



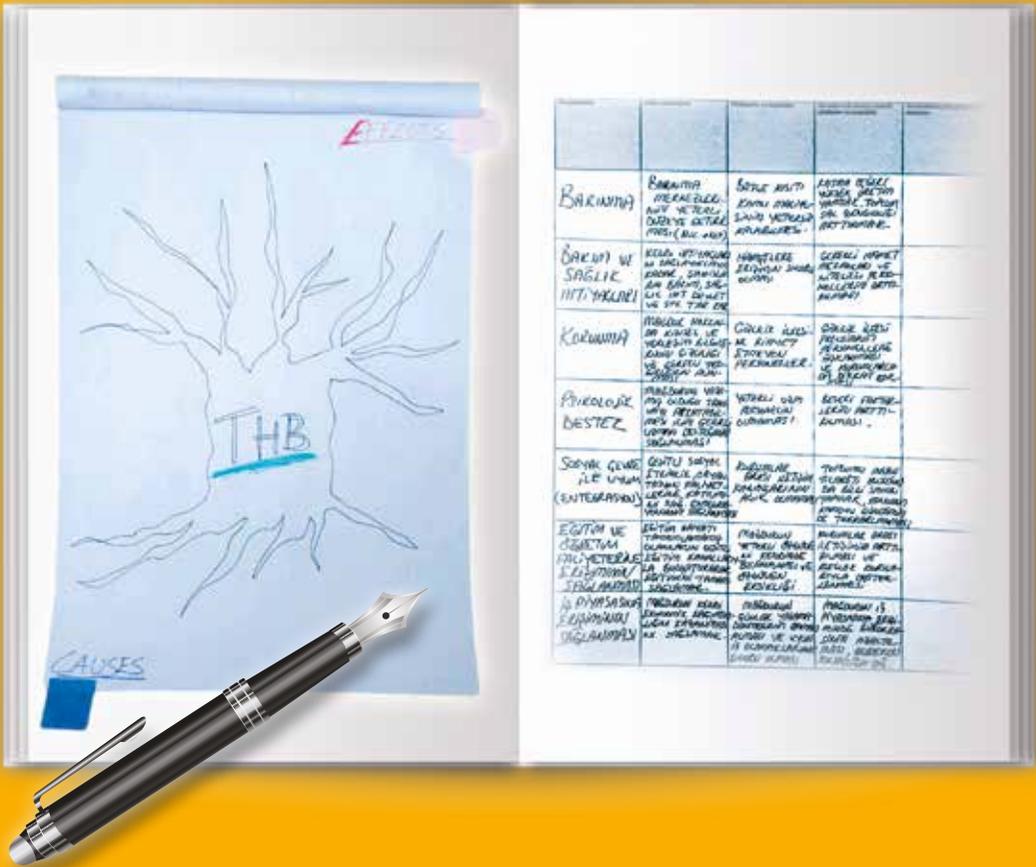
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British Embassy
Ankara



ICMPD
International Centre for
Migration Policy Development



Train the Trainers

Train the Trainers curriculum to identify and refer human trafficking cases

International Centre for Migration Policy Development (ICMPD)
2017

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Note: The content of this curriculum has been compiled using information available in other training manuals and tools developed by ICMPD, the author, and key anti-trafficking stakeholders, and in direct coordination with the Directorate General for Migration Management (DGMM). In particular, it has been designed based on the publication “Train the trainers. Train-the-Trainer curriculum on the identification, referral and assistance of trafficked persons”, produced by ICMPD in 2013 as an outcome of the project “Enhanced identification and protection of Trafficked persons in Turkey (IPT)”. This curriculum uses several parts of it, with additions, updates, and adjustments, according to input provided by the DGMM and based on the training experience developed in the project “Preventing, Identifying and Combating Trafficking of Refugees in Turkey- PICTOR”. Using the feedback provided by the participants during the PICTOR trainings, the curriculum was progressively improved and complemented, in order to adapt it to the current situation, including the changes in the anti-trafficking legal and policy framework in Turkey.

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ABBREVIATIONS

AFAD	Prime Ministry Disaster & Emergency Management Authority
DGMM	Directorate General for Migration Management
EC	European Commission
EU	European Union
EUROPOL	European Police Office
Gov.Tr	Government of Turkey
ICMPD	International Centre for Migration Policy Development
ILO	International Labour Organisation
IO	International Organisation
INTERPOL	International Criminal Police Organisation
IOM	International Organisation for Migration
LFIP	Law No. 6458 on Foreigners and International Protection of 4/4/2013
NGO	Non- Governmental Organisation
NRM / NRS	National Referral Mechanism/System
OHCHR	Office for the High Commissioner for Human Rights
OSCE	Organisation for Security and Co-operation in Europe
PPT	Power Point Presentation
SOPs	Standard Operating Procedures
SWOT	Strengths/Weaknesses/Opportunity/Threats
TGNA	Turkish Grand National Assembly
THB	Trafficking in Human Beings
ToT	Training of Trainers
TRM	Transnational Referral Mechanism
UASC	Unaccompanied and Separated Children
UN	United Nations
UNHCR	United Nations High Commissioner for Refugees
UNODC	United Nations Office on Drugs and Crime
VoT	Victim of Trafficking

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INTRODUCTION

This *Train the Trainers Curriculum to identify and refer trafficking cases* was developed based on the framework of the project “Preventing, Identifying and Combating Trafficking of Refugees in Turkey- PICTOR”. The project was funded by the **British Embassy in Ankara** and was implemented by **The International Centre for Migration Policy Development (ICMPD)** in support of the **Directorate General for Migration Management (DGMM)** in the period from July 2016-March 2017. The aim of the project was to significantly increase the knowledge and capacities of relevant state institutions, non-governmental organisations (NGOs) and international organisations (IOs) to prevent, identify and refer trafficking cases among the vulnerable groups arriving and residing in Turkey under the temporary protection regime. It is with this aim that a training curriculum was developed and a series of multi-disciplinary trainings have been conducted. A further aim of the project was to contribute substantially to the long-term resilience of the large population under temporary protection in Turkey by providing them with targeted information on their labour and other rights.

The conflict in Syria is now in its sixth year, and Turkey currently hosts nearly 3 million registered Syrians under temporary protection. Turkey is, therefore, the most important hosting country in the world. Turkey recently restructured its migration and international protection systems, notably by establishing the DGMM and adopting Law No. 6458 on Foreigners and International Protection (LFIP) in April 2013. Furthermore, in response to the needs of people fleeing the conflict in Syria, the Regulation on Temporary Protection was issued in October 2014, as per Article 91 of the LFIP, and the Directive on Work Permits for Foreigners under Temporary Protection (No: 2016/8375) was issued in January 2016. Both of these legal instruments apply to Syrian nationals and stateless people from Syria seeking protection in Turkey. This legal framework grants people under temporary protection the right to lawful residence, as well as access to social assistance, education, and healthcare and, since January 2016, access to the labour market. In March 2016, the Turkish Government issued the Regulation on Combating Human Trafficking and Victim Protection, a comprehensive by-law that regulates the procedures for identification and referral of victims of trafficking. The provisions of this Regulation also apply to victims and potential victims who are under temporary protection. In addition, a specific department for identifying and assisting victims of trafficking has been set up within the DGMM, as well as specialised human trafficking and migrant smuggling units within the Turkish National Police and the Gendarmerie. Lately, the Council of Europe Convention on Action against Trafficking in Human Beings (Warsaw, 16.V.2005), signed in 2009, was ratified by Turkey on 2nd May 2016 and entered into force on the 1st of September 2016.

Despite this comprehensive legal and institutional framework, further efforts are needed for its full implementation in order for the referral system aimed at the identification and assistance of victims of trafficking to be fully functioning in practice. Such efforts, with a global and comprehensive approach, also have to address the indications that some of the people under temporary protection are vulnerable to human trafficking. Turkey has substantially strengthened its anti-trafficking response in recent years. This includes ongoing efforts to develop Standard Operating Procedures (SOPs) for trafficking victims. Such measures are now in the process of being fully implemented and further adapted to the realities of the large displaced population from Syria, in order to comprehensively address their needs. Furthermore, the provisions for applying for and issuing work permits to people under temporary protection are relatively recent, and therefore additional efforts are needed to ensure their effective implementation.

Consequently, the PICTOR project was both built upon, and complementary to, the existing capacities and mechanisms of the relevant institutions/organisations in Turkey to prevent and combat trafficking among these vulnerable groups: particularly the DGMM as well as the Law Enforcement Agencies, the Ministries of Family and Social Policy, Labour and Social Security, Health, Municipalities, International Organisations and NGOs.

One of the project objectives was to significantly increase the knowledge and capacities of relevant institutions/organisations in Turkey in order to prevent, identify, and refer trafficking cases. To achieve this aim, a training curriculum has been developed and a series of multi-disciplinary trainings were conducted. Component One of the PICTOR project has comprised two interlinked and complementary **activities**:

- Development and implementation of a **training curriculum** composed of relevant modules and tools for the identification and referral of victims of trafficking;
- Two **training of trainers (ToT) sessions** and three **multi-disciplinary trainings** designed according to the specific responsibilities and capacities of the professionals of different key-agencies in anti-trafficking and victim identification, referral, and protection work in Turkey, as listed below.

The Capacity Building component had a variety of roles. Through the implementation of its training activities it aimed at directly increasing the capacities of the different professionals and their agencies. At the same time, it aimed at developing a training curriculum that was designed, tested and validated through carrying out the training sessions. In turn, it is to be

made available for forthcoming training sessions to be carried out by the very same people trained (or other qualified individuals). Therefore, this training curriculum is the result of a cyclic process: it was first outlined and drafted in order to preliminarily receive the necessary feedback by DGMM. The curriculum was tested in the ToT sessions and progressively improved based on training experience and participant feedback through the three multidisciplinary training sessions implemented at a local level. Lastly, having collected DGMM's final input, the Train the Trainers Curriculum was finalised.

Structure of the curriculum

The Curriculum comprises the following parts:

- the **Training Needs** addressed and the choices made in terms of responses in order to meet such needs;
- the **Participants**, i.e. a list of the institutions/organisations whose professionals the Training Curriculum is addressed to;
- the **Training Objectives**, outlining the aims for the ToT and the multidisciplinary trainings respectively;
- the **Contents and Methodology**, likewise making the distinction between the two training typologies and providing a list of methods and techniques used;
- the **Training Programme** organised in charts, where the sequence of training sessions is presented. Each section of the charts provides its title and overall time assigned, describes the learning objectives, the specific topics and the time assigned to each of them, the methodology and procedure adopted including possible variations according to time available, and finally the materials and tools used;
- the **Equipment and materials needed**, a short comprehensive list, whose items are listed in a detailed manner in the Training Programme;
- the **Materials and Tools** distributed and used during the training events, i.e. the Handouts* are included in this broad section;
- the **Evaluation** form, to be distributed at the end of the training.

** It is important to state that this training curriculum does not encompass all information available on THB, but represents a selection of materials relevant for the specific purpose of these trainings. The facilitators/trainers (or the participants) are recommended to research and read other materials.*

TRAIN THE TRAINERS CURRICULUM

TRAINING NEEDS

PARTICIPANTS

TRAINING OBJECTIVES

CONTENTS AND METHODOLOGY

TRAINING PROGRAMME

EQUIPMENT AND MATERIALS NEEDED

MATERIALS AND TOOLS

HANDOUTS



TRAIN THE TRAINERS CURRICULUM

Training needs

Turkey is currently in a state of phenomenological, regulatory, and institutional change. The challenges faced by anti-trafficking stakeholders and their professionals are therefore considerable. The Training of Trainers (ToT) Curriculum has been designed on the assumption that during this transition phase within Turkey, the various anti-trafficking personnel require capacity building initiatives and tools that offer guidance and support that are both effective immediately and sustainable in the future.

For these reasons, the project has adopted a multi-agency approach to the structure, contents and methodology of the ToT Curriculum. It is of the utmost importance that in tackling complex phenomena such as human trafficking and the social dynamics underlying its origins and growth, the professionals in Turkey are provided with adequate tools to face such challenges. These challenges include those related to the flow and settlement of displaced people, as well as the need to incorporate recently endorsed regulations, mechanisms, and procedures that require different agencies to cooperate effectively. In an attempt to respond to such demands, this ToT Curriculum was conceived as a somewhat self-generating tool, through the process described above: with the design, testing and progressive adjustments inbuilt into the initial training programme. This process should be considered ongoing; with the curriculum used as a living tool to be adjusted according to context, aims, participants and time available; with handouts that can be complemented or revised according to new developments and documents available; as well as according to training experiences and needs.

Participants

The ToT Curriculum was designed for professionals of different agencies that are engaged in anti-trafficking and victim identification, referral to support services and protection work, and that are trainers or might act as trainers within their broader functions:

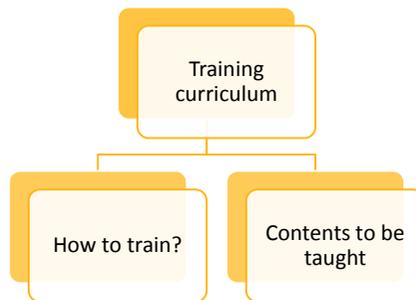
- a) government institutions responsible for the identification, referral to the support services, and protection of victims of human trafficking (e.g. Protection of the Victims of Human Trafficking Department of DGMM and its District and Provincial Directorates);
- b) government institutions with a role in supporting such actions, from the central and local levels (e.g. Ministry of Family and Social Policy, Ministry of Labour and Social Security, Ministry of Health), municipalities;

- c) frontline officials in law enforcement, in units engaged in fighting against organised crime and ensuring public order; border control and immigration;
- d) other relevant government institutions, International Organisations and NGOs involved in providing services to victims of human trafficking.

Training objectives

The training objective of the PICTOR project Capacity Building Component was to significantly increase the knowledge and capacities of relevant institutions and organisations to prevent, identify, and refer trafficking cases, including cases among the vulnerable groups that fall under the temporary protection framework. The specific **objective** of the ToT was to enable participants to train their colleagues on the trafficking of human beings (THB) and in particular on issues concerning the identification, referral, and assistance of victims of trafficking including people under temporary protection and other displaced people. Consequently, the training objectives can be described as follows:

- That participants acquire skills for designing and conducting training sessions; and
- That participants build knowledge and know-how on: (a) the identification, referral and assistance of people under temporary protection potential or actual victims of human trafficking; (b) the integration of the human rights protection and investigative dimensions; (c) the coordination of different stakeholders with responsibilities in the field, in a multidisciplinary and multi-agency dimension.



Contents and methodology

The **contents** of the ToT and the multi-disciplinary training sessions were similar as far as the THB subject matter was concerned. The ToT, however, has a specific educational component on training principles, methodology, and tools as it was conceived in order to prepare participants to deliver

training sessions on this subject to professionals within their own agencies or within a multi-agency setting.

The trainings differed across this didactic dimension:

- In the ToT, a specific section was devoted to the topic of “How to train”. That said, the “how to train” principle and its methods were indeed infused throughout the training programme and were discussed in respect to the content of each session. Concerning each session topic, participants were asked questions, such as “Were the topics tackled clear? Were they introduced into the training in an effective way? What worked and what didn’t work? Did you feel involved in the training session? Do you think this method would work if you had to deliver this training to local frontline professionals working for different agencies? Would adjustments be needed?” etc. In this way the training was a conscious cognitive and meta-cognitive process: “I am learning about trafficking and I ask myself if this learning was effective and if the training, as it was delivered, would work if I was the trainer. How would I like to adjust/improve it.”
- In the multi-disciplinary trainings, apart from evaluation, the focus was on the subject content and individuals engaged in a more direct cognitive process. So the subject content dealt with was the same as the ToT, with adjustments deriving from the ToT experience and input.
- The training methodology entailed a mix of methods and tools designed to be engaging and participatory, including presentations via different means, plenary and group discussions, group work, case studies, role play/simulations, etc.

Training programme

In this section, the training programme is presented and described, with the sequence of training sessions organised in charts.

For each session, in the first chart, the title is provided and the learning objectives are listed. Then a sequence of charts shows the session’s parts, describing for each the specific topic and the time assigned, the methodology and procedure adopted (including possible variations according to time available), and finally the materials and tools used.

The training programme presented has a duration of two and a half days, but can be adapted according to the time available, and therefore the methodology and techniques can be shortened or prolonged. In this way, the training could be compressed e.g. into two days, or delivered in three full days.

DAY ONE

Registration of participants

Time assigned: 30 minutes

Title	Learning objectives
<p>Session 1.1</p> <p>Opening and start of the training</p> <p>Time assigned: 90 min.</p>	<ul style="list-style-type: none"> • Participants are aware of their expectations • Participants have an overview of the basic elements on how to design and conduct effective training sessions. • Participants experience some start-the-training techniques.

Topics	Methodology	Materials and tools
<p>Welcome by authorities and project staff</p> <p>Introduction to the training</p> <p>Time: 20 min.</p>	<p>Welcome remarks</p>	
<p>The training objectives, programme and methodology.</p> <p>How to train: an overview of the elements for designing and conducting training programmes</p> <p>Time: 10'+20'= 30 min.</p>	<p>Presentation using PPTs</p> <p>Questions and Answers</p> <p>Participants are made aware of the design of the training programme, and of the <i>how to train</i> component.</p>	<p><i>PPTs about:</i></p> <ul style="list-style-type: none"> • Training Agenda and Learning Objectives and Methodology • How to train and training assessment elements <p><i>Handouts:</i></p> <ul style="list-style-type: none"> • 1: Project description • 2: Training Agenda • 3: How to train • 4: Training assessment elements

Topics	Methodology	Materials and tools
<p>Participants introducing themselves</p> <p>Time: 15 minutes</p>	<ul style="list-style-type: none"> • Participants walk freely around in the “training square” (class room). • At the trainer’s ‘stop’ they choose the nearest person to them, and introduce themselves to each other (time: 5 min.) Then participants introduce their partner in the plenary (time: 10 min.) Topics: name, place, organisation, role, experience in anti-trafficking and victim protection. <p>Note: the time to be assigned to this activity varies according to the number of participants. For each pair, at least 1 min. should be allowed to introduce their respective partners (e.g., 20 participants are 10 pairs and therefore time needed is 10 minutes).</p> <p>In case the number of participants is high and there is lack of time, the choice can be to have a classical tour de table. In this case, to further save time, it is possible to include in the topics the expectations for the training (otherwise dealt with in the following sub-session).</p>	<p><i>Handout 5:</i></p> <p>list of participants</p> <p>(to be distributed after presentation)</p>
<p>Participants’ expectations: open survey and discussion</p> <p>Time: 15 minutes</p>	<ul style="list-style-type: none"> • Participants write about their expectations of the training and post their adhesive notepaper on the wall. • Trainer and facilitator read them and organise them. • Discussion about match of expectations and set programme. 	<p><i>Materials and equipment:</i></p> <p>adhesive notepaper + suitable wall or flip-chart</p> <p><i>Handouts:</i></p> <p>After session on-the-spot Handout “Training expectations”: project staff writes them and print them out or take a photograph of organised post-its: distribution at the end of the training day, before intermediate assessment.</p>

Topics	Methodology	Materials and tools
<p>Rules for the training</p> <p>Time: 10 or 5 minutes</p>	<ul style="list-style-type: none"> Participants write and post their adhesive notepaper on the wall answering following question: "What disturbs you in other people's behaviour when you are in a training session?" The trainer/facilitator reads each dislike asking if it is a shared concern and writes positive rules responding to each disliked behaviour on flip chart. Final vote for approval. <p>Note: if there is not much time available the exercise can be conducted in 5 minutes, just asking participants which rules they would like and then proposing the rules based on their input and on a by-the-trainer previously prepared list, and asking for approval.</p>	<p><i>Materials and equipment:</i></p> <p>adhesive notepaper + suitable wall or flip-charts</p> <p><i>Handouts:</i></p> <p>On-the-spot Handout "Training Rules": project staff write them and print them out or take a photograph of flip-chart: printing and distribution as soon as possible.</p>

Family Photo (optional) and break 30 minutes

Title	Learning objectives
<p>Session 1.2</p> <p>Human Trafficking phenomenon</p> <p>Time assigned: 45 minutes</p>	<ul style="list-style-type: none"> Participants are aware that human trafficking can happen to anyone and for various forms of exploitation. Participants have identified and can name root causes (pull and push factors) and possible effects of human trafficking.

Topics	Methodology	Materials and tools
<p>Introduction to Human Trafficking phenomenon</p> <p>Time: 20 min.</p>	<ul style="list-style-type: none"> Watching the TEMVI Project Video (7 minutes); Discussion (facilitator noting input from participants on flipchart) about possible questions: What are your feelings? What does the video tell you about Human Trafficking? What to add for a comprehensive picture of THB today in your country? (13 minutes) Quick overview of the global data on Human Trafficking showing slides from the UNODC Global Report on Trafficking in Persons, 2016 (10 minutes) <p>Ref. link for the TEMVI Project Video: https://www.youtube.com/watch?v=Q0OmFq3DKTc</p> <p>Ref. link to the UNODC Global Report on Trafficking in Persons, 2016: http://www.unodc.org/unodc/en/data-and-analysis/glotip.html</p>	<p>Video (TEMVI Project video)</p> <p><i>Handout 6:</i></p> <p>TEMVI Video script</p>

Topics	Methodology	Materials and tools
<p>Root causes and effects of Human Trafficking</p> <p>Time: 25 min.</p>	<ul style="list-style-type: none"> • Work in pairs about causes and effects using post-its of 2 colours (1 for Causes, 1 for Effects) to be pinned on a pre-drawn “Trafficking in Human Beings (THB) causes and effects tree” on the flip-chart. Trainer explains and shows the roots of the tree for the causes (and the post-it with the assigned colour) and the branches for the effects (and the post-it with the assigned colour) • As soon as participants stick their post-its, facilitator starts organising the post-its in groups (also dividing push and pull factors under the causes) based on similarity, and then reads them aloud. • Trainer comments, conducts a discussion with the participants and provides an overview of THB. 	<p>THB tree drawn on flip chart with roots (for the root causes) and branches (for the effects) and the two different colour post-its pinned at the top and at the bottom for effects and causes, to guide participants.</p> <p>Adhesive Notepaper / Post-its: 2 colours</p> <p><i>Handout 7</i></p> <p>on Root causes and effect of THB</p>

Title	Learning objectives
<p>Session 1.3</p> <p>International anti-trafficking and victim protection instruments</p> <p>Time assigned: 45 minutes</p>	<ul style="list-style-type: none"> • Participants know about the guiding principles of anti-trafficking and victim protection responses and have an overview of international definitions and legislative and policy measures.

Topics	Methodology	Materials and tools
<p>Guiding principles of anti-trafficking and victim protection responses</p> <p>Time: 25 min.</p>	<ul style="list-style-type: none"> • Trainer introduces the concept of guiding principles and lists them: Human rights-based approach, government ownership, civil society participation, multidisciplinary and cross-sectoral approach, best interest of the child, transparency and accountability. (5 min.) • The trainer invites participants to form the groups, making sure the different agencies/ professionals are represented in each of them (depending on the training setting), and assigns each group one guiding principle. (3 min.) • Participants discuss in six small groups - buzz groups (depending on the number of participants) one of the guiding principles written on the card they have extracted (What does it mean? Why is it important?). (5 min.). • Reporting, to plenary (2 min. each), noting on flip chart, and short discussion. 	<p>6 Cards: with one guiding principle on each card</p> <p><i>Handout 8:</i></p> <p>Guiding principles of anti-trafficking and victim protection responses, to be distributed at the end</p>

Topics	Methodology	Materials and tools
<p>International definitions, legal framework and provisions about Human Trafficking and about Refugees and Asylum Seekers</p> <p>Time: 20 min.</p>	<ul style="list-style-type: none"> Trainer recalls the main elements of THB and its complexity in terms of causes, effects, forms of exploitation, victims of trafficking (age, gender, nationality, ethnic group), transnational and internal trafficking, trafficking process (the distinction between, and connection with, mixed migratory flows, migrant smuggling, right to international protection, vulnerability at destination). Trainer provides a presentation regarding the international definitions, legal framework and provisions about Human Trafficking and about Refugees and Asylum Seekers (UN, CoE, EU, UNHCR, and ILO. Links between protection provisions for victims of trafficking and international protection and short reference to migrant smuggling). <p>Note: If there is more time available and depending on knowledge by participants, the trainer can decide to organise four working groups, tasked to: 1. Point out main international instruments and 2. Highlight main elements defining THB on a flipchart (10 min.). Presentation of the work, 3 min. each (12 min.).</p> <p>Power Point presentation on international legal framework to complement working groups' outcomes (8 to 18 min.). In this case the sub-session would last from 30 to 40 minutes.</p>	<p><i>PPT on International definitions, legal framework and provisions</i></p> <p><i>Handout 9</i></p> <p>The international legal framework</p>

Lunch break (1 hour)

Title	Learning objectives
<p><u>Session 1.4</u></p> <p>The current human trafficking situation in Turkey</p> <p>The national legal and institutional framework with regard to trafficking.</p> <p>Time assigned: 90 minutes</p>	<ul style="list-style-type: none"> Participants have an updated picture of THB in Turkey (also in relation to the presence of vulnerable populations and people under temporary protection), and of the legal provisions and measures available.

Topics	Methodology	Materials and tools
<p>The general phenomenon of THB in Turkey</p> <p>Time: 30 min.</p>	<ul style="list-style-type: none"> Presentation on the phenomenon and discussion with participants about their views and experiences 	<p>PPT</p>

Topics	Methodology	Materials and tools
<p>Overview on the national legal framework about foreigners, temporary protection and trafficking.</p> <p>Time: 30 min.</p>	<ul style="list-style-type: none"> • Presentation about the national legal framework, including: <ul style="list-style-type: none"> ▫ Law No. 6458 on Foreigners and International Protection (LFIP), April 2013 ▫ Regulation on Temporary Protection, October 2014 (Article 91 of the LFIP) ▫ Directive on Work Permits for Foreigners under Temporary Protection (No: 2016/8375), 15 January 2016 ▫ Reference to the Council of Europe Convention on Action against Trafficking in Human Beings as it was ratified by Turkey and entered into force on 1 September 2016 ▫ Regulation on Combating Human Trafficking and Victim Protection, 17 March 2016 	<p><i>PPT on the legal framework</i></p> <p><i>Handout 10:</i></p> <p>Regulation on Combating Human Trafficking and Victim Protection, 17 March 2016</p>
<p>Definition of the crime of human trafficking in Turkish Penal Code, its relations to other crimes and Court of Cassation Decisions</p> <p>Time: 30 min.</p>	<ul style="list-style-type: none"> • Participants are provided a presentation of the decisions by the Court of Cassation in relation to human trafficking cases, differing for form of exploitation and distinctions and overlapping with smuggling of migrants • Questions and answers for each of the cases presented 	<p><i>PPT about Court of Cassation decisions on THB cases</i></p>

Break (30 minutes)

Title	Learning objectives
<p>Session 1.5</p> <p>Human Trafficking Cases and Definitions</p> <p>Time assigned: 60 minutes</p>	<ul style="list-style-type: none"> • Participants are able to identify a human trafficking case based on the definition and are able to analyse and recognise the characterising elements.

Topics	Methodology	Materials and tools
<p>Group exercise— Examination of case studies: THB definitions by identifying the key elements of the crime (Act, Means, Purpose)</p> <p>Time: 30 min.</p>	<p>Group work on cases</p> <ul style="list-style-type: none"> • Participants divide in groups (from 3 to 5, depending on number of participants: ideally not more than 6 per group). • Each of them is assigned a case by distributing case description. • They have to determine if it is THB and identify <i>Act, Means, Purpose</i>, as well as outlining the <i>Procedure</i> to be followed accordingly. 	<p><i>Handout 11:</i></p> <p>5 THB cases</p>

Topics	Methodology	Materials and tools
<p>Presentation and discussion of case analysis by working groups</p> <p>Time: 30 min</p>	<ul style="list-style-type: none"> • Presentations of group case analysis, assessment by trainers and discussion (between 5 and 10 minutes for each group). 	

