



Citizenship and
Immigration Canada

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Immigration Canada

ENF 34

Assisted Voluntary Return and Reintegration Pilot Program

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1. What is this chapter about?

This chapter describes how to remove foreign nationals, who are the subject of a removal order under the *Immigration and Refugee Protection Act* (IRPA), from Canada, under the Assisted Voluntary Return and Reintegration (AVRR) pilot program.

This chapter is designed to assist Inland Enforcement Officers (IEOs) within the Greater Toronto Area Region (GTAR) in planning, organizing and directing the departure of AVRR-eligible foreign nationals from Canada. The function of an IEO is supported by clerical and supervisory staff and this manual is intended to provide guidance and policy direction for all levels of staff involved in AVRR departure processing.

The three-year AVRR pilot program will be implemented on June 29, 2012 in the GTAR. It will provide a further mechanism to assist with protecting the integrity of Canada's refugee determination system through the timely removal of low-risk failed refugee claimants, and it further supports the CBSA's backlog reduction efforts.

The AVRR pilot program will offer eligible program participants with travel, pre and post departure counseling, and re-integration assistance delivered in-kind, upon return to their country of origin. In low-risk referred cases, the International Organization for Migration (IOM) will assume responsibility for many of the activities related to a removal that are currently being conducted by IEOs, such as the scheduling of a departure date and securing a travel document where required.

An AVRR Liaison Unit has been created in order to provide a link between the IOM, IEOs and Canada Border Services Agency (CBSA) National Headquarters.

2. Program Objectives

The objectives of Canada's AVRR pilot program are:

- To provide a clear framework for low-risk failed refugee claimants to leave Canada voluntarily within a shorter timeframe, by providing counseling and reintegration assistance; and
- To alleviate pressure on CBSA's regular removals program by working with an independent service partner to facilitate low-risk removals, thereby allowing for the reallocation of resources to higher priority, more complex removal cases.

3. The Act and Regulations

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All individuals responsible for the removal of foreign nationals from Canada under the AVRR pilot program should be familiar with the legislative and regulatory authorities contained in the IRPA and the *Immigration and Refugee Protection Regulations* (IRPR).

4. Instruments and Delegations

Under their respective mandates, the Minister of Citizenship, Immigration and Multiculturalism (CIC) and the Minister of Public Safety (PS) may designate any persons or class of persons as officers to carry out any purpose of any provision of the IRPA.

The delegation for effecting a removal from Canada remains mainly with an IEO as per the Designation and Delegation Instrument under the IRPA. In order to establish the AVRR pilot program, the Minister of PS has entered into a partnership arrangement with the IOM through a Memorandum of Understanding (MOU), which articulates a subset of tasks and activities that will be undertaken by the IOM in its delivery role of the AVRR pilot program.

Full information regarding the authority of officers, the Designation of Officers and Delegations of Authority Instrument can be found on the internet at:

<http://www.cbsa-asfc.gc.ca/agency-agence/delegation/irpa-lipr-2011-03-eng.html>

5. Administration of AVRR Pilot Program

The AVRR pilot program will be administered through an MOU between the CBSA and the IOM. The MOU, signed May 11, 2012 in Ottawa, Canada includes appendixes outlining further program details.

6. Definitions

Certificate of Departure	This document confirms that the person named on the removal order has appeared before an officer at the port of entry (POE) to verify their departure, that they will depart or have departed from Canada, and that they have been authorized to enter their country of destination. This document also confirms the enforcement of a removal order outside Canada.
Departure	For the purposes of the AVRR pilot program this describes the process by which an AVRR participant leaves Canada.
Enforceable removal order	A removal order that has come into force and is not stayed. (Please consult ENF10 for information on how an order comes into force)
Enforced removal order	A removal order is enforced only after the requirements of R240(1) have been met. (Please consult Procedure 21 for more details)
Foreign National	A person who is not a Canadian citizen or permanent resident, including a stateless person.
Permanent Resident	A person who has acquired permanent resident status and has not subsequently lost that status under IRPA46.
Removal	For the purposes of the AVRR pilot program, removal speaks to the departure of a foreign national from Canada. This is in contrast to a return as noted below.
Removal by the Minister	The Minister of PS must enforce a removal order where the foreign national does not or cannot avail themselves of enforcement by voluntary compliance.
Removal order comes into force	A removal order made with respect to a person who has made a claim for refugee protection, comes into force on the latest of the dates set out in IRPA49(2).
Return	For the purposes of the AVRR pilot program, return speaks to the return of a foreign national to Canada following removal.
Stay of removal	The Minister of PS cannot remove a person from Canada in circumstances where IRPA or the Regulations specify that the removal is prohibited, or where there is a valid court order prohibiting the person's removal.

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Voluntary compliance	A person who is not a danger to the public, a fugitive from justice in Canada or another country, or a person seeking to evade or frustrate the cause of justice in Canada or another country may voluntarily comply with a removal order before an officer and satisfy the officer that the requirements of R238(1)(a) and (b) and R238(2) have been met.
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7. Office Roles and Responsibilities for AVRR Pilot Program

7.1 Refugee Intake Point

Border Services Officers, IEO or CIC Immigration Officers, within the GTAR as defined in Appendix A, are responsible for providing an AVRR information pamphlet to all foreign nationals who make a claim for refugee protection in Canada.

7.2 Inland Enforcement Office: Removals Screening Unit

IEOs within the Removals Screening Unit are responsible for identifying those individuals who, by virtue of a file review, could potentially meet the eligibility criteria of the AVRR pilot program.

7.3 Inland Enforcement Office: Non-Criminal Released Removal Unit

IEOs within the Non-Criminal Released Removal Unit are responsible for:

- interviewing individuals identified by the Removals Screening Unit as potentially AVRR-eligible;
- providing a travel document application where required; and
- providing an AVRR application form to each AVRR-eligible participant.

IEOs are also responsible for referring the participant to the AVRR pilot program in the National Case Management System (NCMS).

7.4 Inland Enforcement Office: Criminal Released Removal Unit

IEOs within the Criminal Released Removal Unit are responsible for assisting with processing clients with criminal convictions whose families have been approved to participate in the AVRR pilot program. While the criminal client him/herself is not eligible for AVRR, to the extent possible, family units will be assisted in departing Canada together under the AVRR pilot program. The participation of criminal clients in the AVRR pilot program will require ongoing consultation between the IEOs in the Criminal Released Removal Unit and the AVRR Liaison Unit.

7.5 Inland Enforcement Office: AVRR Liaison Unit

The AVRR Liaison Unit reports to the AVRR pilot program Manager, Post-Border Programs Directorate, Programs Branch at CBSA National Headquarters. The Liaison Unit provides a coordination function and link between the GTAR removal operations and the IOM. The AVRR Liaison Unit is responsible for:

- confirming ongoing AVRR pilot program eligibility and ineligibility;
- monitoring and addressing ongoing participant eligibility;
- assessing and addressing issues brought forward by the IOM in the administration of a participant's file; and
- mitigating any issues regarding a participant's departure.

7.6 Service Partner (hereinafter referred to as IOM)

The IOM will act as the sole service partner with the CBSA in the administration of the AVRR pilot program. The IOM's operations will remain independent from those of the CBSA in order to reinforce the voluntary nature of participation under this pilot program, however, given the nature of the IRPA and its Regulations, ongoing dialogue between the CBSA and the IOM must always be maintained.

