



REFUGEE DOCUMENTATION CENTRE, IRELAND

RESEARCH & INFORMATION UNIT

Style Guide

June 2011



LEGAL AID BOARD
AN BORD UM CHÚNAMH DLÍTHIÚIL

Query Response Style Guide

June 2011

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1. Purpose of this guide

This style guide has been compiled by the Refugee Documentation Centre staff and is intended to be of use to both new and existing researchers in producing query responses that are informative and easy to read. The standardisation of query responses will also assist in the uploading of query responses to an electronic database.

This is a working document and as such will be changed periodically.

2. Font, line spacing and alignment

- Font used should be Arial with main text size 12 point and quotations and quotation references size 11 point.
- Line spacing should be single.
- Alignment should be ranged left.

3. Provision of information

- Care should be taken to avoid using words that may give the impression that a response is providing conclusive information, interpreting information or offering advice.
- Words to avoid include: confirm, deny, suggest, imply, corroborate, indicate.
- More objective words would be: according to (in instances where you are quoting from a primary source), also, in addition.

4. Query response letter

- Query response letters should include the RDC reference and requester's reference if supplied.
- Put the date into the response letter together with the requester's name and address.
- Postal responses should include the date the response was sent.
- The response should begin:

Please find attached/enclosed information relating to your query on (Country).

- Additional information for the requester, for example that some documents may follow by post etc. should follow this introduction. For information taken from books or journals held by the RDC the following statement could be used:

Please note the document/article (title of document/article) comes from a book or journal held by the RDC and requires a copyright form to be completed. Please return this form to the RDC by fax or post on receipt of your query response. You may also sign and scan the form and return by email if preferred.

- See copyright form in Appendix V.
- A heading, in bold, should be included before each response with the short form “RE” and the query. If the query has a number of questions but only one reference number the separate questions may be used as headings in the response if preferred.
- In cases where the subject matter of requests is phrased in a leading manner, the Refugee Documentation Centre reserves the right to use objective and neutral language to change the wording of the request e.g insert the word treatment instead of persecution.

Dear (requester),

RE: Treatment of Bajuni in Somalia

Please find attached information relating to your query on Somalia.

- The sender should include a full signature, including address, phone number, fax and email address should be used in every response whether sent by post, fax or email. For example:

Mr. Joe P. Bloggs
Researcher
Refugee Documentation Centre
Legal Aid Board
Montague Court
7-11 Montague Street
Dublin 2
Ireland

Phone: + 353 (0)1 4776250
Fax: + 353 (0)1 6613113
Email: jpbloggs@legalaidboard.ie

- An emailed response should be composed in Word and then copied and pasted into the QMS reply.

Pending resolution of problems printing responses, the following printing advice notice should be included in all email responses:

- **Printing Advice:** Printing directly from this e-mail may result in the appearance of unnecessary page breaks. To print a hardcopy, please open the Microsoft Word attachment contained under the heading, 'Query Response', at the end of this e-mail and print as normal.

5. Contacting sources

- If a source needs to be contacted for information, a standard information request letter should be used. This can be found in the appendix and on the I-drive.
- If a source has been contacted in relation to a query but no response has been received, the requester should be informed using the following statement:

(Source name) has been contacted in relation to this query however no response has been received to date.

- The name of the individual contacted is not required in the reference although the name of the organisation should be included to ensure transparency.

6. Document references

- An author's full name (Clayton, Jonathan) or their surname and initials (Clayton, J.) may be used for the reference (in the case of journal articles only). Newspaper references should only include the name of the newspaper and not the author of the article.

