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# Exchange of Letters

between the Government of the United Kingdom of Great Britain and  
Northern Ireland and the Special Court for Sierra Leone concerning the  
Relocation of Witnesses

Freetown, 12 December 2007

[The Agreement entered into force on 12 December 2007]

*Presented to Parliament  
by the Secretary of State for Foreign and Commonwealth Affairs  
by Command of Her Majesty  
May 2011*

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**EXCHANGE OF LETTERS BETWEEN THE GOVERNMENT OF THE  
UNITED KINGDOM OF GREAT BRITAIN AND THE SPECIAL COURT  
FOR SIERRA LEONE CONCERNING THE RELOCATION OF  
WITNESSES**

**No. 1**

*From the Special Court for Sierra Leone to the British High Commission in  
Freetown, Sierra Leone*

12 December 2007

Your Excellency,

I have the honour to refer to the discussions held between the Special Court for Sierra Leone, (hereinafter: “the Special Court”), and the Government of United Kingdom of Great Britain and Northern Ireland (hereinafter: “the United Kingdom”), concerning arrangements between the Special Court and the United Kingdom for the relocation to the territory of the United Kingdom of Witnesses who have appeared, or who will appear, in proceedings before the Special Court, and, where necessary, their close family relatives.

I have the honour to confirm on behalf of the Special Court the following agreements:

The United Kingdom agrees, subject to the terms of this Letter and its reply (hereinafter: “this Exchange of Letters”), to accept for Relocation up to 2 Witnesses, as defined in Part I below, and, where necessary, their close family relatives, and to provide such persons with Relocation Services, as defined herein.

**I. For the purposes of this Exchange of Letters:**

- (a) “Registrar” means the Registrar of the Special Court.
- (b) “Relocation” means the relocation to the United Kingdom of Witnesses and, where necessary, their close family relatives.
- (c) “Relocation Services” means the facilities and benefits, described in Part III below, to be provided to Witnesses and, where necessary, their close family relatives, who are subject to the provisions of this Exchange of Letters.
- (d) “Witnesses” means persons who have appeared or who will appear in proceedings before the Special Court, including but not limited to an appearance either in the course of the prosecution or of the defence of an accused.
- (e) “Close family relatives” means:

- (1) the spouse of the Witness (“spouse” includes any person who is in a relationship akin to marriage with the Witness);
- (2) unmarried dependents of the Witness under eighteen years of age;
- (3) dependents who reside with the Witness as part of the family unit.

## **II Procedure for providing Relocation Services to Witnesses and, where necessary, their close family relatives:**

- (f) Where the Registrar considers that a Witness requires Relocation, he may request that the United Kingdom accept such a Witness and, where necessary, their close family relatives (hereinafter “the Subject(s)”. Such requests (hereinafter: “Requests”) must be made in writing and shall normally be made **at least** two calendar months prior to the expected date of Relocation of the Subject(s) to be relocated immediately, the United Kingdom shall, following consultations with the Registrar, consider the Request immediately.
- (g) Requests shall refer to the Subject(s) by the full personal name which the Registrar has determined to be the official name of the Subject(s). Requests shall be accompanied by full details of the health, education and, where applicable, the criminal record, of the Subject(s), any other names or aliases used by the Subject(s), and any other information which the Registrar considers relevant. This information shall be provided in the form set out in Annex 1 to this Exchange of Letters. The Registrar shall provide any such further information as the United Kingdom may reasonably request, provided the Registrar has access to such information. If there is an impediment to communicating it to the United Kingdom, the Registrar shall tell the United Kingdom that some information is being withheld, the reasons for withholding it, and the general nature of the information and the impediment.
- (h) When the Registrar considers that in addition to the Relocation Services provided herein, protective measures are necessary to ensure the protection of any or all of the Subject(s) (hereinafter: “Protection Requirement”), the relevant Request shall be accompanied by a report on the Protection Requirement. This report shall be provided in the form set out in Annex 2 to this Exchange of Letters.
- (i) Requests shall be considered on an individual basis by the United Kingdom and may be granted in those cases in which it is satisfied of the necessity and suitability of Relocation for the Subject(s). The suitability of the Subject(s) for Relocation shall be determined by the UK taking into account all the available information, including any additional risk assessment carried out by the relevant UK authorities either at the request of the UK or following a Protection Requirement report under paragraph (h) above.

- (j) Relocation is subject to confirmation by the UK that it is prepared to accept the Subject(s). Subject(s) will not be allowed to travel to the UK in advance of a decision on the Registrar's Request.