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The IOM is responsible for:

- conducting pre-departure interview(s) and pre-departure counselling with program participants;
- acquiring any travel documents for program participants from the embassy or consulate;
- purchasing tickets for the participant's departure; and
- assisting with the participant's departure.

Furthermore, the IOM will maintain responsibility for all post-departure activities including the disbursement and monitoring of reintegration assistance.

8. AVRR Pilot Program Eligibility

8.1 Determining eligibility

Program eligibility for the AVRR pilot program as listed below must be determined by a CBSA officer, which may be an IEO within the Greater Toronto Enforcement and Intelligence Operations Division (GTEIOD) or an IEO within the AVRR Liaison Unit. The participant will be advised of their eligibility at scheduled interviews. Should the individual become ineligible at any point in the removals process, due to a change of circumstances or a lack of compliance on their part, their file will be taken out of the AVRR process and the case will be referred to the regional removal office. For details regarding pre-screening and determining eligibility, see section 9-Screening Potential AVRR pilot program participants and section 10-Inland Enforcement AVRR interviews.

8.2 AVRR pilot program eligibility dates

The AVRR pilot program will be launched on June 29, 2012 and will terminate on March 31, 2015. In order to facilitate the departure of AVRR participants within the pilot program period, there may be an operational requirement to curtail enrolment prior to March 31, 2015.

8.3 AVRR pilot program eligibility criteria

Eligible:

In order for an applicant to be considered eligible for the AVRR program, the following criteria must apply:
1. Applicant must have received a negative determination of their claim for refugee protection from the Refugee Protection Division of the Immigration and Refugee Board (IRB)
2. Applicant must: a) Submit a claim for refugee status at any air, marine or land port, or any CBSA or CIC inland office that is located within the GTAR as defined in Appendix A; <u>and</u> b) have their refugee claim heard by the IRB within the GTAR as defined within Appendix A; <u>and</u> c) have their removal effected from the GTAR as defined within Appendix A OR a) Submit a claim for refugee status outside of the defined GTAR area; <u>and</u> b) Have been granted a 'change of venue' by the IRB to the GTAR as defined in Appendix A, prior to their final refugee hearing; <u>and</u> c) Have their removal effected from the GTAR as defined within Appendix A
3. Applicant must satisfy the parameters of voluntary compliance as defined in section 238 of the Immigration and Refugee Protection Regulations (IRPR)

Ineligible:

An applicant will be ineligible for the AVRR program if the following conditions apply:
1. Client receives a negative refugee decision based on an application with no credible basis (subsection 107(2) of the Immigration and Refugee Protection Act)
2. Client is deemed excluded as per sections E and F of Article 1 of the United Nations Convention Relating to the Status of Refugees

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3. Client withdraws his/her refugee claim before having received a determination by the IRB
4. Client abandons his/her refugee claim before having received a determination by the IRB
5. Client fails to complete an application for a travel document when requested by the CBSA
6. Client does not remain in compliance with all terms and conditions issued to them by the Government of Canada
7. Client has an outstanding warrant issued by the CBSA or any law enforcement agency*
8. Client is reported for criminality (subsections 36(1) and 36(2) of the Immigration and Refugee Protection Act)**
9. Client is reported as being inadmissible to Canada or is found to be inadmissible on security grounds, on grounds of violating human or international rights, or on grounds of organized criminality (sections 34, 35, and 37 of the Immigration and Refugee Protection Act)

* Clients with an executed warrant may participate in the AVRR pilot program, if the warrant execution did not result in detention.

** Based on the nature of the AVRR pilot program, those clients with outstanding charges are also ineligible for the AVRR pilot program. For more information please see Procedure 25.

An applicant will be temporarily ineligible for the AVRR program if the following conditions apply:
10. Client is under a stay of removal issued as per subsection 50 of the Immigration and Refugee Protection Act subsections (a) to (e).
11. Client has an outstanding application for permanent residence accompanied by a spousal sponsorship application submitted in Canada

9. Procedures: Screening Potential AVRR Pilot Program Participants

When the Removals Screening Unit is notified that an individual has received a negative refugee determination, or a failed claimant has received a negative pre-removal risk assessment (PRRA), the Removals Screening Unit will review each file against the above listed AVRR eligibility criteria.

The information collected during the screening process is recorded on the Removals Screening Sheet. This sheet will be attached to the file to be reviewed by the IEO within the Non-Criminal/Criminal Released Removals Unit prior to the AVRR interview. AVRR eligibility will be 'ticked' (AVRR Eligible-Yes) on the Removals Screening Sheet (Form I). A yellow AVRR pilot program sticker will be placed on the outside of the file jacket by the Removals Screening Unit for easy reference.

Once the file has been screened and it has been determined that the individual may be eligible for the AVRR pilot program, an AVRR interview will be scheduled and the participant will be notified in writing of the date and time of the interview. In order to facilitate the timely departure of as many AVRR participants as possible, scheduling of AVRR interviews should be prioritized, where possible.

Those clients who are not screened as potential AVRR participants and are scheduled for a pre-removal interview and not an AVRR interview will have it noted through the use of the pull down menu on the Removals Screening Form (Form 1) at 'Reason NOT eligible'. either at their pre-removal interview or as a walk in client. This request will be reviewed and assessed at that time.

Removals Screening Unit to schedule AVRR Interview in NCMS

10. Procedures: Inland Enforcement AVRR Interview

The procedure for an AVRR interview is similar to the pre-removal interview, with the added assessment determining whether the participant is determined eligible or ineligible for the AVRR pilot program. The IEO in the Non-Criminal Released Removals Unit will review the file in advance of the AVRR interview. For information on processing AVRR Interviews of criminal clients/families, please consult Procedure 26.

10.1 Describing AVRR and Determining Eligibility

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Through discussions with the individual during the AVRR interview the IEO should provide and gain information that is needed to determine AVRR eligibility. Prior to a final determination, the following must be confirmed by the IEO:

- a) the participant understands the objectives of the AVRR pilot program;
- b) the participant is determined eligible for the AVRR pilot program based on the eligibility criteria, however a participant's own actions may result in the participant being determined ineligible by the CBSA at any point in the AVRR process;
- c) the participant, if not in possession of a valid travel document, remains willing and able to assist the CBSA in completing a travel document application, which will be processed by the IOM after the participant has enrolled in the AVRR pilot program; and
- d) the participant will abide by the terms and conditions placed upon them by the CBSA and will perform functions as outlined by the IOM. Failure to do so may result in the participant returning to the regular removals stream, without the chance to participate in AVRR at a future date.

If these elements are confirmed by the IEO and agreed to by the participant, the participant will be determined AVRR-eligible.

10.1.1 Recourse and Reintegration Assistance

During the AVRR Interview the IEO will confirm with the individual if they have applied, or intend to apply for recourse. Recourse may include an application to the Federal Court for leave and judicial review of the negative RPD decision or submitting a PRRA application. Based on the time required to process a recourse application, the CBSA has determined that AVRR participants will receive a reduced amount of reintegration assistance based on the number of recourse applications submitted and finalized by the AVRR participant. For more information on reintegration assistance as it relates to recourse, please refer to Appendix B.

10.2 Confirming Intent and Providing Application and Cover Letter

If the participant wishes to enrol in the AVRR pilot program, the AVRR Application (Form II) will be provided to the participant by the IEO. The AVRR application will be provided with an AVRR cover letter (Form III) with the following information added by the IEO prior to being given to the participant:

- a) date before which the participant shall contact the IOM;
- b) location of the IOM office;
- c) IOM contact number;
- d) AVRR Liaison Unit contact number;
- e) AVRR pilot program website information

☞ IEO to provide the AVRR application and the AVRR cover letter to the AVRR participant

10.3 Application for Travel Document

During the AVRR interview the IEO should review the file to confirm if a valid travel document exists for the participant. If the file does not contain a travel document, or the document has a pending expiry date, the IEO will complete a travel document application with the participant. The completed travel document application will be placed on file.

