



**INFORMATION PASSPORT  
TO WORKERS AND  
TRADE UNION RIGHTS  
ON MIGRANT WORKERS**

*Developed by PSI Oceania Women's Committee*

**A PRE-DECISION KIT**





## ***THINKING OF MIGRATING?***

### **HEALTH WORKERS- MIGRATION INFORMATION PASSPORT**

THIS IS A JOINT PROJECT UNDERTAKEN BY PSI OCEANIA PUBLIC SECTOR

TRADE UNIONS WOMEN'S COMMITTEE , IN COORPORATION WITH PUBLIC SERVICES INTERNATIONAL (PSI), THE GLOBAL UNION FEDERATION OF PUBLIC SERVICE TRADE UNIONS.



#### ***To Leave or Not to Leave ?***

*The Decision is yours.*

*This information passport can help you make informed choices for temporary or permanent migration for employment overseas.*

#### **GLOBAL LABOUR MOVEMENT – PROTECTING WORKERS RIGHTS**

- ◆ This passport is to provide information for the benefit of those persons who are intending to seek employment outside Fiji.;
- ◆ The PSI affiliates in Fiji (FNA, FPSA) and Tonga (TNA) are Trade Unions that wish to protect the rights of their members by providing vital information of contacts and places where the individuals can get help regarding employment contract s and their Rights as Migrant Workers in the new country . PSI Affiliates are present in 156 countries and territories globally;
- ◆ Important information on the working conditions and terms of the contract, legislations governing the work /services to be provided by the migrant and the welfare of the individual and/ his/her family.
- ◆ The Trade Union Movement in each country have the right to organize unorganized migrant workers. The support of these Trade Unions can only be accessed if the migrant joins the union in the sector where he/she is employed in.
- ◆ Our advice is to JOIN a LEGITIMATE TRADE UNION in your destination country for the PROTECTION of your RIGHTS as a WORKER.

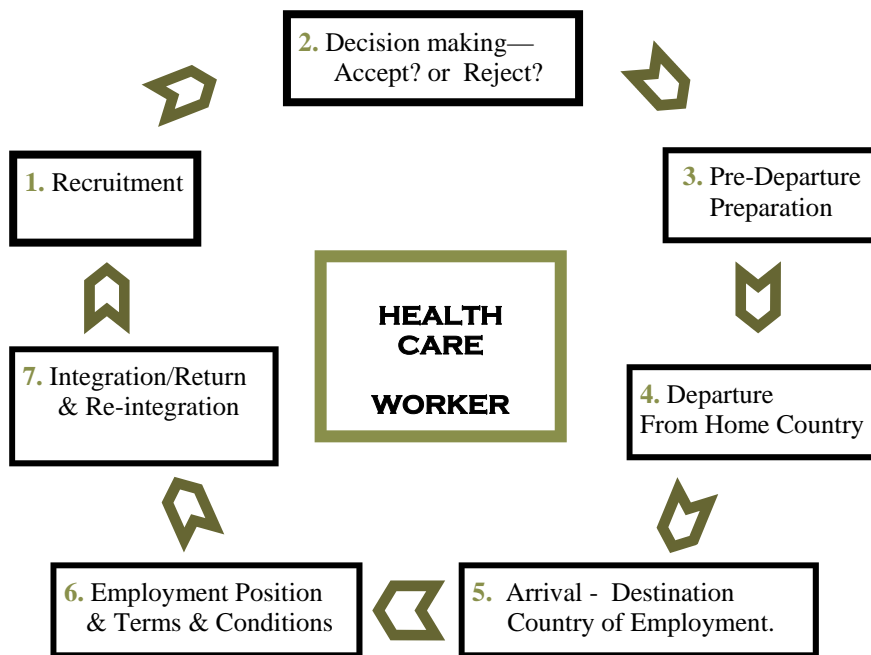


## INTRODUCTION

### THINKING OF MIGRATING?

WHEN CONSIDERING MIGRATION FOR THE PURPOSE OF EMPLOYMENT, ONE HAS TO CAREFULLY WEIGH THE BENEFITS AND CONSEQUENCES OF THE MOVE.

