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DIRECTORATE-GENERAL HOME AFFAIRS
Directorate B : Immigration and Asylum
Unit B1 : Immigration and Integration

MIGRAPOL
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Steering Board
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EUROPEAN MIGRATION NETWORK

WORK PROGRAMME 2011

Approved Version: 15th October 2010

Summary: This is the version of the EMN Work Programme 2011 as approved by the EMN Steering Board at its meeting on 15th October 2010.

For clarity, changes from the previous Version (1) 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.

0. Introduction

The European Migration Network (EMN) Work Programme for the year 2011 continues and consolidates the activities undertaken in recent years, in particular from 2010. It shall be the third full year of operation of the EMN under its legal base as established through Council Decision 2008/381/EC. The activities for 2011 are to continue the production of outputs consistent with the EMN's mandate, including the completion of some activities from 2010.

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 Union 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 Union activities related to migratory statistics;
- producing and publishing periodic reports on the migration and asylum situation in the Union 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 Union instruments and structures in the area of migration and asylum will be ensured.

2. EMN Work Programme 2011: priorities of action

The main objectives of this year shall be for the EMN to consolidate further its capability for the provision of up-to-date, objective, reliable and comparable information on migration and asylum to support policymakers and to increase further the visibility of the EMN, particularly to its relevant stakeholders, at both EU and national levels. EMN National Contact Points (EMN NCPs) shall continue to be supported, in particular in establishing their national networks, and the appointed Service Providers (**GHK-COWI** and **iLiCONN**) shall fully contribute to all activities of the EMN. **GHK-COWI** shall assist the Commission with the overall co-ordination of the network, including assisting in the organisation of meetings, preparing specifications and then Synthesis Reports of all studies undertaken by the EMN and contributing to increasing the overall visibility of the network. **iLiCONN** shall be responsible

for the further development of the EMN website and the Information Exchange System. For the work of the Steering Board, the Commission shall be assisted by two scientific experts who shall be independent of both the EMN NCPs and the Service Providers and whose tasks shall only be in relation to the needs of the Steering Board.

The EMN shall 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. For the latter, such contributions shall, typically but not exclusively, be in the form of a study on a topic proposed by the Commission, as outlined in Section 3.2.4 and in accordance with the *Selection of EMN Study Topics* (MIGRAPOL EMN Doc 74), and subsequently approved by the Steering Board as part of the development of next year's Work Programme and/or an Ad-Hoc Query, the compilation of which could then form part of the Impact Assessment accompanying proposals from the Commission. Any such study shall not be additional to the number of studies that the Steering Board decides shall be done in 2012.

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 further development of an internet-based EMN Information Exchange System will support the integration of heterogeneous information, as well as the dissemination of EMN outputs.

The following priorities are set for 2011:

- **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 and from Norway, 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 Union 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, maintain and/or re-design 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 Union 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 shall focus on maintaining and 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 focus of action shall be to continue 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 the **Service Providers** and along with more-experienced **EMN NCPs**, to continue to support, as appropriate, the integration of any 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 shall 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 study findings with national experts, key actors and stakeholders, shall be organised in order to facilitate achieving these goals. The **Commission**, its **Service Providers**, 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 2011 shall be to develop consistency and co-ordination with relevant Union instruments and structures in the area of migration and asylum. The Steering Board shall be informed of progress in this respect and, when deemed necessary, consulted. Particular focus shall be on continuing to develop further the co-operation with the Commission's Eurostat and Research Directorates, as well as with the Fundamental Rights Agency (FRA). Consistency and co-ordination with the European Asylum Support Office (EASO) shall also be ensured.

Another focus shall be to maintain consistency and appropriate links with the European Website on Integration and with the Immigration Portal. With regard to the latter, **EMN NCPs** may be requested by the **Commission** to verify that the content for their Member State on the Immigration Portal website (but not the content of their national website to which the Immigration Portal provides a link) is correct, reliable and up-to-date and inform those responsible for updating the portal on any changes that may be required. The contractor responsible for maintaining the portal shall make any necessary changes. The EMN NCPs shall not have a supervisory role in this respect, instead a consultative, quality control role in order to ensure that the information presented on the portal for their Member State is, to the extent possible, correct. EMN NCPs may be requested to undertake this activity typically up to two times in 2011.

