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|  | INFORMAL REFERENCE DOCUMENT FOR THE REGIONAL CONFERENCE ON MIGRATION TECHNICAL SECRETARIAT |
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| 30/5/2016 | A Compilation of Current Practices and Procedures |
|  | **(1996-2016)** |

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**Introduction**

The Regional Conference on Migration (the RCM or Puebla Process[[2]](#footnote-2)) is an inter-governmental, multilateral regional forum on international migration made up of eleven (11) countries which share different perspectives, one common issue, based on experiences involving migration scenarios of origin, transit and destination. Through this forum the participating countries can share best practices and discuss common challenges and issues of concern.

The Member Countries of the RCM are composed of: Belize, Canada, Costa Rica, the Dominican Republic, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama and the United States. RCM Member Countries meet regularly throughout each calendar year.

Since its foundation in 1996, in accordance with its mission to strengthen dialogue among its members, the RCM has developed procedures related to its meetings to strengthen regional cooperation generally.

In order to facilitate the work of the RCM the Technical Secretariat compiled existing RCM practices and procedures agreed upon from 1996 to 2016. This is an attempt to summarize relevant references, but given the many documents involved and many decisions by Vice-Ministers over the years, this is meant to be used as an **informal reference document only**, to assist the Technical Secretariat and RCM Member Countries to have better illustration and parameter on the migration topic. This document does not constitute an official RCM document or officially-validated summary.

1. **Operating Procedures**

In November of each year, the RCM celebrates a Vice-Ministerial Meeting,which is attended by high-level representatives from each Member Country[[3]](#footnote-3). The meeting is held in the Member Country that offers to hold the Presidency Pro-Témpore for a one-year term – from November to November.[[4]](#footnote-4)

The country serving as the Presidency Pro-Témpore (PPT) selects a central theme, according to its interests and the migration trends in the member countries, to guide the discussions of the RCM during that term[[5]](#footnote-5). The country wishing to hold the subsequent PPT proposes its candidacy for the PPT during this meeting[[6]](#footnote-6).

The Troika:

The Troika is a consultation mechanism which assists consultations for expedited decision-making when necessary, in coordination with the PPT. The Troika is composed of three countries: the previous president, the current president and the incoming president.

For cases where urgent consultation with RCM Member Countries is required about a specific topic before the next Vice-Ministerial Meeting, the PPT will activate a special consultation procedure to propose an expeditious course of action. This will apply to substantive issues that require a concerted position by the RCM.

The PPT will activate the procedure through a written proposal on a course of action, submitted to the Troika to receive initial feedback. Once consensus has been reached by the Troika, the document will be disseminated to the RCM Member Countries for consideration, requesting that they provide their input within 5 working days or other a specified period as appropriate.

Once the RCM Member Countries have provided their input, the decision will be acted upon, as required. The PPT will be responsible trough the Technical Secretariat for implementing the concerted action and informing the RCM Member Countries about the results. The TS will canvass as regularly as possible all RCM Member Countries to keep the contact information of the focal points updated to enable consultations.

**2. Meetings**

**2.1. Vice-Ministerial Meeting**

At this meeting consensual conclusions are reached by Member Countries, which define the objectives, roles, tasks and aspirations of the RCM as a forum for dialogue. The meeting is held in each November[[7]](#footnote-7) in the country holding the PPT. The Vice-Ministerial Meetings are divided into two parts[[8]](#footnote-8):

Plenary Session: Observer Countries and Organizations participate in this session but member countries have priority in taking the floor. The discussion agenda should include at least the Presidency Pro-Témpore’s report, the opening declarations of the Member Countries’ delegations and the dialogue with the Regional Network for Civil Society Organizations on Migration (RNCOM), as well as other topics identified by the PPT and other Member Countries.

