

Detained Fast Track Processes

[Formerly Titled “DFT & DNSA – Intake Selection (AIU Instruction)”]

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Glossary

1 Introduction

1.1 Audience

This instruction is aimed at:

- **Referring/screening officers** (in all units/locations, including the National Asylum Intake Unit, ports, and Immigration Compliance and Enforcement teams (ICE teams)), responsible for referring all cases to the National Asylum Allocation Unit (NAAU);
- **Caseworkers**, responsible for referring appropriate post-screening cases to NAAU;
- **NAAU officers**, responsible for receiving referrals, and selecting cases for entry to DFT and DNSA processes, based on suitability and relevant operational factors;
- **DFT unit officers**, responsible for managing cases once entered into DFT/DNSA processes (this includes operational managers, caseworkers and senior caseworkers).

All officers must be familiar with the entirety of Home Office policy on DFT/DNSA selection, laid out at 2.1 Detained Fast Track Processes Suitability Policy, as well as the process sections relevant to their responsibilities.

1.2 Purpose

This instruction lays out the policy which must be strictly applied to determine case suitability for entry to, and continued management within, **Detained Fast Track Processes** (comprising the Detained Fast Track and Detained Non-Suspensive Appeals Process).

This instruction also lays out processes for case referral, and outlines operational considerations which may bear on a case being accepted into DFT/DNSA processes, notwithstanding it meeting policy requirements.

This instruction must be read alongside the Detained Fast Track Processes Timetable Flexibility AI, which explains when it might be appropriate for DFT and DNSA timetables to be extended, or for an applicant to be removed from the processes altogether.

This instruction stipulates policy only in respect of DFT/DNSA suitability. It is possible that it would be inappropriate to detain an individual under DFT/DNSA policy, but appropriate to detain on another basis, unconnected to DFT/DNSA. See Chapter 55 of the Enforcement Instructions and Guidance for further information.

1.3 All Asylum Referrals and the NAAU

Without exception, all new asylum and third country cases must be referred to NAAU.

NAAU will first consider suitability for third country processes, before then considering suitability for DFT/DNSA or non-detained asylum processes.

Please also see: Third Country Cases - Referring and Handling, and Routing Asylum Applicants to Regional Asylum Teams.

1.4 Application of this Instruction in Respect of Children and Those with Children

Section 55 of the Borders, Citizenship and Immigration Act 2009 requires the Home Office 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.

DFT processes do not under any circumstances apply to children. However, those who have children may, in particular circumstances, be suitable for DFT/DNSA without the children being detained (see Detained Fast Track Suitability Exclusion Criteria), and so it is important to stress the requirement for officers to have due regard to Section 55 in such cases.

The statutory guidance on Section 55 sets out the key principles to take into account in all Home Office activities involving children.

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.

2 Policy

2.1 Detained Fast Track Processes Suitability Policy

An applicant may enter into or remain in DFT/DNSA processes only if there is a power in immigration law to detain, and only if on consideration of the known facts relating to the applicant and their case obtained at asylum screening (and, where relevant, subsequently), it appears that a quick decision is possible, and none of the Detained Fast Track Suitability Exclusion Criteria apply.

DFT/DNSA suitability has no requirements as to nationality or country of origin and no other bases of detention policy need apply (see chapter 55 of Enforcement Instructions and Guidance (EIG)). There is no requirement that an application be late and opportunistic, but where it is known or suspected that it may be, particular consideration should be given to entering the applicant into DFT/DNSA (See 2.2.1 Other relevant factors for DFT/DNSA cases, below).

2.1.1 Timing of Entry to DFT

The decision to enter a case to DFT will usually be made at the point of application. A case may also enter soon after the point of application, or later, following a change in circumstances, which indicates that a quick decision is likely and that the case is suitable for the process (see 3 Referrals to DFT/DNSA – Process).

2.1.2 Ongoing Suitability and Detention Reviews

The suitability consideration must take place at the time of referral to entry to DFT/DNSA and at all stages of ongoing case management within DFT, particularly following a change in circumstances relevant to the reasons for detention. (See “Detention Reviews”, at chapter 55.8 of the EIG.)