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-Union) European organisations, institutions and networks pursuing similar objectives and approve, when necessary, the administrative arrangements for the co-operation. In particular, this shall include the participation of an entity from Norway in the EMN. Relationships with other entities may be in respect of increasing the EMN's visibility by promoting the work of the EMN, in establishing contacts with a relevant entity(ies) in non-EU Schengen States (Iceland, Liechtenstein, Switzerland) and with prospective EMN NCPs from countries which are in the final stages of accession to the EU.

For both the consistency and co-ordination with relevant Union instruments and co-operative relationships with other (non-Union) European organisations, the **Commission**, assisted by the **Service Provider (GHK-COWI)**, 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 then 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 in this Work Programme; (each 1 - 2 pages)

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

- include in the *EMN Status Report 2010* (see Section 3.2.6), a **summary of Work Progress Reports** outlining the overall actions implemented by the EMN NCPs in order to achieve the goals set out in the Work Programme 2010;
- also include in the *EMN Status Report 2010* (see Section 3.2.6), 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;
- report to the Steering Board on any progress made in respect of **co-operating with other entities**.

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.

Emphasis shall be placed on achieving more consistency in the quality of the various National Reports, as well as the Synthesis Reports. It shall also be the aim to improve the timeliness of the activities undertaken.

For each report and study, the **Commission**, assisted by the **Service Provider (GHK-COWI)** 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 the **Service Provider (GHK-COWI)** 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 Specifications, National Reports and/or 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, contingent on this being compatible with any re-design that may take place of the 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, up to 10 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). This means in particular, and given the increased number of Ad-Hoc Queries launched, that **EMN NCPs** shall ensure that a similar query does not already exist, that the amount of information requested is consistent with the rationale of ad-hoc queries and that the information requested is in accordance with the EMN's objective of providing information to support policymaking.

Each **EMN NCP** and the **Commission** may launch an Ad-Hoc Query and any request for information from other EMN NCPs related to the activities and functioning of the EMN should be considered as an Ad-Hoc Query. All **EMN NCPs** requested to provide information, shall do so in the timescale set out on the vade-mecum or inform the requesting EMN NCP that they are unable to provide a response. 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.

Some Ad-Hoc Queries may be used to obtain (updated) statistics or data on a particular topic or category of migrants which are complementary to those contained in the New Cronos database. These data might not be in accordance with Regulation 862/2007 and thus not directly comparable and explanations of what the data actually refer to shall also be provided. Based on previous experience, such Ad-Hoc Queries may include, for example, on seasonal workers, on Intra-Corporate Transferees, on trafficking, on migrants employed in a particular

sector, on unaccompanied minors. The actual topic/category shall depend on the need to provide such information to support a topical policy initiative. Referring also to Section 4, the additional indicative resources allocated to Ad-Hoc Queries in 2011 shall be used for this particular activity and more time than for usual Ad-Hoc Queries may be given to provide a response.

Factual summaries of Ad-Hoc Queries may be produced by the **Service Provider (GHK-COWI)** according to the following guidelines: a) for all Ad-Hoc Queries launched by the **Commission**; b) when an **EMN NCP(s)** specifically request this; and c) when considered of particular interest, either for a Newsletter article, or for other purposes (e.g. for a specific unit within the Commission (notably in DG Home Affairs, the CIA, etc.)). The summaries shall be provided to the EMN NCPs for verification before distribution outside of the EMN, including those that may be used for wider dissemination in, for example, an EMN Newsletter.

Each EMN NCP receiving a grant may claim a lump sum for each Ad-Hoc Query (launched by another EMN NCP or the Commission) they provide a written response to, that shall not exceed €400. The actual lump sum for an EMN NCP shall be defined on the basis of data submitted by that EMN NCP. A total of **15** EMN NCPs have stated a (non-zero) lump sum in their individual Description of Activities forming part of their grant agreement and the details of how they have calculated this sum, based on their actual costs, is also given in Annex to this Work Programme. The costs include all necessary costs (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) for each Ad-Hoc Query (launched by another EMN NCP or the Commission) they provide a written response to.

The methodology used to determine the lump sum claimed by an EMN NCP is based on costs and national rules applicable to each EMN NCP and explained in the Annex to this Work Programme. An EMN NCP who does not claim a lump sum shall calculate the cost of providing a written response to an Ad-Hoc Query (launched by another EMN NCP or the Commission) on the basis on their actual costs.

