

16 POINTS TO CHECK IN YOUR STAFF EXPATRIATION MANAGEMENT.

- 1 THE COUNTRY OF DEPARTURE.**
It is important to identify the country of departure of the applicant.
Why? : It may be that the country of departure is not the country of residence of the applicant, in which case this could cause a problem in the efforts to obtain a visa/permit from the concerned embassy for example.
- 2 THE COUNTRY OF ARRIVAL.**
This point is obviously essential for the entirety of the preparations for the trip of the applicant. Whether it's in the planning of the trip, the verification of the prerequisites in terms of entry into the territory, the budget to take into account for living expenses on place, insurance, etc.
- 3 THE CITY OF DESTINATION.**
In addition to planning the trip (tickets, accommodations, etc.) the city also has its importance from a regulatory point of view.
Why? : Some cities have their own migratory or security regulations. Indeed, access to certain cities requires a "certain pass" or an audit by the security authorities. Others have their own migratory jurisdiction, which implies, for example, that for the issuance of a work permit applications must be filed within the provincial offices.
- 4 THE NATIONALITY OR NATIONALITIES OF THE APPLICANT.**
Maybe it did not cross your mind? The applicant may have several nationalities, and sometimes, it can make your life easier. On the basis of bilateral agreements between the countries concerned, it may be more appropriate to use one or the other nationality in the procedures.
Examples:
-This may have an impact on the need or not of an entry visa.
-Some nationalities have advantages or facilitations in obtaining a work permit more than others.
-It can also impact the taxation if the concerned countries have a double taxation treaty.
-This can also help check the agreements in terms of social security as some expatriates continue to contribute in their countries of origin while being covered abroad but without knowing that they are doubly charged.
- 5 THE AGE OF THE APPLICANT.**
Watch out! The majority of countries impose a retirement age. This means that a work permit may be only issued to individuals if their age allows them to be on the labor market. This age may also greatly vary from one culture to another.
- 6 LEVEL OF EDUCATION / DIPLOMA.**
The diploma is often one of the facilitating elements for a favorable response to a work permit request. However, it can sometimes be replaced by certificates of work experience.
- 7 THE LEVEL OF EXPERIENCE**
The level of experience often justifies the need to send qualified staff on an international project. The expertise of some applicants sometimes makes the difference when compared to the local workforce and gives a justification for the need for expatriate staff. This element can also be part of the prerequisites for obtaining a work permit in the host country.
- 8 SENIORITY WITH HIS CURRENT EMPLOYER.**
You have your own branch and think that you can deploy your staff without difficulty because it is an intra-company transfer.
Well, not exactly! There are still conditions, including seniority of your staff with your company. Intra-company mobility exists and is generally easier than external mobility, but be sure to check the conditions related to these approaches.
- 9 THE POSITION.**
What is the position that your staff will take, or the equivalence of the position held by your staff in the country of destination?
Why this question?
- This comes to regulate the wage level to be offered to the applicant according to a fixed grid
- This may support the request for a work permit that is reserved for certain levels of position
- It might be a labor short position for which a special procedure exists.
- 10 THE EXPECTED START DATE.**
Make sure that it is realistic based on the schedule.
Please note that preparations for the expatriation (both those concerning personal approaches to be made by the applicant and those concerning professional approaches) are often time-consuming. In addition, when mobilization involves migration approaches, it should be noted that deadlines are never a guaranteed thing (embassies, immigration office, etc.). During certain periods (example Ramadan, the year-end holiday period, etc.) administrations are slowdown at reduced staff or even closed. This can easily double the usual procedure time.
- 11 THE DURATION OF THE MOBILIZATION.**
Depending on the duration of the project, certain steps will or won't be carried out. For example, the application for a residence card is often linked to the duration of the stay in the country of destination, or the requirement to obtain a work permit.
And what if the duration is not yet fixed or may vary? Please take the information for the different possible cases, short, medium and long term. Note also that there are often solutions provided in the country of destination to renew visas/permits in order to adapt to your needs.
- 12 SALARY LEVEL.**
This is confidential and we do not want to communicate it to third parties!
Well sorry to inform you, but this element is essential and will have in the majority of cases to be reveal.
A required minimum wage may be imposed for obtaining a work permit. It can also be decisive in determining the type of permit to request, seeing as some are reserved for highly qualified individuals whose salary levels are a criterion for eligibility.
- 13 THE FAMILY.**
The question of the family members which could accompany the applicant and the official ties of kinship between them is important.
Having people with dependent care responsibilities can increase the minimum salary required. The visa/permit application forms must also mention this information initially.
Finally, the ties of kinship must be recognized in the country of arrival (Ex: civil partners are not recognized in all countries of the world and may not be enough to get 'a pass' .
- 14 HISTORY RECORD IN THE COUNTRY**
The authorities verify previous trips, and previous visas or work permits obtained, before deciding on granting an authorization of entry or work. Therefore, it is important to have this information on hand for a full analysis of the application and its feasibility.
- 15 THE PURPOSE OF THE MOBILIZATION**
Depending on the reason for which the applicant is brought in the country of destination, the procedures and conditions may vary. There are also some sub categories to consider. For example, going to "work" in a country can mean a secondment, working as a resident, a client visits, or even a temporary technical assistance at a client. The 4 examples have "work" as purpose but each involves different approaches.
- 16 THE LINK WITH THE COMPANY OF THE COUNTRY OF DESTINATION**
In some cases, it may be asked to justify the purpose of the mobilization of personnel:
-By providing a copy of the contract for the technical assistance between your company and the customer
-By confirming that the company at the country of destination is a subsidiary of yours
-By providing the copy of the contract of employment between the company of the country of destination and the applicant who was recruited.
- Etc.
In some cases, many of these points will have no impact on the feasibility and the success of the mobilization of personnel and obtaining permissions to ensure absolute compliance, while in others it will be the sine qua non.
Each country has in fact its own migration policy. Some apply quotas to limit the number of foreigners on the territory and boost the local workforce, others restrict access to work up to a certain age, others require a minimum wage to limit the visit to a highly skilled workforce, etc. This is to name but a few examples, but in general the conditions tend to increase.
Some of these points will also allow the identification of the type of visas and permits to request.
It is therefore essential to analyze the profile of your staff, internal and external, to assess the eligibility for