Closed-Door Meeting: These meetings are exclusively attended by Vice-Ministers, as well as two additional officials appointed by each Vice-Minister, as appropriate. The conditions for new members, as well as the criteria for the participation of observers are set out. Decisions on administrative and financial matters related to the Technical Secretariat, as well as actions and future activities of the RCM are also taken. In addition, the Coordinator of the Technical Secretariat may be asked to participate in parts of the meeting as an adviser[[9]](#footnote-9). An agenda is developed for the meeting, including suggested topics to foster dialogue on the matters of interest of each Vice-Minister. Each country may suggest activities or presentations that could benefit the RCM Process. If necessary, it is suggested to extend the duration of the closed-door Vice-Ministerial Meeting, depending on the complexity of the agenda items.

At this meeting, the Vice-Ministers assess the performance of the TS Coordinator and decide whether to extend his/her annual contract (to a maximum of three) or appoint a new coordinator, whichever the case might be. There is not an established instrument yet to assess the Coordinator´s performance; however point #15 of the Decisions of the Vice-ministers adopted during the IX Regional Conference on Migration which took place in Panama City, Panama, 20th-21st of May 2004, states:[[10]](#footnote-10)

*“15. Modify the “Terms of Reference for Contracting Personnel of the Technical Support Unit (TSU)” approved at the VII RCM with regard to the selection of personnel as follows:*

* 1. *Contracting of the Coordinator of the Technical Secretariat will be approved by the Vice Ministers of the RCM for an initial period of one year, which may be extended for a maximum of two additional years;*
	2. *Contract extensions will depend on the result of performance evaluations to be made by the Vice Ministers at the end of each contract year, based on the report to be submitted by the Presidency Pro – Tempore; and*
	3. *The vacancy in the position of TS Coordinator will be communicated directly to the RCM Vice Ministers at the beginning of the last year of the maximum period or immediately, when circumstances require.”*

The PPT, in coordination with the TS, develops a proposed declaration and plan of action for each Vice-Ministerial Meeting, which will be negotiated in advance[[11]](#footnote-11). Decisions made by consensus are registered in the Declaration and the Decisions documents, at the end of each annual meeting[[12]](#footnote-12).

The PPT and the TS will prepare a synthesis or executive summary of the Vice-Ministerial and the RCGM’s dialogues[[13]](#footnote-13). The executive summary should reflect the results from the discussions, as part of the historic memory of the RCM, and is submitted to the delegations for consideration at the end of the session.

Structure of the Vice-Ministerial Dialogue:

The dialogue should be structured based on a dynamic model with the aim of promoting greater participation from officials at the highest level[[14]](#footnote-14). An agenda is developed for this meeting, taking into account the recommendations emerging from the Regional Consultation Group on Migration (RCGM). The agenda should include the presentation of the report of the PPT, opening remarks by delegations from RCM Member Countries, international organizations and observer countries, as well as issues to be discussed with civil society organizations[[15]](#footnote-15).

This format could include the following, for example:

1. Whenever viable, the inclusion of relevant off-site activities in the agenda of vice-ministers should be promoted, with the aim of enabling them to get more familiarized with the impact that the realities of each country serving as PPT have on the central theme of the meeting[[16]](#footnote-16).
2. Discussion panels on the central theme, designating a moderator and with presentations by at least two vice-ministers concerning one of the components of the central theme proposed for the meeting[[17]](#footnote-17).
3. The presentations made by the Member Countries could be made based on a standard survey developed by the PPT. In addition to the experience of the represented country, problems and recommendations could be presented to the other participants for discussion[[18]](#footnote-18).

Furthermore, the PPT – with support from the TS – may invite observer members (international organizations and observer countries) and civil society organizations or other special guests to make presentations about the central theme and other matters of interest during the meetings of the Conference, if they are interested.

Observer countries, international organizations, civil society organizations and special guests will be asked to submit in advance the reports they consider relevant to enable assessing them in a timely manner[[19]](#footnote-19).

The Vice-Ministers empower the RCGM to implement and follow up on conclusions, with support from the TS[[20]](#footnote-20).