**CHECK LIST FOR REVIEW BEFORE EMBARKING ON THAT BIG STEP TO MIGRATE !**



Adopted from : PSI Migration and Women Health Workers Project booklet, Public Services International, 2005.



## THINKING OF MIGRATING?

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The checklist diagram above , presents the stages in the migration cycle. A healthcare worker considering migrating needs to understand that migration involves a cycle beginning from decision making to integration into the host country, or eventual return and reintegration into the home country.

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This Passport Information Kit will help you prepare yourself and your family better when thinking of migrating abroad to find employment. Before deciding on contacting an agent please take some time to review the information contained in this passport.

**Once you understand the process that you need to follow, we advise the following actions:**

1. Get yourself a Country Passport for your Overseas Travel .
2. If you do not have one, visit your Immigration Department to obtain an application. Complete the application form attaching the documentary evidence of your personal information e.g. birth certificate, 2 passport size photos and marriage certificate if you are married. Lodge it at the Dept of Immigration or –it may take 2 weeks or more to issue you a valid passport.
3. Once you have the Country Passport in your hand—you may then seek out Employment Agencies ; newspaper advertisements, website, personal contacts etc.
4. Get as many necessary information about the Agents and the Type of Employment that they are offering to you. – i.e. Is there a third party involved, which country, what is the political and economic climate of that country?
5. What is the currency used there and what is the Currency Rate against the local currency (e.g. Aus \$ vs. Fiji Dollar.) Ask your Banker for the conversion method.
6. What health risks and diseases should you know about and how do you get protected?
7. What would be the cost of travel to that country?
8. Do you need a Working Visa or is there a bilateral or multilateral labour agreement between your country and the intending destination country?
9. How long is the likely term of the Contract and is it renewable?
10. What will you lose by resigning from your current employment and what are the chances that you will be accepted back for employment upon return?
11. Discuss your thoughts and intention with your spouse/partner or someone you trust.

(cont. next page)

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## RECRUITMENT—QUESTIONS TO ASK !

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### **1.1 What are the credentials of the recruitment or employment agency?**

- Legal registration to recruit ( e.g. Is it Licensed to recruit i.e. authorized by Ministry of Labour- Fiji, or legislated in the laws of your country ).
- Is the Agency representing the employer or is it a general employment recruiting Agent?
- Is there a track record of successful placements and references of satisfied clients ? (ask contact details as proof)
- Type of Contracting Employers abroad( main contractors, sub-contractor, private or public- the agent must provide you with details)
- What are the fees—initial and final cost for Employment / placement

### **1.2 What are the Credentials of Employers (Hospital /Health Care Facility)**

- Patient population (categories and numbers)
- Work environments (building, patient units)
- Employers Safety Records and Safety policies (e.g. Infection Control, protective equipment, anti-violence policies)
- Financial categories of Institution (public, private or others)
- Financial viability (source of revenue etc)
- Number of employees (numbers , categories and turnover)
- Location of facility (safety, available transportation and accessibility)
- Is Housing provided or accessible?
- How much is the rent per week /month?
- Grievance procedures—is there a grievance procedure in place?
- Attitude towards Trade Union—Will it allow you to join a T.U. (Name of Trade Union)
- Is there a Collective Agreement for employees in the new workplace?



**1.3 What are the Terms and Conditions of employment?**

Examples;

- Professional licensing requirements and fees for registration?
- Is additional qualification or requirements needed such as IELTS (English test)?
- Do you require a working visa or permit and how much do they cost?
- Do you have written detail of the employment offer and contract including the location, salary, leave hours, benefits and other entitlements?
- Is the salary offered higher than what you are receiving in your Fiji (home country)?
- Calculate net salary after all tax deductions made (see sample calculation below) and compare this to current earning.
- Do you have skills competency tests?
- Safety of care—e.g. What is the nurse/patient ratio in the workplace?
- What about—rest periods, length of shift & is overtime paid and what rate?
- What about workplace safety ?
- What is the promotion opportunity like for a migrant worker? e.g. Nurse
- What language will you be using at work?

