

[These guidelines are part of the UNHCR program manual]

GUIDELINES FOR THE COMPLETION OF THE ASR AND MYSR

- In most of the ASR or MYSR tables, a breakdown by origin is requested. If this breakdown is not available, the figures should be shown to include persons of unknown origins – using the code UKN. **[Note: this changed from previous years where VAR for various origins was used. VAR is not a valid code anymore. Use UKN to summarise numbers of persons of unknown origin]**
- In principle, all statistics should refer to the number of persons. In case the number of persons is not available, the number of cases should be stated. This should be clearly marked in the comments or in a covering note, and the average number of persons per case should be provided.
- The term “UNHCR-assisted” refers to persons of concern who are beneficiaries of UNHCR programmes. See Definitions at the end of this document for more details.
- Statistics on the size of the refugee population are not available in many industrialized countries. The UNHCR refugee population estimates for these countries are based on the cumulative number of recognized asylum-seekers over the past 10 years. Particularly in the industrialized countries, an effort should be made to adhere as closely as possible to statistics published or made available by the relevant national authorities.

While the following paragraphs discuss only the tables of the ASR, the observations also apply to the relevant columns of the MYSR. If the requested breakdown by origin or location is not available, every effort should be made to provide at least the data for the totals of all origins or locations.

Table I. Refugees and others of concern to UNHCR--Summary

The information in this summary table is automatically generated once all other forms have been populated.

Table II. Refugee population and changes

Table II should include all refugees in the country as outlined in Definitions and cover both registered and unregistered/estimated refugee populations. Operations should note that asylum-seekers, i.e. persons who have applied for individual asylum, but whose refugee claims have not yet been adjudicated, should not be listed in Table II, but in Table IV.

- **Population start year.** This column will list the number of refugees at the start of the year. It equals the population reported at the end of the previous year (see the ASR covering the previous year).

Discrepancies between the population as it was reported at the end of the previous year and the population at the start of the current year should be listed under “Other increases” or “Other decreases,” as appropriate, and explained in the appropriate comments section (for instance: verification, repatriation, new estimate, etc.).

- **Of which UNHCR assisted.** This column will list the number of refugees at the start of the year which were assisted by UNHCR. It equals the UNHCR-assisted population reported at the end of the previous year (see the ASR covering the previous year).
- **Spontaneous arrivals.** Three options are available: group recognition, temporary protection or individually recognized. When listing spontaneous refugee arrivals, indicate whether they were recognized on a group basis or following individual refugee status determination. Only those refugees who were recognized without an individual interview should be reported under “group recognition”. Those refugees who were recognized on a prima facie basis following a summary individual interview to verify nationality and/or the applicability of exclusion clauses should be reported under “Individually Recognized”. Operations should note that the column “Individually Recognized” in this table should be identical with the column “Recognized” in the RSD Table IV. Use the “Temporary Protection” column to record refugees who were granted a form of temporary protection or stay by the host country.
- **Resettlement arrivals.** State here the number of refugees who arrived in the country during the year under a resettlement programme.
- **Births.** State here the number of births recorded or estimated in the refugee population during the year.
- **Other increases (explain).** State here increases in the refugee population other than through spontaneous arrivals, resettlement or births. This includes (a) persons who already resided in the country and who became refugees as a result of changed conditions in the country of origin (refugees “*sur place*”); and (b) population increases as a result of registration, censuses, surveys or revised estimates. A brief explanation of these increases should be provided.
- **Voluntary repatriation.** Indicate under “Total” the total number of refugees who are estimated to have repatriated voluntarily during the year. This includes refugees who have spontaneously departed, in addition to those whose return has been assisted by UNHCR. Refugee Table II is to be completed by countries of asylum and should report repatriation departures. Tables for refugee returnees VI.A and VI.B are to be completed by countries of origin and should report numbers of returning refugees. Every effort should be made to ensure that the figures reported in these two tables, by country of asylum and country of origin, are consistent. In case of discrepancies, the larger value will apply due to known underreporting of return figures. Population decreases due to a new

registration exercise, census, survey or revised estimate should be reported here if it can be assumed that the population decrease is due to unregistered returns. Indicate under “UNHCR-assisted” the number of refugees who have repatriated with UNHCR-assistance, including persons who were provided with a repatriation grant, a repatriation package and/or transportation which was provided by or through UNHCR. Relevant contextual information on the returns should be provided in the comments section.