☞ IEO to complete a travel document application if required

☞ IEO to update the travel document tab in NCMS

10.4 Referring the Case to the Service Provider: Transfer the Physical and Electronic File


The IEO will enter the disposition 'refer to Service Provider' in NCMS in order to refer the AVRR participant's file to the IOM. Furthermore, the IEO will transfer the file to the RC AVRR Liaison Unit file location (GTEC AVR-LU CBSA).

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The physical file should be placed in the AVRR Liaison Unit in-box by the IEO within 12-24 hours of the AVRR Interview so that the AVRR Liaison Unit staff can pick up the file and start monitoring the case.

 IEO to record disposition at the AVRR Interview stage in NCMS 'referred to the service provider'

 IEO to transfer the file to RC AVRR Liaison Unit in NCMS for cases referred to AVRR


 IEO to put AVRR file in AVRR Liaison Unit in-box

10.5 Cases Not Referred to the Service Provider

If the individual does not wish to participate, or is determined ineligible for the AVRR pilot program, the applicable disposition must be listed in NCMS. The task of updating NCMS will fall to the Non-Criminal/Criminal Released Removal IEO. In both cases, the participant will not be referred to the IOM and the participant's removal will be undertaken under traditional removal processes.

If the individual does not wish to participate in the AVRR pilot program they are to sign the applicable spot on the AVRR Application Cover Letter. This should be placed on the individual's file.


The IEO in the Non-Criminal Released Removal Unit will complete the AVRR Ineligibility Form (Form IIIA) for any individuals deemed ineligible for the AVRR pilot program. A copy of this letter will be placed on the individual's file with the original going to the individual.

 IEO to record disposition at AVRR Interview stage in NCMS for cases not referred to the service provider

10.6 List Potential Clients to the IOM and Removals Screening Unit

The AVRR Liaison Unit will provide the IOM with a list of potential AVRR participants on a daily basis so as to assist the IOM in anticipating workload. The AVRR Liaison Unit will also provide the Removals Screening Unit with a list of clients referred to the IOM who do not submit an application within the application time period

 AVRR Liaison Unit to report daily to the IOM on cases referred to the IOM in NCMS

 AVRR Liaison Unit to report daily to the Removals Screening Unit on cases referred to the IOM wherein the client did not apply for AVRR within the prescribed time period

10.7 Walk-In Cases

Individuals may visit GTEIOD to research the AVRR pilot program, to confirm if they may be eligible for the AVRR pilot program, or to follow up on information previously provided about AVRR. In such cases the individual will attend the walk-in unit at GTEIOD, and will present themselves to the GTEIOD clerical staff.

The AVRR Liaison Unit will receive an email confirmation that an individual is in the walk-in unit and wishes more information on the AVRR pilot program. A member of the AVRR Liaison Unit staff will attend to the walk-in unit to confirm the individual's needs.

If the individual is interested in confirming whether or not they are eligible for the AVRR pilot program, the AVRR Liaison Unit Officer will undertake a file review and will follow steps outlined above in 10.1 through 10.5. In order to do a comprehensive file review, the AVRR Liaison Unit Officer must obtain the file from the GTEIOD file room.

11. Procedures: AVRR Pilot Program Application and Timelines

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The AVRR application must be submitted by the participant to the IOM within 15 calendar days of the AVRR interview, unless the participant has received a concluded PRRA, in which case they must submit the application within 24 hours of the PRRA decision being delivered to the individual by the IEO in the Non-Criminal Released Removals Unit. While some individuals may visit the IOM immediately, some may seek legal advice or an interpreter before completing the application.

Once the participant contacts the IOM by phone, they will be scheduled to attend a pre-departure interview and will present the AVRR application (Form II) provided by the IEO. The application form will be reviewed, and completed as necessary with the IOM Officer. Furthermore, participants will be required to complete the AVRR pilot program Voluntary Enrolment Form (Form IV). Once these forms are completed, the IOM will advise the AVRR Liaison Unit via email that the participant is now enrolled in the AVRR pilot program.

📁 IOM to complete AVRR pilot program voluntary enrolment form and AVRR Application (as necessary) with participant

📁 IOM to advise the AVRR Liaison Unit via email that the individual is enrolled in the AVRR pilot program

11.1.1 AVRR Applications Not Received Within Timelines

If the AVRR application is not received within the identified time period, the AVRR Liaison Unit will enter the disposition, 'No Application Received' in NCMS and will make a 'note to file' that the application was not received. The AVRR Liaison Unit will transfer the file back to GTEIOD in NCMS, and will put the file in the Removals Screening Unit in-box.

The participant's removal will be coordinated under traditional removal procedures and re-integration assistance will not be provided. The client will be called in for a pre-removal interview by the Removals Screening Unit or the IEO as quickly as possible in order to ensure the most timely removal possible under traditional removal methods.

📁 AVRR Liaison Unit to update NCMS 'No Application Received' if AVRR application not received within timelines

📁 AVRR Liaison Unit to transfer file back to GTEIOD and put file in RSU in-box if timelines not met

12. Procedures: AVRR Pilot Program Thin File

Once the IOM has advised the AVRR Liaison Unit that the participant has been accepted into the AVRR pilot program, the AVRR Liaison Unit will create a thin file. The thin file should contain the participant's completed travel document application or valid travel document as well as a copy of the AVRR Summary Form (Form V). The CBSA Removals Screening Form (Procedure 10, Form 1) includes all aspects of the participant's immigration history. Due to the sensitive nature of a client's immigration information, a separate form must be used when conveying information to the IOM. As such, the AVRR Summary Form is used in order to convey the minimal amount of information to the IOM. The AVRR Summary Form is to provide the IOM with the following information:

- 1) Participant ID number;
- 2) Participant name;
- 3) Date of Birth;
- 4) Country of destination;
- 5) Accompanying family members (in order to keep files together);
- 6) Amount of reintegration assistance;
- 7) Airline Liability if applicable.

The AVRR Liaison Unit will update NCMS to indicate that an AVRR thin file has been completed. The participant file should be retained in the AVRR Liaison Unit file area until the participant has departed

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Canada or returned to the regional office should the individual be found ineligible to participate further in the AVRR pilot program.

📄 AVRR Liaison Unit to complete the AVRR Summary Form

📁 AVRR Liaison Unit to create the AVRR thin file

🖨️ AVRR Liaison Unit to note the thin file in NCMS

13. Procedures: Pre-Removal Interview Scheduling

The IOM will determine a mutually beneficial time for a pre-departure interview with the participant and will have as many repeat interviews as required to facilitate the departure. The IOM will complete Part A of the AVRR Interview Form (Form VI) in order to advise the AVRR Liaison Unit when the participant is scheduled to attend an interview with the IOM. The IOM will fax this form to the AVRR Liaison Unit. The AVRR Liaison Unit will update NCMS with the details of the pending interview.

In order to ensure the AVRR Liaison Unit has the most up to date address for the AVRR participant, the IOM will complete the address section of the AVRR Interview Form (Form VI) each time an interview takes place.

