



## **Lobbying Policy**

**Last Updated: September 19, 2014**

### **1. Objectives**

- 1.1. The primary mandate of the Lobbying Policy is to outline and ensure the set protocol is being respected for all lobbying activities conducted.
- 1.2. To execute advocacy in a manner accountable to CAPIC lobbying members
- 1.3. To summarize the selection criteria for these meetings and to ensure that a fair selection process is employed when choosing the participants for the various lobbying events.
- 1.4. Lastly, the Policy's intent is to outline the role played by the Lobbying Committee and the Communication Committee's in the lobbying process.

### **2. The Role of CAPIC**

The Canadian Association of Professional Immigration Consultants (CAPIC) attends government consultative meetings on a regular basis. Meetings include, but are not restricted to: CIC, CBSA, ESDC, IRB, IAD, Immigration Quebec & Other Provinces. CAPIC national head office shall be the primary coordinator and the initial point of contact for all stakeholders and facilitate meetings with government bodies. Its responsibilities include, but are not restricted to: scheduling meetings, and assisting the Lobbying Committee in the selection of members set to attend these meetings.

### **3. Selection of Representatives**

CAPIC representatives attending lobbying events plays the primary role of presenting members' concern to stakeholders and report feedbacks to members. As such, representatives must be CAPIC members who have knowledge of the discussion on the agenda and have the communication skills connecting members with stakeholders. CAPIC representatives must act on the best interests of members at all time.

This section of the policy is to describe the general selection process of the members attending these meetings.



- 1.1. During the selection process, the general building principle is to ensure that the members with the most expertise in a particular field are actively selected. In other words, prior to each meeting, the Lobbying Committee shall evaluate the role and the expertise required from the Lobbying representatives attending these meetings. Following this preliminary step, the Lobbying representatives shall agree on five (5) experts in the required area of expertise (i.e. Refugee and H & C, Economic Migrants etc.). In the event where the meeting is reoccurring on a bi-annual basis, the list of members attending shall alternate. Should five (5) experts not be available in any particular area of expertise, due to the scheduling of the meeting or the nature of the subject matter, the Committee shall be responsible for selecting a minimum of three (3) designated experts.
- 1.2. The Policy Experts representing CAPIC shall be the most fitting for this representation and for bringing the concerns to the governmental bodies. The members selected shall receive a copy of the Lobbying Policy, and shall familiarize themselves with the CAPIC Lobbying Process prior to attending the meeting.
- 1.3. Furthermore, the representatives will provide, prior to attending the meeting, a completed Conflict of Interest declaration and a non-disclosure agreement form.

#### 4. Lobbying Committee

##### 1.1. **Lobbying Committee Members**

As per section 3.9 of the By-laws, the Lobbying Committee will be composed of the following members: One chair person, elected to the Board as the *Director of Lobbying & Policy*. The remaining Committee Members will be the Chapter Executives (Lobbying) for each of the CAPIC chapters (BC, ON, QC and Prairies).

##### 1.2. **Lobbying Topics**

The Lobbying Committee, as outlined in section 3.9 of the CAPIC By-laws, will encompass the following subject matter, which may be further subdivided and/or may adopt any such other subject as deemed appropriate: Regulatory Issues, Inland Immigration Issues and Overseas Immigration Issues. All of these issues may be further subdivided amongst the sub-committees, as appointed by the association.



### 1.3. The Lobbying Committee's Responsibilities

The Lobbying Committee's main responsibilities, as per section 3.9 (a- g) of the By-laws, shall include:

- 1.1.1. Recommending to the Board of Directors' the **goals and priorities** for the Committee;
- 1.1.2. Organizing and planning in cooperation with the Communications Committee, and implementing a **strategy for delivering messages** on the Corporation's position regarding a variety of issues
- 1.1.3. Monitoring, reviewing, considering and **critiquing the various acts, regulations, memorandum, policies, proposals and other instruments** of the various parties that conduct or may conduct activities that do or may affect the affairs of the Members of the Corporation or the Corporation itself.
- 1.1.4. Developing proposals, suggestions and reports on the issues related to the affairs of members of the Corporation to contribute to policy development in areas that affect the affairs of the Members of the Corporation.
- 1.1.5. Identifying, lobbying and **communicating with federal, provincial or municipal government** agencies and media; and
- 1.1.6. **Lobbying, and communicate with the body designated by the Minister** under the relevant provisions of IRPA as the regulator of immigration consultants, members and other stakeholders and the public on issues pertaining to immigration and public policy.

### 5. The Communication Committee

Effective communications enhance the work and results of CAPIC's lobbying work. It is therefore, very important for the Lobbying Committee to work with Communications Committee to ensure members' opinion is sought and brought to the attention of the Lobbying Committee.

