



**EUROPEAN COMMISSION**  
DIRECTORATE-GENERAL JUSTICE, FREEDOM AND SECURITY  
Directorate B : Immigration and Asylum  
**Unit B1 : Immigration and Integration**

**MIGRAPOL**  
European Migration Network  
Steering Board  
Doc 16

**EUROPEAN MIGRATION NETWORK**

**WORK PROGRAMME 2010**

**Approved Version: 16<sup>th</sup> October 2009**

**Summary:** This is the version of the EMN Work Programme 2010 as approved by the EMN Steering Board at its meeting on 16<sup>th</sup> October 2009.

For clarity, changes from the previous Version 2 of this document made at and as a result of the meeting are highlighted in **Grey**.

In accordance with Article 4(5a) of Council Decision 2008/381/EC establishing the EMN legal base, approval of this EMN Work Programme by the Steering Board now permits launching of the procedure for the formal adoption of the Work Programme by the European Commission.

## **European Migration Network**

### **Work Programme 2010**

#### **0. Introduction**

The EMN Work Programme for the year 2010 continues and consolidates the activities undertaken in 2009. It shall be the second full year of operation of the EMN under its legal base as established through Council Decision 2008/381/EC. The activities for 2010 are to continue the production of outputs consistent with the EMN's mandate, including the completion of some activities from 2009.

#### **1. Objectives of the European Migration Network**

As given in Council Decision 2008/381/EC, the objective of the European Migration Network (EMN) is to meet the information needs of Community institutions and of Member States' authorities and institutions on migration and asylum, by providing up-to-date, objective, reliable and comparable information on migration and asylum, with a view to supporting policymaking in the European Union in these areas. The EMN shall also serve to provide the wider public with such information.

Referring to Article 2 of Council Decision 2008/381/EC, this will be achieved by:

- collecting and exchanging up-to-date and reliable data and information from a wide range of sources;
- analysing such data and information and provide this in a readily accessible format;
- in collaboration with other relevant EU bodies, contributing to the development of indicators and criteria that will improve the consistency of information and help in the development of Community activities related to migratory statistics;
- producing and publishing periodic reports on the migration and asylum situation in the Community and the Member States;
- creating and maintaining an internet-based information exchange system which provides access to relevant documents and publications in the area of migration and asylum;
- raising awareness of the EMN, by providing access to the information it gathers and disseminating the output of the EMN, unless the information is of a confidential nature;
- co-ordinating information and co-operating with other relevant European and international bodies.

Consistency and co-ordination with the relevant Community instruments and structures in the area of migration and asylum will be ensured.

#### **2. EMN Work Programme 2010: Priorities of Action**

The main objective of this year will be for the EMN to firmly establish its capability for the provision of up-to-date, objective, reliable and comparable information on migration and asylum to support policymakers. EMN NCPs shall continue to be supported, in particular in establishing their national networks, and the appointed service providers shall become fully integrated into the EMN.

The EMN will continue to monitor and analyse relevant migration and asylum processes, including integration, at the European and national levels, with the central focus being on analysis, networking activities and documentation, in order to support policymaking, including the provision of information to prepare policy initiatives of the Commission. Such contributions shall, typically but not exclusively, be in the form of a Study and/or Ad-Hoc Query on a topic proposed by the Commission, which could then form part of the Impact Assessment accompanying proposals from the Commission.

To achieve the main objectives, a structured and harmonised combination of the EMN's documentation and analysis activities is required that will be centred on topics following the orientations and priorities of EU migration and asylum policy. The provision and development of an internet-based EMN Information Exchange System will further support the integration of heterogeneous information, as well as the dissemination of EMN outputs. The EMN Information Exchange System will *inter alia* contain the studies and reports prepared by the EMN; the means to access documents used to produce such reports; a migration and asylum Glossary and Thesaurus and a database (or link to other existing ones) of national and Community resources in the area of migration and asylum.

The following priorities are set for 2010:

- **Support policymaking**, particularly through undertaking **relevant studies** within the EMN and, when appropriate, together with third parties.
- Continue to **integrate EMN NCPs** from all Member States, providing the necessary information, support, training and tools for implementing their activities;
- Further development of communication, interaction and **networking at the national and European level**, particularly with relevant Community instruments and structures;
- **Improve comparability** of the data and information at the EU-level by contributing *inter alia*, in collaboration with other relevant entities, to the development of common definitions, indicators and criteria;
- Update and maintain the **EMN Information Exchange System**, including continued development of the **EMN Glossary and Thesaurus** and harmonising or integrating with relevant thesauri and glossaries used by other entities dealing with migration and asylum matters;
- **Increase the visibility** of the EMN through *inter alia* widespread dissemination of its outputs, making it better known among national, European and international organisations, and among initiatives and institutions working in related areas, as well as by a regularly updated website.