2.2 Quick Decisions

The assessment of whether a quick decision is likely in a case must be made based on the facts raised in each individual case. Cases where a quick decision may be possible may include (but are not limited to):

- Where it appears likely that no further enquiries (by the Home Office or the applicant) are necessary in order to obtain clarification, complex legal advice or corroborative evidence, which is material to the consideration of the claim, or where it appears likely that any such enquiries can be concluded to allow a decision to take place within normal indicative timescales;
- Where it appears likely that it will be possible to fully and properly consider the claim within normal indicative timescales;
- Where it appears likely that no translations are required in respect of documents presented by an applicant, which are material to the consideration of the claim; or where it appears likely that the necessary translations can be obtained to allow a decision to take place within normal indicative timescales;
- Where the case is one likely to be certified as “clearly unfounded” under S.94 of the Nationality, Immigration and Asylum Act 2002.

2.2.1 Other relevant factors for DFT/DNSA cases

Subject to operational considerations (see Section 5 of this instruction), factors that may be of particular relevance regarding suitability for the DFT/DNSA process include (but are not limited to) situations where it appears the applicant:

- Is making an application merely in order to delay or frustrate the enforcement of a decision which would result in his/her removal;
- Has failed without reasonable cause to make his/her application earlier, having had opportunity to do so;
- Is seeking to enter or has entered the UK unlawfully or prolonged his/her stay unlawfully and without good reason has not made an earlier claim for asylum;

These factors should only be considered where a quick decision is possible within the DFT/DNSA timescales.

2.2.3 Timescales

For DNSA cases, the indicative timescale from entry to the process in the appropriate Immigration Removal Centre (IRC) to decision service will be around 10-14 days. For DFT cases, the respective indicative timescales for decision service will usually be quicker. The timescales are not rigid and must be varied when fairness or case developments require it (see Detained Fast Track Processes Timetable Flexibility AI).

Cases receiving uncertified refusal decisions in the DFT process (not DNSA cases) are also, in the case of any appeal, subject to a fast-track appeals process which is governed by The Asylum and Immigration Tribunal (Fast Track Procedure) Rules 2005 (SI No. 560). The specified timescales for hearing appeals in the DFT process are set out in this statutory instrument.

Applicants whose appeal rights are exhausted or lapse in the DFT process and do not qualify as a refugee, for a grant of humanitarian protection, or have any other form of leave, will be liable for removal. Any decision to maintain detention pending removal must be in accordance with law and policy, and must be subject to regular review (see Chapter 55 of Enforcement Instructions and Guidance).

2.3 Detained Fast Track Suitability Exclusion Criteria

Home Office policy is that certain individuals are unlikely to be suitable for entry or continued management in the DFT or DNSA processes. These persons are:

- Women who are 24 or more weeks pregnant;
- Family cases (see 2.3.1 Family Cases and Family Splits – Further Information);
- Children (whether applicants or dependants), whose claimed date of birth is accepted by the Home Office (see below for further information about Age Dispute Cases);
- Those with a disability which cannot be adequately managed within a detained environment (see 2.3.2 IRC Medical & Support Facilities – Further Information);
- Those with a physical or mental medical condition which cannot be adequately treated within a detained environment, or which for practical reasons, including infectiousness or contagiousness, cannot be properly managed within a detained environment (see 2.3.2 IRC Medical & Support Facilities – Further Information);
- Those who clearly lack the mental capacity or coherence to sufficiently understand the asylum process and/or cogently present their claim. This consideration will usually be based on medical information, but where medical information is unavailable, officers must apply their judgement as to an individual's apparent capacity;
- Those for whom there has been a reasonable grounds decision taken (and maintained) by a competent authority stating that the applicant is a potential victim of trafficking or where there has been a conclusive decision taken by a competent authority stating that the applicant is a victim of trafficking;
- Those in respect of whom there is independent evidence of torture.

2.3.1 Family Cases and Family Splits – Further Information

The quality and extent of evidence supporting claims to have family life and the depth of consideration that can be given to such issues will usually be expected to be greater for cases in ongoing case management in DFT processes than in a screening setting, but it will nonetheless be necessary for the key considerations to be noted at the screening stage.