📄 IOM to complete Part A of the AVRR Interview Form and fax to AVRR Liaison Unit

🖨️ AVRR Liaison Unit to enter pre-removal interview information into NCMS

14. Procedures: Pre-Departure Interview

During the pre-departure interview the IOM will confirm the participant's intention to purchase their own ticket, or have one purchased for them, will confirm the number of individuals departing (family members etc.) and a mutually beneficial departure date. Departure arrangements should be scheduled to a maximum of two (2) to three (3) weeks following the pre-departure interview, wherever possible. The IOM is asked to complete the 'intended departure date' section of the AVRR Interview Form (Form VI) so as to bring to the AVRR Liaison Unit's attention any departures that may be delayed.

When the participant has successfully attended an interview with the IOM, this information should be provided to the AVRR Liaison Unit through the completion of Part B of the AVRR Interview Form (Form VI). The IOM should indicate, if possible, when the next interview is scheduled, and if that information is known, the IOM will complete Part C of the AVRR Interview Form (Form VI). This completed form should be faxed to the AVRR Liaison Unit. The AVRR Liaison Unit will then update NCMS with interview details and place the AVRR Interview Form on file.

📄 IOM to complete the AVRR Interview Form (Part B and C as applicable) and fax it to the AVRR Liaison Unit, the AVRR Liaison Unit to place a copy on the participant's file

🖨️ AVRR Liaison Unit to update NCMS with pre-departure interview information, including future interviews (if known)

14.1 Flight Booking Confirmation

The IOM will obtain an airline ticket for the participant as required, using their computerized booking system. Once the ticket has been obtained, the IOM will complete the AVRR Departure Information Form (Form VII), Part A, detailing the departure date, time, the itinerary with transit points, the baggage allowance for the flight and the names of accompanying family members. The AVRR Departure Information Form will be sent to the AVRR Liaison Unit by fax.

A copy will be retained by the IOM in the participant's thin file to be updated once reintegration assistance is confirmed (Part B). Furthermore, issues pertaining to requirements for the participant to

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return to Canada will be noted on the AVRR Departure Information Form (see Procedure 19 for more information).

When the AVRR Departure Information Form is sent to the AVRR Liaison Unit, the IOM will send a copy of the travel document and the itinerary for use in preparation for departure.

Furthermore, the IOM will request that the AVRR participant relinquish any identification cards acquired while in Canada. These cards should be provided to the AVRR Liaison Unit for processing during file closure (Procedure 22).

☐ IOM will complete the AVRR Departure Information Form Part A with departure information. (see Procedure 15 for Part B).

☐ IOM to send a copy of the travel document and itinerary to the AVRR Liaison Unit

☐ AVRR Liaison Unit to update NCMS flight booking information

15. Procedures: AVRR Pilot Program Reintegration Assistance

As a participant in the AVRR pilot program, the individual is also entitled to reintegration assistance with an in-kind value of up to \$2,000 CAN. The type and amount of re-integration assistance should be agreed to by the participant and the IOM, however the amount is not to exceed \$2,000 CAN per person. The amount of reintegration assistance will be determined by the recourse options selected by the AVRR participant.

Part of the AVRR program design allows for flexibility in reintegration assistance and the exact amount or type of assistance to be provided may change or be finalized once the AVRR participant has returned to their country of origin and is able to more thoroughly determine the type and extent of their need for assistance. When it has been confirmed, the IOM will complete the AVRR Departure Information Form Part B with the reintegration information and will send it to the AVRR Liaison Unit. The AVRR Liaison Unit will enter the information into the computerized system and will place the form on file. For more information on reintegration assistance, please see Appendix B.

☐ IOM will update the AVRR Departure Information Form Part B and forward to the AVRR Liaison Unit via fax. IOM will also provide a copy to the AVRR participant and place a second copy in the thin file.

☐ AVRR Liaison Unit to update computerized information system with reintegration information

16. Procedures: Referring AVRR Pilot Program participants to the AVRR Liaison Unit for non-compliance

The IOM may request that the participant attend an interview and may also request that they perform specific tasks in order to facilitate their departure. Should the individual fail to comply with instructions, the IOM will undertake to contact the individual and confirm their intention to remain compliant with the AVRR pilot program requirements. If the IOM is unable to reach the individual or believes that the individual no longer wishes to participate in the AVRR pilot program, they will advise the AVRR Liaison Unit accordingly. If the IOM believes that the participant is non-compliant, the IOM will defer to the AVRR Liaison Unit for further action.

The AVRR Liaison Unit will invite the AVRR participant to a meeting to discuss allegations of non-compliance. If they present themselves, the AVRR Liaison Unit will determine, based on the information available, if the AVRR participant meets the eligibility criteria of continued compliance. The AVRR Liaison Unit will update NCMS with the disposition, 'ineligible-lack of compliance', if the decision is made to determine the participant ineligible for the AVRR pilot program and refer the case back to GTEIOD.

The IEO in the AVRR Liaison Unit will complete the AVRR Ineligibility Form (Form IIIA) for the individual deemed ineligible for the AVRR pilot program. A copy of this letter will be placed on the individual's file with the original going to the individual.

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If the case is referred back, the IOM will provide the AVRR Liaison Unit with the participant's thin file, which will be added to the case file. The case file will then be returned to Greater Toronto Enforcement and Intelligence Operations Division, attention: Removals Screening Unit.

📁 AVRR Liaison Unit to enter the disposition of ineligible-lack of compliance in NCMS

📁 AVRR Liaison Unit to transfer the file to RC GTEIOD in NCMS

📁 IOM to provide AVRR Liaison Unit with thin file, AVRR Liaison Unit to join thin file with case file

📁 AVRR Liaison Unit to return participant file to Removals Screening Unit

17. Procedures: Notifications to CBSA LO and IPM

As per CBSA Guidelines outlined with ENF10, CBSA Liaison Officers (LO) and CIC Immigration Program Managers (IPM) must be advised of all known removals arriving in or transiting through their countries of responsibility. While the voluntary nature of AVRR participation has an impact on the way in which these cases may be handled, there is a basic list of information that should be transmitted to the LO and IPM, including:

- a) Name of each participant,
- b) Citizenship(s) of participant and all family members,
- c) Date of departure from Canada,
- d) Itinerary for departure including transit points, and
- e) Medical issues.

Notifications for all AVRR pilot program removals are to be completed by the AVRR Liaison Unit. Staff within the Liaison Unit will ensure that notifications are undertaken at least seven days prior to departure from Canada, wherever possible.

In order to advise the LO and IPM of the pending departure, the AVRR Liaison Unit must email the AVRR Notification Form (Form VIII) to the LO and IPM for the destination and transit points.

📁 AVRR Liaison Unit Officer to complete the AVRR Notification Form and email the LO and IPM in country of destination and transit

18. Procedure: Notifications to Airlines

As departures under the AVRR program are voluntary, airline notification is not required as it is with traditional removals.

However, confirmation is required to ensure that each AVRR participant is approved to fly in Canadian and American airspace. Thus, an email must be sent to Transport Canada: investigations@tc.gc.ca at least seven days in advance of departure. If issues exist concerning the AVRR participant, an email will be sent from Transport Canada. If no reply is received, approval to fly is assumed.

19. Procedure: Counselling on the Consequences of the Types of Removal Orders

It is essential that prior to departure, the AVRR participant is made aware of the requirements should they want to return to Canada. Information pertaining to authorization to return will be listed in the AVRR Authorization to Return Form (Form IX) and will be provided to the AVRR participant by the IOM. The form will be generated by the AVRR Liaison Unit for use by the IOM. The IOM will have the AVRR participant sign the form and a copy will be placed in the thin file.