With reference to Recital (6) and in accordance with Article 2(2) of Council Decision 2008/381/EC, the EMN, in the implementation of these priorities, shall take steps to avoid duplicating the work of existing Community instruments or structures whose purpose is to collect and exchange information in the areas of migration and asylum and to provide an added value in comparison with them, in particular through the broad scope of its tasks, a strong focus on analysis, links with the academic community and the public availability of its outputs.

### **3. Activities to be implemented by the EMN NCPs and the Commission, assisted by Service Providers**

#### **3.1 Networking**

In order for the EMN to best meet its main objective, it is essential that EMN NCPs collaborate effectively in the exchange of information. Activities will focus on reinforcing links between EMN NCPs, including the integration of any new EMN NCPs. All **EMN NCPs** shall undertake efforts to consolidate and/or establish a national migration network composed of a wide-range of organisations and individuals active in the area of migration and asylum and representing all relevant stakeholders. Members of the national migration network may then be called upon to contribute to the activities of the EMN. Another continued focus of action shall be to solidify the position of EMN within the landscape of existing European organisations and institutions with a similar scope.

#### **3.1.1 Actions to be implemented**

##### ***3.1.1.1 Networking amongst EMN NCPs***

It shall be the responsibility of the **Commission**, assisted by a **Service Provider** and along with more-experienced **EMN NCPs**, to continue to support, as appropriate, the integration of newer EMN NCPs. Actions to be undertaken include *inter alia*:

- The provision of access to all information related to the EMN and to continue twinning collaborations between more-experienced and newer EMN NCPs, in accordance with the *Action Plan for increased participation of EMN Members and of EMN visibility* (MIGRAPOL EMN Doc 90), in order to facilitate information exchange;
- Undertaking, on an as needed by an EMN NCP(s) basis, Training Sessions at the European or national level, which will focus on technical and administrative issues within the EMN and include training on general EMN activities (besides analysis), such as documentation or information collection, use of the EMN Information Exchange System, networking, development of a national network.
- Holding at least six formal EMN NCP Meetings organised by the **Commission**, in collaboration with EMN NCPs, in order to discuss progress made towards achieving the goals set out in this Work Programme.

##### ***3.1.1.2 Networking at the national level***

**EMN NCPs** should work towards the following goals:

- Maintain or where necessary develop and/or extend the national network to ensure, in accordance with Article 5(5d) of Council Decision 2008/381/EC, an appropriate balance between the members of the national networks, facilitating coverage of the full range of EMN activities and representing all relevant stakeholders;
- Integrate the members of the national networks further into EMN activities (data generation, collection, analysis, harmonisation, research and policy development);
- Secure a close exchange of information with policymakers at the national level to enhance the EMN's role in responding quickly to upcoming information needs that are relevant to policymaking;

- Maintain or implement the exchange of information with the national partners, including through electronic means;
- Provide information to national network members about current EMN activities.

At least one national network meeting by each **EMN NCP**, to discuss EMN activities and research findings with national experts, key actors and stakeholders, should be organised in order to facilitate achieving these goals. The **Commission**, its **Service Provider**, as well as other **EMN NCPs**, may be invited to such events if considered appropriate.

### ***3.1.1.3 Networking with other European entities***

In accordance with Article 2(2) of Council Decision 2008/381/EC, a continuing priority for 2010 shall be to develop consistency and co-ordination with relevant Community instruments and structures in the area of migration and asylum. The Steering Board shall be informed on progress in this respect and, when deemed necessary, consulted. One particular focus shall be to work more closely with the Commission's Eurostat and Research Directorates, as well as to continue co-operation with the Fundamental Rights Agency (FRA). Consistency and co-ordination with the European Asylum Support Office (EASO), once established, shall also be ensured.

In accordance with Articles 4(5d) and 10(2) of Council Decision 2008/381/EC, it shall also be the role of the Steering Board to identify the most appropriate strategic co-operative relationships with other (non-Community) European organisations, institutions and networks pursuing similar objectives and approve, when necessary, the administrative arrangements for the co-operation. In particular, this may include the participation of an entity from Norway in the EMN.

For both the consistency and co-ordination with relevant Community instruments and co-operative relationships with other (non-Community) European organisations, the **Commission**, assisted by a **Service Provider**, shall be responsible for overseeing and reporting on this co-operation, in collaboration with the EMN NCPs. In accordance with priorities set by the Steering Board, it shall be the responsibility of all **EMN NCPs** to establish and further develop working relationships with such entities, in particular to:

- Identify further co-operation possibilities, maintain existing contacts and establish new working contacts and co-operation mechanisms;
- Discuss work programmes, priorities of action and activities in order to avoid overlaps and to create synergies;
- Develop proposals for any possible common study.

