

RETURNET

Promoting an integrated model for Return

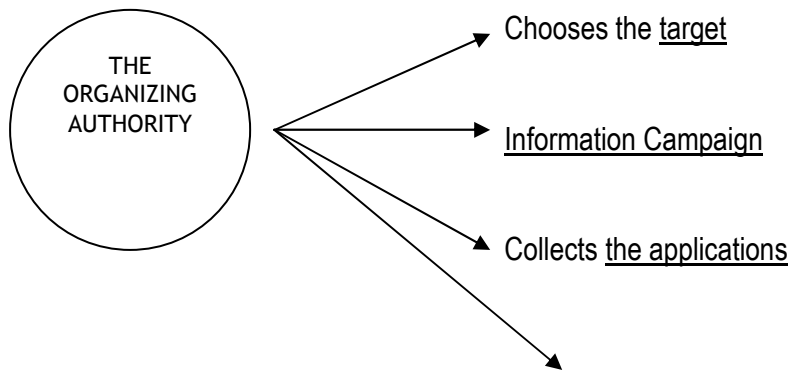


THE RETURN PRACTICAL MODEL

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RETURNET project is co-financed by the European Community under the RETURN Preparatory Actions



Appoints a Committee



· Psychologist

· Legal

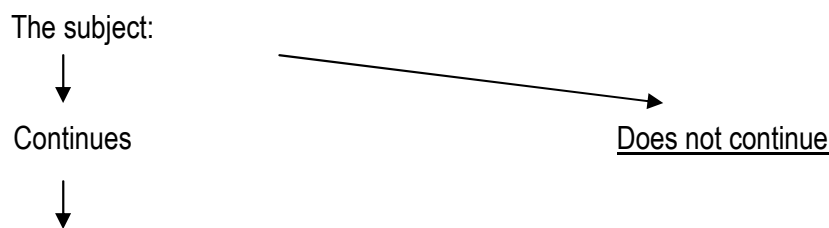
· Operators

· Cultural mediator

whose tasks are

- 1) To verify the compliance of the applications for the selected target;

- 2) Summon the selected subjects for an introductory meeting;
- 3) First individual interview, preparation of the selection access form and the migration proposal of the migrant
- 4) First evaluation of product sustainability;



