

G 12: ESTABLISH CLEAR REFERRAL PROCEDURES AMONG STAKEHOLDERS



WHY IS IT IMPORTANT?

Certain stakeholders have mandates and unique skills to address the needs of different migrants. Establishing referral procedures help access these particular services and assistance for migrants with particular needs.

Child migrants, for example, benefit from the assistance of actors versed in children's rights and protection, including dedicated focal points in governments. Interventions aimed at domestic workers or victims of trafficking may benefit from the knowledge and experience of advocates and specialists. Civil society organizations may be best placed to access migrants in an irregular immigration status. Consular officers and some international organizations may have the authority and capacity to assess identity issues and travel documents. Humanitarian actors should strive to provide assistance through local, national and international systems.

Refugees, asylum seekers, and stateless persons often move along the same routes as migrants and those responding to the needs of migrants should establish functional referral procedures with national and international protection mechanisms for those populations.

[Lessons from the Yemen conflict, 2018](#)

In 2017, nearly 100,000 migrants entered Yemen. Despite the ongoing conflict, the country remains a major transit hub for thousands of migrants that are seeking to escape the deteriorating economic, political and security situations in their countries of origin. The vast majority of them intends to reach the Gulf countries, in search for work. Migrants embarking on this journey often start off from Ethiopia or Somalia and are typically aged under 25, many are children. Some of these children travel unaccompanied or get separated from their families en route. They find themselves at high risk of being abducted by transnational smuggling and trafficking networks. Others get caught up in conflict, sustaining injuries or even dying from shelling. Reportedly migrants are being taken to detention centers as they do not hold valid travel documents. Without the assistance of specialized actors, many of them remain at risk of being trafficked, injured or being detained.

IDENTIFICATION OF MIGRANTS WITH PARTICULAR NEEDS

STATES, INTERNATIONAL ORGANIZATIONS

The identification of migrants with particular needs is a prerequisite to the activation of referral systems. Migrants who may need specialized services include children (who may be unaccompanied or separated), elderly migrants, victims of trafficking and other forms of exploitation, migrants in an irregular immigration situation, or migrants in detention. Deploying specialized teams with technical expertise and skills; designating focal points within organizations, carrying out profiling exercises in at-risk locations and training staff providing direct assistance to crisis-affected persons and communities, can help identifying migrants with special needs.

[Rapid Response Teams to identify vulnerable cases at borders, Haiti](#)

In the immediate aftermath of the earthquake in Haiti, at the request of the Government, IOM helped set up a rapid response team that consisted of national and international immigration, police and customs officers tasked with responding to emergencies within the country, and particularly at the Haitian borders. The team identified a number of cases of smuggling and potential trafficking of people at formal and informal border posts throughout the country. The cases were channeled through the national referral mechanism for support. The team remained active through the end of 2011 and carried out a number of operations that specifically addressed irregular activities and movement at borders.

[UNODC Regional Workshop, Jordan](#)

In Jordan, front-line actors from five regional countries who engage in migration issues participated in an UNODC workshop on the identification, protection and assistance of victims of trafficking in persons (TIP) among refugees and displaced persons. The aim of the workshop was to develop a proactive and systematic approach to detecting, identifying and assisting victims or potential victims of trafficking in persons among those vulnerable populations as well as to include them in any response/referral mechanisms that may already exist to protect and assist victims of trafficking.

REFERRAL MECHANISMS FOR UNACCOMPANIED OR SEPARATED MIGRANT CHILDREN

MULTIPLE STAKEHOLDERS

Children may need to receive targeted assistance that takes into account their specific protection concerns. In order to address these concerns, stakeholders should establish functional referral procedures with national and international authorities, and organizations with specific mandates to ensure childrens' needs are adequately addressed. To ensure the best interest of the child is a primary consideration in the choice of actions, referrals and protection provided to unaccompanied or separated children, adequate safeguards should be put in place. Stakeholders should also consider establishing clear screening procedures that determine whether a child is unaccompanied or separated therefore ensuring immediate referral to pertinent child protection actors in order to meet their needs relating to care, safety, health and education.

