

Resettlement Theme Group

Terms of Reference Mission Statement

The resettlement theme group offers the opportunity for identified member organizations to convene on a regular basis for the following purpose:

- Discuss developments and trends in resettlement in Kenya, with particular focus on the Nairobi urban refugee population.
- Coordinate and implement activities and training for relevant partners.
- Share information.
- Identify best practices and develop guidelines for resettlement related topics.

1. Issues to be Addressed

In line with the group's preliminary meeting held on August 16, 2012, the issues to be addressed by the working group include:

- Training. The group agreed to implement regular trainings for partners on a quarterly basis, covering all resettlement related topics.
- Information campaigns and community outreach. The group to attend regular information campaigns and assist in disseminating resettlement information to the community.
- Information sharing protocol and processes. Group members to work on improving the information sharing process currently in place, therefore avoiding duplication of resettlement services and improved identification of clients for resettlement.
- Creation and improvement of referral system for partner organizations.
- Anti-fraud and integrity of the resettlement program

2. Desired Outputs and Outcomes

The desired outputs for the working group include:

- Quarterly training for staff of relevant organizations that are part of the Urban Refugee Protection Network (URPN).
- Participating in and attending information campaigns in the community.
- Improved knowledge and implementation of best practices regarding changing trends of resettlement country criteria, and country of origin specific developments.

The desired outcomes include:

- Improved access of resettlement related information for the refugee community.

- Improved information sharing and feedback systems for UNHCR, HIAS and RefugePoint.
- Improved referral system for other partner agencies to identify the most suitable agency for resettlement processing of identified clients.
- Implementation and streamlining of best practices for resettlement including implementation of anti-fraud measures.

3. The Operational Framework

a) The Leadership Structure

UNHCR, RefugePoint and HIAS to take turn hosting and chairing the group's meetings. The host organization is responsible for sending meeting invitations to group members in a timely manner prior to the meeting including a proposed agenda; as well as taking minutes, and distributing those to attendees post meeting.

b) Timeframe

The identified targets and goals identified within these terms of reference and the activities to be carried out in their regard to be reviewed yearly. Terms of reference will be re-visited, and can be adjusted if necessary

c) Meetings

The working group will convene monthly meetings to discuss progress made in relation to the above detailed issues, as well as to update group members on new developments. Other meetings may be convened on a need basis; as was noted separate meetings might be held with representatives from resettlement countries.

d) Resources

The financial and human resources to be relied on by the working group will be provided by the member organizations on a need basis.