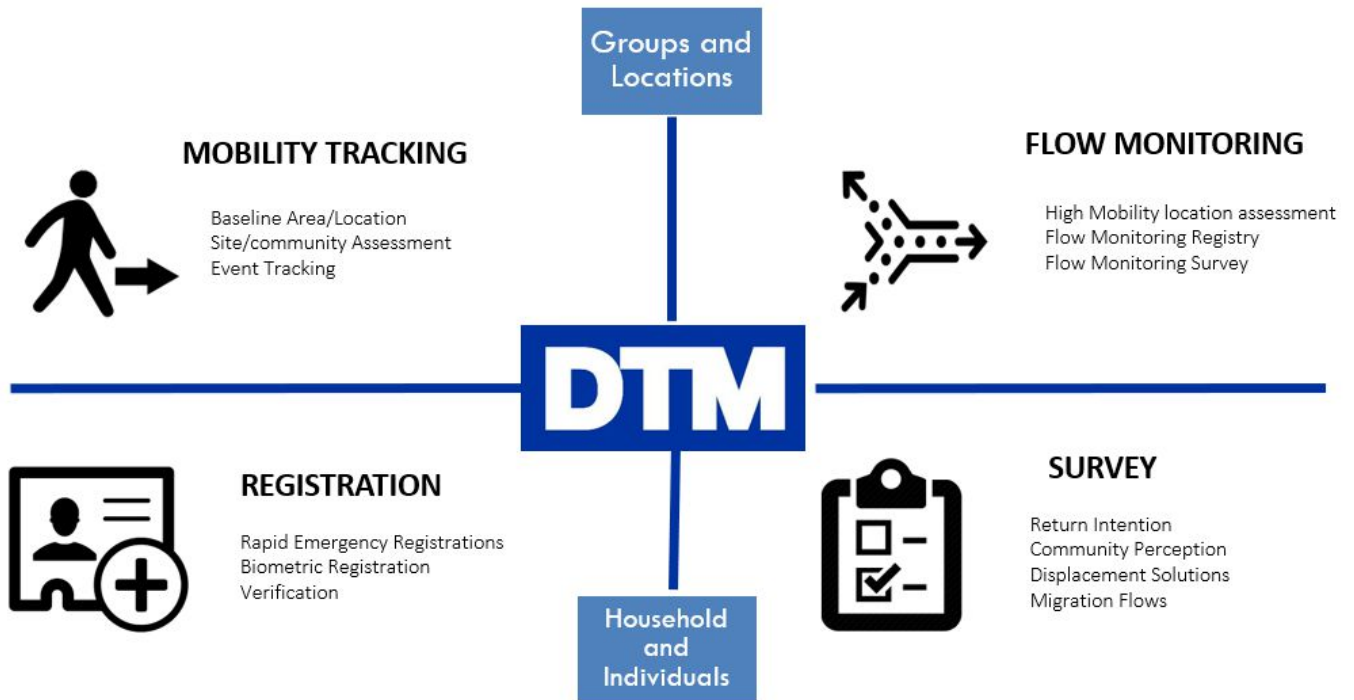


Registration

Overview



New in 2020- *Point of Entry*
COVID-19 Monitoring.

Key Points

- Unit of observation: Household/Individual
- Method of data collection: Direct interview
- Registrations create expectations of delivery of assistance, hence need to be carefully coordinated with assistance providers to ensure that gathered information can be acted upon.
- Registrations can create a pull-factor, particularly in areas that are poor and not receiving humanitarian assistance, resulting in urban poor or other non-IDP populations travelling from nearby locations to the site of registration in the hope of receiving assistance. In these situations, temporary suspension of registration activities can be required.

Description

The process of registration consists of the systematic collection of data about a particular individual or a group. This information is compiled to identify beneficiaries and understand their characteristics, with the goal of meeting their needs and protecting their rights. Depending on the context and type of crisis, the information collected through registration can further be used for recovery

and transition programming (e.g. displacement solutions, DDR).

