



NGO Committee on  
**Migration**

WE ARE ALL  
MIGRANTS!

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## Mission Advocacy Preparations and Procedures

1. Get the phone number of the respective mission from the “Blue Book”, [www.un.int/protocol](http://www.un.int/protocol)
2. Call the secretary of the mission to find out who is the focal point for migration. Tell the secretary that we have materials that may be helpful in working on the Sustainable Development Goals.
3. When you telephone the focal point: Give your NAME and your ORGANIZATION and say that you are a REPRESENTATIVE of the NGO Committee on Migration. Ask for a brief visit and repeat that we have materials that may be helpful in working on the Sustainable Development Goals.
4. Set up a date and a time for the mission visit; send the names of the visitors and their organizations to the mission delegate and confirm in writing the date and time of the visit.
5. On the day of the visit, visitors meet to prepare procedures to be used. Decide who will take the lead and who will take other roles:
  - Greet the delegate and exchange business cards
  - Introduce the individual organizations of NGO visitors. Give a brief indication of countries and the type of work done by the NGOs. If there is a presence in the country of the minister, refer to it.
  - Lead person – along with the brochure, give an overview of committee work.
  - Hand the minister a hard copy of the Stockholm Agenda, annex, and signatories.
  - Listen for and note comments and ask questions of the minister. Ask about “best practices” that government supports regarding the issues above.
  - Be aware of the time to end the conversation.
  - Offer to send the materials that you have presented to the missions - electronically,.
  - Thank the minister and tell him/her that you will remain in contact them.
  - Agree on one person to fill out the report form and send it to: Maria Pia Belloni ([mpbelloni@hotmail.com](mailto:mpbelloni@hotmail.com))
  - E-mail a thank you to the ministers and attach the forms that you promised