



# Dictionary of Terms

## Related to the Private Sponsorship of Refugees Program

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The Refugee Sponsorship Training Program is funded by:  
 Citizenship and Immigration Canada

## **The Refugee Sponsorship Training Program (RSTP)**

provides resources and services to meet the ongoing information and training needs of private sponsors of refugees in Canada.

This dictionary has been produced by the Refugee Sponsorship Training Program. It is also available online at [www.rstp.ca](http://www.rstp.ca).

Revised: August 2014

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**A**

**ADMISSIBILITY** For Convention Refugees Abroad and members of the Country of Asylum class, admissibility includes both the statutory requirements (medical, security, and criminality) and an assessment of an applicants' ability to establish themselves successfully in Canada.

**ADMISSION** Permission to come into Canada as an immigrant or as a visitor.

**ADMISSIBILITY LOAN** It is a loan provided by a visa officer overseas to eligible applicants to help them pay for their medical exams required to establish their admissibility to Canada.

**ALLOCATION OF SPONSORSHIP SPACES** This is the process of sharing sponsorship spaces (spots) within the SAH community. Various factors including ministerial priorities, express of interests by SAHs, mission's status e.g. capped or uncapped, availability of space and reserve for new SAHs are considered in the allocation process. Lottery system could be used to distribute sponsorship spaces when is there higher sponsorship interests, but limited available spaces in a given area.

**ALLOCATION SHARING** This refers to the practice of offering, exchanging, recording and tracing sponsorship spaces among SAHs. Any exchanging or giving up of sponsorship spaces is recorded by the SAH secretariat which in turn informs CIC.

**APPLICANT** The person making an Application for Permanent Residence.

**ASSISTANCE LOAN** This loan is assessed and issued by a visa officer in Canada after the arrival of the refugee. It is designed to help the refugee with living expenses associated with the basic needs of life, basic household needs, i.e. deposits for telephone or last month's rent, or labour market access.

**B**

**BASIC HUMAN RIGHTS** This includes: right to life, freedom from torture, freedom from enslavement or servitude, protection from imprisonment for debt, freedom of thought, conscience and religion, freedom from retroactive penal laws, and right to recognition as a person before the law.

## **BLENDED SPONSORSHIP**

A sponsorship undertaking whereby both CIC and a SAH contribute to the financial support of the refugee(s). The period of financial support during which each party contributes is established with the agreement of both parties. The SAH has responsibility for the reception and settlement assistance for the refugees for the term of the sponsorship. Other responsibilities such as start-up-costs may also be undertaken by the sponsor.

**BLENDED VOR SPONSORSHIP** This is a program designed to resettle Visa Office-Referred refugees through a cost-sharing arrangement between CIC and SAHs and their CGs.

**CAPPED MISSIONS (VISA POSTS)** refers to Canadian visa posts that receive limited number of new sponsorship applications because of their large backlog of files and/or operational limitations. To find out which missions may be capped, contact the RSTP.

**CARE** The provision of food, clothing, local transportation costs and other basic necessities of life to the refugees.

**CANADA CHILD TAX BENEFIT** Delivered by the Canada Revenue Agency, the Canada Child Tax Benefit includes a base amount for all children under 18, and a National Child Benefit supplement for low income families.

**CENTRALIZED PROCESSING OFFICE WINNIPEG (CPO-W)** refers to a CIC office which was launched in April 2012 and is responsible for in-Canada processing of overseas refugee sponsorship applications and other activities, which were earlier carried out by various local CIC offices. The CPO-W office is responsible for: receiving and assessing all PSR applications (from Sponsorship Agreement Holders, Groups of Five and Community Sponsors); Monitoring the limits of SAHs under the global cap; Creating files for cases submitted; Responding to enquiries on case-specific follow-up requests for any files approved in Canada; Processing Visa-Office-Referred (VOR) and Joint Assistance Sponsorship (JAS) applications; Assessing and processing sponsorship withdrawals; Processing One-Year Window (OYW)/Non-Accompanying Family Member applications; and Processing *Add Dependants* forms.