- 5) Supplementary interview
 - Legal
 - Social
 - Psychological



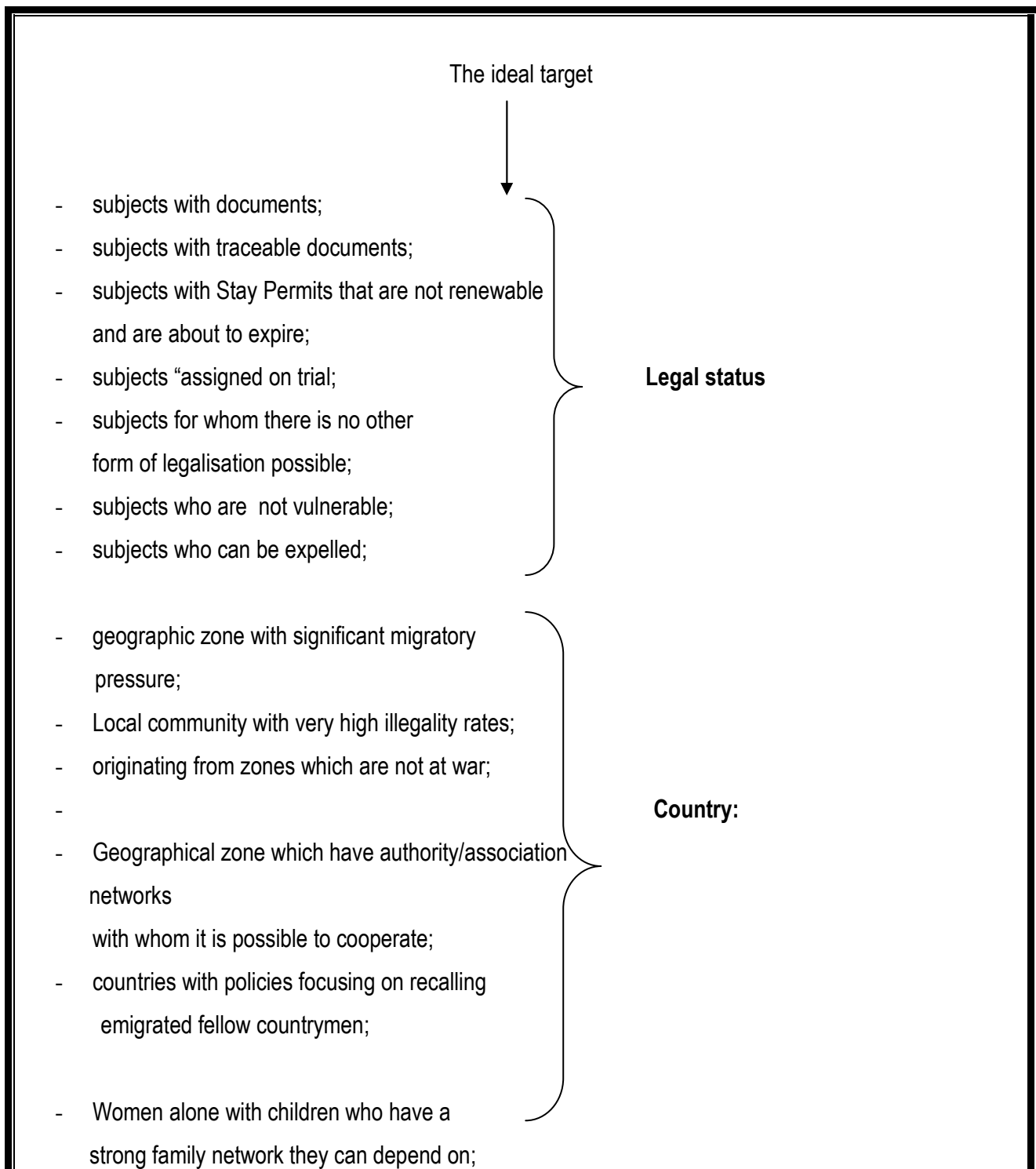
Signs the program participation form
Sends the provisional I.R.P. (Individual Return Project) to the partner operating in the country of origin;

- 6) Prepares the final I.R.P.
- 7) Fixes an appointment for the medical check-up of the selected migrant and his/her relations;
- 8) Contacts the Consulate Authorities to have the necessary travel documents prepared;
- 9) Plans further psychological interviews, if necessary;
- 10) Drafts the return preparation time planning
- 11) Has the subject sign the IRP;
- 12) Arranges the departure:
 - Sends the I.R.P. and names of the selected migrants to the partner operating in the country of origin;
 - Books the carrier for the return;
- 13) Accompanies migrants to the carrier for the return trip.

Choosing the reference target

A precise choice of the reference target is essential in order to guarantee that any project will be a success. There are many characteristics of the target to be identified and depend on national legislation and politics and also the mission of the project.

The organisation of the project and the difficulties that will need resolving before each individual project commences also depends on the choice of reference target.



