



**Information Note**

**Case Processing Panel Member**

**Irish Naturalisation and Immigration Service (INIS) and the International Protection Office (IPO)**

The Irish Naturalisation and Immigration Service and the International Protection Office are committed to a policy of equal opportunity.

The closing date for this competition is Thursday, 21 June 2018, at 17:00.

Completed applications should be forwarded by email to [INISRecruit@justice.ie](mailto:INISRecruit@justice.ie).

Applications received after the closing date and time will not be accepted.

If you have any queries in relation to this competition please contact INIS on (01) 6478639 between 9:30 a.m. and 5 p.m. or by email [INISRecruit@justice.ie](mailto:INISRecruit@justice.ie).

**Case Processing Panel Member  
Irish Naturalisation and Immigration Service and the International  
Protection Office**

## **1. Background**

### **Irish Naturalisation and Immigration Service**

The Irish Naturalisation and Immigration Service (INIS) was established in 2005 in order to provide a “one stop shop” in relation to asylum, immigration, residency, citizenship and visas. The INIS is responsible for the policy and administrative functions of the Minister for Justice and Equality in relation to these matters. The INIS also facilitates a whole of government approach to immigration and asylum issues, which enables a more efficient service to be provided in these areas.

### **International Protection Office**

The International Protection Office (IPO) is an office within the Irish Naturalisation and Immigration Service (INIS) responsible for processing applications for international protection (refugee status and subsidiary protection) under the International Protection Act 2015. It also considers, as part of a single procedure, whether applicants should be given permission to remain. The IPO comprises, inter alia, a Chief International Protection Officer and international protection officers who are independent in the performance of their international protection functions. The Office is also responsible for determining whether a protection application should be transferred to another Member State under the EU Dublin III Regulation. The International Protection Office, on behalf of the Minister, may also be represented at an appeal hearing at the International Protection Appeals Tribunal against a negative recommendation at first instance in respect of an application for international protection or in relation to a transfer decision under the EU Dublin III Regulation.

### **Case Processing Function.**

The case processing function in both IPO and INIS is complex and is governed by a strict constitutional and domestic statutory framework including a substantial number of judgments of the Superior Courts, as well as adherence to international (including EU) legal instruments to which the State is a party.

### **Case Processing Panel.**

To support INIS and the IPO to carry out their functions to optimum effect and to assist in the reduction of caseloads, additional persons are being recruited for the current Case Processing Panel.

## **2. REQUIREMENTS**

### **The Case Processing Panel**

Applications are invited from persons to be assigned to a Case Processing Panel. The functions of the Panel are set out in section 3 of this Information Note.

The Panel will be located at a Dublin City location but may be required, from time to time, to perform some functions outside Dublin.

### **Essential requirements for inclusion on the Panel**

On or before Thursday, 21 June 2018, applicants should

(a)

- Hold an Honours Bachelor Degree (Level 8 National Framework of Qualifications) with minimum grade 2.2 in which Law is a single or joint major **or**
- Have been called to the Bar, **or**
- Have been admitted and be enrolled as a Solicitor in the State.

**and**

(b)

- Have proven research, drafting and report writing skills.
- Have a qualitative approach to work and the capability to produce well researched draft submissions.

**and**

(c)

- Be available to process case files when required.

### **Desirable attributes**

- (i) Have a thorough knowledge/experience of Irish asylum and refugee law (including EU/international aspects).
- (ii) Have a thorough knowledge/experience of the law in Ireland in relation to subsidiary protection (including EU/international aspects), immigration, and permission/leave to remain.
- (iii) Have the ability to work to deadlines and to achieve targets.
- (iv) Have a high degree of interpersonal effectiveness.
- (v) Have the ability to work on own initiative and to take direction as required.
- (vi) Have excellent communication and teamwork skills.
- (vii) Have an ability to use information technology, including a laptop computer.