### **3.1.2 Outputs**

The **EMN NCPs** are each expected to produce:

- For each EMN meeting, a **Work Progress Report** summarising the activities undertaken since the previous meeting in order to achieve the goals set out previously; (each 1 - 2 pages)

The **Commission**, assisted by a **Service Provider**, shall:

- include in the *EMN Status Report 2010* (see Section 3.2.5), a **summary of the Work Progress Reports** outlining the overall actions implemented by the EMN NCPs in order to achieve the goals set out previously;
- also include in the *EMN Status Report 2010* (see Section 3.2.5), an overview of the activities undertaken and progress made in developing stable working **relations with European organisations and networks** with similar activities in the field;
- Following guidance from the Steering Board, arrange **discussions, as part of an EMN meeting, with (potential) European partners** to discuss possibilities of co-operation, information sharing and joint activities;
- Prepare, when required for the Steering Board, a **paper on further co-operation possibilities**, common activities and information sharing.

### **3.2 Ad-Hoc Queries, Reports and Studies**

The combination of EMN information collection with analysis contributes to providing more and better information and understanding on migration and asylum in EU Member States. Given the EMN's objective of providing information to support policymaking, primarily at EU-level, these analyses should be on topics of relevance to current policy initiatives or in areas where an identified lack of information exists and for which future policy initiatives might be developed. The Steering Board shall provide advice and guidance in this respect.

More emphasis shall be placed on achieving more consistency in the quality of the various National Reports, as well as the Synthesis Reports.

For each report and study, the **Commission**, assisted by a **Service Provider** and in co-operation with **EMN NCPs**, shall first develop the common specifications. Each **EMN NCP** shall then produce a National Report, according to these common specifications and, ideally in co-operation with their national network members. Each **EMN NCP** shall ensure the timely provision of their National Reports.

The **Commission**, assisted by a **Service Provider** and in co-operation with **EMN NCPs**, shall then produce a Synthesis Report which shall *inter alia*, and in accordance with the *Synthesis Report Guidelines* (MIGRAPOL EMN Doc 75), adequately and correctly reflect (through, for example, comparison/contrast) the key findings from each National Report, highlighting the most important aspects and placing them as much as possible within an EU perspective (e.g. by relating to recent policy initiatives). In this way, the Synthesis Report shall contribute to increasing the harmonisation and comparability of information, particularly with respect to developing and implementing common definitions, and information.

Furthermore, meetings may be held, as appropriate, in order to contribute to the quality and comparability of such studies. Such events which may be at national and/or European level, may be organised on an as needed ad-hoc basis in cases when, for example, there is a need to discuss in detail the preparation of National Reports and Synthesis Reports undertaken by the EMN. They should focus on methodological issues, development of common definitions, lack of sources, etc., with a view to *inter alia* improving the quality of analysis within the network. As much as possible, and whenever appropriate, external experts and members of the national networks should be involved in these workshops, as well as being consulted in the development of study specifications and further, up to the completion of the Synthesis Report.

All information used and/or referenced in the following activities, except for statistics available from Eurostat, shall be entered into the EMN Information Exchange System.

### 3.2.1 Ad-Hoc Queries

The use of EMN Ad-Hoc Queries as a means to gather quickly comparative data in order to meet upcoming information needs is an important activity within the EMN. The mechanisms and capacities of EMN NCPs to respond to ad-hoc queries and make use of them for general information provision shall continue to be further explored and improved, with the emphasis remaining on its important flexibility and effectiveness. On the basis of previous years, on average, 5 to 6 EMN Ad-Hoc Queries are expected to be launched each month.

EMN Ad-Hoc Queries shall be launched, responded to and subsequent compilations disseminated in accordance with the *Vade-mecum for EMN Ad-Hoc Queries* (MIGRAPOL EMN Doc 163). Each EMN NCP and the Commission may launch an Ad-Hoc Query and any request for information from other EMN NCPs should be considered to be an Ad-Hoc Query. Compilations produced for wider dissemination shall be circulated to national network members or relevant entities collaborating with the EMN, as well as made accessible to the wider public primarily via the EMN website.

An EMN NCP receiving an Operating Grant shall be paid from Community funding a lump sum of up to €600 for each EMN Ad-Hoc Query (launched by another EMN NCP or the Commission) they provide a written response to. This amount shall cover all the costs related to responding to such a query, e.g. the cost of consulting other services and/or colleagues who are not part of an EMN NCP, of translating the query and the response, the cost of collecting data and compiling the reply. The exact amount of the lump sum up to this limit shall be stated for each EMN NCP, and determined on the basis of their estimated actual costs, in their Description of Activities annexed to their Operating Grant.

### 3.2.2 Annual Policy Reports

In accordance with Article 9 of Council Decision 2008/381/EC, the EMN Annual Policy Report serves to provide an overall insight into the most significant political and legislative (including EU) developments, as well as public debates in the area of migration and asylum. These reports shall include, to the extent possible, any relevant statistical data (even if tentative) to quantify the explanation of developments and indicate any trends. Statistical data shall be at least tentative because official statistics on asylum and migration are normally only available one year after a reporting year (so 2009 statistics become available end of 2010).