Title	Learning objectives
<p>Session 1.6</p> <p>Intermediate training assessment</p> <p>Time assigned: 15 minutes</p>	<ul style="list-style-type: none"> • Participants are aware of the training experience conducted during the first day and, in relation to the single topics or in general, express and share their opinions on knowledge, methodology, and usefulness.

Topics	Methodology	Materials and tools
<p>First day training assessment through questions and answers about the various sessions: likes, dislikes, proposals</p> <p>Time: 15 min.</p>	<ul style="list-style-type: none"> • Handout is stuck on flipchart or projected: assessment chart in relation to the topics dealt with in the first training day. • Participants are invited to spell out likes, dislikes, and proposals. • Facilitator documents on chart. <p>A more lively way to conduct the assessment could be to use the “three chairs game”:</p> <ul style="list-style-type: none"> • Three chairs are placed with signs on them (or flipcharts behind them) in the following order of headings: “dislikes”, “proposals”, “likes”. • Participants in turn can choose to sit on one or all of the three chairs to spell out likes, dislikes, proposals. • Facilitator documents on the chart. 	<p><i>Handout 12:</i></p> <p>training day 1 assessment guidance chart</p>

DAY 2

Title	Learning objectives
<p>Session 2.1</p> <p>Challenges faced in the field: Group work on Needs, Problems and Responses with regard to human trafficking victims</p> <p>Time assigned: 90 minutes</p>	<ul style="list-style-type: none"> Participants share and organise knowledge about the needs and problems of victims of, or vulnerable to, trafficking, and are aware of available measures and of further responses to be put in place

Topics	Methodology	Materials and tools
<p>Group work on Needs, Problems and Responses</p> <p>Time: 45 min.</p>	<ul style="list-style-type: none"> Divided into 3 groups, participants (using laptops or writing on paper) elaborate on the proposed topic and fill in a template identifying: the needs and problems of the target population; available responses; problems and gaps; how to overcome problems, and new measures to be put in place. 	<p><i>Handout 13:</i></p> <p>“Needs, Problems and Responses” Template for Group work</p> <p>Three laptops to work directly on the template file; otherwise work on paper to be then photographed and projected</p>
<p>Working groups reporting on Needs, Problems and Responses: looking at people and situations, analysing measures in place, identifying what should be improved and how, envisaging new actions.</p> <p>Time: 45 min.</p>	<ul style="list-style-type: none"> Report by each working group and discussion (10 mins each) and outline of a final comprehensive picture (15 mins) 	<p>Projecting filled in template, written on file or on paper and then photographed</p>

Break (30 minutes)

Title	Learning objectives
<p>Session 2.2</p> <p>Human Trafficking Indicators (overview and examples)</p> <p>Time assigned: 30 minutes</p>	<ul style="list-style-type: none"> Participants are aware of internationally-defined THB indicators for different forms of exploitation.

Topics	Methodology	Materials and tools
<p>Overview of the indicators for the identification of trafficking cases and examples from available lists:</p> <ul style="list-style-type: none"> The ILO and EC indicators UNODC indicators The Euro TrafGuID indicators <p>Time: 30 min.</p>	<ul style="list-style-type: none"> Showing one the videos. Presentation highlighting again that human trafficking is a complex and hidden phenomenon, often concealed under an appearance of normality. Presentation providing an overview of the indicators for the identification of victims of trafficking, of criteria used for listing them, examples referred to cases, and hints for use in practice. <p>UN.GIFT Emma Thompson Human Trafficking PSA: https://www.youtube.com/watch?v=3-EYIY287LI</p> <p>UN.GIFT Video "Open your eyes": https://www.youtube.com/watch?v=tE_IduB6bQc</p> <p>Ref. EuroTrafGuID: http://www.expertisefrance.fr/eng/What-we-do/Stability-Safety-and-Security/Identification-of-Victims-of-Trafficking-in-Human-Beings-EuroTrafGuID-Project</p>	<p>UN.GIFT Emma Thompson Human Trafficking PSA</p> <p>or</p> <p>UN.GIFT Video "Open your eyes"</p> <p>PPT about ILO and other indicators lists</p> <p>Handout 14:</p> <p>Indicators for a possible THB situation – ILO/EC, Euro TrafGuID indicators</p>

Title	Learning objectives
<p>Session 2.3</p> <p>Working groups for the elaboration of indicators relevant for THB situations in Turkey</p> <p>Time assigned: 60 minutes</p>	<ul style="list-style-type: none"> Participants, based on internationally defined THB indicators, can define specific indicators for trafficking situations relevant to Turkey, including those in relation to people under temporary protection.

Topics	Methodology	Materials and tools
<p>Trafficking indicators for Turkey: those already being used, others to be considered</p> <p>Time: 60 min.</p>	<ul style="list-style-type: none"> Participants are divided in 3 to 5 groups (depending on how many they are): 1. Sexual exploitation adults and children; 2. Labour exploitation, adults and children; 3. Forced begging, adults and children; 4. Forced illegal activities, adults and children; 5. Forced marriage, adults and children. (5 min.) The instructions provided in Handout 15 are presented: considering the tools (including Interview Form - Handout 14) and indicators in use and those available in the folder, and considering and sharing their experiences and opinions, participants are asked to: <ul style="list-style-type: none"> First, identify the most relevant and frequent forms of exploitation/trafficking And second, identify THB indicators; for each group a specific form of exploitation/trafficking will be assigned. <p>Timing: 5 minutes instructions; 25 minutes group work; 8 minutes each of the 3 groups or 5 minutes each of the 5 groups for reporting; 5 minutes for final discussion and wrap up= Total 1 hour</p>	<p>Handout 15:</p> <p>Identification Interview form currently used in Turkey</p> <p>Handout 16:</p> <p>Instructions to the working groups for the elaboration of THB indicators for Turkey</p> <p>3 (to 5) laptops to work directly on the indicators file; otherwise work on paper to be then photographed and projected</p>

Lunch break – 1 hour

Title	Learning objectives
<p>Session 2.4</p> <p>Victim identification and referral: multi-agency and human rights-based systems and tools (National and Transnational Referral Mechanisms, Standard Operating Procedures)</p> <p>Time assigned: 60 minutes</p>	<ul style="list-style-type: none"> Participants are aware of the need to establish multi-agency Referral Mechanisms and SOPs in order to ensure comprehensive identification and referral of victims of trafficking.

Topics	Methodology	Materials and tools
<p>National Referral Mechanism and Transnational Referral Mechanism: what they are, how they function.</p> <p>Time: 20 min.</p>	<ul style="list-style-type: none"> Presentation, examples and discussion 	<p><i>PPT</i> or charts on NRM and TRM</p> <p><i>Handout 17:</i> NRM and TRM</p>
<p>The Standard Operating Procedures (SOPs) to identify and assist victims of trafficking: what they are, how they function.</p> <p>Time: 40 min.</p>	<p>Presentation, examples and discussion</p> <p>Note: an alternative could be Working Groups:</p> <ul style="list-style-type: none"> short 5 minutes presentation; group work (5 groups working each 10 min. on a specific SOP); describe the assigned SOP to the plenary and discussion (in 5 min. each). 	<p><i>PPT</i> or charts on SOPs</p> <p><i>Handout 18:</i> SOPs</p>

Break – 30 minutes

Title	Learning objectives
<p>Session 2.5</p> <p>Referral mechanisms and tools for the identification and assistance of victims of human trafficking in Turkey</p> <p>Time assigned: 90 minutes</p>	<ul style="list-style-type: none"> Participants are aware of the framework and functioning of the referral mechanisms and tools for the identification and protection of victims of human trafficking in Turkey and their access to the Support Programme.

Topics	Methodology	Materials and tools
<p>The Referral Mechanism for victims of THB in Turkey</p> <p>Time: 30 min.</p>	<ul style="list-style-type: none"> • Presentation • Questions and answers and discussion 	<p><i>PPT</i> on the Referral Mechanism in Turkey</p>
<p>Group exercise: working out multi-agency measures for the identification, and assistance of victims of THB in Turkey</p> <p>Time: 60 min.</p>	<ul style="list-style-type: none"> • Participants receive explanation of the exercise and a handout. • Participants are divided in 3 to 5 groups. • Each group is assigned a case for which multi-agency measures have to be outlined. <p>Starting from the facts described in the handout, and supposing that while actions are being performed (e.g. interviews) the information about the case starts to emerge, Groups proceed as follows:</p> <ul style="list-style-type: none"> • identify and name the measures/actions to be put in place according to needs/problems the case/person presents; • put them in a (chrono)logical sequence; • detail each measure/action specifying: <ul style="list-style-type: none"> ▫ What (has to be done) ▫ When (should it be done) ▫ Who (the agencies and professionals supposed to implement the envisaged actions/activities) ▫ How (the actions/activities should be performed, including relevant specifications about possible tools - e.g. interview form); • also describe what happens in each action and what the outcomes are, so that the action to follow makes sense. <p>Cases might be proposed that require preliminary identification, assistance, protection, social inclusion, and support in civil and criminal proceedings according to the mandate of the agencies represented by the participants.</p> <p>Therefore, the measures envisaged in the handout might be changed accordingly.</p> <p>Timing:</p> <p>Phase 1: Time available 30 minutes:</p> <ul style="list-style-type: none"> • 5 minutes explanation of the exercise and group work organisation • 25 minutes group work <p>Phase 2: Time available 30 minutes:</p> <ul style="list-style-type: none"> • 6 minutes for each group to report and for plenary discussion and comments by trainers 	<p><i>Handout 19:</i></p> <p>Instructions to working groups for defining multi-agency measures for victims of THB</p>

Title	Learning objectives
<p>Session 2.6</p> <p>Intermediate training assessment</p> <p>Time assigned: 30 minutes</p>	<ul style="list-style-type: none"> Participants are aware of the training experience conducted during the second day and in relation to the single topics or in general, express and share their opinions on knowledge, methodology, and usefulness.

Topics	Methodology	Materials and tools
<p>Second day training assessment through questions and answers about the various sessions: likes, dislikes, proposals</p> <p>Time: 30 min.</p>	<ul style="list-style-type: none"> Handout is stuck on flipchart or projected: assessment chart in relation to the topics dealt with in the second training day. Participants are invited to spell out likes, dislikes, and proposals. Facilitator documents on the chart. <p>A more lively way to conduct the assessment could be to use the “three chairs game”:</p> <ul style="list-style-type: none"> Three chairs are placed with signs on them (or flipcharts behind them) in the following order of headings: “dislikes”, “proposals”, “likes”. Participants in turn can choose to sit on one or all of the three chairs to spell out likes, dislikes, proposals. Facilitator documents on the chart. 	<p><i>Handout 20:</i></p> <p>Training day 2 Assesment guidance chart</p>

DAY 3

Title	Learning objectives
<p>Session 3.1</p> <p>Preliminary identification and referral of presumed victims of trafficking enacting a simulation-based exercise (3 groups)</p> <p>Time assigned: 90 minutes</p>	<ul style="list-style-type: none"> • Participants, through a simulation, face and identify relevant challenges occurring in field practice in the identification and referral of presumed victims of trafficking. • Participants are directly confronted in their real role in a reality-based simulation.

Topics	Methodology	Materials and tools
<p>Preliminary identification and referral of presumed victims of trafficking. Enacting a simulation of agency-specific and multiagency contacts/interviews with presumed child and adult victims of human trafficking.</p> <p>Time: 90 min.</p>	<ul style="list-style-type: none"> • Four participants are asked to play the role of the victims (one per group) in the simulation (they will be separated from the others and they will prepare themselves). • Participants are divided into 3 groups, and each gets case description with the task of enacting a simulation on one form of exploitation in a specific place (5 min.). • Each group has 10 min. in parallel to read the text and get prepared. • 10 min. for each group to enact the simulation and immediately after it 15 min. to discuss the simulation (i.e. 25 min. for each of the 3 simulations, for a total of 75 minutes). 	<p><i>Handout 21:</i></p> <p>Cases prepared beforehand for simulations</p>

Break (30 minutes)

Title	Learning objectives
<p>Session 3.2</p> <p>Joint assessment of the training</p> <p>Time assigned: 45 minutes</p>	<ul style="list-style-type: none"> • Participants gain full awareness of the training experience and its contents and the methodology applied.

Topics	Methodology	Materials and tools
Joint assessment of the training just experienced. Time: 20 min.	<ul style="list-style-type: none"> Revisiting in plenary the whole Training Programme. Recalling first 2 days assessment. Discussion and overall assessment. 	Training Agenda file to be projected. Previous days assessment reported on flip-chart.
Evaluation questionnaire. Time: 15 min.	<ul style="list-style-type: none"> Participants fill in individually their evaluation questionnaire 	<i>Handout 22:</i> Evaluation questionnaire
Conclusions and closure of the training. Time: 10 min.		

Equipment and materials needed

Equipment:

- Computer
- Projector & Screen
- Internet connection
- Sound
- Flipchart (2)
- 3 to 5 laptops (if available, could be used by participants during group work)
- Suitable training room with the possibility to host 3 to 5 working groups in the same venue, or additional rooms

Materials:

- Flipchart paper
- Markers of different colours
- Adhesive Notepaper / Post-its
- Coloured cards
- A3 paper

Materials and Tools

Targeted materials are distributed in the training during or after a given session, including both the documents used in the training activities and complementary and additional documents.

All PowerPoint presentations are made available in a folder on the class computer, so that participants can copy them or receive them via e-mail.

In this section, all materials are mentioned during the given training session, and handouts are presented if appropriate (i.e. if they are not already present in another section of this curriculum and unless they are specific to a given training session, such as the agenda of the list of participants).

List of Handouts for each training session

Training Session	Handout
<p>Session 1.1</p> <p>Opening and start of the training programme</p>	<p>1. Project Description</p> <p>Note: Not included here as it depends on the project.</p>
	<p>2. Training Agenda</p> <p>Note: To be provided in each training programme, accordingly. Nevertheless in this curriculum sample agendas for Training of Trainers and Multidisciplinary Training are provided as examples in the Annexes.</p>
	<p>3. How to train</p>
	<p>4. Training assessment elements</p>
	<p>5. List of participants</p> <p>Note: Not included here (to be provided in each training programme, accordingly).</p>
	<p>Training expectations</p> <p>Note: On-the-spot Handout.</p> <p>Photograph of organised post-its, printed and distributed at the end of the training day; participants to be told to keep it also for the last session of the whole training programme.</p>
	<p>Training rules</p> <p>Note: On-the-spot Handout.</p> <p>Photograph of organised post-its, printed and distributed at the end of each training day.</p>
<p>Session 1.2</p> <p>Human Trafficking phenomenon</p>	<p>6. TEMVI Video script</p>
	<p>7. Root causes and effects of THB</p>

Training Session	Handout
<p>Session 1.3</p> <p>International anti-trafficking and victim protection instruments</p>	<p>8. <i>Guiding principles of anti-trafficking and victim protection responses</i></p>
	<p>9. <i>The international legal framework</i></p>
<p>Session 1.4</p> <p>The current human trafficking situation in Turkey.</p> <p>The national legal and institutional framework with regard to trafficking.</p>	<p>10. <i>Regulation on Combating Human Trafficking and Victim Protection, 17 March 2016</i></p>
	<p>11. <i>Five THB cases</i></p>
<p>Session 1.5</p> <p>Human Trafficking Cases and Definitions</p>	<p>12. <i>Training Day 1 assessment guidance chart</i></p>
<p>Session 1.6</p> <p>Intermediate training assessment</p>	<p>13. <i>“Needs, Problems and Responses” Template for Group work</i></p>
<p>Session 2.1</p> <p>Challenges faced in the field: Group work on Needs, Problems and Responses with regard to human trafficking victims</p>	<p>14. <i>Indicators for a possible THB situation – ILO/EC, Euro TrafGuID indicators</i></p>
<p>Session 2.2</p> <p>Human Trafficking Indicators (overview and examples)</p>	<p>15. <i>Identification Interview form currently used in Turkey</i></p>
<p>Session 2.3</p> <p>Working groups for the elaboration of indicators relevant for THB situations in Turkey</p>	<p>16. <i>Instructions for working groups for the elaboration of THB indicators for Turkey</i></p>
	<p>17. <i>National Referral Mechanisms (NRMs), Transnational Referral Mechanisms (TRMs) and Standard Operating Procedures (SOPs)</i></p>
<p>Session 2.4</p> <p>Victim identification and referral: multi-agency and human rights based systems and tools (National and Transnational Referral Mechanisms, Standard Operating Procedures)</p>	<p>18. <i>Overview of Standard Operating Procedures</i></p>
	<p>19. <i>Instructions for working groups for defining multi-agency measures for victims of THB</i></p>
<p>Session 2.5</p> <p>Referral mechanisms and tools for the identification and assistance of victims of human trafficking in Turkey</p>	

Training Session	Handout
<p><u>Session 2.6</u> Intermediate training assessment</p>	<p>20. Training Day 2 assessment guidance chart</p>
<p><u>Session 3.1</u> Preliminary identification and referral of presumed victims of trafficking enacting a simulation based exercise (3 groups)</p>	<p>21. Cases prepared for simulations</p>
<p><u>Session 3.2</u> Joint assessment of the training</p>	<p>22. Evaluation questionnaire</p>

Handouts

HANDOUT 1

Project Description (not included here; depends on single project)

HANDOUT 2

Training Agenda (not included here; see examples in Annex 2)

HANDOUT 3

How to train (background; methodology and tools; setting the groundwork for a training)

Taken from: ICMPPD, Train the Trainer. Train-the-Trainers curriculum on the identification, referral and assistance of trafficked persons, Vienna, 2013 (pp. 11-17)

I.I. How to train: background

Expert, Trainer and Facilitator

There are differences between the three roles and the purpose of your training or working session will determine which role (or in which moment which role) is required to reach that purpose.

Expert	Trainer	Facilitator
Knowledge:		
<ul style="list-style-type: none"> • Is an expert on a subject matter • Shares information, provides analysis and individual insight or opinion 	<ul style="list-style-type: none"> • Should have good knowledge of the subject matter (sometimes even be an expert on a subject matter) • Expert in designing a process for learning 	<ul style="list-style-type: none"> • Does not necessarily need deep knowledge on a subject matter • Expert in group processes
Skills		
<ul style="list-style-type: none"> • Presentation skills 	<ul style="list-style-type: none"> • Communication, presentation and facilitation skills • A people person • High level of awareness for participants and (underlying) issues 	<ul style="list-style-type: none"> • Communication and facilitation skills • A people person • High level of awareness for participants and (underlying) issues
Role		
<ul style="list-style-type: none"> • Delivers content, analysis etc. – increases specific knowledge 	<ul style="list-style-type: none"> • Designs and delivers a (suitable) structure and methodology for learning • Visualises joint outcomes and results • Delivers input, if required 	<ul style="list-style-type: none"> • Brings structure to a process and steers / leads participants in a process to realise their aim/goal (e.g. to determine a strategy) • Visualises joint outcomes and results

Key competences of a trainer/facilitator

Communication is key! *What you say* and *How you say it...* are equally important parts of communication. They are important in presentations, trainings and facilitation of processes. Content will get lost without presentation/communication skills and the other way around.

Body language might be THE most important skill as a facilitator, trainer and presenter. Communication is about **words, tone of voice** (the way we say the words) and **body language**. Body language is a (non-verbal) communication tool and makes up the most important part of the effectiveness of our communication.

Dos and don'ts

Dos:

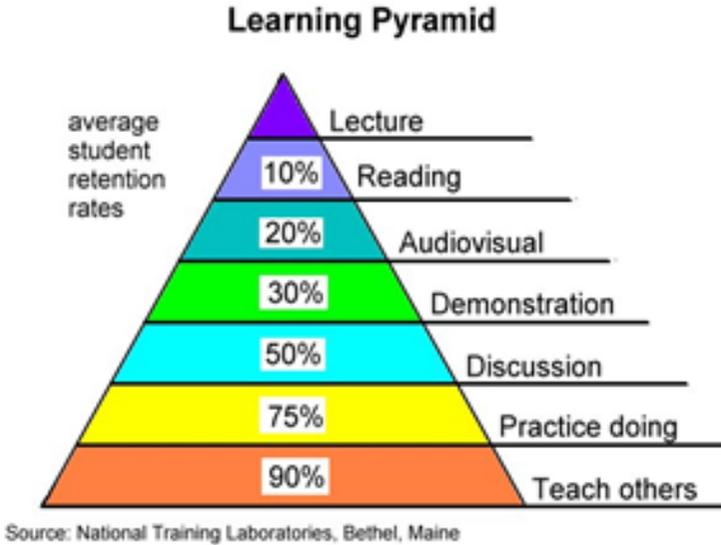
- Use your hands, arms and facial expressions (body language) when interacting with your participants.
- Establish contact with your audience and participants. Try to address/ look at each participant at least once (however, be cautious not to break certain cultural codes in inter-cultural contexts).
- Observe the “energy level” – and intervene if participants are too tired or bored. Always adapt the session to the needs of the participants.
- Create a good atmosphere; make your participants comfortable.
- Always open a working session or training with saying/establishing what it is about, deliver the training and wrap it up by summarising what has been done.
- Establish some common rules if you are going to stay together for a certain period of time.
- Establish what you are going to do, give direction. The following applies to presentations but also to training sessions:
 - tell them what you are going to tell them
 - tell them
 - tell them what you have told them.

Don'ts:

- Don't pace or move around too much
- Don't put your hands in your pockets; gestures help people to follow and understand and engage
- Don't talk **too** much: be aware and use the power of the pause.

(Adult) Learning

What is learning?



Factors for learning

There are a number of **factors** that influence our learning process.

a. Retention

Retention is a crucial factor in the process of how much will actually be translated into a change in knowledge, skills and attitude.

b. Motivation

Effective learning is affected by motivation. Therefore, learning has to be designed as an active, interesting, and motivating process.

a. Learning curve

Learning is a continuous process and happens in steps; deepened through repetition and clarification.

Learning relates to acquiring new knowledge, skills and attitudes. What we have acquired then - with thinking it through as a process of making sense of it - translate into changes. Those changes manifest in either **what** we do (or are capable of doing) or **how** we do it. It might also change **with whom** we do things differently from then on. In **doing** new things we deepen our newly acquired competence.

I.II. How to train: methodology and tools

Plan a training/working session: How to (organisational aspects & content)

Training or working sessions needs to be planned in advance. Keep in mind the following steps:

- Plan goals - what is the purpose of the session
- Decide who attends (based on the purpose)
- Decide where & when
- Create an agenda
- Invite participants (organisational aspect)
- Prepare a session plan with a clear structure, methodology (facilitator's responsibility)
- Formulate learning objectives (what are participants able to do upon completion).



Take into account when planning your session(s) that the average attention span lasts 1.5 hours, no longer! Schedule breaks accordingly.

Methodological tools

Be aware of the fact that the use of different methodological tools determines your outcome and the learning curve of your participants. Therefore, choose and plan a mix of methods appropriate for the sessions. This curriculum offers you a wide range of possibilities to choose from.



Vary the methods so that participants don't get bored. It needs to be a good mix of input from you, from the participants. (note that during group discussions you should monitor the messages conveyed to ensure participants are sharing information that is correct), group work, plenary discussions and cases, and even role-plays.

Make sure to always visualise (and have participants visualise) the findings and discussions. It is important to consider whether you want a group to find a solution or express/find a joint opinion or solution while discussing an issue or if you are trying to bring out opinions of certain individuals. A role-play, for example, is suitable for situations where people might assume they

know everything about a topic. A case, for example, can help to structure a discussion and bring out specific issues.

Some important methodologies and tools to be applied in order to support the learning process are:

- Discussions (direct questions asked to participants in plenary, moderated discussions, plenary discussions)
- Buzz groups (small, quick discussion groups of 2-4)
- Documentation of joint discussions (e.g. on flipchart, whiteboard or computer via projector – in this case have somebody other than the facilitator write it down, etc.)
- Brainstorming (in groups or in plenary)
- Audio-visuals (short movies, etc.)
- Group work (with debriefing to the others)
- Case studies
- Role play / simulations
- Meta-cards (coloured cards. Using them can facilitate individuals to express their opinions independently from a group. It can also help to visualise and cluster certain themes and topics)
- Presentations / input
- Mind maps
- Scenario development



Whenever you use a method or want your participants to do something specific, be clear about what you want them to do. Write down what they should do or what questions they should discuss, or distribute descriptions of cases etc.

Hints and tips

- **Use of material.**

Use whatever material you can get (whiteboards, pin boards, etc.), but make sure to photograph it so as not to lose the work when wiping it clean. If you photograph, make sure to number your flipcharts or boards. In general: be creative, there are no limits!

- **Seating arrangements.**

If you are trying to get people to work across institutions and discuss issues of common interest, etc., you have to get them to mix up their

seating. People tend to sit next to the person they work with or they already know well. Depending on your goal, ask participants to change seats. The same applies if only women and men sit together, in that case, ask them to mix as evenly as possible.

- **Division of participants in groups.**

If people already sit mixed, just divide sections. If you need them to mix up again, as they have been with the same people throughout a number of sessions, let them count out loud the numbers from 1-x (being the number of groups you need). Assign corners or places for each group.

- **Know what you are talking about.**

As a facilitator, you have to be familiar with the topic you are facilitating on, even if you facilitate a process and a working session. If questions arise, you will have to answer them or direct the participants in clarifying the issues they feel uncertain about.



Close each session accordingly (this is not reflected in the curriculum at the end of each session, as it depends on whether a session is used independently or many in a sequence.) Closing a training session means to review what has been discussed.

I.III. Setting the groundwork for a training session

Each training session needs a good start, especially if you are going to hold interactive training sessions with group work, discussions, etc. It is, therefore, paramount to create a good atmosphere and an open and trustworthy working environment.

Some elements, to do this, include the following:

- **Welcome message and presentation of trainer and participants**

Plan for a short welcome, either given yourself or given by someone official from, for example, the institution that has invited the participants. Present yourself with some basic information (Name, position, working area, expertise, etc.).

Depending on the group, ask participants to briefly introduce themselves or introduce themselves to the neighbour and then the neighbour can introduce their partner to the group (this is especially relevant, if you have a training programme that lasts longer than a day, as you also need people to get to know each other).

- **Overview of the agenda**

Provide the planned structure of the training session or day/s on a flipchart and present it to the participants. Ask for their agreement.

- **Expectations of the participants**

Ask the participants for their expectations. You can do this in plenary by asking them to come forward and express them. However, providing those cards to write them down usually provides them more thinking time and you might get more of their actual thoughts, as they do not have to voice it in front of the group. Depending on the participants, you can ask them to come forward and pin them on a pin-board or wall or collect them and cluster them while putting them up yourself, reading them out loud.

This also helps you to clarify if expectations do not match with what you have prepared, that might fall into a different field of expertise, or simply cannot be covered in the timeframe available. You will, however, be able to see the main focus of the participants and can, if possible and necessary, adapt your programme to it.

- **Rules**

Prepare a flipchart and either ask them to come up with rules everybody would want to be followed, such as mobiles on silent, no interruption of speakers, etc., or develop the rules already and present them and then ask for contributions.

HANDOUT 4**Training assessment elements****How to train– Training assessment elements**

The following are questions that the trainer/facilitator can ask participants at the end of each content session (for a quick assessment) and at the end of a training day (for a more structured assessment).