- **Resettlement.** State under “Total” the total number of refugees who departed the country of asylum for a resettlement country, including refugees who departed under UNHCR auspices as well as those who departed without UNHCR assistance (e.g., refugees who departed under migration programmes without UNHCR facilitation). Under “UNHCR-assisted” list only those refugees who departed under UNHCR auspices (including, for example, refugees who were submitted for resettlement by UNHCR and those who departed for a resettlement country with the assistance of UNHCR in terms of securing the issuance of travel documents, exit clearance etc.).
- **Cessation.** State here the number of refugees whose refugee status ended as a result of cessation, as per Article 1, section C (1), (2), (4)-(6) of the 1951 Refugee Convention.
- **Naturalization.** State here the number of refugees whose refugee status ended as a result of acquisition of new nationality as per Article 1, section C (3) of the 1951 Convention.
- **Deaths.** State here the number of deaths recorded in the refugee population during the year.
- **Other decreases (explain).** State here decreases in the refugee population other than through repatriation, resettlement, cessation, naturalization or death. This includes (a) persons who have been *refouled*, (b) population decreases as a result of a registration exercises, censuses, surveys or revised estimates, (c) decreases as a result of cancellation or (d) revocation of refugee status. A brief explanation of these decreases should be provided.
- **Population end-year.** State here the refugee population at the end of the year. Note that the “Population end-year, Total” should equal the “Population start year, Total” plus the total of “Increases during the year” minus the total of “Decreases during the year”.
- **Of which UASC - Total.** State here the number of unaccompanied and separated children (UASC) out of the total refugee population at end-year. State the total number even if age and/or sex disaggregation is not available
- **UASC – age brackets (0-4, 5-11, 12-14).** State the number of unaccompanied and separated children (UASC) in these age brackets. If these age brackets are not available for an origin country, leave these columns blank and state the total number of 0-14 old UASC in the next column.

- **UASC – age bracket (0-14).** If the smaller age brackets (0-4, 5-11, 12-14) of UASC are not available for an origin country, state the total number of 0-14 old UASC in this column.
- **UASC – age bracket (15-17).** State the number of unaccompanied and separated children (UASC) in this age bracket out of the total refugee population at end-year.
- **UASC – Female.** State the **number** of female unaccompanied and separated children (UASC) out of the total refugee population at end-year. **[note: state the absolute number, not the percentage]**
- **Of which UNHCR-assisted.** State the number of refugees who received UNHCR assistance at least once over the course of the year. Only include persons who are included in the count of “Population end-year”. This excludes all persons who are listed under “Decreases during the year”, even if they did receive UNHCR assistance during the year. Refer to the Definition section at the end of this document for a detailed definition of “UNHCR-assisted” with examples.
- **Source.** State here the source of the data for each of the different refugee populations, that is, the main responsible for data compilation.
- **Basis.** Indicate the methodological basis for each of the different refugee populations, i.e. whether it is based on registration, censuses, surveys or estimates.

Table III. Population of concern to UNHCR: demographic characteristics and location by end-year

This table requests the breakdown by sex and age group of the entire population of concern at the end of the year by type of location, type of accommodation, origin, type of population and Population Planning Group (PPG). As a minimum, a breakdown by sex and age groups should be provided for the total population. If no recent census or registration has been carried out, the breakdown should be estimated on the basis of surveys, field assessments, etc.

- **Name of location.** Indicate the name of the location where the population is. A pre-populated drop-down menu will appear. In case a location is not listed, operations should state the official full name of the new location in the field “New Location” and ensure consistency in names and spelling with previous ASRs. The location of IDPs protected/assisted by UNHCR listed in the demographic table should also be listed in the IDP table. Whenever possible, operations should be specific about the location where persons of concern are, avoiding the use of the generic category of “dispersed within the country.”
- **Urban or rural.** Indicate whether the population of concern is residing in an urban or rural area. The separation of urban from rural with regard to location has become increasingly important for

programmatic and reporting purposes. However this distinction is not always easy to make, despite its importance to UNHCR. A rural settlement is where displaced populations settle on land outside cities and towns. The population is often dependent on agricultural and pastoral practices, and has fewer community infrastructure systems than in urban settlements. A rural versus urban context is defined by population thresholds that differ around the world. For example, in Africa and Latin America the rural population limit is 2,000 people, whereas in Iceland it is 200. Currently, UNHCR defines a rural population as less than 5,000 persons, while an urban population is where the population is assessed to be 5,000 or more persons. Note that asylum-seekers in urban areas registered with UNHCR and awaiting the determination of their refugee status claim should also be reported in RSD Table IV. “Rural” concerns populations who are living in rural areas, often dispersed amongst the local population. The use of “various” should be avoided whenever possible so as to give the most accurate picture of the environment and situation in which persons of concern are living.

- **Type of accommodation.** A pre-populated drop-down menu provides six choices, depending on the type of accommodation persons of concern reside in. This includes planned/managed camp, self-settled camp, collective centre, reception/transit camp, individual accommodation (private), and undefined, if the type is unclear or mixed. Offices are encouraged to provide additional narrative information regarding these categories and avoid the use of “undefined” if the type of accommodation is mixed.

