



TPS-DED
AAC



Standard Operating Procedures for a TPS Letter-Engagement Campaign

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SOP Contents

[1. Deliverable list](#)

[2. Aspirational Timeline](#)

[3. Initial Outreach](#)

[3.1 Identify potential Congressional leads for Congressional letter](#)

[3.1.a. Sample Congressional outreach email](#)

[3.2. Identify NGO subject experts to review deliverables and help with Congressional outreach](#)

[3.2.a. Sample review team outreach email](#)

[4. Drafting](#)

[4.1. NGO vs. Congressional letter](#)

[4.2. Example Letters](#)

[4.3. Best practices/requirements](#)

[4.4. General outline](#)

[4.5. Country conditions resources](#)

[5. Circulation](#)

[5.1. NGO Letter](#)

[5.1.a. Sample NGO circulation email](#)

[5.2. Congressional Letter](#)

[5.2.a. Sample Action Alert email](#)

[5.2.b. Sample Congressional circulation email](#)

[6. Rollout](#)

[6.1. NGO Letter](#)

[6.1.a. Example Press Releases](#)

[6.1.b. Sample Press Release](#)

[6.1.c. Sample Social Media](#)

[6.1.d. Sample distribution email to DHS](#)

[6.2. Congressional Letter](#)

[7. Administrative Engagement Request](#)

[7.1. Best practices for identifying potential expert attendees](#)

[7.1.a. Sample engagement request email](#)

[7.2. Example INTERNAL Planning Document for Engagement](#)

[7.3. Example EXTERNAL Agenda for Engagement \(for government attendees\)](#)

[7.4. Example Prep Call Agenda for Engagement](#)

Drafted and maintained by [Masa Group LLC](#)

1. Deliverable list

- Letters
 - NGO sign-on letter
 - Congressional sign-on letter
 - *Potential strategy: Interfaith sign-on letter*
 - *Potential strategy: Business/labor sign-on letter*
 - *Potential strategy: National security/foreign policy experts sign-on letter*
- Action alert email for Congressional letter
- Press release for NGO sign-on letter
- Sample social media for NGO letter rollout
- Administrative Engagement Request

2. Aspirational Timeline

Week 1:

- Outreach to Congressional leads
- Outreach to review group
- Draft NGO letter (and other letters as applicable) and send to review group

Week 2:

- Incorporate feedback for NGO letter and finalize
- Draft Congressional letter (with NGO letter as reference) and send to Congressional office for review

Week 3:

- Circulate NGO letter for two-week sign-on
 - Share view-only signatory list to Congressional lead offices to use in Dear Colleague
- Finalize Congressional letter with relevant offices
- Draft Dear Colleague letter for Congressional office if needed

Week 4:

- Congressional offices circulate letter for two-week sign-on
- Send Action Alert to listservs for Congressional outreach
- Send email blast to Hill list encouraging sign on
- Draft press release and sample social media for NGO letter (send request for quotes to relevant folks)
- Reminder for NGO letter to TPS-specific listservs at end of first sign-on week

Week 5:

- Reminder for NGO letter day of deadline to TPS and Amigos listservs
- NGO letter closes
- Press release goes out for NGO letter
 - Share with lead Congressional offices
 - Share with listservs
- Post finalized letter and press release to website
- Follow up with interested offices for Congressional sign-on
- Share NGO letter with DHS

Week 6:

- Congressional letter closes
- Share Congressional press release with NGO letter signatories
- Request engagement with DHS and relevant parties (earlier, if timeline is tight)

3. Initial Outreach

3.1 Identify potential Congressional leads for Congressional letter

Though we will be likely drafting the letter itself and assisting with rollout, these offices will be the ones with their names on the letter. Staffers have differing levels of experience with TPS and/or circulating letters for sign-on and will need different levels of support from you to keep things moving. Follow-up will be key throughout the process no matter what.

- a. Bicameral letter if possible, look for both House and Senate offices.
- b. To help identify leads:
 - i. Previous leads or signatories of sign-on letters for TPS or humanitarian concerns for country in question
 - ii. Members from states with largest population of nationals from the country in question
 - iii. If no immigration staffer, use the chief of staff.
- c. Send outreach emails to top House and Senate prospects, set calendar reminders for a follow-up every two business days for one week.
- d. After 2 follow-ups, send outreach email to second choice prospects, set calendar reminders for follow-up every two business days for one week. Rinse, repeat as necessary.