For the referencing of query responses by the RDC, the day, month and year are given in round brackets after the source. This change is to assist the requester in quickly identifying the exact publication date of the document. For example:

Times Online (23 August 2009) *Hakimullah Mehsud named as new Pakistan Taleban leader*
<http://www.timesonline.co.uk/tol/news/world/asia/article6806809.ece>
(Accessed 24 August 2009)

- If a date of publication for the document cannot be found within the document the URL should be checked.
- If the document is from a subscription database eg Lexis-Nexis this should be stated in the reference as follows: This is a subscription database.
- The title of the article should be in italics with single speech marks used to indicate quotations, if any, within the title.
- References should be listed in alphabetical order. The Sort function available on MS Word can do this automatically. Select all text to be alphabetised and then select the Sort function from the Table menu. Please note though, if the return key has been used, for example to place the URL on a separate line this will be alphabetised separately from the rest of the reference.
- If there are two or more documents from the same source they should be placed in date order with the most recent first.
- Refer to the Appendix for examples of Refugee Documentation Centre (RDC) reference style for various document types.

7. Use of quotations

- Section 51 and 52 of the Copyright and Related Rights Act (no. 28 of 2000) deals with the fair use of materials and copyright and is included below for your information:

“Fair Dealing: Criticism or Review

51 (1) Fair dealing with a work for the purposes of criticism or review of that or another work shall not infringe any copyright in the work where the criticism or review is accompanied by a sufficient acknowledgement.

(2) Fair dealing with a work (other than a photograph) for the purpose of reporting current events shall not infringe copyright in that work, where the report is accompanied by a sufficient acknowledgement.

(3) In this Part, ‘sufficient acknowledgement’ means an acknowledgement identifying the work concerned by its title or other description and identifying the author unless-

(a) In the case of a work which has been lawfully made available to the public, it was so made anonymously

(b) In the case of a work which has not been made available to the public, it is not possible for a person without previous knowledge of the facts to ascertain the identity of the author of the work by reasonable enquiry.

Incidental Inclusion of Copyright Material

52 (1) The copyright in a work is not infringed by its inclusion in an incidental manner in another work.

(2) The copyright in a work is not infringed by the making available to the public of copies of anything the making of which was not, by virtue of subsection (1), an infringement of the copyright.

(3) A work shall not be regarded as included in an incidental manner in another work where it is included in a manner where the interests of the owner of the copyright are unreasonably prejudiced.

(4) The copyright in a work which has been lawfully made available to the public is not infringed by the use of quotations or extracts from the work, where such use does not prejudice the interests of the owner of the copyright in that work and such use is accompanied by a sufficient acknowledgement”.

- When selecting text for quotations consider the full length of the document and ensure the quote is not unreasonably long in comparison.
- Not more than 10% of the total text of a document should be quoted.
- For short reports that may be only a few lines long, avoid quotations and instead state what the report relates to. For example.

The report from the Radio Netherlands website, Hilversum, relates to recent events in Fallujah.

8. Format of quotations

- Quotations should be introduced by whole sentences such as ‘This document also states/notes/reports:’ and not by sentence fragments such as ‘Also in the same report:’ or ‘And:’. The word ‘says’ should not be used to introduce quotations from written sources.
- A single space should be seen between the body of the text and the quotation. For example:

The article from the Sunday Telegraph states:

“The 150-mile belt of land running from Ibadan to Benin City is a centre for both ritual killings and a lucrative human trafficking business.” (Sunday Telegraph (21 June 2004) *Thames torso murder*)

- Double speech marks/inverted commas should surround a quotation.

- If a quotation appears within the quotation, single speech marks/ inverted commas should be used within the double speech marks to indicate this. For example:

“Paris, 22 November: Jean-Pierre Raffarin said today, Monday, that France has ‘no relational difficulties’ with the United States.” (Agence France Presse (22 November 2004) *French Premier says ‘Paris has no relational difficulties’ with the USA*, -original in French)

- All quotations should be indented on the left either by using the tab button or by using the indent shortcut on the Formatting toolbar or by selecting Format, Paragraph, Indentation.
- If a quotation is indented the font size should be reduced to 11 point.