Pre-Entry

Where, for the purpose of considering entry to DFT only, it is provisionally accepted that an applicant has full-time care responsibility for a child (aged under 18 years) with whom they live as a family, it will not be appropriate for them to enter DFT, except in the most exceptional circumstances.

Where, for the purpose of considering entry to DFT only, it is provisionally accepted that an applicant has children but they do not form part of his/her immediate family unit, and are not otherwise dependent on him/her, that individual may be considered for DFT/DNSA entry. Such considerations must have regard to the Home Office's statutory guidance on Section 55, and to the rights of the applicant and his/her child under Article 8 of the ECHR (see EIG ch. 55.1.4.2).

When considering Art. 8 issues and DFT suitability, it is important to note that DFT/DNSA detention will neither preclude family contact (through IRC visits, telephone calls, emails, etc.), nor of itself be of an extended duration, and so in many cases it will be possible to conclude that the interference with any accepted family life is proportionate. However, each consideration must address the accepted material facts of the particular case.

Post-Entry

If an individual claims to be part of a family with children only after entering DFT processes, the matter must be promptly explored, and action taken in line with the guidance at ch. 45(c) of the EIG must be considered (especially the table at 2.3

If the asylum application of an individual with children is considered in DFT/DNSA and managed to the point of removal, the guidance at ch. 45(c) of the EIG must be considered. It addresses issues relating to the return of one parent, when the rest of the family remains in the UK.

2.3.2 IRC Medical & Support Facilities – Further Information

Where an individual has or claims to have either a disability or a medical condition, the question as to whether it can be adequately managed or treated in a detained environment will be determined based upon the information available regarding the nature of the medical issue or disability, and – in cases of doubt at the time of assessment – on NAAU's reference to DEPMU, who will ascertain the IRC's capacity to manage the specific issue.

2.4 Age Dispute Cases

As stated above, children whose claimed date of birth is accepted by the Home Office will not in any circumstances be suitable for DFT/DNSA processes. If however the claimed age is disputed by the Home Office (according to the Assessing Age instruction), the case may be suitable.

An applicant claiming to be under the age of 18 must not be detained under DFT/DNSA policy unless one or more of the following criteria apply:

- There is credible and clear documentary evidence that they are 18 years of age or over;
- A full and detailed local authority age assessment setting out the reasons for the conclusion that the applicant is 18 years of age or over has been seen, and the local authority has stated that the assessment was conducted in compliance with the guidelines in the Merton case. (Assessments completed by Social Services Emergency Duty Teams, typically issued when the applicant is first encountered are **not** by themselves sufficient to authorise detention.);
- Their physical appearance and/or general demeanour **very strongly** indicates that they are **significantly over** 18 years and no other credible evidence exists to the contrary.

For those who claim to be under 18 only after being detained, see EIG Ch. 55.9.3.1.

3 Referrals to DFT/DNSA – Process

All new asylum applications must be referred to the NAAU by screening officers in the NAIU/ICE team/National Removal Centre (NRC)/port. NAAU will then assess the appropriate routing and process applicable to the case.

Officers managing undecided asylum applications must also consider case suitability for entry to DFT processes post-screening in limited circumstances. See 3.2 Post-Screening Referrals by All Officers.

3.1 New Asylum Applications – Mandatory Referral by Screening Officers

3.1.1 Detail

Screening Interview – Obtaining Key Information and Early Suitability Consideration

- The applicant must be fully screened (which must include fingerprinting and Eurodac checks), and they must be asked if they have any documents, statements or other evidence relevant to their claim, family life or other personal circumstances that they wish to submit, whether at that instant or in the future. Where there are such documents held or to be submitted, the specific nature of the documents (including language) must be ascertained and recorded;
- Follow-up questions must be asked and documented where relevant to the Suitability Policy. It is vital to obtain and consider relevant information where it can reasonably be obtained in a screening setting (or, for information not available at that instant, to consider the likelihood of its later submission and its probable materiality);
- Issues relevant to children and family life must be sufficiently explored and recorded, to ensure that the nature and quality of any claimed family life is understood.

