



Rules of Procedure

Provides for the operating rules of the national stage of the 2nd National Conference on Migration, Refugees and Statelessness.

CHAPTER I GENERAL PROVISIONS

Art. 1 The national stage of the 2nd National Conference on Migration, Refugees and Statelessness, hereinafter referred to as the 2nd COMIGRAR, will be held on November 8, 9 and 10, 2024 in Brasília, Federal District, at the Darcy Ribeiro Campus of the University of Brasília (UnB).

Paragraph 1 The objectives, general guidelines and provisions for the national stage of the 2nd COMIGRAR are set out in SENAJUS/MJSP Ordinance No. 103 of July 31, 2024.

Paragraph 2 The provisions on the preparatory stage of the 2nd COMIGRAR are set out in SENAJUS/MJSP Ordinance No. 81 of September 20, 2023.

Art. 2 The 2nd COMIGRAR, of a consultative nature, will have national scope, as will the proposals and documents approved therein.

Art. 3 The debates at the 2nd COMIGRAR will strive for respect and quality, guaranteeing the participation, plurality and representativeness of the social segments, especially the migrant, refugee and stateless population, in a broad and systemic view of the issues related to the migrant, refugee and stateless population in Brazilian territory, Brazilian returnees and Brazilians living abroad, thus promoting the development of inclusive public policies.

CHAPTER II STRUCTURE AND ORGANIZATION

Art. 4 The 2nd COMIGRAR will be chaired by the General Coordination of Migration Policy of the Migration Department of the National Secretariat of Justice of the Ministry of Justice and Public Security, to which the conference's Executive Secretariat team is attached.

Art. 5 The planning and organization of the activities of the 2nd COMIGRAR will be carried out by the National Organizing Committee, in accordance with SENAJUS/MJSP Ordinance 103 of 31 July 2024.

Art. 6 The 2nd COMIGRAR will have a simultaneous program, divided into two blocks:

- I - activities to discuss and deliberate the proposals;
- II - extended program.

Paragraph 1 The activities for discussion and deliberation of the proposals will comprise the Working Groups (WGs), Mini-Plenary Sessions and the Final Plenary Session, respectively, and will aim to improve and prioritize the proposals contained in the 2nd COMIGRAR Proposals Booklet.

Paragraph 2 The extended program will include activities on topics related to migration, refuge and statelessness; it will not be deliberative; it will be open to the public and will be held simultaneously with the Working Groups (WGs), the Mini-Plenary Sessions and the Final Plenary Session.

CHAPTER III PARTICIPATION CATEGORIES

Art. 7 The 2nd COMIGRAR will have the following categories of participation:

I - delegated persons;

II - people invited;

III - observant people;

IV - general public.

Paragraph 1: Delegates shall have the right to speak and vote during all activities involving the discussion and deliberation of proposals.

Paragraph 2 Persons registered as guests shall have the right to speak during all the activities of discussion and deliberation of proposals, except during the Final Plenary.

Paragraph 3 Invited persons may voluntarily register as observers and will not have the right to speak or vote during the discussion and deliberation of proposals.

Paragraph 4 The general public may freely follow and participate in the activities of the extended program of the 2nd COMIGRAR, provided that the limits imposed by the space and the organization of the activities are respected.

CHAPTER IV REGISTRATION AND ACCREDITATION

Art. 8 Registration for the 2nd COMIGRAR will begin on September 23, 2024, exclusively for delegates, and will close on October 21, 2024.

Paragraph 1 Registrations will be made through an *online* platform designated for this purpose, the address of which will be sent by e-mail to the delegates and will be available on the official website of the Department of Migration of the National Secretariat of Justice of the Ministry of Justice and Public Security (DEMIG/SENAJUS/MJSP) of the MJSP.

Paragraph 2 Other categories of participation must register on specific forms made available in due course by the National Organizing Committee.

Paragraph 3 Registration is compulsory for delegates, guests and observers.

Paragraph 4 Members of the general public interested in taking part in the activities of the extended program must also pre-register; exceptionally, they may do so at the time of registration.

Art. 9 The accreditation of people duly registered for the 2nd COMIGRAR in the delegate, guest and observer modalities will take place at the Darcy Ribeiro Campus of the University of Brasília, on November 8, from 6pm to 9pm, November 9, from 8am to 6pm, and November 10, from 8am to 12am, upon presentation of photo documentation.

Paragraph 1: Delegates, guests and observers must go to the registration desk on the three days of the conference to sign the attendance list and, in the case of delegates, for accountability procedures.