9. Quotation references

- In order for the requester to identify the document that contains the quotation, the quotation should be followed by the document reference. This information may be copied and pasted from the full document reference:

The article from the Sunday Telegraph states:

“The 150-mile belt of land running from Ibadan to Benin City is a centre for both ritual killings and a lucrative human trafficking business”. (Sunday Telegraph (21 June 2004) *Thames torso murder*)

- For documents from the Internet, the URL and access date should be omitted from the reference after the quotation, as above, to make the response easier to read. The URL and access date should be included in the document references at the end of the response.
- Where a chapter (ch.), page (p. or pp.) or paragraph (para.) number is available to identify the location of a quote in a document, this should be indicated in the reference after the quote. For example:

"Islamic mystic philosophy, Sufism, rose in the ninth and tenth centuries as a way of elevating the soul by following the correct path." (Abdullah, M.D. (2001) *Culture and Customs of Somalia*, p. 61)

- When including the page number from a PDF document the page number should be taken from the document as it would appear when printed and not the PDF viewer as these often differ.
- Regarding paragraph numbers if two quotes from the same document are used each quote should be referenced using the “ibid” convention. The word “ibid” (from Latin, meaning “in the same place”) can be used to replace the full reference if two or more consecutive quotes are from the same source. In this example there is one sentence between the quotes but the Ibid convention can still be used even if there is a full paragraph between quotes as long as the previous quote was from the same document:

The United Kingdom Home Office report states:

“A Danish fact finding mission to Kabul in March/April 2004 reported the views of several sources on the security situation”. (United Kingdom Home Office (October 2004) *Country of Origin Information Report: Afghanistan*, para. 5.114)

This report also states:

“The Swedish Committee for Afghanistan (SCA) said that Kabul is a relatively peaceful city.” (Ibid. para. 5.115).

- When section headings are used within a document these should also be referred to by indicating the location of a quotation. For example:

The report from the International Helsinki Federation, section headed “Independence of the Judiciary”, states:

- For documents from the Immigration and Refugee Board of Canada the IRB reference code should be included before the title. For example:

A report from the Immigration and Refugee Board of Canada states:

“However, the European Chemicals Bureau (ECB) found that coercive measures were poorly enforced and that the resources Benin allocates for enforcing the two above-mentioned legal instruments remained inadequate.” (Immigration and Refugee Board of Canada (26 January 2004) BEN42265.FE The trafficking of narcotics...)

- If the title of a document will be two or more lines long after the quotation, the title may be abbreviated by using an ellipsis (three dots)

after the first few words of the title as shown in the example above. This measure is only to help make the response easier to read and the full title should be included in the document references included at the end of the response.

- If there is no date for the document “undated” should be inserted.
- Footnote and endnote reference numbers should be taken out of the quoted material unless the reference note is also included.

10. If no documents found

- The following statement should be used to confirm that no information could be found on a query or point within a query:

No information could be found on (Query) among sources consulted by the Refugee Documentation Centre within time constraints.

- If related, but general information is supplied in place of specific information in response to a query, care should be taken with regards to the provision of information. The following statement could be used before introducing the general documents:

These documents may be of interest.

11. If no corroborative documents found

- The following statement should be used if only one document is found relating to a query:

No further information could be found on (Query) among sources consulted by the Refugee Documentation Centre within time constraints.

12. Disclaimers

- For COI responses the disclaimer should read:

This response was prepared after researching publicly accessible information currently available to the Refugee Documentation Centre within time constraints. This response is not and does not purport to be conclusive as to the merit of any

particular claim to refugee status or asylum. Please read in full all documents referred to.

- For legal responses the disclaimer should read:

This response was prepared after researching publicly accessible information currently available to the Refugee Documentation Centre within time constraints. This response is not and does not purport to be a statement of the law or conclusive as to the merit of any particular claim to refugee status or asylum. Please read in full all documents referred to.

13. Sources consulted

- The query response should include a list of all sources consulted during research whether or not the search resulted in information being found. Sources need to be listed to ensure transparency and the use of publicly available information by the RDC.
- Titles of websites, search engines and CD ROMs should be listed. If the QMS was searched this should be listed as “Refugee Documentation Centre Query Database”. If books, journals, maps etc are used these should be listed as “Refugee Documentation Centre Library”.
- The full name of the source consulted should be stated. The only exceptions are : UN, UNHCR and CIA. With regards to IRIN and BBC, refer to them as ‘IRIN News’ and ‘BBC News’
- As a minimum the following sources should be consulted and referenced on each query response:

Amnesty International
European Country of Origin Information Network
Google
Human Rights Watch
Refugee Documentation Centre E-library
Refugee Documentation Centre Query Database
United Kingdom Home Office
UNHCR Refworld
United States Department of State

14. Attachments

- Long attachment names should be avoided as they can cause technical problems with individual machines and the network.