EMN Annual Policy Reports shall be used to produce the Commission's report to the Council on the implementation of the European Pact on Immigration and Asylum. In this respect, the *EMN Annual Policy Report 2009* shall be completed in early 2010 in order to serve as a timely contribution to the Commission's report to be produced in April 2010 for then discussion at the European Council in June 2010.

Given the requirement for the Commission to produce an annual report on the implementation of the European Pact on Immigration and Asylum and, and if appropriate, the Stockholm Programme, the EMN shall also start work on producing its *Annual Policy Report 2010* in mid-2010 in order to again provide a timely contribution to the Commission's annual report in early 2011.

### 3.2.3 Annual Reports on Asylum and Migration Statistics

The EMN shall continue its "catch-up" exercise in the analysis of asylum and migration statistics, drawing as far as possible on Eurostat statistics, as provided by national data providers. As before, the EMN is not responsible for the collection of statistical data, as this falls within the responsibility of Eurostat, unless it is of data additional and complementary to those produced by Eurostat. Instead EMN NCPs shall verify, in co-operation with their respective national data providers, and then analyse relevant data for their Member State and provide an analytical report on patterns and trends represented by the data. The Commission, assisted by a Service Provider, shall be responsible for producing the Synthesis Report.

If needed, though the aim shall be to have done this in 2009, the EMN shall complete its *Annual Report on Asylum and Migration Statistics 2007* in early 2010.

As soon as possible in 2010, EMN NCPs shall start to produce their National Report for the *Annual Report on Asylum and Migration Statistics 2008*. The specifications for this report shall have been completed by the end of 2009. However, given that 2008 will be the first year in which data shall be provided in accordance with Council Regulation (EC) 862/2007 on Migratory Statistics, the precise date on which this report shall start to be produced shall be dependent on the availability of data.

In the latter half of 2010, and again dependent on the availability of data, work shall commence on the production of the *Annual Report on Asylum and Migration Statistics 2009*. The specifications shall be based on those for 2008 in accordance with Council Regulation (EC) 862/2007. The aim shall be to complete this report by mid-2011 at the latest.

### 3.2.4 EMN Studies

If needed, though the aim shall be to have done this in 2009, the EMN shall complete the studies started in 2009 on "*Programmes and strategies in the EU Member States fostering Assisted Return to and Re-integration in Third Countries*" and "*The different national practices concerning granting of non-EU harmonised protection statuses.*"

Each EMN NCP shall update, when necessary, as a result of changes that have occurred at national level, their National Report and/or Organisational Chart on the "*Organisation of Asylum and Migration Policies in the EU Member States.*" Any updated National Report shall be provided to the Commission in June 2010. If no updates are necessary, the Commission shall also be informed. The updated National Reports will be placed on the EMN website (subject to the agreement of the EMN NCP) with previous versions then archived. The Commission will assess the changes made and, if considered appropriate, update accordingly the Synthesis Report, which shall then be discussed with EMN NCPs at a September or October EMN NCP meeting.

The EMN shall also undertake up to three studies in 2010, with any third study at least being started before the end of 2010.

The first two studies to be undertaken by all EMN NCPs shall be, in order of priority:

1. *Addressing labour shortages through migration in EU Member States*
2. *Temporary and circular migration: empirical evidence, current policy practice and future options in EU Member States*

The provisional topic for a third study is "*Visa Policy as Migration Channel*." The Steering Board shall, at one of its meetings in 2010, decide whether a third study shall be undertaken and, if so, whether it shall be on the aforementioned topic or, in light of recent policy developments at that time, another topic. The Steering Board may also consider using alternative means at the disposal of the EMN to obtain information on the provisional topic for a third study.

The **Commission** and **EMN NCPs** may, in mid-2010, make proposals, in accordance with the procedure given in the *Selection of EMN Study Topics* (MIGRAPOL EMN Doc 74), for study topics to be undertaken within the context of the EMN Work Programme 2011. Any such proposal(s) made by an EMN NCP should be developed in consultation with the respective Steering Board Member and must be relevant to providing information to support policymakers, in accordance with the EMN's objectives. All proposals shall be discussed at an EMN NCP meeting and a provisional ranking of study topics then produced for presentation and consideration by the Steering Board. The Steering Board itself may decide to discuss additional study topics.

Possible topics for future studies may also arise from Ad-Hoc Queries or in collaboration with other relevant EU entities, such as the Fundamental Rights Agency, FRONTEX, the European Asylum Support Office (once established), or from the Mutual Information Mechanism.

### 3.2.5 EMN Status Report 2010

In accordance with Article 4(5c) of Council Decision 2008/381/EC, the Steering Board shall provide a succinct status report to the European Parliament, the Council, the Commission, the Economic and Social Committee and the Committee of the Regions concerning the ongoing activities of the EMN and the key findings of its studies in 2010.