HERE ARE A FEW POINTS THAT WHEN CHECKED IN ADVANCE WILL ALLOW YOU TO BETTER UNDERSTAND THE PROCESS OF EXPATRIATION

- 1 The validity of the passport of the applicant**
 - a) Must often be longer by at least 2 months' period to spend in the country of destination. If the applicant will be working 2 years in a foreign country, the passport must be valid for at least 2 years and 2 months. This needs to be verified case by case, but in the case where the Passport will expire soon, it is advisable to renew it in order to avoid problems afterwards.
- 2 Required vaccinations**
 - a) Entry into certain territories requires that the applicant must be vaccinated against certain diseases (e.g., yellow fever). It is important to check this in advance so that the applicant can perform the various vaccines in advance.
- 3 International insurance and repatriation to implement**
 - a) It is unnecessary to remind you that some countries are risky or poorly equipped medically speaking, and requires special attention to the evacuation process and potential repatriation. Even if the applicant will be covered by a local insurance, we recommend that you combine this with an international
- 4 The services that you want to offer your staff:**
 - a) Moving out/Moving in
 - b) Training on the culture and the language of the country of destination
 - b) Welcome at the airport and a guide for the arrival city
 - c) Accommodation in the host country
 - d) Local transportation (private driver, car rental, etc.)
 - e) Education of the children in the host country
 - g) Etc.

All these elements are to be discussed in advance and in general are an integral part of the conditions of the package offered to the staff that's going to be expatriated.

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