



## **THE PAN-AFRICAN FORUM ON MIGRATION (PAFOM)**

### **Standard Operation Procedures**

#### **1. Background to the Pan African Forum on Migration (PAFOM)**

The Pan African Forum on Migration herein referred as “PAFOM” is an African Union continental consultative process on migration and human mobility issues in the continent. The forum brings together all African Union (AU) Member States (MSs), Regional Economic communities (RECs), UN agencies and the intergovernmental organizations to deliberate on topical issues that affects migration governance in Africa with a view of shaping and informing policy development, sharing experiences, information sharing among other objectives. The Forum also brings on board other key stakeholders that include African diaspora networks across the globe, African civil society, academia, Trade Unions, Employers bodies, media, local authorities and other relevant partners from the continent and beyond.

Since its inception in 2006, following the 2006 AU Executive Council Decision (EX.CL/276 (IX)) on the Migration Policy Framework for Africa, PAFOM has held 4 sessions in different parts of the continent that provided Member States and RECs with a platform to share information and further build a common understanding on several migration agendas in the continent. The first Pan-African forum on migration held in Accra, Ghana for example, provided inputs towards the preparation of the Africa-EU Summit on Migration in Valletta, Malta in November 2015. The forum also assessed the progress made in the inception phase of the Regional Joint Labor Migration Programme (JLMP) by the AU, ILO, IOM and UNECA and its way forward. The Second Forum, the Lusaka Forum contributed to enhancing capacities of the African Institutions to facilitate intra-regional migration, human mobility and free movement of goods and services through improved integrated border management in response to AU Decisions, Policies and Declarations on Migration and Development in Africa.

The Third Forum that was held in Kampala, Uganda in 2017, provided an initial discussion and consultations of the Global compact for Migration. Its outcome document was used as part of the working documents that helped in the development of the Regional consultations Report for the preparations for the Global Compact on Migration in Africa. It was also used as a reference document in the development of the Common African Position on the Global Compact on Migration by the African Union. The Fourth Forum held in Djibouti in 2018 provided a forum where participants took stock of the progress made in the implementation of the Protocol on Free Movement in Africa. The outcome document that identified challenges and opportunities that exists in the implementation of this Protocol has been critical in supporting the Commission in its strategy in advocating for the signing of the Protocol and implementation of its roadmap.

As the need to support AU Member States to share experience and promote a continental migration agenda continues, there is an urgent need to establish and where possible, strengthen the existing national, regional and Continental migration consultative forums to ensure they are responsive to the needs of AU Member States and RECs in promoting sustainable migration governance in the continent. This will also enhance their sustainability and relevance within the African Migration Governance Architecture, in all levels in the continent. As a critical continental Interstates mechanism, PAFOM plays a pivotal role in bringing together all regional and national consultative frameworks and provides a guidance for their agenda. The forum also provides a cross pollination of ideas, technical or otherwise among different regions of the continent with the aim of improving the way migration is governed in the continent.

These Draft Standard operation Procedures seeks to achieve clarity in terms of objectives of this forum, relevance, level of participation and organization. It also provides an operational framework to the 2006 Ministerial Decision by providing a clear operating modality of this forum in terms of the Chairmanship, support structure, funding and hosting arrangements of future PAFOMs. This will ensure that the forum plays a crucial role in the implementation of the AU Migration Agenda including the Migration Policy Framework for Africa and other legal and policy frameworks on migration. It will also be a strategic forum to build continental common understanding on International migration agenda as well before embarking on engagement with the international community.

## **2. Objectives**

The overall purpose of PAFOM is to provide an open forum where Member States and RECs; together with other non-state actors meet to share information, experiences and good practices on migration and mobility governance issues in the continent. This is with the aim of strengthening migration governance in the Africa.

### **Specifically, PAFOM serves to:**

- i. Promote and deepen sustained inter-State and inter-regional dialogue to enhance collaboration and cooperation on migration and human mobility issues;

- ii. Provide a forum for sharing context specific issues on migration and human mobility with the aim of enhancing opportunities for the wider migration community to learn from each other through best practices at national, regional and continental level.
- iii. Create strong linkage, and provide an opportunity for Regional Consultative Processes through their RECs and Member States to share their progress reports in the implementation of the Migration Policy Framework for Africa (MPFA) and other relevant migration agenda of the continent, including the Plan of Action for the Implementation of the Global Compact on Migration in Africa.
- iv. Foster a common African understanding among AU Member States and other stakeholders of the migration agenda in the continent and or before engagement with the international community on issues of migration and human mobility to enhance Africa speaking with one voice.
- v. Promote coherent, comprehensive and differentiated policies and legal frameworks at the continental, regional and national level on migration and human mobility in order to enhance harmonization of these policies at all levels in the continent.
- vi. Promote the dissemination of positive narrative on the African Migration through provision of adequate and timely information on African migration agenda, including causes, dimensions, patterns, and consequences of migration, as well as trends and impacts of migration; with the aim of addressing negative migration narrative in and outside the continent.