Dynamics of Dialogue:

With the objective of improving the dynamics of the dialogue and optimizing the working sessions, meeting organizers undertake:

1. To schedule the Vice-ministerial annual meeting of the RCM in November of each year. The RCGM and the subsidiary groups will hold biannual sessions prior to each vice-ministerial meeting.To conduct, as appropriate and financially viable, seminars, workshops or other activities with participation of civil society and other relevant actors, as part of the preparatory work and with the aim of enriching the analysis of the central theme and other topics identified by Member Countries;
2. To invite international organizations, observer countries and special guests, if interested, to make presentations on the central theme and other topics of interest during the meetings of the Conference.
3. To ask international organizations, observer countries and special guests to submit relevant reports to Member Countries before each meeting with reasonable notice in order to enable appropriate review.
4. The PPT in coordination with the TS, will develop proposals for a Declaration and Plan of Action for each Vice-Ministerial meeting; those documents will be negotiated in advance, replacing the function previously held by the drafting committee.
5. Additionally, the PPT with the support of the TS, will prepare a summary of the activities and results of the dialogue of the RCGM and the Vice-Ministerial meeting, which will be presented at the end of each meeting for approval; at this meeting only member countries participate

In addition, the countries that are responsible for approved initiatives should lead their implementation and follow up on them to ensure that real results are achieved[[21]](#footnote-21).

**2.2 Regional Consultation Group on Migration (RCGM)**

The Regional Consultation Group on Migration (RCGM) represents the technical level of the RCM. It discusses issues surrounding cooperation and promotes information exchange and best practices in migration matters. It is composed of directors of migration and directors or heads of consular affairs of RCM Member Countries or representatives from the appropriate bodies, according to the structure of the participating institutions. In addition, the RCGM includes the members of the Liaison Officer Networks. The RCGM and liaison networks hold biannual sessions prior to each vice-ministerial meeting in November.[[22]](#footnote-22)

Vice-Ministers empower the RCGM to make recommendations, and implement and follow up on conclusions. This group is not authorized to make decisions concerning the objectives of the RCM.

The RCGM is responsible for specifying and fine-tuning the components of the imminent Vice-Ministerial Meeting: the program, agenda and documents, as well as any other migration topics relevant to member countries to be submitted for Vice-Ministerial consideration and approval. This meeting takes place in the city chosen by the Member Country holding the PPT[[23]](#footnote-23).

The RCGM holds an intermediate meeting each year[[24]](#footnote-24) under the control, discretion and auspices of the incumbent President Pro-Témpore. In this intermediate meeting, the RCGM may focus its attention on the following tasks[[25]](#footnote-25):

1. Examine progress in achieving commitments adopted by the Vice-Ministers and issue a set of conclusions to record consensus agreements;
2. Approve the Plan of Action and review the actions and efforts to implement its activities;
3. Discuss and approve – if possible– the agenda of the next Vice-Ministerial Meeting, as well as the recommendations that will be submitted for consideration to the Vice-Ministers.

The agenda and the recommendations that result from this intermediate meeting will be examined and adjusted during the proceedings of the meeting a few months later, immediately preceding the Vice-Ministerial Meeting. Apart from these tasks, the RCGM also monitors and evaluates administrative issues of the Technical Secretariat.

**3. Technical Networks**

**3.1. Liaison Officer Network to Combat Migrant Smuggling and Trafficking and Liaison Officer Network for Consular Protection[[26]](#footnote-26)**

These Networks exchange information, organize and participate in activities on matters within their competence and prepare a report, submitted to the RCGM, concerning their discussions. Subsequently, the report is submitted for the Vice-Ministers’ consideration.

Given the confidential nature of their deliberations due to the type of information shared therein, observers and Civil Society Organizations are not allowed to participate in their meetings. Nevertheless, Liaison Networks may consider comments or proposals from these groups at specific times, which will not necessarily entail a commitment from the Networks to incorporate those comments or proposals into their discussions or their work.

It is an established tradition for these liaison officer networks to meet prior to the RCGM meetings. The incumbent Presidency Pro-Témpore assumes responsibility for overall coordination and facilitation of the meetings and activities of these two networks. Each network is tasked with developing and carrying out its respective work program, once approved by the Vice-Ministers.