*Estimate net salary:*

*Take Gross salary, and divide this by 3(est.tax) and multiply by 2=Average Net take home pay*

OTHER INFORMATION TO KNOW:

ARE CULTURAL AND COMMUNITY ORIENTATION ACTIVITIES AVAILABLE IN HOST COUNTRY?

- Is there Travel assistance and home leave /emergency travel available?
- Financial assistance – is the repayment affordable? Check requirements/ Terms of borrowing etc.
- In case of problem – Is there an Embassy/High Commission for your home country in the host country or accessible from this country?



## DECISION MAKING?

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Have you considered informing those concerned of your intentions to migrate?

- Work Supervisor
  - Your Spouse/Parents/Family/Children
  - Your current employer
  - YOUR TRADE UNION
  - YOUR CO-WORKERS
  - YOUR BANKER / CREDIT UNION
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HAVE YOU MADE ARRANGEMENTS FOR FAMILY CARE IN YOUR ABSENCE?

- ELDERLY PARENTS/DEPENDENTS
  - SPOUSE/PARTNER
  - YOUNG CHILDREN AT SCHOOL
  - DISABILITY DEPENDENT
  - OTHER DEPENDENTS-EXTENDED FAMILY
- 

HAVE YOU CONSIDERED YOUR FINANCIAL OBLIGATIONS

- HOUSING LOAN/MORTGAGE –REPAYMENTS
  - REPAYMENT OF BANK LOANS
  - REPAYMENT OF HIRE PURCHASE
  - LIFE INSURANCE PREMIUMS
  - PENSIONS/PROVIDENT FUND/SOCIAL SEC.
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HAVE YOU CONSIDERED YOUR MIGRATION OPTIONS?

- DO YOU INTEND TO MOVE PERMANENTLY OR TEMPORARILY?
  - FAMILY RE-UNITING– ABROAD OR BACK HOME, WHAT ARE THE OPTIONS?
  - UPON RETIREMENT, IF YOU INTEND TO RETURN HOME –WHAT WOULD YOU INVEST ON ?
  - PLAN YOUR FUTURE AFTER RETIREMENT.
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**DON'T PAY MONEY OR SIGN ANY AGREEMENT  
UNTIL YOU ARE SURE OF YOUR CHOICE !**

*Check this out before you sign any Employment Contract !*

- You should have a written contract, detailing the terms and conditions of your employment contain the terms of employment including job offer, salary scale, length of contract, protection clause of your interest and employment benefits in the new country.
- You may get a person (on your side) to witness the signing of the contract by you and your new employer or agent.
- The employment contract must be authenticated by the legal Authority in your country, e.g. representative of the Ministry of Labour.

Ensure that you have an original copy of the signed Contract with all party signatories on it.

As a professional don't sell yourself short of what you are worth. Stay in the Union to protect workers interests.

**USEFUL CONTACTS:**

Seek support from your Trade Unions – for orientation and pre-departure counseling. Contact your Trade Union officials or the following organizations for further information ;

<ul style="list-style-type: none"><li>• <b>Fiji Nursing Association</b> 26 McGregor Road, Suva, Fiji Phone: +679.3305855 Fax: +679. 3304881 Email: fna@connect.com.fj www.fjinnursingassociation.com</li><li>• <b>Fiji Public Services Association</b> 298.Waimanu Road, Suva, Fiji. Phone: 679 3311922 Fax : 679 3301099</li></ul>	<ul style="list-style-type: none"><li>• <b>Tonga Nurses Association</b> P O Box 150 Nukualofa, Tonga Phone: +676 23200 Ext 20 or 42 Fax: +676 24291 Email: tna_tonga@yahoo.com</li></ul>
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**THINKING OF MIGRATING?  
USEFUL PSI AFFILIATED UNION CONTACTS!**



**BARBADOS**

**NATIONAL UNION OF PUBLIC WORKERS**

DALKEITH HOUSE, DALKEITH ROAD,  
P O Box 174,  
ST MICHEL, BARBADOS.