Out of Hours Action

- Referrals may be made only during NAAU opening hours (08.00 – 20.00 weekdays, 09.00 – 16.00 weekend and public holidays). Outside of opening hours, referring officers must decide how to proceed;
- If the referring officer can take a reasoned view that the case is likely to be suitable for DFT/DNSA, he/she may consider whether it is appropriate to detain the applicant ahead of referring the case to NAAU during opening hours.

Initial Referral

- All cases, whether considered possible DFT/DNSA cases or not, must be referred to NAAU after being screened. This requires either an email, or (where an immediate response is required) a telephone call (see Contact Annex).
- If the case is considered to be a possible DFT/DNSA case, the referral must highlight the factors leading to this view (with reference to Suitability Policy and Operational Considerations), as well as drawing clear attention to information which may weigh against suitability or operational considerations;
- The referral must also highlight the applicant's immigration status. This must explicitly include a statement that the relevant key immigration papers have been served, and copied to file/CID Doc Gen (e.g., IS.81, IS.82, IS.151A, IS.91R, etc.);
- NAAU will consider outline suitability on the basis of the referral in principle, either decide to route the case to the non-detained process, or request formal referral.

Formal Referral

- If requested, referring officers must send NAAU (by fax or scanned by email) the screening interview form, and any other documents of potential relevance to suitability;
- Age dispute referrals must be compliant with Suitability Policy, and be supported by an IS97M. The CIO signatory to the IS97M must have seen the applicant him/herself to

agree the assessment, and must note the reasoning for their assessment in CID Notes. If the referral is reliant on a Merton-compliant age assessment, a full report with written confirmation from the local authority stating that appropriately trained staff have conducted a Merton compliant assessment and regard the individual as 18 or over must be faxed to NAAU. **NAAU will not accept age dispute referrals without this documentation;**

- If NAAU require further clarification on any points at any stage (for instance, issues relating to claimed family life), the referring officer must undertake to answer those points, speaking again to the applicant if required and feasible, and speaking again and faxing documents to NAAU where appropriate.

Acceptance to DFT/DNSA

- If NAAU confirm acceptance, they may stipulate further additional actions to be taken by the referring officer prior to the entry of the applicant to DFT.

Detention

- Detention of DFT processes applicants must follow standard detention procedures. On form IS91R, boxes “F” and “4” must be completed in every case, to clearly identify the reasons for detention as being for DFT processing (in addition to any other reasons for detention which clearly apply). If logistical issues will result in a short delay before detention in the appropriate IRC can be effected, a 24 hour detention review must be conducted. Such arrangements are likely to be exceptional;

3.2 Post-Screening Referrals by All Officers

Most cases will enter DFT processes from the point of screening. However, it may be appropriate for cases which do not enter at this time to be referred to NAAU to consider entry to DFT at a later stage, if there has been a significant change in circumstances, including any new information which may come to light, which suggests that a quick decision can be made and that the case is in fact suitable for DFT.

Examples of the types of cases (this list is not exhaustive):

- Asylum applicants who have absconded but have resurfaced, with applications to be considered. These applicants will either be those whose original application remains outstanding, or whose original application was implicitly withdrawn under paragraph 333C of the Immigration Rules, and who have subsequently lodged further submissions;
- Asylum applicants who have left and returned to the United Kingdom, and who have lodged further submissions (repeat applicants);
- Asylum applicants who appear to have given false or unreliable information about their claim, age, nationality or other relevant factor, that is subsequently revealed through age assessments, international data matches, language analysis, etc.;
- Asylum applicants whose cases were initially being handled by the Third Country Unit as a prospective return under Dublin Arrangements, but whose cases now require substantive consideration by the United Kingdom.