3.1.a. Sample Congressional outreach email

To: [staffer email]

Subject: Lead office needed for [Senate/House] letter re: TPS [extension and redesignation or designation] for [country]

[Staffer first name],

I'm reaching out on behalf of the [organization/coalition] to ask if [Member name] would be willing to take the lead on a letter calling on the administration to [extend and redesignate or designate] [country] for TPS, [if for redesignation: as DHS must make this decision by [date]] as severe conditions in [country] continue to warrant such protections. We are also reaching out to members in the [Senate/House], as we would like this to be a bicameral effort. The letter would serve as a companion to an organizational sign-on letter urging the DHS Secretary to [extend and redesignate or designate] [country] for TPS, the signatories of which could be included as a list of endorsing organizations in the Dear Colleague letter if desired.

[Short description of org/coalition and connection to country in question]

I am working to circulate this letter for sign-on on behalf of the [organization/coalition], and we believe your office would be a good fit—would your boss be willing to take on a lead role? [If no letter draft ready: We are glad to craft and share the initial draft of the letter.] [If letter draft ready: An initial draft of the letter is attached below.] If this is of interest to you, we would recommend a two week sign-on period to maximize signatures.

Please feel free to reach out with any questions, and thank you for your time!

3.2. Identify NGO subject experts to review deliverables and help with Congressional outreach

This is due diligence with folks with expertise in the country in question, TPS, and members/representatives of the affected communities to make sure your tone, facts, and arguments are all sound. This will save edits down the line when you send out the draft for sign-on. If you are having trouble getting a Congressional office, check with this group for help identifying/approaching offices as other folks will have relationships with different offices.

- e. Send one all-call email with relevant listservs in to-line (see below)
- f. Give a deadline within one week, set a calendar reminder to follow-up the morning of the deadline on the same email thread
- g. You are aiming for 5-ish orgs to make your review group.

3.2.a. Sample review team outreach email

To: TPS-DED AAC <TPS-DED-AAC@googlegroups.com>, Amigos <amigos@theimmigrationhub.org>

Subject: [Country] TPS [Initial/Redesignation] Designation Campaign

TPS-DED AAC and Amigos colleagues:

I'm writing today on behalf of [organization/coalition] as we look to add to the pressure for TPS for [country].

As many are likely already aware, the conditions in [country] have continued to worsen, particularly with [short conditions description]. [organization/coalition] is looking to launch a push for an initial designation through an organizational sign-on letter to the administration, [If applicable: a Congressional sign-on letter,] and the accompanying press release and social media engagement.

If folks are interested in engaging through drafting, edits/review, creating a partner press release or offering a quote for the [organization/coalition] press release, etc., please let us know! We're glad to give edits and support to those who would want to lead on any of the above products. **If there are any efforts already ongoing, we'd also love to coordinate, prevent any duplicate efforts, and/or lend our support.**

If you are interested in engaging and would like to be included in the drafting and/or review group for this letter, please respond to this email by [day of the week, date].

Thanks all!

4. Drafting

If possible, draft the NGO letter before the Congressional letter so you can use the NGO one with all the feedback as a baseline.

4.1. NGO vs. Congressional letter

(examples below)

- a. Congressional letter is shorter and less detailed than the NGO letter
- b. Congressional letter coming from Congress rather than advocates, but making the same points
- c. NGO letter draft goes to your review group as editable Google Doc (sample email below), Congressional letter goes to the member offices as editable Google Doc (sample email below).

4.2. Example Letters

In both of these campaigns, the Congressional letter was drafted from the NGO letter by the same author.

- d. Yemen TPS Campaign
 - i. [NGO Letter](#)
 - ii. [Congressional Letter](#)
- e. Somalia TPS Campaign
 - i. [NGO Letter](#)
 - ii. [Congressional Letter](#)

4.3. Best practices/requirements

Main goal: Demonstrate that conditions in a country make return unsafe, framed in the [statutory requirements](#) for TPS (armed conflict, natural disaster, and/or temporary and extraordinary conditions).