### 3. Detailed Tasks and Responsibilities

The functions of members of the Panel, which are outlined in general terms below, will include

- examining individual files assigned to them, carrying out the necessary research (including country of origin research), considering documentation on file including any representations submitted, having regard to the provisions of the International Protection Act 2015, the European Union (Subsidiary Protection) Regulations, 2013 and the Immigration Acts 1999 and 2004, (and amendments thereto) and any other relevant legislation and case law;
- carrying out interviews with applicants for international protection under the International Protection Act 2015, (and amendments thereto) and, following the interview, preparing a detailed synopsis/draft report;
- interviewing applicants for subsidiary protection under the European Union (Subsidiary Protection) Regulations, 2013 (and amendments thereto) and producing a reasoned, balanced and legally robust draft report;
- producing a reasoned, balanced and legally robust draft report/submission to an officer of the Minister on cases to be considered under the permission to remain element of the International Protection Act 2015;
- producing a reasoned, balanced and legally robust draft report/submission to an officer of the Minister on cases to be considered under Section 3 of the Immigration Act, 1999 (and potentially Section 4 of the Immigration Act, 2004);
- undertaking functions under the EU Dublin III Regulation;
- representing the Minister via the International Protection Office at appeal hearings in respect of applications for international protection and transfer decisions under the EU Dublin III Regulation at the International Protection Appeals Tribunal, 6-7 Hanover Street, Dublin 2.

**This work will be subject to specified terms and conditions and the quality of work will be supervised by management. Panel members may be required to carry out some or all of the above functions as required by INIS or the IPO in line with the relevant statutory framework.**

Persons appointed to the Panel will be paid on the basis of a fee per completed task, based on the fees set out in the **Annex**. All work submitted by members of the Panel will be subject to a quality assessment before payment is made.

Persons appointed to the Panel must fully respect the confidential nature of the immigration and international protection processes.

Subject to the number of applicants applying, applicants may be short-listed in advance and may be interviewed.

**Persons appointed to the Panel will not be Civil Servants or employees of the State.**

Closing date for receipt of applications: Thursday, 21 June 2018 at 17:00.  
Applications received after the closing date and time will not be accepted.

*Canvassing will disqualify.*

## **4. Principal Conditions of Service**

### **General**

Panel members will be subject to the Civil Service Code of Standards and Behaviour.

Payment will only be made on completion of the tasks assigned in line with the relevant statutory framework and subject to quality approval.

### **Schedule of Fees**

Different fees apply depending on the nature of the functions (or amendments thereto) undertaken, namely

- International protection/permission to remain process.
- Subsidiary Protection process.
- Section 3 of the Immigration Act 1999 (and potentially Section 4 of the 2004 Act) process.
- EU Dublin III Regulation process.

**Details of fees are outlined in the Annex to this document.**

### **Duties**

Persons appointed will be required to perform any duties assigned to them from time to time as appropriate to the position.

### **Additional matters to note**

- Successful applicants will be required to sign an agreement/contract for services in relation to the terms and conditions of the appointment.
- The agreement will be subject to a probationary period of 3 months, after which the contract for services will either be confirmed or discontinued.
- It is a condition of membership of the Panel that a Panel member must provide the contracted services personally on INIS/IPO premises. Sub-contracting of work is not permitted.
- Failure to meet the terms and conditions may result in removal from the Panel.
- It is intended that initial membership of the Panel will be for 12 months from the date of assignment. Subject to ongoing requirements, the Minister for Justice and Equality reserves the right to extend the term of the Panel, to renew membership of the Panel or to terminate the operation of the Panel.

- Payment, on a case completed basis, will be at the rate outlined in the **Annex**, regardless of the length of time taken to complete the task assigned to the Panel member and whether this involves, inter alia, the completion of an interview and the preparation of a draft report/submission or representing the International Protection Office at an appeal hearing, subject to any quality system approval.
- National taxation obligations will apply and payments to Members of the Panel will be subject to the provisions of the Revenue Commissioners Code of Practice for Determining Employment or Self-Employment for individuals, dated June, 2010 or any subsequent amendments in this regard.
- **Panel members should be in a position to undertake a minimum of three interviews per week and to provide the follow-up draft reports within a specified timeframe.**
- The identity of each applicant on file is protected under the International Protection Act 2015 and other relevant legislation, including the provisions of data protection law.
- Contact details and a mobile number must be provided to INIS or the IPO management.
- Persons appointed will be required to provide availability details to INIS or the IPO four weeks in advance.
- Panel members may be required to attend for the processing of cases at short notice.
- *It will be at the discretion of INIS or IPO management to assign cases to members of the Panel and membership of the Panel carries no entitlement to any work or to a minimum or maximum level of work.*
- The work venue will be at a Dublin City location but Panel members may be required, from time to time, to perform some functions outside Dublin.
- Travel and subsistence expenses are not payable except for certain functions outside Dublin.
- A Panel member will be required, in the course of his/her work for INIS or the IPO, to abide by the policies and procedures of INIS or the IPO with regard to customer service including internet, phone and e-mail policies and any policy or procedure that INIS or the IPO may introduce over the lifetime of the Panel.
- A Panel member will be required to provide evidence of tax compliance before being accepted on to the Panel.
- A Panel member will be required to consent to the Garda Vetting process being carried out.
- No car parking facilities will be available.