It is the Presidency’s prerogative to hold a joint meeting of the networks, or a joint meeting right after their separate meetings to evaluate issues of common interest.

**4. Ad Hoc Groups**

These groups were established with the purpose of developing common agendas and coordination mechanisms. The first group convenes civil society organizations, the second includes child institutions of RCM Member Countries, and the third group is composed of representatives from Canada, Costa Rica, the Dominican Republic, El Salvador, Guatemala, Mexico, Panama and the United States.

**4.1 Ad-Hoc Group on the RCM- Regional Network on Civil Society Organizations for Migration (RNCOM)**

RNCOM represents civil society organizations in the region and is an interlocutor to generate space for dialogue by presenting recommendations to the Vice-Ministers, the RCGM and the Liaison Officer networks.

RNCOM shall continue to have a space on the agenda of the Regional Consultation Group on Migration and the Vice-Ministerial meetings. Vice-Ministers may at times suggest a topic on which the CSOs may make comments or recommendations to Vice-Ministers at the next Conference[[27]](#footnote-27).

**4.2. Group on Migrant Boys, Girls and Adolescents**

The purpose of the Group is promote dialogue in order to guide actions relating to the protection and assistance of migrant and refugee boys, girls and adolescents in the region[[28]](#footnote-28). Childhood and migration institutions of each country intervene in this group, giving applicability according to their regulations.

**4.3 Group on Extra continental and Extra regional Migration Flows**

This group was created to **discuss, analyze, and define** objectives related to extra-continental and extra-regional migration flows[[29]](#footnote-29). Migration institutions intervene in this group.

**5. Plan of Action**

This was originally adopted at the Second Vice-Ministerial Meeting (Panama, 1997). It is a programmatic consensus document of the RCM, which defines issues, objectives and actions of common interest that are crosscutting for the majority of RCM Member Countries. In addition, it includes a schedule of implementation and appropriate follow-up and is regularly updated, based on the decisions made by vice-ministers during their annual meeting. It has most recently not been used as a tool by the RCM.

The RCGM may also update and revise the Plan of Action in its intermediate meeting.

The Plan of Action is structured around three central themes to focus efforts and address the regional dynamics of migration.[[30]](#footnote-30)

The **three central themes** of the Plan of Action are:

1. **Human Rights**

* + Consular protection
	+ Migrant smuggling and trafficking
	+ Assistance to groups in vulnerable situations
	+ Family unity
	+ Mixed migration flows

2. **Migration and Development**

* + The root causes of migration
	+ Labour migration
	+ Integration and reintegration

3. **Migration Policy and Management**

* + Information exchange
	+ Migration and border management
	+ Extra-continental migration
	+ National migration legislation
	+ Decriminalization of irregular migration

 **6. Presidency Pro-Témpore (PPT)**

 **6.1. Role of the PPT[[31]](#footnote-31)**

The PPT was established to facilitate the coordination of the RCM between meetings. The PPT is established under an annual rotation scheme as agreed by the RCM Member Countries. Countries that are interested in acting as PPT are required to announce this during the Plenary Vice-Ministerial Meeting.The PPT is responsible for establishing mechanisms to convene and issue relevant invitations for the RCM events. Furthermore, the PPT is in charge of the coordination and overall direction of the RCM meetings and actions implemented during its period of office, as well as meetings and actions of the RCGM and both Liaison Officer Networks. A Drafting Committee led by the PPT is established at the beginning of each meeting, one for each Network, one for the RCGM and one for the Vice-Ministerial meeting. These groups prepare reports from the Networks, a Conclusions and Recommendations document for the RCGM, and a draft document of the Vice-Ministers’ Declaration and Decisions in accordance with the agreements reached during the Plenary Meeting.

The PPT establishes – in consultation with the RCM Member Countries – the priority actions identified in the Plan of Action that are pending and that require financing in order to be implemented. The actions of the PPT entail expenses associated to activities carried out within the framework of the RCM.

