



# The Bali Process

on People Smuggling, Trafficking in Persons and Related Transnational Crime



## **Tool Box** of Materials and Support from the Regional Support Office of the Bali Process



REGIONAL SUPPORT OFFICE  
THE BALI PROCESS

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## Background and Purpose

Since its inception in 2002, the Bali Process has effectively raised awareness of the complex consequences of people smuggling, trafficking in persons and related transnational crime. The Regional Support Office of the Bali Process (RSO) was established by Bali Process members with the key objective of operationalizing the Bali Process' Regional Cooperation Framework (RCF). RSO activities aim to support and strengthen practical cooperation on international migration in this context.

The purpose of this **Tool Box of materials and support from the Regional Support Office of the Bali Process** is to provide a comprehensive list of opportunities for collaboration offered by the RSO to Bali Process Member States. This Tool Box provides easy to understand tables that separate the resources into three broad categories:

1. Policy Guides & Frameworks
2. Toolkits & Operational Support
3. Training Materials

These materials can be accessed by Member States at any time by contacting the RSO at [info@rso.baliprocess.net](mailto:info@rso.baliprocess.net) or downloading them from the RSO website. Links are provided in the tables.

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## Policy Guides & Frameworks

TITLE	SUMMARY	PURPOSE	RESOURCES AVAILABLE
Policy Guide on Criminalizing Migrant Smuggling	An introductory guide for policy makers and practitioners	This booklet explains the international legal obligations regarding migrant smuggling. It outlines steps to implement those obligations and criminalize migrant smuggling.	Policy Guide <a href="#">Link</a>
Policy Guide on Criminalizing Trafficking in Persons	An introductory guide for policy makers and practitioners	This booklet explains the international legal obligations regarding trafficking in persons. It outlines steps to implement those obligations and criminalize trafficking in persons.	Policy Guide <a href="#">Link</a>
Policy Guide on Protecting Victims of Trafficking	An introductory guide for policy makers and practitioners on issues related to protecting victims of trafficking.	This guide gives practitioners and policy makers a detailed outline of how to protect victims of trafficking. The booklet covers legal frameworks, challenges, and protection throughout the judicial process. Importantly it covers the coordination of the many stakeholders involved in the protection of victims.	Policy Guide <a href="#">Link</a>
Policy Guide on Identifying Victims of Trafficking	An introductory guide for policy makers and practitioners on issues related to identifying victims of trafficking.	This guide gives practitioners and policy makers a detailed outline of how to identify victims of trafficking. The booklet covers the definition of trafficking in persons and why victim identification is important. It explains the basic processes in the identification of victims including a comprehensive summary of trafficking indicators.	Policy Guide <a href="#">Link</a>



## Policy Guides & Frameworks

TITLE	SUMMARY	PURPOSE	RESOURCES AVAILABLE
Regional Strategic Roadmap - strengthening counter-trafficking responses	An online toolkit containing guides and examples from Member States that aims to share information on counter-trafficking policies.	This website gives readers real-life current examples of Member States' policies and laws relating to trafficking in persons and information sharing. It is intended to help Members States review comparable policies from other countries and help build consistency across the Bali Process.	Online <a href="#">Link</a>
Bali Process Framework for Information Sharing	A framework for strengthening cross-border information sharing between Bali Process members.	The Framework articulates a shared vision and high-level goals for Bali Process members to increase effective cross-border information sharing in order to address people smuggling, trafficking in persons and related transnational crime. The Framework is supported by a set of Guidelines (see Toolkits & Operational Support) and associated training (see Training Materials).	Available on request from: <a href="mailto:info@rso.baliprocess.net">info@rso.baliprocess.net</a>



## Toolkits & Operational Support

TITLE	SUMMARY	PURPOSE	RESOURCES AVAILABLE
Privacy and Data Protection Laws of Bali Process Member States	Outlines privacy and confidentiality legislation and policy in Bali Process Member States.	This report gives readers an understanding of privacy protection in the Asia-Pacific region and the impacts on government agencies. It is particularly helpful when establishing formal channels to exchange personal information about criminal offenders and/or victims.	Handbook <a href="#">Link</a>
Civil Registration and Vital Statistics Toolkit	A toolkit to support member states identify, register and document births, deaths, marriages of asylum seekers and stateless people.	Asylum seekers and stateless people are often under-represented in civil registration and vital statistics (CRVS) which can lead to difficulties securing state support and delivering on some fundamental rights.  The toolkit gives Member States a process to analyze institutions, procedures and rates of coverage among their key populations in order to identify their strengths, weaknesses and gaps. The Toolkit also provides a compilation of relevant international recommendations, standards, and good practices, for technical and policy improvement.	Toolkit
Handbook on Addressing Irregular Migration through Effective Information Campaigns	A guide on how to implement and measure information campaigns related to irregular migration.	This easy to understand handbook outlines the steps to building information campaigns, including setting objectives, identifying your audience and developing your message. It also covers how to monitor the effectiveness of your campaign.	Handbook <a href="#">Link</a>



