



IOM International Organization for Migration

ESSENTIALS OF MIGRATION PRACTICE

A Training Manual for Immigration Officers

LEVEL I

LEVEL I: Foundation Training Program



2009 - 433 pages - Available in English and French



IOM's Immigration & Border Management Programmes

Publications and Training Manuals

THE ESSENTIALS OF MIGRATION PRACTICE A TRAINING MANUAL FOR IMMIGRATION OFFICERS VOLUME I

As the leading intergovernmental organization in the field of migration, IOM is increasingly called upon by States to assist in addressing complex border management challenges. The Immigration and Border Management (IBM) Team has been established to offer guidance and expertise to governments aspiring to strengthen their technical knowledge and institutional capacity in migration and border management - aiming at long-term sustainability.

To reach this objective, the IBM Team develops and delivers training courses and "training of trainers" programmes for immigration officials, backed by a suite of key in-house training manuals, including "The Essentials of Migration Management", "The Essentials of Migration Practice", "The Passport Examination Procedures Manual" and "Documents: Developer's Toolkit". Over a time span of nine years, from 2001 to 2010, some 298,000 government officials were trained in the framework of projects administered by the IBM Team, all around the world.

THE MANUAL

"The Essentials of Migration Practice - A training manual for Immigration Officers" (EMP) is one of IOM's premier training tools.

This foundation training programme aims at increasing awareness of migration issues and providing basic immigration knowledge and skills to carry out tasks and duties related to the regulation and management of Immigration laws, procedures and policies. It also aims at enabling newly recruited immigration practitioners to understand norms and ethics that guide the various functions in the management of migration.

THE EMP AS VIEWED BY AN OFFICIAL TRAINED AT IOM'S AFRICAN CAPACITY BUILDING CENTRE



NEW SKILLS AND PROCEDURES WERE
LEARNED: THE TRAINING COURSE
PERMITTED TO BETTER FRAME THE ROLES
AND RESPONSIBILITIES OF IMMIGRATION
OFFICERS. THINGS ARE NOW DONE IN A
MORE STANDARDIZED WAY AND ARE IN LINE
WITH INTERNATIONAL STANDARDS.

WE RECOMMEND OUR COLLEGUES TO
ATTEND!



IOM International Organization for Migration

PURPOSE AND TARGET GROUP

This foundation training programme is a modular training tool for frontline immigration officers/operational staff and trainees. It forms a part of a hierarchical learning process commencing with Pre-Service Training, progressing throughout the career of an Immigration practitioner in the form of In-service training, to Specialized training, and then continuing through the Supervisor level towards Management training.

Prior knowledge or experience in any of the subject areas is not required in order to successfully complete the programme. It is of course vital that users have an interest and willingness to study the manual and to approach the learning with an open mind on the issues raised in each activity so the greatest benefit can be achieved from this training programme. Hence this Foundation Training Manual is meant for practitioners who are new and inexperienced or recently employed with limited working knowledge or experience.

LEARNING PROCESS

The programme explores a collection of subject areas that are of particular relevance to migration practitioners. Even though many of the subjects are common to almost every implementing migration agency, in order to make the subjects locally relevant the modules will regularly guide the user toward local national procedures in order to better respond to relevant learning requirements.

The training programme is designed for a combination of facilitator based training, group discussion, and open-learning – where the majority of the manual can be studied independently of a facilitator. Group discussion and group work on any of the topics and activities with colleagues will of course be highly beneficial to the learning experience. Also, considering the many topics and case references that require skills based training as additional specific national legal references, facilitator based training is essential.

The course is designed to take from 2 to 6 weeks to complete depending on the delivery methodologies.

TABLE OF CONTENTS

SECTION 1: WORKING IN THE CIVIL SERVICE
SECTION 2: RECORDS MANAGEMENT AND DATA PROTECTION
SECTION 3: DATA SECURITY
SECTION 4: MIGRATION TERMINOLOGY AND CONCEPTS
SECTION 5: BOUNDARY LAW
SECTION 6: TRAVEL DOCUMENTS: PASSPORTS AND VISAS
SECTION 7: TRAVEL DOCUMENTS: BIOMETRICS
SECTION 8: BORDER ENTRY AND DEPARTURE
SECTION 9: DECISION MAKING
SECTION 10: RADIO COMMUNICATIONS
SECTION 11: PASSENGER ASSESSMENT
SECTION 12: TRAFFICKING IN PERSONS
SECTION 13: PEOPLE SMUGGLING
SECTION 14: TERRORISM
SECTION 15: ALERT LISTS
SECTION 16: CARE AND MANAGEMENT IN DETENTION
SECTION 17: POLICY FRAMEWORKS
SECTION 18: INTERNATIONAL MIGRATION LAW
SECTION 19: LEGAL FRAMEWORK - ADMISSION AND EXCLUSION
SECTION 20: CITIZENSHIP LAW
SECTION 21: HUMAN RIGHTS LAW
SECTION 22: REFUGEE LAW
SECTION 23: FREEDOM OF MOVEMENT

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MORE THAN 140 MEMBER STATES
MORE THAN 400 FIELD LOCATIONS
7,300 STAFF WORKING ON 2,900 ACTIVE PROJECTS
MORE THAN USD 1.4 BILLION EXPENDITURES IN 2010

IOM IS COMMITTED TO THE PRINCIPLE THAT HUMANE AND ORDERLY MIGRATION BENEFITS MIGRANTS AND SOCIETY. AS AN INTERGOVERNMENTAL ORGANIZATION, IOM ACTS WITH ITS PARTNERS IN THE INTERNATIONAL COMMUNITY TO: ASSIST IN MEETING THE OPERATIONAL CHALLENGES OF MIGRATION, ADVANCE UNDERSTANDING OF MIGRATION ISSUES, ENCOURAGE SOCIAL AND ECONOMIC DEVELOPMENT THROUGH MIGRATION, AND WORK TOWARDS EFFECTIVE RESPECT OF THE HUMAN DIGNITY AND WELL-BEING OF MIGRANTS.