- f. Highlight the most recent information possible, within the last two years.
- g. Use government sources throughout, they can't deny their own findings (see below).
- h. Describe any conditions that may fall under the statutory requirements OR that make those conditions worse.
- i. If arguing for redesignation, make sure to clearly demonstrate that the initial conditions of designation continue along with any new conditions since then.
- j. Every claim must be cited.
- k. Be factual in your reporting of conditions, but avoid explicitly taking sides, particularly in an armed conflict. There are many stakeholders with various viewpoints on a country's situation, and we want maximum sign-on.
- l. When appropriate, emphasize when there is nowhere in the country unaffected by these conditions, i.e. there is nowhere left to go where civilians can be safe.

4.4. General outline

- a. Intro paragraph with the request up front:
 - i. Initial 18-month designation or 18-month extension and redesignation
 - ii. Timely Federal Register Notice (FRN)
 - iii. 180-day registration period
 - iv. Culturally relevant outreach campaign to the impacted community

- b. Short explanation of TPS
 - i. “TPS allows people from a designated country to remain in the United States while conditions in their home country make safe return impossible. The Secretary of Homeland Security can designate a country for TPS if the country is experiencing ongoing armed conflict, natural disaster, or other extraordinary and temporary conditions. TPS allows its beneficiaries to stay in the United States during the designation period and receive work permits. It is a life-saving, blanket protection, especially for those who are ineligible for or who have been denied asylum.”
- c. Conditions (as applicable)
 - i. Armed conflict
 - 1. Ex: “Ongoing armed conflict makes safe return to [country] impossible”
 - ii. Environmental disaster
 - 1. Ex: “Devastation of [disaster] continues in [country]”
 - iii. Extraordinary conditions
 - 1. Ex: “Effects of [conditions] are felt across the country”
- d. Short national interest for the United States section

This is usually an extension of the “extraordinary conditions” statutory analysis, but it should always be included as a policy argument.

 - i. Foreign policy interests
 - ii. Impact for nationals of the country living in the United States
- e. Conclusion, repeat the request

4.5. Country conditions resources

- a. Governmental
 - i. [State Department Country Conditions Reports](#)
 - ii. Recent statements, orders, memos, speeches, or other remarks on the country from the President, DHS Secretary, Secretary of State, ambassadors, etc. (Google this, make sure to cite official documents where possible)
 - iii. Prior [Federal Register Notice](#) for a country’s TPS designation, if applicable (very key for prior arguments/conditions that worked)
 - iv. Executive declarations of national emergencies
 - 1. Ex: [Somalia](#)
 - v. [USAID](#) (statistics, mission statements)
 - vi. U.S. Embassy statements (in country in question)
 - vii. [OSAC](#) (Overseas Security Advisory Council to the State Department) (country/crime and safety reports)
 - viii. [State Department Travel Advisories](#)

- b. United Nations
 - i. [UN News](#)
 - ii. [OCHA](#) (Office for the Coordination of Humanitarian Affairs)
 - iii. [UNICEF](#) (UN International Children’s Emergency Fund)
 - iv. [UNHCR](#) (High Commissioner for Human Rights)
 - 1. [Refugee Data Finder](#)
 - v. [UN Security Council](#) (press releases, statements, resolutions)
 - vi. [UN Special Political Missions](#) (recent reports)
 - vii. [WFP](#) (UN World Food Programme)
 - viii. [FAO](#) (UN Food and Agriculture Organization)
 - ix. [UNFPA](#) (UN Population Fund)
- c. NGO/INGO
 - i. [Human Rights Watch World Report](#)
 - ii. [Council on Foreign Relations](#)
 - iii. [World Health Organization](#)
 - iv. [World Bank](#)
 - 1. [Global Economic Prospects](#) (regional sections)
 - v. [Center for Migration Studies](#) (also domestic statistics)
 - vi. [Migration Policy Institute](#) (also domestic statistics)
 - vii. [Pew Research Center](#) (also domestic statistics)
- d. Reputable journalistic sources (good for very recent country events)
- e. Search terms: “emergency in [country],” “[country] country conditions”

5. Circulation

5.1. NGO Letter

Once the letter has been finalized with the review group, time to prep circulation.