**COMMUNITY SPONSORS** Any organization (for-profit/not-for-profit, incorporated/non-incorporated) located in the community where sponsored refugees are expected to settle can make an organizational commitment to sponsor. Unlike

Sponsorship Agreement Holders and their Constituent Groups, Community Sponsors are limited to submitting two sponsorship undertakings a year and must undergo financial and settlement plan assessments by their local Citizenship and Immigration Centre each time they wish to sponsor. Like Groups of Five, Community Sponsors must demonstrate that the organization is willing and able to commit funds toward the sponsorship in line with the levels established in the Sponsorship Cost Table (included in the Community Sponsors application kit). Community sponsor are limited to sponsoring applicants who are recognized as refugees by either the United Nations High Commissioner for Refugees (UNHCR) or a foreign state.

**COMPLETE REFUGEE SPONSORSHIP APPLICATION** An application to sponsor a refugee is considered *complete* when it contains all applications forms that are filled out by sponsors and refugees as well supporting documents. CPO-W can deem an application 'incomplete' and return it when any of the required forms and documents are not enclosed.

**COMPUTER ASSISTED IMMIGRATION PROCESSING SYSTEM (CAIPS)** Citizenship and Immigration Canada's former tracking system for cases processed overseas. Local CIC offices have access to CAIPS. Sponsorship Agreement Holders can place a request for CAIPS notes to CIC under the *Access to Information Act*.

**CONSTITUENT GROUP (CG)** is a group authorized in writing by a Sponsorship Agreement Holder (SAH) to act on its behalf in sponsoring refugees. Please also refer to section 138 "group" of IRPR. A SAH can authorize any number of Constituent Groups (CGs) to sponsor under its agreement and provide support to the sponsored refugees. Each SAH sets its own criteria for recognizing CGs. CGs are based in the sponsored refugee's expected community of settlement and must have their sponsorship application and settlement plan approved by their SAH before the undertaking is submitted to a Citizenship and Immigration Centre.

**CONVENTION REFUGEE** The definition of a Convention refugee is based on that contained in the 1951 Geneva Convention and its 1967 Protocol. A Convention Refugee is any person who, by reason of a well-founded fear of persecution because of race, religion, nationality, membership in a particular social group or political opinion,



- is outside the country of his or her nationality and is unable or, by reason of that fear, unwilling to avail himself or herself of the protection of that country; or,
- not having a country of nationality, is outside the country of his or her former habitual residence and is unable or, by reason of that fear, unwilling

to return to that country.

**CONVENTION REFUGEE ABROAD** Any person who:

- is a Convention refugee;
- is outside Canada;
- is seeking resettlement in Canada;
- does not have a prospect of another durable solution, within a reasonable period of time, that is:
  - cannot return to his or her country of nationality or habitual residence;
  - cannot integrate in the country of refuge or the country of first asylum; and
  - does not have another offer of resettlement from a country other than Canada;
  - will be privately sponsored or assisted by the government or has adequate financial resources to support himself or herself and any dependants.

**CO-SPONSOR** is an individual or organization that partners with a Sponsorship Agreement Holder to share responsibility for an undertaking. Derived from the meaning of "group" as found in Section 138 of IRPR. A sponsoring group may choose to formally partner with an individual (e.g., a family member of the sponsored refugee living in Canada) and/or another organization in carrying out settlement duties. The partner is termed a "cosponsor".

**COUNTRY OF ASYLUM CLASS** is defined by the Immigration and Refugee Protection Regulations as a person

- who is outside his or her country of citizenship or habitual residence;
- who has been, and continues to be, seriously and personally affected by civil war or armed conflict or who has suffered massive violations of human rights;
- for whom there is no possibility of finding an adequate solution to his or her situation within a reasonable period of time; and
- who will be privately sponsored or who has adequate financial resources to support himself or herself and any dependants.

**COUNTRY OF CITIZENSHIP** is the country with which the applicant has the legal bond of nationality. In most cases, this will be the country that has issued the applicant's passport.

**CRIMINAL INADMISSIBILITY** As with other permanent residents, refugees are inadmissible to Canada if they have been convicted of serious crimes, war crimes or crimes against humanity or have committed acts or omissions that would render them inadmissible to Canada. Please note that Article 31 of the 1951 Convention stipulates that contracting states shall not impose penalties on refugees on account of illegal entry. See A36 and A37.