- Attachments should be named in a way that the document can be easily identified by source and date.

For example, the attachment name for a document with the following reference, Sunday Telegraph (21 June 2004) *Thames torso murder*, www.lexis-nexis.com/professional (Accessed 23 November 2004), would be:

Sunday Telegraph (21 June 2004) *Thames Torso Murder*

15. Source Assessment Queries

For queries requiring a source assessment to be carried out please refer to the RDC source assessment form in Appendix IV for guidance.

16. Example Response

Printing advice: Printing directly from this email may result in the appearance of unnecessary page breaks. To print a hardcopy, please open the PDF attachment contained under the heading, 'Query Response', at the end of this email and print as normal

<Insert Name and Address of Requester>

<Insert date of response>

Dear -----

Our Ref: Q----

Your Ref: -----

Re: Treatment of supporters of Hezb-e-Islami

Please find attached information relating to your query on Afghanistan.

A report by *the United Kingdom Border Agency* under the heading "Former Hizb-i-Islami members" states:

"The Danish fact-finding mission of March/April 2004 reported the views of various sources on the position for people with connections to Hezb-e-Islami in their report published in November 2004. According to UNHCR, ex-Hezb-e-Islami, including former commanders, do not have any problems with the Government in Afghanistan today if they make it clear that they are no longer working with Hekmatyar. UNHCR was reported as saying that "A number of ex-Hezb-e-Islami members occupy high positions within the government. As an example the source mentioned that Hekmatyar's former right-hand [man] currently holds a high position in the government. The present situation taken into consideration, the source found that it depends on the history of a former member of the Hezb-e-Islami whether or not he/she risks being persecuted in Afghanistan" (United Kingdom Border (26 June 2009) *Country of Origin Information Report – Afghanistan*)

The report also states:

"The source mentioned that one of President Karzai's advisors was formerly the deputy head of Hezb-e-Islami's security forces in Peshawar. The source was of the opinion that a former member of the Hezb-e-Islami who has changed side, and who is clearly expressing his support for the government can remain in Afghanistan without being involved in problems. However, it is a pre-condition that one is no longer connected with the party. People who are currently active for the Hezb-e-Islami are considered to be at war with the current government like the Taliban supporters. They will not be able to remain in the country without encountering problems." (Ibid)

A report from *UNHCR* under the heading 'National Commissions' notes:

“The Independent Administrative Reform and Civil Service Commission (IARCSC), and the Afghanistan Independent Human Rights Commission (AIHRC), established by the Bonn Agreement, continue, as elaborated upon below, to be active in building the capacity of Afghan governing institutions. With the purpose of promoting reconciliation with the Taliban and strengthening the overall peace process, President Karzai established in March 2005 the National Peace Commission¹⁰³ and appointed Professor Seghatullah Mujadeddi – the Head of the Upper House of the National Assembly – as its Chair. Due to the work of the Commission, some 3,500 previously armed Taliban joined the peace process and others were released from Guantanamo Bay and Bagram prisons. Despite the refusal of the Taliban leadership to respond to the calls of the Government of Afghanistan for reconciliation, the Commission continues to function, thus providing an opportunity to commanders of armed factions and low-ranking Taliban and Hizb-e-Islami members to join the peace process.” (UNHCR (December 2007) *UNHCR’s Eligibility Guidelines for Assessing the International Protection Needs of Afghan Asylum*, section 11)

An *Agence France Presse* report on the surrender of former Taliban states:

“More than 1,200 members of the Taliban or the extremists Hezb-e-Islami faction of wanted warlord Gulbuddin Hekmatyar have signed up to the amnesty scheme since it started less than a year ago.” (Agence France Presse (26 February 2006) *Sixty former Taliban surrender to Afghan government*)

See also *Washington Post* article which reports:

