
Pre-departure assistance	IOM		x	x	x	x	x
Escort as necessary	IOM		x	x	x	x	x
Departure and transit	IOM		x	x	x	x	x

Activity	Party responsible	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
Arrival assistance	IOM and Mol		x	x	x	x	x

7. Budget

The overall budget for the operation is 116.839 EUR. Please see Appendix B for more details.



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Annex B - Budget template

Project Title: Resettlement Programme of Refugees from Turkey to Slovenia
 Project Type: Resettlement Assistance (RE)
 Caseload: 60
 Budget Amount Requested in EUR: 116,839
 Project Duration: 6 months
 Donor: Ministry of the Interior of the Republic of Slovenia

WBS	Item	Unit	Nr of Units	Unit Cost	Total	Standard/Optional
A. STAFF Costs						
	Project focal point	Month	6	415	2,490	Standard
	Project coordinator	Month	6	565	3,390	Standard
	Finance/RMO function	Month	6	145	870	Standard
	Turkey support staff (non-medical)	Month	6	1,575	9,451	Standard
	Turkey support staff (medical)	Month	6	726	4,355	Standard
				Total Staff Costs:	16,201	
B. OFFICE Costs						
	EEA Office and communication	Month	6	125	750	Standard
	Turkey office cost (non-medical)	Month	6	193	1,160	Standard
	Turkey office cost (medical)	Month	6	129	774	Standard
				Total Office Costs:	1,910	
C. OPERATIONAL Costs						
A 1- Logistical arrangements for the selection mission						
	Accommodation for refugees if located away from place where selection mission will take place	Nights	76	60	4,560	Standard
	Interview rooms	Days	80	100	8,000	Standard
	Interpreters	Each	40	85	3,400	Standard
	Transportation of refugees from place of habitual residence to temporary accommodation in place of interview and back	No. of Person	69	45	3,105	Standard
	Security guards/services	Each	20	100	2,000	Optional
	Childcare services	Each	10	85	850	Optional
	Provision of technical equipment	Each	10	100	1,000	Optional
	Waiting room	Each	10	150	1,500	Optional
	Accommodation for interview teams					
	Transportation for interview teams					
A 2- Logistical arrangements for visa processing						
	Accommodation for refugees if located away from place where visa processing will take place	Nights	69	60	4,140	Standard

	Visa/travel document facilitation costs (pictures, documents sending/courier service, copying/printing)	No. of Person	69	50	3,450	Standard
B - Pre-departure Health Assessment						
B1	Medical history taking and physical examination					Standard included in staff and office costs
B2	Sputum smears and cultures for those with clinical and symptomatic signs of TB regardless of CXR results (percentage of caseload only)					
B3	Pre-embarkation check (PEC)/Fit To Travel (FTT) check 24-48 hrs before departure	Each	3	250	863	Standard
B4	Referrals for those with significant medical conditions for additional tests and specialist consultations to establish fitness to travel and, if necessary, referrals for stabilization treatment.					Standard included in staff and office costs
B5	Transmission of medical information prior to departure to appropriate authorities	Each	7	500	3,450	Standard
B6	Follow up investigations for those on TB treatment	Each	1	1,500	1,500	Standard
B7	Interpreters (if needed)	Each	5	85	425	Standard
B9	In city transport to place of health assessment (if needed)	Each	69	5	345	Standard
B11	Vaccine Pentavalent (DaPT+Hib+IPV), Hepatitis B, DTP/Tdap + IPV, MMR	Each	200	24	4,725	
	Laboratory investigation	Each	7	60	414	
B12	Additional clinical investigations or interventions (urine dipstick, blood serology, presumptive treatment of intestinal parasites)	Each	7	60	414	Optional
B13	Accommodation for refugees during health assessment	Nights	69	35	2,415	Optional
B14	Catering during health assessment (snacks/water)	Each	69	3	207	Optional
B15	Clinic running costs including rent, medical supplies and equipment	Each	69	70	4,830	Optional
C 1 - Pre-departure Orientation PDO (by IOM)						
C1	Option 1 - Pre-embarkation session (schedules, regulations, assistance, etc.)					Standard included in staff and office costs
C 2 - Pre-departure Orientation PDO (by Member State)						
C2	3-day pre-departure orientation by Member State	Nights	120	35	4,200	Optional
C3	Accommodation for refugees for 3 days session	Each	12	85	1,020	Standard
C4	Interpreters	Each	6	85	510	Standard
C5	Childcare services	Each	6	100	600	Standard
C6	Room rental	Each			0	Optional
C9	Technical equipment (Beamer, flip chart,...)	Each				
C10	Transportation of refugees from place of residence to city where PDO takes place and back	Each			0	Standard
D - Movement and Travel Assistance						
	Liaison and pick-up of travel documents (exit permits are arranged through UNHCR)					Standard included in staff and office costs
	Transportation to and passenger handling at embarkation airports	Each	60	3	150	Standard
	Air/train/bus tickets to domestic and to final destination	Each	60	250	15,000	Standard
	Accommodation in city of departure if overnight necessary	Nights	60	35	2,100	Standard
	Operations Escort (travel and DSA)	Each	3	986	2,958	Standard