Information found within the form should address the following: as noted in IRPR 224(1), those participants who depart Canada as part of the AVRR pilot program on a departure order are able to

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return to Canada without seeking authorization under IRPA 52(1). As noted in IRPR 226(1), individuals removed on a deemed deportation order must obtain authorization to return.

■ IOM to provide AVRR participant with the AVRR Obligation to Return Form

20. Procedures: Repayment of removal costs

Based on Section 243 of the IRPR, a foreign national who had their ticket paid for by the Government of Canada is required to repay \$750 if removed to the United States or St. Pierre and Miquelon, and \$1,500 if removed to any other country, when applying to return to Canada. This provision will extend to those foreign nationals who depart Canada with the AVRR pilot program.

This information will be included in the AVRR Requirement to Return Form, which is provided to the AVRR participant by the IOM when information about the departure is provided.

■ IOM to provide AVRR participant with the AVRR Requirement to Return Form

21. Procedure: Confirming departure of an AVRR Pilot Program participant

An officer is responsible for verifying the departure of a foreign national from Canada. As per IRPR 240; (1) A removal order against a foreign national, whether it is enforced by voluntary compliance or by the Minister, is enforced when the foreign national:

- (a) appears before an officer at a port of entry to verify their departure from Canada;
- (b) obtains a certificate of departure from the Department;
- (c) departs from Canada; and
- (d) is authorized to enter, other than for purposes of transit, their country of destination.

As per the Delegation and Designation Instrument under the IRPA, the delegation to confirm departure lies with a CBSA officer or one designated as a CBSA officer. Based on a current contract, security guards are delegated as CBSA officers in order to confirm departure under the IRPA. As such, security guards have the authority to confirm departure under the AVRR pilot program.

In order for a departure to be confirmed, regardless of the type of removal order under which one is leaving Canada, a multi-step process is undertaken. All steps must be recorded on the applicable form for placement on the participant file and entry into FOSS and NCMS.

21.1 Preparing for Departure

The AVRR Liaison Unit will reference the AVRR Departure Information Form (Form VII) (Procedure 14.1) provided by the IOM in order to prepare for the departure. A copy of the travel document and the itinerary will be with the AVRR Liaison Unit (Procedure 14), and the AVRR Liaison Unit is responsible for completing the Confirmation of Departure (COD) Form (IMM0056) prior to departure. The information below outlines the procedures associated with the form.

21.1.1 Certificate of Departure Form Completion

The COD Form (IMM0056) is a five (5) page carbon copy document that will be completed by the AVRR Liaison Unit. The following elements should be completed in sections A and B:

- a) Participant ID number, name, date of birth,
- b) Type of travel document and date and place of issuance,
- c) Cause for inadmissibility and type of order, and
- d) Photo of AVRR participant

In addition, to distinguish AVRR participants from traditional removal cases, the AVRR Liaison Unit staff's initials should be added to the COD Form (IMM0056) in the bottom left hand side with notation 'AVRR' next to the initials.

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AVRR Liaison Unit to complete the COD Form IMM0056 section A and B and note AVRR and initials on form.

21.1.2 AVRR Departure Package

The AVRR Departure Package is specifically designed for safekeeping papers such as passports, travel documents and tickets for foreign nationals departing Canada under the AVRR pilot program.

The AVRR Departure Package envelope is printed with space for AVRR participant information and this is to be completed by the AVRR Liaison Unit staff.

The AVRR Liaison Unit is responsible for ensuring the AVRR Departure Package is available for use by the IOM at least 24 hours in advance of departure.

The AVRR Departure Package for AVRR participants should include:

- a) Travel Document (copy)
- b) Certificate of Departure Form (IMM0056)
- c) Airline Tickets or copy of itinerary (as applicable) (copy)

Once the AVRR Departure Package is complete, the AVRR Liaison Unit should place the AVRR Departure Package in the out-box for the IOM, and all documents for the IOM should be taken daily for use at departure. Once the AVRR Departure Package is received, the IOM can replace the copy of the travel document and itinerary/ticket with the original, and use the package for the AVRR participant's departure.

AVRR Liaison Unit to complete the AVRR Departure Package

AVRR Liaison Unit to provide IOM with AVRR Departure Package

21.2 Witnessing Departure at a Port of Entry

The AVRR participant, along with an IOM representative, will attend Pearson International Airport (PIA) at the applicable date and time noted in the AVRR Departure Information Form (Form VII) (Procedure 14). If the individual does not attend PIA, the IOM will contact the AVRR Liaison Unit to discuss next steps. The IOM should be in possession of the AVRR Departure Package prior to arrival at the airport. The airline ticket or the itinerary for the flight will be included in the AVRR Departure Package, as well as the travel document.

The IOM Officer will assist the AVRR participant with check in and will reference the itinerary and the travel document included in the AVRR Departure Package.

The IOM Officer will assist the AVRR participant with clearing airport security and will wait with the participant until the flight boards. The IOM Officer may hold the travel document and boarding pass for the AVRR participant in order to ensure the participant processes through airport security without incident.

At the departure gate, the IOM Officer will take the COD Form (IMM0056) from the AVRR Departure Package and have the AVRR participant sign as required. Once the COD Form (IMM0056) has been signed by the AVRR participant, the IOM will provide the participant with their boarding pass and travel document, if it wasn't handed over earlier.

The IOM Officer will contact the security guard via cell phone and confirm that the AVRR participant is at the departure gate. The security guard will come to the departure gate and, while remaining a distance from the AVRR participant and the IOM Officer, will wait to watch the AVRR participant board the flight and the flight pull away from the gate. The security guard will sign at section C on the COD Form (IMM0056) and will provide the IOM Officer with copy 1 of the form. The IOM will send copy 1 of the COD Form (IMM0056) to the AVRR participant in their country of origin.

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The security guard will return to the Immigration Office at Terminal 1 or 3 and enter an NCB entry into FOSS confirming that the AVRR participant departed Canada as required. The AVRR indicator must be utilized within the FOSS CONF Screen by inserting 'y' in the appropriate space.

The security guard will return the COD Form (IMM0056) to the AVRR Liaison Unit as soon as possible, but not more than 24 hours after departure to facilitate post-departure file closure.

- 📄 IOM to obtain signature from AVRR Participant on COD Form
- 📄 IOM to provide AVRR participant with copy 1 of COD form by mail post departure
- 📄 Security Guard to update FOSS with NCB regarding departure and note 'y' for AVRR case in FOSS CONF Screen
- 📄 Security Guard to bring COD Form (copy 2-5) to AVRR Liaison Unit within 24 hours of departure

21.3 Verifying Departure

As soon as the COD Form is received by the AVRR Liaison Unit FOSS and NCMS must be checked and, where necessary, updated to confirm departure.

The AVRR Liaison Unit must process the remaining copies of the COD Form as noted:

1. To participant (send by IOM)
2. Placed on the participant's file
3. Sent to FOSS NHQ
4. Sent to POE PIA
5. Sent to batch control

- 📄 AVRR Liaison Unit to update NCMS to confirm departure
- 📄 AVRR Liaison Unit to distribute COD Form copies 2-5 as above

22. Procedures: File clean-up after removal

Once the participant's departure has been confirmed in FOSS and NCMS and the COD Form has been placed on file, the AVRR Liaison Unit will contact the IOM by email to confirm that the participant has departed Canada as requested and confirm that the file has been closed.