**D** **DE FACTO DEPENDANT** is a person who does not meet the definition of family member but who is nonetheless considered by the Principal Applicant (PA) to be an integral member of the family unit. The Visa Officer must be satisfied that this person is dependent on the family unit in which membership is claimed and cannot apply as a family member. The dependency may be emotional or economic and will often be a combination of these factors. Such a person would normally, but not exclusively, reside with the PA as a member of the same household and must be the dependants of a PA who has been determined to be a member of one of the three refugee classes. The de facto dependant must also meet the definition of refugee in his own right even when a dependency relationship is established. (See IP3, Part 1 Section 6.11).

**DEPENDANT** is defined in the Immigration and Refugee Protection Regulations in respect of a person as

1. the spouse or common-law partner of the principal application;
2. a dependent child of the person, dependent child of their spouse, or dependent child of a common-law partner; or
3. a dependent child of a dependent child referred to in paragraph (b).

**DEPENDENT CHILDREN** are the children of the principal applicant or those of the spouse or common-law partner. They must:

- be under the age of 19 and not have a spouse or common-law partner, or
- depend substantially on the financial support of a parent because of a mental or physical medical condition (regardless of age).

**DEPUTY HEAD OR ITS DELEGATE** The Deputy Minister of Citizenship and Immigration Canada (CIC) or the Director General of the Refugee Branch of CIC or the Director, Resettlement.



**DESTINING** is the process whereby best efforts are

made to send (destine) refugees to a location within Canada, where community resources and services will best support their resettlement and integration needs.

**DURABLE SOLUTION** The three durable solutions for refugees and persons in "refugee-like" situations are:

**VOLUNTARY REPATRIATION OR RESETTLEMENT IN THEIR COUNTRY OF NATIONALITY OR HABITUAL RESIDENCE:**

Voluntary repatriation should occur only when the situation in the country of habitual or permanent residence has changed in a lasting and meaningful way and refugees can return in conditions of safety and dignity. If the country is made up of many ethnic groups, officers should bear in mind that some individuals could be safely repatriated while others could not. There are a variety of reasons why some individuals may not be able to return safely when others can, including political opinion, religion and personal experience (e.g. survivors of torture or rape for whom it would be re-traumatizing to return, or individuals who would be social outcasts like the forced slaves of combatants.) The UNHCR is an excellent source of information on such conditions.

**INTEGRATION IN THEIR COUNTRY OF ASYLUM:**

Refugees are considered to be locally integrated in the country of refuge if they have rights similar to those of citizens such as: they can move around the country freely; they are allowed to earn a living; their children are allowed to attend school; there is no threat of refoulement, etc.

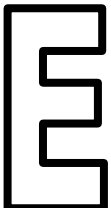
**RESETTLEMENT TO A THIRD COUNTRY:**

Resettlement is intended for those refugees without local integration prospects. Resettlement may also be used as an instrument of protection geared primarily to the special needs of refugees whose life, liberty, safety, health or fundamental human rights are at risk in the country where

**INTERNAL FLIGHT**

**ALTERNATIVE (IFA):** There is a fourth type of durable solution that may exist for refugees and persons in refugee-like situations who have not fled their country of nationality. There may be an internal flight alternative for the refugee. IFA involves the consideration of whether the individual could have found a safe haven in another location within the country of nationality or residence at the time of their flight. If so, they will not need Canada's protection. (See Section 1.5)

they sought refuge. It is used for refugees unable to benefit from the other two solutions.



**ELIGIBILITY** To be eligible for resettlement, three conditions must be met:

1. The applicant must meet the definition of one of the following:



- Convention refugee abroad class (CR) or Humanitarian-protected persons abroad class (HPC) which includes Country of Asylum class (RA);
2. Not have any other durable solutions;
  3. Demonstrate their ability to establish themselves successfully in Canada.

**Applicants are not eligible if they have:**

- not met the definition of a Convention refugee abroad or humanitarian-protected persons abroad class (Country of asylum class);
- committed a crime against peace, a war crime, or a crime against humanity, as defined in the international instruments drawn up to make provision in respect of such crimes;
- committed a serious non-political crime outside the country of refuge prior to his admission to that country as a refugee; or
- been found guilty of acts contrary to the purpose and principles of the United Nations.