The following Table provides a summary of the (non-zero) lump sums stated by EMN NCPs for providing a written response to each Ad- Hoc Query (launched by another EMN NCP or the Commission):

EMN NCP Member State	Lump sum (in €)
Austria	157
Belgium	124
Cyprus	200
Estonia	86
Finland	160
Germany	285
Greece	80
Hungary	95
Latvia	95
Lithuania	290
Poland	72
Slovak Republic	73
Spain	282
Sweden	173
United Kingdom	100

The following EMN NCPs have declared a zero amount for their Ad-Hoc Query lump sum: BG, CZ, FR, IE, IT, LU, MT, NL, PT, RO and SI.

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.

EMN Annual Policy Reports shall be used to produce the Commission's annual report to the Council on the implementation of the European Pact on Immigration and Asylum, as well as progress in the implementation of the asylum and migration elements of the Stockholm Programme, including its Action Plan. In this respect, the *EMN Annual Policy Report 2010* shall be completed in early 2011 in order to serve as a timely contribution to the Commission's annual report 2010, to be produced in April 2011 for consideration by the European Council in June 2011.

The EMN NCPs shall also start work on producing their National Reports for the *Annual Policy Report 2011* in mid-2011 in order to again provide a timely contribution to the Commission's annual report 2011. This means that Pact and Stockholm Programme-related elements of their National Reports shall be provided by the end of 2011.

3.2.3 Annual Reports on Migration and International Protection Statistics

The EMN shall continue to undertake analysis of asylum and migration statistics, drawing as far as possible on the Commission's Eurostat statistics, as given in the New Cronos database and provided by national data providers. The EMN is not responsible for the collection of statistical data, as this falls within the responsibility of the Commission's 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 the **Service Provider (GHK-COWI)**, shall be responsible for producing the Synthesis Report.

If needed, though the aim shall be to complete in 2010, the EMN shall complete its *Annual Report on Migration and International Protection Statistics 2008* in early 2011.

In early 2011, EMN NCPs shall start to produce their National Report for the *Annual Report on Migration and International Protection Statistics 2009* which shall be based on those for 2008. The specifications for this report shall have been completed by the end of 2010 and most of the data shall be available in January 2011, except for International Migration (Article 3 of Regulation (EC) 862/2007) which shall become available in April 2011. The aim shall be to complete the Synthesis Report by mid-2011.

By the end of 2011, specifications for the *Annual Report on Migration and International Protection Statistics 2010* shall be completed in order to maintain the cycle of producing the annual reports more timely.

3.2.4 EMN Studies

If needed, though the aim shall be to complete these in 2010, the EMN shall complete the studies started in 2010 on "*Satisfying Labour Demand through migration*" and "*Temporary*

and circular migration: empirical evidence, current policy practice and future options in EU Member States."

Each EMN NCP may update, on an optional basis, and primarily 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.*" To facilitate this process, revised common specifications, with additional clarifications and more specific guidance, shall be prepared in January 2011. Any updated National Report shall be provided to the Commission in June 2011. 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 two studies in 2011, which shall be, in order of priority:

1. *Visa Policy as Migration Channel*
2. *Practical responses to irregular immigration in the EU Member States*

Subject to the approval of the Steering Board, a focussed study on *The socio-economic and political impact of cross-border mobility of citizens of the European Union and third-country nationals using the example of Luxembourg* may be undertaken, on condition also that such a study is consistent with the mandate of the EMN.

The **Commission**, referring also to Section 2, and **EMN NCPs** may, in mid-2011, 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 2012. 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, or the European Asylum Support Office.

3.2.5 Follow-up of Action Plan on Unaccompanied Minors

In accordance with JHA Council Conclusions 9824/10 and COM (2010) 213, it is envisaged that the EMN will have a role in the implementation of the Action Plan on Unaccompanied Minors, principally in improving the analysis and exchange of relevant information on unaccompanied minors arriving on EU territory.