Upon receiving a return email, the IOM Officer will be requested to return the thin file to the AVRR Liaison Unit. The thin file will then be attached with the original file and the AVRR Liaison Unit will return the file to the GTEIOD records room. The AVRR Liaison Unit will update NCMS to transfer the file to RC GTEIOD Records Room.

All identification cards provided to the IOM by the AVRR participant will be returned to the issuing department by the AVRR Liaison Unit.

- 📄 AVRR Liaison Unit will contact the IOM Office by email to confirm departure and request the thin file
- 📁 IOM Office will return the thin file to the AVRR Liaison Unit
- 📁 AVRR Liaison Unit will add the thin file to the main file and return the file to the GTEIOD records room.
- 📄 AVRR Liaison Unit to transfer the file to RC GTEIOD in NCMS

23. Procedures: Medical Cases for removal under AVRR Pilot Program

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Medical cases are complex and the AVRR Liaison Unit should be made aware of all medical cases by the IEO when a case is referred for AVRR in the form of a note to file. Similarly, the IOM is asked to advise the AVRR Liaison Unit if a medical issue has arisen.

Individuals who have been deemed unfit to fly may not depart Canada under AVRR or traditional removal processes until they are deemed medically fit to fly. The IOM will monitor and confirm the status of medical cases and may consult with the AVRR Liaison Unit as appropriate. As required, the IOM or the AVRR Liaison Unit may consult with medical professionals about AVRR participants. On a case by case basis, a medical escort may be acceptable, however this should only be considered in extreme circumstances.

24. Procedures: Canadian Citizen Children

In instances where a family that wishes to participate in the AVRR pilot program has Canadian born children, efforts must be made to allow the family to depart together. While Canadian children are not eligible for reintegration assistance, the flight costs for Canadian children are provided.

Furthermore, the acquisition of a Canadian passport for any Canadian-born children can be facilitated by either the IOM or the AVRR Liaison Unit. In order to process the departure of families with Canadian children, the AVRR Liaison Unit and IOM may work together.

25. Procedures: Participants with Pending Criminal Charges

Clients with pending criminal charges are granted a stay of removal based on IRPA50(b). In order to allow a client with pending criminal charges to depart Canada, the CBSA must request a stay or withdrawal of charges from the Crown. Once the charges are stayed or withdrawn, the CBSA can effect the client's removal. Based on the nature of the AVRR pilot program, clients with outstanding charges are ineligible for the AVRR pilot program as the CBSA will not request that the Crown stay or withdraw charges so that an individual can avail themselves of the benefits of the AVRR pilot program.

Thus, clients with criminal charges must wait until the charges are concluded and the courts have rendered a verdict. Those with convictions will be AVRR-pilot-program-ineligible, while those with a not-guilty verdict may be determined program-eligible.

26. Procedures: Participants with Criminal Convictions

In instances where one family member is inadmissible due to a criminal conviction, but the remaining family members are eligible for the AVRR pilot program, efforts should be made to allow the family to depart as a family unit.

The Removal Screening Unit will screen the family based on the eligibility of the family members without criminality and based on the criminality of one family member. The Removal Screening Unit will refer the whole family to the Criminal Released Removal Unit. The yellow AVRR stickers will be placed on the outside of the applicable file jackets.

Once the Criminal Released Removal Unit IEO receives the file, they will contact the AVRR Liaison Unit to discuss the case. If the IEO within the Criminal Released Removal Unit and the AVRR Liaison Unit agree that the individuals may be processed for potential AVRR participation, the files will be reviewed and the AVRR interview will take place with all family members. If during the AVRR interview the family is deemed eligible for the AVRR pilot program, the family members without criminality will be processed as per Procedure 10.1 through 10.4. However, the family member with who is inadmissible for criminality will remain a GTEIOD case and the Criminal Released Removal IEO will consult with the AVRR Liaison Unit to organize this departure.

27. Procedures: Airline Liability AVRR Cases

Airline liability removals will be undertaken in partnership between the AVRR Liaison Unit and the IOM.

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27.1 Legislation Pertaining to Airline Liability Removals

Under IRPA148(1)(f), "A person who owns or operates a vehicle or a transportation facility, and an agency for such a person, must in accordance with the regulations, carry from Canada a person whom it has carried to or caused to enter Canada and who is prescribed or whom an officer directs to be carried".

IRPR259-277 outlines, in detail, rules pertaining to the conveyance of foreign nationals under airline liability from Canada. Sections 273 to 278 of the Regulations pertain to the liability of an airline to carry foreign nationals from Canada. Each subsequent section of these Standard Operating Procedures (SOPs) will reference the pertinent IRPR section.

27.2 Identifying an Airline Liability Case

The Removals Screening Unit will have initially identified an airline liability case when pre-screening the AVRR interview. If the original file jacket does not already have an airline liability sticker on the outside, one will be attached by the Removals Screening Unit. The AVRR Liaison Unit will place the same sticker on the outside of the thin file to indicate an airline liability case.

There is no time limitation with respect to a transporter's liability to carry an inadmissible foreign national from Canada.

27.3 Departure Arrangements

After the participant has met with, and been enrolled in the AVRR program, the IOM can undertake regular AVRR pre-departure discussions and processing. This includes identifying a mutually beneficial departure date with the AVRR participant and confirming the details of the reintegration assistance. The IOM will complete the AVRR Departure Information Form (Form VII) (Procedure 14).

27.4 Notifying an Airline and Obtaining an Airline Liability Itinerary Participant

When the AVRR Liaison Unit receives the AVRR Departure Information Form they will contact the applicable airline. R276 requires that the CBSA notifies a transporter of its obligation to carry a foreign national from Canada. As noted above, the BSF 502 Part A is completed at the port of entry and faxed to an airline for their information. Once the participant's departure is to be coordinated, the BSF 502 Part B is completed by the AVRR Liaison Officer, and is faxed to the applicable airline.

The airline will provide the AVRR Liaison Unit with the proposed itinerary and that information will be faxed to the IOM for their use. Wherever possible the airline is asked to provide an itinerary that allows for the timely departure of AVRR participants.

Once the IOM has received the itinerary they will continue to discuss the departure with the participant as per Procedures 14 above.

27.5 Cost recovery of airline liability funds

When an airline is unable or unwilling to successfully arrange the departure of a participant for whom they are liable, the AVRR Liaison Unit may arrange for the departure of the foreign national and recover the costs from the transporter (R278). AVRR Liaison Unit Officers should complete the BSF 501, including any costs incurred related to new itineraries in instances where the airline was unable to provide an acceptable routing. Upon completion, the BSF 501 must be submitted to the Transporter Obligations Unit (NHQ), which is responsible for the recovery of removal costs from liable transportation companies.