Paragraph 2: Delegates, guests and observers will be provided with supporting material, a booklet of proposals and an identification badge at the time of registration, which will give them access to the spaces where the discussion and deliberation of proposals will take place.

Paragraph 3: Delegates, guests and observers will be informed by e-mail, prior to the conference, about the WGs in which they will participate.

CHAPTER V OPENING PROGRAM AND MASTER CLASS

Art. 10: The national stage of the 2nd COMIGRAR will begin on November 8, 2024, at 6:30 p.m., with a solemn opening table.

Sole paragraph. The opening ceremony will be attended by government authorities, representatives of migrants, refugees and stateless persons, civil society organizations, international bodies, elected delegates and invited guests.

Art. 11 - The Master Class will take place on November 9, 2024, opening the program on the morning of the day, and will have as its main objective to introduce the central theme of the 2nd COMIGRAR, "Citizenship in Motion", given by a guest of notable knowledge in the area of migration, refuge and statelessness chosen by the Executive Secretariat of the 2nd COMIGRAR.

Sole paragraph. The content of the Master Class will cover:

- I - Historical context on migration, refuge and statelessness in Brazil and the world, also taking up the 1st COMIGRAR;
- II - Challenges and opportunities related to the citizenship of migrants, refugees and stateless persons;
- III - Perspectives for inclusive public policies and the promotion of rights.

CHAPTER VI THE WORKING GROUPS

Art. 12: The Working Groups (WGs) will take place simultaneously in the morning and afternoon of November 9, 2024 and will comprise two WGs per thematic axis, totaling twelve WGs with up to thirty-five delegates, guests and observers each.

Art. 13: The Working Groups (WGs) will have the following objectives:

- I - debate, defend and change the wording of the proposals, without losing their original meaning as set out in the Book of Proposals;
- II - prioritize twelve proposals to be sent to the Mini-Plenary of the axis.

Art. 14: Those registered for the discussion and deliberation of proposals must, when registering, indicate their preference for taking part in one of the WGs, stating the first, second and third options corresponding to the conference's thematic axes.

Paragraph 1 The indication of preference for participation in one of the WGs is not binding.

Paragraph 2 The distribution of delegates among the WGs will be made by the National Organizing Committee based on the preferences indicated in the registration, taking into account distribution criteria

fairness and proportionality between the categories of migrant, refugee, stateless and Brazilian participants.

Paragraph 3 Invited guests and observers must also express a preference for WGs when registering and will be allocated according to the availability of places after the distribution of delegates.

Paragraph 4 Delegates, guests and observers will have the information of the WG to which they have been assigned recorded on their badge and must participate and vote only in the respective room of the WG to which they have been assigned.

Art. 15: The WGs will work on the content of the Notebook of Proposals, which will summarize the proposals forwarded by the conferences of the preparatory stages, the wording of which will not necessarily correspond to that of the original proposals of these conferences.

Paragraph 1 The WGs must discuss the same proposals corresponding to one of the thematic axes.

Paragraph 2 Three types of amendments to the proposals will be considered:

I - additive: an amendment proposing the addition of provisions to the text of the original proposal;

II - Suppressive amendments: amendments proposing the removal of part of the original proposal;

III - Substitutes: amendments that propose specific changes to the text of a proposal, while maintaining its general lines.

Paragraph 3 The WGs will not be able to submit new proposals, but must use only those contained in the 2nd COMIGRAR Proposals Booklet.

Paragraph 4 The twelve proposals with the highest number of votes among the WG delegates will be considered elected by the WG for forwarding to the Mini-Plenary of the axis.

Paragraph 5 Voting on the prioritized proposals will be done through the collection of badges.

Paragraph 6 In the event of a tie in the choice of the twelfth proposal, a new vote will be held between the candidate proposals with the same number of votes.

Paragraph 7 The WGs must produce a report at the end of their work, to be sent to the team responsible for conducting the Mini-Plenary Sessions, containing the final draft of the twelve proposals prioritized by the WG.

Art. 16: Each Working Group will have a coordinator, a rapporteur and a systematizer, appointed by the National Organizing Committee, giving priority to appointing people with experience and knowledge of issues related to migrants, refugees and stateless persons, who will receive specific training on conference processes.

Paragraph 1 The coordinator will be responsible for giving a brief explanation of how the work will be carried out, coordinating the debates in the group, registering demonstrations, mediating speaking times, guaranteeing the right to a voice for all participants and conducting votes on amendments and prioritizing proposals.

Paragraph 2 - The systematizer will be 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.

