

FIRST REPORTING EVENT (FRE)

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1. Introduction

1.1 First Reporting Event - Adults

The First Reporting Event (FRE) is an **optional** first contact point between an **adult** asylum applicant and a member of their appointed regional asylum team. It provides an opportunity for the applicant to be provided with documentation and information in person.

Regional asylum teams can choose not to conduct an FRE with an adult applicant. However, they will need to ensure that the applicant still receives all the required documentation and information (see chapter [‘2. FRE Not Taking Place - Required Actions’](#)). Alternatively they could choose to conduct an FRE over the telephone and then send out all the required documentation and information.

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1.2 First Reporting Event – Unaccompanied Children

An FRE **must** be completed for all **unaccompanied children** who register an asylum application. This should always be a face to face meeting unless the child is in the care of Social Services where it can be agreed between the case-owner and social worker to conduct the FRE by telephone.

For further guidance see [3.3 FREs for Unaccompanied Children over the Telephone](#)).

Case owners who consider unaccompanied child asylum applications should read this instruction in conjunction with the chapter *‘First Reporting Event (FRE)’* within the *‘Processing Asylum Applications from Children’* instruction.

1.2.1 Application of this Instruction in Respect of Children and those with Children

Section 55 of the Borders, Citizenship and Immigration Act 2009 requires the UK Border Agency to carry out its existing functions in a way that takes into account the need to safeguard and promote the welfare of children in the UK. It does not impose any new functions, or override existing functions.

Officers must not apply the actions set out in this instruction either to children or to those with children without having due regard to Section 55. The UK Border Agency instruction *‘Arrangements to Safeguard and Promote Children’s Welfare in the United Kingdom Border Agency’* sets out the key principles to take into account in all Agency activities.

Our statutory duty to children includes the need to demonstrate:

- Fair treatment which meets the same standard a British child would receive;
- The child’s interests being made a primary, although not the only consideration;
- No discrimination of any kind;
- Asylum applications are dealt with in a timely fashion;
- Identification of those that might be at risk from harm.

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2. FRE Not Taking Place – Required Actions

If a decision is made for an FRE to not go ahead, the applicant must still be issued with all the information they would have received if they had attended the FRE.

Furthermore, it must be ensured that information is delivered directly to the applicant and/or their representative and **not** to any Non-Governmental Organisations (NGOs) for them to hand out to the applicant (e.g. Refugee Council).

The case owner allocated the case, must ensure that the applicant receives the following:

- Invitation to substantive interview letter (ASL.0062);
- Covering letter to the applicant's representative (ASL.0063) if applicable;
- Point of claim information leaflets (if these were not previously issued by the Asylum Screening Units (ASUs) (the leaflets can be printed out from here);
- Pink IS.96 or IS.248, ensuring the applicants reporting regime is appropriate and setting out their residency requirements;
- Letter of appointment to an allocated representative, a list of representatives or phone number for Community Legal Service Direct (depending on region and if accommodated by the UK Border Agency);
- Dependant letter (ASL.1959) if applicable and required;
- Refugee Council letter;
- RepARC information sheet.

It must be ensured that the case owner's details have been included on all relevant documents.

Once these documents have been issued to the applicant, the Case Information Database (CID) must be updated to confirm this.

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3. FRE Taking Place – Required Actions

3.1 Before the FRE

The date of the FRE should be checked and it must be ensured that an interview room and where required, an interpreter, is booked. CID and/or the screening interview record should also be checked for the applicant's language/dialect and to ensure that there has not been a specific gender request.

It must also be checked that all the applicant's details are correct on CID.

The following documents which will need to be given to the applicant must then be prepared:

- Invitation to substantive interview letter (ASL.0062);
- Covering letter to the applicant's representative (ASL.0063) if applicable;
- Letter of appointment to see allocated representative, the list of representatives or phone number for Community Legal Service Direct (depending on region and if accommodated by Asylum Support);
- Dependant letter (ASL.1959) if applicable and documenting the dependants;
- Point of claim information leaflets (if these were not previously issued by the Asylum Screening Units (ASUs) (the leaflet can be printed out from here);
- Refugee Council letter;
- RepARC information sheet.

It must be ensured that the case owner's details have been included on all relevant documents.

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3.2 During the FRE

The applicant will arrive at the Reporting Centre and present themselves at the desk. The Reporting Centre officer will check CID to see if the applicant is due to attend an FRE, they will then ask the applicant to take a seat and wait for a member of the regional asylum team to arrive.

Once a member of the regional asylum team arrives in the reporting centre they will call the applicant and escort them to an interview room. During the FRE they should introduce their self and provide the applicant with the contact details of the case owner (if the case owner is not conducting the FRE).

The member of the regional asylum team should check that the applicant can understand them and where an interpreter is used that they are able to understand the interpreter. If the applicant is unable to understand, an alternative interpreter should be used.

The member of the regional asylum team should explain the role of the interpreter and inform the applicant that they can, if they wish to do so, request a gender specific interpreter for the substantive asylum interview.

