

Manual de Participação - Etapa Nacional

APOIC



















REALIZAÇÃO:



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# WELCOME

Brasilia, November 8-10, 2024

Dear participant,

Welcome to the National Stage of the 2nd National Conference on Migration, Asylum and Statelessness - 2nd COMIGRAR with the theme "Citizenship on the Move". Under the terms of **SENAJUS/MJSP Ordinance No. 103 of July 31, 2024**, this is an important initiative that reasserts Brazil's commitment to defend and realize the rights of the migrant, refugee and stateless population.

A decade ago, the 1st COMIGRAR marked a historic moment in Brazil's migration, asylum and statelessness policies, contributing significantly to the approval of the Migration Law (<u>Law 13.445/2017</u>). Today, we are resuming this important space for dialogue and social participation in order to make further progress in protecting and promoting the rights of this population.

The 2nd COMIGRAR continues the debate and mobilization around the improvement of public policies offered by the Union, states, municipalities and the Federal District, with the aim of consolidating the social participation of migrants, refugees and stateless people in the formulation of policies, programs and actions for individuals and families, as well as deepening the inclusion of the issue, across the board, in the different existing sectoral public policies.

The Preparatory Stage of the 2nd COMIGRAR was an important exercise of democratic participation throughout the country. In total, 119 conferences were validated, including 22 State and Federal District Conferences, 32 Free National Conferences and 65 Free Local Conferences. Around 14,000 people took part in these various conferences, half of whom were migrants, refugees, and stateless people. This intense preliminary process resulted in the drafting of more than 2,000 proposals, which were consolidated into 180 and will be discussed at the National Conference with the 269 elected delegates taking part in the three-day event in the federal capital.

This manual was prepared with the aim of providing guidance to stage the 2nd COMIGRAR, helping those taking part in the activities to discuss and deliberate proposals, as well as those who will be present at all the other non-deliberative activities organized by public bodies, civil society and invited institutions, and aimed at the general public.

Acknowledging the importance of collective efforts to improve public policies aimed at the migrant, refugee, and stateless population in Brazil, we wish you an enriching participation in the 2nd National Conference on Migration, Asylum and Statelessness - Citizenship on the Move.

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# INTRODUCTION

The purpose of this manual is to provide guidance on the activities that will take place during the 2nd National Conference on Migration, Asylum and Statelessness - 2nd COMIGRAR, as well as to provide logistical information to all participants, to facilitate attendance and participation during the event. In short, the handbook aims to make the 2nd COMIGRAR an accessible, interactive event with many meetings, articulations, discussions, and prioritization of proposals.

The theme of this conference, "Citizenship on the Move", sums up in one phrase the complexity and dynamic nature of building policies for migrants, refugees, and stateless people. Creating lasting initiatives and public policies requires, on the one hand, the enshrinement of common, universal, and indivisible rights and, on the other hand, consideration of the specificities inherent to populations in situations of mobility and forced displacement. This dynamic will drive the debates at the 2nd COMIGRAR, which invites us to reflect deeply on the inseparable relationship between citizenship and migratory movements.



## GENERAL GUIDELINES

#### 1) Where will the 2nd COMIGRAR be held?

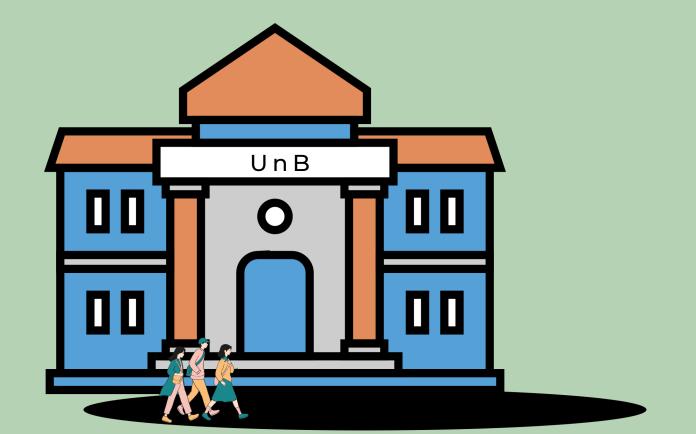
The 2nd National Conference on Migration, Asylum and Statelessness will be held on November 8, 9 and 10, 2024, in Brasília, Federal District.