Questions can be used as an outline:

- For an open discussion
- for a structured survey e.g. writing them on a flip-chart and asking trainees to answer orally in turns or to stick post-its
- for an evaluation form that participants could be asked to fill in by providing open answers or by ticking rating boxes on a scale (e.g. one to four, where 1 is the highest score and 4 the lowest score: 1 2 3 4)

The suggestion is to use a non-structured modality for the quick assessments, so that for the comprehensive end-of-day assessment questions that have already been asked can be asked again for a more in-depth analysis.

Single session assessment questions

- Were the topics tackled clearly dealt with?
- Were they brought into the training in an effective way?
- What worked, what did you like?
- What didn't work, what didn't you like?

Training day session assessment questions

- Were the topics tackled clearly dealt with? (with possible specifications for single topics)
- Were they brought into the training in an effective way? (idem)
- What worked, what did you like? (idem)
- What didn't work, what didn't you like? (idem)
- Did you feel involved in the training session?
- Do you think the information that has been dealt with was useful/ applicable for your work?
- Do you think that this way of conducting the training programme would work if you had to deliver a training programme to local frontline professionals working for different agencies?
- Would adjustments be needed? Which and how?
- Other remarks?

HANDOUT 5

List of participants (depending on the training setting)

HANDOUT 6

Video script

TEMVI Project Video - SCRIPT in ENGLISH

“TEMVI - Trafficked and Exploited Minors between Vulnerability and Illegality” is a project co-funded by the Prevention of and Fight against Crime Programme of the European Union, led by the Human Rights Centre of the University of Padua (Italy) and implemented with ALC (France), ADPARE (Romania), Hungarian Baptist Aid (Hungary) and other partners from the mentioned countries.

SCENE 1

“Grandpa, why is milk white?”

SCENE 2

“Mummy, why did they invent school?”

SCENE 3

“David, why does the kryptonite hurt?”

SCENE 4

“Daddy, why do grown ups always come late from work?”

SCENE 5

Every year in Europe more than 10,000 victims of human trafficking are identified. The 15% of them are minors, often kidnapped or lured into their native countries even when they are only 11 or 12 years old and then moved to different European countries in order to be exploited by criminal organisations.

SCENE 6

Minors are illegally exploited in various forms, such as forced labour, begging, selling drugs, and prostitution. An unknown number of children run the risk of being sold for the purposes of being exploited for illegal international adoptions or for the traffic of organs.

SCENE 7

It is difficult to determine the full extent of the phenomenon of child trafficking. Criminal organisations make it both invisible and hard to tackle. The fast

and frequent movement of these children through different European cities makes it even more difficult.

SCENE 8

The value of children is measured by their “Why?” not by their “How much?” Some adults fool their future. Together we can stop them.

FINAL

The TEMVI Project has promoted a European network for the assistance of minors who are victims of trafficking and serious exploitation. Help us fight this phenomenon by reporting the situations that you might know to the Anti-trafficking Toll-free number of your Country.

HANDOUT 7**Root causes and effects of THB**

Taken from: ICMPD, *Train the Trainer. Train-the-Trainers curriculum on the identification, referral and assistance of trafficked persons*, Vienna, 2013, (pp. 19-20)

Root causes

THB is a highly profitable economic crime that is based upon the principles of supply and demand and which exploits a series of “push and pull” factors in the countries of origin and destination.

- Within **countries/places of origin**, there are numerous circumstances that literally push people to leave their homes. These factors include: poverty, lack of education, lack of legitimate employment opportunities, gender discrimination, domestic violence, dysfunctional families, civil or military conflicts, impact of transition on countries, perceived lack of opportunities or alternatives, and a lack of legal migration opportunities;
- Within **countries/places of destination**, the attractive living conditions and the demand for services pull people to leave their homes looking for a better life. Such factors include: expectations of employment and financial gain, access to better services and benefits in countries/places of destination, improved social position, perceived glamour in western societies, expectations for opportunities to support families in countries of origin.

Factors concerning both countries of origin and of destination:

- Restrictive legal migration and labour opportunities; corruption;
- Lack of awareness in countries of destination regarding the problems that migrants face;
- Migrants’ unawareness of their rights in the countries of destination and a fear of state authorities makes them vulnerable to abuse and exploitation;
- The possibility for traffickers to generate huge profits by taking advantage of this “supply and demand” situation.

THB is largely considered as a migration-related concern, and indeed, the root causes of trafficking correspond, to a certain extent, to the root causes of migration. Trafficking, however, should be regarded as a serious crime, rather than a mere migration issue. Furthermore, THB is not just a transnational phenomenon; it also happens within state borders. People move internally to seek better opportunities from a less developed region/place of origin to a more developed one.

Effects

The effects of trafficking need to be considered at an individual level as well as a societal one. Victims suffer significant psychological distress that they can struggle with for the rest of their lives, even long after they have been rescued. In most cases, they struggle to gain acceptance in society owing to a stigma that follows them after being rescued. Furthermore, once organised human trafficking has gained a foothold within a state or region, it can undergo rapid growth and pose serious risks to the stability of an affected country. Main effects include: increased violence among organised crime groups with a financial stake in existing sex and labour markets; economic de-stabilisation through the growth of money laundering; demographic de-stabilisation; a growth of public sector corruption, etc.

HANDOUT 8

Guiding principles of anti-trafficking and victim protection responses

Taken from: ICMPD, *Train the Trainer. Train-the-Trainers curriculum on the identification, referral and assistance of trafficked persons*, Vienna, 2013, (pp. 23-24).

**adapted for the national context*

An anti-trafficking response should be based on and take into account the following guiding principles:

- **Human Rights-Based Approach**

Any local, regional, or national anti-trafficking response must be based on international human rights standards to promote and protect the human rights of any potential victim of human trafficking. Therefore, state actors and all duty bearers (i.e. law enforcement agencies, the judiciary, social affairs offices) have the obligation to respect, protect, fulfil, and promote the full range of civil, cultural, economic, political, and social rights every person holds and is unconditionally entitled to enjoy. This approach must be equally adopted by non-state actors (i.e. NGOs, civil society organisations and associations, IOs) engaged in the anti-trafficking field to ensure that the services provided fully respect and promote the rights of the assisted persons. A human rights-based approach places the rights of the individual at the centre of any anti-trafficking activity and policy and it envisages:

- The observance of international human rights standards;
- The respect of the principle of non-discrimination;
- The standard setting and accountability;
- The recognition of victims of trafficking as subjects and holders of rights;
- The full participation of and consultation with all concerned actors, including victims of trafficking, in the development of anti-trafficking strategies and policies;
- The adoption of a gender, age, and culturally specific perspective in counter-trafficking policies, strategies and interventions.



Human rights apply to children as to any other human being. In particular, States shall treat trafficked children as children first and foremost, in full adherence with their fundamental rights as enshrined primarily in the UN Convention on the Rights of the Child (1989). In particular, the core principles of the best interests of the child, non-discrimination, and the right to life, survival development, and participation are particularly relevant.



- **State Ownership**

The State has full responsibility and participation for the design and implementation of the national anti-trafficking response. As a result, local, regional, and national administration actors engaged in activities to prevent and fight human trafficking and to provide support to victims of trafficking must actively be involved in the local, regional, and national referral mechanism or the equivalent anti-trafficking coordination structure and must regularly and promptly cooperate according to the standard operating procedures (SOPs) jointly developed and adopted with non-state actors. Ideally, the State ownership should result in the formal adoption of the SOPs.

- **Civil Society Participation**

The competent NGOs, non-state organisations and associations are usually active contributors in the anti-trafficking response. They play a crucial role as service providers in supporting victims of trafficking in the process of identification, short- and long-term assistance, social inclusion, and voluntarily-assisted return, and during criminal and civil proceedings. They must be involved in the decision-making process by taking part in the design and implementation of anti-trafficking strategies and policies. The civil society organisations must be free to assist victims of trafficking regardless of the will of the latter to co-operate or not with the competent authorities. Their access to funding must not be dependent on the collaboration between the assisted victim of trafficking and the law enforcement agencies. The civil society organisations must be part of the local, regional, and national referral mechanism or the equivalent anti-trafficking co-ordination structure and must regularly and promptly co-operate according to the standard operating procedures jointly developed and adopted with the state actors.

- **Multidisciplinary and cross-sectoral approach**

A wide range of state and non-state actors with distinct knowledge and expertise should be systematically involved in the design and implementation of all anti-trafficking services provided to victims of

trafficking. Clear responsibilities and mandates must be defined to work jointly according to agreed procedures and quality standards of assistance.

- **Best interests of the child**

These must be a primary consideration in all actions concerning potential child victims of trafficking. An assessment of best interests must be based on the individual circumstances of each child and must consider her/his family situation, the situation in their country of origin, their particular vulnerabilities, their safety, the risks they are exposed to, their protection needs, their level of integration in the country of destination, their mental and physical health, education, and socio-economic conditions. These considerations must be set within the context of the child's nationality and their ethnic, cultural and linguistic background. The assessment of the child's best interests must be a multi-disciplinary exercise involving relevant actors and undertaken by specialists and experts who work with children.

- **Transparency and accountability**

Any referral mechanism for victims of trafficking should provide complaint procedures to effectively enable victims of trafficking to raise allegations and be entitled to reparations whenever their individual and human rights have been violated at any stage of their identification and assistance process.

HANDOUT 9**The international legal framework**

Partly taken from: ICMPD, *Train the Trainer. Train-the-Trainers curriculum on the identification, referral and assistance of trafficked persons*, Vienna, 2013, (pp. 25-27).

Trafficking definitions

PROTOCOL TO PREVENT, SUPPRESS AND PUNISH TRAFFICKING IN PERSONS ESPECIALLY WOMEN AND CHILDREN, SUPPLEMENTING THE UNITED NATIONS CONVENTION AGAINST TRANSNATIONAL ORGANISED CRIME

Article 3 - Use of terms

For the purposes of this Protocol:

- (a) "Trafficking in persons" shall mean the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation. Exploitation shall include, at a minimum, the exploitation of the prostitution of others or other forms of sexual exploitation, forced labour or services, slavery or practices similar to slavery, servitude or the removal of organs;
- (b) The consent of a victim of trafficking in persons to the intended exploitation set forth in subparagraph (a) of this article shall be irrelevant where any of the means set forth in subparagraph (a) have been used;
- (c) The recruitment, transportation, transfer, harbouring or receipt of a child for the purpose of exploitation shall be considered "trafficking in persons" even if this does not involve any of the means set forth in subparagraph (a) of this article;
- (d) "Child" shall mean any person under eighteen years of age." (Art. 3)

COUNCIL OF EUROPE CONVENTION ON ACTION AGAINST TRAFFICKING IN HUMAN BEINGS

Warsaw, 16.V.2005

Article 4 – Definitions

For the purposes of this Convention:

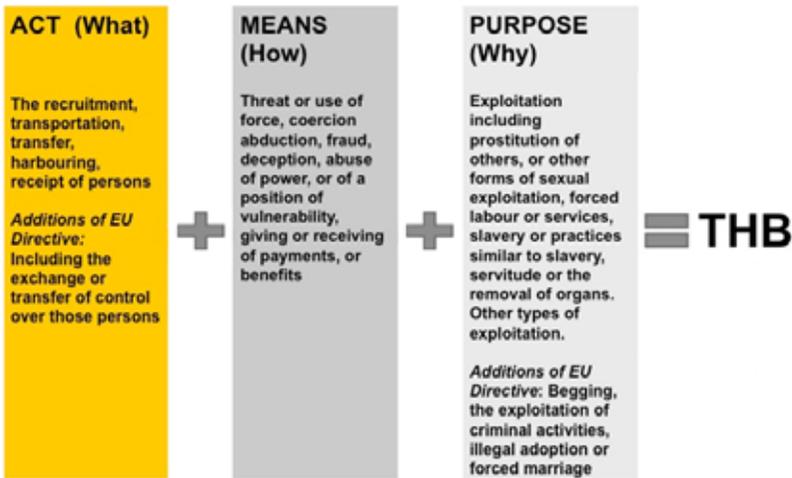
- a. “Trafficking in human beings” shall mean the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation. Exploitation shall include, at a minimum, the exploitation of the prostitution of others or other forms of sexual exploitation, forced labour or services, slavery or practices similar to slavery, servitude or the removal of organs;
- b. The consent of a victim of “trafficking in human beings” to the intended exploitation set forth in subparagraph (a) of this article shall be irrelevant where any of the means set forth in subparagraph (a) have been used;
- c. The recruitment, transportation, transfer, harbouring or receipt of a child for the purpose of exploitation shall be considered “trafficking in human beings” even if this does not involve any of the means set forth in subparagraph (a) of this article;
- d. “Child” shall mean any person under eighteen years of age;
- e. “Victim” shall mean any natural person who is subject to trafficking in human beings as defined in this article.

DIRECTIVE 2011/36/EU OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL OF 5 APRIL 2011 ON PREVENTING AND COMBATING TRAFFICKING IN HUMAN BEINGS AND PROTECTING ITS VICTIMS, AND REPLACING COUNCIL FRAMEWORK DECISION 2002/629/JHA

Article 2 - Offences concerning trafficking in human beings

- 1. Member States shall take the necessary measures to ensure that the following intentional acts are punishable:
- 2. The recruitment, transportation, transfer, harbouring or reception of persons, including the exchange or transfer of control over those persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation.
- 3. A position of vulnerability means a situation in which the person concerned has no real or acceptable alternative but to submit to the abuse involved.
- 4. Exploitation shall include, as a minimum, the exploitation of the prostitution of others or other forms of sexual exploitation, forced labour or services, including begging, slavery or practices similar to slavery, servitude, or the exploitation of criminal activities, or the removal of organs.

5. The consent of a victim of trafficking in human beings to the exploitation, whether intended or actual, shall be irrelevant where any of the means set forth in paragraph 1 has been used.
6. When the conduct referred to in paragraph 1 involves a child, it shall be a punishable offence of trafficking in human beings even if none of the means set forth in paragraph 1 has been used.
7. For the purpose of this Directive, 'child' shall mean any person below 18 years of age.



UNHCR – The UN Refugee Agency GUIDELINES ON INTERNATIONAL PROTECTION:

The application of Article 1A(2) of the 1951 Convention and/or 1967 Protocol relating to the Status of Refugees to victims of trafficking and persons at risk of being trafficked HCR/GIP/06/07 Date: 7 April 2006

a) Definitional issues

...

12. Some victims or potential victims of trafficking may fall within the definition of a refugee contained in Article 1A(2) of the 1951 Convention and may therefore be entitled to international refugee protection. Such a possibility is not least implicit in the saving clause contained in Article 14 of the Trafficking Protocol, which states:

“1. Nothing in this Protocol shall affect the rights, obligations and responsibilities of States and individuals under international law, including international humanitarian law and international human rights law and, in particular, where applicable, the 1951 Convention

and the 1967 Protocol relating to the Status of Refugees and the principle of *non-refoulement* as contained therein.

2. The measures set forth in this Protocol shall be interpreted and applied in a way that is not discriminatory to persons on the ground that they are victims of trafficking in persons. The interpretation and application of those measures shall be consistent with internationally recognised principles of non-discrimination.”
13. Trafficking can arise in a number of distinct sets of circumstances. The victim may have been trafficked abroad, may have escaped her or his traffickers and may seek the protection of the State where she or he now is. The victim may have been trafficked within national territory, may have escaped from her or his traffickers and have fled abroad in search of international protection. The individual concerned may not have been trafficked but may fear becoming a victim of trafficking and may have fled abroad in search of international protection. In all these instances, the individual concerned must be found to have a “well-founded fear of persecution” linked to one or more of the Convention grounds in order to be recognised as a refugee.

b) Well-founded fear of persecution

14. What amounts to a well-founded fear of persecution will depend on the particular circumstances of each individual case. Persecution can be considered to involve serious human rights violations, including a threat to life or freedom, as well as other kinds of serious harm or intolerable predicament, as assessed in the light of the opinions, feelings and psychological make-up of the asylum applicant.
15. In this regard, the evolution of international law in criminalising trafficking can help decision-makers determine the persecutory nature of the various acts associated with trafficking. Asylum claims lodged by victims of trafficking or potential victims of trafficking should thus be examined in detail to establish whether the harm feared as a result of the trafficking experience, or as a result of its anticipation, amounts to persecution in the individual case. Inherent in the trafficking experience are such forms of severe exploitation as abduction, incarceration, rape, sexual enslavement, enforced prostitution, forced labour, removal of organs, physical beatings, starvation, the deprivation of medical treatment. Such acts constitute serious violations of human rights, which will generally amount to persecution.

(ref. 1951 Convention relating to the Status of Refugees; 1967 Protocol relating to the Status of Refugees - 1979, re-edited, Geneva, January 1992)

...

The difference between Smuggling of migrants and Trafficking in human beings

Element	Smuggling of Migrants	Trafficking in Human Beings
Type of crime	Crime against the State	Crime against an individual Violation of human rights
Why do we fight it?	To protect the sovereignty of the state	To protect the human rights of individuals
Relationship smuggler/ smuggled migrant and trafficker/ victim	Commercial relationship between smuggler and migrant ends after illegal border crossing achieved and fee paid	Exploitative relationship between trafficker and victim continues in order to maximise economic and/or other gains from exploitation
Rationale	Organised movement of persons for profit	Organised or individual recruitment/ transport and (continuous) exploitation of the victim for profit
Illegal border crossing	Illegal border crossing is a defining element	Border crossing (legal or illegal) not required/part of the definition
Consent	Migrant’s consent to illegal border crossing	Either no consent or initial consent made irrelevant because of use of force or coercion at any stage of the process ¹

International legal framework references

You can find all relevant information and legal texts plus some additional information by consulting the following links provided.

- 1. UN Convention against Transnational Organised Crime and the protocols thereto – Palermo Protocol (1999):** <http://www.unodc.org/documents/treaties/UNTOC/Publications/TOC%20Convention/TOCebook-e.pdf>
- 2. UN Convention on the Rights of the Child (1989):** <http://www.ohchr.org/en/professionalinterest/pages/crc.aspx>
 - Factsheet UNICEF – a summary of the rights under the Convention on the Rights of the Child: http://www.unicef.org/crc/files/Rights_overview.pdf

¹ ICMPD’s Training Guide ‘Anti-Trafficking Training for Frontline Law Enforcement Officers’ p. 25

3. **Council of Europe Convention on Action against Trafficking in Human Beings (2005):** <http://conventions.coe.int/Treaty/en/Treaties/Html/197.htm>
 - Further information, Explanatory report to the Council of Europe Convention on Action against Trafficking in Human Beings; <http://conventions.coe.int/Treaty/EN/Reports/Html/197.htm>
 - Further information, GRETA: http://www.coe.int/t/dghl/monitoring/trafficking/default_en.asp
4. **EU Directive on preventing and combating THB and protecting its victims (2011):** <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2011:101:0001:0011:EN:PDF>
 (EU Directives are not only relevant to EU MS but also to accession and candidate countries)
 - EU Strategy towards the Eradication of Trafficking in Human Beings (2012-2016): http://ec.europa.eu/anti-trafficking/EU+Policy/New_European_Strategy
 - Other and further general information: <http://ec.europa.eu/anti-trafficking/>
5. **ILO Convention 105, Abolition of Forced Labour Convention (1957):** http://www.ilo.org/dyn/normlex/en/f?p=1000:12100:0::NO::P12100_ILO_CODE:C105
 - Other and further information: <http://www.ilo.org/global/topics/forced-labour/lang--en/index.htm>
6. **ILO Convention 182, Worst Forms of Child Labour Convention (1999):** http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C182
7. **UNHCR Guidelines on International Protection: The application of Article 1A (2) of the 1951 Convention and/or 1967 Protocol relating to the status of Refugees to victims of trafficking and persons at risk of being trafficked. - HCR/GIP/06/07 Date: 7 April 2006:** <http://www.unhcr.org/publications/legal/443b626b2/guidelines-international-protection-7-application-article-1a2-1951-convention.html>

HANDOUT 10

Regulation on Combating Human Trafficking and Victim Protection, 17 March 2016 Unofficial translation by UNHCR Turkey

March 17, 2016 THURSDAY

Official Gazette

No : 29656

Regulation**From Ministry of Interior:****REGULATION ON COMBATING HUMAN TRAFFICKING AND THE PROTECTION OF VICTIMS****CHAPTER ONE****Purpose, Scope, Legal Basis, Definitions and Basic Principle****Purpose and scope****ARTICLE 1 –**

- (1) The aim and scope of the Regulation herein is to identify the procedures and principles regarding protection of victims of human trafficking, issuance of residence permits to foreign victims of trafficking and provision of support services for victims of trafficking within the scope of prevention of the crime of human trafficking and fight against human trafficking on the basis of human rights without discriminating between the Turkish nationals and foreign victims.
- (2) The Regulation herein covers real persons, who were subjected to human trafficking, without discriminating between Turkish nationals and foreign victims.

Legal Basis**ARTICLE 2 –**

- (1) The Regulation herein was drafted on the basis of Article 121 of the Law on Foreigners and International Protection No. 6458 dated 4/4/2013 and the Council of Europe Convention on Action against Trafficking in Human Beings endorsed by the Law No. 6667 dated 30/1/2016.

Definitions**ARTICLE 3 –**

- (1) In implementation of this Regulation herein, the following definitions shall apply:
 - a) Minister: Minister of Interior,
 - b) Ministry: Ministry of Interior,

- c) Minor/Child: Individuals under the age of 18 and who have not yet attained majority,
- ç) Department: Department of the Protection of Victims of Human Trafficking,
- d) Assessment report: Report covering the assessments of extension or cancellation of the residence permit of the victims of human trafficking, termination of the support program,
- e) Reflection period: Thirty-day period in which the victim can be freed from the negative impacts of the crime and may decide whether to cooperate with the officials with his/her free will,
- f) Director General: the Director General of Migration Management,
- g) Directorate General: the Directorate General of Migration Management,
- ğ) Safe and voluntary return program: Return of the foreign victim to his/her home country or to a safe third country by the Directorate and under the coordination of the Directorate General, following the victim's identification procedure; in case the victim states or demands not to benefit from the support program during or at the end of the implementation process of the program,
- h) Residence permit: Residence permit for the victim of human trafficking,
- ı) Provincial Commission: Provincial Coordination Commission for Combating Human Trafficking,
- i) Human trafficking: Acts sanctioned under Article 80 of the Turkish Penal Code No. 5237 dated 26/9/2004,
- j) Identification form for human trafficking victims: The form arranged and approved by the Directorate on the basis of the expert report drafted by expert personnel,
- k) Law: The Law on Foreigners and International Protection No. 6458,
- l) Law enforcement officers: Officers of gendarmerie, police, coast guard and customs enforcement,
- m) Commission: Coordination Commission for Combating Human Trafficking,
- n) Victim: Real persons, who have been or strongly suspected to be subject to crime of human trafficking,
- o) Victim support services: Voluntary and safe return program and victim support program provided on the basis of informed consent of the victim in consideration of the safety, health and special status of the victim, during and after the reflection period,
- ö) Victim support program: Program ensuring services such as accommodation, healthcare, education and training, psychosocial, legal and social services and access to labour market, material and moral support and interpretation services as well as similar services to the victim of human trafficking based on his/her informed consent during the reflection period in consideration of the safety, health and special status

of the victim along with the support program which shall be provided in coordination with the Ministry of Justice during the trial process,

- p) Director: Provincial or District Directors of Migration Management,
- r) Directorate: Provincial or District Directorates of Migration Management,
- s) Shelter: Facility where the victim is safely accommodated,
- ş) Identification: Identification of real persons who have been or are strongly suspected of being subjected to the crime of human trafficking as a victim of human trafficking,
- t) National action plan: Strategy formulating document arranged with regard to prevention of human trafficking, combating the aforementioned crime and the processes of human trafficking,
- u) Expert personnel: Expert personnel working in their area of expertise such as provincial migration experts, provincial assistant migration experts, psychologist, social worker and sociologist,
- ü) Expert report: Report including the decision of the expert personnel on whether the individual is a victim of human trafficking; subsequent to interview with the victim and the detailed examination on the indicators of the crime of human trafficking,
- v) Case manager: Expert personnel at the Directorate in charge of preparing the expert report, carrying out the risk analysis and following up all the processes of the case,
- y) Foreigner: Person, who does not have a citizenship bond with the Republic of Turkey,

Basic principle

ARTICLE 4 –

- (1) In the execution of the Regulation herein; a fair, effective and expeditious procedure shall be followed based on human rights and gender equality in line with the principle of social state.

CHAPTER TWO

Prevention, Combat, Coordination and Cooperation

Commission

ARTICLE 5 –

- (1) The Commission shall be established pursuant to Article 117 of the Law in order to carry out tasks to draft policies and strategies regarding the prevention of and combating the crime of human trafficking, to prepare action plans and to ensure coordination among public institutions and organisations, international organisations and non-governmental organisations.

- (2) The Commission shall consist of the representatives from the Presidency of the Supreme Court or the Presidency of the Supreme Court's Chief Public Prosecutor's Office, high-level representatives from the Ministries of Justice, Family and Social Policies, Labour and Social Security, National Education, Culture and Tourism, Foreign Affairs, Health, Customs and Trade and the Ministry for EU Affairs as well as the National Human Rights Institution of Turkey, the Directorate General of the Turkish Employment Agency, the Under-secretariat of the National Intelligence Organisation, the Directorate General of Health for Borders and Coastal Areas of Turkey, the Directorate General of Security, the Directorate General of Local Administrations, the General Command of Gendarmerie, the Command of Coast Guard, the Union of Turkish Bar Associations and the Directorate General under the chairpersonship of the Undersecretary of the Ministry or the Deputy Undersecretary assigned by the Undersecretary.
- (3) Line ministries, representatives from central and provincial units of public institutions and organisations, academicians, experts and non-governmental organisations specialised on the issue may be invited to the meetings of the Commission. Representatives from international or intergovernmental organisations may also be invited under observer status.
- (4) The Commission shall also act as a national coordinator for combating human trafficking and the president of the Commission shall be the national coordinator.
- (5) The Commission shall be authorised to establish sub-working groups.
- (6) The Commission may assign experts to carry out a yearly situation analysis about human trafficking or may request an appointment of academicians from authorised institutions and organisations.

Meeting and agenda

ARTICLE 6 –

- (1) The Commission shall convene regularly in the month of February. If deemed necessary, the Commission can convene extraordinarily upon the call of the President. The members may bring forward proposals to the President for holding extraordinary meetings.
- (2) The meetings of the Commission shall be held at the Directorate General or at another location deemed appropriate by the President of the Commission and the agenda, time and venue of the meeting shall be notified to the members in writing.
- (3) The members of the Commission shall notify their agenda proposals to the Directorate General.
- (4) The Commission shall convene by the absolute majority of its members. The Commission shall decide by majority of votes. The decisions of the Commission shall be written during the meeting and signed by the participants.

Duties of the Commission

ARTICLE 7 –

- (1) The duties of the Commission shall be as follows:
 - a) To carry out activities in establishing policies and developing strategies in the field of combating human trafficking,
 - b) To express opinions and proposals on issues related to national action plans,
 - c) To discuss issues related to coordination among relevant ministries, public institutions and organisations, international organisations and non-governmental organisations regarding the fight against human trafficking,
 - ç) To identify the measures to be taken by relevant institutions and organisations in order to prevent the crime of human trafficking and to notify the identified measures to relevant institutions and organisations,
 - d) To make proposals on the protection, accommodation and support of victims,
 - e) To coordinate the collection, comparison, harmonisation and analysis of data regarding human trafficking at a national and international level,
 - f) To discuss the annual report prepared by the Directorate General,
 - g) To make proposals for the improvement of legislation on human trafficking,
 - ğ) To contribute to undertaking of procedures and proceedings in the field of combating human trafficking and protection of the victims.
- (2) The secretarial and support services of the Commission shall be provided by the Department.