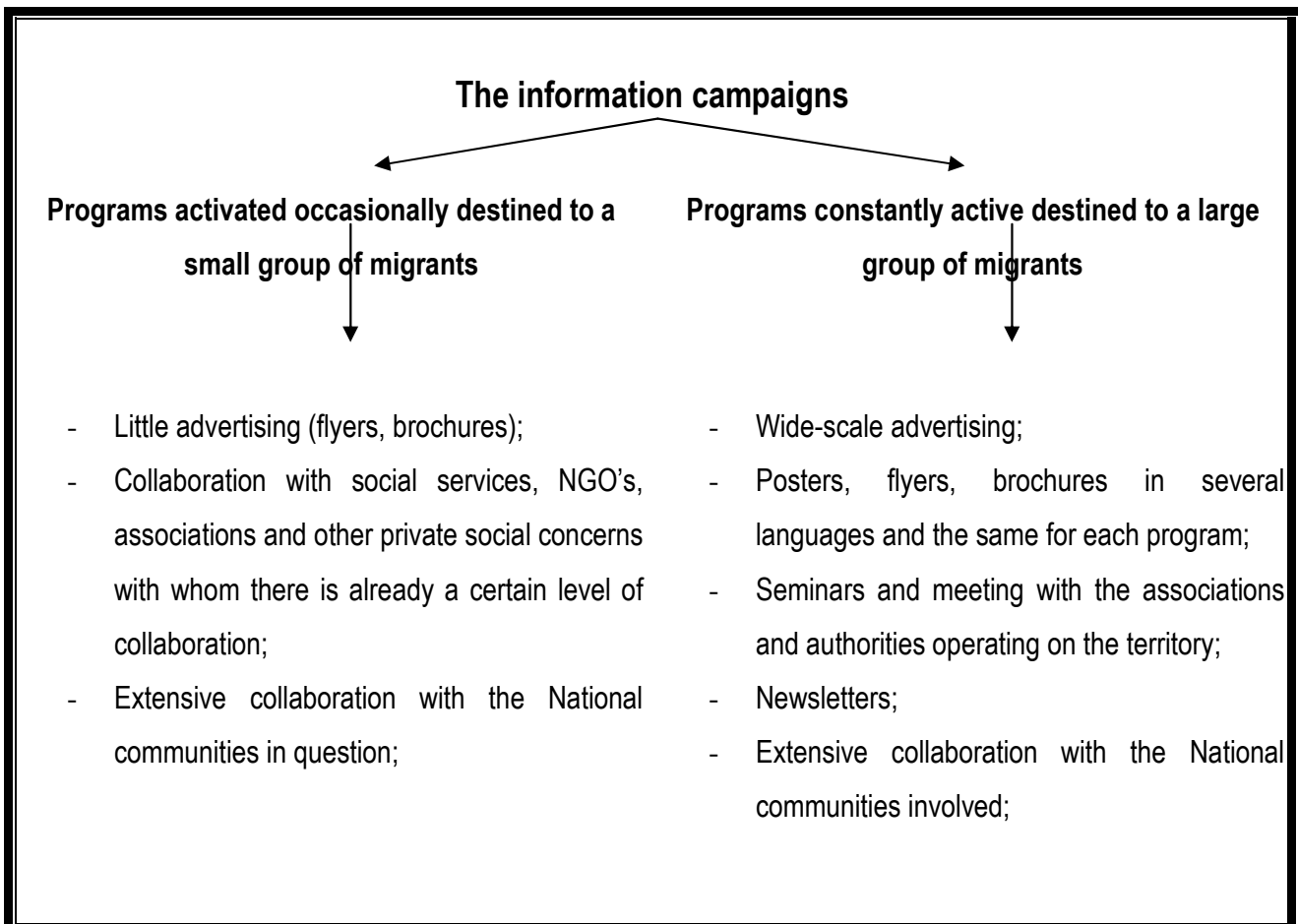
- Subjects who are highly motivated;
- Subjects with few contacts with the country of emigration;
- Subjects with real resources to be invested in the re-integration plan;

Social Evaluation

Information Campaign

When the AVR programs are only activated occasionally and for a very small group of migrants, it is not convenient to spend too much energy on advertising the project, and it is sufficient to work with partners who are already handling other collaborations and can report on any possible migrants who appear to comply with the target identified for each individual project. In the case of Returnet the lack of public information campaigns, or the conservative angle of the same, also depends on the particular status of the reference target: illegal foreigners.

Relations with the associations, communities and the third sector is of fundamental importance to ensure the success of AVR programs for a target of illegal migrants. Illegal migrants are extremely wary, in fact, of those who ask for their personal information, and even of the simple word “return”. For a migrant, ‘return’ is often associated to a sense of failure and it is not easy to convince them of the contrary; this is why it is important that the program is presented to them by someone they trust, someone who can assess the possibility of them returning to their own country. There is also the need for a mediator for each community who can assist the foreigner in his decisions, and this person is needed to instil a sense of tranquillity and support for the choices taken within the relative social group. This is especially true for the Senegalese community, but not at all so for the Serbian community.



The list of candidates

Since the project is aimed at illegal immigrants, keeping a list and the documentation of candidates for the program therefore requires some special precautions:

- Keep a list of candidates and all selected subjects, the program access forms, the IRP [individual return projects] and all other gathered documents in a locked cabinet with limited access;
- Use all other precautions implemented during the processing of sensitive data in pursuance with the laws in force.
- Have all members of the committee sign a specific commitment not to disclose any of the information which they acquire during the course of their work;
- Keep all materials in electronic format in folders or PCs protected by passwords.
- Destroy all useless material making sure all personal data is no longer legible.