### **III Relocation Services to be provided to Subjects accepted for Relocation by the United Kingdom pursuant to this Exchange of Letters**

- (k) Where the United Kingdom agrees to a Request, with or without a Protection Requirement, the Registrar shall arrange for the transfer of the Subject(s) (hereinafter: "the Relocated Person(s)") to the territory of the United Kingdom subject to the agreement of the designated officials appointed by the United Kingdom. Practical handover arrangements may be jointly determined by the designated officials of each Party.
- (l) The United Kingdom shall provide the Relocated Person(s) with housing and with the facilities, services, benefits and entitlements available to persons who are given leave under the United Kingdom's Discretionary Leave Policy.

These include:

- (i) access to education, including skills and language training where necessary;
- (ii) access to health and social services; and
- (iii) access to opportunities to obtain employment.

Where necessary, the United Kingdom shall also provide the Relocated Person(s) with documents to enable them to travel to and from the United Kingdom.

This is without prejudice to any services to which the Relocated Person(s) might be entitled in the UK by virtue of their nationality or other personal circumstances.

- (m) If, pursuant to a request of the kind described in Paragraph (h), the United Kingdom agrees that additional protective measures are required, the relevant Chief Officer of police shall take whatever measures he or she deems necessary to protect the Relocated Person(s).

### **IV Status of the Relocated Person(s):**

- (n) (1) The United Kingdom shall provide the Relocated Person(s) with confirmation of leave to enter the United Kingdom for a period of three years. At the expiry of the initial period of leave, the Relocated Person(s) may apply for leave to remain in the United Kingdom for a further 3 years. On completing 6 years of Discretionary Leave, the

Relocated Persons may apply for leave to remain in the United Kingdom indefinitely (ILR). If granted ILR, such persons shall continue to be considered to be Relocated Persons and shall continue to be entitled to the services, benefits, protection and entitlements specified in Paragraph (l) and (m).

- (2) Ten calendar months after entry to the United Kingdom, and annually thereafter, the Registrar shall assess whether Relocation Services continue to be necessary with respect to that Relocated Person(s), and shall report his conclusions to the United Kingdom authorities. This obligation shall cease if the Relocated Person(s) leave the United Kingdom or if they are granted indefinite leave to remain in the United Kingdom.
- (3) An extension of stay may be refused, and any existing leave may be curtailed, if information comes to light which suggests that the presence of the Relocated Person(s) in the United Kingdom is not conducive to the public good, for example if the Relocated Person(s) have taken part in:
  - (a) unacceptable activities, such as the support or encouragement of violence, or the conspiracy to cause violence; or
  - (b) any criminal activitywhether in the United Kingdom or aboard.

## **V Termination of stay in the United Kingdom: Effect on Relocation Services:**

A Termination where Relocation Services continue to be necessary:

- (o) (1) Where either party to this Exchange of Letters wishes to terminate entitlement to Relocation Services in respect of specific Relocated Person(s), it (hereinafter: "Terminating Party") shall inform the other party of its intention and shall consult the other party in writing before communicating this intention to the Relocated Person(s) affected by such a termination (hereinafter: "Affected Relocated Person(s)"). The Affected Relocated Person(s) shall thereafter be informed in writing by the Terminating Party.
- (2) In the event that any Relocation Services are to be terminated in accordance with paragraph (o) (1), the Registrar shall have a period of at least one calendar month in which to obtain the consent of another State to assume the responsibilities of the United Kingdom under the provisions of this Exchange of Letters for the Affected Relocated Person(s).

- (3) Where the Affected Relocated Person(s) is **not** subject to paragraph (n) (3), if the Registrar is unable to obtain such consent within the period specified in (o) (2), the United Kingdom may attempt to obtain such consent.
- (4) Where the Affected Relocated Person(s) **is** subject to paragraph (n) (3), if the Registrar is unable to obtain such consent within the period specified in (o) (2), the United Kingdom shall be free to remove the Affected Relocated Person to any country nominated by the Special Court so long as they are admissible there or, failing that, and subject to the law of the United Kingdom, to the Affected Relocated Person's country of nationality.
- (5) In the event of an Affected Relocated Person being removed to a country nominated by the Special Court under paragraph (o) (4), the United Kingdom shall inform the Registrar of the details of the transfer arrangements at least 48 hours in advance.
- (6) In such cases, the Relocation Services shall continue to be provided until such time as the Affected Relocated Person(s) has left the United Kingdom.

**B** Where Relocation Services are no longer necessary:

- (p) (1) Where the Registrar concludes that Relocation Services are no longer required with respect to a Relocated Person, the Registrar shall so inform the United Kingdom and the Relocated Person in writing.
- (2) The United Kingdom shall be free to revoke or curtail the Relocated Person's leave and to terminate Relocation Services one calendar month after the date upon which such a notification is received.
- (3) The Relocated Person shall thereafter be subject to the applicable law in the United Kingdom in relation to residence and entitlement to benefits and services.

