



**Community  
Refugee  
Sponsorship**

# Sponsorship Manual



**HOST**  
INTERNATIONAL  
AOTEAROA NEW ZEALAND  
FOSTERING HUMANITY, HOPE & DIGNITY

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# Why community-based sponsorship?

*“There’s a tremendous desire from people around the world to respond to this crisis. The Global Refugee Sponsorship Initiative creates opportunities for citizens to engage with and participate in a humanitarian effort—for the benefit of refugees and for the benefit of the communities that they live in.”*

*Gregory A. Maniatis, Director, International Migration Initiative,  
Open Society Foundations*

Establishing a community-based refugee sponsorship programme can bring much added value and resources to reception and integration efforts. Programmes can build on the already existing active civil society with more long-term, committed and coordinated support from communities and citizens, while the state and authorities still retain the ultimate responsibility for receiving and integrating refugees.



Community-based refugee sponsorship can therefore be seen as:

- A stepping-stone to build sustainable resettlement programmes and allow more refugees to access protection and durable solutions;
- A tool to facilitate faster and better integration prospects through engagement of citizens;
- A tool to increase public support for refugees and promote social cohesion;
- A way to mobilise additional capacities and resources to undertake resettlement and integration of refugees in a more effective way through a shared responsibility between government, civil society and individuals for a defined period.

Integration is not something that can be learnt from a textbook, it requires personal interaction and face-to-face meetings between people in the context of real life.

A Community Refugee Sponsorship programme can embody these personal connections, and they can provide newly arrived refugees with a network, which is crucial when searching for jobs, for housing and for social inclusion.

Source: UNHCR

# The Benefits

## Protection

This is, first and foremost, a tool for protecting refugees by providing them with an opportunity to rebuild their lives in safety and with dignity in a new country.

Community-based refugee sponsorship is an exciting way to increase the very limited opportunities for refugee resettlement around the world.

As a member of a sponsorship group, you are an important part of this movement!

## Relationship Building

Whether you yourself develop a strong bond with the refugee newcomers or not, the relationships they build in the new community are a key to their success in adapting.

Many sponsorship groups have positive experiences and even remain close friends with the refugee newcomers long after the sponsorship period ends.

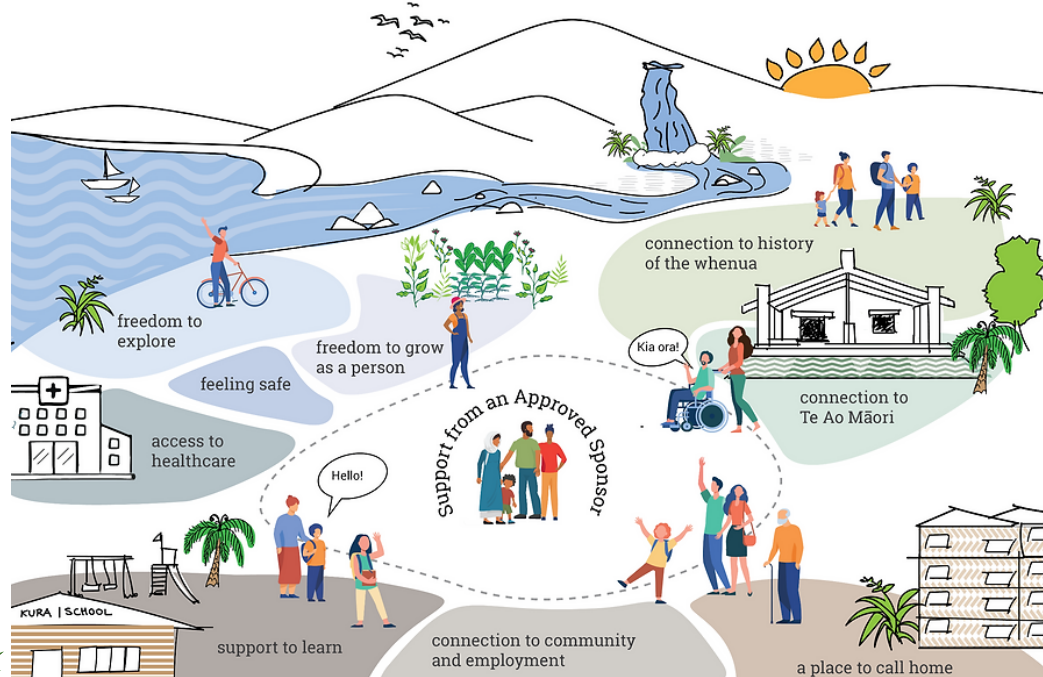
It is an incredible opportunity to learn more about the diversity of perspectives and human experiences.