The precautions taken to protect all data which is inevitably required must be explained to the potential return migrants during the first interview, to reassure them that they are not exposed to any risks if they declare their identity.

The Psychologist

The psychologist has a role of fundamental importance; return migrants, in fact, need this kind of support to:

- recompose the split which has occurred between the individual identity developed in the host country and the one that must be developed on returning to their country of origin;
- assist the person in the essential process of reconfiguration of expectations;

The intervention of the experts may be useful both in the form of personal interviews, and in the form of a facilitator for group meetings, during which the migrants will be able to anticipate, in a protected environment, the renegotiation of their presence in the country of origin.

The intervention of the experts also helps to enhance the motivation of migrants upon return.

The Legal Expert

The presence of an attorney who is an expert on the national immigration legislation is crucial in order to:

- Avoid problems in obtaining the necessary travel documents;
- Report situations of any migrants who, if admitted to the program, could create problems for the managing Authority;
- Illustrate to the migrants summoned to interviews the alternative forms of emerging from an illegal status;
- Report to staff any other problems related to the illegal status;
- Plan relations with the Police and the Prefectures
- Resolve all other legal commitments that may occur during the program
- Study the legal documentation held by the migrants and interpret any incomplete information that the same may in relation to past episodes.

The physical presence of the Legal expert is not required during the interviews; it is sufficient for him to be sent the individual files and provide his assessment to the other members of the committee.

The Operators

- The operator delegated by the Organizing Authority

The operator delegated by the management Authority will take on the role of coordinator within the committee; in particular his responsibilities include:

- Summoning of Committee meetings;
- Coordination of Committee members;
- Summoning of subjects for personal interviews;
- Transmission of the IRP [individual return projects] and the list of names to the partner operating in the country of origin;
- Management of relationships with partners operating in the country of origin.
- Responsibilities of the processing/maintenance of personal data

- The social worker

The other operator, selected following experience in "accompanying" foreigners or taking charge of them during integration courses, will be responsible for:

- accompanying the subject to all the appointments that are to be activated;
- attend all individual interviews;
- liaising with the different relevant offices regarding the retrieval of records and the appointments at the various offices.

THE SOCIAL OPERATOR TAKES ON THE ROLE OF A TUTOR FOR THE MIGRANTS AND IS ALWAYS AT THEIR DISPOSAL TO DEAL WITH ALL PROJECT TRANSACTIONS AND REQUIREMENTS.

The Cultural Mediator

The presence of a cultural and linguistic mediator is needed to:

- Assist and improve the level of communication (often, the subjects do not speak Italian and, even those who do know the language, often have insufficient knowledge to ensure the efficacy of the communication and the complete understanding of the information provided).
- Put the subjects at ease;
- Assist other members of the Committee to interpret and understand the cultural and symbolic universe of the migrant;

It is recommended that the cultural mediator who joins the committee, is not chosen among the local operators, because it might trigger an introvert mechanism due to the fear that their problems may be reported to their fellow countrymen.

Summoning of subjects

The summoning of subjects and the updating of the appointment agenda are among the tasks assigned to the operator delegated by the managing Authority. The written summons does not seem to be suitable for the situation of the beneficiaries of this program, since illegal immigrants have a high mobility ratio and, sometimes, they can not read in Italian. It is therefore preferable to invite them by phone (with the help of the mediator if they don't understand Italian) and, if they were reported to the program by the social service or an association, the referent should also be contacted. It is also recommended to re-confirm the appointment the day before the meeting, in order to avoid the subject missing the appointment for whatever reason.

First individual interview

The first individual interview is necessary for the project organizing Authority whose task is to select the subjects, and also for the migrant who must be given all the information required to make a “*genuine and individual choice*” as illustrated throughout the literature on this topic.