Furthermore, as the majority of persons of concern are accommodated in individual/private accommodation, offices are requested to provide a short narrative regarding the general situation of persons in individual/private accommodation.

TERM	DEFINITION
Planned or managed camp	Planned camps are places where displaced populations find accommodation on purpose-built sites, and a full services infrastructure is provided, including water supply, food distribution, non-food item distribution, education and health care, usually exclusively for the population of the site.
Self-settled camp	A displaced community or displaced groups may settle in camps, independent of assistance from local government or the aid community. Self-settled camps are often sited on state-owned, private or communal land, usually after limited negotiations with the local population or private owners over use and access.

Collective centre	This type of settlement is where displaced persons find accommodation in pre-existing public buildings and community centres, town halls, gymnasiums, hotels, warehouses, disused factories and unfinished buildings. They are often used when displacement occurs inside a city itself, or when there are significant flows of displaced people into a city or town. Often, mass shelter is intended as temporary or transit accommodation.
Reception and transit camp	It is often necessary to provide temporary accommodation for displaced persons. These camps might be needed at the beginning of an emergency as temporary accommodation pending transfer to a suitable, safe, longer-term holding camp, or at the end of a displacement situation as a staging point of return. Reception and transit camps are therefore usually either intermediate or shortterm installations.
Individual/private accommodation	There may be two types of individual accommodations: non-hosted and hosted. The former refers to displaced persons who occupy a single family dwelling on their own (either as legal tenant or squatting). The latter means displaced persons live in someone else's home with them, sharing resources with another household group.

- Type of population.** Indicate whether the population refers to refugees (REF), people living in refugee-like situations (ROC), asylum-seekers (ASY), returned refugees (RET), internally displaced persons (IDPs), people in IDP-like situations (IOC), returned IDPs (RDP), stateless persons (STA), or Others of concern (OOC).

If a population is displaced and stateless at the same time, enter the displaced status (for example REF) in this column, not the stateless status. Indicate the respective stateless status (stateless or undetermined nationality) in the next column in this case (“stateless status”, see next point).
- Stateless status.** Indicate whether the population is not stateless (NSL), stateless (STL) or of undetermined nationality (UDN). Indicate the stateless status in addition to the (primary) type of population enter under “type of population”. If the type of population = STA, then stateless status must be either STL or UDN.

[Note: this changed from previous years where displaced populations were generally not reported as stateless at the same time. Displaced stateless populations should now be reported with their displacement status under “type of population” and an indication of their stateless status under the next column.]

- **Population Planning Group (PPG).** A pre-populated drop-down menu provides the Population Planning Group for each country as reported in *Focus*. Operations should note that one PPG may be listed more than once per location. Operations must report the correct PPG as ASR figures will be the basis for reporting on expenditures and activities. Errors in reporting PPGs or other figures will have an impact on the population figures appearing in *Focus* and in other documents such as the *Global Report*.
- **Female and male age brackets.** Report on the most disaggregated age brackets available for the population group in a line. If information is only available for the number of 18-59 year old persons, but not for the sub-brackets (18-24, 25-49, 50-59), then report in the 18-59 column for this age group and leave the three sub-brackets empty.
- **Of which UNHCR-assisted.** State the number of people who received UNHCR assistance at least once over the course of the year. Only include persons who are included in the count of “Population end-year”. This excludes all persons who are listed under “Decreases during the year”, even if they received UNHCR assistance during the year. For cases where assistance had been provided but a relevant PPG does not exist or it is not appropriate to report in the ASR, operations should indicate this in the comments or in a separate e-mail to the Global Data Service (PSRHQ@unhcr.org) with a copy to *Focus* Follow Up (HQFOCUS@unhcr.org).

Be as specific as possible based on data available. For example, if refugees from one country of origin are living in two different types of accommodation in one location, or belong to two different PPGs and data is available for these different groups, complete a separate line on the table for each group. If a part of the refugee or IDP population from one country is stateless and another part is not, also complete a separate line for each of these groups and indicate the stateless status in the respective column. Information from this table will be used to analyse trends globally in terms of locations and situation of persons of concern and therefore it is important to provide as comprehensive data as is available. The total population reported for each population group must be equal to the populations reported in the relevant tables for refugees, IDPs, asylum-seekers, stateless persons, and others of concern.

Table IV. Individual asylum applications and refugee status determination

These tables should be used for asylum applications registered and refugee status determination (RSD) conducted in UNHCR (U), government (G), or Joint (J) RSD procedures. In countries where UNHCR (U), government (G), or Joint (J) RSD procedures are implemented in parallel, separate tables should be completed for each type of procedure. In addition, where a breakdown of data by first instance, appeal/administrative review and/or judicial review is available, separate tables should be filled out for each level of procedure. Furthermore, the tables should additionally be filled in for unaccompanied and separated children (UASC) who are reported both in the RSD tables and in the UASC tables.