### **3. Membership and level of Participation in PAFOM**

#### **a) Membership and Participation of Member States and RECs**

As an African Union Initiative, all AU Members States of the African Union and the Regional Economic Communities (RECs) will be Members of the Forum.

Each AU Member States and RECs will be expected to nominate a senior officer, dealing with migration and human mobility; to be the focal person on all matters of PAFOM and also support national and regional consultative processes and or mechanism (NCMs and RCMs).

#### **b) Membership and Participation of Non-State Actors from Africa**

Senior officials from the following organizations and institutions will also be invited to attend:

- i. African Union Commission departments, independent offices and institutions dealing with migration
- ii. The UN Agencies under the UN Migration Network

- iii. Relevant International Organizations dealing with migration and human mobility in Africa
- iv. Relevant Pan African Civil societies dealing with migration issues in the continent.
- v. Academic Institutions
- vi. Local Authorities
- vii. Diaspora networks
- viii. Pan African Parliament
- ix. African Group representatives from Geneva, Brussels and New York dealing with migration issues.
- x. The media
- xi. Continental Trade/workers Unions
- xii. Continental Employers Federations
- xiii. African Independent Migration institutions and or companies
- xiv. Continental Recruitment agencies
- xv. Continental Airlines and shipping companies

PAFOM Chair, through authority and advice of Member States and RECs; may invite any other Continental institutions and or organizations that may not be reflected in the above list to attend.

**c) Membership and Participation of State and Non-State Actors from outside Africa (Friends of PAFOM)**

The following States and non-States Actors from outside the continent may also be invited to attend the Forum:

- i. Selected foreign State that has been accredited with the African Union and is actively partnering with the AU or its Member States and RECs on migration governance.
  - ii. Selected Foreign State development agency with technical expertise on migration governance in Africa and has been accredited with the African Union and Regional Economic Communities.
  - iii. Selected other external institutions and organizations as Member States will deem it fit to invite by consensus.
- d) The institutions and organizations in sub section (c) above if invited, will attend as observers.

**4. Structure, Leadership and technical support of PAFOM**

**a) Chairperson of PAFOM**

There shall be a Chairperson of the Forum who shall be a Member State nominated to host the PAFOM meeting as per the set criteria.

***The Roles and Responsibilities of the Chairperson of the Forum shall be:***

- i. Chair both the Ministerial and Senior Officials segments of PAFOM and ensure the meeting achieves its desired objectives.
- ii. Prepare, with support of the Secretariat, the Annual Forum at both Senior Officials and Ministerial levels and ensure they meet the highest meeting standards as per the AU regulations.
- iii. Act as focal point for follow-up on the Forum-related initiatives and their implementation; throughout the period of the chairmanship.
- iv. Represent the Forum at regional Inter States consultative Forums and other relevant international forums and events, acting on behalf of and in accordance with decisions of PAFOM Member States
- v. Promote the visibility of the Forum at regional, continental and international platforms.
- vi. With support of the Secretariat, follow up on the implementation of the PAFOM Report as per Member States recommendations in all relevant AU forums including AU Statutory meetings.
- vii. Submit and present PAFOM Report to the STC on Migration, Refugees and IDPs and any other relevant stator meeting as members may deem fit; to enhance political support to PAFOM work.
- viii. Support the Secretariat in mobilization of resources in hosting the Annual forum and any other preparatory meetings.
- ix. Liaise with hosting PAFOM hosting country in providing necessary financial and technical support to supplement; where need arises, the budget deficit to successfully host the forum.

**b) The PAFOM Secretariat**

There shall be the PAFOM Secretariat at the Department of Social Affairs in the African Union Commission.

**The Secretariat shall undertake the following roles and responsibilities:**

- i. Support the Chairperson in the preparations of the annual Forum including sending out meeting invitations and other relevant meeting documents including logistical information.
- ii. Prepare draft meeting documents and agenda for the Forum in close collaboration with the Chair or his/ her appointed representative and ensure their timely circulation to members.
- iii. Prepare Annual budget for the forum in consultation with the Chair and support its resource mobilization.