**7. The Technical Secretariat**

The Technical Secretariat (TS) provides technical assistance and support and follows up on initiatives specifically designated by the RCM. Its staff works under the supervision of the PPT, liaising closely with all Member Countries and answering to them. The TS is responsible for maintaining up to date the list of contacts for representatives of Governments, observer organizations and civil society and the institutional memory of the RCM. Furthermore, the TS supports the PPT in the development of agendas, documents and reports and is in charge of producing the draft documents of Conclusions and Recommendations, and information materials. The TS maintains an ongoing and open dialogue with RCM Member Countries, Ad Hoc Groups, RNCOM and its members and other civil society organizations. It assists the effective communication between RCM Member Countries and serves as the point of contact, if need be, for the general public, for purposes of information requests and research and for the incorporation of observers[[32]](#footnote-32).

The TS prepares regular reports of its work, as well as a budget and financial summary that is submitted to RCM Member Countries prior to each plenary meeting.

The operations of the TS are financed through annual contributions from RCM Member Countries. The Regional Office of the International Organization for Migration (IOM) for Central and North America and the Caribbean houses and provides administrative support to the TS.[[33]](#footnote-33)

**7.1. TS Roles[[34]](#footnote-34),[[35]](#footnote-35)**

Under the supervision of the PPT, and while maintaining Member Countries informed, the PPT may act to:

1. Provide advice on migration matters to RCM Member Countries, when requested.
2. Strengthen links with the focal points of the RCM through regular interviews and/or use of available technology, informing them about the advances of the RCM.
3. Inform the RCM membership about new authorities in Member Countries.
4. Under the direction of the PPT, coordinate efforts with international organizations and civil society to achieve the objectives of the RCM.
5. Strengthen the linkage with the RNCOM aimed at fostering a productive dialogue with the RCM.
6. Under the direction of the PPT, procure international cooperation resources for the implementation of the matters of interest of the RCM.
7. Under the direction of the PPT, draft the Conclusions and Recommendations of the RCGM and Vice-Ministerial meetings.
8. Sign documents with third parties on administrative matters requiring a formal commitment, provided that this has been approved at the Vice-Ministerial Meeting.
9. Upon request of the interested countries, sign the documents that are necessary for the payment of the respective contributions.
10. Submit the operational and financial report of the Technical Secretariat for evaluation to RCM Member Countries, by e-mail, forty days prior to the meetings of the RCGM.
11. Present the work of the RCM and inform other organizations and institutions about it.
12. Follow up on the plans and activities pending implementation.
13. Inform the RCGM of possibilities for interaction with other specialized forums at a regional and global level.
14. Other duties, as assigned by the RCGM/RCM.
	1. **Roles of the Coordinator of the TS**

In regard to the roles and scope of work of the Coordinator of the TS, this position is under the supervision of the President Pro Tempore of the RCM and the administrative and programme guidance of the IOM Regional Representative. Besides, the functions of the Coordinator of the TS, as per the last vacancy announcement used to hire the Coordinator of the TS in March 2015, are as follows[[36]](#footnote-36):

1. *“Execute all management activities necessary for the effective work of the Technical Secretariat;*
2. *Provide technical and logistical support to the President Pro Tempore for the planning, organization and implementation of meetings, seminars, workshops and other events of the RCM and the Regional Consultation Group on Migration (RCGM) agreed to be held within the framework of the RCM;*
3. *Responsible for the implementation, evaluation and monitoring of the activities included in the Plan of Action of the RCM and other activities agreed on by the Vice-Ministers;*
4. *Draft and/or assist in the development of work and reference documents for the meetings of the RCM;*
5. *Coordinate the management and administration of the Virtual Secretariat (VS) of the RCM;*
6. *Prepare financial and activity reports and other general reports on the activities of the TS of the RCM;*
7. *Prepare budgets for the operations of the TS as well as for other activities, as required;*
8. *Advise RCM Member Countries on migration affairs;*
9. *Maintain contact and regularly coordinate with government officials and international organizations as well as civil society representatives with the aim of achieving the objectives of the RCM;*
10. *Develop and update the terms of reference and job descriptions of the staff of the TS;*
11. *Perform any other tasks related to the management of the TS as requested by the President Pro Tempore of the RCM.”*