Annual report

ARTICLE 8 –

- (1) The Directorate General shall prepare an annual report on the nationwide status of human trafficking by analysing the information and data provided by public institutions and organisations, non-governmental organisations and other organisations providing services for the victims at local or national level.

Provincial Commission

ARTICLE 9 –

- (1) Provincial Commission shall be established to follow up the procedures and proceedings with regard to the fight against human trafficking and protection of the victims and to ensure coordination in the provinces deemed appropriate by the Directorate General.

- (2) The Provincial Commission shall consist of the Mayor, the Chief Public Prosecutor, the Provincial Director of Family and Social Policies, the Provincial Director of the Social Security Institution, the Provincial Director of National Education, the Provincial Director of Culture and Tourism, the Provincial Director of Work and Labour, the Provincial Director of Health, the Provincial Director of Security, the Provincial Gendarmerie Commander, the Provincial Director of Migration Management or their representatives along with the representatives from the Command of Coast Guard, the Customs Enforcement Organisation and the Bar Association in the province, if any, under the chairpersonship of the Governor or the Deputy Governor of the province.
- (3) Representatives from relevant public institutions and organisations, professional organisations and non-governmental organisations may be invited to the meetings of the Provincial Commission.
- (4) The procedures and principles regarding the duties and operation of the Provincial Commissions shall be determined by the Directorate General.
- (5) The secretarial and support services of the Provincial Commissions shall be provided by the Directorate.

Emergency and helpline

ARTICLE 10 –

- (1) The Directorate General shall establish and operate an Emergency and Helpline or have such a Helpline operated. The call centres established by the Directorate General for this purpose may also be used as an Emergency and Helpline.
- (2) The notifications forwarded to the Emergency and Helpline shall be processed within the framework of Article 158 of the Turkish Criminal Procedure Law No. 5271, dated 4/12/2004.
- (3) The employees of the Emergency and Helpline shall not disclose the personal information submitted to their attention to individuals or institutions other than those authorised by the laws and by their mandate.
- (4) The notifications forwarded to Emergency and Helpline shall be recorded and retained for five years.
- (5) The officials of Emergency and Helpline shall notify the notices, complaints and notifications to the law enforcement unit and the Directorate authorised in the site/place of the incident.
- (6) The law enforcement officers shall be liable to inform the Directorate about the complaints, notices and notifications forwarded to them through the Emergency and Helpline and to provide the Directorate with feedbacks regarding the outcomes of the proceedings executed accordingly.

Activities to mitigate demand

ARTICLE 11 –

- (1) The Directorate General shall undertake information and awareness-raising activities in educative, social and cultural areas in order to prevent the demand that leads to human trafficking and all types of exploitation of individuals; primarily women and children.
- (2) The aforementioned activities shall be undertaken in collaboration with the line Ministry, central and district organisation of public institutions and organisations and the Directorate General.

Training and awareness-raising activities

ARTICLE 12 –

- (1) The Directorate General shall organise training activities for the law enforcement personnel, officers of public institutions and organisations, who have a high possibility of encountering the victims, and for employees of non-governmental organisations.
- (2) The Directorate General shall promote research for prevention of human trafficking including the higher education institutions.
- (3) In collaboration with the public institutions and organisations, international organisations, local administrations, higher education institutions and non-governmental institutions; the Directorate General shall organise awareness-raising activities and training programs through appropriate printed and visual communication tools and materials in order to prevent the individuals from being subject to the crime of human trafficking.
- (4) Upon request of the Directorate General, the subject matter of crime of human trafficking may be included in the training curriculum of central and district offices of public institutions and organisations such as the Ministry of National Education, the Justice Academy of Turkey under the Ministry of Justice, the Directorate General of Security, the General Command of Gendarmerie and the Command of Coast Guard.

Liability of legal entities

ARTICLE 13 –

- (1) Concerning the liability of legal entities, the provision stipulated in Article 60 of the Turkish Penal Code No. 5237 shall be applied.

Establishment of a database, confidentiality and sharing of personal data

ARTICLE 14 –

- (1) The Directorate General shall request the data collected pertaining to the victims, human traffickers, process of human trafficking and proceedings

of judicial authorities from the related institutions and organisations. The related institution shall immediately submit the requested data to the Directorate General.

- (2) The Directorate General may request information, documents and statistics from the related Ministries, public institutions and organisations during the execution of the proceedings and procedures within the scope of the Regulation herein. Such requests shall be complied without delay.
- (3) Confidentiality shall be the primary consideration concerning the collected personal data.
- (4) Terms and definitions regarding human trafficking and the criteria used in the identification of the individuals subject to human trafficking shall be standardised at the national level.
- (5) The authorities and officers within the scope of the fight against human trafficking and the protection of victims shall not disclose any type of confidential information, document or personal secrets to anyone other than the authorities and shall not use such information for their or third parties' self interest.
- (6) Personal data on the identity and safety of the victim shall not be disclosed to any other individual except for the purpose of the procedures for the identification and tracking of family members of the victim.
- (7) Research, field scanning and surveys concerning the procedures and proceedings conducted by the Directorate General for the protection of victims of human trafficking shall be subject to the permission of the Directorate General. Relevant provisions in the special laws shall be reserved.

Cooperation

ARTICLE 15 –

- (1) In the fields of preventing and combating human trafficking, victim identification process, protection, accommodation and return procedures of victims; the Directorate General may cooperate with line ministries, public institutions and organisations, local administrations, non-governmental organisations, higher education institutions, academicians, local and foreign experts and with relevant countries, international and intergovernmental organisations in view of the transnational nature of the crime.
- (2) The Directorate General may cooperate with the source countries in the fields of prevention of human trafficking, protection and supporting of victims.
- (3) The Directorate General may request any kind of support from related institutions and organisations concerning the issues not regulated by the Regulation herein, in the field of combating human trafficking and protection of victims.

CHAPTER THREE

Victim Identification and Residence Permit

Notice, complaint and notification

ARTICLE 16 –

- (1) All individuals declaring to be a victim or those who are aware of the crime of human trafficking shall notify the situation verbally, in writing or electronically to the Emergency and Helpline, the Chief Public Prosecutor's Office or law enforcement.
- (2) The notices and complaints forwarded to the Directorate General, Directorates, Emergency and Helpline shall be immediately notified to the Chief Public Prosecutor's Office or law enforcement.
- (3) Notices and complaints to the Governorate or District Governorate shall be notified to relevant Chief Public Prosecutor's Office.
- (4) Notices to non-governmental organisations about the crime of human trafficking shall be notified to the Directorate, law enforcement or the Chief Public Prosecutor's Office.
- (5) Verbal complaints and notices shall be officially reported in writing and the official report shall be immediately forwarded to the Chief Public Prosecutor's Office.
- (6) Upon permission of the Chief Public Prosecutor's Office, the law enforcement shall immediately inform the Directorate General about the public officials investigated within the scope of the crime of human trafficking.
- (7) Institutions and organisations with high possibility of encountering the victims of human trafficking such as the Ministry of Family and Social Policies, the Ministry of Labour and Social Security and the Ministry of Health shall immediately notify the Emergency and Helpline as well as the Directorate, law enforcement or the Chief Public Prosecutor's Office about the individuals suspected to be a victim.

Victim identification

ARTICLE 17 –

- (1) The law enforcement shall contact the Directorate in cases which may be evaluated within the scope of human trafficking such as forced labour, prostitution, forced services, forced marriage, organ and tissue removal, child labour, use of children in crimes and begging and adoption.
- (2) By taking into account that individuals identified in operations carried out to fight prostitution or individuals forced to prostitution can be victims of human trafficking, the preliminary identification shall be conducted

meticulously and the proceedings shall be completed with priority due to their risk of carrying disease which may pose a threat to public health.

- (3) During the interviews by the law enforcement, an attorney shall be assigned by the Bar Association to possible victims, who are under the scope of Article 234 of the Turkish Criminal Procedure Law (CMK) No. 5271 dated 4/12/2004.
- (4) Victims of human trafficking or individuals strongly suspected of being victims of human trafficking shall be referred to the Directorate by law enforcement along with the general judicial examination report and the related documents.
- (5) Upon demand of law enforcement units, a minimum of one expert personnel working at the Directorate shall be assigned to conduct detailed examination regarding the indicators of the crime of human trafficking and to be present during the interview.
- (6) Expert personnel assigned by the Directorate shall conduct an interview with the victim in an appropriate location considering the psychological status of the victim or in the facility the victim is accommodated in accordance with the report in Annex 1.
- (7) During the interviews conducted with the possible victims of human trafficking by the personnel of the Directorate, if information which can enlighten the criminal investigation but which does not exist in the statement taken by the law enforcement is obtained, such information shall be notified to the law enforcement or the Chief Public Prosecutor's Office.
- (8) Pursuant to the detailed examination with regard to the indicators of the crime of human trafficking and interview conducted by the victim, the expert personnel of the Directorate shall draft a report about the status of the victim on the identification of the person as victim or not, without prejudice to the confidentiality of the investigation.
- (9) Human trafficking victim identification form drafted on the basis of the report drafted by expert personnel and included in Annex 2 shall be approved by the Directorate.
- (10) The procedures related to the registration of the individual, whose human trafficking victim identification form has been approved, shall be carried out by the Directorate.
- (11) During the procedures and proceedings concerning the victim, if deemed necessary for the security of the victim, the Directorate may request the company of law enforcement.
- (12) The foreigner identified as victim shall be informed about the support services in his/her own language or another language he/she understands and after referral to the shelter; residence permit procedures shall be initiated if the victim is a foreigner.

- (13) If there is a belief that the victim is mentally or physically disabled, the situation shall be officially reported and the victim shall be referred to necessary support and assistance services.

Principles of Victim Identification

ARTICLE 18 –

- (1) Victims of human trafficking or individuals strongly suspected of being victims of human trafficking shall be identified as victims through an administrative proceeding, without awaiting the results of the investigation or prosecution, regardless of the existence of a complaint by these individuals.
- (2) Victims in the process of identification shall be provided with psychosocial support by the Directorate in case of necessity.
- (3) If a medical report points out to the need of mental treatment or observation for the victim, then the victim shall be referred to hospitals with specialists in mental health and mental illnesses for his/her mental treatment.
- (4) If the foreigner identified as victim has been re-victimised after her/his safe and voluntary return to his/her country of origin, the second victim identification shall be conducted in accordance with the opinions of the Directorate General.
- (5) Victims of human trafficking or individuals strongly suspected of being victims of human trafficking, who could not be interviewed due to their psychological and/or physical problems during the identification process, shall be interviewed during or after the recovery period.
- (6) Hearing or audio visually recording the victims at the stages of investigation and prosecution shall be conducted in accordance with the third paragraph of Article 52 of the Turkish Criminal Procedure Law No. 5271.
- (7) Victims of human trafficking or individuals strongly suspected of being victims of human trafficking shall not be subject to deportation during the identification process.
- (8) Individuals shall be informed about the crime of human trafficking and the rights of individuals, who might have been subject to this crime, prior to the interview.
- (9) In the interviews conducted with the individuals; demographic features such as age, gender, nationality, and residence shall be evaluated together with the symptoms of exploitation, body language, living conditions and relations of the individual with his/her environment.
- (10) In the procedures and proceedings carried out during the identification process, if the victim is a foreigner an interpreter shall be provided upon his/her request or *ex officio* by the Directorate. If the victim is a woman then it is preferred to have a female interpreter.

- (11) Foreigners decided to be deported pursuant to the subparagraphs (ç) and (ğ) of the first paragraph of Article 54 of the Law, shall be subject to interviews by the Directorate on the basis of the indicators of human trafficking.
- (12) Individuals making misleading declarations and presenting false documents at the interviews, aiming to obtain residence and work permits, shall not be identified as victims of human trafficking.

Case management

ARTICLE 19 –

- (1) The Directorate General may identify a case manager in order to follow up the entire process of human trafficking cases in the provinces deemed necessary.
- (2) The procedures and principles regarding case management shall be determined by the Directorate General.

Residence permit

ARTICLE 20 –

- (1) Victims of human trafficking or individuals strongly suspected of being victims of human trafficking shall be granted a residence permit of 30 days by Governorates in order that they can be relieved from the trauma and decide on whether to cooperate with the authorities or not.
- (2) Considering the safety and special status of the victim, it is essential to accommodate the victim in a shelter during the thirty-day residence period, in case he/she wants to stay in Turkey.
- (3) The aforementioned residence permit shall not require the fulfilment of conditions stipulated in the Law for granting other type of residence permits.
- (4) By taking the confidentiality of victim's personal data as a basis, necessary data shall be inserted into the database of the Directorate General by the authorised personnel of the Directorates.
- (5) The foreign victim of trafficking and his/her child shall be granted residence permit in accordance with the sub-paragraph (g) of the first paragraph of Article 88 of the Law No. 492 on Charges dated 2/7/1964. Existence of fines from a previous violation of visa or residence period shall not hinder issuance of a residence permit to the foreign victim.
- (6) An individual, who clearly declares in writing that he/she does not want to make use of the support programme or does not cooperate with the authorities during or at the end of the reflection period granted to the persons, who have been or strongly suspected of being victims shall be also identified as victim. In such cases, general provisions applicable to foreigners shall be implemented for the victims.

Extension and cancellation of residence permit

ARTICLE 21 –

- (1) The assessment report in Annex 3 shall be prepared by the expert personnel of the Directorate in the province where the victim is accommodated in order to extend the residence permit granted to the victim to allow for recovery and reflection periods.
- (2) The victim, whose residence permit was found admissible for extension on the basis of the assessment report, shall be granted extension periods of maximum six months. The total extension period shall not exceed three years.
- (3) In cases where the victim support programme is terminated within the scope of Article 29, the residence permits shall not be extended or shall be cancelled.
- (4) The residence permit of the victim, who only requested safe and voluntary return from among support services, shall be cancelled following the safe and voluntary return procedure.
- (5) In case the victim wishes to benefit from the safe and voluntary return programme within the process of support programme, the residence permit shall be cancelled after the realisation of safe and voluntary return procedure.
- (6) The residence permits of the foreigners identified as victims of human trafficking or strongly suspected of being victims of human trafficking shall be cancelled if it is revealed that they have reconnected with the offenders of the crime of their own initiative. However, it shall be investigated if such connection has been an outcome of the use of force, coercion, threat and fear that could not be avoided or resisted or due to psychological reasons. If there exists a belief about the existence of one of the abovementioned reasons in the assessment report consisting of the opinions of the Directorate and shelter employees then the residence permit of the victim shall not be cancelled.
- (7) Extension or cancellation of the residence permit shall be subject to the approval of the Governorate where the victim resides.
- (8) General provisions applicable to foreigners shall be implemented for foreigners, whose Human Trafficking Victim Identification Form has not been approved, whose residence permit was not extended, whose residence permit was cancelled or who does not prefer to benefit from support services and whose support programme has been terminated.
- (9) If an individual was found to be a threat to public order and public security or found not to be victim, then the residence permit shall not be granted and the existing residence permit shall be cancelled, if any.

- (10) If the victim requests an extension of the residence permit and wants to reside at another address other than the shelter, the law enforcement shall conduct an investigation about that address and the residents of such address, if any, and the investigation shall be concluded in ten days.

Victims under the scope of the Law

ARTICLE 22 –

- (1) The provisions pertaining to the victims of human trafficking shall be applicable for the individuals who have been or suspected of being victims from among the holders or applicants of international protection status and those under temporary protection and other foreigners.

Citizens of the Republic of Turkey as victims of human trafficking

ARTICLE 23 –

- (1) The proceedings and procedures following the identification of family members, women and accompanying children of the citizen of the Republic of Turkey, who have been identified as victim shall be carried out in accordance with the provisions of the Law on the Protection of Family and Prevention of Violence Against Women No. 6284 dated 8/3/2012. The procedures and proceedings pertaining to Turkish citizens, who have been subject to human trafficking abroad, shall be carried out within the scope of the same Law, as well.
- (2) A protocol shall be concluded with the Ministry of Family and Social Policies in order to determine the procedures and principles related to support services to be provided for citizens of the Republic of Turkey identified as victim of human trafficking and child victims.

Child victims of human trafficking

ARTICLE 24 –

- (1) Victims subject to age determination shall be accepted as minor until the completion of the age assessment.
- (2) The best interest of the child shall be considered in the identification process of the child victim. A psychologist or a social worker shall definitely be present in the interviews conducted with the child victims.
- (3) The procedures pertaining to the child identified as victim shall be carried out in accordance with the provisions of the Child Protection Law No. 5395 dated 3/7/2005. The child identified as victim shall be delivered to the relevant units of the Ministry of Family and Social Policies.
- (4) The Ministry of National Education shall take necessary measures to ensure access to education services by the child victims and children accompanying the victims of human trafficking.

- (5) The best interest of the child shall be considered in the process of safe and voluntary return programme through a risk and security assessment.

CHAPTER FOUR

Protection and Accommodation of Victims, Support Services

Shelters

ARTICLE 25 –

- (1) The Directorate General shall establish and operate shelters or have such shelters fully or partially operated by concluding protocols to provide support and monitoring services seven days twenty four hours by expert personnel in order to ensure access to physical, psychological treatment by the victims and for efficient implementation of protective and preventive measures.
- (2) Possible or identified victims shall be accommodated in shelters of the Directorate. If this is not possible, the victims shall be accommodated in shelters or similar service organisations under the public institutions and organisations, local administrations and non-governmental organisations.
- (3) The location of the shelters shall be confidential. The Directorate, law enforcement, employees of the shelter, other employees and victims under the support programme shall be obliged to abide by the rules of confidentiality.
- (4) In the removal, reception and accommodation centres of the Directorate General, separate premises for short-term stay may be allocated during the procedures and proceedings of preliminary identification, identification, referral to shelters, voluntary and safe return of the victims. These premises shall be available for foreign victims if there is no possibility to stay in the places mentioned in the second paragraph.

Referral to shelter

ARTICLE 26 –

- (1) The Directorate shall ensure the settlement of the identified or possible victims in a shelter or one of the similar service organisations within the knowledge of the Directorate General.
- (2) The referral of the victim to the shelter shall be ensured in coordination with the Governorate and shall be officially reported.
- (3) In case of failure to accommodate the victim in the province where the victim was identified, the personnel of the Governorate in charge of referral shall deliver the victim to the officers of the Provincial Directorate, in which the available shelter is located together with the official report.

- (4) Transport and other expenses shall be covered either by the Directorate or by the related institution or organisation in accordance with the provisions of the protocol.
- (5) In case of presence of a threat against the life or physical integrity of the individual during and following the referral to the shelter; necessary measures shall be taken within the scope of the Law No. 6284 and company of the law enforcement shall be ensured.

Victim accommodation

ARTICLE 27 –

- (1) It is essential to accommodate the victims in the shelters.
- (2) The victim shall be accommodated in an appropriate shelter or one of the similar service organisations within the scope of the victim support programme.
- (3) The document including the rules of conduct and collective living conditions in the shelter shall be read and explained to the victim in the language he/she understands and the victim shall be required to sign it/ the document.
- (4) If the victim leaves the shelter he/she resides within the scope of the support programme without notice, then the authorities of the shelter shall draft an official report about the victim's leave and the Directorate and law enforcement shall be immediately notified about the situation.
- (5) The Directorate shall inform the Directorate General about the entire processes related to the victim.

Support programme

ARTICLE 28 –

- (1) Victim support programme shall be provided for the victim on the basis of informed consent during the reflection period, at the stages of investigation and prosecution and thereafter, considering the safety, health and special status of the victim.
- (2) Victim support programme provided at a minimum within the bounds of possibility shall include;
 - a) Accommodation in shelters or safe locations,
 - b) Ensuring access to healthcare services,
 - c) Ensuring psychosocial support,
 - ç) Access to social services and assistance,
 - d) Access to legal assistance and providing counselling and information about the legal rights of the victims,
 - e) Guidance on access to education and training services,

- f) Providing vocational education and supporting the access to labour market,
- g) Providing necessary guidance about financial support in accordance with the provisions of the Law on the Encouragement of Social Solidarity and Assistance No. 3294 dated 29/5/1986 with the purpose of supplying temporary financial support to meet the basic needs,
- ğ) Access to counselling services to be provided by relevant non-governmental organisations, international organisations and intergovernmental organisations,
- h) Providing interpretation services,
- ı) Providing information for the (affiliated) embassy or consulate of the country which the victim is a citizen of, upon consent of the victim,
- i) Providing an opportunity for the victim to meet the officials of the affiliated embassy or consulate,
- j) Providing assistance for identification and granting of necessary travel documents,
- k) Other services deemed appropriate by the Directorate General.

Termination of victim support programme

ARTICLE 29 –

- (1) Victim support programme may be terminated with regard to the assessment report drafted by the expert personnel of the Directorate, if the victim;
 - a) does not want to benefit from the support programme,
 - b) was identified/revealed to contact the offenders of the crime of his/ her own free will except for cases hindering the victim's will,
 - c) leaves the shelter without informing the authorities,
 - ç) does not abide by the measures taken under the support programme,
 - d) does not cooperate with the authorities,
 - e) was revealed to be non-victim,
 - f) was found to have made a false statement,
- (2) The residence permit granted to the foreign victim shall be cancelled or shall not be extended on the basis of the assessment report.
- (3) Victims willing to leave the support programme voluntarily shall be informed about the voluntary and safe return programme and their personal safety by the Directorate.
- (4) If the victim notifies her will to leave the support programme to the officers of the shelter during the support programme verbally or in writing, the notification shall be submitted to the Directorate.

Safe and voluntary return programme

ARTICLE 30 –

- (1) Voluntary and safe return programme shall be operated by the Directorate under the coordination of the Directorate General if the victim requests to leave the support programme during or at the end of the support programme.
- (2) If the victim wishes to return to his/her home country or another third country, the Directorate shall inform the Directorate General in order to ensure safe exit of the victim and to take necessary protection measures.
- (3) Referral of the victims to the airport for the purpose of safe and voluntary return procedures and proceedings at the end of the victim support programme at the shelters shall be conducted by the employees of the shelter. In other cases, such referral shall be conducted by the officer of the Governorate or officer of the institution or organisation, with which a protocol has been concluded.
- (4) In case of presence of an imminent threat against the life or physical integrity of the individual, company of the law enforcement may be requested.
- (5) Transportation and other expenses shall be covered either by the Directorate or by the related institution or organisation in accordance with the provisions of the protocol.
- (6) Exit procedures from the country and document checks of the victims shall be completed on the document without having the victims at the passport check points and these individuals shall be directly brought to the gate of the aircraft or other transportation vehicles.
- (7) While exiting from the country, if it is found that the victim has previously been imposed to a penalty due to the violation of visa or residence period in Turkey, the exit procedures shall be conducted according to subparagraph (g) of the first paragraph of Article 88 of the Law No. 492.
- (8) The authorities of the victim's home country shall be informed on the basis of the consent of the victim about the return date of the victim and the case of human trafficking that he/she had been subject to.

CHAPTER FIVE

Miscellaneous and Final Provisions

Financial support

ARTICLE 31 –

- (1) With the purpose of supplying temporary financial support to meet the basic needs of the victim, financial support shall be provided by the Social Solidarity and Assistance Foundation in the province the victim resides upon request of the Directorate General in accordance with the provisions of the Law No. 3294.

Health expenses**ARTICLE 32 –**

- (1) Healthcare services provided by public health institutions and organisations shall be given free of charge to foreign patients who have been identified as victims of human trafficking and who do not have the means to meet their healthcare expenses in accordance with the Decision of the Council of Ministers dated 5/12/2003 and No. 2003/6565 as they shall be exempted from the first paragraph of Article 1 of the Law on Tariffs Pertaining to Goods and Services Produced by Public Institutions and Organisations and the Law on Amending Certain Laws dated 8/1/2002 and No. 4736.
- (2) If the victim of human trafficking fails to cover the expenses related to medicine for outpatient treatment, such expenses shall be covered by the Social Solidarity and Assistance Foundation in the province where the victim resides.

Access to labour market**ARTICLE 33 –**

- (1) The Ministry of Labour and Social Security shall take necessary measures to ensure the access to labour market by the victims of human trafficking, who benefit from the victim support programme.
- (2) Institutions and organisations such as the Directorate General of the Turkish Labour Agency and Public Education Centres shall provide support to the victims in order to improve their vocational skills and qualifications so as to facilitate their access to labour market.

Competence to make administrative regulations**ARTICLE 34 –**

- (1) The Directorate General shall have the competence to make administrative regulations with the aim of implementation of the Regulation herein.

Enforcement**ARTICLE 35 –**

- (1) The Regulation herein shall enter into force at the date of publication.

Execution**ARTICLE 36 –**

- (1) The provisions of the Regulation herein shall be executed by the Minister of Interior.

HANDOUT 11

Five THB cases

Case Study-1

Emine was born in 2002 and has five siblings. Emine's father, Ahmet, was a farmer in Syria. However, due to conflict in Syria they recently had to flee to Turkey. Emine and her family stayed in Hatay for some time after their arrival and moved to the province of Kayseri, where Emine's elder sister lived. They rented a house in the Kocasinan region of Kayseri. Ahmet met a neighbour, Ali, and requested his help to find a job. Ali told him that it was difficult for Syrians to find a job in Turkey and most of the time they were employed with lower wages and he said that they could only have a good life if they let their daughter marry a Turkish citizen. He added that he could help the family with that. Ali convinced Ahmet in this regard and wanted Ahmet to bring photos of his daughter to him. Ali sent the photos he took from Ahmet to Hakan who lived in Amasya. Hakan had heard about a worker; Mahmut in the Amasya Municipality, who wanted to find a spouse for his mentally disabled son. Hakan showed Emine's photos to Mahmut and explained the situation. Mahmut agreed to pay the bride price of 15,000 TL and wanted his son to marry Emine. Hakan talked to Ali and ensured Emine's arrival in Amasya. Upon her arrival, Hakan explained the situation to Emine and said that she had to marry in order for her to have a good life. Emine rejected the offer. Hakan then told her that they would not request her to marry anyone but they would host her for some time in Amasya. Mahmut said that he would not pay the money because Emine did not want to get married, but Hakan tried to convince Mahmut. Mahmut and Ali finally reached an agreement for the bride money. Mahmut paid the money and the wedding preparations began. Two days before the wedding day, Emine was brought to Mahmut's house. Emine was under pressure to get married to Mahmut's son and a religious wedding was organised. Emine fled from the house that night and took refuge in the police station.