	Medical Escort (travel and DSA)	Each	4	986	3,944	Standard included in staff and office costs
	Airport assistance for departure					
E - Reception Assistance by IOM in resettlement country						
	Liaison and coordination with governmental counterparts and reception providers					Standard included in staff and office costs
	Airport assistance upon arrival (reception, notification of authorities, handover)					Standard included in staff and office costs
				Total Operational Costs:	91,084	
				Total A+B+C	109,195	
					7,644	
	IOM Overhead (7%)					
	GRAND TOTAL				116,839	

(1) For those cases which are identified with medical conditions or are very vulnerable a pre-departure medical follow-up will be included

(2) Escort (medical and/or operational) services will be assigned during health assessment and in the following cases:

- Persons with significant medical conditions which are likely to require significant treatment during travel, or present a meaningful risk of clinical deterioration during travel.
- Persons who require medical devices during travel, including supplementary oxygen, intravenous catheters, indwelling urinary catheters, and naso-gastric tubes.
- Persons with a recent history of events such as trauma, surgery, or seizures which increase the risk of travel.
- Persons with behavioral, cognitive, or intellectual impairment who require supervision or assistance in their daily living activities
- Persons with significant stabilized psychiatric illness.
- Frail elderly persons

Appendix C: Standard Operating Procedures

STANDARD OPERATING PROCEDURES

RESETTLEMENT OR HUMANITARIAN ADMISSION FROM TURKEY

1. Starting the process

- Resettlement State requests IOM's assistance:
 - If request is made at Turkey level, IOM Turkey shall refer Resettlement State to IOM office in EEA.
 - If request is made in Resettlement State, IOM office in respective EEA country to follow up.
- As soon as the request is made by the Resettlement State, the IOM office in the EEA will inform HQ/RMM and RO Brussels of the request.
- The IOM mission in EEA will liaise with the national authorities regarding the requested supporting activities, which should follow the Operational Model developed by IOM.
- Once the Standard Resettlement Project Form (SRPF) that establishes the support IOM will provide, is completed and has been shared with HQ/RMM, RO Brussels and IOM Turkey, it will be signed between IOM office in EEA and the national authority and will serve as the basis for developing project documents and budget.
- IOM office in EEA will request IOM Turkey to assist with the project budget development (following the project budget template) and ensure Resource Management RO Brussels is copied on the request.

2. Logistical arrangements for selection mission

- IOM Turkey will assist with logistical arrangements for the selection mission as laid out in the SRPF.
- Coordination takes place between IOM Turkey, IOM office in EEA and relevant government counterparts both at Ankara and capital level.
- The Resettlement State identifies and selects beneficiaries for resettlement.
- A final list of selected beneficiaries will be shared with IOM Turkey by relevant governmental counterparts.

