



## Suggested structure of meeting with your Member of Parliament

*Ideally you will have a 30 minute meeting. Below is how you may want to conduct the first 10 minutes, to keep the MP engaged and interested in what you are saying. If you keep your comments to no more than 10 minutes in total, you leave opportunity in a 30-minute appointment to have an engaging discussion with the MP, to get their responses and ask them for their commitments, instead of presenting to the MP for the entire meeting. Insist on a straight answer. Does your representative agree or disagree with you? What measures will he or she take to see that your concerns are dealt with?*

*This structure is meant to serve as a guideline, not as a rigid and only approach to your meeting with the MP.*

### 1. Introduction / Ice Breaker (1 minute)

- Start the visit by thanking the MP for their time and the opportunity to speak to them.
- Explain that you are part of a nation-wide organization representing over 180 organizations dealing with refugee and immigration issues who are visiting MPs to discuss key issues of concern.
- State that this effort is organized by the Canadian Council for Refugees.

### 2. Constituency Information (1 minute)

- Identify any members of your delegation that live or work in the constituency.
- Mention relevant refugee- and immigrant-serving organizations in the constituency.
- If you can, link the importance of the issues to the local community.

### 3. Identify key issues (1/2 minute)

- Mention that there are many issues of concern to the CCR, but that we have decided to highlight **three** particularly pressing concerns at this time.
- List the three concerns and give the MP the one-pager outlining the three.

### 4. Present one or more key issues (5 minutes)

- Explain the problem of delays in family reunification.
- Have someone speak from their own experience of the problems and/or cite some local examples.
- Give the MP the backgrounders on all the issues.

### 5. Present the Manifesto on Family Reunification (1 minute)

- Give the MP a copy of the Manifesto on Family Reunification. Explain that the Manifesto calls for the speedy reunification of refugee and immigrant families and for the processing of family members of refugees, especially separated children, to be done in Canada. Many organizations have endorsed this Manifesto.

### 6. Solutions/Requests to MP (1 1/2 minutes)

- Outline the three Action requests that the CCR is making for the three issues.
- Ask for the MP's support for these three requests and to endorse the Manifesto on Family Reunification.

## BEFORE THE MEETING IS OVER DON'T FORGET:

### 7. Thank You and Follow-up (1 minute)

- Thank the MP for their time. Recap the commitments and promise to follow up with their office.
- Invite the MP to find out more about the Family Reunification campaign by visiting the websiote at [www.reunification.ca](http://www.reunification.ca)