- *Please evaluate the case in terms of indicators of human trafficking within the framework of the information provided above.*
- *In accordance with the provisions of the Regulation on Protection of Victims of Human Trafficking, which indicators in the case ensure identification of Emine as a victim of human trafficking?*
- *If Emine is identified as a victim of human trafficking, what would the process be following her identification?*

Case Study - 2

Süfyan Bin Mahmud was born in Damascus in 2011 and has four siblings. His father was a repairman in Syria. Due to domestic war and poor conditions in their country, they had to migrate to Turkey. They paid some money to middlemen and passed into Turkey via Kilis. They lived for some time with their relatives in Gaziantep, and then decided to live and work in Bursa. Some of the family members found jobs in Bursa for a few days and worked without being registered. However, their employers soon dismissed them. *During these days, Süfyan's father encouraged Süfyan to sell paper napkins on the streets and forced the two brothers to do this. Süfyan sold paper napkins on the streets because his father forced him to. Later, Süfyan's father broke Süfyan's arm so that his outlook was more pitiful and he thought that Süfyan would make more money because he looked more pitiful. Following this incident, Süfyan was brought to the hospital and those in hospital were told that Süfyan's arm was broken because he fell down. The orthopaedist realised that the arm was not broken by accident, rather that it was broken on purpose, so he notified Provincial Migration Directorate and law enforcement officers.*

- *Please evaluate the case in terms of indicators of human trafficking within the framework of the information provided above.*
- *In accordance with the provisions of the Regulation on Protection of Victims of Human Trafficking, which indicators in the case ensure identification of Süfyan as a victim of human trafficking?*
- *If Süfyan is identified as a victim of human trafficking, what would the process be following his identification?*

Case Study -3

Vezir was born in Kunduz province of Afghanistan. His father passed away when he was a child and he lived with his mom and siblings. They all worked on the farm in Afghanistan. Vezir could not attend school for a long time due to the war and he was therefore illiterate. He got married when he was 18 and lived in Afghanistan with his spouse. He came to Turkey to work one year ago. He came by legal means by airplane. When he first came to İstanbul he worked in Yenibosna. He found the job through the help of his Afghan friends. He was to work in a plastics factory and would get 800 TL. However, after working for 15 days his boss dismissed him. Later, his Afghan friends in İstanbul told him that there were many jobs in Antalya, so he moved to Antalya. He met a man there and he gave Vezir a job in the forest in Serik. Vezir said that he worked there for 5 months. They had agreed on a daily fee of 65 TL, but he never received any money. Vezir said that there were other people working there as well, but they left when they were not paid.

However, Vezir stayed because the boss said that he would pay Vezir his money. However, his boss never gave him any money; he stayed in a tent in the forest and was given three meals a day. His boss threatened that if Vezir left, he would report Vezir to police and the police would deport him. Vezir said that he was not able to go anywhere and the boss stated that he would not allow Vezir to go anywhere. The boss threatened Vezir that he would be in trouble if he left; however, Vezir could not bear the situation. He escaped to a neighbouring village and requested help. The villagers informed the Gendarmerie.

- *Please evaluate the case in terms of indicators of human trafficking within the framework of the information provided above.*
- *In accordance with the provisions of the Regulation on Protection of Victims of Human Trafficking, which indicators in the case ensure identification of Vezir as a victim of human trafficking?*
- *If Vezir is identified as a victim of human trafficking, what would the process be following his identification?*

Case Study - 4

Rima applied to security forces stating that he was abducted, detained, and forced to steal. The suspects were apprehended at the address that was given by Rima together with minors named Abdulfettah, Zakira, Ahmed and Ayşe. Two meat knives (döner knives, longer than usual knives) that do not contradict with Law No. 6136 were found at the same address. Upon the investigation initiated on these findings, according to the statements of Rima, identification records, statements from the other minors, and scope of the investigation, a fugitive (arrested in absentia) suspect Jamal gathered his friend Murat so as to force minors to commit offences like theft and established an organisation to commit these crimes. They have included other suspects; Amir and Ali above the age of 18 in the organisation and detained the minors Rima, Abdulfettah, Zakira, Ahmed and Ayşe at the aforementioned address; forced them to steal; used force and pressured the minors to convince them to commit crimes. In line with the aims of the organisation, they stole money from several people in different places within Istanbul on different dates, either by using the minors or by themselves through pickpocketing or by cheating the people through fake fights.

- *Please evaluate the case in terms of indicators of human trafficking within the framework of the information provided above.*
- *In accordance with the provisions of the Regulation on Protection of Victims of Human Trafficking, which indicators in the case ensure identification of Rima and other minors as victims of human trafficking?*

- *If Rima and other minors are identified as victims of human trafficking, how will be the process following identification?*

Case Study – 5

On 21.09.2014 at 04:00 a.m., a man called Hospital H. and said that there was a wounded woman on the street at the back of the hospital. He said that he had to deal with the police everyday so he wanted the hospital to take care of the woman this time. The security guards found the woman named Aya T. from Syria dead. Upon investigation, carried out by the police, it was learned that Aya T. came to Turkey in August of 2014 after losing all of her family members during the war in Syria. She called her close friend on 16 August 2014 for the last time, and said that she was kept in a house with other women by force, and was sexually exploited by the suspect A.K. The investigation showed that the suspects were forcing foreign women into prostitution and they were taking away their passports. The police identified the address of the suspects and the suspects were apprehended upon arrival to the identified address with two foreign women. It was revealed that suspect A.K. discarded all identity cards belonging to victim Aya T. by burning them. He erased the entire contacts in her phonebook, kept her in a house by force, and forced her into prostitution. In response, the victim committed suicide by throwing herself from the window of the bathroom in a house that she was sent to for prostitution.

- *Please evaluate the case in terms of indicators of human trafficking within the framework of the information provided above.*
- *In accordance with the provisions of the Regulation on Protection of Victims of Human Trafficking, which indicators in the case ensure identification of Aya T. as a victim of human trafficking?*
- *If Aya is identified as a victim of human trafficking, what would the process be following her identification?*

HANDOUT 12

Training Day 1 Sessions assessment guidance chart

Sessions Guiding questions	1.1 Opening and start of the training (programme, expectations, how to train)	1.2 Human Trafficking Phenomenon (introduction, root causes and effects)	1.3 International anti-trafficking and victim protection instruments (guiding principles, legal framework)	1.4 Current human trafficking situation in Turkey. National legal and institutional framework on THB.	1.5 Human Trafficking Cases and Definitions	Valid for all subjects / sessions
Were the topics tackled clearly dealt with?						
Were they brought into the training in an effective way?						
What worked, what did you like?						
What didn't work, what didn't you like?						
Did you feel involved in the training session?						
Do you think that the topics dealt with are useful/ applicable for your work?						
Would adjustments be needed? Which and how?						
Other remarks?						

HANDOUT 13

Template: Needs, Problems and Responses with regard to victims of human trafficking

The objective of this activity is to share and organise knowledge from participants' experience about the needs and problems of victims of human trafficking (including victims of and/or vulnerable groups under temporary protection), and to be aware of available measures and of the possible need for further responses to be put in place.

So, the title "Needs, Problems and Responses" means: looking at people and situations, analysing measures in place, identifying what should be improved and how, and envisaging new actions.

Please fill in the following chart, organising your analysis and discussion by focusing on the needs and problems of victims of human trafficking (also with a focus on possible specific aspects regarding persons under temporary protection, and victims of, or at risk of being trafficked) under two inter-related perspectives:

- Their characteristics and situations: gender, age, forms of exploitation they are or could be subjected to;
- The phases of support through which a victim could get out of trafficking and start a new life: identification, protection and first assistance, social inclusion and access to labour, support in criminal and civil proceedings.

Needs and problems of victims of trafficking (or persons vulnerable to THB) with a specific focus on people under temporary protection	Available responses	Problems and gaps	Solutions for overcoming problems and gaps	New measures / initiatives needed

Note: For working groups to be copied in A3 format. Better if at the same time the file is filled in directly using a laptop.

HANDOUT 14**Indicators for a possible THB situation**

Introduction taken from: ICMPD, *Train the Trainer. Train-the-Trainers curriculum on the identification, referral and assistance of trafficked persons*, Vienna, 2013 (pp. 48-50)

- There is no precise or general profile of a potential victim of human trafficking. Profiles of human traffickers are not fixed or uniform either, but vary depending on the demand and the sectors involved.
- There are a number of very different indicators, some of them very apparent, some rather hidden. Therefore, there is a need for proper assessment, based on the observations of the human rights of the victim, avoiding re-traumatisation by all means, and ensuring the personal safety of the potential victim.
- General indicators are to be taken as starting points, potentially relevant in certain circumstances and in combination with other, more specific indicators. Look beneath the surface carefully and try to discover if enough signs are present to suspect that a person is involved in a trafficking case! Look beyond what is immediately apparent!

It is important that the various actors/professionals that might detect possible THB indicators know what to do in case of suspicion and where to turn (e.g., first point of notification, etc.).

In the following pages, the indicators developed by ILO and the European Commission (EC) are presented. It should be stressed that other compilations of indicators exist as well, e.g. put together by the UN.

ILO, together with the European Commission, implemented a project to establish operational indicators of human trafficking because key terms used in the Palermo Protocol required further elaboration to explain what was meant by the following terms: “deception”, “fraud”, “abuse of power or of a position of vulnerability”, “control over another person” and “exploitation”. Without further clarification there is a risk that interpretations of these terms may continue to diverge widely from one country to another, or even within countries, from one researcher or practitioner to another. As a result of the above-mentioned project, sets of operational indicators for adult and child victims of trafficking for labour and sexual exploitation were developed. Each set is a structured list of indicators relevant to the following dimensions of the trafficking definition:

- Deceptive recruitment (or deception during recruitment, transfer and transportation): 10 indicators

- Coercive recruitment (or coercion during recruitment, transfer and transportation): 10 indicators
- Recruitment by abuse of vulnerability: 16 indicators
- Exploitative conditions of work: 9 indicators
- Coercion at destination: 15 indicators
- Abuse of vulnerability at destination: 7 indicators

Within each set, each indicator is qualified as either **strong**, **medium** or **weak**. However, a single indicator can be strong for children and at the same time be medium for adults, or strong for sex exploitation and weak for labour exploitation.

However, in presence of general indicators, it is necessary to look beneath the surface carefully and try to discover if enough signs are present to suspect that the person is involved in a trafficking case. The general indicators are to be taken as starting points, potentially relevant in certain circumstances and in combination with other more specific indicators.

Please see below a full list of indicators for each dimension of the trafficking definition. For more information on the indicators, please visit the website: www.ilo.org/forcedlabour

ILO indicators on trafficking for labour exploitation and sexual exploitation²

Indicators of trafficking of adults for labour exploitation

<p>INDICATORS OF DECEPTIVE RECRUITMENT</p> <p>Strong Indicator Deceived about the nature of the job, location or employer</p> <p>Medium Indicators Deceived about conditions of work Deceived about content or legality of work contract Deceived about family reunification Deceived about housing and living conditions Deceived about legal documentation or obtaining legal migration status Deceived about travel and recruitment conditions Deceived about wages/earnings Deceived through promises of marriage or adoption</p> <p>Weak Indicator Deceived about access to education opportunities</p>	<p>INDICATORS OF EXPLOITATION</p> <p>Strong Indicator Excessive working days or hours</p> <p>Medium Indicators Bad living conditions Hazardous work Low or no salary No respect of labour laws or contract signed No social protection (contract, social insurance, etc.) Very bad working conditions Wage manipulation</p> <p>Weak Indicators No access to education</p>
<p>INDICATORS OF COERCIVE RECRUITMENT</p> <p>Strong Indicator Violence towards victims</p> <p>Medium Indicators Abduction, forced marriage, forced adoption or selling of victim Confiscation of documents Debt bondage Isolation, confinement or surveillance Threat of denunciation to authorities Threats of violence against victim Threats to inform family, community or public Violence towards family (threats or effective) Withholding of money</p>	<p>INDICATORS OF COERCION AT DESTINATION</p> <p>Strong Indicators Confiscation of documents Debt bondage Isolation, confinement or surveillance Violence towards victims</p> <p>Medium Indicators Forced into illicit/criminal activities Forced tasks or clients Forced to act against peers Forced to lie to authorities, family, etc. Threat of denunciation to authorities Threat to impose even worse working conditions Threats of violence against victim Under strong influence Violence towards family (threats or effective) Withholding of wages</p> <p>Weak Indicator Threats to inform family, community or public</p>

2 http://www.ilo.org/wcmsp5/groups/public/@ed_norm/@declaration/documents/publication/wcms_105023.pdf

INDICATORS OF RECRUITMENT BY ABUSE OF VULNERABILITY

Medium Indicators

- Abuse of difficult family situation
- Abuse of illegal status
- Abuse of lack of education (language)
- Abuse of lack of information
- Control of exploiters
- Economic reasons
- False information about law, attitude of authorities
- False information about successful migration
- Family situation
- Personal situation
- Psychological and emotional dependency
- Relationship with authorities/legal status

Weak Indicators

- Abuse of cultural/religious beliefs
- General context
- Difficulties in the past
- Difficulty in organising travel

INDICATORS OF ABUSE OF VULNERABILITY AT DESTINATION

Medium Indicators

- Dependency on exploiters
- Difficulty with living in an unknown area
- Economic reasons
- Family situation
- Relationship with authorities/legal status

Weak Indicators

- Difficulties in the past
- Personal characteristics

Indicators of trafficking of adults for sexual exploitation

INDICATORS OF DECEPTIVE RECRUITMENT

Strong Indicator

- Deceived about the nature of the job or location

Medium Indicators

- Deceived about conditions of prostitution
- Deceived about content or legality of work contract
- Deceived about family reunification
- Deceived about housing and living conditions
- Deceived about legal documentation or obtaining legal migration status
- Deceived about travel and recruitment conditions
- Deceived about wages/earnings
- Deceived through promises of marriage or adoption

Weak Indicator

- Deceived about access to education opportunities

INDICATORS OF EXPLOITATION

Medium Indicators

- Bad living conditions
- Excessive working days or hours
- Hazardous work
- Low or no salary
- No respect of labour laws or contract signed
- No social protection (contract, social insurance, etc.)
- Very bad working conditions
- Wage manipulation

INDICATORS OF COERCIVE RECRUITMENT

Strong Indicators

Abduction, forced marriage, forced adoption or selling of a victim

Debt bondage

Threats of violence against victim

Violence towards victims

Medium Indicators

Confiscation of documents

Isolation, confinement or surveillance

Threat of denunciation to authorities

Threats to inform family, community or public

Violence towards family (threats or effective)

Withholding of money

INDICATORS OF COERCION AT DESTINATION

Strong Indicators

Confiscation of documents

Debt bondage

Forced tasks or clients

Isolation, confinement or surveillance

Threats of violence against victim

Violence towards victims

Medium Indicators

Forced into illicit/criminal activities

Forced to act against peers

Forced to lie to authorities, family, etc.

Threat of denunciation to authorities

Threat to impose even worse working conditions

Threats to inform family, community or public

Under strong influence

Violence towards family (threats or effective)

Withholding of wages

INDICATORS OF RECRUITMENT BY ABUSE OF VULNERABILITY

Medium Indicators

Abuse of difficult family situation

Abuse of illegal status

Abuse of lack of education (language)

Abuse of lack of information

Control of exploiters

Difficulties in the past

Difficulty with organising travel

Economic reasons

False information about law, attitude of authorities

False information about successful migration

Family situation

General context

Personal situation

Psychological and emotional dependency

Relationship with authorities/legal status

Weak Indicator

Abuse of cultural/religious beliefs

INDICATORS OF ABUSE OF VULNERABILITY AT DESTINATION

Medium Indicators

Dependency on exploiters

Difficulty with living in an unknown area

Economic reasons

Family situation

Personal characteristics

Relationship with authorities/legal status

Weak Indicator

Difficulties in the past

Indicators of trafficking of children for labour exploitation

The Palermo Protocol specifically states that, in the case of children under 18 years of age, there is no need to prove “the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability” in order to establish the crime of trafficking. Nevertheless, it has been decided to retain indicators of deception, coercion and abuse of vulnerability in order to analyse trafficking in children with harmonised tools within Europe.

<p>INDICATORS OF DECEPTIVE RECRUITMENT</p> <p><i>Strong Indicator</i></p> <p>Deceived about access to education opportunities</p> <p>Deceived about the nature of the job, location or employer</p> <p><i>Medium Indicators</i></p> <p>Deceived about conditions of work</p> <p>Deceived about content or legality of work contract</p> <p>Deceived about family reunification</p> <p>Deceived about housing and living conditions</p> <p>Deceived about legal documentation or obtaining legal migration status</p> <p>Deceived about travel and recruitment conditions</p> <p>Deceived about wages/earnings</p> <p>Deceived through promises of marriage or adoption</p>	<p>INDICATORS OF EXPLOITATION</p> <p><i>Strong Indicators</i></p> <p>Excessive working days or hours</p> <p><i>Medium Indicators</i></p> <p>Bad living conditions</p> <p>Hazardous work</p> <p>Low or no salary</p> <p>No access to education</p> <p>No respect of labour laws or contract signed</p> <p>Very bad working conditions</p> <p>Wage manipulation</p>
<p>INDICATORS OF COERCIVE RECRUITMENT</p> <p><i>Strong Indicators</i></p> <p>Abduction, forced marriage, forced adoption or selling of a victim</p> <p>Debt bondage</p> <p>Threats of violence against victim</p> <p>Violence towards victims</p> <p><i>Medium Indicators</i></p> <p>Confiscation of documents</p> <p>Isolation, confinement or surveillance</p> <p>Threat of denunciation to authorities</p> <p>Threats to inform family, community or public</p> <p>Violence towards family (threats or effective)</p> <p>Withholding of money</p>	<p>INDICATORS OF COERCION AT DESTINATION</p> <p><i>Strong Indicators</i></p> <p>Confiscation of documents</p> <p>Debt bondage</p> <p>Forced into illicit/criminal activities</p> <p>Forced tasks or clients</p> <p>Isolation, confinement or surveillance</p> <p>Threats of violence against victim</p> <p>Under strong influence</p> <p>Violence towards victims</p> <p><i>Medium Indicators</i></p> <p>Forced to act against peers</p> <p>Forced to lie to authorities, family, etc.</p> <p>Threat of denunciation to authorities</p> <p>Threat to impose even worse working conditions</p> <p>Threats to inform family, community or public</p> <p>Violence towards family (threats or effective)</p> <p>Withholding of wages</p>

<p>INDICATORS OF RECRUITMENT BY ABUSE OF VULNERABILITY</p> <p>Medium Indicators</p> <ul style="list-style-type: none"> Abuse of cultural/religious beliefs Abuse of difficult family situation Abuse of illegal status Abuse of lack of education (language) Abuse of lack of information Control of exploiters Difficulties in the past Difficulty to organise the travel Economic reasons False information about successful migration Family situation General context Personal situation Psychological and emotional dependency Relationship with authorities/legal status 	<p>INDICATORS OF ABUSE OF VULNERABILITY AT DESTINATION</p> <p>Medium Indicators</p> <ul style="list-style-type: none"> Dependency on exploiters Difficulties in the past Difficulty living in an unknown area Economic reasons Family situation Personal characteristics Relationship with authorities/legal status
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Indicators of trafficking of children for sexual exploitation

Exploitation is inherent to the situation of children under 18 years of age used or offered for prostitution or pornography; there is no need for indicators to prove it. The indicators of additional exploitation below are given to characterise other elements of exploitation children may suffer. In addition, the Palermo Protocol specifically states that, in the case of children, there is no need to prove “the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability” in order to establish the crime of trafficking. Nevertheless, it was decided to retain indicators of deception, coercion and abuse of vulnerability in order to analyse trafficking in children with harmonised tools within Europe.

<p>INDICATORS OF DECEPTIVE RECRUITMENT</p> <p>Strong Indicator</p> <ul style="list-style-type: none"> Deceived about the nature of the job or location <p>Medium Indicators</p> <ul style="list-style-type: none"> Deceived about access to education opportunities Deceived about conditions of prostitution Deceived about content or legality of work contract Deceived about family reunification Deceived about housing and living conditions Deceived about legal documentation or obtaining legal migration status Deceived about travel and recruitment conditions Deceived about wages/earnings Deceived through promises of marriage or adoption 	<p>INDICATORS OF ADDITIONAL EXPLOITATION</p> <p>Strong Indicator</p> <ul style="list-style-type: none"> Hazardous work <p>Medium Indicators</p> <ul style="list-style-type: none"> Bad living conditions Excessive working days or hours Low or no salary No social protection (contract, social insurance, etc.) Very bad working conditions Wage manipulation
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<p>INDICATORS OF COERCIVE RECRUITMENT</p> <p>Strong Indicators</p> <p>Abduction, forced marriage, forced adoption or selling of a victim</p> <p>Debt bondage</p> <p>Isolation, confinement or surveillance</p> <p>Threats of violence against victim</p> <p>Violence towards victims</p> <p>Medium Indicators</p> <p>Confiscation of documents</p> <p>Threat of denunciation to authorities</p> <p>Threats to inform family, community or public</p> <p>Violence towards family (threats or effective)</p> <p>Withholding of money</p>	<p>INDICATORS OF COERCION AT DESTINATION</p> <p>Strong Indicators</p> <p>Confiscation of documents</p> <p>Debt bondage</p> <p>Forced into illicit/criminal activities</p> <p>Forced tasks or clients</p> <p>Isolation, confinement or surveillance</p> <p>Threats of violence against victim</p> <p>Under strong influence</p> <p>Violence towards victims</p> <p>Medium Indicators</p> <p>Forced to act against peers</p> <p>Forced to lie to authorities, family, etc.</p> <p>Threat of denunciation to authorities</p> <p>Threat to impose even worse working conditions</p> <p>Threats to inform family, community or public</p> <p>Violence towards family (threats or effective)</p> <p>Withholding of wages</p>
<p>INDICATORS OF RECRUITMENT BY ABUSE OF VULNERABILITY</p> <p>Medium Indicators</p> <p>Abuse of cultural/religious beliefs</p> <p>Abuse of difficult family situation</p> <p>Abuse of illegal status</p> <p>Abuse of lack of education (language)</p> <p>Abuse of lack of information</p> <p>Control of exploiters</p> <p>Difficulties in the past</p> <p>Difficulty in organising travel</p> <p>Economic reasons</p> <p>False information about law, attitude of authorities</p> <p>False information about successful migration</p> <p>Family situation</p> <p>General context</p> <p>Personal situation</p> <p>Psychological and emotional dependency</p> <p>Relationship with authorities/legal status</p>	<p>INDICATORS OF ABUSE OF VULNERABILITY AT DESTINATION</p> <p>Strong Indicator</p> <p>Dependency on exploiters</p> <p>Medium Indicators</p> <p>Difficulties in the past</p> <p>Difficulty living in an unknown area</p> <p>Economic reasons</p> <p>Family situation</p> <p>Personal characteristics</p> <p>Relationship with authorities/legal status</p>

Euro TrafGuID practical tool for first level identification of victims of human trafficking

The Euro TrafGuID indicators of trafficking for sexual exploitation; trafficking for labour exploitation and trafficking for forced begging and exploitation in criminal activities are available here: <http://www.expertisefrance.fr/eng/Fonds-documentaire/Internet/Documents2/Expertise-France/Com-projets/EuroTrafGuID/English>

HANDOUT 15

Interview form currently used in Turkey

INTERVIEW FORM

Identity Information

- Name-Surname :
- Name of Mother and Father :
- Place and Date of Birth :
- Permanent Address :
- Temporary Address :
- Marital Status and Occupation :
- Date and Place of the Statement :
- Address Abroad :
- Contact info :

Questions

- Question 1 – Where, when and how did you first contact traffickers?
- Question 2 – How were you brought to Turkey? (using which way or route)
- Question 3 – What kind of job were you promised in Turkey or with what promises were you brought to Turkey?
- Question 4 – Who paid for your travel expenses?
- Question 5 – Are the documents required to travel to Turkey fake? (Does the passport information belong to you?)
- Question 6 – Who received you when you arrived in Turkey?
- Question 7 – How long after your arrival in Turkey did exploitation begin?
- Question 8 – Were you forced into prostitution or working in Turkey? If you WERE forced, what process did you go through?
- Question 9 – In the course of human trafficking victimisation, did you make any earnings?
- Question 10 – Was there a debt relationship established between you and the human traffickers?

Question 11 – Explain your working conditions during your stay in Turkey?

Question 12 – Was your movement limited during your stay in Turkey?

Question 13 – Have you been in Turkey before? Were you forced to work in the same way by traffickers?

Question 14 – Do you know Turkish? If you know Turkish, where did you learn it?

Additional questions whenever necessary...

HANDOUT 16**Instructions to the working groups for the elaboration of THB indicators for Turkey**

30 minutes group work

5 minutes each of the 5 groups for reporting

5 minutes for final discussion and wrap up

Total 1 hour

In 5 groups:

- Considering the ILO and the EuroTrafGuID indicators (in your folder)
- Considering the identification tools you are using (Interview form) and set of indicators in use and those that you have identified during the previous exercise on trafficking cases
- Considering your experience in the field
 - Draft a set of Trafficking Indicators relevant for victims of trafficking (With possible specifications for people under temporary protection and other displaced people):
 - By considering the above mentioned tools and indicators
 - By going through the list of indicators you have in your folder
 - By sharing your experiences and opinions
 - First, identify and briefly describe the most relevant and frequent forms of exploitation/trafficking in Turkey, with possible specifications for those affecting displaced and under temporary protection people (if you can, also assign percentage and gender/ age specifications) – **5 minutes**
 - Then, identify indicators that can reveal a trafficking case, including possible specifications that characterise the situation of displaced and under temporary protection people who are victims of trafficking (each group tackles a specific form of exploitation/ trafficking that will be assigned) – **25 minutes**

GROUPS:

- **Group 1: Indicators for sexual exploitation + specific for children**
- **Group 2: Indicators for labour exploitation + specific for children**
- **Group 3: Indicators for begging + specific for children**
- **Group 4: Indicators for forced criminal activities + specific for children**
- **Group 5: Indicators for forced marriage + specific for children**

HANDOUT 16 a

Indicators developed during the trainings

Here, some of the human trafficking indicators relevant for Turkey are presented, as they were developed by participants of the training sessions in specific working groups (see tasks described in Handout 16).

This document is, therefore, far from being an attempt to provide a comprehensive list of indicators. It must be seen as a working document, worked out in a training exercise, in a short space of time. In addition, even if the “authors”, i.e. participants from the training courses, were experts because they are field professionals, they do not represent all agencies that could provide valuable input into such an effort.

Nevertheless, the list, elaborated by the various groups for the different forms of exploitation that form the purpose of trafficking, have been merged and reproduced here since they might be used as an initial basis for further work on the issue.

Sexual exploitation

Indicators of trafficking of adults for sexual exploitation	Indicators of trafficking of children for sexual exploitation
<p>Recruitment</p> <ul style="list-style-type: none"> - Deception about the nature of the job (e.g. starting as a person that does the dishes in a café, but working as a b-girl in a restaurant serving alcohol) - Deception through marriage promise - Deception about legal documents (or acquirement of legal immigrant status) - Deception about fees and earnings - Deception about accommodation and living conditions <p>Coercion and exploitation</p> <ul style="list-style-type: none"> - Confiscation of documents - Withholding of temporary protection identification document - Forced services or customers - Isolation, imprisonment or surveillance - Threat of use of violence - Use of physical and psychological violence - Threat of exposing the victim to family, entourage or public - Making use of the vulnerability of the family - Isolation, imprisonment, surveillance - Debt bondage - Women are forced to work during their period <p><i>Adult Citizens of Republic of Turkey</i> Cannot be threatened by notifying authorities Their documents are not withheld Can be threatened with relatives, friends.</p>	<p>Recruitment</p> <ul style="list-style-type: none"> - Deception about nature and location of the job - Deception through marriage or adoption promise (e.g. buying expensive gifts for minors, giving money to family) - Deception about accommodation and living conditions - Deception about getting together with other family members - Deception by luxury gifts and living conditions - Kidnapping and forcing into marriage (e.g. forcing minors to marry old people) <p>Coercion and exploitation</p> <ul style="list-style-type: none"> - Threat of use of violence - Use of violence - Threat of use and use of violence against family - Instilling use of drugs - Confiscation of documents <p><i>Child Citizens of Republic of Turkey</i></p> <ul style="list-style-type: none"> - Abducted - Sold - Forced to beg - Forced to marriage - Adopted - Violence

Labour exploitation

Indicators of trafficking of adults for labour exploitation	Indicators of trafficking of children for labour exploitation
<p>Recruitment</p> <ul style="list-style-type: none"> - Deception about working conditions and content and legality of employment contract - Deception about quality, place of the job as well as fees and earnings (e.g. foreigners start to work voluntarily but they are never paid) - Deception about living conditions <p>Coercion and exploitation</p> <ul style="list-style-type: none"> - Use of violence - Debt bondage - Confiscation of documents - Imprisonment or surveillance - Threat of denunciation to authorities - Threat of use of violence <p><i>Vulnerability of the person</i></p> <ul style="list-style-type: none"> - Exploitation of lack of information - Inconvenient domestic conditions - Lack of education - Control of abuser - Economic reasons - Laws and attitude of authorities - Difficulty of living in an unknown environment - Vulnerable women and unaccompanied minors are forced to work in exchange for their basic needs being met by the traffickers - Misinformation and insufficient information given about the legislation, convincing the foreigner that s/he must cooperate with official organisations and they will help her/him - Isolation from social life and society - The fact that the foreigner is not aware that his/her rights are abused <p><i>Indications of abuse</i></p> <ul style="list-style-type: none"> - Excessive work hours or days - Dangerous jobs - Low or no salary - Non-compliance with the employment contract - No social security protection - Inconvenient working conditions 	<ul style="list-style-type: none"> - Vulnerability of unaccompanied minors is abused - Children whose families cannot take care of them because of their poverty are bought from them and forced to work or beg - They are forced to marry in exchange for money and to work in domestic work - Children are employed in jobs fit for adults - Children are isolated from the society

Exploitation in begging and forced criminal activities

As far as children are concerned, children forced into begging are more common than children being pushed to crime. Children are generally forced into begging by their families in the cases witnessed in Turkey. Whereas there is no difference among genders among the children who are forced into begging, boys are more commonly pushed into crime. Whereas younger children are used for begging, elder children are more often pushed into crime.