In order for the interview to be a success, it is important:

- to provide a mother-tongue interpreter;
- to give the migrant time to feel at ease;
- to ask all the questions calmly;
- to do one’s best to resolve all and any doubts the subject may have;
- to adopt a simple, clear but never rushed approach;
- to provide the subject with a general time-frame chart;
- to provide the subject with all the project information material;
- to provide the subject with a document containing a series of the most common FAQ;

It is recommended that the migrant be briefed before the interview by a person he/she trusts (a family member, a fellow countryman, or a social worker or operator). If this is achieved, it is also a good idea for the person who presented the program to also attend the first interview.

We can divide the interview into four phases: the first phase is dedicated to explaining the program, the second to reconstructing the history of the subject, the third to the drafting of a reinsertion plan and the fourth will end the interview and fix the appointment for the next interview.

Selection access form	Prot. N.	
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Date ____/____/____

Place _____

Interview n° _____

Group Senegal Serbia

I - Personal Information

Name: _____

Surname: _____

Sex: M F

Nationality: _____

Place and Date of Birth, _____

Civil Status: Married Single Widow/er Divorced

Address in Italy: _____

Mobile phone number: _____

Other _____

II – Family situation

Family member in Italy:

	Living with the subject	Not living with the subject	Age
Spouse			
Children - minors			
Children – of age			
Parents			
Other dependant family members			
Other relatives			

Family members in the country of origin:

	Remained in the country of origin	Returned to the country of origin	Age
Spouse			
Children - minors			

Children – over 18			
Parents			
Other dependant family members			
Other relatives			

Relatives with a job: _____

Children attending school (indicate the name of the School and the class attended): _____

Further remarks/comments:

III – Area of origin

Exact address in the place of origin: _____

Nearest city to the place of origin: _____

Closest airport to the area of origin: _____

Social-economic conditions in the area of origin¹: _____

IV – Education

Qualifications:

None	
Junior School Diploma	
Junior High School Diploma	
High School Diploma	
Professional qualifications	
Degree	

Languages:

Language	Written	Spoken	Reading

¹ Perceptions and news from the migrant

Driving licenses:

Work experience in the country of origin:

Period	Position

Work experience in the country of emigration:

Period	Position

Current job:

If employed:

informal work occasional work care work other _____

specify the sector of current employment: _____

V – Health situation

Subject: in good health precarious health condition pregnant

If the subject has health problems, specify which: _____

If the subject is pregnant, specify the pregnancy week and the check-ups already

completed: _____

Spouse: in good health precarious health condition pregnant

If the subject has health problems, specify which: _____

If the subject is pregnant, specify the pregnancy week and the check-ups already completed: _____

Children: in good health precarious health condition

If the subject has health problems, specify which: _____

Specify all vaccinations performed: _____

Children: in good health precarious health condition

If the subject has health problems, specify which: _____

Specify all vaccinations performed: _____

Children: in good health precarious health condition

If the subject has health problems, specify which: _____

Specify all vaccinations performed: _____

Children: in good health precarious health condition

If the subject has health problems, specify which: _____

VI – Migration Project

Factors that led the subject to emigrate: _____

Date of arrival in Italy: _____

Means of transport used to reach Italy: _____

Any periods of legal stay: _____

Type of Stay Permit granted _____

Means of sustainment: _____

Housing situation: _____

Services and associations the subject is in contact with: _____

Summary of the years spent in Italy: _____

VII – Administrative situation

Beneficiary:

Travel documents: Passport Permi Other _____

Date of issue: _____ Issuing authority _____

No. _____ Expiry date _____

Remarks _____

Has the subject submitted an application, through his employer in Italy, for a work permit in relation to flow decrees? Yes No If yes, has the same verified his position? _____

Temporary Residence Card for Foreigners (TRC): Yes No

Administrative expulsions acknowledged:

Stay in CPT\CEI²: _____

Criminal sentences: _____

Spouse:

Travel documents: Passport Permit Other _____

Date of issue: _____ Issuing authority _____

No. _____ Expiry date _____

Temporary Residence Card for Foreigners (TRC): Yes No

Administrative expulsions: _____

Stay in CPT\CEI: _____

Criminal sentences: _____

Children:

Where were they born? _____

If they were born in Italy, in which Municipality? _____

Are they registered in the citizen register in the country of origin? _____

Do they have travel documents? _____

Do they have a birth certificate? _____

Do they have vaccination certificates? _____

Signature of the Candidate

For the Authority

² Temporary Stay Centres/Identification and Expulsion Centres.

