

IND provided copies of all documents containing instructions and/or guidance to immigration officers and/or Home Office staff relating to the assessment of the suitability of asylum claims for transfer to the Oakington fast track to the Hannondsworth fast track process and the procedure for conducting such transfers. (see Annexes below)

Annex A

## HARMONDSWORTH REFERRAL

**NAME:**

**PORT REF:**

**NAT:**

**DOCUMENTED: YES/NO**

**DATE FAX SENT: (H'worth fax:)**

<b>DETAILS OF CLAIM</b>	
<b>ASYLUM</b>	<b>HUMAN RIGHTS</b>

### HARMONDSWORTH TO COMPLETE & RETURN

**ACCEPT CASE: YES/NO**

**BED AVAILABLE: YES/NO**

**DATE AVAILABLE:**

<b>REASON FOR REFUSAL</b>	
<b>No beds Nationality Not suitable Other (please specify)</b>	
<b>Officer replying</b>	

**Please respond within 30 minutes to Oakington Senior Caseworker Unit on Fax: 01954 781015 or 01954 782541.**

**Thank you**

**INSTRUCTIONAL MINUTE: HOW TO DEAL WITH HARMONDSWORTH CASES**

**PLEASE ANNEX THIS MINUTE ONCE COMPLETED TO THE FILE FOR REFERENCE**

**SENIOR CASE WORKER:**

1. Once it is decided that the case is suitable for Harmondsworth Fast Track, contact Harmondsworth Duty Office by telephone on.
2. Check whether space is available and minute the verbal agreement in the file.
3. Refer the file to your SCW AO (nominated admin office cover) to take it forward immediately.

**Name** \_\_\_\_\_ **Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**ADMIN SCW:**

1. Complete Harmondsworth Referral form, fax it to Harmondsworth on 0208 7504535, remember to attach the confirmation and any correspondence onto the file.
2. Complete Harmondsworth Case Details form, fax it to Harmondsworth, remember attach the confirmation onto the file.
3. When you have confirmation by fax that it has been accepted, complete the green folder in the SCW's room with the date it has been accepted.
4. Fill in Harmondsworth Transfer form (remember the form needs to be signed by HEO SCW), then fax it to **all** relevant destinations stated. Please remember to tick the boxes off on the form to indicate you have completed the procedures.  
A copy of the Harmondsworth Transfer form needs to be put in Out of Process folder behind CIO's desk at Duty Office.  
Attach **all** the confirmations onto the file.
5. Update B14 logs, booking diary, and put a copy in the OOP folder. Update Harmondsworth spreadsheet, update CID (canceling any outstanding detention reviews), update NSA spreadsheet, update B22 logs, booking diary and put a copy in the OOP folder behind the CIO's desk, place original notice to transfer form on file with all confirmations.
6. Harmondsworth will make the arrangement to transport the detainee from Oakington. They will fax Admin SCW Movement Notification form to confirm this arrangement which needs to be attached onto the file, fax a copy to Det rep to ensure they have a copy.
7. Ensure all the relevant paperwork has been put onto the file, if the applicant is still at Oakington take the file to Detention Reception ready to be collected by Harmondsworth with the applicant, if the applicant is no longer at Oakington send the file special delivery making sure you write on the front of the envelope the applicants port reference for records of it being sent.

**Name** \_\_\_\_\_ **Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

POSSIBLE TRANSFER TO HARMONDSWORTH

Port Ref:	
Name:	
HO Ref:	
Nationality:	
Location of decision:	Liverpool/Croydon (Delete where appropriate)

**This case is currently under consideration for transfer to Harmondsworth**

**You will be notified if this case has been accepted or if not suitable, the SEF & supporting documentation will be sent ASAP for your consideration.**

## NOTICE TO TRANSFER TO HARMONDSWORTH FAST TRACK PROCESS

NAME	
PORT REF	
HOF REF	
DATE OF ARRIVAL AT OAKINGTON	
DATE OF ARRIVAL IN UK	
DATE OF TRANSFER TO HARMONDSWORTH	
SCW/HEO AUTHORIISATION	

**On completion please forward and update the relevant parties/ logs**

**FAX**

**UPDATE**

ACU1B 0208 604 5848

B14- LOGS, B.DIARY, OOP FOLDER

LIVERPOOL 0151 237 0506

HARMONDSWORTH SPREADSHEET

NASS 01954 78 3089

UPDATE CID

DET REP 01954 78 9529

NSA SPREADSHEET

LEGAL REPS-

B22- LOG, B.DIARY, OOP FOLDER

PLACE ORIGINAL NOTICE TO TRANSFER FORM TO FILE WITH CONFIRMATIONS

MOVEMENT ORDER RECEIVED