The **Commission**, assisted by a **Service Provider**, shall produce the initial draft of this report, seeking contributions also from the **EMN NCPs**. This shall then be discussed and finalised by the Steering Board.

### 3.2.6 Outputs

The following outputs are required from the EMN in 2010:

- Responses to Ad-Hoc Queries
- Annual Policy Reports
- Annual Reports on Asylum and Migration Statistics
- Update of *Organisation of Policies* study (if necessary)
- Completion of at least two EMN Studies and possible starting of a third study
- Study topic proposals for EMN Work Programme 2011
- EMN Status Report 2010

## 3.3 Collection, Provision and Comparability of Information

Through the systematic collection of information and rendering this information available, the EMN shall serve as a tool for facilitating the exchange of information and for improving comparability.

The EMN Information Exchange System shall facilitate this work, and shall be developed further, improving its accessibility and search functions and raising its value by integrating the collection of migration and asylum data on the national and European levels. This shall be done by a **Service Provider**, co-ordinated by the **Commission** and in collaboration with **EMN NCPs**. In accordance with Article 8(4 & 5) of Council Decision 2008/381/EC, the existence of other, similar systems should be taken into consideration in the further development of the EMN Information Exchange System, including, for example, exploring whether it is more efficient to link to other existing systems. The **Commission**, assisted by a **Service Provider**, shall also provide any training and technical assistance on the EMN Information Exchange System that may be required by an EMN NCP.

In the context of improving comparability, further work, including at dedicated meetings, on the development of the EMN Glossary and Thesaurus shall be undertaken with the context of a Working Group. The EMN Glossary and Thesaurus shall also be integrated into the EMN Information Exchange System, being further enhanced in accordance with EMN NCPs requirements, as well as undertaking actions towards harmonising or integrating with other relevant thesauri and glossaries used by other entities dealing with migration and asylum. In this respect, the Commission's Fundamental Rights Agency and Eurostat shall be invited to participate in the development of the glossary and thesaurus. Other relevant entities may also be invited to participate in this activity.

Translations of the glossary into other Member State languages may also be undertaken by an EMN NCP(s). This may be done by a sub-group of EMN NCPs sharing the same common language or by an individual EMN NCP. The production and timing of these translations shall be co-ordinated within the EMN Glossary and Thesaurus Working Group in order to ensure consistency in all language versions.

In accordance with collaborating with other relevant EU bodies in developing methods to improve the comparability, objectivity and reliability of data at Community level, the EMN shall also work closely with and help the Commission's Eurostat, within their respective mandates, in the development of Community activities related to migratory statistics. The Commission's Eurostat shall remain responsible for the general coordination, development, compilation and publication at European level of official statistical data on asylum and migration. Certain EMN activities will draw upon Eurostat's official statistics, with the EMN's information gathering and harmonisation roles focussed on additional or complementary information that falls outside of the domain of official statistics. This will include, for example, contextual and policy information that aids the understanding of migration phenomena in Europe and that assists in the interpretation of the statistics.

Similarly, links with relevant projects supported by the Commission's Research Directorate shall continue to be developed further, including, for example, possible participation in respective meetings.

### **3.3.1 Actions to be implemented**

**EMN NCPs** shall:

- **Collect information** on publications, contact details, legislation and case-law and information sources along specific topics linked with migration and asylum, and enter this information in the templates and make it available;

- Ensure that any **information** already entered into the information exchange system remains **accessible**;
- Develop ways and methods to **evaluate the quality, comparability and relevance** of available information;
- Fully develop and enhance the **EMN Glossary and Thesaurus**, in accordance with the priorities outlined previously;
- **Integrate, as appropriate, other information sources** on the national and European levels into the EMN Information Exchange System;
- Assess the possibilities of **integrating databases** at national level into the EMN Information Exchange System (export-import or direct access).

### 3.3.2 Outputs

All publications, legislation and case law used for drafting the reports and studies specified above should be indexed and entered into the EMN Information Exchange System. Where possible, links to existing databases already containing such information should instead be used.

#### a) Publications

All data used for drafting the reports should be abstracted, indexed and entered into the EMN Information Exchange System. Contingent on the availability of the EMN Information Exchange System, **each EMN NCP** shall index **at least 20** publications in 2010.

#### b) Legislation/Case law

Contingent on the availability of the EMN Information Exchange System, **each EMN NCP** shall index **at least 20** legislation and case law documents in 2010.

#### c) Contact Details of EMN NCPs, their national members, plus relevant European and international collaborators

**EMN NCPs** shall be responsible for entering their details, as well as of their national network members, and in compliance with Council Regulation 45/2001, into the EMN Information Exchange System to make this information accessible to all members of the EMN. Likewise, the **Commission**, assisted by a **Service Provider**, shall enter details of relevant European and international collaborators.