“Yet the militia’s resurgence comes as a new government reconciliation program, open to all but senior Taliban militants linked to terrorism or war crimes, is yielding unprecedented results. Several hundred former Taliban members have recently streamed back into Afghanistan from Pakistan after formally renouncing violence, according to Afghan and U.S. officials.” (Washington Post (14 August 2005) *Former Members of the Taliban Turn Their Backs on Insurgency; Among Hundreds Returning From Exile, Some Running for Office*)

An *Associated Press* report on the assassination of former Taliban leader Mohammed Khaksar states:

“Khaksar was one of a number of former Taliban leaders who have swapped sides. The government has encouraged Taliban members to go through a formal reconciliation program and so far, about 300 rank-and-file and some 50 senior officials have done so.” (Associated Press (14 January 2006) *Gunmen Kill Former Taliban Minister*)

In a paragraph titled “The Individual Level” a report from the *United States Institute of Peace* states:

“Reconciliatory efforts in the form of covert negotiations and invitations to join the peace process are currently focused on individual and midlevel commanders, particularly those who do not want to be part of the neo-Taliban movement but who otherwise fear arrest or harassment. Efforts have also been made by U.S. and coalition forces to release certain prisoners so that

they can rejoin their families and communities. They are provided with amnesty letters by the chairman of the PTS. In return, community and tribal elders guarantee that these newly released individuals will no longer engage in violence.” (United States Institute of Peace (10 September 2008) *Thwarting Afghanistan's Insurgency – A Pragmatic Approach toward Peace and Reconciliation* Stanekzai, Mohammad Masoom, p.13, section ‘The targets of reconciliation.’)

References

Agence France Presse (26 February 2006) *Sixty former Taliban surrender to Afghan government*

<http://www.lexisnexus.com>

(Accessed 6 August 2009)

This is a subscription database.

Associated Press (14 January 2006) *Gunmen Kill Former Taliban Minister*

<http://www.lexisnexus.com>

(Accessed 6 August 2009)

This is a subscription database.

United Kingdom Border Agency (26 June 2009) *Country of Origin Information Report – Afghanistan*

<http://www.unhcr.org/refworld/pdfid/4a4878fb2.pdf>

(Accessed 6 August 2009)

UNHCR (July 2009) *UNHCR's Eligibility Guidelines for Assessing the International Protection Needs of Afghan Asylum*

<http://www.unhcr.org/refworld/pdfid/4a6477ef2.pdf>

(Accessed 6 August 2009)

UNHCR (December 2007) *UNHCR's Eligibility Guidelines for Assessing the International Protection Needs of Afghan Asylum*

http://www.ecoi.net/file_upload/432_1199430947_2007-12-unhcr-afg.pdf

(Accessed 6 August 2009)

United States Institute of Peace (10 September 2008) *Thwarting Afghanistan's Insurgency – A Pragmatic Approach toward Peace and Reconciliation* Stanekzai, Mohammad Masoom

<http://www.usip.org/pubs/specialreports/sr212.pdf>

(Accessed 6 August 2009)

Washington Post (14 August 2005) *Former Members of the Taliban Turn Their Backs on Insurgency; Among Hundreds Returning From Exile, Some Running for Office*

<http://www.lexisnexus.com>

(Accessed 6 August 2009)

This is a subscription database.

Sources consulted

All Africa (English version)
Amnesty International
BBC Monitoring
BBC News
Danish Immigration Service
European Country of Origin Information Network
Google
Human Rights Watch
Immigration and Refugee Board of Canada
IRIN News
Lexis Nexis
Refugee Documentation Centre E-Library
Refugee Documentation Centre Query Database
Refugees International
Relief Web
UNHCR Refworld
United Kingdom Border Agency
United States Department of State

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Yours sincerely

Researcher
Refugee Documentation Centre
Legal Aid Board
Montague Court
7-11 Montague Street
Dublin 2
Ireland

Phone: + 353 (0) 1 4776250

Fax: + 353 (0) 1 6613113

Email: -----

Attachments

17. Example of a Refworld and ECOI query.

Original sources should be used for queries. Refworld links should only be used when the original source cannot be found on their website or by searching Google with the name of the report.