3. Pre-departure health assessments

- IOM Turkey will assess the selected beneficiaries' health in line with the support as outlined in the SRPF.
- Special needs related to transportation and accommodations are shared with the authorities of the Resettlement State. Medical files are shared with designated medical focal points only at the destination point. IOM will not share the medical files of beneficiaries with non-medical authorities or other agencies.
- 24-48 hours prior to the date of departure, IOM Turkey performs a brief pre-embarkation check (PEC)/Fit-to-Travel (FTT) check to ensure safe transportation.

4. Pre-departure orientation and information

- IOM Turkey provides pre-embarkation training for beneficiaries selected for resettlement.
- As outlined in the SRPF, 1 or 3-day pre-departure orientation sessions are provided by IOM Turkey.
- If pre-departure orientation sessions are organized by the Resettlement state itself, IOM assists with logistical arrangements as outlined in the SRPF.

5. Operations and movement assistance

- UNHCR requests the necessary exit visas/permit from the Turkish authorities, who will make the exit visas/permit available within 5 days after the request is made.

- IOM Turkey assists in liaison, coordination and obtaining of travel documents and entry visas from Resettlement States for beneficiaries as needed.
- IOM Turkey contacts IOM offices in transit (where relevant) and final destination to inform them of the movement, requesting transit and arrival assistance.
- IOM Turkey arranges for air/train/bus tickets, transportation of the beneficiaries to the embarkation airport and passenger handling at the airport.
- Operational/medical escorts will be provided by IOM Turkey as indicated in the health protocol.
- IOM offices in the Resettlement State provide arrival assistance and arrange for the handover of the beneficiaries.
- Upon request, IOM can arrange onward transportation to final destination as well as catering for beneficiaries when travelling onwards to far-off final destinations.
- Upon request, IOM can arrange clothing packages for beneficiaries if preferred in cooperation with civil society.

Appendix C: Standard Operating Procedures

STANDARD OPERATING PROCEDURES

RESETTLEMENT OR HUMANITARIAN ADMISSION FROM TURKEY

1. Starting the process

- Resettlement State requests IOM's assistance:
 - If request is made at Turkey level, IOM Turkey shall refer Resettlement State to IOM office in EEA.
 - If request is made in Resettlement State, IOM office in respective EEA country to follow up.
- As soon as the request is made by the Resettlement State, the IOM office in the EEA will inform HQ/RMM and RO Brussels of the request.
- The IOM mission in EEA will liaise with the national authorities regarding the requested supporting activities, which should follow the Operational Model developed by IOM.
- Once the Standard Resettlement Project Form (SRPF) that establishes the support IOM will provide, is completed and has been shared with HQ/RMM, RO Brussels and IOM Turkey, it will be signed between IOM office in EEA and the national authority and will serve as the basis for developing project documents and budget.
- IOM office in EEA will request IOM Turkey to assist with the project budget development (following the project budget template) and ensure Resource Management RO Brussels is copied on the request.

2. Logistical arrangements for selection mission

- IOM Turkey will assist with logistical arrangements for the selection mission as laid out in the SRPF.
- Coordination takes place between IOM Turkey, IOM office in EEA and relevant government counterparts both at Ankara and capital level.
- The Resettlement State identifies and selects beneficiaries for resettlement.
- A final list of selected beneficiaries will be shared with IOM Turkey by relevant governmental counterparts.

3. Pre-departure health assessments

- IOM Turkey will assess the selected beneficiaries' health in line with the support as outlined in the SRPF.
- Special needs related to transportation and accommodations are shared with the authorities of the Resettlement State. Medical files are shared with designated medical focal points only at the destination point. IOM will not share the medical files of beneficiaries with non-medical authorities or other agencies.
- 24-48 hours prior to the date of departure, IOM Turkey performs a brief pre-embarkation check (PEC)/Fit-to-Travel (FTT) check to ensure safe transportation.

4. Pre-departure orientation and information

- IOM Turkey provides pre-embarkation training for beneficiaries selected for resettlement.
- As outlined in the SRPF, 1 or 3-day pre-departure orientation sessions are provided by IOM Turkey.
- If pre-departure orientation sessions are organized by the Resettlement state itself, IOM assists with logistical arrangements as outlined in the SRPF.