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**F** **FAMILY MEMBER** A family member, for resettlement purposes, is a person who can be included on the principal applicant's (PA) application. Consistent with the use of appropriate discretion and flexibility in assessing refugees, the concept of family, for refugee resettlement purposes, should be considered to include those who currently may be included on the principal applicant's application (i.e. spouse, common-law partner and dependent children of the spouses or common-law partner or the dependent children of the dependent children of the spouses or common-law partners - regardless of whether they are physically at the same location).



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**G** **GLOBAL CASE MANAGEMENT SYSTEM (GCMS)** is Citizenship and Immigration Canada's (CIC's) single, integrated and worldwide database system used internally to process applications for citizenship and immigration services. GCMS stores only the type of personal information required to process citizenship and immigration clients. The type of personal information collected includes, but is not limited to, client identification (i.e., family name and given names, gender, date of birth, country of birth, etc.), contact information and history, educational and employment information.

**GOVERNMENT** Government of Canada as represented by the Minister of Citizenship and Immigration.

**GOVERNMENT-ASSISTED REFUGEES (GARS)** Each year, the Government of Canada plans for the resettlement of a number of refugees from abroad and supports these refugees through the Resettlement Assistance Program (RAP). Under RAP, the refugees are supported at approximately the equivalent of local provincial social assistance levels for up to twelve months after their arrival in Canada. Government-assisted refugees include only members of the Convention Refugees Abroad class. They are selected from applicants referred by the UNHCR or other designated referral agents to visa offices.

**GROUP OF FIVE (G5)** Refugees may be sponsored by any group of five or more Canadian citizens or permanent residents who:



- are at least 18 years of age;
- live in the community where the refugees are expected to settle;
- are not in default on any other sponsorship undertaking; and
- have the necessary resources to guarantee support for the full duration of the sponsorship, usually up to a 12-month period.

G5 sponsorship groups are often:

- one-time groups; and
- formed in response to special situations that arise.

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## HUMANITARIAN AND PROTECTED PERSONS ABROAD

# H

A person in similar circumstances to a Convention refugee (CR) who is a member of the following Humanitarian-protected persons abroad class: Country of Asylum Class (RA). Refer to Section 146 of IRPR.

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# I

**INTEGRATION IN THEIR COUNTRY OF ASYLUM** – see *Durable Solution*

**INTERIM FEDERAL HEALTH PROGRAM (IFH)** A health program established by the Government of Canada that provides temporary medical coverage for some refugees during the settlement period in Canada. For more information contact RSTP or visit:

<http://www.cic.gc.ca/english/refugees/outside/summary-ifhp.asp>.

**IMMIGRANT LOANS PROGRAM** A loan program established by CIC that provides admissibility, transportation, and assistance loans to refugees and their family members. Refer to section 289 of IRPR, and the inland and overseas processing chapters IP19 and OP17.

**IMMIGRANT AND REFUGEE PROTECTION ACT (IRPA)** An Act respecting immigration to Canada and the granting of refugee protection to persons who are displaced, persecuted or in danger which came into effect June 28, 2002.

**IMMIGRANT AND REFUGEE PROTECTION REGULATIONS (IRPR)** Detailed instructions that have been placed in Regulations to accompany IRPA.

**INLAND PROCESSING MANUAL, CHAPTER 3 (IP3)** A chapter of the CIC Inland Processing Manual that explains the policy and procedures for the refugee resettlement program in Canada, including the Private Sponsorship of Refugees Program (PSRP) and Resettlement Assistance Program (RAP).

**INLAND AND OVERSEAS PROCESSING CHAPTERS 19 AND 17 (IP19 AND OP17)** Two chapters of the CIC Inland and Overseas Processing Manuals that describe the Immigrant Loans Program and its four loan components. They provide objectives and eligibility criteria for each loan option and outline the procedures for processing and approving immigrant loans. These chapters also include guidelines for assessing loans for approval as well as guidelines for counselling loan applicants.

