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DIRECTORATE-GENERAL HOME AFFAIRS

Directorate B : Immigration and Asylum  
**Unit B1 : Immigration and Integration**

MIGRAPOL  
European Migration Network  
SB Doc 55

## EUROPEAN MIGRATION NETWORK

### WORK PROGRAMME 2014

**Final Version: 6<sup>th</sup> December 2013**

**Summary:** This is the final version of the EMN Work Programme 2014 approved by the EMN Steering Board before formal adoption by the Commission. This text is circulated for information purpose only.

EMN NCPs have been consulted extensively in the development of this draft Work Programme, and it has been developed in cooperation with a range of relevant EU and International entities and agencies, most recently through discussions during the 62<sup>nd</sup> EMN NCP meeting of 19<sup>th</sup> September 2013 and EMN Steering Board meeting on 14<sup>th</sup> November 2013.

An estimated funding amount for the EMN NCP grants have been outlined by the Commission on the basis of previous individual yearly grant requests and spending rates also taking into account additional VREN activities and individual MS comments..

## European Migration Network

### Work Programme 2014

#### **1. Introduction: Priorities of Action**

The European Migration Network (EMN) established by Council Decision 2008/381/EC, is an EU/Commission funded network whose purpose is to provide up-to-date, objective, reliable and comparable information on migration and asylum for the institutions of the European Union (EU) as well as its Member States, plus Norway, in order to inform policymaking. It is made up of National Contact Points (EMN NCPs) and the European Commission.

The EMN Work Programme for 2014 will develop further the approach of previous years which has aimed to raise the profile of the EMN and to improve its capacity for producing information in more flexible and timely ways to meet the needs of policymakers. Significant developments in 2014 include the inclusion of the EMN NCP in **Croatia** into the EMN for the first full year, and the absorption by the EMN of the **EU Voluntary Return Network (VREN)**. Greater efforts will be made in 2014 to **better disseminate EMN outputs**.

The main objectives for 2014 are for the EMN to continue to better inform EU and national policymakers, notably by:

- providing up-to-date, objective, reliable and comparable information, of relevance to policy makers; and
- increasing the EMN's responsiveness to the needs of policymakers addressing both immediate and longer-term requirements.

To achieve these objectives, the following specific priorities for 2014 shall be:

- **Respond to information needs of policymakers**, through the **timely provision of relevant information** in an **appropriate, concise format**;
- Encourage **greater use of the EMN as a platform for raising awareness and sharing knowledge of policy developments** across the EU;
- To **review the success of the new outputs/formats/structures** introduced since 2012;
- Further develop **networking at the national and European level**, recognising the cross-cutting nature of migration and asylum with other policy areas. Efforts will also be made to assimilate Croatia as a full member of the EMN.
- **Improve comparability** (where deemed relevant and possible) of statistics and other information at EU-level, including continued cooperation with Eurostat and the on-going development of the **EMN Glossary and Thesaurus**.
- Capitalise fully on the re-designed **public EMN website** and **Information Exchange System** to better facilitate information provision, for policymakers and other practitioners in particular, as well as the wider public, and internally for EMN members;
- **Increase further the visibility** of the EMN through targeted communication and dissemination of its outputs in appropriate formats.

The EMN, in the implementation of these priorities, shall take further steps to enhance cooperation with, and avoid duplicating the work of, existing EU instruments or structures whose purpose is to collect and exchange information in the areas of migration and asylum and to demonstrate added value in comparison with them, in particular through the quality of its outputs and their EU-wide

coverage, with a strong focus on analysis, links with the academic community, and the public availability of its outputs.

