

## Phase 2: Pre-Departure (Transport Assistance)

### Operations

#### Informing and working with beneficiaries (Beneficiary Consent)

Movement teams must ensure that the beneficiaries being moved are involved in the decision making process prior to the movement and that all beneficiaries voluntarily agree to participate in the movement. Continuous dialogue with beneficiaries must be ensured from the planning stage up to the end of the movement operation.

There are three forms of consent; the definitions below were adapted from the IOM Data Protection Manual:

1. **Explicit Consent:** An oral declaration or written signature provided by beneficiaries, indicating a clear understanding and appreciation of the implication of an expressed agreement that the beneficiary is willing to receive movement assistance from IOM.

Consent forms are required for international movements but can also be used for in-country movements like those carried out through Onward Transportation Assistance (OTA) programmes. A sample consent form titled: *Voluntary Movement Declaration and Authorization for Collection of Personal Data* is available Guidance Documents and Tools for Transport Assistance entry. This template was developed for voluntary returns; the text can be adapted based on the type of movement operation being implemented. When finalizing a consent form for use in a movement operation, it is advisable to contact LEG for guidance.

2. **Implicit Consent:** No oral declaration or written signature is obtained, but the action or inaction of beneficiaries unequivocally indicates voluntary participation in the IOM operation.

3. **Proxy Consent:** Oral or written consent provided on behalf of beneficiaries by relatives, authorized community members or close associates in exceptional circumstances.

For movements carried out upon the request or under the auspices of a UNHCR programme, IOM assumes the voluntariness of the return.

#### Consent Considerations

- Determine the legal, social and cultural capacity of beneficiaries
- Consider physical ability and mental capacity to consent
- Map the internal flow of personal data within IOM and the foreseeable disclosures to third parties throughout the life cycle of the operation
- Promote obtaining explicit consent in the form of writing
- Incorporate consent clauses into existing interview, registration and application forms, or use a separate consent form
- Distribute information material about the movement when working with large caseloads
- Ensure that on-site electronic data capturing methods are accompanied by collective signing sheets
- Explain access and complaint procedures
- Refer legal capacity issues to LEG

Note: Staff should be sufficiently trained. Gender, age, linguistic diversity, and literacy levels should always be taken into account.

The IOM Data Protection Manual also provides additional information on consent. The Data Protection manual is available [online](#) and in the Guidance Documents and Tools for Transport Assistance entry.

## Creating Manifests

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Detailed manifests must be created containing detailed demographic information of the population being moved and the locations they will be moved to (departure point, transit, and final destination). These manifests should be updated regularly to ensure that IOM remains fully aware of the caseload they are moving. When creating manifests it's important that IOM staff ensure that families are not separated and remain together throughout the movement.

Sample manifest templates for air, boat or bus movements are available in the Guidance Documents and Tools for Transport Assistance entry. Note that while the template can be adapted to suit the needs of the operation, certain demographic fields are required for any movement, including: first and last name, sex, age, household composition, vulnerability information and nationality.

## Pre-departure Health Checks

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Medical screening to ensure that passengers are fit to travel is required for all passengers. Guidelines on the migration health aspects of movement are available in the Guidance Documents and Tools for Transport Assistance entry. For additional support and guidance, IOM health staff can contact the Migration Health Department (MHD) Regional Thematic Specialist (RTS) at the Regional Office.

## Travel Documentation

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*Visas and Clearances:* Aside from making physical transport arrangements, supporting permissions and clearances must also be secured before an international or regional movement begins. Without such clearances, planes, boats and buses may be turned back or their arrivals delayed. Individuals without proper visas or travel documents may be refused entry and sent back to the country of transit or origin. Transport requires close coordination with appropriate entities such as embassies, consulates and other governmental offices responsible for documentation and migration control.

*Transit Arrangements:* Some movements may involve transit through one or more countries prior to reaching to their final destination. In addition to documentation for destination countries, arrangements for temporary residence or layovers in the transit countries may be required. IOM movement staff should work with the RMM division and, where applicable, country offices in transit countries, to ensure that the necessary documentation is acquired.

## Lessons Learned / Best Practice

Tools and guidance documents that have been developed and used in different movement operations are available in the Guidance Documents and Tools for Transport Assistance entry.

## Links

- [RMM Portal](#)
- [Data Protection Manual](#)

## Other Entries in this Topic

- [Guidance Documents and Tools for Transport Assistance](#)
- [Phase 1: Planning the Movement](#)
- [Phase 3: Departure \(Transport Assistance\)](#)
- [Phase 3.1: Transit \(Transport Assistance\)](#)
- [Phase 4: Arrival \(Transport Assistance\)](#)

## Contacts

For more information on movements by air and for additional guidance on use of the operations templates provided in this chapter contact the Resettlement and Movement Management (RRM): [RMM@iom.int](mailto:RMM@iom.int).

For more information on movements by land and water contact the Preparedness and Response Division (PRD): [prdcare@iom.int](mailto:prdcare@iom.int).

For guidance on protection issues contact the Department of Operations and Emergencies (DOE) Protection team: [DOEProtection@iom.int](mailto:DOEProtection@iom.int).

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