This is the capital of Brazil, designed by Lúcio Costa and Oscar Niemeyer, inaugurated in 1960, and the place where the headquarters of the main federal public administration bodies are based. Brasília is of great political, economic, and cultural importance to the country, and holding the 2nd COMIGRAR in its territory is an opportunity to bring together relevant players, as well as giving visibility to the issue of migration, asylum, and statelessness.

The activities of the 2nd COMIGRAR will take place at the Darcy Ribeiro Campus of the University of Brasília (UnB), in the spaces of the UnB Teachers' Association (ADUnB) and the UnB Faculty of Education (FE). The UnB campus is located in the administrative region of Asa Norte, about 18km from the international airport of Brasília Presidente Juscelino Kubitschek.

#### **ADUnB address:**

University Campus Darcy Ribeiro - Gleba A - Casa do Professor - Asa Norte, Brasília - DF, 70910-900



#### CHECK OUT THE UNB MAP BELOW



Also take the opportunity to download the <u>Trilha da Arquitetura e Arte</u> mobile application and have access to a pocket guide to architecture and art at UnB.



# 2) How will the activities of the 2nd COMIGRAR be distributed?

The 2nd COMIGRAR will be divided into **two main blocks of activities**. The **first block** will include activities to **discuss and deliberate on the proposals** included in the Proposals Booklet. **There will be 180 proposals**, **30 (thirty) per thematic axis**, which will be discussed in **three stages: Working Groups (WGs)**, **Mini-Plenary Sessions and the Final Plenary Session**, with the active participation of the delegates elected in the preparatory stages and those invited. The aim of this block is to discuss and choose the proposals that will be included in the Final Notebook of the 2nd COMIGRAR.

The second block will comprise of the **extended program**, containing all the other activities of a non-deliberative nature, organized by public bodies, civil society and invited institutions, and aimed at the **general public**, such as students, researchers and those interested in the subject. **The activities of the two blocks will take place simultaneously**.

The extended program was designed to include everyone in the activities of the 2nd COMIGRAR, thus promoting the social and political participation of migrants, refugees and stateless people, integration, and the exchange of experiences between the various actors involved, as well as raising awareness of the issue in Brazil.



#### 3) Who can take part in the 2nd COMIGRAR?

The 2nd COMIGRAR will have the following categories of participation:

**Delegates:** candidates over 18 (eighteen) years of age elected at the State Conferences and National Free Conferences, according to the number of vacancies publicized, with the right to speak and vote throughout the National Conference;

**Guests:** invited by the National Organizing Committee, with the right to speak in the Working Groups (WGs) and Mini-Plenary Sessions;

**Observers:** invited by the National Organizing Committee, voluntarily registered in this category, interested in following the discussion process of the WGs and Mini-Plenary Sessions and their follow-up - such as representatives of governments, international organizations and civil society, students, researchers - without the right to speak or vote;

**General public:** participants and organizers of activities included in the extended program of the 2nd COMIGRAR.

Members of the National Organizing Committee, organizational teams from the Ministry of Justice and Public Security and the UnB Teachers' Association will also be present throughout the conference, as well as partners supporting the 2nd COMIGRAR.



#### **ACCREDITATION**

According to the schedule presented in Annex I of this manual, the 2nd COMIGRAR will be **exclusively accredited** in person and open to all persons, upon presentation of physical or digital documentation with photo, only on:

- November 08, 2024, from 18h00 às 21h00;
- November 09, 2024, from 8h00 às 18h00;
- November 10, 2024, from 8h00 às 12h00.

**Delegates, guests, and observers** will receive a participant kit at registration, containing the support material for all the days of the 2nd COMIGRAR.