#### d) Sources of Information

**EMN NCPs** are required to collect data on information sources (databases, libraries), which hold relevant information on migration and asylum. These sources shall be integrated into the EMN Information Exchange System.

The **Commission**, assisted by a **Service Provider**, shall produce a report on options for integrating such sources. The report will evaluate and analyse the possibilities and capacities of the EMN NCPs to integrate databases and other data collections on migration and asylum existing in their Member State into the EMN Information Exchange System in order to ensure its wider coverage.

### **3.4 Enhance the EMN's Visibility**

Continuing efforts to promote the EMN to policymakers at national and European level, and informing the wider public about its objectives, current and future activities and outputs, shall be undertaken.

#### **3.4.1 Actions to be implemented**

##### ***a) Information Provision, particularly with EMN Website***

The EMN website will be regularly updated in order to meet information needs with all EMN outputs made available, both in the restricted Members Area and, with the prior approval of relevant EMN NCPs, also on the publicly accessible sections.

Newsletters shall also be produced and, if considered to be of added value, also other information material. An Information Leaflet giving an overview of the EMN shall continue to be kept up-to-date.

##### ***b) Dissemination of outputs***

It shall be important to focus on the timely publication and strategically advantageous distribution of the EMN's outputs, as well as the EMN information material, at the European, international, and national levels. Not only shall this include publication of EMN outputs (in booklet plus cd-rom format), but may also include presentation of the EMN, and its findings, at relevant workshops/seminars/conferences not organised by the EMN.

In this context, a workshop proposal for Metropolis 2010 on a topic of relevance to the EMN's activities may be submitted. If selected, then participating **EMN NCPs**, possibly including also some national network members, may undertake the necessary actions to organise such a workshop and may attend the Metropolis 2010 conference.

Attendance at Metropolis 2010 or other relevant workshops/seminars/conferences not organised by the EMN may be supported by an EMN NCPs Operating Grant only when the event occurs within an EU Member State and when an EMN NCPs participation involves the presentation of an EMN study(ies) or concerns a topic of relevance to the activities of the EMN. In this respect, each EMN NCP shall indicate in the Description of Activities, forming Annex I to their Operating Grant, the events at which participation is envisaged.

##### ***c) EMN Conference 2010***

Under the auspices of the Belgian Presidency of the EU, a conference shall be organised by the EMN for the latter quarter of 2010. EMN NCPs, as well as relevant national network members and other invited participants, may participate and actively contribute to this event. Some participants may come from outside an EU Member State. The form and thematic approach, as well as the role of the EMN NCPs in this event, shall be agreed amongst EMN NCPs and the Commission, in consultation also with the Steering Board.

#### **3.4.2 Outputs**

- 4 – 5 EMN Newsletters
- Regular updates of EMN website
- EMN Conference 2010
- Workshop/Seminar/Conference participation

### 3.5 Co-ordination of EMN NCP activities

Each EMN NCP shall undertake the necessary efforts to co-ordinate the activities given above, as well as for the management of their Operating Grant, including preparing an application for the following year. Not only will this involve co-ordination of efforts between the experts constituting the EMN National Contact Point, but also with both national network members and with other EMN NCPs.

#### 4. Overview and Timetable of EMN Deliverables in 2010

Activity	Overview	Indicative EMN NCP Effort (person-months)
<u>Networking</u> (Section 3.1)	<ul style="list-style-type: none"> <li>➤ Networking amongst EMN NCPs</li> <li>➤ Networking at the national level</li> <li>➤ Networking with other European entities</li> </ul>	<p style="text-align: center;">2 - 3 2 - 3 1 - 2 <b>Sub-total: 5 - 8</b></p>
<u>Ad-Hoc Queries, Reports and Studies</u> (Section 3.2)	<ul style="list-style-type: none"> <li>➤ Provision of responses to Ad-Hoc Queries</li> <li>➤ Annual Policy Report</li> <li>➤ Annual Report on Asylum and Migration Statistics</li> <li>➤ Completion 2009 studies (if needed)</li> <li>➤ Update of <i>Organisation of Policies</i> study</li> <li>➤ EMN Studies (up to 3 in Total)</li> <li>➤ Study topic proposals 2011 and contribution to EMN Status Report 2010</li> </ul>	<p style="text-align: center;">3 - 4 3 - 4 3 - 4 2 - 3 1 10 - 12 1 <b>Sub-total: 23 - 29</b></p>
<u>Collection, Provision and Comparability of Information</u> (Section 3.3)	<ul style="list-style-type: none"> <li>➤ At least 20 publications, 20 Legislation/Case Law, contact details (or source) of EMN NCPs and national network members entered into EMN Information Exchange System.</li> <li>➤ Continued development of EMN Glossary and Thesaurus, including any translations</li> <li>➤ Collaboration with other relevant (European) entities</li> </ul>	3 - 4
<u>Visibility</u> (Section 3.4)	Contributions to EMN Newsletters, regular updates of EMN website, active participation in EMN meetings, workshops and conferences, plus presentation of EMN at major conferences, such as Metropolis 2010.	2 - 3
<u>Co-ordination of National Contact Point activities</u> (Section 3.5)	Co-ordination of activities, as well as management of the Operating Grant.	3 - 4
<b>Total Effort required by each EMN NCP</b>		<b>36 - 48</b>

