



Asia Pacific Refugee Rights Network

**Welcome Guide for Members
(January 2016)**

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Membership

We are pleased that you have decided to join the Asia Pacific Refugee Rights Network (APRRN), and we look forward to working with you. As a member of APRRN you are part of a diverse and inspiring group of activists working to advance the rights of refugees in the Asia Pacific region. Benefits of being an APRRN member include:

Networking and knowledge/resource sharing

- Members will be invited to attend sub-regional consultations as well as the biennial Asia Pacific Consultation on Refugee Rights (APCRR)
- Members will be able to join and participate in APRRN's five thematic and four geographic working groups
- Members will have access to APRRN's Google Groups and other APRRN communication channels
- Members will be enabled to participate in collective decision making and joint action planning
- Members will be able to seek advice, resources, expertise and information from other members
- Members will have access to research and good practices related to advancing refugee rights

Joint advocacy

- APRRN represents its members and their concerns on the national, regional and international level
- Members will be able to participate in identifying advocacy priorities and strategising for joint actions
- Members will be able to participate in high level meetings and consultations that APRRN is facilitating with key stakeholders
- Members will be able to provide input to submissions that APRRN is preparing to regional and international key stakeholders
- Members will have access to tools and resources aimed at improving advocacy efforts
- Members will be able to participate in drafting statements and press releases on pressing issues

Capacity-strengthening

- Members will be able to participate in APRRN's capacity strengthening activities and will receive priority for funding support to attend workshops, consultations and trainings

Membership Expectations

APRRN is a membership-driven network and sees the diversity of its members as a strength in advancing refugee protection in the region. To achieve our goals, members are expected to play an active role by:

- Participating in APRRN's communication channels
- Actively sharing resources, expertise, good practices and information (please see page 6)
- Attending APRRN events and exploring self-funded participation
- Adhering to the principles spelled out in the constitution
- Promoting the network and raising awareness of its activities
- Contributing to the different activities of the APRRN Working Groups
- Providing input and information for APRRN's advocacy activities
- Organising joint activities, whenever possible

General Guidelines

APRRN Constitution

APRRN Guiding Statements, core principles, membership criteria and responsibilities are spelt out in the *APRRN Constitution*.

Strategic Plan

APRRN's work is guided by the Strategic Plan (2014 - 2018) and Operational Plan (2014 - 2016), both documents can be requested from the Secretariat.

Vision for Regional Protection

The APRRN Vision for Regional Protection encapsulates what APRRN believes can be achieved in the Asia-Pacific region within ten to twenty years in relation to refugees and other people in need of protection. The APRRN Vision for Regional Protection will be accompanied by a Plan of Action that sets out what various stakeholders need to do in order for the Vision to be realised and a Research and Consultation Framework to identify challenges, opportunities and good practices, and guide research and further consultation. Together, these three documents comprise the APRRN Vision and Framework for Regional Protection. The work is guided by the the APRRN Regional Protection Reference Group. The latest version of the Vision is available on our *website*.

Statement Procedures

For issuing statements, APRRN has drafted three procedures:

- General Statement Process
- Solidarity Statement Process
- Urgent Statement Process

The documents can be requested from the APRRN Secretariat.

Codes of Good Conduct and Good Practice

The *Code of Good Conduct* and *Code of Good Practice* applies to all APRRN Secretariat staff, interns, volunteers, Steering Committee members, as well as those representing APRRN. APRRN members that wish to file a complaint may do so by using our *complaints form on the website*.

APRRN Membership

Current APRRN membership criteria can be found on the APRRN Website under "*Membership*". Please inform the APRRN Secretariat if the key contact person of your organisation changes, if other staff would like to be added, or if there are staff changes, so that we can update our databases accordingly.

Working with APRRN

APRRN Working Groups

APRRN works through four geographic and five thematic working groups. Each working group is led by the Chair and Deputy Chair and drafts action plans at sub-regional/thematic consultations and the biennial Asia Pacific Consultation on Refugee Rights (APCRR). To learn more about the activities of each working group or if you have an idea or would like to be actively involved with working group programming, please contact the Secretariat and they will put you in touch with the Chair and Deputy Chair of the working group. All geographical APRRN Working Groups meet at least once every two years through sub-regional consultations facilitated by the APRRN Secretariat.

Members will automatically be added to the working groups they have chosen in their membership application. If you want to join other working groups or want to be removed from any of the working groups please contact the APRRN Secretariat.

Geographic Working Groups

Southeast Asia
South Asia
East Asia
Australia, New Zealand, and the Pacific

Thematic Working Groups

Immigration Detention
Legal Aid and Advocacy
Right to Health
Women and Girls at Risk
Statelessness

Advocacy

APRRN encourages all members to play an active role in our advocacy. Advocacy activities include:

- APRRN provides members with a platform to access UNHCR, regional formations, and other key stakeholders
- Engagement with UNHCR: Each year an APRRN delegation attends the UNHCR Consultations with NGOs, the UNHCR ExCom and the High Commissioner's Structured Dialogue on Protection Challenges. APRRN also collaborates with the regional office in Bangkok as well as with national offices throughout the region.
- Advocacy with regional formations such as ASEAN and SAARC
- Engagement with other international human rights mechanisms as well as other international organisations
- Strengthening of national level collaboration and advocacy through consultations and roundtables
- Joint statements: APRRN members are welcome to alert the Secretariat, the Steering Committee and other members to refugee rights violations that may require the response of the Network in the form of a joint statement (joint statement processes can be requested from the Secretariat at any given time).