5. Operations and movement assistance

- UNHCR requests the necessary exit visas/permit from the Turkish authorities, who will make the exit visas/permit available within 5 days after the request is made.

- IOM Turkey assists in liaison, coordination and obtaining of travel documents and entry visas from Resettlement States for beneficiaries as needed.
- IOM Turkey contacts IOM offices in transit (where relevant) and final destination to inform them of the movement, requesting transit and arrival assistance.
- IOM Turkey arranges for air/train/bus tickets, transportation of the beneficiaries to the embarkation airport and passenger handling at the airport.
- Operational/medical escorts will be provided by IOM Turkey as indicated in the health protocol.
- IOM offices in the Resettlement State provide arrival assistance and arrange for the handover of the beneficiaries.
- Upon request, IOM can arrange onward transportation to final destination as well as catering for beneficiaries when travelling onwards to far-off final destinations.
- Upon request, IOM can arrange clothing packages for beneficiaries if preferred in cooperation with civil society.

ANNEX II: PROTOCOL FOR THE PRE-DEPARTURE HEALTH ASSESSMENT OF SYRIAN BENEFICIARIES OF THE RESETTLEMENT PROGRAMME TO SLOVENIA

PURPOSE

The Pre-departure Health Assessment is intended to fulfill the following purposes:

- 1) To ensure that the refugees/migrants, traveling under the IOM's auspices, do so in a safe and dignified manner;
- 2) To facilitate early integration of refugees/migrants with significant medical conditions into the health systems of the receiving countries;
- 3) To address some public health issues, related to mobility.

Pre-departure Health Assessment Package:

Full pre-departure health assessment allows for:

- Detection of medical conditions of public health importance/public safety and of conditions that require follow up post-arrival
- Transmission of medical information in a timely manner to the receiving party to enable a proper preparation of reception
- Identification, in advance, of any travel requirements related to the health condition of beneficiaries
- Initiation of follow-up treatment, if necessary
- Provision of other services such as vaccinations

TIMELINE

Ideally, the Health Assessment should be scheduled 9-12 weeks prior to departure **upon confirmation of the selection** of the beneficiary(ies) and acceptance into the programme. Exceptionally, the Health Assessment will be carried out in conjunction with the selection missions in order to minimize in-country travel due to logistical reasons related to travel permit procedures.

Standard and Optimal package

The Government of Slovenia will follow the following package including selected vaccinations and additional investigations as outlined below:

- 1) **History-taking and physical examinations (PE)** will be conducted for all migrants without exception and aim to identify:
 - Acute or chronic physical or mental conditions that may deteriorate before or during travel and lead to cancellation or disruption of the travel;
 - Acute or chronic conditions that may require special arrangements in the country of destination, such as special schooling, special housing, mobility or hearing assistance devices, assistance with activities of daily living, specialized referrals, treatment and other arrangements;
 - Acute or chronic conditions requiring pre-departure stabilization treatment and special travel arrangements, such as wheelchairs, stretchers, special medical equipment, special seating, medical or operational escorts, oxygen and other arrangements.
 - Measurement includes weight, height, visual acuity and vital signs.
- 2) **Referrals.** Some refugees/migrants with significant medical conditions will be referred for additional tests and specialist consultations to establish fitness to travel and, if necessary, provided with stabilization treatment. It should be noted that these may come at an additional cost, if the refugee is referred to a non-governmental clinic or when treatment in the government clinic is not free.
- 3) **Pre-departure medical procedures (PDMP)** will be performed for refugees/migrants with significant medical conditions two-three weeks prior to departure. The aim is to re-confirm fitness to travel, provide stabilization treatment in case of deterioration through referrals to collaborating hospitals, review travel requirements and make any necessary adjustments. Pregnant women and refugees with severe malnutrition can be assessed 48-72 hours prior to departure.
- 4) **Pre-embarkation check (PEC)** will be conducted for all refugees/migrants 24-72 hours before the departure and will consist of a visual check and temperature measurement. Refugees/migrants with significant medical conditions may require additional tests, treatment, stabilization and possible hospitalization and travel might be postponed. The aim is to detect acute conditions or a last minute deterioration of chronic conditions that may necessitate travel cancellation or further support during the air travel.