## **2. Activities to be implemented by the EMN**

### **2.1 Ad-Hoc Queries, Reports, Studies and other Outputs<sup>1</sup>**

To improve the relevance of the EMN to policymaking, emphasis shall continue to be placed on improving the format and flexibility of information provided, building on the experience of the EMN Work Programme 2013. This will include responding fast and effectively to short-term needs, improving the timeliness of the activities undertaken and working with policymakers at an early stage of planning to ensure outputs are drafted in a format which is policy relevant and readily accessible. The EMN shall also maintain a longer-term, strategic perspective. In order to promote comparability, the multilingual EMN **Glossary and Thesaurus** shall be maintained and terms will be shared with relevant EU level institutions as well as national experts.

The EMN shall thus research, compile and analyse information in one of the following manners, the choice depending on the topic addressed and needs of the target audience:

- Making **more use** of the **information** contained in **ad-hoc queries, studies and reports** and extracting or mining information on a specific theme, as well as from other relevant entities (e.g. Eurofound, GDISC, ICMPD, IGC, ILO, IOM, MPC, OECD, UN).
- Launching **Ad-Hoc Queries** to gather information of topical relevance;
- **Annual Policy Reports** informing EU policymakers, using accessible formats, on the most significant political and legislative (including EU) developments, as well as public debates in the area of migration and asylum, and including relevant **statistics**; the National Policy Reports also serve national policymaker needs.
- **Studies**, consisting of National Reports prepared according to common specifications plus a concise, succinct Synthesis Report, to address either short-term policy needs or a topic of longer-term relevance;
- Maintaining succinct **EMN Country Factsheets**, presenting up-to-date information on policy developments in migration and international protection in (Member) States, including latest statistics, based on the EMN Annual Policy Report, and updated on an annual basis;
- **EMN Informs** specifically targeted for policymakers in order to inform them in a concise manner of the main outcomes of a particular EMN activity, for example, an EMN Study or Report, and including from mining of information already held by the EMN;
- A regular **EMN Bulletin**, highlighting recent EU and national developments and latest statistics.

#### **2.1.1 Ad-Hoc Queries<sup>2</sup>**

Ad-Hoc Queries are a very effective means to quickly gather comparative information in order to meet current needs and are an important activity. Queries shall be launched, responded to and subsequent compilations disseminated. Ad-Hoc Queries may also be used to obtain (updated) information, including statistics, on a particular topic or aspect of a previous EMN study in order to support a topical policy initiative.

As part of the mining of information, emphasis shall continue to be placed in 2014 on making more use of the extensive information obtained via Ad-Hoc Queries. In this respect, the Commission and

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<sup>1</sup> Definitions of the various products are provided in Annex 2.

<sup>2</sup> See Annex 2 for the various outputs referred to resulting from the Ad-Hoc Query process.

its Service Provider will review previous **compilations** in order to extract information already obtained in relation to a study topic or on a particular topical theme.

The EMN will aim to develop concise, succinct **summaries** of EMN Ad-Hoc Queries on issues considered of particular topical policy relevance according to the following guidelines: a) for all Ad-Hoc Queries launched by the Commission or which the Commission considers of particular policy relevance; and b) when an EMN NCP(s) specifically requests this to the Commission. 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 some cases, where relevant and useful to policymakers, summaries will be developed as EMN Informs by the EMN Service Provider.

Additionally, an EMN NCP shall be requested to provide, at the same time as sending a compilation, an **overview** of the main outcomes of the Ad-Hoc Query they have launched, for the benefit of other EMN members and/or the entity initially requesting the information only (where not provided under the circumstances set out above).

Each EMN NCP receiving a grant may claim a *unit costs amount*, for each Ad-Hoc Query (launched by another EMN NCP or the Commission) they provide a written response to. The calculation of the unit costs amount should be based on the methodology described in Annex 1.

### 2.1.2 Annual Policy Reporting

EMN Annual Policy Reports serve 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. A synthesis of Annual Policy Report National Reports 2013 (Part 1) and a Statistical Annex of key asylum and migration statistics shall be completed in early 2014 in order to serve as a timely contribution to the Commission's 5<sup>th</sup> Annual Report on Immigration and Asylum (2013). Coherence of the EMN's report with EASO's annual report shall be ensured, in order to avoid duplication. The Annual Policy Report National Report (Part 2) will focus on national developments in Member States and will be submitted in quarter 1 of 2014. A series of EMN Informs focusing on key policy themes such as Legal Migration and Irregular Migration, shall be produced as succinct summaries providing a synthesis of the most significant developments in 2013, based on the information gathered in Parts 1 and 2 of the National Reports.