## Toolkits & Operational Support

TITLE	SUMMARY	PURPOSE	RESOURCES AVAILABLE
Quick Reference Guide for Frontline Border Officials	A pocket sized guide to assist frontline border officials to assess travelers and their travel documents.	This guide gives a wide range of example questions that cover the "three things you need to ask" when assessing people at a border: the Documents, the Story, and the Traveler. It also has some quick tips on how to maximize your opportunities when assessing the genuineness of those travelers.	Quick Reference Guide <a href="#">Link</a>
Quick Reference Guide on Interviewing Victims of Trafficking	A pocket sized guide for law enforcement, immigration and border officials on interviewing victims of trafficking.	This guide is a tool for any official who is unfamiliar with interviewing potential victims of trafficking. It sets out clear structure to the interview, including example questions and helps interviewers identify indicators of trafficking.  It also explains how to prepare for the interview, including setting goals, understanding the legal and mental wellbeing of the potential victim, and the interview environment.	Quick Reference Guide <a href="#">Link</a>
Quick Reference Guide for Information Sharing	A pocket sized guide to help and develop confidence and capacity of officials sharing.	This guide contains the Guideline concepts including the RAAPT Principles and the six-step guide for preparing an information request. The QRG provide fit-for-purpose tools to aid information sharing for operation officials.	Available on request from: <a href="mailto:info@rso.baliprocess.net">info@rso.baliprocess.net</a>



## Toolkits & Operational Support

TITLE	SUMMARY	PURPOSE	RESOURCES AVAILABLE
Guide on Assisting and Interviewing Child Victims of Trafficking	A short (8 page) guide for law enforcement, immigration and border officials who may need to assist and interview child victims of trafficking.	This guide is intended for frontline officers and officials that are not specialist child victim interviewers but may come across potential victims in their work. It is a short and easy to understand overview of the ideas and practices everybody needs to consider when undertaking such interviews.	Handbook <a href="#">Link</a>
Guidelines for Information Sharing to Address People Smuggling, Trafficking in Persons and Related Transnational Crime	Principles and practical tools for strengthening cross-border information sharing	<p>The Guidelines provide an overview of cross-border information sharing in the specific context of addressing people smuggling, trafficking in persons and related transnational crime.</p> <p>The Guidelines look at specific aspects of information sharing, including principles, considerations, and ways to exchange information. The Guidelines also offer advice on how to maximise the value of sharing and requesting information by providing techniques and tools for use when exchanging information.</p> <p>The Guidelines are a learning and reference resource for a broad audience of officers and officials who engage in information sharing. They draw on the <i>Bali Process Framework for Information Sharing</i> (see <i>Policy Guides &amp; Frameworks</i>) and are supplement by a related training curriculum (see <i>Training Materials</i>).</p>	Handbook Available on request from: <a href="mailto:info@rso.baliprocess.net">info@rso.baliprocess.net</a>





## Toolkits & Operational Support

TITLE	SUMMARY	PURPOSE	RESOURCES AVAILABLE
Catalogue of Training and Capacity Building Courses	An online list of training courses and training related materials for Member States	The online Catalogue will enable users to identify training providers and training materials relating to people smuggling, trafficking in persons and related transnational crime. Member States, international organizations and regional training institutions will be invited to list relevant training courses and training materials in the Catalogue. This will allow Member States to access this training with assistance from the RSO.	Online <a href="#">Link</a>
Regional Biometric Data Exchange Solution (RBDES)	A policy framework and technical system for Bali Process members to securely exchange biometric data across borders with agreed partners.	<p>RBDES is a tool that gives Member States the ability to improve identity verification across borders through the use of biometrics. The tool is an online secure platform for the uploading of biometric data and sending that data to identified partner agencies in other Members States.</p> <p>The project also helps Member States through the necessary policy work on privacy and information sharing before the technical solution can be delivered, with its supporting extensive policy framework.</p>	<p>Policy framework and technical system are in place.</p> <p>Engagement with Bali Process members to identify usage/users is on-going.</p> <p><a href="#">Link</a></p>