In this respect, the EMN may undertake relevant activities, such as *inter alia* contributing to improving the comprehensiveness of data concerning unaccompanied minors on age assessment, on unaccompanied minors in care and on exchange of best practices. This may involve collating available studies on these topics. These activities shall be limited to "desk research" and/or an Ad-Hoc Query (as envisaged in Section 3.2.1). The EMN shall not, however, undertake a study(ies) in this respect. The actual activities to be undertaken within

this context shall be discussed in advance with the EMN NCPs and, if needed, in consultation with the Steering Board.

3.2.6 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 the **Service Provider (GHK-COWI)**, 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.

3.2.7 External Evaluation of EMN and Commission Report

In accordance with Article 13 of Council Decision 2008/381/EC, the **Commission** is required to present a report in 2011 based on an external and independent evaluation, on the development of the EMN. The report may also be accompanied, if necessary, by proposals for amendment(s) to the Council Decision.

The external and independent evaluation of the EMN undertaken by a contractor starting in 2010 shall be completed by mid-2011. The **Commission**, **Service Providers** and **EMN NCPs** may be requested to participate in this evaluation (e.g. through interviews, completion of questionnaires). On the basis of this evaluation, and following consultation of the Steering Board on its preliminary findings, the Commission shall then produce its report, at the latest by end of 2011.

If, subsequent to the Commission's report, there is support for amending Council Decision 2008/381/EC establishing the EMN, then an Impact Assessment shall first be undertaken to support any amendment then proposed by the Commission.

3.2.8 Outputs

The following outputs are required from the EMN in 2011:

- Responses to Ad-Hoc Queries
- Annual Policy Reports
- Annual Reports on Migration and International Protection Statistics
- Completion 2010 studies (if needed)
- Update of *Organisation of Policies* study (if necessary)
- Completion of two EMN Studies
- Study topic proposals for EMN Work Programme 2012
- Possible contributions to Action Plan on Unaccompanied Minors
- EMN Status Report 2010
- External Evaluation of EMN and Commission Report

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 *inter alia* its accessibility and search functions, and may also be re-designed in order to better meet the needs of the EMN, including its requirements as given in Article 8 of Council Decision 2008/2381/EC. The work on the system shall be done by the **Service Provider (iLiCONN)**, co-ordinated by the **Commission** and in collaboration with the other **Service Provider (GHK-COWI)** and the **EMN NCPs**. The **Commission**, assisted by the **Service Provider (iLiCONN)**, shall also continue to provide any training and technical assistance on the EMN Information Exchange System that may be required by an EMN NCP(s), including on-site visits.

Any re-design of the system that may be undertaken in 2011 shall, in accordance with Article 8(4 & 5) of Council Decision 2008/381/EC, take into consideration the existence of other, similar systems, including, for example, exploring whether it is more efficient to link to these other existing systems.

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. Like for the EMN Glossary, the EMN Thesaurus shall also be integrated into the EMN Information Exchange System. This will include further improvements 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 Union level, the EMN shall also work closely with and help the Commission's Eurostat, within their respective mandates, in the development of Union 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. A functionality to extract data and present it in a graphical format may also be developed as part of the aforementioned re-design of the EMN Information Exchange System.

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 and incorporation of databases developed by projects supported by DG Research into the EMN Information Exchange System.

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** into the EMN Information Exchange System.

3.3.2 Outputs

All publications, legislation and case law used for drafting the reports and studies specified above may be indexed and entered into the EMN Information Exchange System. Where possible, links to existing databases already containing such information shall instead be used. Contingent on any re-design of the Information Exchange System, the minimum number of publications required to be entered by each EMN NCP are detailed below.

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 2011.

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 2011.

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 the **Service Providers**, 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. In accordance with Article 8(4 & 5) of Council Decision 2008/381/EC, these sources shall be integrated into the EMN Information Exchange System.

The **Commission**, assisted by the **Service Providers**, 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. This shall be on the basis of the Communication and Dissemination Strategy [MIGRAPOL EMN Doc 200] developed in 2010, to ensure well-targeted and effective communication and dissemination.

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. The address of the website may be transferred to Europa to become <http://www.emn.europa.eu> or similar.

Newsletters shall continue to 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 2011 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 2011 conference.