- a. In the campaign Drive folder, create a Google Form for sign-on

[Example Form](#)

- i. Name: “NGO Sign-On Letter to the Admin re: TPS for [country]”
- ii. Create [bit.ly](#) links for 1) the letter text (view only of the finalized Google doc) and 2) the list of signatories (view only) using the format in the description below.
 - 1. You may need to create a [bit.ly](#) account and add the [extension](#) to your browser; it’s free.
- iii. For the signatories list link: On the Form page, go to the Responses tab, click on the Sheets icon, click Share, change the permissions to “Anyone with the link can view,” copy link.

- iv. Save the shortened link for the Google Form and make sure permissions are open. You'll use this in the circulation email.
 1. On the Form page, click Send, select Send via Link, select Shorten URL, copy.
 2. On the Form page, select the settings gear icon, uncheck "Restrict to users in _____ and its trusted organizations"
- v. In the description:

The [organization/coalition] has written a letter to the administration requesting [list letter requests]. This letter will serve as a companion to a Congressional letter led by [Congressional member(s)] requesting [letter requests] for TPS for [country].

LETTER TEXT: [http://bit.ly/NGOLetterTPS4\[country\]](http://bit.ly/NGOLetterTPS4[country])

SIGNATORIES (view only):
[http://bit.ly/NGOLetterTPS4\[country\]Responses](http://bit.ly/NGOLetterTPS4[country]Responses)

DEADLINE: [day of the week], [date]

For questions regarding the letter, please contact [name] at [email].
- vi. Questions for the form (mark all as required):
 1. Short answer: Name (First and Last)
 2. Multiple choice: Do you have authority on behalf of your organization to sign on to this letter? [Yes; No]
 3. Short answer: Email
 4. Short answer: Organization Name
 - a. Click on the three vertical dots in the bottom right corner of the question and select Description
 - b. Description: Type your organization *exactly* as you want it to be included on the letter
 5. Multiple choice: Is your organization national or state/local? [National; State/Local]
- b. Circulate the sign-on letter to the TPS listservs for a two-week sign-on (sample email below).
 - i. Set calendar reminders to send a reminder after one week and on the morning of the deadline.
- c. After one week, send the same circulation email from item (a) to the Amigos listserv (Amigos gets a lot of traffic, we try not to bombard them too much).
 - i. Set a calendar reminder to send a reminder on the morning of the deadline only.

5.1.a. Sample NGO circulation email

To: TPS-DED AAC <TPS-DED-AAC@googlegroups.com>, Amigos <amigos@theimmigrationhub.org> (this is a separate email from the TPS listservs, see directions above)

Subject: Sign on: Letter to the Admin for TPS for [country]

TPS-DED ACC colleagues [or Amigos]:

ACTION ALERT: Organizational sign on for a timely [Country] TPS [redesignation or designation]!

[If the country is currently designated: As many are likely already aware, DHS must make the decision to re-designate/extend TPS for [country] by [date].] [organization/coalition] is leading a letter to the administration requesting an 18-month TPS extension, re-designation, a prompt Federal Register Notice, and a minimum 180-registration period with community outreach. A big thank you to those who provided great feedback to the letter's initial drafts! [If there is a Congressional letter: This letter will serve as a companion to a Congressional letter led by [Member name] requesting extension and re-designation for TPS for [country].]

Please feel free to share widely with your networks! Contact [email] with any questions.

LETTER TEXT: [http://bit.ly/NGOLetterTPS4\[country\]](http://bit.ly/NGOLetterTPS4[country])

SIGN-ON FORM: [Shortened Google Form link w/open permissions, see Form creation]

SIGNATORIES (view only): [http://bit.ly/NGOLetterTPS4\[country\]Responses](http://bit.ly/NGOLetterTPS4[country]Responses)

DEADLINE: [Day of the week, date]

5.2. Congressional Letter

Once you send the initial draft to the Congressional office(s), they will be responsible for circulating it for sign on. You, however, will provide support in whatever capacity is needed to keep the letter moving forward.

- d. Such tasks may include:
 - i. Answering questions about the draft
 - ii. Drafting the Dear Colleague letter
 - iii. Incorporating edits from member offices
 - iv. Sharing the view only link to the NGO signatories list for them to use as endorsing organizations in their Dear Colleague
 - v. Suggesting offices for individual outreach from lead office staff (basically your list of possible lead offices from before plus any signatories to previous letters)
 - vi. Following up consistently to make sure things are moving along, i.e. edits are made and incorporated, the two week circulation date is set, etc.
- e. Before the circulation date, make sure they give you the text of the Dear Colleague letter along with the finalized letter text so that you can use it in your **Action Alert** to other advocates.