## Toolkits & Operational Support

TITLE	SUMMARY	PURPOSE	RESOURCES AVAILABLE
Policy Guide on Following the Money in Trafficking in Persons Cases	Description an introductory guide for practitioners on using financial investigation tools in trafficking in persons cases.	This policy guide describes the process of money laundering and common methodologies employed by trafficking in persons criminal networks, informed by Bali Process member countries' experiences. Recognising the central role Financial Intelligence Units (FIUs) play in supporting a 'follow the money' approach, the guide provides tips on enhancing cooperation between law and justice agencies and FIUS. The guide also steps through the key phases of conducting a financial investigation, including using international cooperation mechanisms, with best practice advice and case studies.	Online <a href="#">Link</a>



# Training Materials

TITLE	SUMMARY & COURSE OUTLINE	CONTENT
<p>Comprehensive Approaches for Addressing Irregular Movement by Sea</p>	<p>This Curriculum and Study Guide contains detailed training materials for trainings of varying length up to two-week in-depth courses or 4-day intensive courses, as well as adapted versions in national languages. The courses give an overview of applicable refugee, maritime, criminal, human rights and migration law with regional cooperation mechanisms. Moreover, it covers applicable global and regional trends, refugee, maritime, criminal, interception and rescue at sea, disembarkation, human rights, international law and migration law with regional cooperation mechanisms.</p> <p>Target audience: government officials involved in the monitoring, patrolling or policy related to their countries' maritime border and the people who interact with it.</p>	<p>Modules include:</p> <ul style="list-style-type: none"><li>• Part 1: International legal standards</li><li>• Part 2: Appropriate prevention, control, and rescue measures within a human rights framework</li><li>• Part 3: Disembarkation and post-disembarkation</li><li>• Part 4: Durable solutions, regional cooperation and coordination</li></ul> <p><a href="#">Link</a></p>



# Training Materials

TITLE	SUMMARY & COURSE OUTLINE	CONTENT
<p>Curriculum on Enhancing a Victim-Centered Approach</p>	<p>This Curriculum and Study Guide contains detailed training materials on identification, assistance, and protection of trafficking victims. RSO collaborated with UNITAR CIFAL in Korea and has undertaken this course in seven iterations since 2014 at which 22 Bali Process countries have attended</p> <p>Target audience: any government official that comes into contact with potential victims of trafficking and/or policy makers charged with issues related to trafficking in persons.</p>	<p>Modules include:</p> <ul style="list-style-type: none"> <li>• Session 1: Emerging Trends of Trafficking in Persons in the Asia-Pacific Region</li> <li>• Session 2: Concept Introduction “Victim-centered approach”: Who is a victim of trafficking</li> <li>• Session 3: Introducing the “3Ps” The Global Approach to Addressing Trafficking in Persons and Key Challenges</li> <li>• Session 4: Identification of Victims of Trafficking</li> <li>• Session 5: The Nexus between Human Trafficking, Forced Labor and Labor Migration</li> <li>• Session 6: Refugee Protection in the Context of Human Trafficking</li> <li>• Session 7: Assistance to Victims of Trafficking</li> <li>• Session 8: Effective Prosecution of Trafficking in Persons Applying a Victim Centered Approach</li> <li>• Session 9: Cooperation between Local Authorities and NGOs / Social Service Providers</li> <li>• Session 10: Information Campaigns: A Checklist</li> <li>• Session 11: Data, Research and Monitoring in Counter-Trafficking</li> </ul> <p><a href="#">Link</a></p>
<p>Curriculum on Standardized Induction Training for Frontline Border Officials</p>	<p>A framework for the development and implementation of induction training for new frontline border officials.</p> <p>Target audience: trainers who require a model curriculum to develop induction training for border officers and government officials working at land, sea or air ports with responsibility for monitoring people crossing the border.</p>	<p>The framework includes:</p> <ul style="list-style-type: none"> <li>• Chapter 1 Basic of border control (4 modules)</li> <li>• Chapter 2 Migration and Border Management (7 modules)</li> <li>• Chapter 3 Traveler Assessment Process (5 modules)</li> <li>• Chapter 4 Document Inspection (8 modules)</li> <li>• Chapter 5 Role of Information (4 modules)</li> </ul> <p><a href="#">Link</a></p>



