Mobilization Process to New Caledonia

**Document Category:** **A**

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Revision History

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# Purpose

This procedure provides the framework for the mobilization process of assignees to New Caledonia. It defines the processes for the Human Resources team to ensure:

* Proper forms and documentation have been completed and work permits/visas are in place, before the assignee mobilizes to site,
* All related mobilization activities are initiated and coordinated (transport, accommodation, etc.),
* Site is prepared for the assignee’s arrival.

Changes to the Mobilization Process will only be made on the approval of a Project Change Notice.

# Scope

This document defines the process for documentation, assessment, approval and implementation of the Mobilization Process.

# Process Owner

The HR Lead is responsible for the development of all procedures, allocation of resources, monitoring the implementation and effectiveness of the procedures, and to initiate improvement actions as required in relation to this process.

# Process and Responsibilities



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| **#** | **STEPS** | **RESPONSIBLE** | **REFERENCE** |
| 1a. | Upon selection of candidate, Recruitment Advisor sends to relevant Mobility Advisor, the following:   * Approved PRF (including salary expectation and details of candidate) * Job Description (in English and French) * CV of candidate * Copy of candidate’s passport (personal details page/s) * Unapproved PAF   Mobility Advisor has CV translated into French and then sends the following to the Visa Coordination Centre (VCC), via [vcc@koniambonickel.nc](mailto:vcc@koniambonickel.nc):   * VCC Excel Spreadsheet * JD (in French and English) * CV (in French and English) * Copy of passport of assignee (including checking validity of passport to meet requirements).   Mobility Advisor request compensation information be prepared for the candidate based on the salary expectation and details of candidate provided by the Recruitment Advisor.  Visa Liaison Agent provides the appropriate job description and Code Rome number required for the assignee’s application to Mobility Advisor.  Where appropriate, Mobility Officer sends visa commencement email to assignee, including appropriate job description and Code Rome number. | Recruitment Advisor  Mobility Advisor  Visa Liaison Agent | PRF  PAF  VCC Excel Spreadsheet |
| 1b. | Approved Personnel Authorization Form is received by parent company representative and Mobility Lead. |  | PAF |
| 2. | Offer to the assignee negotiated and accepted. If not already done, Mobility Officer sends visa commencement email to assignee, including appropriate job description and Code Rome number. Mobility should highlight to the candidate that they should commence immediately their Police Clearance and Medical Certificate process (as these generally take the longest time to obtain). | Mobility Advisor | Visa Commencement Email |
| 3. | Initiates relocation process for assignee. | Mobility Advisor |  |
| 4. | Mobility Coordinator coordinates and collects remaining required documents from assignee and uploads on FTP server. Email sent to [VCC@koniambonickel.nc](mailto:VCC@koniambonickel.nc) to advise when information is completed and uploaded and request made for site Invitation Letter.  Note: Mobility will assist the assignee in anticipating dates in order to book required appointments in advance (i.e. medical, French Consulate) | Mobility Coordinator |  |
| 5. | Upon receipt of completed file VCC reviews and provides invitation letter and sends directly to Mobility Coordinator who forwards on to assignee so that it can be included in the visa application package to be lodged at the French Consulate. | Visa Liaison Agent |  |
| 6A. | Assignee lodges visa application at French Consulate (where required) and sends lodgement receipt to Mobility Coordinator who forwards to the Visa Liaison Agent. | Mobility Coordinator |  |
| 6B. | Visa Liaison Agent concurrently lodges visa application with DTE & DIRAG and provides feedback to Mobility Coordinator that this has been done. | Visa Liaison Agent |  |
| 7A. | Work permits are reviewed by the New Caledonia Government every Tuesday – timeframe is typically 4 to 5 weeks from submission to DTE and DIRAG. Visa Liaison Agent keeps the Mobility Team informed on when the assignee’s application will be reviewed.  Once review date is known, the Mobility Coordinator will ensure that the candidate contacts the French Consulate to secure a time to collect their visa the Friday following the review date (e.g. review date 14 Sept, contact FC and make a time to go in for evidencing on 24 Sept) | Visa Liason Agent  Mobility Coordinator | Lodgment and Review Spreadsheet |
| 7B. | Once the Mobility Advisor is informed of the review date, they will send the assignee a Preparatory email (including completion of Travel Requisition Form and booking tentative flights).  The President of New Caledonia approves the work permit and the French Consulate is advised to issue the visa (where required). | Mobility Advisor | Preparatory Email |
| 7C. | The French Consulate advises the assignee directly (usually within 10 days). The assignee should be given an appointment or be asked to make an appointment to visit the French Consulate (unless this has already been done in step 7A). |  |  |
| 7D. | Once this is done, the assignee should brief the Mobility Advisor (and provide a copy of their visa in their passport), who will notify the hiring manager that the visa has been approved and evidenced in their passport. The Mobility Advisor forwards a copy of the visa to the Visa Liaison Agent. Start date is determined. |  |  |
| 8A. | Assignee completes Travel Requisition Form (TRF). | Assignee | TRF |
| 8B. | Mobility Coordinator awaits itinerary (from Travel Coordinator) then co-ordinates shuttle from Noumea, camp/accommodation requirements etc. | Mobility Coordinator, Site | Travel Itinerary |
| 9. | Mobility Coordinator, Site sends Mobilization Email to assignee (and copies relevant parties including the Visa Liaison Agent). | Mobility Coordinator, Site | Mobilization Email |
| 10. | Assignee arrives at site and Integration Program begins | Human Resources |  |
| 11. | Visa Liaison Agent, Koné assists assignee with Residency Card Delivery (Pink Card) | Visa Liaison Agent, Koné |  |

**Appendix A**

**Sample Forms**

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