<p align="center">**Registration Strategy**
Kakuma Refugee Camp in Kenya</p>

Introduction

International protection for refugees and asylum-seekers begins with admission to a country of asylum and registration by host country authorities or UNHCR. Registration should be understood as a core protection activity and protection tool as it is an invaluable opportunity for the early identification and referral of vulnerable persons to available services, protection interventions and durable solutions. Registration activities in Kakuma refugee camp are crucial at both the initial arrival stage and for continuous updates. This activity ensures the collection of accurate information on both individuals and the population baseline. As of 31 July 2017, Kakuma refugee camp had a registered population of 144,554 181,983 persons of concern from 18 different countries[1]. In Kakuma, registration processes are conducted jointly between UNHCR and the Refugee Affairs Secretariat (RAS).

Despite a robust registration system, UNHCR realizes that there is a need for further coordination and planning alongside RAS for effective registration processes to continue. This strategy is informed by existing standard operating procedures on the unified registration process and the 2016 Identity Management and Registration System (IMRS) report on the ongoing transition of registration responsibilities and functions in Kenya. The expected hand over date for all registration activities in Kakuma is December 2017. Registration activities are assessed for adequacy through the **5A's** framework (*Availability, Accessibility, Acceptability, Affordability and According to International Protection Standards*).

Guiding Principles

Registration is an important protection tool and this Strategy is guided by the following principles:

- **Do no Harm:** Conducting actions, procedures and programmes in a way that does not put the survivor at further risk of harm, especially as a result of unintended consequences.
- **Equity:** Promoting an inclusive and non-discriminatory approach to the registration of persons of concern, irrespective of their nationality, race, religion, political views, and sexual orientation, social or other status and place of residence.
- **Voluntary:** should be available on a voluntary basis to all persons seeking international protection except fighters and citizens of country of asylum.
- **Accessibility:** registration should be physically, socially, affordable, and accessible to all asylum seekers and refugees latest within three months of arrival on a territory.
- **Confidentiality:** Adhering to confidentiality guidelines during the registration process when UNHCR and Government conduct the registration
- **Community-based Approach.** The strategy needs to highlight the importance of being registered and legalizing one's stay in the country of asylum with the support of the community by raising awareness on the process.

The key principles of **the unified registration approach** with UNHCR and Government of Kenya agreed on are as follows:
- Teams engaged in all aspects of refugee protection and assistance will work with a **common set of core registration data**, gathered through a common process and adhering to common standards.

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[1] Kakuma refugee population figures as of 31 July 2017.

- A sustainable registration process will focus on the **continuous updating, validation, and use of existing information** about individuals of concern;
- **Procedures are flexible** enough to adapt to different situations and to evolve over time

Strategic Objectives

UNHCR works on the following strategic objectives to provide quality registration services to refugees.

Objective 1: More refugees will benefit from the improved quality of registration by Government of Kenya and UNHCR

UNHCR is engaged in unified registration activities alongside RAS staff in Kakuma refugee camp. Training has been provided since 05 July 2017 and continues to be undertaken to ensure a smooth handover process. While these activities are ongoing, UNHCR realizes the importance of enhancing the capacity of RAS staff to be able to provide and share holistic services and information to persons of concern.

The activities that UNHCR and RAS undertake may include:
- Provide and oversee extensive gender and age-sensitive interviewing techniques for RAS staff;
- Coordinate the development of unified registration SOPs for Kakuma refugee camp with BO Nairobi;
- Ensure the quality of registration activities are maintained according to UNHCR Registration standards;
- Develop a joint leaflet/video with RAS on the importance of registration in different languages to be disseminated in the community and reception centres.
- Improve the set-up registration interviewing rooms to ensure confidentiality;
- Explore the possibility of building protection/litigation capacity in RAS;
- Create awareness amongst RAS staff on continuous registration processes especially new born registration in the perspective of child protection and the importance of documentation in the perspective of physical and legal protection;
- Advocate for a secure and adequate filing room and filing system for RAS;
- Retain an adequate number of UNHCR staff after the handover process to provide technical oversight and ensure high standards of registration are maintained;

Objective 2: More refugees with specific need will be early identified for proper referral mechanism and protection intervention

Registration is important in identifying those who are at risk or have special needs. These groups are often the least likely to come forward and make their needs known. UNHCR seeks to ensure that these groups receive the necessary intervention during registration processes.