RSD tables

- **Type of procedure.**
 - **“G” (government procedure).** The State has enacted refugee legislation and/or established procedures under which its national authorities are responsible for the entirety of the RSD process, from registration of asylum-seekers to the determination of their claims and pursuant to which asylum-seekers may be recognized as refugees under the 1951 Convention/1967 Protocol or a regional refugee instrument, or granted a complementary form of protection. UNHCR may have a monitoring role, and/or provide technical and/or financial advice and/or support, or participate in the eligibility body (with or without voting rights).
 - **“U” (UNHCR procedure).** UNHCR conducts RSD under its mandate, from registration of asylumseekers to the determination of their claims, and pursuant to which asylum-seekers may be recognized as “mandate” refugees under the refugee definition in the 1951 Convention/1967 Protocol or UNHCR’s broader (extended) refugee definition. UNHCR mandate RSD may be invoked in States that are/are not Parties to the 1951 Convention/1967 Protocol and/or the 1969 OAU Convention and that have/have not enacted refugee legislation and/or established RSD procedures, including States where (a) the national RSD procedure is not fully functioning (including States that have made reservations related to RSD); (b) the national RSD procedure does not meet international standards for fairness and efficiency; and/or (c) UNHCR conducts mandate RSD for a residual population of asylum-seekers after a formal handover of RSD from UNHCR to the State.
 - **“J” (Joint procedure).** The State has established a national RSD procedure and is responsible for granting refugee status or a complementary form of protection, but UNHCR has formal responsibility, either alone or with some degree of government involvement, for one or several steps in the national RSD procedure (for example, registration, interviews, recommendations in first or second instance). Operations are advised to note that, where UNHCR conducts mandate RSD in parallel to the government’s RSD procedure, this should be reported as “U” and “G” procedures, and not as “J” procedures, using separate tables for each type of procedure.
- **Pending applications start year.** The number of persons whose asylum claims were pending (registered, but not yet decided) at the start of the year. This should, in principle, equal the number of pending claims as reported at the end of the previous year (see previous ASR).
- **Of which UNHCR assisted.** This column will list the number of persons whose asylum claims were pending at the start of the year which were assisted by UNHCR. It should equal the UNHCR-assisted population reported at the end of the previous year (see the ASR covering the previous year).

- **Applied during year.** State the number of persons who registered a new application during the year.
- **Recognized.** State the number of persons whose application for asylum/refugee status was recognized during the year. The column “other” should only be used for status determination in those countries where a complementary form of protection (i.e. non-Convention) is granted on an individual basis. By definition, this column can only be used for “J” or “G” RSD procedures (see above).
- **Rejected.** State the number of persons whose asylum applications were rejected on substantive grounds.
- **Otherwise closed.** List the number of persons whose asylum application was closed without a substantive decision (thus, neither recognized nor rejected). Such reasons may include inadmissibility, withdrawal, abandonment, death, Dublin II procedure (Europe only), etc.
- **Total decided.** This must equal the total of the columns Recognized, Rejected and Otherwise closed.
- **Pending applications end-year.** State here the number of persons whose applications were pending (registered, but not yet decided) at the end of the year. Note that “Applications pending end-year” should, in principle, equal “Applications pending start year” plus “Applications submitted during year” minus “Total decisions” during the year.

Unaccompanied and separated children (UASC) tables

- State here the number of unaccompanied and separated children as per the statistical categories requested under the RSD tables. Operations must provide the country of origin of UASC, if available. In addition, all categories should be broken down by age groups 0-4, 5-11, 12-14 and 15-17 years. Leave the 0-14 years age category blank if the first three age breakdowns are available. If data is only available for age categories 0-14 and 15-17, enter the number of UASC per origin country under these categories and leave 0-4, 5-11 and 12-14 blank. If the age breakdown in official government statistics differs from the UNHCR age breakdown as specified above, then a copy of the original government statistics on UASC should accompany the submission of the Annual Statistical Report.
- **Female (three columns).** Enter the number of female UASC per origin country and age category out of the pending applications at start-year, the applications during the year and the pending applications at end-year. If the number of female UASC is only available as total for the whole country of asylum, enter the number in the respective female column in the last row next to “Total” without disaggregating by country of origin and age category.

Table V. Internally displaced persons (IDPs)

When filling this table, operations must take note of the following.

