



## Basic Needs Working Group - Standard Operating Procedures

### Cross-checking beneficiaries to avoid duplication in assistance

Updated: October 2015

#### ***Background:***

In 2012, the members of the then Cash Working Group agreed to compare lists of beneficiaries to avoid duplication. In 2013, a focal point system of list managers was set up that would cross-check any newly identified beneficiary by any organization against their own beneficiary list and flag duplication. The agreement was that duplication across regular unrestricted cash assistance programmes should be avoided, and accordingly, the members agreed to remove newly identified cases from their prospective list of beneficiaries, if they were already benefitting from existing programmes.

Due to a continuous change of focal points across all partners and the resulting difficulty to keep the group mailing list current, the system was adjusted. Instead of a pool of focal points that would all work on the lists in parallel, a single point at UNHCR (Asma Omaish – [omaish@unhcr.org](mailto:omaish@unhcr.org)) was appointed to centralize the process.

#### ***Process:***

Important: In the process below, it is expected that the only data field that is shared is a case number (aka UNHCR registration number or Asylum-Certificate number). No personal data of any asylum-seeker or refugee should be shared as part of this process.

- 1.) An organization providing conditional regular cash assistance under the Basic Needs WG identifies a new list of beneficiaries shares this list by email with the UNHCR focal point. The expected duration of the programme should be provided as well.
- 2.) UNHCR focal point cross-checks against all existing lists and provides feedback on duplicates to that organization.
- 3.) If there are duplicates, the organization will take them off the prospective list of beneficiaries.
- 4.) UNHCR retains the list of non-duplicate beneficiaries for subsequent cross-checks for the duration of the organization's programme.
- 5.) Any changes in beneficiaries or duration should be duly shared with the Basic Needs Working Group and the UNHCR focal point for list coordination.

#### ***Future Plans:***

The Basic Needs Working Group has committed under the 2015 workplan to shift this process to RAIS, by drawing on a similar feature, which already exists as part of the winterization module. This will be implemented after the migration to RAIS v.2

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