- f. On the circulation date (or as close as you can), send an **Action Alert** to the listservs (template below) to reach out to members and encourage them to sign on.
- g. Send outreach email (template in **Action Alert**) to all immigration staffers of the House and/or Senate (depending on your letter leads) using the mail merge. If you haven't already, [add YAMM as an add-on](#) to your Google Sheets.
 - i. Create new tab in the signatories Google Sheet for Congressional signatories and keep running list of member offices who sign on
 1. Congressional offices will often ask who has already signed on, make sure to check with the lead office(s) periodically to update your list.

5.2.a. Sample Action Alert email

To: TPS-DED AAC <TPS-DED-AAC@googlegroups.com>, Leg list <leglist@theimmigrationhub.org>, Amigos <amigos@theimmigrationhub.org>

Bcc: [emails of current list of signatories]

Subject: Action Alert | Encourage Congress Members to Sign on to Letter re: TPS for [country]

****Apologies for cross-posting****

Amigos, Leg List, TPS-DED AAC, TPS Experts, TPS Strategy, Rise Organizing, and colleagues whose organizations endorsed this letter: I write on behalf of [organization/coalition]. [Member name]'s office is circulating a sign-on letter to DHS Secretary Mayorkas asking him to designate [country] for Temporary Protected Status (TPS). This is the Congressional companion letter to the organizational sign-on letter that went out for circulation recently, which has [number] signatories and you can read [here](#). The full Dear Colleague letter is below, along with a sample template that you can edit. **We ask that you consider reaching out to [Will depend on your letter lead: House and/or Senate] offices that you have a relationship with and request that they join this letter.** The point of contact for this letter is [Staffer full name] ([staffer email]) in [Member name]'s office. You can see the list of endorsing organizations here. The deadline to sign-on is [date and time].

Please feel free to share this action alert widely.

SAMPLE MESSAGE (feel free to customize)

[paste sample congressional circulation email below with all yellow text filled in, including the Dear Colleague and letter text]

5.2.b. Sample Congressional circulation email

To: [mail merge email address]

Subject: Will your office sign onto this letter on TPS for [country]? ([mail merge Congress Member name])

[mail merge Staffer First Name]:

I write on behalf of [organization/coalition] to ask whether your office would consider signing onto the below congressional letter being circulated by [mail merge Congress Member(s) name]; the letter is addressed to DHS Secretary Alejandro Mayorkas and requests that he designate [country] for Temporary Protected Status in light of [conditions]. [If NGO letter has already closed: Over [number] organizations endorsed this letter (see here for full list) and we would be supportive of your office signing on.]

The point of contact for this letter is [Staffer full name] ([staffer email]) in [Member Name]'s office and [Staffer full name] ([staffer email]) in [Member Name]'s office. The deadline to sign-on for the letter is [date and time]. The full text of the dear colleague letter is pasted below.

[paste dear colleague and complete sign-on letter text]

6. Rollout

6.1. NGO Letter

After the letter goes out for sign-on, it is time to start working on rollout components. This includes coordinating a press release, drafting sample social media, and distributing to the signatories and listservs. **For ease of planning, all rollout materials (the press release, sample social media, and draft emails) can all be drafted in the same document.**

- a. Close the form for signatures by going to the “Responses” tab of the form and toggling the switch from “Accepting responses” to “Not accepting responses”
- b. Add signatories to the letter
 - i. Delete duplicate organizational signatories (folks will often accidentally fill out the form twice or two people from the same org will fill it out)
 - ii. Delete signatories that indicated “no” to the question “*Do you have authority on behalf of your organization to sign on to this letter?*”
 - iii. Delete personal signatures of a single person (some sign as only themselves rather than any one organization, but this is an organizational letter)
 - iv. Copy-edit the organizational names. Try to make sure capitalizations and punctuation are relatively consistent across signatories and that nothing is accidentally spelled incorrectly.
 - v. Apply a filter to the spreadsheet and sort the column “*Is your organization national or state/local?*” alphabetically, A-Z. This should place the organizations into two alphabetically ordered lists, one for national and one for state/local.
 - vi. Copy the two lists into the letter draft under “Sincerely,” first “National” and then “State and Local.” Bold the list titles and make sure the list is single spaced to save space.
 - vii. Give the lists one last copy-edit, as sometimes it is easier to spot typos in this format.
- c. Press release