- IDP.A) Internally displaced persons protected/assisted by UNHCR. This category refers to people or groups of individuals who have been forced or obliged to flee or to leave their homes or places of habitual residence, in particular as a result of or in order to avoid the effects of armed conflict, situations of generalized violence or violations of human rights, or natural or human-induced disasters and who have not crossed an internationally recognized State border. The IDP population shall exclude natural disaster-related IDP populations and refer to IDPs who benefit from UNHCR's protection or assistance activities, either directly or as part of a United Nations Country Team (UNCT) collaborative response in which UNHCR participates.
- IDP.B) People in IDP-like situations. This category is descriptive in nature and includes groups of persons who are inside their country of nationality or habitual residence and who face protection risks similar to those of IDPs but who, for practical or other reasons, could not be reported as such.
- IDP.C) Internally displaced persons (country-wide; conflict-induced only). The IDP population in this table should reflect the total number of conflict-induced IDPs as agreed on by the United Nations Country Team (UNCT).
- IDP.D) Internally displaced persons (natural disaster-induced only). The IDP population in this table should reflect the total number of IDPs displaced as a result of natural disasters. It is important to note that persons listed in this table will not be included in the official number of persons of concern to UNHCR which remains limited to conflict-induced displacement.

The following sections are applicable to Tables IDP.A, IDP.B, IDP.C and IDP.D.

- **Newly displaced.** State the number of IDPs who became displaced within their country during the year.
- **Other increases.** State increases in the IDP population other than through new displacement, i.e. increases as a result of a registration, census, profiling, survey or revised estimate.
- **Returned IDPs.** Persons who were displaced within their own country and have returned to their place of origin during the year. Similar to refugees, IDPs remain of concern to UNHCR for a limited

period after their return. For statistical purposes, a maximum cut-off period of one year (12 months) is applied, i.e. IDP returnees who have returned during the calendar year.

- **Relocated IDPs.** State the number of IDPs who were relocated in their country during the year.
- **Other decreases.** State decreases in the IDP population other than through returns or relocation within the IDPs' country, i.e. decreases as a result of a registration effort, censuses, surveys or revised estimates.
- **Of which UNHCR-assisted (three columns: start-year, returned during year, end-year).** State the number of IDPs who received UNHCR assistance at least once over the course of the year. Only include persons who are included in the count of "Population end-year (start-year / returned during year)".

Table VI. Returnees

When filling this table, operations must take note of the following:

Refugee returnees. Persons who were refugees outside their country of origin and who remain of concern to UNHCR for a limited period after their return. For statistical purposes, a maximum cut-off period of one year (12 months) is applied, i.e. persons who have returned during the calendar year. Operations may provide assistance for a shorter or longer period, however.

Persons in refugee-like situations returnees. Persons who were in a refugee-like situation outside their country of origin and who remain of concern to UNHCR for a limited period after their return. For statistical purposes, a maximum cut-off period of one year (12 months) is applied, i.e. persons who have returned during the calendar year. Operations may provide assistance for a shorter or longer period, however.

Table VI. Stateless persons

Persons of concern under UNHCR's statelessness mandate.

This refers to the following categories of persons [Note: beginning with the MYSR 2019, the category "de facto stateless" has been discontinued for reporting. Stateless populations have to either meet the criteria for being stateless as outlined below, or to be of undetermined nationality, to be reported]:

(i) **Stateless persons**, defined as persons who are not considered as nationals by any state under the operation of its law, as set out in Article 1 of the *1954 Convention relating to the Status of Stateless Persons*. For additional information, operations should consult UNHCR *Guidelines on Statelessness No. 1: The definition of "Stateless Person" in Article 1(1) of the 1954 Convention relating to the Status of Stateless Persons*, 20 February 2012, [HCR/GS/12/01](#), available online, for example, in the [UNHCR Refworld database](#).

(ii) **Persons with undetermined nationality**, where a preliminary review has shown that it is not yet known whether they possess a nationality or are stateless. Statistics on this category of persons are requested by UNHCR's Executive Committee. Such cases arise in a wide range of contexts and in most instances can be resolved through existing State procedures for confirmation of nationality and provision of related identity documentation. UNHCR will only report those persons who, following a review, fall within UNHCR's statelessness mandate as persons with undetermined nationality because they:

1. Lack proof of possession of any nationality
2. **And** fulfill at least one of the following two criteria:
 - a) Have links to more than one State on the basis of birth, descent, marriage or habitual residence

or

 - b) Are perceived and treated by authorities in the State of residence as possessing links which give rise to a claim of nationality of another State on the basis of such elements as historic ties, race, ethnicity, language or religion.

This category does not include individuals who are not cooperating with efforts to establish their identity or nationality. Offices that report such populations are requested to provide an explanation of how they meet these criteria.

- **Type of population.** A pre-populated drop-down menu provides two choices, depending on the type of persons of concern under UNHCR's statelessness mandate (stateless or undetermined nationality).
- **Displacement status.** [Beginning with the ASR 2020, operations are required to report displaced stateless populations, in addition to all non-displaced stateless populations that have been reported up until now.] Indicate the displacement status of the population: NSP for Non-displaced stateless populations, which are by definition all stateless populations that do not meet the criteria to also fall under a displacement or returnee category. Indicate the displaced or return category for all displaced or returned populations who are stateless, including others of concern.