Appendix A

The following defines what is to be considered Toronto for the purposes of the AVRR Program

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1.1 CBSA Inland Offices:

Greater Toronto Enforcement Center, Mississauga ON
Niagara Falls Inland Enforcement, Niagara Falls ON – co-located with CIC
Hamilton Inland Enforcement, Hamilton ON – co-located with CIC
Kitchener Inland Enforcement, Kitchener ON – co-located with CIC
Windsor Inland Enforcement, Windsor ON – co-located with CIC
London Inland Enforcement, London ON – co-located with CIC
Sarnia Inland Enforcement, Sarnia ON

1.2 CIC Inland Offices:

CIC Etobicoke, Etobicoke ON
CIC Sarnia, Sarnia ON

1.3 CBSA Ports of Entry: applicable refugee claim intake offices

1. Ambassador Bridge, Windsor
2. Billy Bishop Toronto City Airport, Toronto
3. Detroit and Canada Tunnel, Windsor
4. Fort Frances International Bridge, Fort Frances
5. Hamilton International Airport, Hamilton
6. Lansdowne, Thousand Islands Ontario
7. Lester B. Pearson International Airport, Mississauga
8. Lewiston-Queenston Bridge, Queenston
9. London Airport
10. Peace Bridge, Fort Erie
11. Pigeon River Border Crossing and Highway 61, Pigeon River
12. Rainbow Bridge, Niagara Falls
13. Rainy River International Bridge, Rainy River
14. Sarnia Blue Water Bridge, Point Edward
15. Sault Ste. Marie International Bridge, Sault Ste. Marie
16. Whirlpool Bridge, Niagara Falls

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Appendix B

Reintegration Assistance under the AVRR Pilot Program

1.1 Types of Assistance:

Under Canada's AVRR pilot program there are various types of reintegration assistance that will be provided by the IOM. These include:

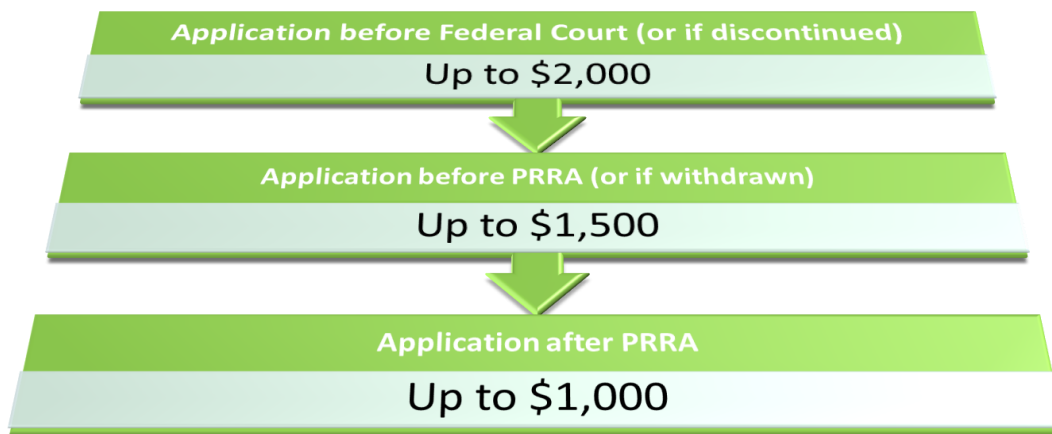
- Vocational Training
- Legal Material
- Micro Business Loan
- Professional Equipment
- Temporary Accommodation and Housing
- Training and Schooling/Education
- Vulnerable Cases
- Wage Subsidies
- Medical Cases
- Job placement
- Childcare
- Additional luggage allowance

1.2 Form of Assistance:

Reintegration assistance is an in-kind service provided by the IOM, or a contracted service provider of the IOM to participants in the AVRR pilot program. Cash payment is not made to the AVRR participant, unless in exceptional circumstances.

1.3 Amount of Assistance:

Each individual determined eligible and enrolled in the AVRR pilot program is eligible for up to \$2,000 CAN of in-kind reintegration assistance provided by the IOM. AVRR participants are eligible for differing amounts of reintegration assistance depending on the recourse processes the AVRR participant availed themselves of prior to enrolling in the AVRR pilot program.



Those AVRR participants who enrol in the AVRR pilot program prior to submitting an application for leave and judicial review to the Federal Court, or who discontinue their application after enrolment in AVRR, are eligible for up to \$2,000 CAN of in-kind reintegration assistance.

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FORM III: AVRR APPLICATION COVER LETTER

CLIENT NAME :

FOSS ID NUMBER :

Dear: _____,

Based on the applicable eligibility criteria, you have been determined to be **eligible** to participate in the Assisted Voluntary Returns and Reintegration (AVRR) pilot program.

You have indicated today, _____, 2012 that you may seek to enrol in the AVRR pilot program. In order to enrol, you will have to fill in the attached AVRR Application Form. The AVRR office of the International Organization for Migration (IOM) will assist you in doing so at the following address: (only by appointment at the phone number below)

#1 1234 Street, Toronto, ON
(905) 123-4567

You are asked to contact the AVRR IOM Office in order to have an appointment scheduled before _____, 2012. It will allow you to decide if you are willing to enrol in the AVRR pilot program.

If you decide not to enrol in the AVRR pilot program, or if you fail to visit the AVRR IOM office prior to the date noted above, the CBSA will refer your case back to the Greater Toronto Enforcement and Intelligence Operations Division for removal, and you will not be able to access the AVRR pilot program, including the provision of AVRR reintegration assistance.

The Canada Border Services Agency (CBSA) AVRR Liaison Unit is here to assist you with any issues or questions that you may have about the AVRR pilot program, the AVRR pilot program eligibility criteria or your obligation to leave Canada. The AVRR Liaison Unit can be reached at (905) 676-5337.

For more information on the AVRR pilot program, please consult:
<http://www.cbsa-asfc.gc.ca/prog/avrr-arvr/menu-eng.html>

CBSA Officer #12345

I am not interested in participating in the AVRR pilot program: _____
Signature

3A. AVRR Ineligibility Letter

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FORM IIIA: AVRR INELIGIBILITY LETTER

CLIENT NAME :

FOSS ID NUMBER :

Dear: _____,

Based on the applicable eligibility criteria, you have been determined to be **ineligible** to participate in the Assisted Voluntary Returns and Reintegration (AVRR) pilot program.

The grounds upon which you have been found to be ineligible include:

Did not receive a negative refugee decision from the Immigration and Refugee Board	Has an outstanding warrant, or was detained after a warrant was executed
Does not meet the geographical region for the AVRR pilot program	Did not remain in compliance with all terms and conditions
Does not satisfy the parameters of Voluntary Compliance (IRPR 238)	Failed to complete an application for a travel document
Received a negative refugee decision based on no credible basis	Has been reported for criminality
Is deemed excluded 1E or 1F	Reported for security grounds, on grounds of violating human or international rights or on grounds of organized criminality
Withdrew your claim for refugee protection	
Abandoned your claim for refugee protection	

The grounds upon which you are temporarily found to be ineligible include:

Has a removal order that has been stayed as per any of the provisions found in IRPA50(a-e)	Has an outstanding application for permanent residence accompanied by a spousal sponsorship application
--------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------

If you require further information you may contact the Canada Border Services Agency (CBSA) AVRR Liaison Unit at (905) 676-5337

For more information on the AVRR pilot program, please consult:

<http://www.cbsa-asfc.gc.ca/prog/avrr-arvr/menu-eng.html>

CBSA Officer #12345

4. AVRR Pilot Program Voluntary Enrolment Form

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FORM IV: AVRR CONSENT OF THE APPLICANT

I have read this document completely. I confirm that I understand that my participation in the AVRR pilot program is voluntary.

I understand that my use of the services of the IOM is to assist me with my return to my country of origin or other approved country of destination, which may include obtaining a travel document on my behalf from the officials of my country of citizenship or nationality and is on the terms and conditions noted in this document.

I give my consent to the IOM to receive documents and collect information from me for use to assist me to leave Canada and return to my country of origin or other approved destination in accordance with the provisions of the AVRR pilot program. The documents are my application form, documents or information required for the purpose of obtaining a travel document and my personal information required by the IOM for its records, including my name, contact information, nature of application/services sought, and any other information which is required by the IOM for the purpose of processing my application.