- iv. Act as a focal point in implementation of visibility and general communication of the Forum.
- v. Provide technical support to the Chair of the Forum in executing his/her mandate as per article 5 (a).
- vi. Provide secretariat work during the Forum meetings at both Ministerial and Senior Officials levels.
- vii. Develop and ensure circulation of the final meeting outcome report in a timely manner in all the AU languages to all participants.
- viii. Act as liaison to the National and Regional Consultative Processes/Mechanisms (RCPs) to ensure there is synergy with the work of PAFOM.
- ix. Provide technical support to Regional and National Consultative processes/mechanisms to ensure they achieve their mandates.
- x. Functions as the institutional memory of the Forum, maintains the archives and manages the Forum web portal.

In undertaking the above functions, the Secretariat will work in close collaboration with the International Organization of Migration (IOM), the UN Economic Commission for Africa (ECA) and other relevant organizations; to ensure the realization of the PAFOM objectives.

#### **5. Meeting Modalities of PAFOM**

PAFOM meetings shall be divided into two segments: Senior officials' and Ministerial segments.

##### **a) Meeting modalities of Senior officials Meeting:**

- i. The PAFOM Senior Officials meeting will be held annually, preferably in the third quarter of each Year. This meeting will be **a minimum of two days meeting and a maximum of three days** depending on the weight of the agenda.
- ii. The theme and agenda of the meeting of Senior Officials will be developed by the Secretariat in consultations with the Chair of PAFOM for the next meeting.
- iii. The Senior Officials meeting will be chaired by the PAFOM Chair and he/she may request any other Member State to sit in on his/her behalf in any session of the meeting.

##### **b) Meeting Modalities of the Ministerial Meeting**

- i. There shall be **a one-day Ministerial meeting** of PAFOM immediately after the Senior Officials of PAFOM meeting.
- ii. The Ministerial meeting shall consider the report of the Senior Officials of the PAFOM and provide any other policy guidance and political support to the agenda of the PAFOM.

- iii. The Ministerial meeting shall be chaired by PAFOM Chair at the level of the Minister.
- iv. The Agenda and other meeting documents for the Ministerial meeting will be developed and shared by the PAFOM Secretariat.

## **6. Hosting of PAFOM**

PAFOM shall be hosted by any AU Member States as per regional representation. Each region will host the meeting in a rotational basis.

### **a) Election and Handover of PAFOM Hosting Country**

- i. The hosting country shall be the Chair of the PAFOM for that year and during the meeting and shall handover to the next Chairperson in the last session of the Ministerial meeting once election has been conducted.
- ii. The election of the new hosting country shall be conducted during the Senior Officials meeting of the PAFOM and endorsed in the Ministerial meeting.
- iii. The hosting country shall be determined by simple majority and whenever there is a tie in votes, a final count shall be done through consensus.

### **b) Criteria for Hosting PAFOM**

The following shall be the criteria for hosting PAFOM:

- i. The hosting country shall be in good standing in the implementation of the AU Migration Agenda and Common Positions; including the implementation of relevant AU Legal and Policy Frameworks that promotes continental integration as per the Agenda 2063.
- ii. The hosting country shall be willing to support the resource mobilization for the hosting of the Forum in the host country.
- iii. The Hosting country must be willing to undertake the roles of the Chair of PAFOM as reflected in Article 5 (a).
- iv. The Hosting country shall not be a country under suspension from AU activities.

## **7. Funding of PAFOM**

Funding for PAFOM shall be derived from the annual budget of the AU Commission funded by Member States.

However, in case of any deficit in the above budget provisions, funds shall be mobilized from the host country and any other relevant partners.

## **8. Decision of PAFOM and Linkages with AU Decision making Structures on Migration**

All decisions of the Forum meetings will be taken on the basis of consensus and shall be non-binding.

However, the outcome report shall be forwarded to the relevant thematic Specialized Technical Committee (STC) and the one on Migration, Refugees and IDPs for endorsement.

## **9. Operationalization and Amendments to these Standard operation Procedures**

These Terms of Reference shall immediately be operational once validated by the Ministerial Forum during its session to be held in Cairo, Egypt on 16<sup>th</sup> of September, 2019.

Any amendments to this SOPs shall only be undertaken by the respective Ministerial meeting of the Forum through a motion by a Member State.