### 2.1.3 EMN Country Factsheets

Based on information gathered during the Annual Policy Reporting process, succinct **EMN Country Factsheets** will be updated in 2014 by the EMN Service Provider. The Factsheets, one per (Member) State, will present up-to-date information on policy developments in migration and international protection in (Member) States, including latest relevant, and to the extent possible, comparable Eurostat statistics, supplemented by national statistics, presented in tables and diagrams.

### 2.1.4 EMN Studies

EMN shall undertake up to four focussed studies<sup>3</sup> listed below:

1. *"Business-related immigration in the EU, challenges faced and new solutions"*
2. *"Policies on unaccompanied minors – update of an EU comparative study produced in 2009"*
3. *"Detention and alternatives to detention"*

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<sup>3</sup> The EMN has capacity to undertake one main plus up to three focussed studies in any one calendar year. During the course of developing the Study Specifications, the EMN *may* decide that a Topic is better served as a Main Study.

4. *"Good practices in the return and reintegration of irregular migrants: Member States' entry-bans, policy and use of readmission agreements between Member States and Third countries"*

To enable the EMN to better respond to identified information needs in light of topical policy developments during 2014, the Steering Board may decide, by written procedure, on an alternative topic for a study. Alternatively, the Steering Board may agree on updating or extending a previous EMN study instead, in order to provide updated information of topical relevance to policymakers, where a need is clearly identified. A new study or update to a previous EMN study may replace one or more of the four topics listed above, to be decided by the Steering Board.

Studies from 2013 shall be completed as required, and an update, if necessary, of the National Reports for the Study on Organisation of Asylum and Migration Policies in the EU Member States, may be done in order to maintain an up-to-date reference. This may also include updating the short, three-page *Organograms of Asylum and Migration Policies* produced on the basis of a National Report in each Member State and Norway.

Topics will be prepared by the Commission and EMN NCPS for proposals for EMN Studies in 2015-2016.

#### **2.1.5 EMN Informs**

EMN Informs provide succinct key findings and messages to policymakers on a specific topic based on the results of information gathered and analysed by the EMN, for example, from Reports and Studies, or from Ad-Hoc Queries. Up to 12 EMN Informs will be developed in 2014 by the EMN Service Provider.

#### **2.1.6 EMN Glossary and Thesaurus**

The EMN Glossary improves comparability by enabling a common understanding and use of terms and definitions relating to asylum and migration. The Glossary draws on a variety of sources, primarily those given in the EU asylum and immigration acquis, and makes these available in the majority of Member State languages. A new version of the EMN Glossary (Version 3) will be developed by May 2014.

#### **2.1.7 EMN Bulletin**

Topical information required by and of relevance to (senior) policymakers, highlighting recent EU and National developments, outputs and activities of the EMN. Relevant information extracted from the EMN's existing knowledge plus (latest) published statistics, primarily from Eurostat, shall continue to be produced as an EMN Bulletin. Up to four editions shall be produced and circulated publically also to a wide audience.

#### **2.1.8 EMN Status Report 2013**

The EMN 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 on-going activities of the EMN. The 2013 report shall outline the key findings of the studies completed in 2013, and the main impacts of the EMN, in particular, in informing policymaking at national and EU levels.