I also understand that some elements of my personal information may be transmitted between the IOM office in Canada and the local IOM office in my country of origin or destination, if required, to arrange reintegration services.

I understand that the IOM will only use my personal information for the purposes of processing my AVRR application and providing me with the services agreed to by me and the IOM pertaining to the AVRR pilot program.

I give my consent to the IOM to disclose my personal information to the Embassy or Consular Office in Canada of my country of citizenship, for the purpose of obtaining a travel document on my behalf.

I give my consent to the IOM to collect my personal information from the Government of Canada (the Canada Border Services Agency (CBSA)) necessary for processing my AVRR application, such as my travel document or an application for a travel document signed by me.

I give my consent to the IOM to disclose my personal information to the Government of Canada (the CBSA) in the following instances:

- a) if the airline which brought me to Canada is required to pay for my return to my country of origin;
- b) if I withdraw my AVRR application;
- c) if the CBSA determines that I have become ineligible to participate in the AVRR pilot program;
- d) when the processing of my AVRR application has concluded so that the CBSA can update their records pertaining to me to show that I have left Canada; and
- e) if, during the course of processing my application, the assistance of the CBSA becomes necessary.

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FORM IV: AVRR CONSENT OF THE APPLICANT

Applicant:

Name (printed): _____

Address: _____

Signature: _____

Date: _____

Signed at: _____ (city, country)

Witness

Name (printed): _____

Address: _____

Signature: _____

Date: _____

Signed at: _____ (city, country)

5. AVRR Summary Form

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FORM V: AVRR SUMMARY FORM

CLIENT NAME :

FOSS ID NUMBER :

DATE OF BIRTH :

CITIZENSHIP :

COUNTRY OF BIRTH :

AIRLINE LIABILITY:

**ACCOMPANYING FAMILY MEMBERS
(w/FOSS ID)**

	YES		No
--	------------	--	-----------

AMOUNT OF REINTEGRATION PERMITTED:

UP TO \$ _____ CAN

SCREENING INFORMATION			
INCLUDED IN FILE	✓	DATE	
TRAVEL DOCUMENT			TRAVEL DOCUMENT INFORMATION: ISSUING COUNTRY: _____ EXPIRY DATE: _____ DOCUMENT NUMBER: _____
TRAVEL DOCUMENT APPLICATION			
COMMENTS: 			
OFFICER: _____			

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FORM VI: AVRR INTERVIEW FORM

CLIENT NAME :

FOSS ID NUMBER :

DATE OF BIRTH :

CITIZENSHIP :

COUNTRY OF BIRTH :

ADDRESS: _____

ACCOMPANYING FAMILY MEMBERS

(W/FOSS ID) – CONTINUE LIST ON REVERSE IF REQUIRED

PART A:

INTERVIEW DETAILS			
INTERVIEW DATE:		INTERVIEW TIME:	
PURPOSE OF INTERVIEW:			
IOM OFFICER:	AVRR OFFICER:	✓	
		ENTERED INTO NCMS:	

PART B:

PART B:				
INTERVIEW ATTENDED:	YES		NO	COMMENTS:

PART C:

PART C:			
NEXT INTERVIEW DATE:		NEXT INTERVIEW TIME:	
IOM OFFICER:	AVRR OFFICER:	✓	
		ENTERED INTO NCMS:	

If a departure date has been discussed, what is the proposed date? _____

7. AVRR Departure Information Form

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FORM VII: AVRR DEPARTURE INFORMATION FORM

CLIENT NAME :

FOSS ID NUMBER :

DATE OF BIRTH :

CITIZENSHIP :

COUNTRY OF BIRTH :

AIRLINE LIABILITY?

	YES		NO
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ACCOMPANYING FAMILY MEMBERS

(W/FOSS ID) – CONTINUE LIST ON REVERSE IF REQUIRED

PART A:

DEPARTURE DETAILS				
DEPARTURE DATE:	DEPARTURE TIME:			
AIRLINE:	TRANSIT POINT(S):			
ARE ALL FAMILY MEMBERS TRAVELLING TOGETHER?	YES		NO	
COMMENTS:				

PART B:

REINTEGRATION ASSISTANCE				
IS REINTEGRATION ASSISTANCE BEING PROVIDED?	YES		NO	
TYPE OF ASSISTANCE:	1.	2.	3.	
VALUE OF ASSISTANCE:	1.	2.	3.	

IOM OFFICER:	AVRR OFFICER:	✓	
		ENTERED INTO NCMS:	

8. AVRR Notification Form

ENF 34 Assisted Voluntary Return and Reintegration Pilot Program



Canada Border Services Agency Agence des services frontaliers du Canada

FORM VIII: AVRR NOTIFICATION FORM

LO:

IPM:

Please note that the following individual is departing Canada as a participant of the Assisted Voluntary Return and Reintegration (AVRR) pilot program

If you have any questions or concerns with the itinerary, please contact the AVRR office via email at: AVRR-ARVR@cbsa-asfc.gc.ca

CLIENT NAME :

FOSS ID NUMBER :

DATE OF BIRTH :

CITIZENSHIP :

COUNTRY OF BIRTH :

FAMILY MEMBERS

(w/FOSS ID)

DEPARTURE DETAILS				
DEPARTURE DATE:		DEPARTURE TIME:		
AIRLINE:		TRANSIT POINT(S):		
ARE ALL FAMILY MEMBERS TRAVELLING TOGETHER?		YES	No	
COMMENTS:				

AVRR OFFICER:	
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9. AVRR Requirement to Return Form

ENF 34 Assisted Voluntary Return and Reintegration Pilot Program



Canada Border Services Agency
Agence des services frontaliers du Canada

FORM IX: AVRR AUTHORIZATION TO RETURN FORM

CLIENT NAME :

FOSS ID NUMBER :

Dear: _____

As a participant in the Assisted Voluntary Return and Reintegration (AVRR) Pilot Program we want to ensure that, should you want to return to Canada after having participated in the AVRR pilot program, you are aware of your authorization and requirements to return.

The information below is intended to provide background but more information can be provided by contacting the AVRR Liaison Unit via email at AVRR-ARVR@cbsa-asfc.gc.ca

Authorization to Return:

As per subsection 52(1) of the *Immigration and Refugee Protection Act* (IRPA), a foreign national who leaves Canada shall not return to Canada unless authorized by an officer or in other prescribed circumstances. The prescribed circumstances are outlined in the *Immigration and Refugee Protection Regulations* (IRPR). Specifically, if you leave Canada on a departure order, you are relieved of the obligation to obtain authorization to return in accordance with subsection 224(1) of the IRPR.

However, if you leave Canada on a deemed deportation order you must first obtain authorization to return to Canada in accordance with subsection 226(1) of the IRPR. Authorization to Return is a process undertaken at the Canadian Mission in our country of origin (or the mission regionally responsible for your country of origin).

For a full list of Canadian offices abroad please see: <http://www.international.gc.ca/ciw-cdm/embassies-ambassades.aspx?view=d>

For information on the process to acquire Authorization to Return please see: <http://www.cic.gc.ca/english/information/inadmissibility/arc.asp>

Repayment of Costs:

Based on Section 243 of the IRPR, a foreign national who had their ticket paid for by the Government of Canada is required to repay \$750 if removed to the United States or St. Pierre and Miquelon, and \$1,500 if removed to any other country, when applying to return to Canada. This payment will be made at a Canadian Mission abroad, or for those who leave Canada on a departure order, can be made at the Port of Entry upon seeking entry to Canada.

Singature upon receipt: _____