Refugee Documentation Centre (Ireland)
LEGAL AID BOARD

<Insert country> - Researched and compiled by the Refugee Documentation Centre of Ireland on <Insert date query was completed>

Treatment of supporters of Hezb-e-Islami

A report by *the United Kingdom Border Agency* under the heading “Former Hizb-i-Islami members” states:

“The Danish fact-finding mission of March/April 2004 reported the views of various sources on the position for people with connections to Hezb-e-Islami in their report published in November 2004. According to UNHCR, ex-Hezb-e-Islami, including former commanders, do not have any problems with the Government in Afghanistan today if they make it clear that they are no longer working with Hekmatyar. UNHCR was reported as saying that “A number of ex-Hezb-e-Islami members occupy high positions within the government. As an example the source mentioned that Hekmatyar’s former right-hand [man] currently holds a high position in the government. The present situation taken into consideration, the source found that it depends on the history of a former member of the Hezb-e-Islami whether or not he/she risks being persecuted in Afghanistan” (United Kingdom Border Agency (26 June 2009) *Country of Origin Information Report – Afghanistan*)

The report also states:

“The source mentioned that one of President Karzai’s advisors was formerly the deputy head of Hezb-e-Islami’s security forces in Peshawar. The source was of the opinion that a former member of the Hezb-e-Islami who has changed side, and who is clearly expressing his support for the government can remain in Afghanistan without being involved in problems. However, it is a pre-condition that one is no longer connected with the party. People who are currently active for the Hezb-e-Islami are considered to be at war with the current government like the Taliban supporters. They will not be able to remain in the country without encountering problems.” (Ibid)

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“The Independent Administrative Reform and Civil Service Commission (IARCSC), and the Afghanistan Independent Human Rights Commission (AIHRC), established by the Bonn Agreement, continue, as elaborated upon below, to be active in building the capacity of Afghan governing institutions. With the purpose of promoting reconciliation with the Taliban and strengthening the overall peace process, President Karzai established in

March 2005 the National Peace Commission¹⁰³ and appointed Professor Seghatullah Mujadeddi – the Head of the Upper House of the National Assembly – as its Chair. Due to the work of the Commission, some 3,500 previously armed Taliban joined the peace process and others were released from Guantanamo Bay and Bagram prisons. Despite the refusal of the Taliban leadership to respond to the calls of the Government of Afghanistan for reconciliation, the Commission continues to function, thus providing an opportunity to commanders of armed factions and low-ranking Taliban and Hizb-e-Islami members to join the peace process.” (UNHCR (December 2007) *UNHCR’s Eligibility Guidelines for Assessing the International Protection Needs of Afghan Asylum*, section 11)

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“More than 1,200 members of the Taliban or the extremists Hezb-e-Islami faction of wanted warlord Gulbuddin Hekmatyar have signed up to the amnesty scheme since it started less than a year ago.” (Agence France Presse (26 February 2006) *Sixty former Taliban surrender to Afghan government*)

See also *Washington Post* article which reports:

“Yet the militia’s resurgence comes as a new government reconciliation program, open to all but senior Taliban militants linked to terrorism or war crimes, is yielding unprecedented results. Several hundred former Taliban members have recently streamed back into Afghanistan from Pakistan after formally renouncing violence, according to Afghan and U.S. officials.” (Washington Post (14 August 2005) *Former Members of the Taliban Turn Their Backs on Insurgency; Among Hundreds Returning From Exile, Some Running for Office*)

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“Khaksar was one of a number of former Taliban leaders who have swapped sides. The government has encouraged Taliban members to go through a formal reconciliation program and so far, about 300 rank-and-file and some 50 senior officials have done so.” (Associated Press (14 January 2006) *Gunmen Kill Former Taliban Minister*)