[Regional Guidelines on Assistance and Protection to children affected by humanitarian crisis, IOM and UNICEF](#)

In 2014, West and Central Africa regional offices of IOM and UNICEF developed joint regional guidelines on assistance and protection to non-refugees (such as internally displaced, migrant, returnee or third-country national) unaccompanied children and separated minors in humanitarian emergencies. The guidelines, which are complementary to country-level standard operating procedures, set out possible joint and coordinated actions. These actions include joint assessments; data-collection/sharing; pre-identification/rapid registration of UASC for identification, documentation, tracing and reunification; transfer/transport of UASC; temporary care arrangements; psychosocial support; prevention of family separation and awareness-raising; coordination processes; advocacy and fundraising. The guidelines stem from good practices from returns to Chad following the outbreak of the Central African crisis in 2013 and the Malian crisis.

[Child Protection in Emergencies in Pacific Island Countries, UNICEF](#)

UNICEF Pacific developed a toolkit for actors working in child protection in emergencies in the pacific regions. The quick reference guide takes into account preparedness, response and recovery phases and is directed towards building stronger child protection national systems. The toolkit was developed in support of the "Pacific Island Commitment to Child Protection in Emergencies". This milestone agreement confirmed the commitment of Pacific island countries willingness to provide the best level of protection to children affected by disaster.

REFERRAL OF REFUGEES, ASYLUM SEEKERS, AND STATELESSNESS

PERSONS TO RELEVANT PROTECTION MECHANISMS

MULTIPLE STAKEHOLDERS

Asylum seekers, refugees and statelessness persons often move along the same routes as migrants. Establishing functional referral procedures with national or international protection mechanisms is critical to effectively address their specific needs. Responders should consider to define relationships between stakeholders assisting migrants and the relevant State's asylum mechanisms, for instance through standard operating procedures. It may also be helpful to conduct emergency trainings for first responders and to adopt safeguards to ensure respect for confidentiality and informed consent of the individual.

Mechanisms for Screening and Referral - 10 Point Plan of Action, UNHCR

The fifth chapter of UNHCR's 10 Point Plan in Action, is dedicated to mechanisms to screen and refer individuals with specific needs after arrival in a host State. These mechanisms can help differentiating between various categories of persons and thereby ensure that asylum-seekers, statelessness persons and migrants with specific needs are quickly identified and their needs in the context of mixed movements are addressed. The information gathered through these mechanisms can facilitate individual processing and inform the development of more strategic responses to mixed movements in specific contexts.

Standard Operating Procedures between IOM and UNHCR, Niger

Significant mixed migratory flows transit through Niger due to its strategic geographical position. IOM and UNHCR finalized SOPs in 2016, for the referral of persons in need of international protection found in mixed flows. The SOPs in Niger have established mechanisms for screening and referral through clearly defined responsibilities and actions. The SOPs enhance IOM and UNHCR's collaboration and leverage both agencies expertise and capacities. The SOPs contain also a screening form, with targeted questions on the individual's reason for flight as well as questions to help identify stateless persons and victims of trafficking and abuse.

REFERRALS TO CIVIL SOCIETY AND INTERNATIONAL ORGANIZATIONS WITH SPECIALIZED EXPERTISES

INTERNATIONAL ORGANIZATIONS, CIVIL SOCIETY

Certain organizations have specific mandates and unique skills and expertise to effectively address the needs of particular migrants. When stakeholders establish functional referral systems, they can consider a number of factors: Identifying civil society or international organizations who have particular mandates or expertise designating referral focal points to facilitate swift communication; creating screening procedures to ensure rapid identification of needs; adopting safeguards to ensure that best interest of children is a primary consideration in the choice of referrals made for unaccompanied or separated children; adopting safeguards to ensure that referral procedures respect confidentiality and are made with the informed consent of the individual; and providing financial and logistical support to accommodate additional caseloads or services.