- i. Send the draft press release to 2-3 people from organizations with subject matter expertise and/or represent the affected communities and ask if they would like to provide a quote as collaborators on the letter. Give a deadline within a week to respond. You can source these people from your letter review group.
 1. Set a calendar reminder to follow up with these folks every two business days for one week.
- ii. Insert the quotes into the press release with the person representing affected communities first, followed by other orgs.
- iii. Once the letter closes and you have inserted the signatories, insert the link into the press release.

6.1.a. Example Press Releases

- a. Yemen TPS Campaign
 - i. [Press release](#)
- b. Somalia TPS Campaign
 - i. [Press release](#)

6.1.b. Sample Press Release

[Number] ORGANIZATIONS CALL ON ADMINISTRATION TO [EXTEND AND REDESIGNATE or DESIGNATE] [COUNTRY] FOR TEMPORARY PROTECTED STATUS

[Tag line, ex: “The U.N. has declared Yemen “the largest humanitarian crisis in the world”]

FOR IMMEDIATE RELEASE

[Date]

CONTACT: [email]

WASHINGTON, D.C.—Today, [number] local, state, and national organizations led by [organization/coalition] wrote to Secretary of the Department of Homeland Security Alejandro Mayorkas and Secretary of State Antony Blinken to urge an 18-month [extension and redesignation or initial designation] of Temporary Protected Status (TPS) for [country]. TPS provides life-saving protection to noncitizens in the United States, including undocumented immigrants, who cannot be safely returned to their home country.

[Insert paragraph on country conditions warranting redesignation and extension or an initial designation. Can be pulled and shorted from the letter itself with all sources hyperlinked]

Sample quote: [Insert a sample quote to help your quote givers get started. Usually involves a more detailed call to action for DHS and a solidarity message with people affected, see example press releases for inspiration. Sometimes a quote giver will use this example verbatim, and that is fine. Make sure to remove the “sample quote” part when finalizing the press release.]

[Name], [Title] at [Organization Name] stated:

[Name], [Title] at [Organization Name] stated:

[Name], [Title] at [Organization Name] stated:

###

[boilerplate description of org/coalition]

6.1.c. Sample Social Media

In the same document as the press release, draft sample 3-4 tweets for leading organizations to use to publicize the letter. Use the hashtag #TPS4[country] and tag @SecMayorkas.

Some examples:

We stand with 100+ orgs calling on @SecMayorkas to EXTEND AND REDESIGNATE #TPS for Somalia and protect 500 of our Somali neighbors. It is unsafe and dangerous to return nationals to Somalia! Read more here [bit.ly link to website]. #TPS4Somalia

.[@YourTwitter] and 100+ orgs call upon @SecMayorkas to protect 500 of our Somali neighbors by EXTENDING AND REDESIGNATING #TPS for Somalia. Read more here [bit.ly link to website]. #TPS4Somalia

We +118 orgs called on @SecMayorkas to extend for 18 months & redesignate #TPS4Yemen. The UN has named Yemen “the largest humanitarian crisis in the world,” with 24.1 million people in need of humanitarian aid & protection. Read more here: [bit.ly link to website]

6.1.d. Sample distribution email to DHS

Subject: [Number] Organizations Call to [Extend and Redesignate or Designate] [Country] for Temporary Protected Status

Secretary Mayorkas and Secretary Blinken,

The Temporary Protected Status and Deferred Enforced Departure Administrative Advocacy Coalition (TPS-DED AAC), writes to request immediate review and 18-month [designation or redesignation] of Temporary Protected Status for [Country]. Please see attached letter endorsed by [number] organizations, ranging from community-based organizations serving [Country members] in the United States, to international non-governmental organizations actively tracking and documenting [Country]’s crisis and devolving conditions. As described in the letter, [short synopsis on conditions] make safe return to the country impossible at this time.

The TPS-DED AAC is available for engagement and to organize a briefing from NGO experts on country conditions and the [Country member] community in need of protection in the United States.