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“Reconciliatory efforts in the form of covert negotiations and invitations to join the peace process are currently focused on individual and midlevel commanders, particularly those who do not want to be part of the neo-Taliban movement but who otherwise fear arrest or harassment. Efforts have also been made by U.S. and coalition forces to release certain prisoners so that they can rejoin their families and communities. They are provided with amnesty letters by the chairman of the PTS. In return, community and tribal elders guarantee that these newly released individuals will no longer engage in violence.” (United States Institute of Peace (10 September 2008) *Thwarting Afghanistan’s Insurgency – A Pragmatic Approach toward Peace and*

Reconciliation Stanekzai, Mohammad Masoom, p.13, Section 'The Targets of Reconciliation')

References

Agence France Presse (26 February 2006) *Sixty former Taliban surrender to Afghan government*

<http://www.lexisnexus.com>

(Accessed 6 August 2009)

This is a subscription database.

Associated Press (14 January 2006) *Gunmen Kill Former Taliban Minister*

<http://www.lexisnexus.com>

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<http://www.unhcr.org/refworld/pdfid/4a4878fb2.pdf>

(Accessed 6 August 2009)

UNHCR (July 2009) *UNHCR's Eligibility Guidelines for Assessing the International Protection Needs of Afghan Asylum*

<http://www.unhcr.org/refworld/pdfid/4a6477ef2.pdf>

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UNHCR (December 2007) *UNHCR's Eligibility Guidelines for Assessing the International Protection Needs of Afghan Asylum*

http://www.ecoi.net/file_upload/432_1199430947_2007-12-unhcr-afg.pdf

(Accessed 6 August 2009)

United States Institute of Peace (10 September 2008) *Thwarting Afghanistan's Insurgency – A Pragmatic Approach toward Peace and Reconciliation* Stanekzai, Mohammad Masoom

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Sources consulted

All Africa (English version)
Amnesty International
BBC Monitoring
BBC News
Danish Immigration Service
European Country of Origin Information Service
Google
Human Rights Watch
Immigration and Refugee Board of Canada
IRIN News
Lexis Nexis
Refugee Documentation Centre E-Library
Refugee Documentation Centre Query Database
Refugees International
Relief Web
United Kingdom Border Agency
UNHCR Refworld

Appendix I

Request for Information template letter

[Name]

[Address of Organisation]

[Date]

Dear [Name] or [To whom it may concern]

This [letter/email/fax] is a request for information on behalf of the Refugee Documentation Centre of Ireland. The Refugee Documentation Centre is an independent library and research facility which provides information to those agencies in the Department of Justice, Equality and Law Reform involved in the refugee and subsidiary protection status determination process and legal counsel representing asylum seekers and protection applicants in Ireland.

The Refugee Documentation Centre would appreciate your assistance in obtaining an answer to the following:

[Question]

Since, as indicated below, information you provide may be used as evidence in refugee and subsidiary protection status determination hearings, we would appreciate it if you could indicate your title and briefly describe the activities and mandate of your organization.

All reports produced by the Refugee Documentation Centre may be used as documentary evidence during refugee and subsidiary protection status determination hearings in Ireland and are publicly available. As a matter of practice, the Refugee Documentation Centre does not include the names of sources in its short reports, but will cite professional titles and the institution with which sources are affiliated.

Thank you for your assistance in this regard.

Yours sincerely

[Your Name]

Researcher

Refugee Documentation Centre

Legal Aid Board

Montague Court

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APPENDIX II

RDC Reference Style Examples:

Internet website:

United Kingdom Border Agency (26 June 2009) *Country of Origin Information Report – Afghanistan*

<http://webarchive.nationalarchives.gov.uk/20101208171359/rds.homeoffice.gov.uk/rds/pdfs09/afghanistan-260609.doc>

(Accessed 20 August 2009)

Internet website where date is not known:

United States Library of Congress Country Studies (undated) *Dervish Resistance to Colonial Occupation*

<http://countrystudies.us/somalia/10.htm>

(Accessed 20 August 2009)

Newspaper article:

The Guardian (17 November 2001) *Other countries could face US military action*

www.lexisnexis.com

This is a subscription database.

(Accessed 20 August 2009)

Books and hard copy atlases:

Lewis, I.M (1998) *People of the Horn of Africa – Somali, Afar and Saho*. 4th Edn. London: HAAN Associates.

