Regional Level

Refugee Contingency Plan Template

PPRE Annex 7e

Introduction: How to Use This Template

- This template can be used to create a refugee CP at the regional level. A CP document is a record of the decisions taken during the planning process and is not an end in itself. It reflects serious policy decisions and commitments towards future actions, and therefore must involve senior decision makers with the appropriate authority.

- The CP must reflect agreement at the regional level among partners (including government authorities, UN, NGOs, possibly regional government bodies, as appropriate in the context).

- The purpose of a regional CP is to achieve a coordinated strategic vision, across several affected countries, including the scenarios, the macro-level response objectives, and the response strategy. The regional CP provides both guidance for country level contingency planning and summarises country specific planning. Operational details are to be included in the country level CPs.

- The regional response strategy should be short, concise, and clear, focusing on priority response needs. The CP must not be overloaded with too many details and complex response planning.

Blue text = Annotations for planners, (template users will delete the blue script and replace it with their own when creating their actual CP)

Black text = CP structure, main headings, key tables and matrices.
Regional Refugee Contingency Plan

Countries Covered:

<table>
<thead>
<tr>
<th>[...COUNTRY...]</th>
<th>[...COUNTRY...]</th>
<th>[...COUNTRY...]</th>
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</thead>
<tbody>
<tr>
<td>[...COUNTRY...]</td>
<td>[...COUNTRY...]</td>
<td>[...COUNTRY...]</td>
</tr>
</tbody>
</table>

(add or remove rows to table above for region as applicable...)

Insert regional map here showing key border areas and countries involved.

<table>
<thead>
<tr>
<th>Time period covered</th>
<th>[Date] to [Date]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version</td>
<td>[Date (Draft or Final)]</td>
</tr>
<tr>
<td>Next update due by</td>
<td>[Date]</td>
</tr>
<tr>
<td>Regional CP Focal Point</td>
<td>[Name]</td>
</tr>
<tr>
<td></td>
<td>[Title]</td>
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<td></td>
<td>[E-mail]</td>
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<td></td>
<td>[Tel. number]</td>
</tr>
</tbody>
</table>

Participating Partners | [List all partners] |
EXECUTIVE SUMMARY

✓ Draft a summary of the regional contingency plan, covering the agreed planning scenario, principle objectives, broad lines of the response strategy and main additional resource needs for the response;
✓ It may be helpful to first fill out the rest of this template and then complete this page.
✓ Highlight key issues and potential gaps.
✓ Maximum two pages.
1. REGIONAL CONTEXT AND PLANNING SCENARIO

1.1 Current context

Situation in the country of origin [name of country]

This section should in principle be identical in all country level CPs.

- Provide a short outline of the situation in the country from where potential refugee movements originate (two paragraphs);
- Briefly describe the profile of the population which may become refugees (for example: urban or rural, cultural context, language, ethnic, religious affiliations, etc.);
- Briefly describe the profile of other nationals in the country of origin that may be affected:
  - Refugees hosted by the country (which nationalities, statistics);
  - Third-country nationals (migrants).

1.2 Planning Scenarios

This section reflects the agreement on the risk analysis and planning scenario, which will be applicable to all concerned country level CPs. Nevertheless, there may be specifics within the scenario for the different countries affected. These specifics are included in the country level CPs.

Risk Analysis for Refugee Mass Movements

- Describe the risk analysis for refugee mass movements.
- Reflect on the possible worst case and best case scenarios in terms of possible developments in the country of origin (two paragraphs max.)
- Describe how governments in the region are predicted to initially manage the refugee movements.

Chosen Planning Scenario

- Briefly describe the chosen planning scenario (4 paragraphs max.).
- Include the following elements:
  - Key reason(s) this scenario was chosen for CP. Usually, planners would choose the most likely scenario. In some cases, the context may require to plan for the scenario with the greatest impact, or to plan for responses not covered by existing protocols and plans.
  - Main points of population outflow from the country of origin. Which neighboring countries would be most affected?
  - Estimated daily outflow rate per country.
Refugee Population Planning Figures
(covering the time period from [Date] to [Date])

<table>
<thead>
<tr>
<th>Refugee Receiving Countries</th>
<th>Current Refugee Population (if applicable)</th>
<th>Planning Scenario</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Refugee Population of the same nationality already in country, as of [date])</td>
<td>Planning Figure (Individuals) (additional refugee arrivals)</td>
</tr>
<tr>
<td>[Country 1]</td>
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<tr>
<td>[Country 2]</td>
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<tr>
<td>[Country 3]</td>
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</tr>
<tr>
<td>Regional Total</td>
<td># Total Refugees already outside country of origin</td>
<td># Total Regional CP Planning Figure</td>
</tr>
</tbody>
</table>

Planning Figures for Other Population Groups

If applicable, briefly describe the planning figures for other groups possibly arriving:
- Refugees repatriating;
- Other refugees in continued need of asylum;
- Migrants repatriating;
- Third-country nationals (migrants).