Date __/__/__

Place_____

I – First elements regarding the Return process

Have you ever thought of returning?

No, never	
I have occasionally	
It is an option that I have been considering	
I had already thought of returning without any assistance	

Why did you choose to apply for the AVR Program?_____

Have you discussed the idea of returning to your country of origin with your family? Yes No

If yes, what was the reaction of your family members? _____

If no, why not?_____

Do you think that Return is encouraged (or approved) by your Community? Why?_____

Do you consider you have received a sufficient amount of information on this AVR Program? Yes No

II – Migration proposal

What would you like to do once you are back in your own country ?_____

Do you want to go back to the same area of origin? Yes No

If no, where would you like to settle down?_____

In your opinion, what are the strong points in your application?_____

And the weak points? _____

Do you want to involve other members of the family in this Return project? Yes No

If yes, who?:_____

With what roles?_____

What resources will be at your disposal? _____

What problems do you think you will encounter? _____

Among the problems indicated above, which ones do you think you will be able to resolve on your own? _____

Why?

Which can't you resolve? _____

Why?

What type of assistance will you need? _____

Other remarks _____

Signature of the candidate

For the Authority

First evaluation of project sustainability

In this phase the team reprocesses the information received during the first interview and checks that:

- the subject is suitable for the project reference target;
- the subject is not classified among the vulnerable subjects or that these aspects can be overcome even if the subject is vulnerable;
- no forms of emersion from an illegal status can be hypothesised for the subject;
- if the subject has shown sincere interest in the program;
- if the general project hypothesized by the subject is achievable;
- other _____

Dismissals

If the migrant is not selected to take part in the program, information on the alternative possibilities which arose during the evaluations should be provided, along with information on the services that can help him in his illegal status (dormitories, canteens etc.).

Supplementary interview

This interview will involve:

- asking the migrant if he has made any further evaluations, reflections or other on the matter following the previous interview;
- informing the migrant of any remarks which may have arisen regarding his specific return project;
- explaining to the migrant what will happen now (preparation of documents required for the return, an interview with the psychologist, medical check-ups, contacts with the country of origin, return carrier);
- brief run down of the characteristics of the program;
- full explanation on the obligations which arise when taking part in the program;
- asking the migrant to integrate any information that is missing or incomplete;
- signing of an acceptance form regarding the regulations and the commitments required to participate in the program.

Program participation form

The undersigned _____ born in _____ on _____
Citizenship _____

hereby undertakes

1. to take part in the "Returnet" AVR Program and to comply with the timing and obligations foreseen by the attached Return Project;
2. to take part in monitoring and result assessment activities for a period of _____;
3. to actively take part in the educational placement of children:
 - _____;
 - _____;
 - _____;
 - _____;
4. not to emigrate from his own country again for at least _____;
5. to comply with all the conditions foreseen by the individual return plan otherwise all relative benefits will be revoked.

also declares

1. that he/she wishes to return to his/her own country accompanied by:
 - (spouse) _____ born in _____ on _____;
 - (child) _____ born in _____ on _____;
 - (child) _____ born in _____ on _____;
 - (child) _____ born in _____ on _____;
 - (child) _____ born in _____ on _____;

Place _____, date _____

Signature

The undersigned _____ born in _____ on _____

hereby authorises

the processing of his/her personal data solely for the purposes related to the "Returnet" AVR Program as foreseen by Italian Legislative Decree 196/2003

Place _____, date _____

Firma

Program participation form (spouses of age)

The undersigned _____ born in _____ on _____

Spouse of _____ born in _____ on _____;

declares

his/her intention to return to the country of origin with _____ and to accept all the program participation regulations.

Place _____, date _____

Signature

The undersigned _____ born in _____ on _____

hereby authorises

the processing of his/her personal data solely for the purposes related to the "Returnet" AVR Program as foreseen by Italian Legislative Decree 196/2003

Place _____, date _____

Signature

Assessment of the IRP sustainability by the partner operating in the country of origin

Once it has been established that the migrant will take part in the program, the placement project agreed during the previous interviews will be sent to the partner in the country of origin.