The purpose and objective of a registration exercise need to be carefully assessed as it is usually a resource intensive and time-consuming process. It requires careful preparation and planning of each step: the identification of the population to be registered and involved actors (national authorities, NGOs, site management authority); the registration itself; data encoding, verification and quality control, analysis and dissemination; as well as updates based on the evolving situation. Data update and frequency should be adjusted based on the requests/requirements of the authorities and partners for programming activities, keeping in mind human and financial resource constraints.

In the planning phase, it is necessary to:

- Set-up coordination forum with the authorities and relevant partners
- Draft registration strategy, define objectives and targeted population
- Familiarize with data protection requirements
- Design the registration database
- Prepare all tools and forms
- Draft information messages, registration principles, SOPs & work plan
- Select partners/recruit enumerators and organize training sessions
- Fix administrative, logistical and security arrangements

The data collection phase begins with the process of 'fixing' the population to be registered- this means that a token, a wristband/bracelet or other mark is provided to each person that is to be registered so they can be easily identified during the next stage. There are different methodologies to carry out fixing depending on the context and resources on the ground. In cases where there is a risk that people who are not beneficiaries try to get registered or in countries where the security situation is volatile, fixing is usually carried out at night or early in the morning. This methodology also ensures that beneficiaries do not miss the exercise due to absence from the site.

Registration is then conducted through an interview with the head of household or the persons to be registered. The information can be collected through paper or through a combination of paper and electronic device in the case of biometric registration. Biometric technology can be used to capture fingerprints during registration – this enables to detect duplications and avoid fraud. Photographs can also be taken. A registration card can be provided to the head of household at the end.

The information collected varies from context to context, but will typically include:

At the household, at a minimum capture: Head of Household (HoH) Name; Size of the Household (HH); Age and Sex of HoH; Vulnerabilities within the HH; Reason for displacement; Date of displacement; Place of origin; Location of displacement. In addition, the following information can be captured: Sex & age breakdown of HH members; Intention of the household; Education; Employment status; Nationality; Ethnicity (sensitive/to be avoided in many contexts); Religion (sensitive/to be avoided in many contexts); Document types and number; Phone Number.

At the individual level, at a minimum capture: Names of all household members; Age and Sex of all household members; Relationship with Head of Household; Vulnerabilities per Household member; Reason for displacement; Date of displacement; Place of origin; Location of displacement. In addition, the following information can be captured: education; Employment status; Nationality; Ethnicity (sensitive/to be avoided in many contexts); Religion (sensitive/to be avoided in many contexts); Document types and number; Phone Number.

Examples from the field

Following the outbreak of the South Sudan civil war, thousands of civilians sought refuge in the UNMISS PoC (Protection of Civilian) areas across the country. The DTM in partnership with the CCCM cluster and in coordination with the Food and Protection partners devised a registration methodology that aimed at mitigating long queues and other tensions that had risen during past registration exercises. The registration process was organized in two phases. During the first phase, and in order to avoid disturbances, beneficiaries were requested to queue using two separate lines (one for men and one for woman and children). For phase two, as a way to simplify the process, only one member of the household was requested to attend the registration process. In the following months, DTM launched Biometric Registration procedures across all POC areas, thus enhancing the level of targeting

and assistance to the affected population.

In the case of South Sudan and given the high number of IDPs, a head count was sometimes organized prior to the registration exercise. A **head count** is a systematic data collection exercise that captures all individuals and households living in a particular site. Head counts have been found to be an effective tool especially during the early days of an emergency, as they are very quick and provide partners with an estimate of the total IDP population as well as a breakdown by men, women and children, before a full-scale registration is carried out. A couple dozens of enumerators will undertake the exercise usually during early morning hours or at night. As a rule of thumb, 1 enumerator should be hired for every 400 individuals. With a ratio of 1:400 a head count exercise should not take more than 3 hours for a site consisting of 10,000 IDPs. For details of the process, see the SOP Population Count document in the References and Tools section of this entry.

For more information on indicators and tools from Mobility Tracking, see the DTM Data Dictionary at: <http://dtmsupport/datadictionary>.

Other Entries in this Topic

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- [DTM Components](#)
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Contacts

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