Furthermore, the qualifications for the position have also been detailed in the document entitled “Updated Terms of Reference for the Technical Secretariat”, included as an annex to the Santa Fe Document, which was adopted at the XVI Meeting of the RCM (La Romana, Dominican Republic, June 10-11, 2011). The terms of reference establish the following requirements for the position[[37]](#footnote-37):

1. *“National or citizen of one of the RCM Member Countries;*
2. *University degree in Social or Political Sciences;*
3. *Full command of the RCM official languages (English and Spanish);*
4. *Minimum of five years as project/program director in migration affairs;*
5. *Liaising with governmental and diplomatic authorities as well as international and civil society organizations;*
6. *Thorough knowledge and experience in migrant’s assistance, migration management, development programs, technical cooperation and regional consultation/dialogue processes on migration;*
7. *Excellent oral and written communication skills;*
8. *Diplomatic and negotiation abilities;*
9. *Flexible, open and results-based management style, able to effectively manage resources;*
10. *Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds;*
11. *Ability to lead teams to achieve the desired goals;*
12. *Knowledge of and experience in the Regional Conference on Migration (RCM), its Plan of Action and related projects; and, IOM administrative-financial standards is an advantage.”*

**8. Observers**

**8.1 Observer Countries[[38]](#footnote-38)**

The observer countries are those that have been granted observer status and that participate according to the following criteria:

1. Be geographically located on the American continent.
2. Express, in writing, their agreement to the commitments of the Joint Declaration of Puebla.
3. Share significant migration flows with at least one of the RCM Member Countries.
4. Agree to address the phenomenon of migration in a multilateral context within the RCM.
5. Accept the commitment of ensuring the orderly movement of persons and respect for the human right of migrants.
6. Have appropriate policies, laws and practices to address international migration.
7. Commit to designate officials from institutions involved in addressing international migration to attend the meetings of the RCM and the Regional Consultation Group on Migration (RCGM).

The countries that currently have observer status in the RCM are: Argentina, Colombia, Ecuador, Jamaica and Peru.

**8.2. International Organizations as Observers**

The role of International Organizations as Observers in the RCM includes supporting the implementation of projects determined by RCM Member Countries, providing information on the status of topics of interest, and providing technical advice and recommendations as requested by Member Countries[[39]](#footnote-39).

International organizations that wish to participate in the RCM should have a mandate relating to at least one of the central themes of the Plan of Action and, in addition, should be committed to promoting the principles of the Joint Declaration of Puebla. Interested international organizations should submit a written application to vice-ministers supporting their request to participate[[40]](#footnote-40).

The decision to accept or reject a new application for observer status of an international organization is made by Vice-Ministers in a closed-door meeting[[41]](#footnote-41)*.* These organization do not participate in the RCM decision-making process.

The international organizations currently participating as observers are the United Nations High Commissioner for Refugees (UNHCR); the Economic Commission for Latin America and the Caribbean (ECLAC) through the Latin American and Caribbean Demographic Centre (CELADE); the Inter-American Commission on Human Rights (IACHR) of the Organization of American States (OAS); ); the International Organization for Migration (IOM); the United Nations Special Rapporteur on Human Rights of Migrants; the Ibero-American General Secretariat (SEGIB); the Central American Integration System (SICA); the United Nations Population Fund (UNFPA); the International Committee of the Red Cross (ICRC) and the United Nations Children’s Fund (UNICEF). The International Labor Organization (ILO) has submitted a request to be accepted as an Observer.[[42]](#footnote-42)

**8.3 Special Guests[[43]](#footnote-43)**

The President Pro Témpore in office may request the presence of special guests at a specific event, with the aim of exchanging ideas, experiences and views concerning migration. These guests may be present and participate in some discussions but, like observers, they do not participate in decision-making or in closed sessions, which lies solely within the power of the RCM Member Countries.[[44]](#footnote-44)

**8.4 Civil Society[[45]](#footnote-45)**

With the objective of strengthening the vice-ministerial dialogue and the implementation of the Plan of Action, time is allocated to RNCOM on the agendas of the meetings of the Liaison Officer Networks, the Regional Consultation Group on Migration and the Vice-Ministerial Meeting.