The **general public** is asked to **sign attendance lists** when participating in non-deliberative activities organized by public bodies, civil society and invited institutions.

#### **Attention!**

Delegates, guests and observers must sign the attendance lists for the three days of the 2nd COMIGRAR event. This is official proof of your participation!

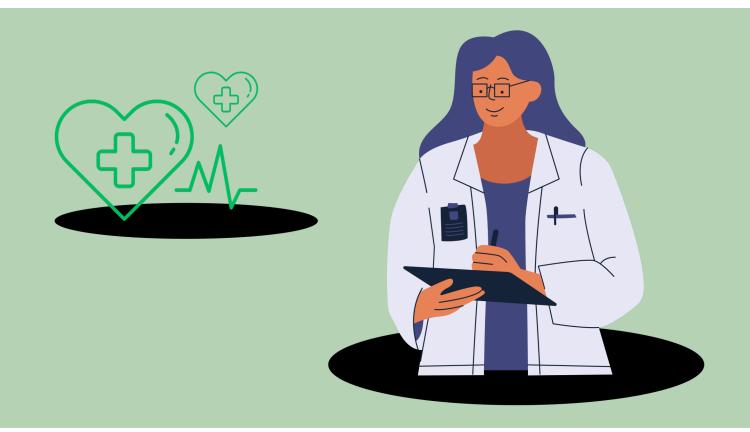


#### **HEALTH**

We recommend keeping your vaccination card up to date, including the influenza and Covid-19 vaccines within the recommended timeframe. Take advantage of this and download the **Meu SUS Digital** mobile app to get your vaccination certificate in digital format.

In the event of flu-like symptoms (fever, runny nose, body aches, sore throat), please reassess your participation in the event, in which case you will need to wear a mask. If you take medication on a continuous basis, bring enough for all the days of the event. If possible, bring your medical prescription with you, and if you need support restocking it, contact the National Organizing Committee of the 2nd COMIGRAR.

**Note:** Health care during the 2nd COMIGRAR will be provided on an urgent and emergency basis. If you need to be taken to hospital, an ambulance with a multi-professional team will be available.



#### **Accommodation**

The city of Brasília has a large hotel and accommodation network to accommodate all the people taking part in the 2nd COMIGRAR.

#### Be sure to make your reservation in advance!

Start by searching for hotels in areas close to UnB, such as Asa Norte and Asa Sul. Also consider hostels, inns, and shared accommodation platforms which provide cheaper and more accessible options. Always prioritize safe and well-rated places, especially if it is your first time in the city.

#### **Attention!**

Delegates elected and funded by the Ministry of Justice and Public Security are responsible for making reservations and paying for their stay during the three-day event in Brasilia with the per diem funds made available.

#### **Transportation**

The campus of the University of Brasília (UnB) has nearby bus stops, parking spaces and can be accessed by cabs or transportation app drivers.

**We recommend** that participants for the 2nd COMIGRAR consider **sharing transportation costs** with other colleagues, especially women, with or without children, given that the event will last until early evening and the flow of people at the university is reduced.

Please note that bus timetables may change at night and at weekends. Take the opportunity to access the <u>DF no Ponto system</u> to check routes and lines, including visualization of routes and information about bus stops.

#### Bus lines: Brasília International Airport - Hotel Sector North and South

- Linha 0.102: Airport/Lago Sul (Ponte das Garças)/Plano Piloto Bus station
- Line 102.1: Airport/Lago Sul (Herons Bridge)/Plano Piloto Bus station (HFAB)
- Line 0.030 Airport/W3 North-South/Asa Norte Bus Station (SQN 212-213)

#### Bus lines: Asa Sul - UnB

- Line 136.4: Asa Sul Bus station/L2 Sul e Norte (UnB)/Varjão Bus station
- Line 0.110: Plano Piloto Bus Station/UnB (Circular)
- Line 0.167: Guará II-I/EPTG/L2 Sul-Norte/UnB/Asa Norte Bus station