The following actions must then be completed:

- Confirm and obtain the applicant's contact details;
- Explain the dispersal procedure if the applicant is in Initial Accommodation;
- Check if the applicant requires legal representation;
- Check if the applicant requires assistance with travel expenses. Further information on travel expenses can be found in the instruction *Arrangements for Travel Tickets*;
- Explain the role of the case owner, i.e. that they have responsibility for the case until completion, the asylum process and timings (asylum interviews, decision service, appeals, electronic monitoring if applicable, assisted voluntary return and integration);
- Inform the applicant of the restrictions that they must comply with i.e. work, travel and residence;
- Explain the invitation to interview letter (ASL.0062), stating the date, time and location of the interview. Explaining what will happen during the interview (NINO & Re-documentation I/V's). It must be stressed to the applicant the importance of attending their asylum interview. Where an applicant fails to attend an asylum interview, and does not provide any evidence within an acceptable timeframe (ordinarily 5 days) that their non-attendance was due to circumstances beyond their control, the claim will normally be treated as implicitly withdrawn and will result in the application being discontinued. See Immigration Rule paragraph 333C and the instruction *Withdrawal of Applications* for further information;
- Explain to the applicant the importance of attending the reporting events, including RepARC and stressing that failure to report will result in the loss of subsistence payments and a reassessment of the contact management regime, as well as scope for electronic monitoring (tagging or voice recognition (VR)), or increased physical reporting, or detention;
- Explain to the applicant the frequency of their reporting regime and issue the applicant with the revised **PINK IS96** or **IS248**;
- Ask the applicant if they have any questions or concerns.

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3.3 FREs for Unaccompanied Children over the Telephone

Unaccompanied children under the care of the social services can have their FRE conducted over the telephone with their social worker present, and then have all the required documentation and information sent to them.

If an FRE is being conducted over the telephone the regional asylum team must liaise with the child's social worker to ensure that they are content for the FRE to proceed in this

manner and that if required, an interpreter is available to relay the telephone conversation between the member of the regional asylum team and the social worker, to the child.

Please note: Unaccompanied children in private foster care must continue to have a face-to-face FRE.

When considering the above, refer back to and fully consider [1.2.1 Application of this Instruction in Respect of Children and those with Children](#).

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3.4 After the FRE

Following the FRE, CID must be updated to state that the applicant has completed their FRE and the notes screen to show any outcomes, confirm the frequency of the reporting regime and any concerns, i.e. potential applicant for tagging or VR.

A minute should also be placed on the applicant's file, outlining all the events that have taken place.

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4. Legal Representatives

Regional asylum teams should be aware that the process for issuing information on legal representatives varies from region to region and they should act according to local regional practices.

Typically, where applicants qualify for accommodation, an independent voluntary sector agency tasked in the area will be notified. They will allocate and set up a meeting with a legal representative. Details of the appointment may be passed to the regional asylum team to give to the applicant at the FRE, if it is taking place, or to post to the applicant if it is not.

If the applicant has arranged their own legal representative then the appointment should be cancelled.

Non-accommodated applicants are given in the ASU or in Initial Accommodation the phone number for Community Legal Service Direct, which is provided by the Legal Services Commission (LSC).

If an applicant indicates that they are yet to find legal representation and an appointment has not been set up on their behalf a member of the regional asylum team should:

- Issue an approved LSC list to the applicant (if the region has one); or
- Issue the telephone number of Community Legal Service Direct in order to obtain legal representation (not Scotland, non-accommodated applicants); or
- Inform the applicant that they should contact the Scottish Refugee Council (Scotland cases only).

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5. Glossary

Term	Meaning
Dispersal	When the applicant is moved from Initial Accommodation to long term accommodation.
Electronic Monitoring	A form of reporting which involves tagging the applicant or Voice Recognition (VR).
Initial Accommodation	Where an applicant who requests accommodation from the UKBA, is accommodated until they are dispersed to longer term accommodation
IS.96	A document that gives the applicant temporary admission to the UK, details, when, where and how frequent the reporting events will be and where the applicant is expected to reside.
NINO	National Insurance Number. If the applicant is granted leave they are issued with a National Insurance Number so they can access benefits or work.
Non-Compliance	Failure to attend or comply with a reasonable request for information in connection with the asylum process.
RepARC	Electronic system that must be conducted at each reporting event to ensure support is given to the applicant.

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Document Control

Change Record

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1.0	JR	03/03/07	Re formatted
2.0	M-A.M	06/07/2007	Draft for Publication
3.0	M-A.M	20/12/2007	Amendments to links
4.0	M-A.M	14/03/2008	Amendments following change to Immigration Rules
5.0	BN	27/02/2009	Minor amendments in light of change to FRE policy.
6.0	BN	28/07/2009	Clarification of UASC policy.
7.0	GL	01/10/09	Inclusion of Children's Duty
8.0	GL	23/10/09	Further Update To Children's Duty

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