Please feel free to contact [Name] at [email] with any questions or to arrange for stakeholder engagement specific to [country] where we can bring country conditions experts to brief you.

6.2. Congressional Letter

We do not write or distribute to press the press release for the Congressional letter, the member offices take care of that. All we need to do is:

- a. Follow up with the lead offices involved or check the leading member offices' websites for their press release.
- b. Send the linked press release to signatories of the NGO letter to let them know how many and who signed onto the Congressional companion letter, again thanking them for their efforts and support.

7. Administrative Engagement Request

The NGO and Congressional letters serve as a great jumping off point for a request for engagement to DHS, as they serve to demonstrate 1) that there is a consensus among advocates on the issue and 2) Congress is aware of and engaged on the issue. **This request can be made in the same email as the letter delivery depending on your timing**, though a separate email template is included below. Gathering the issue experts to review your NGO letter will also give you a pool of TPS and country conditions experts to pull from to attend this engagement.

The goal of an engagement is to take a deeper dive into the country conditions that necessitate either an initial or re-designation and extension of TPS for a country and educate decision makers at the State Department and DHS, presenting information to them and answering questions.

7.1. Best practices for identifying potential expert attendees

- a. Select attendees whose expertise cover the different conditions in the country that warrant TPS. The more specific knowledge the better. Select a diverse range of issue area experts to help cover the topics, including:
 - i. Someone with **on the ground expertise**, or someone with close communication with those on the ground in the country
 - ii. Someone from the **affected community** or who works closely with the affected community.
 - iii. **“Issue” experts**. If armed conflict is a TPS condition, get someone familiar with the armed conflict in question. If an environmental disaster has triggered a public health crisis, get someone with public health expertise who knows that crisis, etc. If conditions involve government corruption, gender-based violence, agricultural issues, etc., have someone or multiple someone's who can speak to those issues.
- b. If possible, select those you know to be good speakers/presenters.
- c. As much as possible we want each topic covered by someone very familiar with the country itself.

7.1.a. Sample engagement request email

Subject: Request for engagement to brief DHS on country conditions for TPS for [country]

[Organization/coalition], writes to request an engagement to discuss worsening country conditions in [country] that warrant consideration for TPS. [Sentence or two on country conditions] We envision bringing country conditions experts to this engagement, including international NGOs who have in-country data and experience.

[Short description of org/coalition and connection to country]

At this engagement, we request to meet with officials from the Department of Homeland Security and the Department of State regarding the administration's progress toward this decision, country conditions in [country] and the importance of [extending and redesignating/designating] the country for TPS.

Our proposed delegation would include a small group of representatives from organizations who are leaders in the field and represent constituencies impacted by decisions surrounding TPS for [country].

We would like to schedule a meeting [time frame, ex: "in the coming month"], and we look forward to working with you on this important issue.

Thank you for your time and consideration concerning our meeting request and accompanying letter. To schedule the meeting or direct any questions you may have, please contact [name] at [contact info].

Sincerely,

7.2. Example INTERNAL Planning Document for Engagement

[Somalia/Yemen Engagement](#)

7.3. Example EXTERNAL Agenda for Engagement (for government attendees)

[Somalia/Yemen Engagement](#)

7.4. Example Prep Call Agenda for Engagement

1. Intros
 - a. Intro to principal, person leading the engagement
 - b. Overview of what will be discussed in the prep call/prep call goals
 - c. Intro to the TPS DED AAC (including introducing overall expertise, credibility, experience leading these engagements)
 - d. Delegation intro (thank you for joining, go around to do introductions)
2. Logistics
 - a. Review date, time, how to join the meeting
 - b. Overview of govt. officials in the room (that we know of)/ what people can expect
3. Content
 - a. Overview of the law/standard we're working in/what the argument is
 - b. Explain difference between designation and redesignation if applicable
 - c. Explain relationship between TPS and asylum

- d. Overview of baseline information (for example, how many people would benefit)
 - e. Overview of strategy
 - f. Walk through the agenda/assign roles/discuss
 - g. Identify potential pitfalls (either throughout the discussion or separately)
4. Conclusion
- a. Ensure everyone is ready to go/offer additional calls as needed
 - b. **Get phone numbers** for all attendees to create a group text/WhatsApp group to use to communicate during the call (Zoom chat can be risky, folks can accidentally chat the wrong person)