Paragraph 3 The rapporteur will be responsible for keeping the minutes of the discussions in the WG, as well as supporting the coordination in the process of voting on the proposals.

CHAPTER VII

THE MINI-PLENARIES OF THE THEMATIC AXES

Art. 17: The Miniplenaries will take place simultaneously in the afternoon of November 9, 2024 and will be formed by the meeting of the two WGs that debated the same thematic axis, totaling six Miniplenaries with up to seventy delegates, guests and observers each.

Art. 18: The purpose of the Miniplenaries is to:

I - to harmonize and finalize the wording of those juxtaposed proposals forwarded with amendments by more than one WG;

II - prioritize eight proposals to be forwarded to the Final Plenary.

Sole paragraph. The Miniplenaries must be attended by the delegates, guests and observers who made up the WGs for the corresponding thematic axis, and participants may not be moved between WGs and Miniplenaries for different thematic axes.

Art. 19: The Miniplenaries will work on the content of the Final Report of the WGs, and should stick to the juxtaposed proposals, with a view to harmonizing the wording that will be forwarded to the Final Plenary.

Paragraph 1 The Miniplenaries may not alter the content of the proposals sent by the WGs or suggest new proposals.

Paragraph 2: The eight proposals with the most votes among the delegates at the Mini-Plenary will be considered elected by the Mini-Plenary for forwarding to the Final Plenary.

Paragraph 3. Voting on the prioritized proposals will be done through the collection of badges.

Paragraph 4 In the event of a tie on the eighth proposal, a new vote shall be held between those proposals with the same number of votes.

Paragraph 5 Miniplenaries must produce, at the end of their work, a list containing the finalized wording of the eight prioritized proposals of the corresponding thematic axis, which will be forwarded to the Final Plenary.

Paragraph 6 - A quorum of at least $\frac{1}{3}$ (one third) of the delegates present is required for the Miniplenary to function.

present for the functioning of the Miniplenaries.

Art. 20: Each Mini-Plenary will be led by a coordinator, two systematizers and two rapporteurs, appointed by the National Organizing Committee.

Paragraph 1 The coordinator will be responsible for briefly explaining the results of the WGs, as systematized by the reporting team, as well as conducting the discussions and voting on the pacification of the text of juxtaposed proposals and prioritization of the proposals that will be sent to the Final Plenary;

Paragraph 2 The systematizers will be responsible for recording the final agreed wording for the proposals.

Paragraph 3 The rapporteurs will be responsible for keeping the minutes of the discussions in the WG, as well as supporting the coordination in the process of voting on the proposals.

CHAPTER VIII MOTIONS

Art. 21 - Motions are political manifestations of the 2nd COMIGRAR and may be presented by delegates or guests.

Sole paragraph. The template for drafting motions will be made available by the coordinating person present at the Working Groups (WGs) at the time they are held.

Art. 22: In order to be considered valid and approved, motions must:

- I - be delivered signed by at least twenty-five participants, including delegates, guests, observers and the general public;
- II - present content directly related to the thematic axes of the conference;
- III - respect constitutional principles and the defense of human rights;
- IV - must be written according to the template provided by the event's organizing team;
- V - must be delivered duly signed by 6:30 p.m. on November 9, 2024 to the Mini-Plenary coordination teams.

Paragraph 1 The final approval of the motions will be subject to evaluation by the National Organizing Committee.

Paragraph 2 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.

CHAPTER IX THE FINAL PLENARY SESSION

Art. 23: The Final Plenary Session of the 2nd COMIGRAR will be held on November 10, 2024, in the morning, with the participation of the delegates, to discuss and prioritize the proposals forwarded by the Mini- Plenary Sessions and which will be included in the Final Conference Booklet.

Paragraph 1 The debates during the Final Plenary will be conducted by a board set up for this purpose, appointed by the National Organizing Committee.

Paragraph 2: The wording of proposals may not be changed during the Final Plenary.

Paragraph 3: Other guests, observers and the general public of the 2nd COMIGRAR will be able to attend the Final Plenary, depending on the availability of space, but will not have the right to speak or vote.

Art. 24: The stage of discussion and prioritization of proposals at the Final Plenary will be held in two blocks of three thematic axes each, and will follow the following order:

I - reading of the proposals forwarded by the Mini-Plenary corresponding to the thematic axis, in the order entered on the voting list to be made available to the delegates;

II - opening the floor to delegates who wish to defend or reject the prioritization of one of the proposals relating to that thematic axis;

III - Voting on the five priority proposals by thematic axis, by a show of hands.