**9. Membership**

The RCM has resolved that, for now, including new Member Countries is not contemplated, as agreed at the IV Meeting of the RCM held in San Salvador in 1999.

Countries and international organizations that wish to be granted observer status may submit a formal application to the PPT through the Technical Secretariat. The PPT shall present the application at the meeting of the Regional Consultation Group on Migration (RCGM) and subsequently, at the Vice-Ministerial Meeting[[46]](#footnote-46).

**10. Interaction of the RCM with other Regional Processes[[47]](#footnote-47)**

The Technical Secretariat (TS) informs RCM Member Countries about opportunities to link the RCM’s agenda to the agendas of other specialized consultative forums and processes, based on common interests; for example, the South American Conference on Migration (CSM); the Committee on Migration Issues of the Organization of American States (OAS), the Community of Latin American and Caribbean States (CELAC) and the Ibero-American Conference, among others.

Furthermore, under the direction of the PPT, the TS informs the RCGM about potential mechanisms to strengthen collaboration and coordination with specialized international organizations in order to improve awareness regarding migrants. Mechanisms could include drafting proposals for awareness-raising, dissemination, prevention, communication and information.[[48]](#footnote-48)

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RCM, T. S. (2011, October). Regional Conference on Migration – RCM or Puebla Process – 15 Years. San Jose, Costa Rica: RCM.

RCM, T. S. (2015, November). Guidelines for the Institutional Strengthening of the RCM. Mexico D.F., Mexico: RCM.

RCM, T. S. (2016, February). Historical mechanisms for strengthening the RCM. San Jose, Costa Rica: RCM.