Attendance at Metropolis 2011 or other relevant workshops/seminars/conferences not organised by the EMN may be supported by an EMN NCPs 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. Participation at an event outside the EU may be possible if this is consistent with the approach for networking with other entities (Section 3.1.1.3). Similarly, experts from outside the EU may be invited to EMN NCP organised events, again if this is consistent with the approach for networking with other entities. Each **EMN NCP** shall indicate in the Description of Activities, forming Annex I to their grant, the events at which participation and/or invitation of external experts is envisaged.

c) EMN Conference 2011

The annual EMN Conference shall be organised by the EMN for the latter quarter of 2011. **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 the EU. The form, responsible organiser 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 2011
- 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 grant, including preparing an application for 2012 to be submitted before the end of 2011. 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 2011

Activity	Overview	Indicative EMN NCP Effort (person-months)
<u>Networking</u> (Section 3.1)	<ul style="list-style-type: none"> ➤ Networking amongst EMN NCPs ➤ Networking at the national level ➤ Networking with other European entities, including any verification of national content of Immigration Portal 	2 - 3 2 - 3 2 - 3 Sub-total: 6 - 9
<u>Ad-Hoc Queries, Reports and Studies</u> (Section 3.2)	<ul style="list-style-type: none"> ➤ Provision of responses to Ad-Hoc Queries ➤ Annual Policy Report ➤ Annual Reports on Migration and International Protection Statistics ➤ Completion 2010 studies (if needed) ➤ Update of <i>Organisation of Policies</i> study (if needed) ➤ EMN Studies (2 in Total) ➤ Study topic proposals 2012, plus contributions to Action Plan on Unaccompanied minors, EMN Status Report 2010 and External Evaluation 	5 - 7 4 - 5 3 - 4 1 1 - 2 8 - 9 1 - 2 Sub-total: 23 - 30
<u>Collection, Provision and Comparability of Information</u> (Section 3.3)	<ul style="list-style-type: none"> ➤ 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. ➤ Continued development of EMN Glossary and Thesaurus, including any translations ➤ Collaboration with other relevant (European) entities 	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 2011.	2 - 3
<u>Co-ordination of National Contact Point activities</u> (Section 3.5)	Co-ordination of activities, as well as management of the grant.	3 - 4
	Total Effort required by each EMN NCP	37 - 50

Notes:

1. The person-months of effort given are indicative only, as they are not used directly in the preparation of a grant application.
2. The person-months given are for the whole of 2011 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 grant 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.

Timetable of key EMN Deliverables 2011	
January to March 2011	<ul style="list-style-type: none"> ➤ <u>46th EMN Meeting</u> (plus Glossary/Thesaurus &/or Study workshop &/or Training Session). ➤ Launching <u>Annual Report on Migration and International Protection Statistics 2009</u> activity. ➤ <u>47th EMN Meeting</u> (plus Glossary/Thesaurus &/or Study workshop &/or Training Session). ➤ Completion <u>2010 EMN Studies</u> (if necessary) ➤ Finalisation of specifications and launching of <u>first EMN study 2011</u>.
April to June 2011	<ul style="list-style-type: none"> ➤ <u>48th EMN Meeting</u> (plus Glossary/Thesaurus &/or Study workshop &/or Training Session). ➤ 7th Meeting of <u>EMN Steering Board</u> to discuss progress and first exchange of views on Work Programme 2012 and finalise <u>EMN Status Report 2010</u>. ➤ Submission of National Reports for <u>Annual Report on Migration and International Protection Statistics 2009</u> and production of draft Synthesis Report. ➤ <u>Study Topic proposals 2012</u>. ➤ Submission of National Reports for <u>first EMN study 2011</u> and production of draft Synthesis Report. ➤ Finalisation of specifications and launching of <u>second EMN study 2011</u>. ➤ Submission of any updated National Report and/or Organisational Chart on the "<i>Organisation of Asylum and Migration Policies in the EU Member States.</i>"
July to September 2011	<ul style="list-style-type: none"> ➤ <u>49th EMN Meeting</u> (plus Glossary/Thesaurus &/or Study workshop &/or Training Session). ➤ Submission of <u>updated statistics</u> from previous EMN studies ➤ Finalisation of specifications for and launching of <u>Annual Policy Report 2011</u>. ➤ Completion <u>Annual Report on Asylum and Migration Statistics 2009</u> and <u>first EMN study 2011</u>. ➤ Submission of National Reports for <u>second EMN study 2011</u> and production of draft Synthesis Report. ➤ <u>50th EMN Meeting</u> (plus Glossary/Thesaurus &/or Study workshop &/or Training Session).
October to December 2011	<ul style="list-style-type: none"> ➤ <u>51st EMN Meeting</u> (plus Glossary/Thesaurus &/or Study workshop &/or Training Session) ➤ Completion <u>second EMN study 2011</u>. ➤ 8th Meeting of <u>EMN Steering Board</u> to review progress, to finalise and approve <u>Work Programme 2012</u>. ➤ Submission of <u>grant applications</u> for 2012. ➤ <u>52nd EMN Meeting</u> and Glossary/Thesaurus plus <u>EMN Conference 2011</u>. ➤ Finalisation of specifications for <u>Annual Report on Asylum and Migration Statistics 2010</u> and launching of this activity. ➤ Submission of National Reports for <u>Annual Policy Report 2011 containing at least Pact plus Stockholm reporting sections</u>.