## Volunteering and Awareness-Raising

The privilege of many sponsorship group members means that there is an associated potential to improve the lives of those in different circumstances. Varying levels of awareness of power and privilege exist among us, and sponsorship can be a way to engage with this productively.

It may be intimidating, uncomfortable, unfamiliar, confusing, and so much more, but is an experience of growth at the individual and community levels.

Source: Global Refugee Sponsorship Initiative



# What is the difference between Community Refugee Sponsorship pathway and other refugee visa pathways to Aotearoa?

The **Community Refugee Sponsorship (CORS)** visa category is additional and complementary to the **Refugee Quota programme** and **Refugee Family Support category**.

It is a category where New Zealand-based approved community organisations apply to partner with refugees to support their settlement in the community.

Sponsored refugees are resettled directly into their community with the support of approved community organisations.

They will **not** spend time at Te Āhuru Mōwai o Aotearoa, the Māngere Refugee Resettlement Centre.

The approved community organisations provide the support needed for these refugees over a two-year period, informed by Te Tiriti o Waitangi and supported by **HOST International Aotearoa (HOST)**.





# Four Phase Process



## Application Process

**HOST International Aotearoa**, the umbrella organisation for the programme will support your organisation and those who will be sponsors during the whole application process. Your application will be assessed by a panel of experts.



## Post Approval

If your application is approved, Immigration New Zealand (INZ) then works with the UNHCR to locate potentially eligible refugee whānau/individual and support them in their application to this resettlement pathway. **HOST International Aotearoa** supports this process.



## Pre-Arrival of Refugee Whānau/Individual

**HOST International Aotearoa** will walk alongside both approved sponsors and refugees to offer appropriate resources and training at selected stages during the pre-arrival stage. At this point, approved sponsors revisit and action parts of their settlement plan.



## Post Arrival of Refugee Whānau/Individual

It's now time to welcome the sponsored refugee whānau/individual to Aotearoa. At this point it's all go. The Settlement Plan gets actioned, and relationships begin to develop. **HOST International Aotearoa** will be there to support in any way necessary for both approved sponsors and the people they are supporting.

# Phase One - Application Process

## Your Organisation

- Your organisation is a **legal entity** - such as incorporated society, registered company, charitable trust or religious organisation.
- You are able to demonstrate **community outreach** and connections within the broader community.
- Your organisation has **experience** working successfully with refugees or other vulnerable people.
- Your organisation has the **financial resources** to provide settlement services to sponsored refugees for two years.
- Your organisation has **capability and capacity** to secure suitable accommodation and support mandated refugees to enter the labour market and secure meaningful and sustainable employment.
- You can enter into a **Deed of Agreement for Services with INZ** for the provision of settlement services.
- Your staff, volunteers and community **commit** to supporting refugees during their first two years of settlement in Aotearoa New Zealand.
- Your organisation **embraces diversity** and will be open to new religions and cultures.
- You have an understanding of **Te Tiriti o Waitangi** and te ao Māori.
- You have **connections and resources** that will help refugees as they begin their new life in Aotearoa New Zealand.

## Your People

Consider who and how many staff, volunteers and community members (we recommend five to eight people in the core group) will be available for:

- The application process and development of a settlement plan.
- The implementation of the settlement plan prior to arrival of the refugee family/families.
- To welcome refugee whānau/individual in your community.
- Provide ongoing support during the first two years of settlement to connect refugees to mana whenua, the wider community, services, and employment.
- Connections to the broader community and mana whenua to engage in the settlement of refugee whānau/individual in the wider community.
- When asked about what attributes approved sponsors needed, previous sponsors and sponsored refugees answered:
  - An openness to new religious and cultural competencies
  - An understanding of Te Tiriti o Waitangi
  - An understanding of te ao Māori