#### Notes:

1. The person-months of effort given are indicative only, as they are not used directly in the preparation of an Operating Grant application.
2. The person-months given are for the whole of 2010 and represent the total effort provided by a Member State (e.g. including the contributions provided by outsourcing any study(ies)). In order to account for the difference between Member States in the amount of information available, a range of person-months is given for some activities and consequently in the Total Effort required.

3. It is for each EMN NCP to determine the actual effort required for each activity within their Operating Grant agreement application. The person-months given here may be used as a basis on which the determination of Staff Costs required may be calculated.
4. In the light of the activities to be undertaken by the EMN and the available budget, the effort required for a specific activity and the Total Effort may be adapted in future Work Programmes.

<b>Timetable of key EMN Deliverables 2010</b>	
January to March 2010	<ul style="list-style-type: none"> <li>➤ <u>39<sup>th</sup> EMN Meeting</u> (plus Glossary/Thesaurus &amp;/or Study workshop &amp;/or Training Session).</li> <li>➤ Launching <u>Annual Report on Asylum and Migration Statistics 2008</u> activity.</li> <li>➤ <u>40<sup>th</sup> EMN Meeting</u> (plus Glossary/Thesaurus &amp;/or Study workshop &amp;/or Training Session).</li> <li>➤ Completion <u>2009 EMN Studies</u>.</li> <li>➤ Finalisation of specifications and launching of <u>first EMN study 2010</u>.</li> </ul>
April to June 2010	<ul style="list-style-type: none"> <li>➤ <u>41<sup>st</sup> EMN Meeting</u> (plus Glossary/Thesaurus &amp;/or Study workshop &amp;/or Training Session).</li> <li>➤ 5<sup>th</sup> Meeting of <u>EMN Steering Board</u> to discuss progress and first exchange of views on Work Programme 2011.</li> <li>➤ Submission of National Reports for <u>Annual Report on Asylum and Migration Statistics 2008</u> and production of draft Synthesis Report.</li> <li>➤ <u>Study Topic proposals 2011</u>.</li> <li>➤ Submission of National Reports for <u>first EMN study 2010</u> and production of draft Synthesis Report.</li> <li>➤ Finalisation of specifications and launching of <u>second EMN study 2010</u>.</li> <li>➤ Submission of updated National Report and/or Organisational Chart on the "<i>Organisation of Asylum and Migration Policies in the EU Member States.</i>"</li> </ul>
July to September 2010	<ul style="list-style-type: none"> <li>➤ <u>42<sup>nd</sup> EMN Meeting</u> (plus Glossary/Thesaurus &amp;/or Study workshop &amp;/or Training Session).</li> <li>➤ Completion <u>Annual Report on Asylum and Migration Statistics 2008</u> and <u>first EMN study 2010</u>.</li> <li>➤ Submission of National Reports for <u>second EMN study 2010</u> and production of draft Synthesis Report.</li> <li>➤ Finalisation of specifications for <u>Annual Report on Asylum and Migration Statistics 2009</u> and launching of this activity.</li> <li>➤ <u>43<sup>rd</sup> EMN Meeting</u> (plus Glossary/Thesaurus &amp;/or Study workshop &amp;/or Training Session).</li> <li>➤ Finalisation of specifications and launching of <u>regional EMN studies 2010</u> (National Reports early 2011).</li> </ul>
October to December 2010	<ul style="list-style-type: none"> <li>➤ <u>44<sup>th</sup> EMN Meeting</u> (plus Glossary/Thesaurus &amp;/or Study workshop &amp;/or Training Session)</li> <li>➤ Completion <u>second EMN study 2010</u>.</li> <li>➤ 6<sup>th</sup> Meeting of <u>EMN Steering Board</u> to review progress, to finalise and approve <u>Work Programme 2011</u> and <u>EMN Status Report 2010</u>.</li> <li>➤ Submission of <u>Operating Grant</u> applications for 2011.</li> <li>➤ <u>45<sup>th</sup> EMN Meeting</u> and Glossary/Thesaurus plus <u>EMN Conference 2010</u>.</li> <li>➤ Submission of National Reports for <u>Annual Policy Report 2010</u> and production of draft Synthesis Report.</li> </ul>

## 5. Budgetary Provisions in 2010

The total budget foreseen for the implementation of EMN activities in 2010 is **€ 990 000**.