The partner shall then:

- assess the level of feasibility according to the social-economic conditions in the area of interest;
- assess whether there are any bureaucratic problems that could prevent the project from being implemented;
- assess whether there are suitable employers if the project involves the participant becoming an employee in the area;

On concluding this assessment, the partner shall return the report with all the results, remarks and modifications to be made to the project and, if the assessment is negative, he shall propose another project which corresponds to the placement requirements in the area.

Drafting the IRP

Once the project has also been assessed by the partner in the country of origin, the final version will be drafted. The final project must be a combination of:

- the indications provided by the migrant;
- the indications provided by the partner;
- the financial and logistic possibilities of the program;
- the mission of the program;

The IPR must also be drafted so it is:

- Flexible:

Drafting a flexible IPR means that different timeframes, instruments, human and economic resources shall be adopted for each individual project and customised to meet the specific goals and objectives. Flexibility must not however become a form of uncertainty for the migrant who must be aware of the exact timing and resources that the Program places at his/her disposal when he/she signs the IPR, further to the obligations he has to abide by.

- Customised:

The IPR must also be customised and studied according to the characteristics and aspirations of each individual migrant, and also the social-economic features of the area chosen for return. Standardised return programs do, on one hand, adapt well to situations which involve a large number of subjects, but they are not that effective with regard to the quality of the results (stability of the reintegration project, subject satisfaction level etc.), which are only achieved by complex, customised projects which are reserved specifically to a small group of migrants, as in the case of the Returnet Program.

- Sustainable and effective:

When we speak of sustainability we refer, not only to the ability of the returning migrant to reintegrate with his area of origin, but also the capability of the local community to receive and accept the subject once again. To achieve these results it is essential to choose highly motivated subjects who do not view their return to their country as a failure, and also prepare the community in the area of origin to view these returns as a positive and dignified opportunity for the migrant and a development prospect for the area. The project must include a list of the commitments of both the program and the migrant. The items listed below must be clearly specified in detail:

- the expenses incurred by the program;
- the logistic support provided by the program;
- the financial obligations for the migrant;
- the time-planning;
- the monitoring period;
- all other commitments to be undertaken by the migrant;

Once the final project has been drafted, it must be submitted to the migrant who shall endorse and sign it.

Medical check-up and minor vaccinations

Before the departure it is recommended that all the subjects involved in the return project undergo a medical check-up to certify their good health. Particular attention must be paid to pathologies (infective diseases, heart disease and cancer) that may classify the migrant as a “vulnerable subject”, a subject that may not be sufficiently cared for in his/her country of origin. If subjects are found with these types of pathologies, it is recommended to suspend the project and start the procedure where the subject will be issued with a stay permit for medical reasons.

All subjects must undergo the vaccinations recommended for his/her own country. Particular attention must be paid to minors who are to be returned. For this reason, it is recommended to organise a visit to one of the vaccination centres on the national territory.

In our case, in Senegal there is a high percentage of endemic infective diseases such as meningitis, malaria, typhoid and cholera. There is also a risk of infection by the “Chikungunya” virus.

After receiving medical opinion, it is recommended to provide the following vaccinations: meningitis, hepatitis A and B, tetanus and typhoid, and the anti-malaria prophylaxis. The level of AIDS is very high in this Country. In Serbia there is no particular problem regarding infective diseases, but it is recommended to vaccinate against: Hepatitis A and B and Tetanus.

Both in Senegal and Serbia there is a high level of AIDS, it is therefore recommended to inform the returning migrants on how the disease is transmitted and the precautions to be adopted.

Especially in the case of families who have underage children, it is useful to ask the doctor to prescribe some medicines which are difficult to find in the country of origin, such as wide-spectrum antibiotics and antipyretic medicines.

BUREAUCRATIC PROCEDURES TO OBTAIN THE TEMPORARY RESIDENCE CARD FOR FOREIGNERS (TRC):



Local health authority

Consular procedures

In order to start the consular procedures it is necessary to establish:

- who will be in charge of obtaining them

There are three ways of retrieving the documents: the migrant can deal with it, a program operator can accompany a migrant, or the program can deal with it through an agency.

The last solution is the most appropriate when the Consulate is far away from where the migrant is living; the agency fees would be the same as the travel expenses to reach the Consulate, on longer journeys there is a risk of the migrant being stopped and expelled from the country and the agencies also have preferential channels when dealing with these procedures.