3.2.1 Detail

- For all cases, follow the referral process outlined above (3.1 New Asylum Applications – Mandatory Referral by Screening Officers);
- Where an applicant cannot immediately be transferred to DFT, agree with NAAU the date on which the applicant can be accepted by DFT. NAAU will arrange the movement and detention space with DEPMU for the agreed date. Record the referral and the agreement on CID Notes. Enter the date of transfer to CID Calendar Events;
- On the date of planned transfer, confirm arrangements with NAAU;

- Arrange for the applicant to be detained according to normal detention procedures on the day of transfer (ensuring that the IS.91R is completed as above, at 3.1.1);
- Arrange for any asylum support to be discontinued once detention has been effected;
- Record the change in case ownership on CID Case Maintenance > Allocated to (Unit) as soon as the detention and transfer have taken place.

4 Selecting Cases for DFT/DNSA – Process

4.1 NAAU Selection Actions

NAAU officers will receive referrals from screening officers and other officers, and consider the appropriate routing and process applicable for the applicant. A case will usually be considered for DFT in all cases where it is not otherwise suitable for third country action.

4.1.1 Detail

Initial Referral

- NAAU will receive a case referral for all cases after screening (and, where appropriate, subsequently), DFT/DNSA or not, either by telephone or email. Where the referring officer believes the case will be suitable for DFT/DNSA, he/she will elaborate the reasons for this;
- NAAU must complete the Referral Pro Forma (ICD.4386) for all cases, asking any clarifying questions necessary to establish the key facts;
- NAAU must, on the information available at this stage, consider the outline suitability of the case for DFT/DNSA, with reference to Suitability Policy and Operational Considerations, and decide to either route the case to the non-detained regional process, or to request formal referral, in order to more fully consider DFT/DNSA suitability.

Formal Referral and Consideration

- NAAU must request and receive from the referring officer the full screening interview and all relevant supporting documents that are relevant to Suitability Policy and Operational Considerations;
- NAAU must carefully consider the suitability of every referral against Suitability Policy and Operational Considerations, based on all information and evidence held on file and otherwise known about the applicant and his claim;
- NAAU must insist that any age dispute referrals are supported by the mandatory referral requirements (IS.97m, etc.), listed at Referrals to DFT/DNSA - Process. NAAU must not accept an age dispute referral without these documents and requirements;
- NAAU must refer to DEPMU if there are any questions as to the suitability of a particular IRC for applicants with particular needs (e.g., medical or other support);
- NAAU must request the referring unit obtain further information from the applicant if ongoing questions remain regarding suitability;
- NAAU must seek advice from DFT senior caseworkers as to suitability in any case where doubts are held as to the appropriateness of the referral or the materiality or consequence of particular information or evidence. (In practice, most cases where information and evidence is held in addition to just the screening interview will need this advice, particularly where case amenability to a quick decision is in question.);
- The final decision as to entry to DFT/DNSA processes rests with NAAU, except in cases where DFT senior caseworker advice is sought, whereupon the SCW has final authority.

Rejection

- If at any stage of referral the case does not satisfy Suitability Policy or if a decision is taken to not accept the case due to Operational Considerations, NAAU must:
 - Update CID Notes, concisely detailing why the case was not accepted, with reference to suitability policy and to any relevant operational considerations;
 - Inform the referring officer that the referral has been refused, giving reasons;
 - Take appropriate action to route the applicant to non-detained processes according to established procedures, communicating with the referring officer where appropriate.