PHONE: +1.246.426497 / 4261764

FAX: +1.246.4361795

EMAIL: [nupwbarbdos@sunbeach.net](mailto:nupwbarbdos@sunbeach.net)

**SAMOA PUBLIC SERVICES ASSOCIATION**

P O Box 1515,  
APIA,  
SAMOA

PHONE: 685 24134

FAX: 685 20014

WEBSITE: [samoapsa@lesamoa.net](mailto:samoapsa@lesamoa.net)

**CANADA**

**CANADIAN UNION OF PUBLIC EMPLOYEES  
(CUPE)**

21 FLORENCE STREET,  
OTTAWA, ONTARIO K2P 0W6  
CANADA.

PHONE: +1.613.2371590

FAX: +1.613.2375508

WEBSITE: [www.cupe.ca](http://www.cupe.ca)

**COMMUNITY AND PUBLIC SECTOR UNION  
(CPSU)**

LEVEL 5, 191 THOMAS STREET  
HAYMARKET, SYDNEY, NSW 2000  
AUSTRALIA

PHONE: 61 28204 6900

FAX: 61 28204 6902

WEBSITE: [www.cpsu.org.au](http://www.cpsu.org.au)

Contacts: Mark Gepp, Kylie O'Brien, Kylie O'Brien,  
Nadine Flood.

**NEW SOUTH WALES NURSES ASSOCIATION**

43 AUSTRALIA STREET  
CAMPERDOWN  
NSW 2150  
AUSTRALIA.

PHONE: + 612 859521234

MOBILE: +612 95503667

EMAIL: [nswnurses.asn.au](mailto:nswnurses.asn.au)

EMAIL: [jkiejda@nswnurses.asn.au](mailto:jkiejda@nswnurses.asn.au)

**PUBLIC SERVICES INTERNATIONAL  
SUB REGIONAL OFFICE FOR OCEANIA**

P O Box 3817, PSA HOUSE  
WELLINGTON.

PHONE: + 644.917.0333

MOBILE: +64 74 418 194

FAX: 644 917 2051

EMAIL: [mike.ingpen@psa.org.nz](mailto:mike.ingpen@psa.org.nz)

**PAPUA NEW GUINEA PUBLIC EMPLOYEES  
ASSOCIATION (PNGPEA)**

P O Box 965  
BOROKO, NCD  
PAPUA NEW GUINEA

PHONE: 675 325 2955 / 325 2615

FAX: 675 325 2186

EMAIL : [pea@datec.net.pg](mailto:pea@datec.net.pg)

**COOK ISLANDS WORKERS ASSOCIATION**

P O Box 403  
AVARUA, RAROTONGA  
COOK ISLANDS

PHONE: 682 24422

FAX: 682 24423

EMAIL : [ciwa@oyster.net.ck](mailto:ciwa@oyster.net.ck)

**PAPUA NEW GUINEA PUBLIC EMPLOYEES  
ASSOCIATION**

PO Box 965, BOROKO, NCD  
PAPUA NEW GUINEA

PH: 675 325 2955  
675 325 2615  
FAX: 675 325 2186  
EMAIL: [nupwbarbdos@sunbeach.net](mailto:nupwbarbdos@sunbeach.net)

**TONGA PUBLIC SERVICE ASSOCIATION**

PO Box 2005, FANGA  
NUKUALOFA, TONGA

PH: 00676 8706965/ 870 6986  
EMAIL: [psa\\_secretary@yahoo.co.nz](mailto:psa_secretary@yahoo.co.nz)

**VANUATU NATIONAL WORKERS UNION**

PMB 9089  
PORT VILA  
VANUATU

PH: 678 23714  
FAX: 678 24962  
EMAIL: [leba@vanuatu.com.vu](mailto:leba@vanuatu.com.vu)



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International  
[www.world-psi.org](http://www.world-psi.org)



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