As far as adults are concerned, adults who are pushed into crime are more commonly seen than those who are forced to beg. Men are more commonly pushed into crime than women, while women are more commonly forced to beg than men. Young men are pushed into crime more commonly than others; young women, the disabled and the elderly (typically men) are forced to beg more commonly than others. The ratio may change depending on the provinces.

Indicators of trafficking of adults for exploitation in begging and forced criminal activities	Indicators of trafficking of children for exploitation in begging and forced criminal activities
<p>Adult women who are forced to beg</p> <ul style="list-style-type: none"> - Lack of education (not able to speak the language) - Cultural adaptation - No access to labour market - Economic reasons - Threats - Not informed - Subject to violence - They are deceived - They are forced to work under unfavourable conditions - Physical outlook - The money is taken away <p>Adult women who are pushed into crime</p> <ul style="list-style-type: none"> - Threats - Economic reasons - Violence - Pressure/coercion - Family structure (fragmented family structure) - The money is taken away 	<ul style="list-style-type: none"> - The children are rented from their families since families are indebted - Abduction, forced marriage, forced adoption, sale - Deceived about access to education - Violence within the family - Parents making children believe that they must beg by using their influence/pressure over the children - Violence or threat of violence against the victim - Confiscation of documents - Imprisonment - Threat to notify to authorities (e.g. "I would have you deported", "I would file a complaint against you" etc.) - Making use of illegal status of the victim - Making use of lack of information - Physical outlook - Violence directed at families - The money is taken away - Imprisonment or surveillance - Babies are drugged up by beggars so they do not cry - Drug addiction

In general, **migrants** represent a vulnerable population and **people under temporary protection** are in an even more vulnerable condition. Therefore, they might be recruited in their country of origin in order to be exploited at destination, or they might get trapped into trafficking and exploitation along their journey or at the destination, at the arrival, or at a later stage.

For **children**, many different means of recruitment and subjection are used, most of them common for different forms of exploitation (labour, sexual exploitation, forced begging and forced criminal activities).

Forced marriage is a quite common form of trafficking that might entail various forms of exploitation: labour and in particular domestic work, sexual exploitation and abuse.

Forced marriage does not only affect adult women but also child brides. Often there is only a religious marriage, which alone represents a powerful means of deception and control.

HANDOUT 17

National Referral Mechanisms (NRM), Transnational Referral Mechanism (TRM), Standard Operating Procedures (SOPs)

Taken from: ICMPD, *Train the Trainer. Train-the-Trainers curriculum on the identification, referral and assistance of trafficked persons*, Vienna, 2013 (pp. 57-59)

- Establishment of institutionalised cooperative frameworks, NRM/TRM, including all state and non-state actors, are indispensable in order to ensure comprehensive and effective assistance and protection to victims of trafficking.
- NRM and TRM do not offer a one-off comprehensive solution to the issue of trafficking. They are to be seen as a process in which all involved actors continue to work in coordination with their national and international relevant stakeholders.
- Standard Operating Procedures (SOPs) are a practical tool that focus on the process management of individual trafficking cases and cover the entire sequence of case measures, from identification, assistance and protection, participation in and support during legal proceedings and legal redress, to return/resettlement and/or social inclusion of the victims in their destination-, origin- or third country. SOPs need to be normatively based on universal human rights standards and operationally directed towards promoting and protecting victims' rights. When applying the SOPs, always keep in mind the specific needs of the individual victim of human trafficking!

What is an NRM?

The structure of NRMs varies in each country; however, they are designed to encourage and **formalise co-operation** between government agencies and non-governmental groups dealing with victims of trafficking.

An NRM should provide:

- Guidance on how to identify and appropriately treat victims of trafficking with regard to respecting their rights and allowing them to make their own decisions;
- A system to refer victims to specialised agencies offering shelter and protection from physical and psychological harm; support services that provide medical, social, psychological and legal assistance; help in acquiring identity documentation; and support to facilitate voluntary assisted return;

- The establishment of appropriate and officially binding mechanisms designed to harmonise victim assistance with investigative and crime prosecution efforts; and
- Links to liaison offices to contact the relevant origin/transit country authorities and NGOs of victims of trafficking.

NRMs are not rigid structures, but flexible mechanisms tailor-made to fit each country's trafficking case patterns, as well as their social, political, economic and legal environments. Thus, an NRM is not built from a single generic blueprint, but is founded on a careful assessment of country specific needs and conditions.³ In all cases, however, NRMs are likely to be most effective if they are based on a formal co-operation agreement among the various participants. For example, a Memorandum of Understanding (MoU) that sets out the specific role and duties of each participant.

What is a TRM?

In a concise definition,⁴ a Transnational Referral Mechanism (TRM) refers to mechanisms and the associated procedures designed for the comprehensive assistance and transnational support of victims of trafficking. Transnational referral mechanisms integrate the process of referral from initial identification, through to return and assistance between countries of transit, destination and origin and involve cooperation between different government institutions and non-governmental actors.

NRM and TRMs – the difference and relationship

NRMs and TRMs are both developed based on the same principles and, however an NRM covers the identification and referral of (potential) victims of trafficking to support services within a country, the national system and mechanism, whereas the TRM covers the transnational mechanism. As a matter of fact, a TRM is most effective when build on existing and effective NRMs with clarified roles and procedures in place through standard operating procedures (SOPs).

WHAT are the SOPs?

- Guidelines for the identification and referral of victims of trafficking, which should be elaborated in a multidisciplinary approach among the relevant

3 OSCE/ODIHR, National Referral Mechanisms, 2004, p. 15.

4 Guidelines for the Development of Transnational Referral Mechanism (TRM) for Trafficked Persons in South-Eastern Europe, ICMPD, June 2008.

government and non-governmental actors active in the anti-trafficking response of the country.

- There are five SOPs: I: Identification, II: First assistance and protection, III: Long-term assistance and social inclusion, IV: Returning home and social inclusion, V. Criminal and Civil Proceedings.
- They specify responsibilities and procedures for different stages in the process, which are specified in measures. SOPs set a protocol and determine, for example, the first point of notification in case of a suspected case of THB.
- The SOPs and the measures guide the different actors on what should be done in which way in the process of identification and referral of victims of trafficking.
- They outline, based on discussions between the different stakeholders, the specific responsibilities, and procedures and care necessary for adult victims and also clarify the special situation and care necessary in case of minor victims of trafficking.

WHO are the SOPs for, who are involved?

SOPs support implementers (anti-trafficking actors) in their fight against THB by observing human rights standards and putting the rights of the victims at the centre of the approach.

The SOPs determine their roles, responsibilities and degree of involvement:

- Government entities: law enforcement, judiciary, relevant Ministries (e.g. the Asylum and Migration Bureau, Police, different Ministries, such as Ministry of Foreign Affairs, Ministry of Interior, Ministry of Justice, Ministry of Family and Social Policies, Ministry of Labour, Judges, Prosecutors, Law Associations, service providers, etc.)
- Non-governmental/Civil Society organisations and associations and service providers.

The **victims of THB** themselves **benefit from the SOPs**, as they are to receive improved and targeted services, procedures and care.

HOW are the SOPs implemented?

The SOPs are implemented in a **multidisciplinary approach**, where **cooperation** among different institutions and actors is paramount. Adequate services and attention to (presumed) victims of THB requires a victim-centred and human rights-based approach in order to avoid re-traumatisation and re-victimisation. Cross-sectoral linkages are therefore very important. A whole

measure within the SOPs deals with **the cross-cutting issues** that need to be well applied in the implementation of the SOPs, relating to:

- Information exchange
- Safety and Security
- Data Protection
- Human and Financial Resources
- Interpretation
- Monitoring and Evaluation.

HANDOUTS 18

Overview of Standard Operating Procedures (SOPs)

As already mentioned, SOPs are in the process of being elaborated in Turkey, based on the “Regulation on combating human trafficking and the protection of victims” of March 17, 2016. In fact, the Regulation already provides a clear general framework for the implementation of referral measures for presumed and identified victims of human trafficking.

A general overview of SOPs is, therefore, offered; taken from the ICMPD TRM guidelines⁵. They are equally applicable for NRMs; however, each country determines the scope and content of their SOPs in a participatory, consultative and multi-agency process, designing them according to the national legal framework and already functioning good practices.

5 ICMPD, 2010, Guidelines for the Development of a Transnational Referral Mechanism for trafficked persons in Europe: TRM-EU.

Overview of SOP I - Identification

The *identification stage* is the first phase of a national and transnational referral system. This stage can be divided in two main parts: the *preliminary identification* and the *formal identification*.

A person presumed to have been trafficked shall be considered and treated as a victim as soon as the competent authorities have the slightest indication that s/he has been subject to the crime of trafficking.

IDENTIFICATION	Preliminary	Measure 1	<p>INITIAL SCREENING AND REFERRAL</p> <ul style="list-style-type: none"> • Referring the presumed victim of trafficking to the first point of notification • Conducting the first identification screening • Assessing whether the presumed victim of trafficking is a child • Appointing a guardian if the presumed victim is/ is assumed to be a child
		Measure 2	<p>ACCESS TO BASIC NEEDS AND INFORMATION</p> <ul style="list-style-type: none"> • Explaining to the presumed victim of trafficking the rights/responsibilities & available assistance • Assessing imminent problems • Assessing urgent needs • Determining safety measures
		Measure 3	<p>EARLY RISK ASSESSMENT</p> <ul style="list-style-type: none"> • Assessing imminent risks and determining safety and well-being measures • Addressing urgent needs/requests of the presumed trafficked person
		Measure 4	<p>LANGUAGE INTERPRETATION AND CULTURAL MEDIATION</p> <ul style="list-style-type: none"> • Providing translation/interpretation between assistance providers/police and the presumed victim of trafficking • Informing interpreters/cultural mediators regarding their roles • Informing the presumed victim of trafficking regarding her/his rights and the role of the interpreter/cultural mediator
		Measure 5	<p>RECOVERY AND REFLECTION PERIOD</p> <ul style="list-style-type: none"> • Offering a time period for the presumed victim of trafficking to recover & stabilise • Informing the presumed victim of trafficking about available options • Providing safe accommodation • Providing basic services • Providing access to residence permits
	Formal	Measure 6	<p>IDENTIFICATION</p> <ul style="list-style-type: none"> • Determining whether the individual is a victim of trafficking by formal procedures • Contacting relevant country authorities in the country of origin/transit/destination, when necessary • Establishing victim of trafficking's identity • Establishing jurisdiction if the victim of trafficking is a child • Explaining relevant information following the identification to the identified victim of trafficking.

Overview of SOP II: First Assistance and Protection

The first assistance and protection stage is crucial for a victim of trafficking, so that they are provided with accurate information about the available social and legal options for her/his future and is granted basic needs assistance.

A risk assessment on her/his safety is also performed to check if any imminent situation can endanger her/his life. The final aim of the first assistance is to support and protect the assisted victim of trafficking while helping her/him to consider available options and make fully informed decisions for her/his future life.

FIRST ASSISTANCE AND PROTECTION	Measure 1	INFORMATION ON ASSISTANCE OPTIONS AND CONDITIONS <ul style="list-style-type: none"> • Providing the victim of trafficking with information on available services and obligations/ conditions
	Measure 2	INFORMATION ON LEGAL OPTIONS AND CONDITIONS <ul style="list-style-type: none"> • Providing the victim of trafficking with information on legal opportunities and obligations/ conditions
	Measure 3	INTAKE & NEEDS ASSESSMENT <ul style="list-style-type: none"> • Informing the victim of trafficking on the purpose of the intake procedure, and on rights and obligations • Explaining who will and will not have access to the gathered information • Informing the victim of trafficking of her/his legal rights when subjected to police interrogation or summoned to go to trial in a court of law (e.g. right to be silent)
	Measure 4	ASSISTANCE AND PROTECTION PROVISION <ul style="list-style-type: none"> • Providing assistance measures identified and agreed upon • Ensuring protection measures

Overview of SOP III – Long-term assistance and Social Inclusion

Long-term assistance is provided to national and foreign victims of trafficking who have agreed to accept assistance and/or join a support programme in the place/country that the person resides in or in the origin country or in a third country. During the long-term assistance and social inclusion phase, the assisted person is supported by, or referred to, professional and trained service providers who are, at a minimum, responsible for:

- Ensuring safety;
- Assisting the individual in regaining a sense of control and self-determination;
- Fostering the individual’s psychological stability;
- Avoiding secondary victimisation;
- Fostering empowerment;
- Assessing the risk of social stigmatisation;
- Facilitating social inclusion;
- Employing a multi-agency and holistic approach.

The final aim of long-term assistance and social inclusion is to ensure that the assisted persons, by fully participating in the decision-making process, have access to their fundamental rights and to the opportunities and resources necessary to participate in economic and social life, securing a standard of living that is considered acceptable in the society in which they live⁶.

LONG-TERM ASSISTANCE AND SOCIAL INCLUSION	Measure 1	JOINT DEVELOPMENT OF THE INDIVIDUAL ASSISTANCE PLAN (IAP) <ul style="list-style-type: none"> • Discussing the case with the assisted person and her/his support team • Inquiring, assessing and addressing the urgent needs/requests of the victim of trafficking • Formulating the plan according to the victim of trafficking’s needs and wishes.
	Measure 2	CONSENT PROCEDURE TO IMPLEMENT THE IAP <ul style="list-style-type: none"> • Providing translation/interpretation of the IAP to the foreign victim of trafficking (if needed) • Signing of the IAP by assisted victim of trafficking and assisting organisation
LONG-TERM ASSISTANCE AND SOCIAL INCLUSION	Measure 3	ADJUSTMENT AND SOCIAL INCLUSION ASSISTANCE <ul style="list-style-type: none"> • Providing access to social inclusion services • Assessing the implementation of the IAP and its update • Providing case monitoring and evaluation • Developing and providing access to the complaint procedures
	Measure 4	LEGAL SUPPORT AND ASSISTANCE <ul style="list-style-type: none"> • Providing support for legal related matters • Implementation for procedures for legal stay, compensation claims, etc.

⁶ See: http://ec.europa.eu/employment_social/spsi/poverty_social_exclusion_en.htm and Joint Report by the Commission and the Council on social inclusion (2003) http://europa.eu.int/comm/employment_social/soc-prot/socncl/final_joint_inclusion_report_2003_en.pdf.

Overview of SOP IV – Return and social inclusion

Returning home is often a difficult process for victims of human trafficking, who may have to face many social, family, health, legal, and financial problems and run the risk of going back to the same social and economic conditions they had tried to escape by leaving home. To avoid this re-victimising situation, return and social inclusion programmes should be available to all victims of trafficking who wish to go back to their place of origin, or need to be resettled in a third place or country. The programmes should aim for the long-term recovery, empowerment and social inclusion of the victim of trafficking and they should prevent the risks of re-victimisation and re-trafficking.

RETURN AND SOCIAL INCLUSION	Measure 1	<p>INFORMED DECISION TO RETURN</p> <ul style="list-style-type: none"> • Providing the victim of trafficking with relevant information on legal and social aspects of return • Obtaining written consent on voluntary and informed decision of the victim of trafficking to return
	Measure 2	<p>RISK AND SOCIAL INCLUSION ASSESSMENT</p> <ul style="list-style-type: none"> • Inquiring about the victim of trafficking's perception of risks and security • Conducting risk assessment/questions with various individuals/organisations from the country/ place of origin
	Measure 3	<p>RISK MANAGEMENT PLAN</p> <ul style="list-style-type: none"> • Outlining the possible risk and security scenarios and possible solutions • Informing the victim of trafficking about potential risks and available measures for protection
	Measure 4	<p>FAMILY TRACING</p> <ul style="list-style-type: none"> • Identifying the relevant NGO/IO networks or competent government authorities in the place/ country of origin • Initiating tracing process
	Measure 5	<p>DOCUMENTATION</p> <ul style="list-style-type: none"> • Contacting relevant embassies/consulates to facilitate voluntary return • Ensuring accuracy of the travel documents • Ensuring the confidentiality and restricted access to the victim of trafficking's file
	Measure 6	<p>PRE-DEPARTURE INDIVIDUAL ASSISTANCE PLAN</p> <ul style="list-style-type: none"> • Informing the victim of trafficking of the risk & security and social inclusion assessment outcome • Contacting the service provider in the country of origin to exchange information and co-ordinate the return process • Informing the victim of trafficking on identity status; travel/transfer process; available assistance in the county of origin and reintegration plan • Obtaining confirmation that the victim of trafficking will be received and assisted
	Measure 7	<p>SAFE TRANSPORT/TRANSFER AND ARRIVAL ASSISTANCE</p> <ul style="list-style-type: none"> • Informing the institution/organisation of the place/country of origin that will meet the assisted person • Providing the victim of trafficking with necessary travel documents/items/ information • Ensuring accompanied transfer of minors • Ensuring that the victim of trafficking is received/met by the service provider at the border/ airport/harbour of the country of origin • Providing preliminary orientation and assistance to the victim of trafficking • Confirming/obtaining confirmation on the safe arrival of the victim of trafficking

Overview of SOP V – Criminal and Civil Proceedings

All States should grant access to justice and fair treatment to victims of human trafficking. Individuals should be fully informed and supported once involved in civil or criminal proceedings. Access to full and clear information is crucial to enable victims to participate actively in any proceedings, to reduce their psychological stress, and to enforce their rights⁷.

Legal representation and assistance should be part of any victim protection programme. Formalised protocols between the law enforcement agencies and the service providers assisting the victims of trafficking are an effective means to fully protect the rights of the assisted persons at any stage of the legal proceedings.

In some cases, the victim may need to be protected from possible retaliation and harm from perpetrators and related parties. The protection of a victim as witness to a crime (i.e. trafficking and related crimes) requires tailor-made solutions to be implemented by the law enforcement agencies, prosecutors, judges and support agencies that must work in very close cooperation.

A risk assessment is carried out to evaluate if the physical safety of victims (and of her/his significant others) is endangered and, when necessary, special resources are allocated to ensure her/his protection (and that of her/his significant others).

No detention, prosecution, or penalties should be imposed on victims of trafficking for their illegal stay in the country or for their participation in unlawful activities as a result of their trafficking experience.⁸ In conformity with the national criminal legislation, it would then be necessary to consider the applicability of non-punishment clauses for the crimes committed as a result of the coercion suffered during the trafficking experience.

⁷ Art. 26, Council of Europe, Convention on Action Against Trafficking in Human Beings, CETS no. 197, 16 May 2005.

⁸ *idem*.

CRIMINAL & CIVIL PROCEEDINGS	Measure 1	<p>INVESTIGATION AND EVIDENCE GATHERING</p> <ul style="list-style-type: none"> • Informing the victim of trafficking regarding the rights/obligation in case of co-operation with the law enforcement agencies and/or participation in the trials • Consulting the case manager/service providers on psychological conditions of the victim of trafficking • In the event that the victim of trafficking refuses to co-operate, ensure that the methods of investigation and evidence gathering activities are not detrimental to her/his safety.
	Measure 2	<p>VICTIM-WITNESS SUPPORT BEFORE THE TRIAL</p> <ul style="list-style-type: none"> • Providing information on victim's role in the criminal proceeding as well as timely updates on the case; • Providing guidance and advice regarding the trial process.
	Measure 3	<p>VICTIM-WITNESS SUPPORT DURING THE TRIAL</p> <ul style="list-style-type: none"> • Providing physical protection and privacy • Arranging all necessary measures for full protection (e.g. video testimony, closed-door hearings, special waiting areas, interpretation, etc.).
	Measure 4	<p>VICTIM-WITNESS SUPPORT AFTER THE TRIAL</p> <ul style="list-style-type: none"> • Informing the victim about different risks/options related to a return to the place/country of origin, to staying in the country of destination, or to being resettled to a third country.
	Measure 5	<p>SUPPORT FOR THE COMPENSATION CLAIMS</p> <ul style="list-style-type: none"> • Informing the victim about her/his rights to compensation and related legal procedures • Providing free legal assistance during the legal procedures.

HANDOUT 18a**Anti-trafficking policies, institutional framework, and the National Referral Mechanism in Turkey**

The cornerstone of the efforts in Turkey to effectively tackle human trafficking and properly protect the victims of human trafficking is the **Regulation on Combating Human Trafficking and Victim Protection**, of 17 March 2016 (see Handout 10). The Regulation sets the framework for the anti-trafficking and victim protection policies, for the institutional system and coordination structure, and for the overall measures of identification, protection and assistance of victims of trafficking. The Regulation was drafted on the basis of Article 121 of the Law on Foreigners and International Protection No. 6458 dated 4/4/2013 and the Council of Europe Convention on Action against Trafficking in Human Beings endorsed by the Law No. 6667 dated 30/1/2016.

National anti-trafficking policies and institutional coordination structure

The national anti-trafficking policy making and implementation framework and the institutional coordination structure is defined under Chapter 2 of the Regulation: “Prevention, Combat, Coordination and Cooperation”.

The anti-trafficking policy-making body is the Commission (**Coordination Commission for Combating Human Trafficking**), mandated “to carry out tasks to draft policies and strategies regarding the prevention of, and combating the crime of, human trafficking, to prepare action plans and to ensure coordination among public institutions and organisations, international organisations and non-governmental organisations”. (art. 5)

The Commission consists of representatives of all relevant ministries and agencies and representatives of external institutions or organisations (such as NGOs) or experts may be invited to the meetings of the Commission.

The Commission shall also act as national coordinator for combating human trafficking and the president of the Commission shall be the **National Coordinator**.

Pursuant to Article 9 of the Regulation, a **Provincial Commission** (Provincial Coordination Commission for Combating Human Trafficking) shall be established to follow up the procedures and proceedings with regards to the fight against human trafficking and protection of the victims and to ensure coordination in the provinces deemed appropriate by the Directorate General.

DGMM (***Directorate General of Migration Management***), and in particular its ***Department of the Protection of Victims of Human Trafficking***, is the agency in charge of coordinating and implementing the defined anti-trafficking and victim protection strategies and measures. The tasks of DGMM include:

- preparing a national annual report on human trafficking;
- collecting and analysing the data provided by all relevant agencies;
- establishing and operating an Emergency and Helpline;
- undertaking information and awareness-raising activities in educative, social and cultural areas in order to prevent the demand that leads to human trafficking and all types of exploitation of individuals; primarily women and children;
- organise training activities for law enforcement personnel, officers of public institutions and organisations, who have a high possibility of encountering victims of trafficking, and for employees of non-governmental organisations;
- promoting research for the prevention of human trafficking;
- organising awareness-raising activities and training programmes through appropriate printed and visual communication tools and materials in order to prevent individuals from being subjected to the crime of human trafficking;
- cooperating with source countries in the fields of prevention of human trafficking, and the protection and support of victims;
- requesting any kind of support from related institutions and organisations concerning issues not regulated by the Regulation, in the field of combating human trafficking and protection of victims.

Within this framework, the Department of the Protection of Victims of Human Trafficking of DGMM, and the respective Provincial or District Directorates of Migration Management, have the fundamental role of:

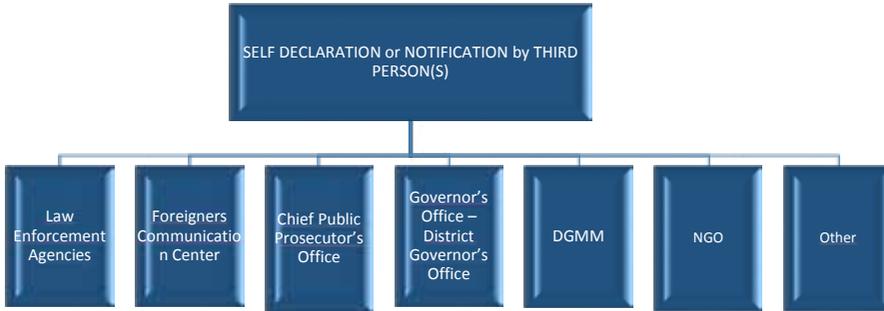
- managing the administrative procedure for the identification of victims of human trafficking;
- implementing the support programme;
- initiating a safe and voluntary return programme within the framework of the support programme.

National Referral Mechanism

The National Referral Mechanism is outlined in the Regulation in Chapter 3, “Victim Identification and Residence Permit”, and in Chapter 4, “Protection and Accommodation of Victims, Support Services”.

Notice, complaint and notification (Article 16)

Relevant agencies might receive notification of a presumed trafficking case, directly by a person declaring him/herself a victim or someone reporting about a person or people supposedly being subjected to trafficking. The Chief Prosecutor’s Office, Law Enforcement, and the DGMM are the agencies that directly, or at a secondary stage need to be notified about the case, and that necessarily have to interact with each other.



HOTLINE NUMBERS IN TURKEY

ALO 157 - The Communication Centre for Foreigners (YİMER) of the Turkish Directorate General for Migration Management: any time of the day or night in Arabic, English, Turkish, Russian, Farsi, or German language. From outside Turkey: +90 312 157 1122.

ALO 170 - The Support Hotline of the Ministry of Labour and Social Security (and the Turkish Employment Agency): Only in Turkish. From outside Turkey: +90 216 170 1122.

ALO 183 - The Social Support Hotline of the Ministry of Family and Social Policies (for issues involving children): in Turkish.

155 (in Turkish only) Turkish Police

156 (in Turkish only) Gendarmerie

158 (in Turkish only) Coast Guard

To submit a complaint/query/request ONLINE:

The Communication Centre for Foreigners (YİMER): At www.yimer.gov.tr in Arabic, English, Turkish, Russian, Farsi, or German.

The Support Hotline of the Ministry of Labour and Social Security (and the Turkish Employment Agency): At www.alo170.gov.tr/en in Arabic, English, or Turkish.

Identification

The following are the main steps and provisions in the phases of **Preliminary Identification**.

When a presumed victim refers to, or the individual is first contacted by, Law Enforcement Agencies, according to Article 17 (1) of the Regulation, the law enforcement shall contact the Directorate (Provincial or District Directorate of Migration Management) in all cases which may be evaluated within the scope of human trafficking. These include forced labour, prostitution, forced services, forced marriage, organ and tissue removal, child labour, use of children in crimes, begging, and adoption.