Acceptance

- NAAU must ensure that the case is one where the referring officer has appropriately addressed questions of immigration status, with correct documentation served, copied to file, and saved to CID Doc Gen (e.g., IS.81, IS.82, IS.151A, IS.91R, etc.). NAAU may request evidence where they consider it necessary;
- If the case satisfies the Suitability Policy and Operational Considerations such that a decision is taken to enter the case into DFT/DNSA processes, the referring officer must be informed, and the reasons for selection must be clearly documented. NAAU must:
 - In cases where there is no information weighing against a quick decision or relevant to the Suitability Exclusion Criteria, update CID Notes concisely confirming reasons for suitability. In many cases, this may simply be a note to say that no factors were raised relevant to the Suitability Exclusion Criteria, and absent of information to the contrary, with reference to the basis of claim indicated, the case appears to be one where an interview and quick decision can be reasonably expected;
 - In all cases where there is information relevant to the speed of decision or to the Suitability Exclusion Criteria, update CID Notes in sufficient detail to demonstrate NAAU's meaningful consideration of the key facts in the case at the time of referral. This note will need to address each key point of material significance to the speed of decision and suitability criteria relevant in the case, and state that a quick decision can reasonably be expected. The more detailed points of consideration will depend upon the facts of the case, but may include (for example): medical needs and the ability of the particular IRC to accommodate those needs; the private and family life circumstances claimed or known in a case and the Article 8 considerations that may arise (see 2.3.1 Family Cases and Family Splits – Further Information and chapter 55.1.4.2 of the EIG); documents held/expected, the language of the documents, and whether or not they can reasonably be explored further within DFT, etc.;
 - Inform the referring officer by telephone that the referral has been accepted;
 - Update CID Special Conditions, by opening the Fast Track flag, dated at the time of acceptance to DFT.
 - Liaise with DEPMU regarding the individual's detention and transport, and ensure that the individual is taken to the appropriate location;
 - Fax the Referral Pro Forma to the appropriate process duty office, to inform them of and confirm the intake.

5 Operational Considerations (NAAU Actions)

5.1 Operational Considerations – Background

Operational considerations are those considerations which influence and determine the way in which cases are managed and prioritised operationally, in line with policy, ensuring that practicalities are taken into due account, and that asylum claims are fairly and effectively processed.

It is possible for a case to be suitable for DFT/DNSA under the suitability policy, but to not be accepted into the process because of operational considerations.

5.2 Operational Considerations

5.2.1 Optimum Use of Detention Space

Limited detention space resources must be used carefully to achieve the best outcome, according to the prevailing operational conditions and priorities. Examples follow (this is an illustrative rather than exhaustive list):

- **Availability of Detention Space**

If there is insufficient detention capacity, it will not be possible to enter a case into DFT/DNSA, regardless of its suitability under the policy.

- **Travel Documentation for Removal**

DFT/DNSA policy permits detention for the purpose of examining an individual to decide his application for asylum under accelerated processes. It is not necessary for removal to be imminent or for there to be an absconding risk to detain for DFT or DNSA.

However, if an individual's asylum application is unsuccessful (a DFT case becoming appeal rights exhausted, or a S94 refusal decision being served), detention may continue for these or other reasons, if deemed appropriate under general detention policy, as set out in chapter 55 of Enforcement Instructions and Guidance.

As such it is relevant to give forethought to the means by which removal may be effected, should the asylum application fail. This will mean giving consideration to the timeliness of obtaining travel documents in the particular case. A case where obtaining travel documentation is a lengthy process will generally be operationally suitable for DFT/DNSA processes only if there is another factor relevant to the case with higher operational priority.

- **Operational Experience**

If operational experience identifies certain case types which are at a particular time being judged to be unsuitable for the process, despite having been found suitable at the time of entry, it may be appropriate for such cases to be avoided as an operational consideration in the short term. Any pattern emerging in the longer term might need to be reflected in the suitability criteria. Any patterns in this regard will be notified by the operational lead.

5.2.2 Legal Bars to Removal

Enforced removals to particular countries are occasionally suspended, for instance, when a key piece of country guidance caselaw is imminent. An individual liable to removal to such a country could meet the Detained Fast Track Processes Suitability Policy, but their operational suitability may depend upon the weight given to other factors, in the round.

5.2.3 Security Considerations

The detention estate needs to be maintained at a secure and calm level. This means that occasionally one or more IRCs may require certain detainee profiles be avoided, in order to avoid the presence of that profile or a concentration of that profile in a given area. The operational priority due will be made clear in each situation.

5.2.4 Appeal Rights

If an individual is served with an immigration decision prior to referral to DFT/DNSA (such as may occur when cancelling some types of leave), it will be relevant to consider the appeal rights that may be held by the individual.

If the decision gives an in country right of appeal, and if that appeal right is still valid, it may be possible for the asylum application to be considered within DFT processes. Where this might be the case, DFT SCW advice must be sought.

