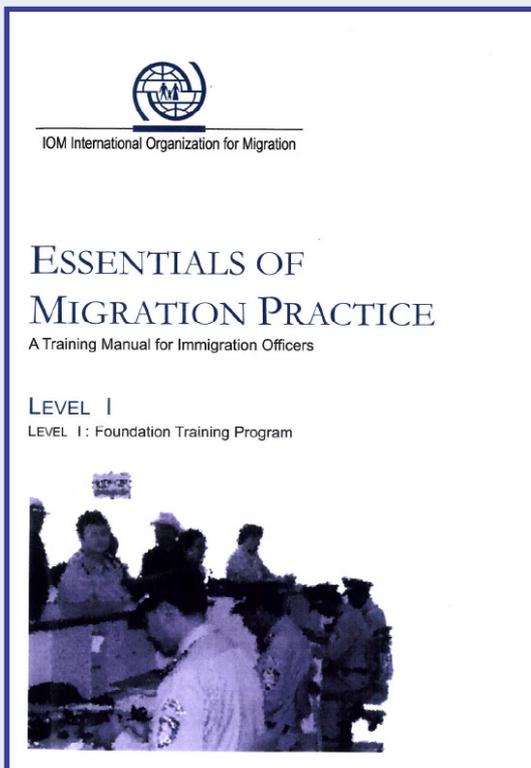


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THE ESSENTIALS OF MIGRATION PRACTICE A TRAINING MANUAL FOR IMMIGRATION OFFICERS

IOM's Immigration and Border Management (IBM) Team offers guidance and expertise to governments aspiring to strengthen their technical knowledge and institutional capacity in migration and border management - aiming at long-term sustainability.

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 the 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.

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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 programme 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 two to six weeks to complete depending on the delivery methodologies.

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For further information, please contact:

Department of Migration Management – Immigration and Border Management Division

17 route des Morillons, P.O. Box 17, 1211 Geneva 19, Switzerland

Tel.: + 41 22 717 91 11 • Fax: + 41 22 798 61 50 • E-mail: ibm@iom.int • Website: www.iom.int