



Asia Pacific Refugee Rights Network

**Welcome Guide for New Members
(June 2013)**

Welcome to APRRN!

We are very pleased that you have decided to join the Asia Pacific Refugee Rights Network and we look forward to working together. As a member of APRRN you are part of a diverse and inspiring group of human rights defenders working to advance the rights of refugees throughout the Asia Pacific.

We have created this guide for you to better understand APRRN's work, your responsibilities as a member, and the ways that you can get involved in the movement. Please contact the Secretariat if you have any questions.

Thank you,

The APRRN Secretariat

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Membership Responsibilities

Core Principles of APRRN

All members are expected to subscribe to the following core principles of the APRRN:

- Using a rights-based approach
- The humanitarian principles of non-discrimination, impartiality, humanity, independence and accountability to affected populations
- Do no harm
- Building solidarity amongst civil society actors in the Asia Pacific region
- Working responsibly and with respect, accountability and transparency with each other

Member Expectations

Members are expected to uphold the rights of all persons, in particular refugees, stateless persons and forcibly displaced persons, as outlined in:

- The international refugee rights regime, which includes, inter alia, the 1951 Convention Relating to the Status of Refugees and its 1967 Protocol
- International human rights law
- International humanitarian law
- National and regional legislation
- International customary law
- Members are expected to abide by all APRRN regulations and rules.

Rules and Regulations

APRRN members should respect the following rules and regulations attached to this welcome guide:

- Articles of Association
- Process for joint statements

Complaints mechanism

APRRN members that wish to file a complain may do so by using our complaints form on the website: <https://docs.google.com/spreadsheets/embeddedform?formkey=dHJFZy04V09kWUNISXZsdWRXYXNLalE6MQ>

Working with APRRN

APRRN Working Groups

APRRN works through four geographic and five thematic working groups. The thematic working groups are made up of organisations and individuals working to address specific issues in relation to refugees. The geographic groups hold consultations to discuss and address the issues and challenges specific to each particular sub-region. Each working group is led by an elected Chair and Deputy Chair.

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

Statelessness

Women and Girls at Risk

To learn more about the activities of each working group or if you have an idea or would like to be 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.

Advocacy

APRRN encourages all members to play an active role in our advocacy. APRRN can provide members with a platform to access UNHCR, regional formations and other stakeholders. At the same time this also requires inputs 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 APRRN Secretariat will reach out to members to request for input and please also feel free to get in touch with Secretariat.

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 – for details on the joint statement process please check the documents in the appendix.

APRRN Events

APRRN hosts many events throughout the year. In the past APRRN has hosted legal aid trainings, refugee mental health trainings, short courses on international refugee law, and women's refugee dialogues. APRRN individual and organisational member are invited to participate in these events. To stay informed about any of APRRN's upcoming events, visit the "Upcoming Events" page on the APRRN website. Events will also be announced in the newsletter, send 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 scholarships to cover the costs for participants, otherwise participants are required to self-fund.

Asia Pacific Consultation on Refugee Rights (APCRR)

APCRR is held once every two years and brings together over 100 APRRN members from around the region to discuss the 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 during the 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 second half of 2014.

Online advocacy and information sharing

APRRN members are always actively sharing information and assisting each other through the online portals. APRRN has both a Facebook and Twitter account and has recently launched a blog on its website. Be sure to like us on Facebook so that you can receive all the latest APRRN posts in your news feed and follow us on Twitter. Help us spread the word about refugee rights by sharing our posts and re-tweeting our tweets.

Facebook

- LIKE us on Facebook
- SHARE our posts
- POST on the APRRN page
- ASK questions
- 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 sentence that encapsulates the text of the mail.
2. Keep the message text brief and succinct. If it's a long mail, please ensure you have a short brief at the beginning of the mail, which ensures that busy people (which is the 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 mail first, revise it before you send it. We have all sent emails 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 mal intent will result in immediate suspension of the account.
6. DO NOT make personal comments or accusation 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 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 trainings, workshops, and consultations of the working groups and facilitating information sharing between APRRN members. The APRRN Secretariat is currently comprised of one Project Coordinator, one Programme Officer, one Administrative Officer and two interns. Details of the Secretariat programme staff include:

- Anoop Sukumaran (APRRN Coordinator): anoop@aprrn.info
- Julia Mayerhofer (APRRN Programme Officer): julia@aprrn.info
- Telephone: +66 2 252 66 54

APRRN Steering Committee

APRRN is governed and overseen by a sixteen member volunteer Steering Committee. Each geographic working group elects a Chair and a Deputy Chair and the 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 brief of every meeting will be distributed after to all APRRN members and the full minutes are also available upon request.

A list of the updated Steering Committee can be found on the APRRN website.