# Phase One - Application Process

## Get in touch with HOST International Aotearoa



If you have any questions regarding the eligibility OR you are ready to proceed with the application process contact **HOST International Aotearoa**, the umbrella organisation, who are supporting the running of the Community Refugee Sponsorship programme. You can contact us on:

**Phone:** 04 390 0991

**Email:** [sponsor@hostinternational.org.nz](mailto:sponsor@hostinternational.org.nz)

**Website:** [www.refugeesponsorship.org.nz](http://www.refugeesponsorship.org.nz)

## Pre-requisites for sponsoring organisation

### Application Form:

- Complete the Refugee Sponsorship Approved Community Organisation Application Form.
- You will need to supply evidence of your organisation's legal status.

### Settlement Plan:

- Complete all sections of the Refugee Sponsorship Settlement Plan Form. This is an example roadmap of how you intend to support arriving refugees.

### Finance:

- Provide **financial information** and an overview of how you intend to cover the costs associated with sponsorship and provide evidence to show that you can support a refugee whānau/individual for two years.

### Child Protection:

- A Child Protection Statement that outlines the policies and procedures that are in place to manage risks; and
- Proof of completion of the e-learning programme for all members of the core group (copy of Certificate Fundamentals of Child Protection).

Also consider who you are going to appoint as the first point of contact regarding your organisation's Child Safeguarding Statement.

### Police Vetting:

- Provide evidence of successful completion of the Police vetting process for all members of your core group (staff and volunteers).

*Please refer to the Phase One Toolkit for more detail.*



# Phase One - Application Process

## What are the criteria for refugees to be considered for the Community Refugee Sponsorship pathway?

Refugees who apply to be sponsored under the Community Refugee Sponsorship pathway must be mandated as refugees and pass security, risk, settlement and health assessments.

- Applicants must be residing in a country which is a UNHCR priority area and one of the regions INZ's humanitarian programme resettles from: **Africa, the Americas, Asia and the Pacific, Middle East and North Africa.**

*Please note that refugees currently residing in **Turkey are not eligible** to be resettled to New Zealand under the Community Refugee Sponsorship programme. Turkey is included as part of the Europe region by UNHCR for the purposes of refugee resettlement.*

Refer to UNHCR's Projected Global Resettlement Needs for further details:

**UNHCR - Projected Global Resettlement Needs 2022**

- Applicants must **not** be eligible to be sponsored for residence under **another family category, including the Refugee Family Support category.**
- **Principal applicants** need to have a basic understanding of **English**, have a minimum of **three years' work experience** or a **qualification** requiring at least two years' tertiary study, and be **aged between 18 and 45.**

There is **no open application** process for the Community Refugee Sponsorship programme. In order to be considered for the programme, refugees will need to be:

- **Nominated by a community organisation** that is an Approved Sponsor in New Zealand; or
- **Identified** to Immigration New Zealand **by UNHCR.**

***HOST International Aotearoa is unable to provide immigration advice or match refugees with interested community organisations.***



# Phase Two - Post Approval

## Congratulations

### What's Next

Once approved as a sponsoring organisation, **HOST International Aotearoa** will continue working with approved Sponsor organisations during the preparation process and beyond, this looks like:

- In the case of the **nominated pathway**, Immigration New Zealand will work alongside you and the nominated refugee whānau/individual. HOST Aotearoa NZ will provide additional support.
- In the case of the **UNHCR matched pathway** once UNHCR or Immigration NZ advise us that the sponsored refugees have completed their application process, HOST will help connect you with them so that you can begin to get to know them and understand their settlement needs and desires.
- **Immigration New Zealand** will organise the international travel and will coordinate this with you and HOST to ensure that you are ready to welcome the refugees when they land in New Zealand.
- We will work alongside approved sponsors to prepare communities, including engaging with local iwi for welcoming refugee whānau/individual.
- A one-stop shop for resources and training for example;
  - "How to" videos and resources to use pre-arrival with refugee whānau/individual
  - Cross-cultural awareness and communication training
- HOST will work with you to identify areas where your group might want additional training.
- We will support and advise on refugee needs and how they need to be met during settlement.
- We will advise on other specialist support agencies.



