

**Foundation for Oromian Culture, Education and Art
Services (FOCAS) Sponsorship Guidelines**

August 2019

The roles of the Sponsorship Settlement officer

- To give introduction/orientation to cosponsors.
- To facilitate the proper reception and resettlement of the newcomers toward a smooth integration.
- To promote the Oromo case in multiple ways or helping members to access available opportunities
- To help our members with other sponsorship class processes.
- To guide or help the cosponsors with filling application forms and other related documents.
- To periodically plan and report the sponsorship activities to the FOCAS administrative bodies (BOARD).
- To renew sponsorship agreement and SAH membership annually.
- To timely respond or reply to any sponsorship related communication and correspondences accordingly.
- To select potential cosponsor and principal refugee applicants.
- However, any sponsorship officer who has his/her own application, for the sponsorship, in that particular year shall follow all the processes and procedures like any other applicant.
- The signatory and/or the contact person (settlement officer) shall participate in SAH annual Conference, representing FOCAS.
In case neither of them could make it the executive committee (in

consultation with the Board) shall replace/assign individual from the sponsorship committee members.

- All other frequently provided trainings and workshops are open to all sponsorship related workers and other FOCAS staff members including the board and executives.

Rights and Responsibilities of FOCAS members in relation to the

Sponsorship

- Individual Oromo is not encouraged to be FOCAS member and involve in it's activities so that he/she can be eligible for sponsorship
- Only members in good standing, according to their seniority, shall be given priorities of getting the sponsorship.
- The Board have the right to know every criterion of sponsorship selection process.
- Anybody should not sell/exchange the sponsorship for money. To that effect, if someone is found doing so, she/he shall lose the spot as well as the future opportunity to sponsor. She/he can also be legally accountable for her/his misdeed.
- All the sponsorship forms and other related documents shall not be for sale.

- o Cosponsors are responsible for the settlement of their sponsored refugees (for whom they signed an undertaking to sponsor) for one year following arrival. FOCAS will provide all necessary supported to that end.

Selecting Prospective Sponsorship Applicants

- o The selection of the applicant refugees (to be sponsored). Follow on the IRCC procedure.
- o The selection of the refugees under the humanitarian ground shall depend on that PA refugee's vulnerability in the asylum country.
- o Sponsorship committee shall recruit eligible members in consultation with Executive Committee and submit to the board of directors for final approval.
- o The sponsorship committee shall make sure that every applicant for this sponsor fulfils all the required documents, by IRCC, before starting the process.

Collecting and Processing the Sponsorship Application

Documents (Forms)

- o First application is submitted to FOCAS officer.
- o The officer assigned to the tank make sure that the application documents are complete and ready to process.

- o Then, filling forms and other paperwork by FOCAS shall be done and made ready for submission to ROC-O (Resettlement Operation Center in Ottawa).
- o Then the final submission of the files for sponsorship office (ROC-O) shall be carried out, within the timelines, the concerned officer submits the final application to CIC office, and inform staff members including the board and executives.

Sponsorship Selection Processes

Currently we are considering two main categories:

- A. High Profile Refugee Cases (selected by FOCAS)
- B. Refugees sponsored by relatives or friends (FOCAS)

Selection Criteria

- The cosponsor should be FOCAS member in good standing who is capable to support in the resettlement of the sponsored refugee/s.
- However, if the number of applicants who fulfil the above criteria exceeds the allocated space for FOCAS, a lottery method may be applied.
- The PA must be a refugee who fled his/her home country and who is at least registered with UNHCR or the country of asylum. Nonetheless, if the number of the applicant who fulfils the

above criteria exceeds the available space, the case weight method will be applied.

- Furthermore, other legitimate helping tools in this regard will be used as deemed necessary.

Roles and Responsibilities of the Cosponsors and PA's

- The cosponsor must have full information of the PA and share all that information with FOCAS at the beginning of the sponsorship application (during the expression of interest to sponsor)
- If his/her application is selected by FOCAS, the Cosponsor/PA shall submit the complete sponsorship application forms and related documents (including fee and quarant0r fund deposited into FOCAS bank) within a given deadline by FOCAS.
- The information in the sponsorship application forms must comply with information in the initial application for the expression of interest.
- After the approval of the application by IRCC, the size of PA's family member/s must be consistent with original application except in case of legitimate family change (like new born baby, marriage, death, divorce). Such legitimate change must be declared on time to all stakeholders (cosponsor, FOCAS and IRCC).
- It is the responsibilities of PA and cosponsor to accept the above conditions. Failure to follow these conditions my result in the withdrawal of the sponsorship application by FOCAS.

Financial Management

Resettlement Fund

- Pertaining to All points of IRCC agreement, no refugee will be sponsored by FOCAS without first making sure that the refugee/s have enough fund that will be sustaining them for one year.
- This fund shall mostly be generated by cosponsor, refugee relatives, friends, community organizations or FOCAS fundraising.
- Independent, separate or restrict (only for SAH) bank account shall be established for the fund.
- The account shall have at least two signatories and only via cheque shall the money be released to the designated refugee/s.
- Only the money that will be saved as newcomers/ refugee's fund shall be deposited her. Administration fee shall be deposited in regular FOCAS account.
- The FOCAS official receipt indicating the amount of the fund deposited, for each sponsored individual or family, shall be given to the responsible for the fund.
- All the money shall be released to the newcomers, up on arrival, on monthly based.

- The amount kept for them by their cosponsor/family member shall be declared to the newcomers with their cosponsor presence. This is important for the transparency and accountability of the financial transaction in their name
- The fund saved in restricted accounted in the name of refugee/s shall not be used for any other purpose other than for the resettlement of intended person/s
- The cosponsor can take the money back anytime before The sponsorship is processed by ROCO. After that s/he can not do so without withdrawing from the sponsorship and that withdrawal is approved by IMCC.
- Once the withdrawal is complete the cosponsor or responsible person shall get back all his money with interest(if applicable)

Administration Fee

- Currently, administration fee by IRCC is \$250, and each applicant shall pay this amount with single file.
- The administration fee is used for office facilities and staff. The utilization of this money is determined by the executive bodies as required.

- Any expense related to the sponsorship activities are covered by the administration fee and additional funds from FOCAS.
- The officer (not excluding the executive director) who assigned to the process the files shall be paid \$50.00 per file.
- A complete form is submitted to the signatory person. The signatory compensation shall be \$20.00 profile.
- These payments (compensation) shall be reconsidered every year.