### **Training**

Panel members will be required to undertake any training (including refresher training) as required by INIS or the IPO. There will be no fee payable to a member of the Panel for training undertaken. Attendance at training will be at a applicant's own expense. Satisfactory completion of training (as determined by INIS or the IPO) will be a necessary requirement before being appointed to the Panel.

### **Outside Employment and conflicts of interest**

It is a condition of membership of the Panel that a Panel member does not engage in actions which give rise to or may give rise to a conflict of interest. In this regard, it is considered that a conflict of interest arises where a Panel member is involved in

advising or representing persons in the international protection or leave/permission to remain process during the period they are assigned to the Panel.

Applicants and members of the Panel must inform INIS or the IPO if they are engaged in or intend to engage in other work associated with INIS or the IPO or other bodies involved in the international protection and immigration process.

Conflicts or potential conflicts of interest should be declared to INIS or IPO management immediately.

### **Official Secrecy and Integrity**

A Panel member will be subject to the Official Secrets Act, 1963 as amended and to the Ethics in Public Office Acts, 1995 and 2001.

### **Confidentiality**

A Panel member must fully respect the confidential nature of the immigration and protection process.

## **5. Selection Process**

### **Selection methods**

The method used to select a successful applicant for this Panel **may** include-

- Shortlisting of applicants on the basis of the information contained in their application.
- At the discretion of INIS or the IPO and subject to the number of applicants applying, an interview for shortlisted applicants.

For the purpose of the shortlisting exercise, it will be in the applicant's interest to provide a detailed and accurate account of qualifications/experience in their application form.

In the event that a large number of applicants meet the essential eligibility requirements for Panel members and INIS/IPO decide to invite a smaller number to interview, this is not to suggest that other applicants are necessarily unsuitable or incapable of processing the cases assigned rather that there are some applicants who are, *prima facie*, better qualified and/or have more relevant experience.

INIS/IPO may also establish a reserve Panel.

The onus is on all applicants to make themselves available for interview (should that method be employed) on the date(s) specified by INIS/IPO and to make whatever arrangements are necessary to ensure that they receive communications sent to them at the contact details specified on their application form.

### **Completing the Application Form**

Applications must be made on the official application form and will be treated in strict confidence. All sections of the form must be fully completed. When completing the application form accuracy is essential, as it will be used for shortlisting applicants, should the need arise.

It is therefore in the applicant's interest to ensure that the information supplied in all sections is correct. If it is necessary to continue on a separate sheet, please set the information out in the same manner as in the application form.

The acceptance of this application does not imply that INIS/IPO is satisfied that such person fulfils the requirements of the selection process and does not carry a guarantee that such application will receive further consideration.

It is important to note that the onus is on the applicant to ensure that the eligibility requirements for the competition are met before applying.

### **Confidentiality**

Applications will be treated in the strictest confidence.

### **Closing date**

**The completed application form must be forwarded by e-mail up to the closing date and time of Thursday, 21 June 2018, at 17:00. E-mail applications should be addressed to [INISRecruit@justice.ie](mailto:INISRecruit@justice.ie).**

**Applications received after the closing date and time will not be accepted.**

### **Obligations placed on applicants**

Applicants for appointment should note that canvassing will disqualify and will result in their exclusion from the process.

### **Applicants must not:**

- Knowingly or recklessly, provide false information.
- Canvass any person with or without inducements during the course of the application process.
- Impersonate another person or applicant at any stage of the process.
- Interfere with or compromise the process in any way.

### **Deeming of application to be withdrawn**

Applicants who do not attend for interview when and where required by INIS/IPO, or who do not, when required, furnish such evidence as INIS/IPO requires in regard to any matter relevant to their application, will have no further claim to consideration.