# Phase Two - Post Approval

## Timeframes

The timeframes for arrival of sponsored refugees will vary and will depend on how long it takes for the sponsored refugees to be verified and complete the health, English language and immigration assessments, and travel to New Zealand from wherever they currently reside.

There may be some additional travel delays in 2022 due to ongoing COVID-19 restrictions in some parts of the world and the ongoing geopolitical instability worldwide. For less complicated cases, it may take between six to nine months for the sponsored refugees to arrive in New Zealand.



# Phase Three - Pre-Arrival

## Preparing for the arrival of refugee whānau/individual

Approved sponsors will revisit their settlement plans and individualise the content in communication with the refugee whānau/individual offshore. Approved sponsors will take into consideration the approved refugee whānau/individuals' needs and desires.

If approved sponsors require assistance, HOST will be there to provide additional support, guidance, and advice. One of the most important aspects of this phase is to secure accommodation. Second, notify and connect with service providers in the social/health sector. Third, have everything needed ready for the arrival of refugee whānau/individual.

HOST will work with approved sponsors by providing coaching and connecting approved sponsors to service providers where needed. HOST will also work with you to identify barriers, suggest alternatives and come up with solutions from a strengths-based approach.



# Phase Three - Pre-Arrival

## Community of Practice

HOST is committed to a **Community of Practice for approved sponsoring organisations**. This will involve but is not limited to:

- Developing a communication hub on Microsoft SharePoint (SharePoint) for approved sponsors as a space for collaboration. Here you will share ideas, experiences and resources.
- Connecting approved sponsor groups to stakeholders and encouraging collaboration.
- Supporting approved sponsors to build or strengthen existing relationships with service providers in the sector.

## Training and Support

HOST is committed to developing and providing resources/training on these areas to empower approved sponsors with knowledge to carry on their work:

- Develop a resource and training hub on SharePoint
- Cultural sensitivity and awareness training
- Trauma-informed/healing care approach
- Disaster preparedness
- Privacy and confidentiality
- Roles and responsibility
- Welcome pack checklist
- Managing expectations
- Short videos produced by HOST of former refugees sharing, stories, learnings, and experiences in New Zealand.
- Assist approved sponsors in developing orientation packs based on the needs of the sponsored refugees.
- HOST will connect approved sponsors with sponsored refugees whānau/ individual offshore and if required facilitate the first initial interaction.

HOST will run a combination of in-person and online workshops with your approved sponsor group at a time convenient for your members. The workshops are designed to be interactive drawing on your experiences and scenarios. The resources will be shared with you on SharePoint.





# Phase Four - Post Arrival

## Welcome the Whānau/Individual



It's now time to welcome the whānau/individual to Aotearoa.

HOST will continue to provide ongoing support and coaching to approved sponsors and sponsored refugees for the duration of two years.

Once you have picked up the whānau/individuals from the airport and they are settled into their new home, it's time to start actioning their orientation to Aotearoa and link sponsored refugees to services in the community as outlined in the Settlement Plan, including:

- Assisting sponsored refugees to set up a bank account and register for an IRD number within one week of arrival.
- Meeting with local Work and Income office and assisting sponsored refugees to apply for relevant benefits.
- Registering with a primary healthcare service and a dentist, and booking a first appointment with their general practitioner.
- Registering children in schools no later than two weeks post arrival.
- Enrolling adults in English language classes.
- Assisting sponsored refugees to access public transport, and if relevant, obtain a New Zealand Drivers Licence.
- Referring sponsored refugees to mainstream social services, including appropriate mental health services if required.
- Developing connections with mana whenua and other community organisations in the settlement area.

# Phase Four - Post Arrival

## Reporting expectations for Approved Sponsors

- Reporting requirements as outlined in the Deed of Agreement for Services
- Participation in evaluation and monitoring with Immigration New Zealand
- Weekly contact with HOST within the first month in the community
- Monthly contact with HOST after the first month in the community

Continue to participate in communities of practice with other Approved Community Sponsor groups.



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## Contact

### **HOST International Aotearoa**

Level 4, Solnet House, 70 The Terrace, Wellington

Phone: 04 390 0991

Email: [sponsor@hostinternational.org.nz](mailto:sponsor@hostinternational.org.nz)

Website: [www.refugeesponsorship.org.nz](http://www.refugeesponsorship.org.nz)

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