In the phases of preliminary identification, a strict interaction between the Law Enforcement Agencies and the Provincial or District Migration Management Directorate is foreseen in Article 17:

(3) During interviews by the law enforcement, an attorney shall be assigned by the Bar Association to possible victims [...].

(4) Victims of human trafficking or individuals strongly suspected of being victims of human trafficking shall be referred to the Directorate by law enforcement along with a general judicial examination report and the related documents.

(5) Upon demand of law enforcement units, a minimum of one expert personnel working at the Directorate shall be assigned to conduct a detailed examination regarding the indicators of the crime of human trafficking, and shall be present during the interview.

(6) Expert personnel assigned by the Directorate shall conduct an interview with the victim in an appropriate location considering the psychological status of the victim or in the facility the victim is accommodated in accordance with the report in Annex 1.

(7) During the interviews conducted with a possible victim of human trafficking by the personnel of the Directorate, if information which can enlighten the criminal investigation but which does not exist in the statement taken by the law enforcement is obtained, such information shall be notified to the law enforcement or the Chief Public Prosecutor's Office.

(11) During the procedures and proceedings concerning the victim, if deemed necessary for the security of the victim, the Directorate may request the company of law enforcement.



National Referral Mechanism



ARTICLE 17 - (1) The law enforcement shall contact the Directorate in cases which may be evaluated within the scope of human trafficking such as forced labor, prostitution, forced services, forced marriage, organ and tissue removal, child labor, use of children in crimes and begging and adoption.



National Referral Mechanism



Art.17

(6) Expert personnel assigned by the Directorate shall conduct an interview with the victim in an appropriate location considering the psychological status of the victim or in the facility the victim is accommodated in accordance with the report in Annex 1.

Art.18

(11) Foreigners decided to be deported pursuant to the subparagraphs (ç) and (ğ) of the first paragraph of Article 54 of the Law, shall be subject to interviews by the Directorate on the basis of the indicators of human trafficking.

The **Formal Identification** process entails various steps, provisions and support measures to be implemented for the presumed victim(s) of human trafficking.

The main general provision is contained in the first paragraph of Article 18: (1) Victims of human trafficking or **individuals strongly suspected of being victims of human trafficking shall be identified as victims through an administrative proceeding**, without awaiting the results of the investigation or prosecution, regardless of the existence of a complaint by these individuals.

Special attention is given to **children** in Article 24, also in relation to the identification process:

(1) Victims subject to age determination shall be accepted as minor until the completion of the age assessment.

(2) The best interests of the child shall be considered in the identification process of the child victim. A psychologist or social worker shall be present in the interviews conducted with all child victims.

Also, it is specified in Article 22 that (1) The provisions pertaining to the victims of human trafficking shall be applicable for individuals who have been, or are suspected of being victims from among the **holders or applicants of international protection status** and those **under temporary protection** and other foreigners.

In Article 17 the further **procedural steps of formal identification** are set, with the Directorates in charge of writing a report (in which the victim status is determined or not), registration, providing interpretation, initiating residence permit procedures:

(8) Pursuant to the detailed examination with regard to the indicators of the crime of human trafficking and interview conducted with the victim, the expert personnel of the Directorate shall draft a report about the status of the victim on identification of the person as a victim or not, without prejudice to the confidentiality of the investigation.

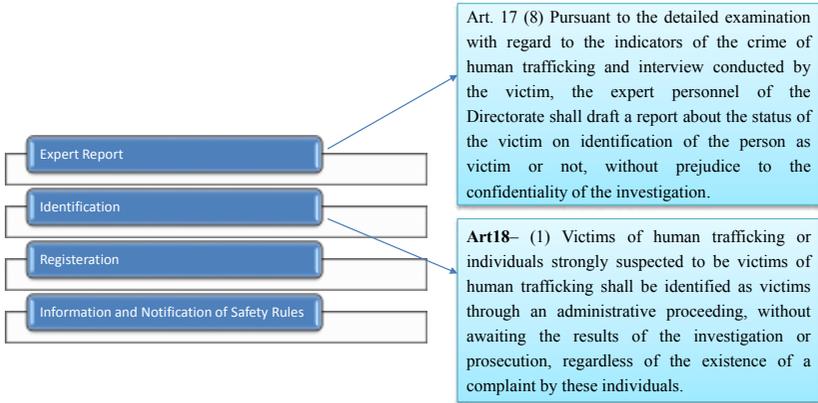
(9) Human Trafficking Victim Identification Form drafted on the basis of the report drafted by expert personnel and included in Annex 2 shall be approved by the Directorate.

(10) The procedures related to registration of the individual, whose Human Trafficking Victim Identification Form has been approved, shall be carried out by the Directorate.

(12) The foreigner identified as the victim shall be informed about the support services in his/her own language or another language that he/she understands and after referral to the shelter; residence permit procedures shall be initiated if the victim is a foreigner.



National Referral Mechanism



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The last paragraph of Article 17 and most of the paragraphs of Article 18 deal with the **support measures and services the presumed victims have to be granted during the identification process** and interviews, which take into consideration their physical and psychological condition, and in full respect of human rights standards.

Conditions and modalities for the **issuance and extension, denial, or cancellation of the residence permit** to allow for a recovery and **reflection period** in case identification relates to foreigners presumed as victims of human trafficking, are set under Articles 20 and 21.

Article 20 states that:

(1) Victims of human trafficking or individuals strongly suspected of being victims of human trafficking shall be granted a residence permit of 30 days by Governorates, such that they can be relieved from the trauma and decide on whether to cooperate with the authorities or not.

(2) Considering the safety and special status of the victim, it is essential to accommodate the victim in a shelter during the thirty-day residence period, in case he/she wants to stay in Turkey.

Here, of particular importance, given the frequent irregularity of conditions victims of trafficking end up in, is the specification in paragraph 5 that

“Existence of fines from a previous violation of visa or residence period shall not hinder issuance of a residence permit to the foreign victim”.

Cooperation by the presumed victim with the authorities is mandatory; nevertheless, there are some mitigating measures if the person does not cooperate but is anyway considered a victim:

(6) The individual, who clearly declares in writing that he/she does not want to make use of the support programme or does not cooperate with the authorities during or at the end of the reflection period granted to the individual, who has been or is strongly suspected of being a victim shall also be identified as a victim. In such cases, general provisions applicable to foreigners shall be implemented for the victim.

Among the provisions for the extension or cancellation of the residence permit contained in Article 21, it is important to report about its possible duration, described in paragraph 2:

(2) The victim, whose residence permit was found admissible for extension on the basis of the assessment report, shall be granted extension periods of maximum six months. The total extension period shall not exceed three years.

The assessment report mentioned in paragraph 1 is preliminary:

(1) The assessment report [...] shall be prepared by the expert personnel of the Directorate.

Protection and Accommodation of Victims, Support Services

Chapter 4 deals with “Protection and Accommodation of Victims, Support Services”.

The articles from 25 to 28 are about **shelter and accommodation** to be provided to victims. In fact Article 25 states:

(1) The Directorate General shall establish and operate shelters or have such shelters fully or partially operated by concluding protocols to provide support and monitoring services seven days twenty four hours by expert personnel in order to ensure access to physical, psychological treatment by the victims and for efficient implementation of protective and preventive measures.

The **Support Programme** is described in Article 28:

(1) Victim support programme shall be provided for the victim on the basis of informed consent during the reflection period, at the stages of investigation and prosecution and thereafter, considering the safety, health and special status of the victim.

(2) Victim support programme provided at a minimum within the bounds of possibility shall include;

- a) Accommodation in shelters or safe locations,
- b) Ensuring access to healthcare services,
- c) Ensuring psychosocial support,
- d) Access to social services and assistance,
- e) Access to legal assistance and providing counselling and information about the legal rights of the victims,
- f) Guidance on access to education and training services,
- g) Providing vocational education and supporting access to the labour market,
- h) Providing necessary guidance about financial support in accordance with the provisions of the Law on the Encouragement of Social Solidarity and Assistance No. 3294 dated 29/5/1986 with the purpose of supplying temporary financial support to meet the basic needs,
- i) Access to counselling services to be provided by relevant non-governmental organisations, international organisations, and intergovernmental organisations,
- j) Providing interpretation services,
- k) Providing information for the (affiliated) embassy or consulate of the country which the victim is a citizen of, upon consent of the victim,
- l) Providing an opportunity for the victim to meet the officials of the affiliated embassy or consulate,
- m) Providing assistance for identification and granting of necessary travel documents,
- n) Other services deemed appropriate by the Directorate General.

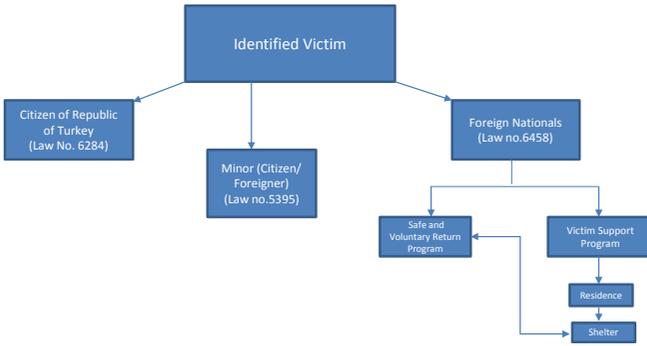
As an alternative to the Support Programme, at an initial or even advanced stage, a **Safe and Voluntary Return Programme** for presumed and identified victims of human trafficking is available, as defined in Article 30, of which the first paragraph is reported below:

(1) Voluntary and Safe Return Programme shall be operated by the Directorate under the coordination of the Directorate General if the victim requests to leave the support programme during or at the end of the support programme.

Identification, protection, assistance, and social inclusion are enshrined in a fully-fledged National Referral Mechanism.



National Referral Mechanism



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To conclude, it is worth noting that in Article 19 of Chapter 3, the case management approach is envisaged as a possible way of handling the whole identification and support process a victim of human trafficking goes through:

- (1) The Directorate General may identify a case manager in order to follow up the entire process of human trafficking cases in the provinces deemed necessary.
- (2) The procedures and principles regarding case management shall be determined by the Directorate General.

As the case management approach could further enhance the offer of a comprehensive and consistent identification and support process to victims of trafficking, it will be interesting to follow the possible implementation of such methodology inside the Turkish National Referral Mechanism, the interaction of the various stakeholders in a further to be enhanced multidisciplinary and multi-agency cooperation framework.

HANDOUT 19**Instructions to working groups for defining multi-agency measures for victims of THB****How to proceed:**

5 working groups aimed at designing multi-agency measures for the identification, protection and assistance of presumed victims of human trafficking of the following forms of exploitation:

- Forced marriage
- Begging
- Labour
- Forced criminal activities
- Sexual exploitation

You are provided with 5 cases (one for each working group).

For each case you have:

- The **Facts**: the point from which action starts (from where you start designing the measures)
- **Case information** (you have to decide if, how, and when the information of the case emerges, according to the measures and actions you design and describe)

Note: The cases follow the same sequence in terms of forms of exploitation as those as exercises for defining THB, but they are not identical. Two cases are the same, but do not correspond exactly (in the forced marriage case, here Emine is 18 years old and not a minor and she asks for help at a hospital and not at the police station; for the forced illegal activities case also, the initial fact is slightly different); the other cases are just similar.

Groups 1, 2, 3, 4 and 5 take on cases 1, 2, 3, 4 and 5 respectively, and work out measures, designing them in the way they should be implemented according to correct standards.

Your task is to design step-by-step a set of agency-specific and multi-agency measures for the identification, protection and assistance of presumed victims of human trafficking.

Proceed as follows:

- start from The Facts to design the first measure,

- supposing that while actions are being performed (e.g. interviews) the information about the case starts to emerge; design the next measure (the first measure builds on the facts and then the following measure builds on the measure just implemented, as you described it),
- and so on.

For the design of the measures proceed as follows:

Identify and name the Measures/Actions to be put in place according to needs/problems that the case/person presents

- put them in a (chrono)logical sequence
- detail each Measure/Action specifying:
 - What (has to be done)
 - When (should it be done)
 - Who (the agencies and professionals supposed to perform the envisaged actions/activities)
 - How (the actions/activities should be performed, including relevant specifications about possible tools - e.g. interview forms, etc.)
- also, describe what happens in each action and what the outcomes are (e.g. what kind of information emerges, what the reactions of the presumed victims are, etc.), so that the action to follow makes sense

Timing:

Phase 1: Time available 30 minutes:

- 5 minutes explanation of the exercise and group work organisation
- 25 minutes group work

Phase 2: Time available 30 minutes:

- 6 minutes for each group to report and for plenary discussion and comments by trainers

Facts and Case information

Case 1 – Emine escapes forced marriage

Measure:

Preliminary identification

Facts:

Emine flees from the house where she was coerced into a forced marriage. She is out walking in the street and as she sees a Hospital, she enters and asks for help.

Case information (*this information is not available to the practitioners at the beginning, but might emerge from interviews and/or investigation*):

Emine is an 18 years old young Syrian woman that has just escaped a situation of forced marriage. She escaped just two days before the forced marriage was to take place. Her father had entrusted her to a friend of his. This friend took her to Amasya where another man brought her to the household where she discovered that the job she was promised was not waiting for her, but that she was supposed to marry the mentally disabled son of the old master of the house. She refused to get married, but she was put under pressure and forced to accept the marriage. Nonetheless, she was able to flee and reach the police. Police will later discover the man had paid a 15.000 TL bride price and that the money was divided among the two intermediaries and Emine's father.

Case 2 – Group of three boys begging

Measure:

Preliminary identification

Facts:

Police are contacted by an NGO providing material assistance and social/ educational support to youngsters. The NGO staff member tells the police the following, over the phone: a group of 3 supposedly Syrian boys are at their premises (where they have provided food); they normally beg on the street. Everyday, they are dropped off in the morning and then collected in the evening by a man. One of the boys has a bad eye injury while another boy has ill-concealed bruises on his legs, but when they were offered to be taken to the hospital, they refused. The boys seem to be scared, but even if they hardly speak Turkish, they seem torn between distrust and a desire to speak.

Case information (*this information is not available to the practitioners at the beginning, but might emerge from interviews and/or investigation*):

The three boys are exploited by a Syrian man who forces them to beg. The man had convinced the parents of the children to let them go with him for an initial amount of money that he paid and for a regular amount to be sent every month. After that, the man moved to another town and now forces the boys to beg, accompanying them to the place and beating them and threatening them if they don't collect enough money.

Case 3 – Labour inspectors visit a dried fruit factory**Measure:***Preliminary identification***Facts:**

Labour inspectors access a dried fruit factory in Gaziantep. While carrying out the administrative checks with the owner of the company and making checks on workers, they also control the back of the main building of the factory. In the back of the factory the inspectors find a group of workers and while they start asking questions, one of them tries to escape through a window. The worker is blocked by the inspectors. The worker's name is Hamid, from Kyrgyzstan, he doesn't have a residence permit and he is without a work contract. All the other workers, coming from different countries, are in the same situation and most of them hardly speak Turkish.

Case information (*this information is not available to the practitioners at the beginning, but might emerge from interviews and/or investigation*):

Hamid is from Kyrgyzstan and entered Turkey legally. He reached some friends in Istanbul and started searching for a job. He found a couple of jobs but either he was not paid and therefore left after a while, or the employer dismissed him after some days. In the meantime, the 30 days of allowed stay without visa passed and he did not ask for a stay permit and continued looking for work opportunities without success. Some months later, now desperate due to lack of money and work, he met a Turkish man who told him about good job opportunities in Gaziantep. He was offered transport, board and lodging. When he said he had no money to pay, the man answered that he would pay from the salary of his new job. So he left for Gaziantep in a mini-van with other foreign men and they reached the suburbs of the city.

They were placed in an adjacent building to the factory and began to work the next day. The shed where they were housed was divided into dormitories with a shared bathroom and a little kitchen for all. They were all irregular migrants, working in the back of the factory, in a separate laboratory, controlled by some local workers. Hamid, as well as the others, were not paid because they were told that they first had to finish paying the debt for the journey, for housing and for food. After two months of unpaid work, the workers were paid an amount equivalent to 25 percent of the minimum wage, with the excuse that the salary was deducted for housing and board expenses. When workers tried to protest they were threatened by their boss, his assistants, and guards (including the man that had offered them the job) that if they left, they would be reported to the police and the police would deport them. Once

two young men tried to escape but they were caught by the guards; they were flogged in front of everyone and then made to disappear. The workers were not told where their workmates ended up.

Case 4 – Youngsters involved in petty crimes

Measure:

Preliminary identification

Facts:

Police are called to intervene by shop owners that noticed a group of youngsters which they recognised as those who had been seen robbing passers-by on the street through fake fights. They inform the police that the group of youngsters just entered a shopping centre. As the police had previously been informed about similar incidents, they immediately arrived at the shopping centre in civilian clothes and surrounded it. They observe two groups: two boys (will turn out to be Mehmet and Murat) pickpocketing an elderly couple while standing and watching a TV show in a bar; another group (will turn out to be Alaattin, Abdülsena, Değer and Mahmut) while they succeed in stealing money from two tourists using the trick of a fake fight. The police officers, joined by their colleagues in uniform, arrest all the youngsters. Mehmet starts crying.

Case information (*this information is not available to the practitioners at the beginning, but might emerge from interviews and/or investigation*):

If properly approached, Mehmet would state that he was abducted, detained and forced to steal. Through Mehmet's initial statements and subsequent investigation, the following facts can be ascertained: Mahmut gathered his friends Sezai, İzzettin (all just above the age of 18) and Murat (15 years old) so as to force minors to commit offences like theft and they established an organisation to commit these crimes. They detained the minors Mehmet, Alaattin, Abdülsena, Değer and Murat in an apartment in Istanbul; forced them to steal; and used force and pressure on the minors to convince them to commit the crime. In line with the aims of the organisation, they stole money from several people in different places of Istanbul on different dates either by using the minors or by themselves through pickpocketing or by cheating the people through fake fights.

Case 5 – Young women in an apartment

Measure:

Preliminary identification

Facts:

A Turkish man calls the police, telling them that in an apartment in Antalya one of the young women working there as a prostitute, once she was just with one of her three colleagues, confessed that she cannot stop prostituting because her son is being held hostage. The man also reports that when questioned, she also said that she does not know where her son is kept; she used to live in Gaziantep and there some men offered her a job in a restaurant in Antalya, but told her that she could not take her son with her. She was told that every three weeks she could come back to Gaziantep and see her son; in the meantime the son would live in a family and go to school; the men organised a meeting with the family that was available to take care of the kid, and everything seemed to be fine. But once she arrived in Antalya she was told her job was not in a restaurant but instead providing sexual services in an apartment, and that she could not see her son until she had paid back her debt for the job and for housing, food and clothes. Three months had passed already, and whenever she desperately asked the young woman controlling her, she was told the debt was not paid off yet, and that she could not leave. At the end of the telephone conversation the man also gives the police the address of the apartment.

Case information (*this information is not available to the practitioners at the beginning, but might emerge from interviews and/or investigation*):

Young Syrian women are recruited by Turkish men in Gaziantep and taken to Antalya with the promise of a job in restaurants and hotels. They usually target young widows with children to be sexually exploited in apartments and hotels. Their children are left in Gaziantep, supposedly in families, and supposedly sent to school. A young Syrian woman controls the exploited women in different apartments, spending some time with the women while they are working, controlling what they do, organising the meetings with the customers, collecting the money, and reminding the women that their children's safety depends on them.

HANDOUT 20

Training Day 2 session assessment guidance chart

Sessions	2.1	2.2	2.3	2.4	2.5	Valid for all subjects / sessions
Guiding questions	Challenges faced in the field: Group work on Needs, Problems and Responses	Trafficking indicators (overview and examples)	Working groups for the elaboration of indicators relevant for THB situations in Turkey	Victim identification and referral: multi-agency and human rights based systems and tools (NRMs and TRMs, SOPs)	Referral Mechanisms and Tools for the identification and assistance of victims of human trafficking in Turkey	
Were the topics tackled clearly dealt with?						
Were they brought into the training in an effective way?						
What worked, what did you like?						
What didn't work, what didn't you like?						
Did you feel involved in the training session?						
Do you think the topic that has been dealt with is useful/ applicable for your work?						
Would adjustments be needed? Which and how?						
Other remarks?						

HANDOUT 21

Cases prepared for simulations

3 role-plays⁹

1. Three boys forced into begging: Preliminary Identification Interview

(Provincial Directorate Staff conducts first interview with the 3 boys)

2. Emine (forced marriage)¹⁰: First Interview

(she has just been rescued by the Police and they brought her to the Provincial Directorate for Migration Management)

3. Emine (forced marriage): Social Inclusion Plan joint development meeting during the Support Programme¹¹

(DGMM Staff holds a meeting with Emine to develop the Programme)

Instructions:

- Each group has 10 minutes to get prepared (the 3 groups do it in parallel)
 - Defining which professionals, how many and who from the Provincial Directorate are conducting the interview (assign roles within the groups)
 - Deciding if others (agencies, professionals) have to be present (and assign roles within the group)
 - Deciding how to conduct the interview
 - Deciding how to manage spaces and equipment available

⁹ These cases have been used for simulations in the Training of Trainers addressing DGMM central and local staff. Nevertheless, during the training, participants had to think of the presence of other agencies and their professionals and enact their role. Therefore, the proposed simulations can be used in joint multi-agency trainings as well. For instance, with reference to Simulation 1 and Simulation 2, the interview by the police, with the presence of a lawyer, could be enacted, and in case preceded by the contact with the presumed victims by other organisations (e.g. Municipality social services, NGOs working with people under temporary protection, etc.) that then would contact the police. So, the trainees would play their usual roles in the simulation. Another option is to ask participants to change their roles (e.g. a Police Officer acting as a DGMM Migration Expert and vice versa).

¹⁰ Emine, case 1 used in Session 1.5 to work on the definitions, but here she is not under age, she is 18.

¹¹ The function of developing an individual Social Inclusion Plan is not under the mandate of the Provincial Directorates for Migration Management. It is a responsibility of DGMM in cooperation with other institutions and agencies mandated to ensure social inclusion. Therefore, depending on participants of the training, it must be assessed whether to propose this simulation. If not, the simulation can focus on elaborating the Support Programme (which comes before long-term assistance and social inclusion, and which is a responsibility of the Provincial Directorates).

- Each group has 10 minutes to enact the simulation
- Each simulation will be followed by a 15 minute discussion (including movements to set the new scene)

Time:

5 minutes for preliminary explanations

- 10 minutes for each group for preparing the simulation (in parallel)
- 10 minutes for enacting the simulation and 15 min. for movements in the simulation space and for final comments (25 minutes multiplied by three groups, equal to 75 minutes)

Total time: 90 minutes

Basic information for the trainees on the Cases: the facts

For Simulation 1 – Three Syrian Boys

Facts:

Provincial Directorate for Migration Management is contacted by an NGO providing material assistance and social/educational support to youngsters. They say a group of 3 supposedly Syrian boys are on their premises (where they have provided food); that they normally beg in the street; that they are dropped off and collected by an adult everyday; and that they seem available to talk. The NGO staff takes the children to the Provincial Directorate premises.

For Simulation 2 – Emine

Facts:

Police accompany Emine, an 18 year old Syrian women, to the Provincial Directorate for Migration Management as she has just escaped a situation of forced marriage.

Police inform them that they've just collected a statement from her, about which they can say that she declared she had escaped just two days before the forced marriage was to take place. Her father had entrusted her to a friend of his. This friend took her to Amasya where another man brought her to the household where she discovered that the job she was promised was not waiting for her, but that she was supposed to marry the mentally disabled son of the old master of the house. She refused to get married but she was put under pressure and forced to accept the marriage. Nevertheless, she was able to flee and reach the police.

Police will later discover the man had paid a 15.000 TL bride price and that the money was divided among the two intermediaries and Emine's father.

For Simulation 3 – Emine

Facts:

Emine accepted to participate in the Support Programme run by the Provincial Directorate for Migration Management. It was not possible for her to go back to her family, not only because her father handed her over to the traffickers, but also because her mother was actively involved as well. She has been provided with first assistance services (safe accommodation, health services, psychological support, legal advice) and now it is time to agree on a plan aimed at ensuring her social inclusion and at facilitating access to the labour market.

**Background information on the cases and on the psychological condition of the presumed and identified victims
FOR the ACTORS enacting the role of the victims ONLY
(NOT TO BE DISTRIBUTED TO THE OTHER TRAINEES)**

For Simulation 1 – Three boys involved in begging

Case information:

Three boys are exploited by a Syrian man who forces them to beg. The man had convinced the parents of the children to let them go with him for an initial amount of money that he paid and for a regular amount to be sent every month. After that, the man moved to another town and now forces the boys to beg, accompanying them to the place, and beating them and threatening them if they haven't collect enough money once he picks them up at the end of the day.

Psychological condition of the presumed victims:

- even if not apparent, they want to get out of their condition
- they are distrustful, uncertain/torn
- scared/arrogant
- childish/prematurely grown-up

For Simulations 2 and 3 – Emine: Case information

What Emine knows.

Emine is 18 years old and has five siblings. Emine's father Ahmet was a farmer in Syria. However, due to conflict in Syria they recently had to flee to Turkey. Emine and her family stayed in Hatay for some time after their arrival and moved to the province of Kayseri, where Emine's elder sister lived. They rented a house in the Kocasinan region of Kayseri. Ahmet met a neighbour, Ali, and requested his help to find a job.

After some time Ali came to their house and in her father's presence told her there was a job for her in Amasya. So, with her father's consent, Ali took her to Amasya where another man brought her to the household where she discovered that the job she was promised was not waiting for her, but that she was supposed to marry the mentally disabled son of the old master of the house. As she could not accept this, despite the pressure and threats she was subjected to, she managed to flee.

For Simulation 2 – Emine: Psychological condition of the victim:

Traumatized, scared, angry, distrustful, she wants to gain control of her life.

For Simulation 3 – Emine: Psychological condition of the victim:

Self-confident, impatient/demanding, wants to live on her own, reasonable.

HANDOUT 22

Evaluation Questionnaire

Below the Evaluation Questionnaire used in the second training of trainers is presented as a sample. The charts with the training session's assessment have to be adapted according to the actual agenda of the training in question.