- 5) **Systematic transmission of medical information** to the health authorities of destination countries. In order to maximize the benefit of health assessments, it is extremely important that the medical information that is generated through the health assessments, including, but not limited to, recommendations for special post-arrival arrangements, should be transmitted to the appropriate health authorities of the receiving countries. Medical information will be recorded **using the IOM Generic Health Assessment Form and, if necessary, the Significant Medical Condition (SMC) form** in MiMOSA. These forms are printed from the IOM institutional database, MIMOSA, are comprehensive and well-structured. These forms will travel under closed envelope marked confidential with the beneficiaries in the IOM travel bag.

Transmission of medical information should follow IOM's Data Protection Policy and confidentiality should be ensured. It is recommended to create or use an existing national web-based platform which allows for medical files to be uploaded and transferred to medical professionals in the country of resettlement (or, alternatively and less ideal) work with a system to encrypt medical files (password-protected attachments via email or secure Dropbox-type mechanisms). Access to medical files should be restricted to medical staff and dedicated focal points engaged in the resettlement process. Usually IOM provides all medical records in hard copy and the CXR images on CD (with the necessary viewing software included). IOM recommends avoiding the use of CXRs in hard copy (due to additional costs and possible issues with availability).

The SMC form can be used to transmit information about post arrival requirement to non-medical persons.

Additional specific support:

1) Tuberculosis (TB) screening and treatment

- a) **Chest X-ray (CXR) for refugees/migrants who have signs and symptoms suggestive to TB.** CXR will not be conducted for entire caseload, based on the receiving country request, but only for the ones presenting with obvious signs and symptoms of pulmonary Tuberculosis which will significantly limit the detection of active TB.

The CXR is the best screening tool for tuberculosis (TB) and is relatively inexpensive. It enables the detection of subtle lesions that exist prior to the onset of symptoms, and therefore, allows for the initiation of investigations and treatment at an earlier stage, interrupting the chain of TB transmission. Additionally, CXRs help to detect abnormalities that may be present in other chest organs (e.g. heart, large vessels, lymph nodes, etc.) as well as other lung diseases.

Considering that after resettlement to EU countries refugees/migrants may initially live in communal settings, such as transit or reception centers, pre-departure screening for TB may prevent TB outbreaks.

IOM in any case **strongly recommends** including CXRs into health assessment protocols, especially for refugees who:

- come from countries with a TB prevalence > 20 per 100,000 population
- have lived in crowded conditions (such as camps, informal settlements or reception structures)
- are going to live in reception centres upon arrival in the country of resettlement
- will travel on long haul flights

Migrants with untreated, infectious TB are not considered fit to travel. Finally, CXRs may provide additional information about heart, lung and other chest conditions.

- b) **Screening for latent TB infection (LTBI)** using Tuberculin Skin Test (TST) or Interferon Gamma Release Assay (IGRA) is not recommended for groups which have low TB prevalence but can be performed for groups with high prevalence based on expected low cost-effectiveness of the screening. It is important to note that screening for LTBI should be performed if there is a meaningful post-arrival follow up and treatment for migrants, diagnosed with LTBI.
- c) **Sputum smears for Acid-Fast Bacilli and cultures for Mycobacterium Tuberculosis Complex (MTC)** should be performed for refugees/migrants with CXR findings suggestive of TB and for those with clinical signs and symptoms, regardless of CXR results. It should be noted that TB detection without X-ray is very difficult as most of TB cases are asymptomatic and thus it is highly recommended to do an X-ray during the PDHA. Three early morning specimens should be collected under the direct supervision of an IOM staff and referred for testing to a reputable TB laboratory. Drug susceptibility testing should be performed on positive cultures and identified to the level of MTC. Results of TB sputum test will take up to eight weeks and during that period the family will be on hold for medical clearance.
- d) Migrants diagnosed with TB on clinical, radiological or bacteriological grounds should be referred to the National TB Programme for **TB treatment**. The receiving country needs to decide if the TB patients should complete treatment before they travel or if they can travel while on treatment after culture conversion. In the latter case, the receiving country

must ensure the immediate follow-up and continuation of treatment after arrival in order to avoid treatment interruption. TB treatment will take minimum six months.