The activities that UNHCR and RAS undertake may include:
- Provide continuous training to RAS registration staff on specific need groups;
- Strengthening identification mechanisms of persons with specific needs and sharing information with cross-functional units and partners for early intervention;
- Build the capacity of RAS staff on identification, reporting mechanism and referral of persons with specific needs.

Objective 3: Refugees benefit from registration system strengthened with anti-fraud measures

Registration processes are vulnerable to fraud and corruption hence UNHCR and RAS need to pay attention to all activities. RAS staff implementing these activities are required to adhere to high standards at all times.

The activities that UNHCR and RAS undertake may include:
- Design and implement a fraud-awareness on-going training sessions for RAS staff;
- Ensure anti-fraud visibility materials in all languages are present at all registration sites;
- Examine the fraud vulnerability assessment checklist tool with all RAS staff and identify gaps;
- Create awareness amongst the community on fraud reporting mechanisms;
- Disseminate the data protection policy among RAS and UNHCR staff
- Implement the recommendation in data protection policy

Objective 4: Level of individual documentation increases

It is crucial for all persons of concern to receive some form of documentation during the initial registration period and thereafter if necessary. Documentation can take the form of identification documents and/or entitlement documents which are all issued by the Government of Kenya. At a minimum, the documentation functions as proof that a person has registered with RAS/UNHCR and is considered to be of concern. This will ensure that persons of concern do not face *refoulement/harassments from police* and can access all services or assistance. This means that all refugees of age 18 years and above are issued a Refugee Identity Card, refugee children are issued with Refugee Minors pass and each asylum seeker is issued with an asylum seekers pass

The activities that UNHCR and RAS undertake may include:
- Ensure issuance of proof of registration documents to all persons of concern;
- Ensure issuance of refugee identification cards for all refugees including *prima facie* refugees;
- Identify and refer to persons who are not issued documentation to Protection Unit for intervention;
- UNHCR and World Food Programme (WFP) to coordinate the food distribution process and issuance of ration cards and *Bamba Chakula* as part of the registration process;

Objective 5: Improved data and information management between UNHCR and Government of Kenya according to the agreement

ProGres database is imminent for effective planning to provide and protection access to services. Without protection indicators regularly monitored and refugees with heightened protection risks timely identified, proper protection will not be provided.

- Support Government of Kenya to strengthen systems for collecting, compiling and analyzing protection data by providing advanced training on use of BIMS for identification purposes and proGres on quality data collection
- Strengthen knowledge and information management mechanisms to monitor the protection trends.

Strategic Approaches

To achieve the Kakuma refugee registration objectives, UNHCR will focus on the following strategic approaches:

Planning and Coordination

UNHCR will continue to engage with RAS during and after the handover process on a technical level. While the database handover process is core to registration activities, there are other activities that occur during the registration process that will need to be streamlined in collaboration with RAS and WFP including, the issuance of refugee ID cards and ration cards and *Bamba Chakula*. This will improve delivery, accountability and registration standards.

Scope of the unified registration

Registration activities will be conducted in two camps: Field post 4 and field post 2

There is need to rehabilitate RAS offices to meet the minimum registration standard at filed post 2 which is closer to the transit center.

Individual registration on arrival in the camp is conducted in refugees profiling system proGres and biometric information collected through BIMS. The set of data is agreed upon between UNHHCR and RAS.

Registration figures are jointly validated by UNHCR and RAS before dissemination. However UNHCR to strengthen the reporting capacity of RAS staff.

Capacity Development

Building the capacity of RAS staff will be enhanced through various activities to ensure prioritization of key competencies for unified registration delivery.

Monitoring and Evaluation

UNHCR in collaboration with RAS will establish benchmarks and quarterly assessments in relation to the registration handover process in Kakuma refugee camp.

Strengthened Referral Mechanisms

There is a need to strengthen the inter-unit and partner referral process for persons with specific needs including women and girls at risk, unaccompanied and separated children, and persons with disabilities, LGBTI, and SGBV survivors. UNHCR will employ proper communication channels between the various units/partners to ensure immediate and adequate response to persons of concern.

Advocacy and Awareness

UNHCR will coordinate advocacy activities with various communities to highlight registration processes a protection tool and to encourage the community to share and update information on persons with specific needs.

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UNHCR Kakuma