#### **Bus lines: Asa Norte - UnB**

- Line 0.110: Plano Piloto Bus station/UnB (Circular)
- Line 0.760: Paranoá/L2 Norte (UnB)/Plano Piloto Bus station
- Line 0.339: Sector PSul/Estrutural/Eixo Monumental/L2 Norte/UnB/Asa Norte Bus station

#### Bus lines: Asa Sul and Asa Norte/Brasília International Airport

- Line 102.6: Circular Asa Sul Bus station/Airport
- Line 0.030: Asa Norte Bus station (SQN 212-213)/W3 Norte-Sul/Airport
- Line 0.011: Asa Norte Bus station (Entre Quadras Norte)/Esplanada (L2 North)/Airport (Eixão Sul)

#### **Attention!**

Avoid using irregular transportation. For your safety, always choose regulated transport services, such as licensed cabs, authorized transport apps or official public transport. Using irregular transportation can put your personal safety and belongings at risk.



#### **Food**

For lunch on Saturday and Sunday, the <u>University Restaurant</u> will be open to the public of the 2nd COMIGRAR, with advance ticket sales in the Conference spaces. The cost of a full meal is R\$15.20. Please note that there will be meal options for vegetarians.

#### **Attention!**

The delegates funded by the organization of the 2nd COMIGRAR must use the amount they receive in per diems to pay for food during all the days of the event.



#### a)Useful numbers for emergencies and services

Military Police: 190Fire Brigade: 193

• SAMU (Emergency Medical Services): 192

• Dial Human Rights: 100

Civil Defense: 199Detran-DF: 154

• Women's Helpline: 180

• Brasilia International Airport: (61) 3364-9000

• Department of Tourism: (61) 4042-0400



#### **Accessibility**

The following accessibility resources will be made available during the 2nd COMIGRAR to ensure the right to equal opportunities for all people:

Sign language interpreters: during the Opening Session and Final Plenary.

**Reserved seating:** during the Opening Ceremony and Final Plenary, as well as in the discussion rooms of the WGs, there will be reserved spaces for people in wheelchairs, with reduced mobility, blind people, people with impaired vision, overweight people, pregnant women, people with toddlers and people accompanying them, as indicated on the registration form.

**Accessible toilets:** at all ADUnB and FE locations there are toilets that comply with current legislation, as well as adapted mobile toilets.

**Architectural accessibility:** there are ramps for people in wheelchairs or with reduced mobility when accessing the stage of the main auditorium and the halls.

**Space for babies and children:** FE's facilities include a playroom and a room for breastfeeding and changing toddlers. The program of the 2nd COMIGRAR includes activities aimed specifically at welcoming children and ensuring their social participation.



#### **Image use**

The participants of the 2nd COMIGRAR authorize the use of their images (photos and videos) in the records made by the communications team during the event. The Ministry of Justice and Public Security will use the material exclusively for informational and promotional purposes of the 2nd COMIGRAR.

If you have any restrictions on the use of images, please contact the National Organizing Committee!



#### Conduct on the 2<sup>a</sup> COMIGRAR

The 2nd COMIGRAR will be attended by representatives of public authorities, international organizations, the media, academia, and civil society, including groups of migrants, refugees, and stateless people. The diversity of the audience requires an ethical commitment from everyone present to ensure that the spaces for participation are safe, free, and respectful throughout the conference.



#### **Attention!**

Any form of discrimination or harassment on the grounds of gender, sexual orientation, age, disability, neurodiversity, race, ethnicity, belief, religion, nationality and migratory status is prohibited during all 2nd COMIGRAR activities.

Should any participant feel that they have been the target of discrimination, harassment or any inappropriate conduct, we encourage them to promptly report the situation to the National Organizing Committee, which will take the necessary measures, while ensuring confidentiality and protection, to investigate and address any incidents, reaffirming the 2nd COMIGRAR's commitment to providing an inclusive and respectful environment for all people.