**INDIVIDUAL AGREEMENT** The particular agreement that an individual SAH signed with CIC.

**INTERNAL FLIGHT ALTERNATIVE** – see *Durable Solution*

**INTERNATIONAL ORGANIZATION FOR MIGRATION (IOM)** The International Organization for Migration (IOM) has a primary mandate to make arrangements for the organized transfer of foreign nationals, including refugees, displaced persons and other individuals in need of international migration services. It arranges transportation and medical examinations for refugees. The IOM provides an in-depth Canadian Orientation Abroad (COA) program on a contractual basis, in some locations, to refugees and foreign nationals before they arrive in Canada. Canada is a full member of IOM and works closely with the organization. The IOM has its headquarters in Geneva and has 72 offices



IOM • OIM

around the world. For more information please [www.iom.int](http://www.iom.int).

**J**

**JOINT ASSISTANCE SPONSORSHIP (JAS)** A joint undertaking by a Sponsorship Agreement Holder or one of its Constituent Groups and CIC to sponsor Government-Assisted Refugees requiring special assistance and whose admissibility depends upon this additional support to become established. Refer to Section 157 of IRPR, IP3 and OP5 for details. JAS provides the opportunity for the government and private sponsors to work together in the resettlement of refugees with special needs. The government provides income support for the period of the sponsorship and the private sponsors provide moral and emotional support and guidance while ensuring that the resettlement services required are provided.

**L**

**LANDING (LANDED STATUS)** Means lawful permission to establish permanent residence in Canada, a term used under legislation prior to IRPA.

**LETTER OF APPROVAL (LOA)** A letter signed by a person authorized to sign on behalf of the Sponsorship Agreement Holder (SAH), authorizing a SAH's Constituent Group or cosponsor to enter into an undertaking to sponsor refugees on its behalf.

**LIMITED INDIVIDUAL AGREEMENT** A sponsorship agreement that establishes a limitation on the number of persons the SAH or its CGs can undertake to sponsor in a given calendar year. All Limited Individual Agreements include an expiry date.

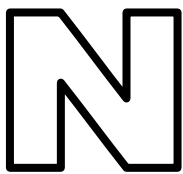


**LODGING** Includes suitable accommodation, basic furniture and other household essentials.

**M**

**MATCHING CENTRE (MC)**

Office located at Citizenship and Immigration Canada's (CIC) National Head Quarters that is responsible for brokering between CICs located in Canada and Visa posts overseas regarding the destining and matching to sponsors of selected refugees who have been successfully processed and are ready to travel to Canada. The MC is also responsible for the destining of some Government-Assisted Refugees as well as coordinating Notice of Arrival information.

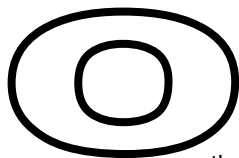


## **NOTIFICATION OF ARRIVAL TRANSMISSION (NAT) A**

Notification of Arrival Transmission (NAT) advises the local CIC and Service provider organization (in the case of GARs and JAS) and sponsors (in the case of PSRs, JAS and BVORs) of the date of arrival and flight details of the refugee, and of pertinent details such as the names of sponsors, onward travel arrangements to final destinations, and special needs (e.g., wheelchair required), etc. NATs are required to maintain accurate statistics and are sent for all refugees. They include:

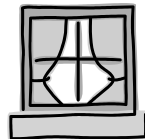
- point of origin;
- port of entry;
- date of arrival;
- flight details;
- special requirements; and
- identification of special programs such as OYW or blended initiative.

**NON-ACCOMPANYING FAMILY MEMBER** A non-accompanying family member is defined as a dependent family member of a refugee applicant who is separated from the family unit due to circumstances beyond his/her control and is unable to travel with the principal applicant. [Refer to Section 141 of IRPR.]



## **ONE YEAR WINDOW OF OPPORTUNITY (OYW) A**

regulatory mechanism that allows non-accompanying family members to submit an application and be eligible to be processed in the same class and category as the principal applicant (PA) for up to one year following the PA's arrival in Canada. All family members must be identified on the PA's application form. For more details refer to Paragraph 141(1) (b) of IRPR, IP3 and OP5.