Glossary

AIU	<p>Asylum Intake Unit The Croydon-based unit at which those who have not otherwise claimed asylum upon entry to the UK must register their application.</p> <p>Formerly the Asylum Screening Unit (ASU).</p>
Campsfield House	<p>IRC in Kidlington, Oxfordshire One of the IRCs where Detained Fast Track males may be detained.</p>
Colnbrook	<p>IRC in West Drayton, near Heathrow, West London One of the IRCs where Detained Fast Track males may be detained.</p>
DEPMU	<p>Detainee Escorting and Population Management Unit DEPMU is the principal detention co-ordinator in the detention estate. It has the responsibility to support the detention estate and the ring-fenced bed system through the effective use of bed space and the efficient management of accommodation and escorting bookings.</p>
DFT Processes	<p>Detained Fast Track Processes An umbrella term, used to describe the two processes running mainly at IRC Harmondsworth and IRC Yarl's Wood – the Detained Fast Track Process (DFT), and the Detained Non-Suspensive Appeals Process (DNSA). Also referred to as DFT Processes, and DFT/DNSA.</p>
DFT	<p>Detained Fast Track One of the processes running at IRC Harmondsworth and IRC Yarl's Wood. Involves detaining applicants for a short period, to make a quick decision, which if refused, will ordinarily be subject to quick appeal timescales.</p>
DNSA	<p>Detained Non-Suspensive Appeals One of the processes running at IRC Harmondsworth and IRC Yarl's Wood. Involves detaining applicants for a short period, to make a quick decision. If refused asylum and if issued a certificate under Section 94 of the 2002 Act, applicants will not have an in country right of appeal.</p>
EIG	<p>Enforcement Instructions and Guidance A manual providing guidance and information for officers dealing with enforcement immigration matters in the UK.</p> <p>Available at https://www.gov.uk/immigration-operational-guidance</p>
Harmondsworth	<p>IRC in West Drayton, near Heathrow Main IRC for male DNSA and DFT.</p> <p>Office opening times 08.00 – 20.00 on weekdays; 10.00 – 17.00 on weekends.</p>
IS.97M	<p>Age Dispute Letter Doc Gen letter, issued to asylum applicants claiming to be minors but believed to be and treated as an adult.</p>

IRC	<p>Immigration Removal Centre Detention facilities used by the Home Office, either directly managed or operated under contract with the Home Office. (Previously and colloquially still called detention centres, but renamed IRCs by Section 66 of the 2002 Act.)</p>
Merton Compliant	<p>Merton Compliant Age Assessment An assessment by a local authority of the age of an asylum seeker claiming to be under the age of 18 years that complies with guidance as to the requirements of a lawful assessment, handed down <u>The Queen on the application of B v London Borough of Merton [2003] EWHC 1689 (Admin) (14th July 2003)</u>.</p>
NSA	<p>Non-Suspensive Appeals The processes whereby asylum applicants – if refused asylum with a certificate under Section 94 of the 2002 Act – will not have an in-country right of appeal.</p>
NAAU	<p>National Asylum Allocation Unit The unit with responsibility for allocating asylum applications to the appropriate casework process. NAAU will request further information where necessary to inform its considerations.</p> <p>NAAU opening hours:</p> <p>08.00 – 20.00 on weekdays; 09.00 – 16.00 on weekends and public holidays.</p> <p>NAAU was formerly known as the National Asylum Intake Unit (NAIU), but that title now applies to the organisation of various screening units – see below.</p>
NAIU	<p>National Asylum Intake Unit Comprises the Asylum Intake Unit (AIU) in Croydon, Kent Intake Unit (KIU), Midlands Intake Unit (MIU) and the Consistent Screening Team (CST).</p>
Yarl's Wood	<p>IRC near Bedford, Bedfordshire Main IRC for female Detained Fast Track and female DNSA.</p> <p>Office opening times 8am – 8pm Monday to Friday</p>

Document Control

Change Record

Version	Authors	Date	Change Reference
1.0	MK	21/07/08	New instruction
2.0	BN	15/04/09	Minor amendment
3.0	MK	12/10/09	S55 Update
4.0	MK	29/03/12	Review and update
5.0	FA	11/06/13	Clarifications
6.0	MK	14/10/14	Clarifications re. reroutes