# GUIDELINES ON THE WORKING GROUPS (WGS), MINI-PLENARY SESSIONS AND THE FINAL PLENARY SESSION OF THE 2ND COMIGRAR

#### Discussion and deliberation of proposals

The discussions at the 2nd COMIGRAR will be divided into three parts

- Working Groups (WGs): 12 (twelve) WGs, 2 (two) for each thematic axis;
- Mini-plenary sessions: 1 (one) for each thematic axis;
- Final Plenary.

#### **Attention!**

Delegates, guests and observers must indicate, when <u>registering online</u>, the thematic axis in which they are interested in participating. However, it is possible that participants will be directed to a different WG of their choice, in order to better accommodate everyone and optimize the debates.



### Guidelines on the Working Groups (WGs)

#### What are Working Groups (WGs)?

The Working Groups (WGs) of the 2nd COMIGRAR are consultative spaces for discussing, qualifying, and prioritizing proposals.

The 2nd COMIGRAR will have 12 (twelve) WGs, 2 (two) for each thematic axis, which will take place simultaneously. Discussions in the WGs will take place in 2 (two) shifts, in the morning and afternoon of November 9, 2024, according to the schedule. Each person can participate in 1 (one) WG throughout the Conference.

Participation will only be allowed for delegates, guests, and observers.

**Information about your WG and assigned room will be provided during registration.** This information will also be included on your name badge. An attendance list with the names of those registered will be made available in each room to be signed during the two (2) shifts.

The proposals relating to the specific thematic axis will be included in the Proposals Booklet and will be presented and discussed in the WGs. Each WG will discuss 30 (thirty) proposals.

#### Each WG will include:

- 1 (one) coordinator: the person responsible for explaining how the work will take place, coordinating the discussions of the group, registering speakers, mediating speaking times, and guaranteeing the right of participants to speak;
- 1 (one) recorder: the person responsible for recording the amendments to the initial proposals and the finalized proposals in the recording instruments made available by the National Organizing Committee, as well as other relevant notes concerning the progress of the WG;
- 1 (one) rapporteur: the person responsible for taking minutes of the discussions in the WG, as well as supporting the coordinator in the process of voting on the proposals.

They will be responsible for providing information on the rules governing the work and assisting in the discussions to produce a Final Report for the WGs, which will be sent to the Mini-Plenary Sessions.

#### **Attention!**

To make the most of the debates and to decide which WG you want to take part in, we suggest reading the Proposals Booklet available on the 2nd COMIGRAR website. In these documents, you can find more information about the Conference's thematic axes and the proposals that came from the Preparatory Stage!

Participants in the WGs will be able to suggest additive, suppressive and substitutive amendments to the proposals, as long as they maintain the original meaning of the ideas. Twelve (12) proposals will be chosen according to prioritization criteria, to be sent to the Mini-Plenary of their respective axis.

#### Tip!

Use the materials provided in the participant kit to take notes! Pay attention to the debates and respect other participants' speaking time! Please leave your cell phone on silent mode during the work of the WG!



# Guidelines on the Mini-Plenary Sessions

#### **What are Mini-Plenary Sessions?**

The Mini-plenary Sessions are an **intermediate session between the WGs and the Final Plenary**. They are organized by bringing together the two WGs of each thematic axis.

The Mini-Plenary Sessions will aim to harmonize the text and enable the collective construction of the final draft of the proposals that will be forwarded to the Final Plenary Session. Participation will only be allowed for delegates and guests who were part of the WGs of the corresponding thematic axis.

The activities will be led by a team made up of **one** (1) **coordinator**, **two** (2) **recorders and two** (2) **rapporteurs**, who will be responsible for coordinating the discussions and recording the agreed final drafts.

Participation will only be allowed for delegates, observers and guests who were part of the WGs of the corresponding thematic axis.

The Mini-Plenary Sessions should work on aligning the final wording of those proposals that have received amendments and have been prioritized by more than one WG and should, in the end, **choose 8 (eight) priority proposals per thematic axis for the Final Plenary Session.** 

#### **Attention!**

Delegates, guests and observers should not participate in the WGs and Mini-Plenaries in which they are not registered and should observe the rules relating to their category of participation, especially in relation to the right to speak and vote during the debates!