**VI Costs associated with Relocation:**

- (q) (1) The Special Court shall bear all costs and expenses incurred in connection with the transport of the Relocated Person(s) and their personal effects to the United Kingdom. In the event that Relocated Person(s) are required to testify before the Special Court, the Special Court shall bear all costs and expenses associated with this request, and shall be responsible for making the necessary travel arrangements, including arranging for the admission of the relocated person to the Sierra Leone and/or to the Netherlands.

- (2) All the costs and expenses incurred in connection with the provision of Relocation Services pursuant to this Exchange of Letters shall be borne by the United Kingdom.

**VII Duration of this Exchange of Letters:**

- (r) (1) The provisions of this Exchange of Letters shall enter into force in the day after receipt by the Special Court of the reply of the Government of the United Kingdom confirming its acceptance of the provisions of this Letter.
- (2) This Exchange of Letters shall remain in force until terminated by either Party providing the other with six months' notice of termination in writing. Such termination shall be without prejudice to the position of Relocated Person(s), including Affected Relocated Person(s), already relocated to the United Kingdom.
- (3) If the Parties agree, this Exchange of Letters may be amended by a further Exchange of Letters.

**VII Dispute resolution**

- (s) Any dispute, controversy, or claim arising out of, or relating to, this Exchange of Letters shall be settled by negotiation or by a mutually agreed mode of settlement.
- (t) The Registrar, or his authorised designate, shall represent the Special Court in all matters relating to this Exchange of Letters.

If the foregoing proposal is acceptable to the Government of the United Kingdom, I have the honour to propose that this Letter and your reply to that effect shall constitute an Agreement between the Special Court and the Government of the United Kingdom.

**For the Government of the United Kingdom of Great Britain and Northern Ireland:**

**SARAH MACINTOSH**

**High Commissioner**

**For the Special Court for Sierra Leone:**

**BINTA MANSARAY**

**Deputy Registrar**



ANNEX 1

<b>IX. DETAILS OF SUBJECT</b>			
Witness <input type="checkbox"/>	Spouse <input type="checkbox"/>	Dependent <input type="checkbox"/>	Other <input type="checkbox"/>
If not Witness, name of Witness: [ ]			
<b>A. Physical Details</b>			
(a) Name:	[ ]		
(b) Date of Birth:	[ ]	-----	
(c) Sex:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
(d) Ethnicity:	[ ]		<b>[PHOTOGRAPH]</b>
Citizenship(s):	[ ]	-----	
Passports:	[ ]		
(e) Language(s) Spoken	[ ]		
(f) Physical Characteristics			
(i) Height (cm):	[ ]		
(ii) Weight (kg):	[ ]		
(iii) Hair colour:	[ ]		
(iv) Eye colour:	[ ]		
(v) Distinguishing scars or birthmarks:			
	[ ]		
(vi) Physical or mental handicaps (details):			
	[ ]		

**B. Personal Information**

(a) Marital Status: Married  De facto

De jure

Never married

Separated

Divorced

(b) Religious affiliation: [ ]

(c) Names of: Spouse: [ ]

Dependants: [ ]

Non-custodial children: [ ]

- Name(s) [ ]

- Address(es) [ ]

- Guardian [ ]

(d) Which of the persons listed in (c), if any, are subject to this:

[ ]

**C. Legal Obligations and Financial Records**

(a) Civil proceedings instituted against person:

Yes  No

If yes, details: [ ]

(b) Civil obligations of person:

(i) Mortgages or pledges of which the person is a principal:

Yes  No

If yes, details: [ ]



If yes, details: [ ]

(vi) Maintenance entitlements: Yes  No

If yes, details: [ ]

**D. Criminal and Arrest Records**

Prior arrest or criminal record or criminal charges outstanding:

Yes  No

If yes, details: [ ]

**E. Tribunal Proceedings**

Detail testimony given or to be given: [ ]

(a) Details of any accused, including information concerning indictment:

[ ]

(b) Are there any other sources of such evidence:

[ ]

(c) Relative importance of testimony: [ ]

**F. Relocation Assessment**

(a) [Factors supporting the provision of Relocation Services]

(b) [Risk and/or threat assessment (as they pertain to relocation)]

(i) [photographs or a description of persons posing danger if possible];

(ii) [criminal record and reputation of persons posing danger if available]

**G. Other Material Facts**

[ ]



**No. 2**

*From the British High Commission in Freetown, Sierra Leone to the Special Court for Sierra Leone*

12 December 2007

Dear Sir,

I have the honour to refer to your letter dated 12 December 2007 concerning the relocation of witnesses to the territory of the United Kingdom, and to confirm on behalf of the Government of the United Kingdom that the proposals in your letter under reference are acceptable to the Government of the United Kingdom and that your letter and this reply shall constitute an agreement between the Special Court for Sierra Leone and the Government of the United Kingdom.

Yours faithfully,

Sarah MacIntosh  
High Commissioner





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