

**ANNEX 2**  
**PUBLIC**

**Internal memorandum**  
**Memorandum interne**

<b>To   À</b>	Pieter De Baan, Executive Director Trust Fund for Victims	<b>From   De</b>	Marc Dubuisson, Director, DJS 
<b>Date</b>	14 July 2022	<b>Through   Via</b>	Franziska Eckelmans, TFV Legal Advisor Kizita Forgwe, TFV Programme Manager Philipp Ambach, Chief, VPRS Soraya Brikci, Legal Coordinator, VPRS
<b>Ref.</b>	DJS/2022/071/MD/jza	<b>Copies</b>	Jamila Zoubir-Afifi, Judicial Coordinator, OD-DJS
<b>Subject   Objet</b>	<b>Response to TFV Memorandum re: dedicated staff member for the verification process in the <i>Ntaganda</i> case</b>		

With reference to your memorandum dated 5 July 2022, I note that the eligibility process will be under the TFV's overall responsibility (para. 13), requiring a dedicated person to be deployed for the task of verification, which comprises elements of training of implementing partners/intermediaries, interaction with these partners; legal assessment of application forms; and data entry and reporting. I also note from your memorandum that some sort of individualised form collection process is envisaged, akin to the VPRS's general workflows and potentially comparable to the system in place in other reparation proceedings (*Lubanga* case, *Al Mahdi* case). The TFV rightly recalls the heavy workload that may be attached to the envisaged process (para. 19) – a fact compounded by the many diverse tasks the dedicated officer is to execute.

I therefore consider that it is indeed sensible to provide a dedicated resource to the TFV for the relevant tasks in the *Ntaganda* process. Given the envisaged assignments, I consider that the resource should be allocated at the professional level. Due to the overlap with VPRS expertise, I envisage that the person will be embedded in VPRS with the first reporting line

to the Section. The TFV will be providing all relevant instructions and guidelines as to the exercise of relevant assignments; this way, the TFV will retain full control over the verification process since it would provide the designated dedicated VPRS staff with a detailed definition of authoritative assessment requirements, and will ultimately make the final determination. At the same time, the remaining link to VPRS will also provide VAMS access which will be instrumental for information retrieval for the details pertaining to potential beneficiaries of reparations already on file with the Registry. It also retains VAMS as a potential database solution for newly collected data and relevant statistics drawn from there as a centralised database, as the TFV may find suitable. Finally, the embedment with VPRS has the benefit to provide surge capacity and backup through VPRS assistance in case heavy volumes of information are received and require speedy processing.

I note that you expect this cooperation to be effective as of early 2023 and I confirm that the Registry will endeavour to ensure the provision of the relevant embedded officer by then.

I propose that the process leading to the provision of said officer is carried out in close collaboration between my Office, the TFV and VPRS.

As for the 22 July filing to the Chamber, and should you agree with the present proposal, I suggest that the TFV provides a first draft on this basis, to be subsequently approved at Director level. I further suggest that our memoranda be attached to the filing, not least since the TFV memorandum provides a very rich background and description of requirements which the currently proposed solution seeks to address.