

Annex 1

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN INTERNATIONAL CATHOLIC MIGRATION COMMISSION  
("ICMC")**

**AND**

**[NON-GOVERNMENTAL ORGANIZATION]  
("NGO")**

**I. INTRODUCTION**

- The Office of the United Nations High Commissioner for Refugees ("UNHCR") initiated the Resettlement Deployment Scheme ("Scheme") in 1997 as a means to increase the capacity of UNHCR to refer refugees for resettlement consideration and strengthen its relationship with NGO resettlement partners.
- In 1998, the International Catholic Migration Commission ("ICMC") undertook to administer the Scheme under an agreement with UNHCR. The Scheme continues to provide support to the office of the UNHCR and resettlement countries to meet the resettlement needs of refugees worldwide.
- The Deployment Scheme is managed through a partnership agreement between UNHCR and ICMC. The Resettlement Service in the Division of International Protection Services, UNHCR Geneva, oversees funding and manages donor relations and deployment needs for the Scheme. ICMC is responsible for the operation of the Scheme, including the maintenance of a roster of deployees from which UNHCR selects candidates for deployment to field posts.

**II. PURPOSE AND SCOPE**

- In an effort to strengthen the role of NGOs in resettlement work, in line with UNHCR's global strategic objectives, this Memorandum sets forth the procedures for secondment of NGO staff to ICMC for the purpose of undertaking deployments in the field.
- The purpose of these secondments is twofold: a) to bring skilled people from a variety of NGO backgrounds into refugee protection operations in the field, thus reinforcing UNHCR's capacity to process refugees and b) to provide NGOs with an increased understanding of how the UNHCR resettlement program functions within the context of local and international partnerships.
- The experience of the secondee can be tapped into as a valuable source of first-hand knowledge and information when he or she returns to the [NGO] in a resettlement country.

**III. AGREEMENT ON SECONDMENTS**

Definition: A secondment is a mechanism whereby NGO staff members ("secondees") are put at the disposal of the Scheme. Secondments are intended for short term periods *of up to three months* and are not intended to be turned into long-term employment positions.

**The parties to this MOU agree to the following:**

**1. NGO**

[NGO] agrees to:

- o Maintain the secondee's job so that it is available on his/her return;
- o Pay the secondee's salary for the full period of the secondment including accrued annual leave and other leave entitlements (note, leave during deployment period will be as per Scheme Administrative Guidelines);
- o Pay the secondee's medical, medical repatriation, and risk insurance;
- o Ensure that prior to undertaking a deployment, the secondee signs the Terms of Reference (TORs) established by UNHCR, with a copy to ICMC;
- o Ensure that the secondee agrees to abide by UNHCR standards for public holiday schedules;

- o Ensure that the secondee agrees to abide by ICMC and UNHCR codes of conduct and other relevant Scheme regulations, including quarterly reporting on field activities;
- o Cooperate in making secondee available for information sharing purposes upon secondee's return, subject to prior consultation with ICMC and UNHCR and in accordance with applicable confidentiality guidelines.

**2. ICMC**

Subject to the Terms of Reference agreed by UNHCR, ICMC will pay the following costs in line with the regulations of the Scheme:

- o Travel to and from the place of deployment ;
- o Accommodation costs and a per diem allowance for the duration of the secondment;
- o Defray other reasonable costs (such as visa, immunization vaccines) related to the deployment of the secondee

**3. Process Leading to Deployment of Secondees :**

- o [NGO] will inform ICMC of potential candidates for secondment
- o ICMC will vet and make recommendations for approval of these candidates in line with criteria currently in use by the Scheme
- o ICMC will inform [NGO] of UNHCR's request for short-term deployments
- o [NGO] will commit to release the secondee for the period of secondment
- o UNHCR will make the final decision on the deployment of secondees
- o ICMC will make travel arrangements for the approved secondee

**Time Frame**

The term of this MOU is for a period of one year from the effective date of this agreement and may be extended upon written mutual agreement. In consultation with NGOs, ICMC shall review the implementation of all MOUs under the Scheme on annual basis to ensure that it is fulfilling its purpose. ICMC will consult with UNHCR on the findings of these reviews.

Either ICMC or the signatory NGO may terminate this MOU upon thirty (30) days written notice.

The signatories agree to the spirit of this understanding, pursuant to the UNHCR-ICMC Framework Agreement. The Resettlement Service of UNHCR reserves the right to approve or decline NGO staff member(s) for specific deployments under this MOU.

**For ICMC:** \_\_\_\_\_  
**Johan Ketelers**  
**Secretary General**

**For NGO:** \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_