2. REGIONAL STRATEGIC OBJECTIVES OF THE REFUGEE RESPONSE

This section can be used to set specific standards for cross-cutting priority issues of strategic importance, with a view to harmonize and coordinate the response across several countries. While the needs, and the response strategy, in each of the potential host countries will likely differ, regional strategic objectives set the guiding framework for contingency and response planning for all countries involved. Ideally, the same strategic objectives are retained in all country level CPs.

✔ Develop up to five strategic objectives for the response plan in bullet-point form. All activities undertaken under the plan need to be consistent with these overall objectives.

Strategic Objective 1
For example:
- Refugees from Randomistan enjoy protection and access to territory for asylum, in accordance with minimum protection and assistance standards (including admission, non-refoulement, registration and documentation, assurance of basic security and other human rights standards).
Strategic Objective 2:
For example:
- New arrivals from Randomistan are assisted with timely, life-saving settlement solutions and humanitarian assistance services, taking into account that arrivals may not be able to repatriate for at least six months.

Strategic Objective 3
For example:
- Assistance services make maximum use of existing national capacities, are well coordinated to prevent duplication, and are appropriate to the climate in host countries.

3. COORDINATION STRUCTURE FOR THE RESPONSE

3.1 Regional coordination
Provide a short description of the regional coordination structure, if any.

3.2 [Country 1]
- Insert copy paste from country level CPs section 3 (see country level template)

3.3 [Country 2]
- Insert copy paste from country level CPs section 3 (see country level template)

3.4 [Country 3]
- Insert copy paste from country level CPs section 3 (see country level template)

4. PROTECTION RESPONSE STRATEGY BY COUNTRY

4.1 Regional Response Strategy
- Develop a concise regional strategy statement, outlining the required commonalities for all countries concerned, and where country level response strategies may differ (max. 1 page). Basic regional strategy topics to cover in this section (among others) may include:
  - Access to territory and asylum;
  - Status granted to new arrivals;
  - Emergency Registration Standard;
  - Civilian character of asylum (how will armed elements be separated from civilians, who will manage reception arrangements for non-civilians)
  - Considerations for shelter and settlement strategies at country level;
  - If applicable: Mixed population flows - How will third country nationals and returnees in crisis be assisted?
4.2 [Country 1] Response Strategy

✓ Insert copy paste from country level CP section 4.1 (see country level template)

4.3 [Country 2] Response Strategy

✓ Insert copy paste from country level CP section 4.1 (see country level template)

4.4 [Country 3] Response Strategy

✓ Insert copy paste from country level CP section 4.1 (see country level template)

5. DATA, COMMUNICATION AND FUNDRAISING

5.1 Operational Information Management (Data)

✓ Draw on the refugee information management strategy (available online at http://data.unhcr.org/imtoolkit/) to describe the regional IM plan and structure
✓ Include details in annex

5.2 Public Information

*If required, seek support from the UNHCR HQ DER-PI focal point for your country, or from your Regional PI Officer.*

✓ Media contact points (regional and country level)
✓ If possible, include key messages for the situation

5.3 Resource Mobilisation

*If required, seek support from the UNHCR HQ DER-DRRM focal point for your country, or from your regional External Relations Officer.*

✓ Highlight if there are existing fundraising structures in the countries concerned (CAP or other appeal)
✓ Describe if and what kind of UNHCR-led (inter-agency?) appeal will be launched.
✓ Indicate who would take the lead on developing the appeal
✓ Describe the fundraising strategy, if there are specific elements
✓ Prepare for the possibility of an early CERF submission
6. CONTINGENCY PLAN FOCAL POINTS

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<thead>
<tr>
<th>Country</th>
<th>Name, Title</th>
<th>Telephone</th>
<th>E-mail</th>
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<tbody>
<tr>
<td>Regional</td>
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<td>[Country 1]</td>
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<td>[Country 4]</td>
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7. ANNEXES

The following is a list of suggested annexes. Templates for all annexes are included in the CP Tool Kit. The list can be expanded or reduced as appropriate.

1. Country-level inter-agency refugee contingency plans:
   a. Country 1
   b. Country 2
   c. Country 3
   d. Country 4

2. Inter-agency contact list of regional CP partners

3. Regional Preparedness Matrix

4. Regional Stock – Gap Analysis (non-food items) for the selected planning scenario

5. Regional Supply Plan for the planning scenario

6. Regional costing and budget summary for the first three months, including the inter-agency implementation costs of all country level plans

7. Map of the Region.