



GLOBAL MIGRATION GROUP

WORKING METHODS

1. Responsibilities

1. GMG Principals shall: (a) make strategic and policy decisions; (b) advocate the application of international legal standards and principles in the governance of international migration and in the formulation and implementation of policy; and (c) bring migration issues to the attention of the Secretary-General and Member States.
2. The Chair of GMG shall rotate among its members every six months. The Chair shall guide the implementation of an annual work plan with the full cooperation of GMG members, and in close consultation with the previous and the successive chair; promote the visibility of GMG within the United Nations system, among Governments and among non-governmental stakeholders; regularly liaise with the Special Representative of the Secretary General on International Migration and Development, and inform him of the activities of the Group; represent the GMG in official functions and meetings, including those of the Global Forum on Migration and Development; consult with the GMG before and report back to the Group after those official functions or meetings; take the lead responsibility in disseminating information through public and internal channels; promote cooperation among GMG members and the continuous sharing of information and research findings among GMG members.
3. Each member of the GMG shall be responsible for carrying out its share of the work plan once it is adopted by the Group and tasks are assigned; sharing on an on-going basis information that is relevant for the understanding of developments in the international migration field; promoting the visibility of the GMG through references in public communications, websites, printed matter and other information and communications activities; fostering cooperation and strengthening synergies with other GMG members.

2. Chairing arrangements

4. To the extent possible, the GMG Chair will rotate between members located in Geneva and those located elsewhere.
5. The two members who will take the Chair over a given calendar year shall be identified by 31 October of the previous year.



3. Organization of work

6. The GMG operates on the basis of an annual work plan, agreed upon by the Group, which is proposed by the Chair in office at the beginning of the year on the basis of consultations with the previous and the successive chair of the Group. The implementation of the GMG annual work plan is guided by the coordinated work of this Troika of chairs. The Troika will serve to facilitate the sharing of information through on-going maintenance of joint communication channels (website and workspace) and ensure continuity in the planning and implementation of joint initiatives and outputs.

7. The GMG holds working level meetings to coordinate activities toward the implementation of the work plan and assess progress made by members in that implementation.

8. Implementation of the work plan or specific parts of it may be carried out by all GMG members or by task teams led by a specific member, so as to foster closer collaboration and cooperation among team members.

4. Meeting of Principals

9. The GMG will hold a Principals meeting once a year for an in-depth strategic discussion. The date of the Principals meeting shall be established by the Chair, in consultation with the successive chair and the Group, by 31 January of each year.

10. Representation at the Principals meeting may be delegated to a designated senior official no lower than ASG level (or equivalent). An agency that is represented at the Principals meeting below ASG level shall hold observer status in the meeting.

11. The Chair will develop a tentative agenda for the GMG Principals Meeting. This agenda will be presented and discussed at a prior working level meeting.

12. Depending on the issues to be discussed, the Chair may invite experts or representatives of relevant governments or organizations that are not members of GMG, as well as the Special Representative of the Secretary General on International Migration and Development to address the Principals Meeting.

5. Working-level Meetings

13. As a general guideline, working level meetings shall be held at least quarterly.

14. The dates of the working level meetings will be established, to the extent possible, at the start of each Chairmanship.



15. Working level meetings shall be scheduled in such a way that all locations can participate via video (or audio) link. To the extent possible, the meeting will be held during regular working hours.

16. The agenda for each meeting will be circulated by the Chair two weeks in advance of the meeting.

17. Additional background information will be circulated among members one week before the meeting.

18. The agenda will indicate explicitly which items require a decision from the group.

19. GMG will endeavour to take decisions by consensus.

6. GMG website

20. GMG maintains and regularly updates a public website that provides information on the Group and its members, with links to the websites of its members.

21. On a biennial basis, the GMG will assign the task of maintaining the GMG website to one of its members.

22. Under the guidance of the Chair, the GMG website master will be responsible for periodically requesting input from GMG members with the purpose of updating the website.

7. GMG workspace

23. GMG maintains and updates regularly a password-protected workspace for sharing procedural and confidential information so as to maintain its institutional memory.

24. The Chair in office is responsible for adding to the GMG workspace all official documents issued during its tenure.

25. GMG members undertake the responsibility of posting documents, memoranda, comments or notes relevant for the work of GMG on the GMG workspace.