

Guidance on IDPs Enrolment Procedures Qayyarah IDP Camps, Ninewa

1. Introduction

The present document aims at giving general guidance to Camp Management in Qayyarah camps on IDPs enrolment procedures in order to harmonize practices and streamline reporting across Airstrip, Jeddah and Haj Ali camps.

Enrolment of households should be done based on family composition, not on number of tents assigned to them. Enrolment should be done after the security clearance process is conducted by the government.

2. Biodata

The following data points should be collect for all individual within the household as mminimum basic biodata:

1. Name
2. Gender
3. Date of birth
4. Marital status¹
5. Individual unique identifier
6. Current occupation
7. PDS number
8. National ID
9. Other documents, if applicable
10. Date of arrival to the camp
11. Date of enrolment²
12. Area of origin (village level)
13. Last displacement³
 - 13.1. Area (Country – Governorate – District – Village or Camp)
 - 13.2. Date
14. First displacement
 - 14.1. Area (Country – Governorate – District – Village or Camp)
 - 14.2. Date

The following data points should be collect for the household as mminimum basic biodata:

15. Household unique identifier
16. Head of Household
17. Family size
18. Number of tents assigned to the household⁴

3. Singles

Unless there are protection concerns, up to six singles of the same gender will be enrolled in the same household, and one of them will be recorded as the head of household.

¹ Families without marriage certificates, PDS or any other document mentioning the marital status may be referred to protection partners for recommendation.

² Enrolment is done after checking potential duplications on the enrolment databases of the other Qayyarah camps, and once security clearance procedures are conducted.

³ Do not fill-in if the individual is displaced for the first time, and add a note explaining.

⁴ One tent for family sizes 1 to 6; two tents for family sizes 7 to 12; three tents for family sizes 13+. This may exceptionally not apply to households with individuals with specific needs.

Reporting: if newly arrived singles join existing households, they will be reported as new arrivals (impacting the total number of individuals in the camp), but the total number of households in the camp will not change.

4. Polygamous Relationships

In light of the local context and in line with Government social programmes registration, cases of polygamous relationships will be enrolled as follows:

- Enroll the male with one of his wives and her children;
- Other wives and their children should be enrolled in separate cases (meaning that each wife should be enrolled with her own children in a separate case). They should not have the specific need “female-headed household”, and a note should be added to flag that they are in a polygamous relationship;
- Reflect the marital status as “married” for the husband and all wives concerned.

5. New Birth Enrolment

- Enroll babies when the parent(s) can provide a birth notification issued by a medical facility (or birth certificate, or other original documentation) used to identify the child and their parent(s);
- Where the parent(s) cannot provide birth-related documents, refer to the protection partner.

Reporting: newborn should be added to their parent(s) households (impacting the total number of individuals in the camp, but not the number of households).

6. Family Reunification

Individuals coming to the camp to join their nuclear family members should be enrolled in the household that they are joining⁵.

Reporting: these individuals should be reported as newly arrived individuals (impacting the total number of individuals in the camp), but the total number of households in the camp will not change.

7. Newly Married

Newly married individuals who are already camp residents should be removed from their original household, and enrolled as a new household. The same applies if a camp resident is marrying an individual from outside the camp.

Reporting: newly married should be reported as additional households in the camp (impacting the total number of households in the camp, but not the total number of individuals, unless one of the individuals is from outside the camp). They should not be reported as newly arrived households. One of them could be reported as newly arrived individual in case the person is coming from outside the camp.

8. Departures

Regular departures⁶ will only be recorded and reported after 7 days. Meanwhile, they will be considered as “departures pending confirmation”.

⁵ This may not apply to cases that are not family reunification of nuclear family members, as they may enroll as a new household although they have relatives in the camp.

⁶ For irregular departures, the same (“departure pending confirmation”) will apply in case camp management believes that the individuals/households that left irregularly did so recently (around past 7 days). When irregular departures are believed to have happened a long time before camp management came to know about it, they will be directly reported as departure.

If after 7 days they do not come back to the camp, they will then be considered as departures.

Reporting: during these 7 days, they will continue to be reported as camp residents. If after 7 days they are considered as departures, they will be reported accordingly. It will affect the total number of households and individuals in the camp in case all the enrolled household members departed. However, it will only affect the total number of individuals in the camp (and not households) in case only one/some of the household members departed.

9. Inter-Camp Transfers

Households transferred from one camp to another should be considered as departures and new arrivals in the departing and receiving camps respectively, as for any other population movement.

Reporting: in the departing camp, they will be reported as a departing household (impacting the total numbers of households and individuals in the camp) in case all members of a household are departing. However, they will be reported only as departing individuals in case not all members of a household are departing (impacting the total number of individuals in the camp, but not the total number of households).

In the receiving camp, they will be reported as newly arrived household (impacting the total numbers of households and individuals in the camp) in case they will be enrolled as new households. However, in case they are joining an existing household in the receiving camp (family reunification – refer to point 4 of the present document), they will only be reported as newly arrived individuals, but not newly arrived households (impacting the total number of individuals in the camp, but not the total number of households).

10. Specific Needs

The following specific needs will be recorded in the enrolment database, in collaboration with specialized partners as appropriate, and appropriate referrals will be done as needed:

- Elderly at risk;
- Pregnant women;
- Lactating;
- Person with physical disability;
- Person with mental disability;
- Person with chronic disease;
- Person with serious medical condition⁷;
- Female-headed household⁸;
- Separated Child
- Unaccompanied Child.

⁷ Other than a chronic disease.

⁸ Which is different from a household that nominates a female adult member as head of household in the enrolment database who is NOT the sole adult income producer of the household.