5. Budgetary Provisions in 2011

The total budget foreseen for the implementation of EMN activities in 2011 is **€8.000.000**.

5.1 Grants for EMN NCPs

The total Union budget foreseen for 2011 for the support of EMN NCPs is **€6 075 000**. The Commission shall implement the Union 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) 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, 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 Union contribution for each EMN NCP is as given in the following Table. The actual Union funding to an EMN NCP, which shall be within the range given, will be determined on the basis of the grant application submitted by the EMN NCP. The maximum Union co-financing is set at 80% of the Total Eligible Cost. Grants shall be covered by a written agreement.

	Member State	MINIMUM Union contribution (in €)	MAXIMUM Union contribution (in €)
1	Austria	300 000	330 000
2	Belgium	280 000	365 000
3	Bulgaria	20 000	30 000
4	Cyprus	135 000	160 000
5	Czech Republic	72 000	85 000
6	Estonia	115 000	130 000
7	Finland	240 000	270 000
8	France	270 000	320 000
9	Germany	410 000	455 000
10	Greece	135 000	150 000
11	Hungary	90 000	110 000
12	Ireland	290 000	320 000
13	Italy	180 000	215 000
14	Latvia	90 000	105 000
15	Lithuania	145 000	175 000
16	Luxembourg	345 000	415 000
17	Malta	75 000	95 000
18	Netherlands	365 000	440 000
19	Poland	80 000	90 000
20	Portugal	250 000	300 000
21	Romania	20 000	30 000
22	Slovak Republic	125 000	145 000
23	Slovenia	130 000	155 000
24	Spain	280 000	335 000
25	Sweden	400 000	445 000
26	United Kingdom	335 000	405 000
	TOTAL	5 177 000	6 075 000

Referring also to Section 3.2.1, an EMN NCP receiving a grant can claim a lump sum for each EMN Ad-Hoc Query (launched by another EMN NCP or the Commission) they provide

a written response to. The maximum Union 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 Procurement

An amount of **€ 925 000** is allocated for contracts

Type and object of the contracts

- (a) Undertaking an Impact Assessment to support any Commission proposal to amend the Council Decision 2008/381/EC establishing the EMN, following the outcome of the external evaluation.
 - Type of contract: evaluation framework contract
 - Indicative timetable: the relevant procedure is to be launched in the third quarter of 2011.
- (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.
 - Type of contract: service contract or service framework contract;
 - Indicative timetable: the relevant procedure is to be launched in the first quarter of 2011.
- (c) 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.
 - Type of contract: service contract;
 - Indicative timetable: the relevant procedure is to be launched in the first quarter of 2011.
- (d) Hosting, supporting, maintaining, developing and enhancing the EMN Information Exchange System, in accordance with Articles 6(2 and 3b) and 8 of Council Decision 2008/381/EC.
 - Type of contract: service framework contract;
 - Indicative timetable: the relevant procedure is to be launched in the third quarter of 2011.
- (e) 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. The budget to be foreseen for visibility actions shall be used for the dissemination of outputs (Section 3.4.1b) through the publication of EMN Reports and Studies, typically comprising of a booklet plus cd-rom.
 - Type of contract: service framework contract or service contract;
 - Indicative timetable: procedure is to be launched in the first quarter of 2011.

Methodology used to determine (non-zero) lump sum for an EMN Ad-Hoc Query to be applied by the relevant EMN NCPs

EMN NCP for xxx

Lump sum amount: €xxx