- payment procedures for stamp duties

All documents issued by Embassies/Consulates generally cost from about 30 to 50 euro. If the migrant goes to the Embassy/Consulate on his own, it will be necessary to decide whether to give him the money needed to pay for the documents, or refund the migrant when he provides a receipt or make the migrant pay for the documents himself. The same considerations apply to travelling expenses incurred to reach the relative Consulate.

Documents required for repatriation

There are various of possibilities to be considered:

- expired passports:

in this case it is necessary to visit the Embassy or Consulate for the country of origin, taking the expired passport, identity card or any other similar document issued by an authority in the country, and request a “travel document”. Generally speaking this document is issued on the day it is requested. It would not be feasible to request a renewal or issue of a new passport as this would take a considerable amount of time.

- no passport

If the migrant has no passport, but has an identity card or any other similar document issued by an authority in the country, it is possible to request a “travel document”.

If the migrant has no document of any kind, but has a statement which declares it was stolen or lost, it is still possible to request a “travel document”.

If the migrant has no documents or statement which declares they were stolen or lost, the time needed to receive the “travel document” will be much longer. In this case it is necessary to ask the Embassy/Consulate to conduct a specific enquiry in the registrar’s office in the migrant’s country of origin; the “travel document” will only be issued if this enquiry identifies the migrant. If the enquiry is negative (most likely in countries which have witnessed long periods of war and loss of documents and registers) the Consulate is not able to acknowledge the migrant as one of its citizens and this may be classified as a state-less person,

- registration of children in the citizenship registers:

Foreign children born in Italy must be registered in the citizenship registers of their country of origin in order to obtain the “travel document”. Registration in the citizenship register and the issue of the “travel document” can be requested at the same time and are generally issued the day the applications are made. It is normally not necessary for the minor to be present during these procedures.

- birth certificate for children born in Italy:

To register children born in Italy in the citizenship register, a birth certificate must be provided which indicates the names of the mother and father. The signature of the Registrar issuing the document must be certified by the Prefect for the region. For countries which have no specific agreements, an apostille must be provided by the Prefecture. The issue and certification are processed the moment they are requested and are free of charge.

Return preparation time planning

Annex .. Form

Date __/__/__

Place _____

Name and Surname _____

I - General Information:

- Family member who will be returned with the subject:

II – Preparing for departure:

- Reference operator (name and contact info): _____
- Missing Documents:

Holder	Type of document	Issuing Authority	Retrieved

- Date, place and time of the appointment with Embassy\Consulate: _____
- Date, place and time of medical check-ups: _____
- Date, place and time of interview with the psychologist: _____
- Other appointments:
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____

III – Travel information

- Date and time of departure: _____
 - Carrier: _____
 - Destination: _____
 - Date and estimated time of arrival: _____
 - Reception on arrival: _____
 - Contact info for reference operator at the destination: _____
-

Sending the IPR to the partner in the country of origin

The final project must be sent to the partner in the migrant's country of origin:

- for a final sustainability verification;
- to commence the preparation of all the documents required to process the project;

Commencing the preparation of all the documents required to process the project means:

- preparing a list of all the required documents;
- contacting all the relative offices;
- making applications for the documents for which the presence of the migrant is not required;
- finding out the working hours of all the offices that the migrant will have to visit;
- drafting a budget of the expenses the migrant will incur;
- contacting credit institutes and comparing the various proposals;
- if the project involves the leasing of a commercial fund, it is necessary to start looking for it;
- if the project foresees the placement of the migrant as an employee, contact all the subject operating in that sector of the market;

If the project foresees the placement of a family with minors:

- search for the nearest schools;
- register the minors in a school;

Accompanying migrants to the carrier

It is recommended to accompany the migrant, with all the required documents, to the carrier chosen for the return trip.

If the trip involves travelling by plane, it is advisable for the accompanying party to remain with the migrant until he/she passes through customs. Customs controls are generally much more severe when entering a country rather than leaving a country in the Schengen area; there is however the possibility that problems could arise and the presence of an operator who can confirm the participation of the migrant in the AVR program could prevent him from being held in custody.

The same applies to journeys by boat, and is also advisable when travelling by land, though it is more difficult and not always very useful.