**OVERSEAS PROCESSING CHAPTER 5 (OP5)** A chapter of the CIC Overseas Processing Manual that explains the policy and procedures for the refugee resettlement program abroad including the selection of government-assisted refugees (GARs) and privately sponsored refugees (PSRs).

**OVERSEAS PROCESSING CHAPTER 22 (OP22)** A chapter of the CIC Overseas Processing Manual that provides an understanding of the process for judicial reviews of decisions made under the Immigration and Refugee Protection Act for

which no specific right of appeal exists. This chapter deals specifically with overseas files that are subject to judicial review.

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**P** **PERMANENT RESIDENCE** A person with permanent residence who has been granted landing under previous legislation or permanent residence under IRPA; has not been granted Canadian citizenship and has not ceased to be a permanent resident.

**PERSONALLY AFFECTED** means you have been and continue to be affected on a personal level as a result of civil or armed conflict or violations of human rights.

**PORT OF ENTRY (POE)** Legal point of entry into Canada, staffed by CBSA employees. Most POEs are at international airports, legal border crossing checkpoints with the United States and at lake and coastal seas ports.

**PRINCIPAL AGREEMENT** The Agreement negotiated between CIC and the SAH.

**PRINCIPAL APPLICANT (PA)** For a single applicant, it is that one person. For spouses, common law partners including those with children, it is the person with the strongest claim to persecution.

**PROTECTED PERSON** refers to someone who has already been recognized as a refugee and is receiving protection by the UNHCR, the host country or the Government of Canada.

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**R** **RECEPTION** is defined in the Sponsorship Agreement and Undertaking as meeting the refugee upon arrival in the community of resettlement or, when applicable, making arrangements for the refugee's transportation from the closest domestic airport to the community of resettlement.

**REFERRAL ORGANIZATIONS** The Immigration and Refugee Protection Regulations define a referral organization as:

- the United Nations High Commissioner for Refugees; or
- any organization with which the Minister has entered into a memorandum of understanding.

**REFUGEE SPONSORSHIP TRAINING PROGRAM (RSTP)** A program funded by CIC whose primary mandate is to provide training and information on the private sponsorship of refugees to SAHs, CGs, cosponsors, Community Sponsors and G5s. Refer to [www.rstp.ca](http://www.rstp.ca) for more information.

**RESETTLEMENT ASSISTANCE PROGRAM (RAP)** A contribution program established by CIC that provides basic income support and essential services for refugees who have been admitted to Canada as Government-Assisted Refugees or under the Joint-Assistance Sponsorship program.

**RAP SERVICE PROVIDER ORGANIZATION (RAP SPO)** A non-governmental organization funded by CIC to provide a range of settlement and adaptation services in Canada directly to GARs, including refugees sponsored under the JAS program.

**RESETTLEMENT TO A THIRD COUNTRY** – see *Durable Solution*

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**SAH ASSOCIATION** A membership-based association of Sponsorship Agreement Holders in Canada. The mission of the SAH Association is to be a collective voice in promoting and enabling Canada's Private Sponsorship of Refugees program, whether among its members' own constituencies, with the Canadian public, with national and international organizations, or with the governments of Canada, its provinces and territories.

**SAH COUNCIL** The SAH Council in fulfilling the mission and mandate of the SAH Association is to represent the Association membership to external stakeholders, to work towards building a more cohesive SAH community with a common national perspective and to maintain respect for the independent and autonomous nature of the individual SAH members.

**SECONDARY MIGRATION** Refers to a refugee-initiated change in location on arrival in Canada, or during the period of the sponsorship, to a destination (city or province) other than the sponsoring community i.e. the one chosen during the selection process overseas.

**SELF-SUPPORTING** The point at which a refugee no longer requires the financial support (care and lodging) of a sponsor but may still need settlement assistance. Refers to Paragraph 5 (d) and Appendix 1 of the Sponsorship Agreement.

**SELF-SUPPORTING REFUGEES** are refugees who meet resettlement criteria and

have sufficient financial resources to support themselves and their accompanying dependants until they are likely to become self-supporting. Self-supporting refugees can be Government-assisted (GARs) or privately sponsored (PSRs).