1. This Ad-Hoc group will soon become the Liaison Officer Network for Migrant Boys, Girls and Adolescents. [↑](#footnote-ref-1)
2. The RCM is also known, informally, as the Puebla Process, since the initial meeting of this forum was held in Puebla, Mexico. [↑](#footnote-ref-2)
3. Please refer to the document “Glossary of the Regional Conference on Migration (RCM),” point #7. [↑](#footnote-ref-3)
4. Guidelines for Institutional Strengthening of the RCM, paragraph II.f). [↑](#footnote-ref-4)
5. Regional Conference on Migration – RCM or Puebla Process – 15 Years, p. 11. [↑](#footnote-ref-5)
6. Regional Conference on Migration – RCM or Puebla Process – 15 Years, p. 16. [↑](#footnote-ref-6)
7. Guidelines for Institutional Strengthening of the RCM, paragraph III.a). [↑](#footnote-ref-7)
8. Regional Conference on Migration – RCM or Puebla Process – 15 Years, p. 13. [↑](#footnote-ref-8)
9. Please refer to the document “Glossary of the Regional Conference on Migration (RCM),” point #7. [↑](#footnote-ref-9)
10. Consultation on the Terms of Reference and the Contracting and Replacement Process for the Coordinator of the Technical Secretariat of the Regional Conference on Migration (RCM). RCM Technical Secretariat. September 2016. [↑](#footnote-ref-10)
11. Guidelines for Institutional Strengthening of the RCM, paragraph III.e). [↑](#footnote-ref-11)
12. Regional Conference on Migration – RCM or Puebla Process – 15 Years, p. 13. [↑](#footnote-ref-12)
13. Guidelines for Institutional Strengthening of the RCM, paragraph III.f). [↑](#footnote-ref-13)
14. Guidelines for Institutional Strengthening of the RCM, paragraph I.a). [↑](#footnote-ref-14)
15. Regional Conference on Migration – RCM or Puebla Process – 15 Years, p. 13. [↑](#footnote-ref-15)
16. Guidelines for Institutional Strengthening of the RCM, paragraph I.b). [↑](#footnote-ref-16)
17. Guidelines for Institutional Strengthening of the RCM, paragraph I.a). [↑](#footnote-ref-17)
18. Guidelines for Institutional Strengthening of the RCM, paragraph I.a). [↑](#footnote-ref-18)
19. Guidelines for Institutional Strengthening of the RCM, paragraph III.d). [↑](#footnote-ref-19)
20. Regional Conference on Migration – RCM or Puebla Process – 15 Years, p. 15. [↑](#footnote-ref-20)
21. Santa Fe Document, paragraph 4.1. [↑](#footnote-ref-21)
22. Guidelines for Institutional Strengthening of the RCM, Section III. [↑](#footnote-ref-22)
23. Please refer to the document “Glossary of the Regional Conference on Migration (RCM),” point #9. [↑](#footnote-ref-23)
24. Guidelines for Institutional Strengthening of the RCM, paragraph III.a). [↑](#footnote-ref-24)
25. Please refer to the document “Glossary of the Regional Conference on Migration (RCM),” point #10. [↑](#footnote-ref-25)
26. Please refer to the document “Glossary of the Regional Conference on Migration (RCM),” point #15. [↑](#footnote-ref-26)
27. Please refer to the document “Glossary of the Regional Conference on Migration (RCM),” point #21. [↑](#footnote-ref-27)
28. Toward a Regional Mechanism for the Comprehensive Protection of Migrant and Refugee Boys, Girls and Adolescents [↑](#footnote-ref-28)
29. In the XVI Vice-Ministerial Meeting –La Romana, the Dominican Republic, June 8- 9, 2011 [↑](#footnote-ref-29)
30. The RCM can address other topics, in addition to the topics listed above according to paragraph 2.4 of the Santa Fe Document. [↑](#footnote-ref-30)
31. Regional Conference on Migration. 15 year. San José, 2011. [↑](#footnote-ref-31)
32. Please refer to the document “Glossary of the Regional Conference on Migration (RCM),” point #12. [↑](#footnote-ref-32)
33. Operates as an autonomous unit within IOM, although it is governed by all the budgetary, human resource and administrative guidelines of IOM. [↑](#footnote-ref-33)
34. Santa Fe Document, Sections 4 and 6. [↑](#footnote-ref-34)
35. Guidelines for Institutional Strengthening of the RCM, Section V. [↑](#footnote-ref-35)
36. Consultation on the Terms of Reference and the Contracting and Replacement Process for the Coordinator of the Technical Secretariat of the Regional Conference on Migration (RCM). RCM Technical Secretariat. September 2016. [↑](#footnote-ref-36)
37. Consultation on the Terms of Reference and the Contracting and Replacement Process for the Coordinator of the Technical Secretariat of the Regional Conference on Migration (RCM). RCM Technical Secretariat. September 2016. [↑](#footnote-ref-37)
38. Please refer to the document “Glossary of the Regional Conference on Migration (RCM),” point #19. [↑](#footnote-ref-38)
39. Regional Conference on Migration – RCM or Puebla Process – 15 Years, p. 6. [↑](#footnote-ref-39)
40. Regional Conference on Migration – RCM or Puebla Process – 15 Years, p. 7. [↑](#footnote-ref-40)
41. Please refer to the document “Glossary of the Regional Conference on Migration (RCM),” point #19. [↑](#footnote-ref-41)
42. Recommendations, RCGM Tegucigalpa, June 7-9, 2016. [↑](#footnote-ref-42)
43. Please refer to the document “Glossary of the Regional Conference on Migration (RCM),” point #20. [↑](#footnote-ref-43)
44. Guidelines for the Institutional Strengthening of the RCM, Section 3(c), Mexico City 2015. [↑](#footnote-ref-44)
45. Regional Conference on Migration – RCM or Puebla Process – 15 Years, p. 6. [↑](#footnote-ref-45)
46. Regional Conference on Migration – RCM or Puebla Process – 15 Years, p. 7. [↑](#footnote-ref-46)
47. Guidelines for the Institutional Strengthening of the RCM, Section VI. [↑](#footnote-ref-47)
48. Guidelines for Institutional Strengthening of the RCM, Section VI(b). [↑](#footnote-ref-48)