# Guidelines on the Final Plenary Session

#### What is the Final Plenary Session?

The Final Plenary Session of the 2nd COMIGRAR will be held in the morning of November 10, 2024. The discussion will be conducted in two (2) rounds of thematic axes, and any changes to the proposals from the Mini-Plenaries are prohibited.

The Final Plenary Session will discuss and prioritize 5 (five) proposals for each thematic axis, compiling a total of 30 (thirty) prioritized proposals that will be included in the conference's Final Notebook to subsidize the federal government's actions.

During this session, only the delegates elected at the Preparatory Stage will have the right to speak and vote. The reading by the board of the prioritized proposals and approved motions will mark the end of the work of the 2nd COMIGRAR.





# MOTIONS

#### What are motions?

Motions are short texts that present political manifestations to be taken to the Final Plenary of the 2nd COMIGRAR. They can be presented by any of the participants, according to the template provided by the National Organizing Comittee. The participant can write a motion and collect signatures from the other participants and can sign motions drawn up by other people.

Its content must be related to the thematic axes of the conference and <u>may not</u> <u>violate constitutional principles and/or the defense of human rights.</u>

Motions will be considered approved when they are signed by at least 25 (twenty-five) delegates, guests, observers, and participants from the general public and assessed by the National Organizing Committee. Motions must be submitted to the National Organizing Comittee of the 2nd COMIGRAR with the appropriate signatures by 18:30 on Saturday, November 9, 2024.

The motions approved by the National Organizing Committee will be incorporated into the final report of the 2nd COMIGRAR and read out during the Final Plenary Session.



## EXTENDED PROGRAM

#### **Extended Program**

In addition to the activities involving discussions and the prioritization of proposals, the 2nd COMIGRAR will feature an agenda of non-deliberative activities, the initiative and responsibility of public bodies, ministries, academia, civil society organizations, international organizations, associations, and other invited institutions.

The activities will be held on Saturday and Sunday, November 9 and 10, 2024, simultaneously with the work of delegates, guests and observers and will be open to the public. The program and registration form will be made available in due course by the National Organizing Committee of the 2nd COMIGRAR.

The extended program could include lectures and talks; workshops; cultural and artistic exhibitions; film and documentary screenings; book and publication launch; project fairs and exhibitions; and activities for children, among others.



# LOGISTICS GUIDELINES

#### **Airfare**

Airline tickets will be made available and sent by email by the organizing team of the Ministry of Justice and Public Security (MJSP) to the delegates elected during the Preparatory Stage.

#### **Daily Subsistence Allowance**

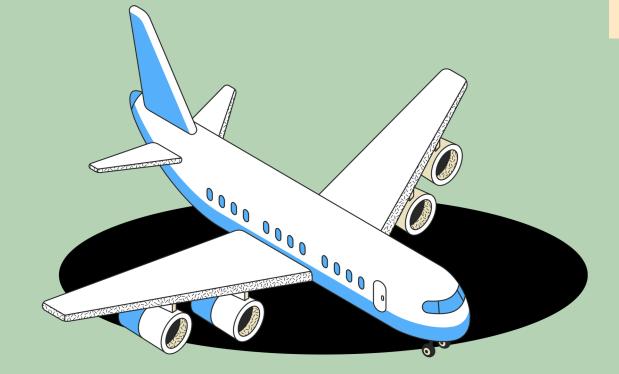
The payment of per diems is based on <u>DECREE No. 5.992/2006</u> and <u>DECREE No. 11.872/2023</u>, which provide the granting of per diems within the scope of the <del>direct, aut</del>archic and foundational federal administration for occasional collaborators, under the category "d) Other positions, jobs and functions".

Therefore, in accordance with the aforementioned regulations, the Ministry of Justice and Public Security (MJSP) will make per diems available to the delegates of the 2nd COMIGRAR, in addition to the additional boarding and disembarking fee of R\$95.00.