News agency reports (Agence France Presse, Associated Press, Interfax, Reuters, Xinhua etc.):

Associated Press (5 November 2003) *Informants hunt terrorists in Somalia*

<http://www.miami.com/mld/miamiherald/7182894.htm?1c>

(Accessed 20 August 2009)

Internet journal/magazine/bulletin article:

Menkhaus, Ken. (1 March 2002) Menkhaus, Ken *Political Islam in Somalia*, Middle East Policy p. 109

www.lexisnexis.com

This is a subscription database.

(Accessed 20 August 2009)

Hard copy journal/magazine/bulletin article:

Farbey, Judith (2004) “‘Becoming a subsidiary of the Home Office’? Joined up government in immigration law”, *Tolley’s Journal of Immigration, Asylum and Nationality Law*, 18(3), pp. 197-200.

Internet published conference papers:

Issa-Salwe, Abdisalam M. (1-3 December 1993) ‘*The Failure of The Daraawiish State: The Clash Between Somali Clanship and State System*’,

5th International Congress of Somali Studies, Worcester Massachusetts,
Somalia Watch.
<http://www.somaliawatch.org/archivemar03/040629602.htm>
(Accessed 20 August 2009)

Appendix III: RDC Source Assessment Form
**Refugee Documentation Centre
Source Assessment Form**

Requester Details

Query Number:
Name:
Organisation:
Email Address:
Website/source to be assessed:
Deadline:

Disclaimer : This source assessment has been conducted by a senior researcher accessing publicly accessible information available to the Refugee Documentation Centre within time constraints. It is in no way to be treated as an expert and definitive assessment of this site.

IMPORTANT NOTE: In cases where the RDC have reached a negative conclusion as to the suitability of a particular source as a source for country of origin information, this is not intended to mean that information from that source should necessarily be discounted. Information from a questionable or dubious source may very well be accurate in itself and thus may need to be considered, more generally, as evidence within the context of refugee status determination.

1. Who is the author/publisher of the Information?

Who is the publisher of the page/site e.g. NGO, government, personal page etc?

Who is the author of the page?

Does the author differ from the publisher?

What are his/her credentials (if given)?

Does the site have an about us section?

Does the site have FAQ section?

Does the site give contact details?

2. What content is covered by the source?

What is the content of the page/site e.g. fact-finding mission, news article, human rights practices or other?

What is the mission/mandate of the author/publisher?

3. Why is the information published?

Why are the authors publishing the information e.g. to report to donors, to fundraise, to influence a particular government etc?

What are the authors view points?

Are they independent and impartial?

4. When was the information published?

Is the information dated?

What date?

Is the information current? Does it need to be current?

When is the information updated?

When was the information produced (does it differ from the date published)?

5. How was the information acquired?

What is the publisher's methodology for gathering the information?

Is the information firsthand or does it come from secondary sources?

What is the writing style of the author? Is it balanced and even-handed reporting?

Is the language used objective or emotive?

Are there any errors on the page e.g. spelling, grammar?

Is the information referenced?

6. What are others saying about the source?

www.who.is/whois/ - Whois is a website that provides domain information such as registrar, domain status, expiration date, and name servers. It can also help you find contact information for the owner of a domain name.

In Google's advanced search there is an option to "Find pages that link to the page". Put the web address of the site you are looking for information on into this box and it will give you all sites that contain a link to your website.

Do a Google search on your website to see what others are saying about it.

7. Conclusion

APPENDIX IV

Refugee Documentation Centre/Legal Aid Board Library

1st Floor, Montague Court, Montague Street, Dublin 2, Ireland. Tel: 01 4776250, Fax: 01 6613113, E-mail: Refugee_Documentation_Centre@legalaiddboard.ie (RDC), LAB_Library@legalaiddboard.ie (LAB Library)

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- (c) I will not use the copy except for research or private study and will not supply a copy of it to any other person; and
- (d) To the best of my knowledge no more than 2 other persons with whom I work or study has made or intends to make, at or about the same time as this request, a request for substantially the same purpose.

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