Populations falling under the displacement-related categories in this column (refugees, refugee-like, returnees, IDPs etc) are a subset of the populations in the respective displacement tables (IDP table, Refugee table etc).

- **Population start-year.** State here the population reported under UNHCR’s statelessness mandate at the beginning of the year. The population at the beginning of the year should, in principle, always equal the population reported at the end of the previous year. Discrepancies between the population as it was reported at the end of the previous year and the population at the start of the current year should be listed under “Increases” or “Decreases,” as appropriate, and explained (for instance: verification, new estimate, etc.).
- **Of which UNHCR-assisted.** State the number of persons falling under UNHCR’s statelessness mandate who received UNHCR-assistance. Only include persons who are included in the count of “Population start-year”.
- **Increases due to loss or deprivation of nationality.** State here increases in the stateless population occurring during the calendar year as a result of (i) automatic loss of nationality and (ii) deprivation of nationality by State authorities. This column is not relevant for de facto stateless persons and persons of undetermined nationality
- **Other increases.** State here increases in the population falling under UNHCR’s statelessness mandate other than due to loss or deprivation of nationality (e.g., births etc.).
- **Decreases due to acquisition or confirmation of nationality.** State here decreases in the population falling under UNHCR’s statelessness mandate occurring during the calendar year as a result of (i) acquisition or (ii) confirmation of nationality. Acquisition of nationality refers to the number of stateless persons who acquired citizenship during the reporting year, including through the completion of naturalization procedures. Confirmation of nationality refers to the number of persons falling under UNHCR’s statelessness mandate who have had their nationality confirmed during the reporting year, e.g., individuals whose nationality was never confirmed by a successor State following independence. It applies to a limited number of operations which report populations that due to circumstances of State succession never had their nationality confirmed in a successor State.
- **Other decreases.** State here decreases in the population falling under UNHCR’s statelessness mandate other than due to acquisition or confirmation of nationality (e.g., deaths etc.).

- **Population end-year.** State here the population falling under UNHCR’s statelessness mandate at the end of the year. Note that, in principle, the “Population end-year” should equal the “Population start year” plus “Increases” minus “Decreases”.
- **Of which UNHCR-assisted.** State the number of persons falling under UNHCR’s statelessness mandate who received UNHCR assistance at least once over the course of the year. Only include persons who are included in the count of “Population end-year”. This excludes all persons who are listed under “Decreases during the year”, even if they did receive UNHCR assistance during the year. Refer to the Definition section at the end of this document for a detailed definition of “UNHCR-assisted” with examples.

Table VI. Other persons of concern to UNHCR

Other persons of concern. This category refers to individuals who do not necessarily fall directly into any of the groups above but to whom UNHCR has been given a mandate to provide protection and/or assistance (e.g., based on regional documents, peace agreements, General Assembly resolutions). Persons with whom UNHCR is engaged purely on a good-offices basis, such as, for instance, rejected asylum-seekers, should not be included. A brief explanation describing the nature of this group should be provided.

Definitions [from program manual 5.3, use of standard terminology in narrative reporting]

a) Populations of concern.

- **Refugees (REF):** refers to persons recognized by the Government and/or UNHCR, including (a) persons recognized as refugees by Governments having ratified the 1951 United Nations Convention Relating to the Status of Refugees, and/or its 1967 Protocol; (b) persons recognized as refugees under the 1969 Organization of African Unity (OAU) Convention Governing the Specific Aspects of Refugee Problems in Africa; (c) those recognized in accordance with the principles enshrined in the Cartagena Declaration; (d) persons recognized by UNHCR as refugees in accordance with its Statute (otherwise referred to as “mandate” refugees); (e) those who have been granted a complementary form of protection (i.e. non-Convention); and (f) persons who have been granted temporary protection on a group basis. Since 2007, the refugee population category includes persons in a refugee-like situation. This sub-category is descriptive in nature and includes persons or groups of persons who are outside their country or territory of origin and who face protection risks similar to those of refugees, but who, for practical or other reasons, have not been formally recognized or issued documentation to that effect.

The total refugee population is derived by adding up the categories “refugees” and “people in refugee-like situations”.

- **Asylum-seekers (ASY):** persons who have applied for asylum or refugee status, but who have not yet received a final decision on their application.
- **Returned refugees (RET):** former refugees who have returned to their country of origin spontaneously or in an organized fashion but are yet to be fully integrated. Such return would normally only take place in conditions of safety and dignity. For statistical purposes, a maximum cut-off period of one calendar year (12 months) is applied.
- **Internally displaced persons (IDPs) protected/assisted by UNHCR (IDP):** persons who are displaced within their own country and who benefit from UNHCR’s protection or assistance activities, either directly or as part of a United Nations Country Team (UNCT) collaborative response in which UNHCR participates.
- **Persons in IDP-like situations (IOC):** This sub-category is descriptive in nature and includes groups of persons who are inside their country of nationality or habitual residence and who face protection risks similar to those of IDPs but who, for practical or other reasons, could not be reported as such.