Art. 25. The Final Plenary will be closed after the board has read out the final consolidation of the thirty proposals prioritized at the 2nd COMIGRAR and the motions approved by the National Organizing Committee.

CHAPTER X THE EXTENDED PROGRAM

Art. 26: The extended program of the 2nd COMIGRAR will include an agenda of non-deliberative activities, carried out simultaneously with the activities of discussion and deliberation of proposals in the Working Groups, Mini-Plenary Sessions and Final Plenary Session.

Paragraph 1 The activities of the extended program will take place on Saturday, November 9, 2024, from 9 a.m. to 7 p.m., and on Sunday, November 10, from 9 a.m. to 1 p.m.

Paragraph 2 The extended program will be open to the public, who will be able to register in advance, sign in and sign the attendance lists during the activities.

Art. 27: The activities of the extended program have the following objectives:

- I - promote the social and political participation of migrants, refugees and stateless persons;
- II - fostering integration between the various actors involved in the issue of migration, refuge and statelessness;
- III - to make the general public aware of the theme of the 2nd COMIGRAR and its thematic axes.

Art. 28 - The activities of the extended program will be the initiative and responsibility of public bodies, ministries, academic institutions, civil society organizations, international organizations, associations of migrants, refugees and stateless persons and other institutions, and must be previously validated by the National Organizing Committee.

Sole paragraph. The National Organizing Committee of the 2nd COMIGRAR will make specific spaces and infrastructure available for carrying out the activities during the extended program, and the proposing organizations will bear the other costs of organizing and carrying out the activities.

Art. 29: Extended programming may include, but is not limited to:

- I - talks and conversation circles;
- II - *workshops*;
- III - cultural and artistic exhibitions;
- IV - screenings of films and documentaries;
- V - book launches and publications;
- VI - fairs and project shows;
- VII - activities for children.

Art. 30: The National Organizing Committee of the 2nd COMIGRAR will be responsible for inviting and evaluating proposals for activities for the extended program, as well as defining its final program, ensuring diversity of themes, formats and proper time management.

Paragraph 1 The National Organizing Committee of the 2nd COMIGRAR will publish, in due time, the full agenda of the extended program, containing additional information on venues, times and any requirements for participation.

Paragraph 2 The National Organizing Committee reserves the right to interrupt, at any time, any activity in the extended program that presents elements in its content that are considered to be discriminatory and xenophobic, that violate morals, decorum and fundamental rights or that, for any reason, is considered inappropriate to the context of the conference.

CHAPTER XI FINAL PROVISIONS

Art. 31: The results of the 2nd COMIGRAR will be published in its Final Booklet, which will contain:

- I - the proposals forwarded by the Miniplenaries of each axis, in the final agreed drafts;
- II - the proposals chosen at the final plenary session as priorities to support the federal government's actions;
- III - the motions approved.

Art. 32 - The National Organizing Committee will publish a final report on the conference in its own document, including, among other things, the number of delegates, guests and observers present at the activities to discuss and deliberate on the proposals, as well as an estimate of the audience present at the extended program activities.

Art. 33: The approval of these Rules of Procedure shall be preceded by consultation with the elected delegates.

Paragraph 1 The consultation on the draft text of these Rules of Procedure will be held electronically from October 1 to 11, 2024.

Paragraph 2 Delegates may examine the proposed text, suggest changes or additions and submit comments on existing provisions.

Paragraph 3 The National Organizing Committee will be responsible for compiling all the proposals, suggestions and comments sent in by the elected delegates, as well as systematizing and drawing up the final version of the Internal Regulations, incorporating the relevant contributions, provided that they do not infringe on fundamental rights, the principles of public administration and do not exceed the logistical and organizational capacities of the 2nd COMIGRAR.

Paragraph 4 The approval of the systematized version of the Rules of Procedure shall be carried out electronically between 15 and 20 October 2024.

Paragraph 5 - The National Organizing Committee will be responsible for publishing and widely disseminating the final version of the Internal Regulations, at least fifteen days before the 2nd COMIGRAR, on the official website and other institutional means of communication of the Department of Migration of the National Secretariat of Justice of the Ministry of Justice and Public Security (DEMIG/SENAJUS/MJSP).

Art. 34 Any logistical and organizational problems observed during the 2nd COMIGRAR should be directed to the National Organizing Committee. The person concerned can go to the registration desk and the staff will report the matter to the people responsible.

Art. 35: Any cases not covered by these Rules of Procedure will be resolved by the National Organizing Committee of the 2nd COMIGRAR and made known to the participants through the conference's official communication channels.