The per diems and the additional boarding and disembarkation fees will be deposited before the start of the trip in the bank account provided by the elected delegate by filling in the form sent by the MJSP. It is extremely important that the details of the bank account provided to receive the per diems correspond to a current account in the sole name of the delegate. **Joint accounts, savings accounts or digital bank accounts will not be accepted.** 

#### **ATTENTION!!!**

If your current account balance is negative, the amount of the per diems can be used to offset debits.





#### **Attention!**

Those who do not have a bank account must inform the MJSP. The Daily Subsistence Allowance will be paid upon the delegate's arrival in Brasilia, by bank order, which must be cashed at a Banco do Brasil branch during banking hours.

These Daily Subsistence Allowance will be calculated and paid proportionally, taking into account the number of days each delegate actually participates in the conference. The amount of the per diem is intended to adequately cover the costs of accommodation, meals, and transportation to UnB, ensuring that participants have the necessary material resources to be able to devote themselves fully to the activities of the 2nd COMIGRAR. Delegates must carefully manage these resources to ensure that they are covered for the entire duration of the event!

#### **Attention!**

Delegates who live in the metropolitan region of Brasilia will not be entitled to per diems. According to art. 1, § 3, item II of <u>DECREE No. 11.872/2023</u>, there will be no payment of per diems "when the travel occurs within the same metropolitan region, urban agglomeration or micro-region, consisting of neighboring municipalities and regularly established, or in areas of integrated control maintained with neighboring countries, whose jurisdiction and competence of Brazilian bodies, entities and civil servants is considered extended, unless there is an overnight stay away from the headquarters, in which case the per diems paid will always be those established for trips within the national territory."

For travel within the same city and/or between conurbated cities and/or the same metropolitan region, the delegate must use the additional boarding and disembarking resources provided by the MJSP.

If you need to travel via an intercity road, outside the metropolitan region of your municipality of residence, in order to reach the airport of departure - for example, from Nova Friburgo/RJ to Rio de Janeiro/RJ - we ask that you keep all proof of expenses incurred with intercity transportation (ticket/bus fare) so that the MJSP can reimburse you during the rendering of accounts, after checking. Cases will be assessed individually by the MJSP.

#### **Accountability**

This is only compulsory for those people who have tickets issued by the National Organizing Committee of the 2nd COMIGRAR. In these cases, the documentation for rendering accounts must be sent no later than 5 (five) working days after the date of return from the 2nd COMIGRAR. The National Organizing Committee of the 2nd COMIGRAR will provide information and support for the accountability of delegates at the time of accreditation.

In order to account for your trip, you will need to **submit the following documents:** 

- 1) Travel report, duly completed and signed, to be made available at the time of accreditation or by e-mail, and
- 2) All boarding passes (roundtrip).



#### **Attention!**

Accountability is an obligation of the delegate. Failure to do so constitutes an act of administrative improbity, according to Law 8.429/1992, art. 11:

"VI - failing to render accounts when he or she is obliged to do so, provided that he or she has the

conditions for this, with a view to concealing irregularities;".

# THE NATIONAL CONFERENCE PROGRAM

DAY 11/08

FRIDAY

18h00 - 21h00: Accreditation 18h00 - 18h30: Coffe Break 18h30 - 21h30: Opening Table

DAY 11/09

SATURDAY

8h00 - 18h00: Accreditation

9h00 - 19h00: Extended Program

8h30 - 09h30: Master Class 9h30 - 10h00: Coffe Break

10h00 - 12h30: Working Groups (moorning)

12h30 - 13h30: Lunch

13h30 - 16h30: Working groups (afternoon)

16h30 - 17h00: Coffe Break

17h00 - 19h00: Mini-Plenary Sessions

18h30: Deadline for motions

DAY 11/10

SUNDAY

8h00 - 12h00: Accreditation

8h00 - 8h30: Coffe Break

9h00 - 14h00: Extended Program

8h30 - 13h00: The Final Plenary Session