As per section 3.9 (b) of the By-laws, the Communication Committee is responsible for implementing a strategy for delivering messages on the Corporation's positions on a variety of issues developed by the Lobbying and Policy Committee. Section 14 (b) and (c) of the Communication Policy, outlines the process to be followed in order to solicit input from the membership and deliver messages. For a concise summary of this process, please refer to the section below.



## 6. The Lobbying Process: Submissions

**1.1. Definition of a submission:** Submissions consist of expressing policy, analysis, recommendation, endorsement or positions communicated by CAPIC to other organizations, individuals or to the public. They include expressions represented by the position of CAPIC members and CAPIC Lobbying Committee Members,

**1.2. Submissions include:**

1.1.1. Written briefs

1.1.2. CAPIC Lobbying Correspondence written on behalf of the CAPIC President or Lobbying Director

1.1.3. Oral submissions and Lobbying Meeting Minutes

**1.3. The Approval of Submissions:**

CAPIC gives members an equal opportunity to influence legislation and public policy and ensure that CAPIC submissions are reflecting their position on the given subject matter. The approval process below ensure that the statements are consistent with the CAPIC Policy, and reflects the point of view of members. Once the submissions have been approved, they shall bear the CAPIC logo and be signed in the name of the CAPIC Lobbying Director or the CAPIC President.

**1.1.1. Factors to Consider when approving submissions:**

1.1.1.1. Is the submission well researched?

1.1.1.2. Does it incorporate the range of interest of CAPIC members?

1.1.1.3. Is it compatible with other existing CAPIC Policies?

1.1.1.4. Is it a balanced submission? – Have all aspects of the issues been considered in a balanced manner?

1.1.1.5. The language form- Is the document free of spelling and grammatical mistakes?

1.1.1.6. The language tone- Is the document written in a cohesive, and objective manner?

1.1.1.7. The purpose- The purpose of the document is to suggest methods of improving, and correcting laws.

1.1.1.8. The conclusion- Are all conclusions supported by law, fact and policy? Are they cohesive?

**1.1.2. The Preparation of Lobbying Submissions**

1.1.1.1. The process of preparing submissions for the Lobbying Committee is composed of several steps. Firstly, the Lobbying Committee shall draft a Have your Say announcement, to be sent to the membership in order to solicit their input regarding the lobbying subject matter.



- 1.1.1.2. Ensuing the completion of the first step, a report will be prepared by a member of the Lobbying Committee, showcasing not only the members' opinions, but also the vision brought forward by the Lobbying Executives and the Lobbying Director.
- 1.1.1.3. The report itself, is to be proofread by the Lobbying Director and the National President. If decided, the report can also be revised by other relevant Lobbying Committee members or Lobbying meeting participants. Upon its revision, the relevant document shall be submitted to the immigration body being lobbied (i.e. CIC, CBSA). Submissions are required to be sent both by email and by mail, in order to ensure that they are received via at least one method of communication.
- 1.1.1.4. Following CAPIC's participation in a Lobbying event, the Lobbying Committee shall draft and release a report to the membership. This document shall include the subject matter discussed during the meeting, the follow-up items, the conclusion drawn and the milestones achieved. The report shall be rendered accessible to the membership through the IMMeCentre. Furthermore, once it has been uploaded to the IMMeCentre, CAPIC will promptly announce release and
- 1.1.1.5. Announcement in the next edition of the bi-monthly Newsletter, CAPIC Informs, stating the document's availability.
- 1.1.1.6. Submissions are expressions of policy, analysis, recommendation, endorsement or position communicated by CBA or any constituent group to other organizations or individuals, or to the public.

### **1.1.3. Drafting Guidelines:**

The following is a brief guide to the form and content of CAPIC Lobbying submissions for the distribution to governmental bodies.

#### **1.1.1.1. Table of Contents**

List the topic headings in the submission, with the page numbers.

#### **1.1.1.2. Executive Summary (to be included only in longer submissions)**

An executive summary, shall include an overview of the major key points and the essence of the recommendations.

#### **1.1.1.2. Introduction**

Outline of the purpose of the submission, including the terms of reference. The general approach shall be provided. Briefly identify the major issues considered in the submission.



### **1.1.1.3. Analysis and Recommendations**

Analyze the subject matter, issue by issue. Each issue shall be included in a separate section and shall be ordered in a logical sequence.

### **1.1.1.4. Citations**

All citations in the text shall follow the footnotes format.

### **1.1.1.5. Conclusion**

The conclusion drawn following the analysis of the subject matter, shall be listed at the end of the document. The main purpose of the conclusion shall be to propose a *solution* to the issues discussed.

## **1.4. Letters**

CAPIC submissions that are shorter, shall take the form of a professional letter. Letters should always include the intent of writing, the recipient's name and address, and a clear and concise message.