The total IDP population protected/assisted by UNHCR is derived by adding up the categories “IDPs protected/assisted by UNHCR” and “people in IDP-like situations”.

- **Returned IDPs (RDP):** former IDPs who have returned to their place of origin spontaneously or in an organized fashion but are yet to be fully integrated. Such return would normally only take place in conditions of safety and dignity. For statistical purposes, a maximum cut-off period of one calendar year (12 months) is applied: only those who have returned between 1 January and 31 December should be reported.
- **Persons of concern under UNHCR’s statelessness mandate.**

Refers to two types of populations:

- **Stateless persons.** Persons who are not considered nationals by any State under the operation of its law as per Article 1 of the 1954 Convention Relating to the Status of Stateless Persons.
- **Persons with undetermined nationality.** Those are persons who
 3. Lack proof of possession of any nationality
 4. **And** fulfill at least one of the following two criteria:

- c) Have links to more than one State on the basis of birth, descent, marriage or habitual residence

or

- d) Are perceived and treated by authorities in the State of residence as possessing links which give rise to a claim of nationality of another State on the basis of such elements as historic ties, race, ethnicity, language or religion.

UNHCR offices should conduct a desk review of all available statistical information on the populations in the country mentioned above. Many States do not have mechanisms in place to efficiently identify stateless individuals. When such procedures exist, UNHCR should quote State sources, but the office should also indicate whether they reflect other findings of the desk review. If such mechanisms do not exist, UNHCR should be pro-active in identifying all possible sources which can provide reliable estimates.

- **Other persons of concern (OOC):** refers to individuals who do not necessarily fall directly into any of the groups above but to whom UNHCR has been given a mandate to provide protection and/or assistance (e.g. based on regional documents, peace agreements, General Assembly resolutions). Persons with whom UNHCR is engaged purely on a good offices basis, such as, for instance, rejected asylum-seekers, should not be included.
- **Unaccompanied and separated children (UASC).** An unaccompanied child is a person who is under the age of eighteen, unless, under the law applicable to the child, majority is attained earlier, and who is separated from both parents and is not being cared for by an adult who by law or custom has responsibility to do so.

b) Terms related to age and sex categories, e.g., Women, children (including adolescents), youth, older persons, etc.

- **Child.** Means every person under the age of 18 years, “unless, under the law applicable to the child, majority is attained earlier.” (Article 1, Convention on the Rights of the Child).
- **Youth.** Has been defined as persons between the ages of 15-24 years (as per the definition used by UNICEF, UNFPA and WHO).
- **Adolescents.** Describes persons between the ages of 10-19 years.
- **Older person.** The WHO- accepted definition of an older person is one who is over 60 years of age.

Other terms

- **Country of origin.**

For non-stateless populations: “Origin” is in most cases the country of nationality¹. This is in line with the 1951 Convention (“*is outside the country of his nationality and is unable or, owing to such fear, is unwilling to avail himself of the protection of that country*”), requiring a break in the link between individual and country of nationality for refugee determination.

For internationally displaced stateless populations: “Origin” is the country of former habitual residence. Country of birth can in many cases be used as a proxy for country of former habitual residence for statistical purposes.

For non-displaced or internally displaced stateless populations: “Origin” is the country of habitual residence.

- **Reconciliation of voluntary repatriation and returnee statistics.** One major source of discrepancies is the lack of reconciliation of voluntary repatriation statistics between UNHCR Offices in countries of asylum and the returnee statistics as reported by Offices in the country of origin (return). Every effort should be made to reconcile these statistics before these statistics are reported to Headquarters.
- **UNHCR-assisted.** The term “assistance” comprises a wide range of support activities which UNHCR provides to its people of concern. It can, for instance, take the form of direct vs. indirect assistance (i.e. through partners). In general, a three-level approach of assistance can be identified. That is, (i) assistance to individuals/families (refugee status determination, medical, food, shelter), (ii) to communities through community-based interventions (e.g. building an access road to a school) (iii) or through capacity building of others than persons of concern and advocacy-type of activities to local and national authorities (e.g. commenting on national refugee legislation, training of officials on refugee status determination).

For the purpose of statistical reporting, UNHCR-assisted shall refer to persons of concern who are beneficiaries of UNHCR programmes. Persons who directly or indirectly benefit from individual/family assistance or community-based interventions should be reported in the ASR as UNHCR-assisted.

Persons only benefiting from the results of capacity-building with governments and other authorities as well advocacy-type of activities should not be included within the UNHCR-assisted figures, even though these types of activities might have an impact on all persons of concern in a country. In the ASR the reporting of UNHCR-assisted refers to the number of individuals and not

¹ With few exceptions such as USA reporting where origin is reported as the country of birth.

interventions. For instance, a refugee might receive food assistance multiple times during the reporting period, however, s/he should be counted only once in the ASR.