Assistance to Migrants with physical disabilities, ICRC

The ICRC, in collaboration with the Mexican and Central American National Societies, provides (during transit or upon return) free assistance to migrants who have suffered major illnesses or injuries during their journey (including amputations, spinal cord injuries, etc.). In Honduras, the National Committee to Support Returning Migrants with Disabilities (CONAMIREDIS), with technical and financial support from the ICRC, works directly with returning migrants who have disabilities. It offers thereby psychological assistance through support groups of people with similar experiences; access to training and vocational education and seed capital to implement business plans through an agreement with the chamber of commerce.

Restoring Family Links, ICRC

Restoring Family Links is an extensive part of ICRC's migration and integration work. Restoring Family Links services include tracing, exchanging messages (letters between family members), confirming a family member's detention and other such activities, each with the same purpose: to clarify the fate of missing family members. Services also include family reunification activities such as practical and legal assistance, as well as a travel support program. Knowledge of the Restoring Family Links services along the migratory trail can be decisive for the positive results of tracing.

SPECIAL MEASURES FOR THE EVACUATION OF MIGRANT

CHILDREN: A REFERENCE CHECKLIST

Past evacuations of migrants from countries experiencing crises underscored migrant children's common conditions of vulnerability during crises and evacuations. IOM, under the umbrella of the MICIC initiative, thus developed a Reference Checklist, a non-binding compilation of recommended actions to ensure that the specific protection needs of migrant children are taken into consideration during humanitarian evacuations. The Reference Checklist is part of the [MICIC toolkit](#) that was developed by IOM to support the operationalization of the MICIC Guidelines through technical guidance.

The Checklist can be utilized by all actors during the emergency response phase of a crisis such as a natural disaster or conflict, when humanitarian evacuation has already been assessed to be in the best interests of migrants. For each phase of evacuation, the checklist provides a number of recommended actions.

Reference-checklist at a glance:

Phase 1: Planning

- 1.1 Estimate the Scale of the Evacuation of Migrant Children
- 1.2 Determine Transport Options & Conditions
- 1.3 Coordinate Who does What, Where, When, and With Which Children

Phase 2: Pre-Departure

- 2.1 Identify & Register Children for Evacuation
- 2.2 Respond to Children's Immediate Needs
- 2.3 Assign Guardianship for Unaccompanied Children in the Host Country
- 2.4 Maintain Confidentiality & Seek Informed Consent to Evacuate & Conduct Family Tracing
- 2.5 Secure Valid Travel Documents
- 2.6 Take Action for UASC: Assessment, Alternative Care, Family Tracing & Case Transfer
- 2.7 Prioritize Children & Families for Evacuation Based on Vulnerability
- 2.8 Share Evacuation-Related Information with Children & Families
- 2.9 Keep Children Safe During Pre-Departure Health Checks

Phase 3: Departure & Transit

- 3.1 Prevent Accidental Family Separation during Evacuations
- 3.2 Provide Escorts for Unaccompanied Children
- 3.3 Keep Children Safe while Loading Baggage & Boarding
- 3.4 Ensure Children's Health & Wellbeing in Transit
- 3.5 Keep Children Safe at Rest Stops

Phase 4: Arrival

- 4.1 Prevent Accidental Family Separation on Arrival
- 4.2 Take Action for UASC: Reunify or Provide Guardianship & Alternative Care
- 4.3 Ensure Children's Health & Well-Being on Arrival

Phase 5: Post-Arrival

- 5.1 Follow Up on UASC and Other Vulnerable Children with Protection Needs

For additional guidance specific to evacuations, please also refer to both tools on "[adapting local evacuation plans](#)" and "[planning for, and supporting evacuations](#)".

The Guidelines in Action present implementation examples and tools to support the operationalization of the MICIC Initiative Guidelines to Protect Migrants in Countries Experiencing Conflict or Natural Disaster. Practices and tools may be relevant for one or more stakeholders. Find more examples of practices in the MICIC Guidelines and in the online Repository of Practices on our website. Contact: [✉ micicsecretariat@iom.int](mailto:micicsecretariat@iom.int) [🌐 micicinitiative.iom.int](https://micicinitiative.iom.int)
This publication has not been formally edited by IOM Publications.