**SERVICE PROVIDER ORGANIZATION (SPO)** SPOs are publicly-funded, non-profit organizations that deliver orientation and settlement services directly to newcomers, including sponsored refugees.

**SETTLEMENT ASSISTANCE** The activities that facilitate the refugee's adjustment to Canadian society such as providing orientation to the community help with learning an official language, assistance with finding employment, and extending ongoing friendship, encouragement and general assistance. It also involves informing refugees of the rights and responsibilities of permanent residents in Canada.

**SETTLEMENT PLAN** A written plan that outlines a sponsoring group's arrangements for the reception, care, lodging and settlement assistance of the sponsored refugee(s).

**SERIOUSLY AFFECTED** means you have been subject to sustained effective denial of a basic human right.

**SPONSOR** In the context of SAH/CG sponsorships, a sponsor is a SAH or a CG or Cosponsor acting on behalf of the SAH for the purpose of sponsoring a refugee. Refer to Section 138 "sponsor" of IRPR.

**SPONSORSHIP AGREEMENT HOLDERS (SAHS)** Are incorporated organizations that have signed a formal sponsorship agreement with Citizenship and Immigration Canada (CIC). Most current SAHs are religious organizations, ethno cultural groups or other humanitarian organizations. SAHs, which may be local, regional or national, assume overall responsibility for the management of sponsorships under their agreement. Organizations entering into a sponsorship agreement with CIC generally submit several refugee sponsorships a year.

A Corporation incorporated under the laws of

**SAHs may:**

- undertake sponsorships on an on-going basis;
- manage a sponsorship with assistance from a CG;
- have many CGs across Canada or a few CGs in a specific region/area;
- work with local CICs in their community of residence;
- SAHs and their CGs are eligible to sponsor JAS cases according to the terms and conditions of RAP.



Canada or any province thereof that signs a Sponsorship Agreement with the Minister. SAHs have the following characteristics:

- They are incorporated organizations.
- They vary widely in composition and type (for example: religious organizations; ethno-cultural groups; or other humanitarian organizations.)
- They have signed a sponsorship agreement with the Minister of Citizenship and Immigration Canada (or delegate) to facilitate the sponsorship process.
- They are completely responsible for managing sponsorships under their agreement.
- They can be composed of Constituent Groups (CGs) specifically recognized and managed by the SAH.
- They are responsible for training and informing their Constituent Groups.

**SPONSORSHIP BREAKDOWN** An official declaration that an irreparable failure to meet the sponsorship arrangements (care, lodging and settlement assistance) has occurred. Sponsorship breakdown is a condition of deterioration in the sponsor-refugee relationship such that the sponsor is unable or unwilling to fulfill the terms of the sponsorship undertaking. Normally, attempts are made to re-establish the sponsorship, but failing those efforts, CIC will formally declare a breakdown in the sponsorship and depending on the circumstances, the sponsoring group may be found in default.

**SPONSORSHIP DEFAULT** A bar to sponsorship that is declared against a sponsor determined to be liable for a sponsorship breakdown. Refer to Subsection 153(4) of IRPR. Sponsorship default refers to a breach of the contractual obligations of the sponsorship undertaking itself, specifically, the failure to fulfill a financial or non-financial obligation associated with the undertaking. A sponsoring group may not submit undertakings while they remain in default.

**SPONSORSHIP REVOCATION** refers to a rescindment, withdrawal or cancellation of an approved undertaking by CIC before or after the issuance of a visa. Refer to Section 155 of IRPR.

**SPONSORSHIP WITHDRAWAL** refers to a cancellation by a sponsor of an undertaking before the issuance of a visa. It is the last option when all attempts to fulfill the conditions of the sponsorship have failed or when situations have changed.

**SUB-CAP** determines the total number of new sponsorship applications that a Canadian visa post (mission) receives from Sponsorship Agreement Holders in a

given year.



UCI it stands for "unique client identifier" and also known as "a client identification number (client ID)." It appears on official documents you get from Citizenship and Immigration Canada (CIC). It has four numbers, a hyphen and four more numbers.

(Example: 0000-0000). If you are complete an application for the first time, you will not have a UCI number and put "not applicable."