### 5.1 Operating Grants for EMN NCPs

The total Community budget foreseen for 2010 for the support of EMN NCPs is **€ 125 000**. The Commission shall implement the Community financial support in accordance with Council Regulation (EC, Euratom) No. 1605/2002 of 25 June 2002, as last amended by Council Regulation No. 1995/2006 of 13 December 2006. The exclusion criteria ([http://ec.europa.eu/internal\\_market/publicprocurement/2004\\_18/index\\_en.htm](http://ec.europa.eu/internal_market/publicprocurement/2004_18/index_en.htm)) shall be applied to any non-public participating organisations.

On the basis of this Work Programme, once approved by the Steering Board and adopted by the Commission, Operating Grants shall be awarded to EMN NCPs (except for Denmark) on the basis of individual applications. In accordance with Article 4(5a) of the EMN Council Decision, the indicative amount of the minimum and maximum Community contribution for each EMN NCP is as given in the following Table. The actual Community funding to an EMN NCP, which shall be within the range given, will be determined on the basis of the Operating Grant application submitted by the EMN NCP. The maximum Community co-financing is set at 80% of the Total Eligible Cost.

	<b>Member State</b>	<b>Minimum Community contribution (in €)</b>	<b>Maximum Community contribution (in €)</b>
1	<b>Austria</b>	349 000	428 000
2	<b>Belgium*</b>	419 000	453 000
3	<b>Bulgaria</b>	23 000	29 000
4	<b>Cyprus</b>	137 000	225 000
5	<b>Czech Republic</b>	78 000	95 000
6	<b>Estonia</b>	93 000	112 000
7	<b>Finland</b>	201 000	222 000
8	<b>France</b>	355 000	391 000
9	<b>Germany</b>	418 000	511 000
10	<b>Greece</b>	162 000	180 000
11	<b>Hungary</b>	83 000	101 000
12	<b>Ireland</b>	262 000	290 000
13	<b>Italy</b>	167 000	185 000
14	<b>Latvia</b>	97 000	118 000
15	<b>Lithuania</b>	130 000	150 000
16	<b>Luxembourg</b>	415 000	457 000
17	<b>Malta</b>	60 000	80 000
18	<b>Netherlands</b>	341 000	404 000
19	<b>Poland</b>	75 000	93 000
20	<b>Portugal</b>	230 000	254 000
21	<b>Romania</b>	20 000	26 000
22	<b>Slovak Republic</b>	108 000	119 000
23	<b>Slovenia</b>	121 000	134 000
24	<b>Spain</b>	283 000	313 000
25	<b>Sweden</b>	366 000	403 000
26	<b>United Kingdom</b>	297 000	352 000
	<b>TOTAL</b>	<b>5 290 000</b>	<b>6 125 000</b>

\* For **Belgium**, a Community contribution of €9 800 has been added to the operating costs required by the BE EMN NCP specifically for costs relating to the EMN Conference 2010

(Section 3.4.1c). This budget shall be used to cover relevant costs, such as the provision of conference facilities plus travel and subsistence, including for some experts coming from outside the EU.

Referring also to Section 3.2.1, an EMN NCP receiving an Operating Grant shall be paid from Community funding a lump sum of up to €600 for each EMN Ad-Hoc Query (launched by another EMN NCP or the Commission) they provide a written response to. The maximum Community funding for indirect costs (overheads) is set at a flat-rate of 7% of the Total Eligible Cost.

**Each EMN NCP shall submit at the end of the year a detailed narrative report describing the activities undertaken along with a detailed budget report.**

## **5.2 Appointment of Service Provider(s)**

### **5.2.1 Amount allocated for calls for tenders**

An amount of **€25 000** is allocated for calls for tenders.

### **5.2.2 Type and object of calls for tenders and timetable**

Call for Tenders may be launched in order to appoint a Service Provider(s) for:

- (a) undertaking an independent external evaluation of the EMN in accordance with Article 13 of Council Decision 2008/381/EC (indicative amount allocated: €200 000);
- (b) performing related activities and/or specific studies which are, for example, very technical and/or external-EU activities which the EMN is not in a position to do (indicative amount allocated : €250 000);
- (c) Service contract of two scientific experts to assist the Commission in the work of the Steering Board in accordance with Article 4(1) of Council Decision 2008/381/EC (indicative amount allocated: €75 000).

The indicative timetable is to launch the Call for Tender(s) in the first quarter of 2010 with a view to the Service Provider(s) commencing their activities in the second quarter of 2010.

## **5.3 EMN Visibility**

### **5.3.1 Amount allocated for EMN Visibility**

An amount of **€340 000** is allocated for visibility actions of the EMN, as indicated in Section 3.4, in order to meet the objective given in Article 1(3) of Council Decision 2008/381/EC.

### **5.3.2 Types of Outputs**

Using Framework Contract JLS/A5/2008/01/LOT1, most of the budget foreseen for visibility actions shall be used for the dissemination of outputs (Section 3.4.1b) through the publication of EMN Reports and Studies, comprising of a booklet plus cd-rom.

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