**Drafting a Registration Strategy in Emergencies**

All registration and data management activities must be planned in close alignment with the overall emergency operation planning and the protection priorities and strategy of the operation.

A Registration Strategy should document (the “what”):

* the current situation
* the objectives and priorities for emergency registration activities to be implemented
* identified gaps
* the scope of registration activities
* the roles and responsibilities of the actors involved in registration (UNHCR, government, partners)
* if and when applicable, additional assumptions and contingency planning

The template below provides general guidance on what to include in a Registration Strategy, and must be adapted or complemented according to the specific circumstances and operational context of the emergency situation.

**Life-saving activities must always remain the overriding priority in an emergency !**

The detailed registration methodology, exact data sets to be collected , tools employed and resource planning (the “how”) should be documented separately in Standard Operating Procedures (SOPs) and in a detailed Budget. These can also be summarized or referenced in the Registration Strategy.

**REGISTRATION STRATEGY**

**<country> <month/year>**

1. **Background and current situation**

*Briefly describe:*

* developments in the country of origin which led to the recent displacement
* existing refugee caseload/s in country of asylum, prior to emergency
* population profile of the current influx
* estimated numbers and entry points of the current influx
* locations and types of accommodation (collective, sites, host communities)
* legal status of new arrivals in country of asylum
* known protection issues and constraints
* assistance provided, if any, and by whom
* documentation provided to refugees

1. **Current registration system**

*After conducting an assessment of the current emergency situation, document:*

* UNHCR registration system/s in use prior to the emergency (including list of proGres instances, if in use)
* actors currently undertaking border monitoring and/or registration activities
* circumstances and data sets collected (e.g. NGO collecting household information prior to movement to transit center)
* UNHCR current level of registration activities, locations and resource capacity

1. **Objectives and priorities for emergency registration**

*Provide details on the main objectives to be achieved through registration in the emergency operation:*

* protection interventions and processes following registration (e.g. protection from refoulement, relocation, RSD, etc.)
* identification and referral of persons with specific needs
* access to services (e.g. acces to health services through issuance of documentation)
* access to assistance (e.g. creation of distribution lists)
* aggregate data dissemination and coordination with

1. **Gap Analysis**

*Describe the gaps identified between current situation and objectives and requirements*

* under-registration (e.g. entry points / locations not yet covered by registration)
* multiple registration (describe causes, such as lack of data consolidation, or attempted fraud)
* data quality issues (describe causes, such as lack of training in special needs identification, inconsistent data entry)
* physical access issues (for refugees to registration points, or for NHCR to reach refugees)
* unmet staffing and resource needs

1. **Scope of the emergency registration activities**

*Describe the extent of planned registration activities, highlighting immediate actions to be taken:*

* assumptions/dependencies (
* registration locations (existing and additional planned, add maps if available)
* planned timeframe
* types of registration activities (e.g. border pre-registration, indiv. registration on arrival in camp, verification in host communities);
* data elements to be collected (provide detailed guidance in SOPs), specifying if the data set under emergency procedures differs from data set usually collected in the operation in non-emergency
* planned (daily) registration output per location
* reporting mechanism for aggregate figures
* UNHCR / Partner roles and responsibilities, including coordination measures
* contingency measures / incremental approach in case of increased influx

1. **Resource requirements**

*Annex a budget for the first 3 months of the emergency, covering:*

* staffing per location / activity (existing & recruitment, partnerships)
* infrastructure needs (e.g. location rental / rehabilitation investment)
* IT equipment and registration material
* transport requirements

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