APRRN requires and relies on input from members on the ground so that we can ensure that the voices of our members are represented in our advocacy efforts. Throughout the year the APRRN Secretariat will reach out to members to request for input and please also feel free to get in touch with the Secretariat.

APRRN Consultations, Workshops and Trainings

APRRN hosts many activities throughout the year. In the past APRRN has hosted legal aid trainings, refugee mental health trainings, short courses on international refugee law, consultations and trainings on immigration detention and refugee women dialogues. APRRN individual and organisational members are invited to participate in these events. To stay informed about any of APRRN's upcoming events, visit the *APRRN website*. Events will also be announced in the newsletter, sent out via the Google Groups and shared on our social media channels. Applications for participation in APRRN events can be completed online. At times APRRN is able to offer full or partial funding to cover the costs for participants; otherwise participants are required to self-fund. Members are also encouraged to contact the Secretariat and propose (joint) events.

Asia Pacific Consultation on Refugee Rights (APCRR)

APCRR is held every two years and brings together over 100 APRRN members from around the region to discuss current issues, network, and create plans of action to advance the rights of refugees in the region. At APCRR a new Steering Committee is elected for a two-year term. APRRN members interested in joining the Steering Committee can be nominated prior to APCRR and then undergo a formal election process. If you would like to attend APCRR, be sure to check the "Upcoming Events" page on the APRRN website. The next APCRR is scheduled for the September 2016.

Communication and Resources

APRRN members are always actively sharing information and assisting each other through APRRN's different communication channels:

- Google Groups (please see next page)
- *Website*
- *Wiki Page*
- *You Tube Channel*
- *APRRN Blog*
- Newsletter
- Activity Reports are distributed to members via Google Groups and also uploaded to the *website*
- *Tools*
- Fundraising Guide: Can be requested from the Secretariat
- **Facebook:**
 - » LIKE us on Facebook
 - » SHARE our posts
 - » POST on the APRRN page
 - » START a discussion
 - » COMMENT on our posts
 - » INVITE fellow refugee rights advocates to LIKE the APRRN page
- **Twitter:**
 - » FOLLOW us on Twitter @APRRN_
 - » RE-TWEET our Tweets
 - » TWEET us @APRRN_

Google Groups

Be sure to participate in the APRRN Google Groups. As part of these groups you will receive updates and information from other APRRN members. You will also be able to send information to other members or request that they sign onto a statement or ask for assistance.

- aprrn_general@googlegroups.com is for members and OTHERS who have expressed interest in receiving information from and connecting with APRRN members
- aprrn_members@googlegroups.com is ONLY for members
- All working groups also have a Google Group account only for members of that particular working group

If you or a member of your organisation would like your e-mail address added to any of these groups, please contact the Secretariat.

To guarantee that this group is being used in the proper manner, please ensure that you are abiding by the Google Group guidelines listed below:

1. Clear subject lines: For clarity of communication, please ensure that you have a specific subject line. Avoid subject lines like hello! Or FYI. It would be better to have a phrase that encapsulates the text of the e-mail.
2. Keep the message brief and succinct. If it's a long e-mail, please ensure you have a short brief at the beginning of the e-mail, which ensures that busy people (which is most of us) have a reason to continue reading.
3. Ensure that the message is for the recipients intended. For instance, if you do not want people outside APRRN to be part of the communication, ensure that you use the APRRN members list and NOT the APRRN general list.
4. Good Practice: avoid hitting the 'reply' and 'reply all' buttons. It's better practice to compose your e-mail first, revise it before you send it. We have all sent e-mails that we have regretted! Unless required, avoid sending mails with the same subject line and re; re: re:
5. DO NOT use foul or offensive language. These lists are meant for communication not swearing. Use of foul or offensive language with malintent will result in immediate suspension of the account.
6. DO NOT make personal comments or accusations about people or organisations on mailing lists. If you have an issue there are other forms of communication to air them. The lists are not meant for accusatory debates.
7. DO NOT have bilateral discussions on mailing lists. If you have to discuss things bilaterally please e-mail the person directly, it avoids clogging up peoples inboxes and reducing the efficacy of the mailing list.
8. ENSURE that confidentiality of all e-mails is respected.

APRRN Leadership

APRRN Secretariat

The Network is coordinated through the work of the Secretariat in Bangkok. Its main responsibilities include coordinating advocacy activities, facilitating information/resource sharing, networking, outreach activities, organising APRRN consultations/trainings/workshops, representing APRRN in different fora as well as fundraising and financial management. The APRRN Secretariat is currently comprised of the Interim Executive Director, two Programme Officers, one Admin Officer, one Finance Officer, as well as interns. Details of the Secretariat programme staff include:

- Julia Mayerhofer (APRRN Interim Executive Director): julia@aprrn.info
- Helen Brunt (APRRN Programme Officer): helen@aprrn.info
- Evan Jones (APRRN Programme Officer): evan@aprrn.info
- Telephone: +66 2 252 66 54

APRRN Steering Committee

APRRN is governed and overseen by the *Steering Committee*. Each geographic working group elects a Chair and a Deputy Chair and each thematic group elects a Chair to be representatives on the Steering Committee. They are responsible for working with the Secretariat to coordinate the implementation of the action plans. The Steering Committee is elected by APRRN members for two-year terms, and members are eligible for re-election for a maximum of two consecutive terms. The Steering Committee meets every 3 months and discusses urgent issues via teleconference. A summary of every meeting will be distributed afterwards to all APRRN members and the full minutes are also available upon request.