**UNCAPPED MISSIONS (VISA POSTS)** are visa posts which receive a higher number of new sponsorship applications from SAH because of their relatively lower backlog or because they are identified as dealing with refugees sponsorship applications of refugees which are regarded as ministerial priority. To find out which visa offices (missions) are currently uncapped, contact the RSTP.

**UNDERTAKING TO SPONSOR** A written undertaking to Citizenship and Immigration Canada (through CPO-W), often referred to as an 'application to sponsor', to make provision for reception, care, lodging and settlement assistance for a refugee and their named accompanying and non accompanying family members in the expected community of settlement for a period of 12 months (longer in exceptional circumstances if agreed to by the SAH) from the date of arrival of the refugee or until the refugee becomes self-supporting and no longer requires settlement assistance, whichever is less. Refer to Sections 138 "undertaking" and 141 and Subsections 154(2) and (3) of IRPR.

**UNHCR** refers to the Office of the United Nations High Commissioner for Refugees. Commonly referred to as the United Nations Refugee Agency, the UNHCR has a mandate to lead and co-ordinate international refugee protection actions and support refugees in their voluntary repatriation, local integration or resettlement to a third country. The UNHCR also provides humanitarian assistance to 'persons of concern' such as Internally Displaced Persons (IDPs) and others in their countries of origin.

**URGENT NEED OF PROTECTION** Urgent need of protection means, in respect of a member of the Convention Refugee Abroad Class or the Country of Asylum Class that their life, liberty or physical safety is under immediate threat and, if not protected, the person is likely to be:

- killed;

- subject to violence, torture, sexual assault or arbitrary imprisonment; or
- returned to their country of nationality or of their former habitual residence.

**URGENT PROTECTION PROGRAM (UPP)** A case in need of urgent protection is one where the life, liberty or physical well-being of a refugee is under immediate threat. These cases are assigned the highest processing priority to offer resettlement as a tool of protection. Resettlement in urgent protection cases is undertaken as a priority where there is no other way to guarantee the security of the person concerned. Resettlement in these cases is the best, and often the only protection response.

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**VALIDATION-** it is a processing by which an applicant confirms the information completed in an application form. Validating an application form allows the creation of a bar code, which saves information filled out in the application form. By scanning the bar code, CIC's case processing centre will automatically retrieve information from the form and register it into the Global Case

Management System (GCMS)

**VISA OFFICE-REFERRED SPONSORSHIP (VOR)** refers to refugee resettlement cases where the refugee has been determined to be eligible and has been referred by a visa office for sponsorship. Either a sponsor requests a visa office-referred case or the visa office refers the case to the Matching Centre to find a sponsor.

**VULNERABLE** "Vulnerable", with respect to a Convention Refugee or a person in similar circumstances, means that the person has a greater need of protection than other applicants abroad because of the person's particular circumstance that give rise to a heightened risk to his/her physical safety. Vulnerable cases are eligible for expedited processing. Expedited cases are not urgent and it is acceptable to have refugees in these cases en route to Canada within one to four months.



**VOLUNTARY REPATRIATION OR RESETTLEMENT IN THEIR COUNTRY OF NATIONALITY OR HABITUAL RESIDENCE** – *see Durable Solution*

**WOMEN AT RISK PROGRAM (AWR)**

The Women-at-Risk Program (AWR) is designed to offer

resettlement opportunities to women in:

- perilous or permanently unstable situations; and
- in situations where urgent or expedited processing is necessary.

Women eligible under this program may:

- not have the resettlement potential usually required by applicants under the Convention Refugee Abroad class or Humanitarian-Protected Persons Abroad classes;
- be marginalized or alienated in their communities;
- be vulnerable to the threat of rape, other forms of violence to themselves or to their children;
- be in such critical situations that urgent processing is required;
- require help because their ability to start a new life is hampered by:
  - young dependent children;
  - poor ability to communicate in either official language; or
  - the lack of skills necessary for employment.

In many cases, women eligible under the AWR and their dependent children:

- experience more difficulties in resettling than other classes of refugees;
- will require a Joint Assistance Sponsorship; and
- will need a longer period to become integrated and established in Canada.