2) **Urine dipstick test** will be conducted for refugees/migrants 15 years of age and above. The test is a cheap and simple test that may detect diabetes, urinary tract diseases and some other conditions. At the same time, the test is not sensitive and not specific. It is not required for the determination of fitness to travel, but can occasionally detect an undiagnosed significant condition. It may be useful if there is systematic transmission of medical information to the receiving countries in place, as well as post-arrival follow-up on identified medical conditions.

3) **Vaccinations** are one of the most meaningful public health interventions. They protect individuals as well as communities in countries of origin and destination, prevent outbreaks and associated cancellations of travel, as well as the importation of vaccine-preventable diseases. The rationale for providing vaccinations for refugees/ migrants is that often the vaccination programme was disrupted in their countries of origin and children are likely to have missed one or more doses of vaccines. Unless they have continued receiving their vaccinations elsewhere, there is a potential of accumulating a critical mass of susceptible individuals and outbreaks of vaccine-preventable diseases. Additionally, overseas vaccinations would facilitate children's enrollment into schools and reduce the number of vaccines that would need to be administered after arrival.

IOM established a well-organized and closely monitored system of vaccine procurement, storage and administration.

IOM will facilitate the vaccinations according to the national vaccination programme, available here: http://www.nijz.si/sites/www.nijz.si/files/uploaded/program_2017.pdf. The following vaccinations will be given based on the age of beneficiaries and their vaccination history:

- Pentavalent (DTP/Hib/IPV): 3 months to below 5 years
- Tdap/DTP + IPV: 5 years and above
- MMR: 1 year and above - until born after 1957
- Hepatitis B: 5 years and above

Only vaccination records of acceptable quality can serve as a proof of previous vaccinations.

Only the first vaccination dose will be given to avoid reactions before travel.

Screening for contraindications, counseling and provision of information on vaccinations should follow the same standards as for other countries vaccination programmes.

Vaccinations administered to the beneficiaries as well as the ones transcribed from the previous records should be recorded on the IOM vaccination record form.

- 4) **Blood serology.** Blood serology for beneficiaries at risk of syphilis based on the anamnesis of the patient. The testing should only be done if proper counseling, follow up and access to treatment can be ensured in the country of testing and in the country of resettlement.

Provision of escorts

Medical or operational escorts will be provided for the following categories of migrants:

- a) Persons with significant medical conditions that are likely to require significant treatment during travel or present a meaningful risk of clinical deterioration during travel.
- b) Persons who require medical devices during travel, including supplementary oxygen, intravenous catheters, in-dwelling urinary catheters, and naso-gastric tubes.
- c) Persons with behavioral, cognitive, or intellectual impairments who require supervision or assistance in their daily living activities.
- d) Persons with significant stabilized psychiatric illnesses.
- e) Frail elderly persons.
- f) Stretcher cases

Ethical issues

This protocol should not be used for the purpose of establishing admissibility on medical grounds.

All migrants undergoing health assessments will be counseled about the scope of the health assessment and information sharing, and will sign an informed consent form.

Communication

A designated contact person (Ms **Ivanka Dandić**, medical nurse, Asylum Center Ljubljana - Vič; e-mail addresses: ivanka.dandic@gov.si and majda.hafner@gov.si; tel. no. +386 1 200 84 07) has been assigned by the receiving country in order to ensure smooth communication and transmission of information and to allow for the qualitative provision of the pre-departure health assessment and subsequent follow-up.