Applicants who, in the view of INIS/IPO, do not satisfactorily complete the required training programme will be deemed to be ineligible to join the Panel.

**Data Protection Act, 2018**

When an application form is received, a computer record is created in the applicant's name, which contains most of the personal information supplied. This personal record is used solely for the purpose of processing an application.

Such information held on computer is subject to the rights and obligations set out in the Data Protection Act, 2018. An applicant is entitled under the Act to obtain, at any time, a copy of the information held, which is kept on computer.

## Annex

### Schedule of fees.

<b>International Protection Determination Process</b>	
<b>Full Single procedure - Nature of function</b>	<b>Fee</b>
To interview the principal applicant for an international protection declaration and permission to remain (papers only) at first instance, and to prepare the necessary written draft report in respect of the principal applicant.	€15
To interview the partner/spouse of a principal applicant for an international protection declaration and permission to remain (papers only) at first instance in respect of their own application for international protection and to prepare the necessary written draft report in respect of that person.	€50
To interview, where necessary, a dependent child of the principal applicant for an international protection declaration and permission to remain (papers only) at first instance and to prepare the necessary written draft report in respect of that child.	€95
To represent the Minister via the International Protection Office at an appeal hearing at the International Protection Appeals Tribunal where an appeal has been lodged by a principal applicant.	€295
To represent the Minister via the International Protection Office at an appeal hearing at the International Protection Appeals Tribunal where an appeal has been lodged by a partner/spouse of a principal applicant.	€10

**Note: Other fees apply to certain other cases under the International Protection Act, 2015**

<b>Subsidiary Protection Process</b>	
<b>Subsidiary Protection Legacy Cases (2013 Regulations) - Nature of function</b>	<b>Fee</b>
To interview the principal applicant for subsidiary protection at first instance and to prepare the necessary written draft report in respect of a principal applicant.	€30
To interview a partner/spouse of a principal applicant at first instance in respect of their own application and to prepare the necessary written draft report in respect of that person.	€195
To interview, where necessary, a dependent child of the principal applicant at first instance and to prepare the necessary written draft report in respect of that child.	€45
To represent the Minister via the International Protection Office at an appeal hearing at the International Protection Appeals Tribunal where an appeal has been lodged by a principal applicant.	€195
To represent the Minister via the International Protection Office at an appeal hearing at the International Protection Appeals Tribunal where an appeal has been lodged by a partner/spouse of a principal applicant.	€140

<b>Dublin Process</b>	
<b>Dublin Regulation Cases - Nature of function</b>	<b>Fee</b>
To interview the principal applicant under the European Union (Dublin System) Regulations 2018 - SI No. 62 of 2018 and such further EU (Dublin System) Regulations as may be made by the Minister and to prepare the necessary written draft report in respect of a principal applicant.	€220
To interview a spouse/partner of a principal applicant under the European Union (Dublin System) Regulations 2018 - SI No. 62 of 2018 and such further EU (Dublin System) Regulations as may be made by the Minister and to prepare the necessary written draft report in respect of that person.	€135
To interview, where necessary, a dependent child of a principal applicant under the European Union (Dublin System) Regulations 2018 - SI No. 62 of 2018 and such further EU (Dublin System) Regulations as may be made by the Minister and to prepare the necessary written draft report in respect of that child.	€30
To represent the Minister via the International Protection Office at an appeal hearing at the International Protection Appeals Tribunal under the European Union (Dublin System) Regulations 2018 - SI No. 62 of 2018 and such further EU (Dublin System) Regulations as may be made by the Minister where an appeal has been lodged by a principal applicant.	€135
To represent the Minister via the International Protection Office at an appeal hearing at the International Protection Appeals Tribunal under the European Union (Dublin System) Regulations 2018 - SI No. 62 of 2018 and such further EU (Dublin System) Regulations as may be made by the Minister where an appeal has been lodged by a partner/spouse of a principal applicant.	€100

<b>Section 3 of the Immigration Act 1999 process</b>	
<b>Carry out assessment (on the papers) under Section 3 of the Immigration Act. - Nature of function</b>	<b>Fee</b>
For completion of a draft report in respect of a principal applicant.	€165
For completion of a draft report in respect of a spouse/partner of a principal applicant.	€85
For completion of a draft report in respect of a dependent child of a principal applicant.	€45