# Training Materials

TITLE	SUMMARY & COURSE OUTLINE	CONTENT
Immigration Liaison Officer (ILO) Pilot Training Program	<p>A 5 day pilot program for immigration/border officers to develop skills to be deployed at overseas airports to combat people smuggling. The program course consists of a number of short training modules. This program can refresh and strengthen skills of border officers to work at airports in their home country or deployed overseas.</p> <p>Primary Target audience: immigration/border officials working in liaison roles overseas with responsibility for countering people smuggling at airports. Secondary Target audience: immigration/border officials at airports with responsibility for identifying and responding to people smuggling</p>	<p>Modules include:</p> <ul style="list-style-type: none"><li>• Role of an ILO</li><li>• Airline Obligations</li><li>• Key Aspects of an Overseas Airport Work Environment</li><li>• Liaison and Relationship Management for ILOs</li><li>• Review of Document Examination</li><li>• Impostor Detection</li><li>• Passenger Assessment</li><li>• Questioning Passengers</li><li>• Difficult Passengers</li><li>• Introduction to Training Techniques</li><li>• ILO Mobile Resources</li><li>• Introduction to Advance Passenger Processing (APP) for passenger assessment</li><li>• Introduction to using Information and Intelligence</li><li>• Foreign Terrorist Fighters</li><li>• Group and Scenario Discussions</li></ul>



## Training Materials

TITLE	SUMMARY & COURSE OUTLINE	CONTENT
<p>Comprehensive Approaches for Addressing Irregular Movement by Sea</p>	<p>This Curriculum and Study Guide contains detailed training materials for trainings of varying length up to two-week in-depth courses or 4-day intensive courses, as well as adapted versions in national languages. The courses give an overview of applicable refugee, maritime, criminal, human rights and migration law with regional cooperation mechanisms. Moreover, it covers applicable global and regional trends, refugee, maritime, criminal, interception and rescue at sea, disembarkation, human rights, international law and migration law with regional cooperation mechanisms.</p> <p>Target audience: government officials involved in the monitoring, patrolling or policy related to their countries' maritime border and the people who interact with it.</p>	<p>Modules include:</p> <ul style="list-style-type: none"><li>• Part 1: International legal standards</li><li>• Part 2: Appropriate prevention, control, and rescue measures within a human rights framework</li><li>• Part 3: Disembarkation and post-disembarkation</li><li>• Part 4: Durable solutions, regional cooperation and coordination</li></ul> <p><a href="#">Link</a></p>



## Training Materials

TITLE	SUMMARY & COURSE OUTLINE	CONTENT
Training on Monitoring and Evaluating Migration-related Information Campaigns	<p>A training package on using monitoring and evaluation techniques in migration-related information campaigns. This training has been developed to be used alongside the Bali Process <i>Handbook on Addressing Irregular Migration through Effective Information Campaigns</i> (see <i>Toolkits &amp; Operational Support</i>).</p> <p>The training can be delivered across two-to-three days or in an abbreviated format over two hours. Please contact the RSO to discuss your training needs.</p> <p>Target audience: government officials in communications strategies and media relations regarding migration.</p>	<p>Modules include:</p> <ul style="list-style-type: none"><li>• What is an information campaign?</li><li>• Designing effective information campaigns</li><li>• What is monitoring and evaluation?</li><li>• Building a monitoring and evaluation framework</li><li>• Monitoring and evaluation questions and indicators</li><li>• Data collection: methods and tools</li></ul> <p>Resources: Facilitator’s Guide and training materials (including handouts and slide deck).</p> <p>Available on request from: <a href="mailto:info@rso.baliprocess.net">info@rso.baliprocess.net</a></p>



# Training Materials

TITLE	SUMMARY & COURSE OUTLINE	CONTENT
<p>Training curriculum on Information Sharing to Address People Smuggling, Trafficking in Persons and Related Transnational Crime</p>	<p>The curriculum draws on the Bali Process Guidelines for Information Sharing (see Toolkit &amp; Operational Support) to provide a training package on information sharing in the context of addressing people smuggling, trafficking in persons and related transnational crime.</p> <p>The training is intended to increase participants' understanding of effective cross-border information sharing by providing common terminology, shared principles and practical methods for exchanging information. It includes scenario-based exercises to give context to key concepts and allow participants to apply their learning.</p> <p>The training can be delivered across two-to-three days or in an abbreviated format over two hours. Please contact the RSO to discuss your training needs.</p> <p>Target audience: frontline officers in border management, immigration and law enforcement, as well as consular officials and senior officials who either undertake information sharing activities themselves or manage officers who do.</p>	<p>Modules include:</p> <ul style="list-style-type: none"><li>• Context and definitions</li><li>• The RAAPT Principles of information sharing</li><li>• Sharing information for a desired action</li><li>• Ways to exchange information</li><li>• Requesting information</li><li>• Adding value when sharing</li></ul> <p>Resources: Facilitator's Guide, Student Handbook and training materials (including handouts and slide deck).</p> <p>Available on request from: <a href="mailto:info@rso.baliprocess.net">info@rso.baliprocess.net</a></p>





# The Bali Process



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## Contact

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