Training of Trainers

to prevent, identify and refer trafficking cases among the vulnerable groups arriving and residing in Turkey under the temporary protection framework

Evaluation Questionnaire

1. **Did this training meet your expectations?** (Please circle around relevant number)
 1. No, strongly disagree
 2. No, disagree
 3. Yes, agree
 4. Yes, strongly agree
 5. No comment

Comments:

2. Please evaluate the **effective achievement of learning objectives** according to the following scale:

1. Not achieved 2. Scarcely achieved 3. Achieved 4. Fully achieved

Title and Topics	Learning objectives	Assessment (1 – 2 – 3 – 4)
<p>1.1 <u>Opening and start of the training</u></p> <ul style="list-style-type: none"> - Introduction to the training in the framework of the PICTOR Project - The training objectives, programme and methodology - Participants introduction - Participants' expectations - Rules of the training 	<ul style="list-style-type: none"> - Participants are aware of their expectations and to which extent, in the framework of the project context, the training meets them. - Participants experience some start-the training techniques. - Participants have an overview of the basic elements on how to design and conduct effective training sessions. 	<p>-----</p>

Comment

Title and Topics	Learning objectives	Assessment (1 – 2 – 3 – 4)
<p>1.2 <u>Trafficking in Human Beings</u></p> <p>Introduction to Trafficking in Human Beings (THB)</p> <p>Root causes and effects of THB</p>	<ul style="list-style-type: none"> - Participants are aware that trafficking in human beings can happen to anyone and for various forms of exploitation. - Participants have identified and can name root causes and possible effects of trafficking in human beings, pull and push factors. 	<p>-----</p>

Comment

Title and Topics	Learning objectives	Assessment (1 – 2 – 3 – 4)
<p>1.3</p> <p><u>International anti-trafficking and victim protection instruments</u></p> <ul style="list-style-type: none"> - Guiding principles of anti-trafficking and victim protection responses - International legal framework 	<p>Participants know about the guiding principles of anti-trafficking and victim protection responses.</p> <p>Participants have an overview of international definitions and legislative and policy measures.</p>	

Comment

Title and Topics	Learning objectives	Assessment (1 – 2 – 3 – 4)
<p>1.4</p> <p><u>The national legal and institutional framework with regard to trafficking. The current human trafficking situation in Turkey with particular reference to persons under temporary protection and other displaced people. THB in Turkish Criminal Law.</u></p>	<p>Participants have an updated picture of THB in Turkey in relation to the flows/presence of vulnerable populations and people under temporary protection, and of the legal provisions and measures available.</p>	

Comment

Title and Topics	Learning objectives	Assessment (1 – 2 – 3 – 4)
<p>1.5</p> <p><u>THB Cases and Definitions</u></p>	<p>Participants are able to identify a case of THB based on the definition previously discussed and analyse and recognise the elements.</p>	

Comment

Title and Topics	Learning objectives	Assessment (1 – 2 – 3 – 4)
<p>1.6 <u>Challenges faced in the field: Needs and problems, responses and gaps with regard to the people under temporary protection in the field of THB</u> Needs and Responses: looking at people and situations, analysing measures in place, identifying what should be improved and how, envisaging new actions.</p>	<p>Participants share and organise knowledge about the needs of people under temporary protection, victims of or vulnerable to trafficking, and are aware of available measures and of further responses to be put in place</p>	

Comment

Title and Topics	Learning objectives	Assessment (1 – 2 – 3 – 4)
<p><u>Intermediate training assessment</u></p>	<p>Participants are aware of the training experience conducted during the first day and in relation to the single topics or in general, express and share their opinions on knowledge, methodology, usefulness.</p>	

Comment

Title and Topics	Learning objectives	Assessment (1 – 2 – 3 – 4)
<p>2.1 <u>Report by working groups and discussion: Needs and problems, responses and gaps with regard to the people under temporary protection in the field of THB</u></p>	<p>Participants share and organise knowledge about the needs of people under temporary protection, victims of or vulnerable to trafficking, and are aware of available measures and of further responses to be put in place</p>	

Comment

Title and Topics	Learning objectives	Assessment (1 – 2 – 3 – 4)
2.2a <u>Trafficking indicators (overview and examples)</u>	Participants are aware of internationally defined THB indicators for different forms of exploitation.	

Comment

Title and Topics	Learning objectives	Assessment (1 – 2 – 3 – 4)
2.2b <u>Trafficking indicators (elaboration of indicators relevant for THB situations in Turkey among the people under temporary protection, through working groups)</u>	Participants, based on internationally defined THB indicators, can define specific indicators of trafficking situations relevant for Turkey, in particular in relation to people under temporary protection	

Comment

Title and Topics	Learning objectives	Assessment (1 – 2 – 3 – 4)
2.3.a <u>Victim identification and referral: multi-agency and human rights-based systems and tools (National and Transnational Referral Mechanisms, Standard Operating Procedures)</u>	Participants are aware of the need to establish multi-agency Referral Mechanisms and SOPs in order to ensure comprehensive identification and referral of victims of trafficking.	

Comment

Title and Topics	Learning objectives	Assessment (1 – 2 – 3 – 4)
<p>2.3.b <u>Referral Mechanisms and Tools for the identification, protection, assistance and social inclusion of victims of trafficking in Turkey</u></p>	<p>Participants have a clear view of the Referral Mechanisms and tools in place to respond to the needs of displaced people and people under temporary protection victims of trafficking.</p>	

Comment

Title and Topics	Learning objectives	Assessment (1 – 2 – 3 – 4)
<p>2.4 <u>Elaborating on the Referral Mechanisms and Tools for the identification, protection, assistance and social inclusion of victims of trafficking under temporary protection in Turkey</u></p>	<p>Participants analyse the existing multi-agency cooperation for victim identification and referral and elaborate on opportunities to improve it and tailor it to the needs of displaced people and people under temporary protection victims of trafficking.</p>	

Comment

Title and Topics	Learning objectives	Assessment (1 – 2 – 3 – 4)
<p><u>Intermediate training assessment</u></p>	<p>Participants are aware of the training experience conducted during the second day and in relation to the single topics or in general, express and share their opinions on knowledge, methodology, usefulness.</p>	

Comment

Title and Topics	Learning objectives	Assessment (1 – 2 – 3 – 4)
<p>3.1 <u>Preliminary identification of presumed trafficked displaced persons and people under temporary protection: enacting a simulation based exercise</u></p>	<p>Participants, through the task of enacting a simulation, face and identify relevant challenges occurring in field practice in the identification of presumed victims of trafficking among displaced people and people under temporary protection, in a specific form of exploitation.</p> <p>Participants are directly confronted in their real role in a reality-based simulation with the above-mentioned main challenges.</p>	

Comment

Title and Topics	Learning objectives	Assessment (1 – 2 – 3 – 4)
<p>3.2 <u>Joint assessment of the training curriculum developed and common work for its improvement, replication, transferability</u></p>	<p>Participants gain full awareness of the training experience and its contents and the methodology applied.</p> <p>-----</p> <p>Participants apply active and participative critical sensibility to propose improvements and ways for ensuring effective replication/ transferability.</p>	

Comment

3. Please circle the relevant number **to rate your knowledge** related to preventing, identifying and referring trafficking cases among the vulnerable groups arriving and residing in Turkey under the temporary protection framework.

Before the training	After the training
1. Very little	1. Very little
2. Some	2. Some
3. Quite a bit	3. Quite a bit
4. A lot	4. A lot

4. International Trainer’s performance:

Please rate the trainer’s performance during the training. Please indicate your response to the questions below by circling the appropriate number (1 = most negative and 5 = most positive).

Has extensive knowledge about the subject	1	2	3	4	5
Interested in sharing information and knowledge	1	2	3	4	5
Used visual materials & handouts effectively	1	2	3	4	5
Provided effective interaction with the participants	1	2	3	4	5
Explanations were clear and concise	1	2	3	4	5

Please indicate the strongest and the weakest skill / ability of the trainer.

Strongest skill / ability	
Weakest skill / ability	
Comments:	
What would be your recommendations for improving the trainer’s performance?	

5. National Trainer’s performance:

Please rate the trainer’s performance during the training. Please indicate your response to the questions below by circling the appropriate number (1 = most negative and 5 = most positive).

Has extensive knowledge about the subject	1	2	3	4	5
Interested in sharing information and knowledge	1	2	3	4	5
Used visual materials & handouts effectively	1	2	3	4	5
Provided effective interaction with the participants	1	2	3	4	5
Explanations were clear and concise	1	2	3	4	5

Please indicate the strongest and the weakest skill / ability of the trainer.

Strongest skill / ability	
Weakest skill / ability	
Comments:	
What would be your recommendations for improving the trainer's performance?	

6. Quality of the training materials:

Please rate the quality of the provided training materials and answer the questions in the table below.

	Strongly disagree	Disagree	Neutral	Agree	Strongly agree
The content of the training materials provides proper guidance and it is appropriate to the training needs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The content of the training materials is helpful for my daily work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

THANK YOU!

ANNEXES

**ANNEX 1 -
GLOSSARY OF TERMS**

**ANNEX 2 -
SAMPLE AGENDAS: TRAINING OF
TRAINERS; MULTIDISCIPLINARY
TRAINING**

ANNEX 1- GLOSSARY OF TERMS

In this section a reference glossary of terms is presented. It is divided into two parts:

- First section: General Glossary of Terms, with reference to the terms used in the anti-trafficking domain at the international level, and in particular those used by ICMPTD in its various publications, including the ones from which materials have been taken for this curriculum;
- Second section: the “Definitions” contained in Article 3 of the Regulation on Combating Human Trafficking and Victim Protection, 17 March 2016, as a fundamental reference for anti-trafficking stakeholders in Turkey.

First Section: General Glossary of Terms¹

Assistance: Measures, programmes and services aimed at the recovery of victims of trafficking that might include, but are not limited to, appropriate housing; medical, psychological and material assistance; educational, training and employment opportunities; legal counselling and assistance. Assistance may be offered by non-governmental, governmental or international (or other relevant *organisations*) organisations in countries of destination, transit and origin and they may involve one or multiple services.

Child: A person under 18 years of age (also sometimes referred to as a “minor”).

Country of destination: The country that is the ultimate destination of a victim of trafficking (also referred to as “receiving country”).

Country of origin: The country a victim of trafficking comes from (also referred to as “source country”).

Country of transit: The country a victim of trafficking travels through to reach his/her final destination.

Debt bondage: “the status or condition arising from a pledge by a debtor of his personal services or of those of a person under his control as security for a debt, if the value of those services as reasonably assessed is not applied towards the liquidation of the debt or the length and nature of those services are not respectively limited and defined”.²

¹ ICMPTD, Anti-trafficking Training Handbook for the Training Course on 12-13 April 2010 in Soesterberg, the Netherlands, p. 9-11

² Article 1a. of the UN Supplementary Convention on the Abolition of Slavery, the Slave Trade and Institutions and Practices similar to Slavery (1956).

Forced labour: According to the ILO Forced Labour Convention No. 29 (1930) the term “forced or compulsory labour” shall mean: ‘all work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily’.³

Informed consent: Any free, voluntary permission or approval to something proposed or requested based on full exposure of all facts to make fully informed decisions, including awareness of any risks involved (to the extent that they can be known) and any available options. Information sharing is an essential component of “informed consent”.

National referral mechanism or system (NRM or NRS): “It is a co-operative framework through which state actors fulfil their obligations to protect and promote the human rights of victims of trafficking, co-ordinating their efforts in a strategic partnership with civil society. The basic aims of an NRM are to ensure that the human rights of victims of trafficking are respected and provide an effective way to refer victims of trafficking to services. In addition, NRMs can work to help to improve national policy and procedures on a broad range of victim-related issues such as residence and return regulations, victim compensation, and witness protection. NRMs can establish national plans of action and can set benchmarks to assess whether goals are being met. The structure of an NRM will vary in each country; however, NRMs should be designed to formalise co-operation among government agencies and non-governmental groups dealing with victims of trafficking.”⁴

Presumed victim of trafficking: A person who is presumed to be a victim of trafficking but who has not been formally identified by the relevant authorities or has declined to be formally or legally identified (also referred to as “presumed trafficked person”). Presumed victims are entitled to the same treatment as identified victims from the beginning of the identification process. In some countries, this category of persons is referred to as a “potential victim”; however, in ICMPD documents, potential victim has a different meaning. Please see its definition below.⁵

3 Article 2.1. of the ILO Forced Labour Convention No.29 (1930).

4 T. Kröger, J. Malkoc, B.H. Uhl, National Referral Mechanisms. Joining Efforts to Protect the Rights of Trafficked Persons. A Practical Handbook, Osce-Odihr, Warsaw, 2004, p. 15.

5 Each country in the region has different terminology for victims of trafficking, particularly those considered ‘at-risk’ of trafficking and those considered to be trafficked but not formally identified as such by authorities. In addition, different organisations also often employ different terms for these categories. In the context of this study, we use the terminologies of ‘potential victim’ and ‘presumed victim’ as outlined in the definitions above and not in conformity with any one country’s or organisation’s terminology.

Potential victim of trafficking: An individual identified before being exploited that shows strong signs of being in the trafficking process (also referred to as “potential trafficked person”). This differs from a presumed victim, the definition for which appears above.

Protection: It is an essential component of any assistance scheme both for ensuring the trafficked person’s physical safety but also for safeguarding his/her prospects of social inclusion in the country of origin, destination or in a third country.

Recovery: The process by which victims of trafficking are stabilised and their well-being restored psychologically, socially and physically.

Reflection period: A sound period of time to allow the presumed victim of trafficking to recover, escape the influence of traffickers/exploiters and make an informed decision about her/his future in full compliance with respect to the human rights regulations. No expulsion order should be enforced against the presumed victim of trafficking during this period. The length of the reflection period varies from country to country and is subject to definition by national legislation.

Service providers: Organisations and individuals that provide one or more of the support and assistance measures supplied to victims of trafficking. These may include social workers, psychologists, shelter staff, medical personnel or legal professionals from NGOs, IOs and GOs.

Servitude: “the condition or status of a tenant who is by law, custom or agreement bound to live and labour on land belonging to another person and to render some determinate service to such other person, whether for reward or not, and is not free to change his status”.⁶

Shelter/residential facilities: Premises where victims of trafficking are hosted. Shelters may be open or closed; offer short- or long-term stay; provide round-the-clock, part-time or no in-house assistance. Qualified and specifically trained staff should run shelters. In the case of children, the accommodation has to be appropriate in terms of their specific needs.

Slavery: “Slavery is the status or condition of a person over whom any or all of the powers attaching to the right of ownership are exercised”⁷. According to the Supplementary Convention on the Abolition of Slavery, the Slave Trade,

⁶ Article 1b. of the Supplementary Convention on the Abolition of Slavery, the Slave Trade, and Institutions and Practices Similar to Slavery (1956).

⁷ Article 1 of the UN Slavery Convention (1926).

and Institutions and Practices Similar to Slavery, n. 226 (1956) institutions and practices, such as debt bondage, serfdom, forced marriage, exploitation of children, should be abolished, whether or not covered by the definition of slavery contained in Article 1 of the Slavery Convention (1926).

Smuggling of migrants: “(...) the procurement, in order to obtain, directly or indirectly, a financial or other material benefit, of the illegal entry of a person into a State Party of which the person is not a national or a permanent resident”⁸. In popular language, smuggling and trafficking are often used interchangeably which should be avoided by all means.

Trafficker: A person who commits the crime of human trafficking (A person committing or being complicit in or directing another person to commit the trafficking of another human being (or human beings) for any form of exploitation).

Trafficking in human beings: “(...) the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation. Exploitation shall include, at a minimum, the exploitation of the prostitution of others or other forms of sexual exploitation, forced labour or services, slavery or practices similar to slavery, servitude or the removal of organs”⁹.

Transnational referral mechanism: The mechanisms and systems designed for the comprehensive assistance and transnational support and protection of victims of trafficking. Transnational referral mechanisms link the full process of referral from initial identification, through to the return and assistance between countries of transit, destination and origin and involve cooperation between different government institutions and non-governmental actors. They may involve one or all of the steps in the process.

8 Art. 3 of Protocol against the Smuggling of Migrants by Land, Sea and Air, Supplementing The United Nations Convention against Transnational Organized Crime, (2000).

9 Art. 3 of the Protocol to Prevent, Suppress and Punish Trafficking in Persons, Especially Women and Children, Supplementing the United Nations Convention against Transnational Organized Crime (also known as the “Palermo Protocol”), 2000.

Second section: Definitions, Article 3 of the Regulation on Combating Human Trafficking and Victim Protection, 17 March 2016

Definitions

ARTICLE 3 –

(1) In implementation of this Regulation herein, the following definitions shall apply:

- a) Minister: Minister of Interior,
- b) Ministry: Ministry of Interior,
- c) Minor/Child: Individuals under the age of 18 and who have not yet attained majority,
- ç) Department: Department of the Protection of Victims of Human Trafficking,
- d) Assessment report: Report covering the assessments of extension or cancellation of the residence permit of the victims of human trafficking, termination of the support programme,
- e) Reflection period: Thirty-day period in which the victim can be freed from the negative impacts of the crime and may decide whether to cooperate with the officials with his/her free will,
- f) Director General: the Director General of Migration Management,
- g) Directorate General: the Directorate General of Migration Management,
- ğ) Safe and voluntary return programme: Return of the foreign victim to his/her home country or to a safe third country by the Directorate and under the coordination of the Directorate General, following the victim's identification procedure; in case the victim states or demands not to benefit from the support programme during or at the end of the implementation process of the programme,
- h) Residence permit: Residence permit for the victim of human trafficking,
- ı) Provincial Commission: Provincial Coordination Commission for Combating Human Trafficking,
- i) Human trafficking: Acts sanctioned under Article 80 of the Turkish Penal Code No. 5237 dated 26/9/2004,
- j) Identification form for human trafficking victims: The form arranged and approved by the Directorate on the basis of the expert report drafted by expert personnel,
- k) Law: The Law on Foreigners and International Protection No. 6458,

- l) Law enforcement officers: Officers of gendarmerie, police, coast guard and customs enforcement,
- m) Commission: Coordination Commission for Combating Human Trafficking,
- n) Victim: Real persons, who have been or are strongly suspected of being subjected to the crime of human trafficking,
- o) Victim support services: Voluntary and safe return programme and victim support programme provided on the basis of informed consent of the victim in consideration of the safety, health and special status of the victim, during and after the reflection period,
- ö) Victim support programme: Programme ensuring services such as accommodation, healthcare, education and training, psychosocial, legal and social services and access to labour market, material and moral support and interpretation services as well as similar services to the victim of human trafficking based on his/her informed consent during the reflection period in consideration of the safety, health and special status of the victim along with the support programme which shall be provided in coordination with the Ministry of Justice during the trial process,
- p) Director: Provincial or District Directors of Migration Management,
- r) Directorate: Provincial or District Directorates of Migration Management,
- s) Shelter: Facility where the victim is safely accommodated,
- ş) Identification: Identification of real persons, who have been or are strongly suspected of being subjected to the crime of human trafficking, as a victim of human trafficking,
- t) National action plan: Strategy formulating document arranged with regard to prevention of human trafficking, combating the aforementioned crime and the processes of human trafficking,
- u) Expert personnel: Expert personnel working in their area of expertise such as provincial migration experts, provincial assistant migration experts, psychologist, social worker and sociologist,
- ü) Expert report: Report including the decision of the expert personnel on whether the individual is a victim of human trafficking; subsequent to an interview with the victim and the detailed examination on the indicators of the crime of human trafficking,
- v) Case manager: Expert personnel at the Directorate in charge of preparing the expert report, carrying out the risk analysis and following up all the processes of the case,
- y) Foreigner: Person, who does not have a citizenship bond with the Republic of Turkey.

ANNEX 2 - SAMPLE AGENDAS: TRAINING OF TRAINERS; MULTIDISCIPLINARY TRAINING



Preventing, Identifying and Combating Trafficking of Refugees in Turkey - PICTOR

TRAINING of TRAINERS

on preventing, identifying and referring trafficking cases among vulnerable groups arriving and residing in Turkey under the temporary protection framework

Agenda¹⁰

Training of Trainers, Ankara 12-14 January 2017

Day 1	
09:00-09:30	Registration of participants and welcome coffee/tea
09:30-09:50	Welcome remarks Mr. Osman Koramaz, Directorate General for Migration Management(DGMM), Head of the Protection of the Victims of Human Trafficking Department (tbc) Ms. Elena Petreska, International Centre for Migration Policy Development (ICMPD), PICTOR Project Coordinator
09:50- 10:00	The PICTOR project: an overview Ms. Gulsah Gures, ICMPD, National Project Manager
10:00-10:30	Training objectives, programme and methodology How to train: an overview Mr. Marco Bufo, International Trainer
10:30-11:00	Participants introducing themselves; expectations towards outcomes of the training; rules of the training Mr. Marco Bufo, International Trainer

¹⁰ The first pilot Training of Trainers was carried out 26-27 October 2016, in Ankara.

11:00-11:15	Family photo & Coffee break
11:15-11:45	Trafficking in human beings (THB) Mr. Marco Bufo, International Trainer
11:45 – 12:45	International anti-trafficking and victim protection instruments Mr. Marco Bufo, International Trainer
12:45-13:45	Lunch break
13:45-14:45	The national legal framework with regard to trafficking The institutional framework: outline of the Referral Mechanism The current human trafficking situation in Turkey with particular reference to persons under temporary protection and other displaced people Migration Expert, Protection of the Victims of Human Trafficking Department, DGMM
14:45-15:15	Trafficking in human beings in Turkish Criminal Law Mr. Rifat Sagut, National Trainer
15:15-15:30	Coffee Break
15:30-16:45	THB definitions by identifying the key elements of the crime (Act, Means, Purpose) in 4 different cases. Mr. Rifat Sagut, National Trainer
16:45-17:20	Challenges faced in the field: Needs and problems, responses and gaps with regard to the people under temporary protection in the field of THB Mr. Marco Bufo, International Trainer
17:20- 17:30	Intermediate training assessment Mr. Marco Bufo, International Trainer

Day 2	
09:30-10:30	<p>Report by working groups and discussion: Needs and problems, responses and gaps with regard to the people under temporary protection in the field of THB</p> <p>Mr. Marco Bufo, International Trainer</p> <p>Migration Expert (name tbc), Protection of the Victims of Human Trafficking Department, DGMM</p>
10:30-11:15	<p>Trafficking indicators (overview and examples)</p> <p>Mr. Marco Bufo, International Trainer</p>
11:15-11:30	<p>Coffee break</p>
11:30-12:45	<p>Trafficking indicators (elaboration of indicators relevant for THB situations in Turkey among the people under temporary protection, through working groups)</p> <p>Mr. Marco Bufo, International Trainer</p> <p>Mr. Rifat Sagut, National Trainer</p> <p>Migration Expert (name tbc), Protection of the Victims of Human Trafficking Department, DGMM</p>
12:45-13:45	<p>Lunch Break</p>
13:45-14:45	<p>Victims identification and referral: multiagency and human rights based systems and tools (National and Transnational Referral Mechanisms, Standard Operating Procedures)</p> <p>Mr. Marco Bufo, International Trainer</p>
14:45-15:15	<p>Referral mechanisms and tools for the identification, protection, assistance and social inclusion of trafficked persons in Turkey</p> <p>Migration Expert (name tbc), Protection of the Victims of Human Trafficking Department, DGMM</p>
15:15-15:30	<p>Coffee break</p>
15:30-17:00	<p>Elaborating on the Referral Mechanisms and Tools for the identification, protection, assistance and social inclusion of trafficked persons under temporary protection in Turkey (working groups)</p> <p>Migration Expert (name tbc), Protection of the Victims of Human Trafficking Department, DGMM</p> <p>Mr. Rifat Sagut, National Trainer</p> <p>Mr. Marco Bufo, International Trainer</p>
17:00-17:15	<p>Intermediate training assessment</p> <p>Mr. Marco Bufo, International Trainer</p>

Day 3	
09:30-10:45	<p>Preliminary identification of presumed trafficked displaced persons and people under temporary protection: enacting a simulation based exercise (4 groups)</p> <p>Mr. Marco Bufo, International Trainer Mr. Rifat Sagut, National Trainer</p>
10:45-11:00	Coffee break
11:00-11:30	<p>Joint assessment of the training curriculum developed and common work for its improvement, replication, transferability</p> <p>Mr. Marco Bufo, International Trainer Mr. Rifat Sagut, National Trainer</p>
11:30-12:00	<p>Evaluation questionnaire</p> <p>Conclusions and closure of the training</p>
12:00-13:00	Lunch Break

Please note that photos may be taken in connection with this event. Event participants who do not agree to ICMPD's use of photos in which they appear for visibility purposes must inform the ICMPD representative.



Preventing, Identifying and Combating Trafficking of Refugees in Turkey (PICTOR)

MULTI-DISCIPLINARY TRAINING

on preventing, identifying and referring trafficking cases among vulnerable groups residing in Turkey under the temporary protection framework

Agenda¹¹

1st Multi-disciplinary Training, Savon Hotel, Hatay, 13-14 February 2017

Day 1	
09:00-09:30	Registration of participants and welcome coffee/tea
09:30-10:00	<p>Welcome remarks</p> <p>Migration Expert, Protection of the Victims of Human Trafficking Department, Directorate General for Migration Management (DGMM)</p> <p>Ms Elena Petreska, PICTOR Project Coordinator, International Centre for Migration Policy Development (ICMPD)</p> <p>The PICTOR Project: an overview</p> <p>Ms Gulsah Gures, National Project Manager, ICMPD</p> <p>Training objectives, programme and methodology</p> <p>Mr. Marco Bufo, International Trainer</p> <p>Mr. Rifat Sagut, National Trainer</p>
10:00-10:30	<p>Participants introducing themselves; expectations towards outcomes of the training</p> <p>Mr. Marco Bufo, International Trainer</p> <p>Mr. RifatSagut, National Trainer</p>

¹¹ Other 2 Multidisciplinary Trainings were implemented: 16-17 February in Şanlıurfa; 9-10 March in Istanbul.

10:30-11:00	What is trafficking in human beings (THB)? Mr. Marco Bufo, International Trainer
11:00-11:30	Family photo & Coffee break
11:30-12:30	International anti-trafficking and victim protection instruments Mr. Marco Bufo, International Trainer
12:30-13:30	Lunch break
13:30-14:30	Definition of the crime of trafficking in human beings in Turkish Penal Code, its relations to other crimes and Court of Cassation Decisions Mr. Rifat Sagut, National Trainer
14:30-15:00	Composing groups & Coffee Break
15:00-15:45	Group exercise– Examination of case studies: THB definitions by identifying the key elements of the crime (Act, Means, Purpose) Mr. Rifat Sagut, National Trainer
15:45-16:45	Presentations of group assessments & Trainers' assessments of group presentations Mr. Rifat Sagut, National Trainer Mr. Marco Bufo, International Trainer
16:45- 17:00	Intermediate training assessment Mr. Marco Bufo, International Trainer Mr. Rifat Sagut, National Trainer

Day 2	
09:30-10:30	<p>The national legal and institutional anti-THB framework and the current human trafficking situation in Turkey with particular reference to persons under temporary protection – Q&As</p> <p>Migration Expert, Protection of the Victims of Human Trafficking Department, DGMM</p>
10:30-11:00	Coffee break
11:00-11:45	<p>Trafficking indicators: overview and examples</p> <p>Mr. Marco Bufo, International Trainer</p>
11:45-12:30	<p>Trafficking indicators: elaboration of indicators relevant for THB situations in Turkey among the people under temporary protection, through working groups</p> <p>Migration Expert, Protection of the Victims of Human Trafficking Dept, DGMM</p> <p>Mr. Marco Bufo, International Trainer</p> <p>Mr. Rifat Sagut, National Trainer</p>
12:30-13:30	Lunch Break
13:30-14:00	<p>Victims identification and referral: multi-agency and human rights based systems and tools (NRM, TRM and SOPs)</p> <p>Mr. Marco Bufo, International Trainer</p>
14:00-14:45	<p>Group exercise: Referral mechanisms and tools for trafficked persons under temporary protection in Turkey</p> <p>Migration Expert, Protection of the Victims of Human Trafficking Department, DGMM</p> <p>Mr. Marco Bufo, International Trainer</p> <p>Mr. Rifat Sagut, National Trainer</p>
14:45-15:15	Coffee break
15:15-16:00	<p>Presentations of groups, Trainers' assessments of group presentations & Discussion part</p> <p>Migration Expert (name tbc), Protection of the Victims of Human Trafficking Department, DGMM</p> <p>Mr. RifatSagut, National Trainer</p> <p>Mr. Marco Bufo, International Trainer</p>
16:00-17:00	<p>Multi-agency cooperation: a challenge and an opportunity</p> <p>Floor Discussion</p>
17:00-17:15	<p>Joint assessment of the training</p> <p>Mr. Marco Bufo, International Trainer</p> <p>Mr. Rifat Sagut, National Trainer</p>
17:15-17:30	<p>Evaluation questionnaire</p> <p>Conclusions and closure of the training</p>

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