Recognizing that the nature of assistance may differ depending on population type, below is a non-exhaustive list of assistance activities which may serve as guidance for completing the ASR. The first table provides a general overview of types of assistance, likely applicable to refugees, asylum-seekers, and returnees. The subsequent two tables are linked to IDPs and stateless persons. Note that only populations benefiting from activities included in the first two columns shall be included in the ASR and MYSR.

Assistance to persons of concern (excluding IDPs and persons under UNHCR's statelessness mandate)

Assistance to individuals/ families/ households	Assistance to communities	Activities enhancing the protection environment in general. <u>Not to be reported in ASR as UNHCR-assisted</u>
<ul style="list-style-type: none"> • Provision of material assistance (e.g. food, shelter materials, core relief items) • Provision of financial assistance through cash or vouchers • Provision of services such as education, medical care, and social and psychosocial counselling. • Individual registration • Refugee Status Determination by UNHCR • Provision of legal counselling and advice. • Assistance to obtain or provision of documents. • Individual support to access education, vocational training, and livelihood activities. • Persons visited in detention • Persons benefiting from repatriation assistance 	<ul style="list-style-type: none"> • Construction of community infrastructure (schools, medical points, access roads, etc.) • Awareness, training and empowerment session with communities. • Participatory and other needs assessments activities. • Camp management and camp coordination activities • Community mobilization activities • Information sessions held with communities on the conditions in areas of return 	<ul style="list-style-type: none"> • Training of officials and NGOs. • Capacity building activities with authorities or NGOs Public advocacy and public information activities. • Comments on legislation. • Amicus curiae submissions to courts. • Lobbying with Government authorities. Negotiating access to affected populations. • Information Management activities

Assistance to Internally Displaced Persons (IDPs)

Assistance to individuals/ families/ households	Assistance to communities	Activities enhancing the protection environment in general. <u>Not to be reported in ASR as UNHCR-assisted</u>
<ul style="list-style-type: none"> • Protection monitoring at the individual and household level, i.e. incidents reported. • Provision of material assistance (e.g. food, shelter materials, core relief items) • Provision of financial assistance through cash or vouchers. • Provision of services such as education, medical care, and social and psychosocial counselling. • Individual, family or household registration and/or profiling • Provision of legal counselling, advice or assistance. • Assistance to obtain civil and identity documents. • Individual support to access education, vocational training, and livelihood activities. • Persons visited in detention and provided with assistance. • Persons benefiting from assistance in return 	<ul style="list-style-type: none"> • Protection monitoring at the community level. • Construction of community infrastructure (schools, medical points, access roads, etc.) • Awareness, training, capacity building and empowerment session with communities. • Participatory and other needs assessments activities. • Community mobilization activities. • Information sessions held with IDP communities on • the conditions in areas of return. • Camp management and camp coordination activities 	<ul style="list-style-type: none"> • Training of officials and NGOs. • Capacity building activities with authorities or NGOs • Public advocacy on the protection situation of IDPs and public information activities. • Assistance with the development of national laws and policies on IDPs (for instance through comments on draft legislation or lobbying activities). • Advocacy with authorities for IDPs to have equal access to individual civil documentation. • Cluster coordination activities or other similar coordination mechanisms such as sectors or other, less formal mechanisms. • Lobbying with Government authorities. • Negotiating access to affected populations.

Assistance to persons under UNHCR's statelessness mandate

Assistance to individuals/ families/ households	Assistance to communities	Activities enhancing the protection environment in general. <u>Not to be reported in ASR as UNHCR-assisted</u>
<ul style="list-style-type: none"> • Provision of material assistance (e.g. food, shelter materials, nonfood items) • Provision of financial assistance, including accommodation paid for by UNHCR. • Provision of services such as education, medical care, and social and psychosocial counselling. • Individual registration • Statelessness Status Determination by UNHCR • Provision of legal counselling and advice. • Assistance to obtain or provision of civil and identity documents, including building capacity of authorities which leads directly to documentation of individuals. • Individual support to access education, vocational training, and income-generating activities. • Persons visited in detention 	<ul style="list-style-type: none"> • Construction of community infrastructure (schools, medical points, access roads, etc.) • Awareness, training and empowerment session with communities. • Participatory and other needs assessments activities. • Community mobilization activities 	<ul style="list-style-type: none"> • Training of officials and NGOs. • Capacity building activities with authorities or NGOs • Public advocacy and public information activities. • Amicus curiae submissions to courts. • Technical advice on legislation. • Advocacy with Government. • Undertaking mapping studies/analysis of nationality law • Negotiating access to affected populations.