#### **2.1.9 Voluntary Return Expert Group**

The EMN Network will absorb the EU Voluntary Return Network (VREN). The EMN National Networks will be extended to include the voluntary return experts to be appointed by the MS. They

would attend the existing EMN NCP meetings as experts. The EMN Ad-Hoc Query facility would as well be extended to collect information on how Member States deal with specific aspects of voluntary return, for example. The EMN's Service Provider shall, under the management of the Commission, support the joining of the networks and on-going implementation by preparing VREN-related issues and administrative follow-up. Where deemed relevant, the EMN NCP meetings would also be used to involve and ensure the participation of expertise in the return field. This will improve the cost-efficiency ratio of both networks and increase EMN relevance in the area of irregular migration. Based on the experience to date and in light of the other existing networks and the informal discussions which have taken place with certain Member States, the following scope, objectives and structure of a successful network on voluntary return at the level of the EU has emerged.

For each aspect of the voluntary return, the EMN network should provide its members with a clear overview of the situation in the other Member States. This overview should serve as a basis to exchange best practices. Meetings should provide for the opportunity to discuss future AVR programs and to identify synergies. It should also be the opportunity to better coordinate the actions of Member States in third countries.

The voluntary return experts would meet regularly on average four times per year in conjunction with the EMN NCP meetings. In preparation of the meetings, the EMN Service Provider should conduct a study on the practices in the different Member States and circulate comparative tables and draft proposals of best practices; actions that Member States could implement at national level or in cooperation between several MS could also be agreed.

The resources to finance this new development of the EMN would be taken into account within the available annual EMN budget for 2014 and onwards. In practice, the Member States would be able to integrate this new activity under their national annual EMN grant requests. Each Member State is free to decide how much it wants to invest in this cooperation.

Voluntary return issues require two levels of participation:

- (i) Member State officials who design (assisted) voluntary return programs and organise calls for proposals/tenders. To this end, the EMN National Networks should include people in charge of voluntary return network activities in the Member State who could attend as experts in the context of the existing EMN NCP meetings.
- (ii) Individuals from NGOs and international organisations, countries of origin or officials implementing AVR programs could be invited as experts to meetings depending on the subject matter.

The main topics to be discussed are outlined in a dedicated annual Activity Program on Voluntary Return. The work already achieved by the VREN network will serve as a starting point.

## **2.2 Other Policy Support Actions**

### **2.2.1 EU Immigration Portal**

The EMN shall continue to provide national level updates as required to some of the content of the EU Immigration Portal, specifically the 'country information sheet' and the document entitled 'What do I need before leaving?'

### **2.2.2 Provision of complementary information to support EU initiatives**

The EMN may provide the information obtained from the activities identified in Section 3.1 to support and inform other specific EU initiatives and actions. This may include, but not be limited to, EU actions on Integration; liaising with the European Support Office (EASO) on specific topics, for example, unaccompanied minors; Commission Expert Groups; and the EU Response to Migratory Pressures – A Strategic Response.

### **2.2.3 Co-operation with Commission appointed contractors/collaborators**

Where deemed relevant and justifiable, the EMN may co-operate with and support the work of external contractors or Service Providers acting on behalf of the Commission or EU Agencies for a specific project.

## **2.3 Networking**

Effective networking is an essential component required for the functioning of the EMN, and the EMN will expand its networking activities in 2014 to further establish its role within the architecture of existing European organisations and institutions with a complementary scope. The EMN undertakes networking effectively with the European Parliament, EASO, Frontex and FRA. In addition in 2014, additional efforts shall be made to increase networking with other relevant EU entities, plus academia, civil society and think tanks. The aim is to continue to make the EMN better known to stakeholders and to encourage complementarity in activities and outputs, avoiding also any duplication.

### **2.3.1 Networking amongst EMN NCPs**

To facilitate the implementation of this Work Programme and in accordance with Articles 7 and 8 of Decision 2008/381/EC, the exchange of information amongst EMN NCPs shall be undertaken through specific meetings and via a re-developed Information Exchange System. The EMN should encourage more debate between EMN NCPs during meetings which would become more policy exchange oriented as a new focus. EMN NCPs will be encouraged to organise 'cluster meetings' to facilitate discussions amongst clusters of EMN NCPs on a particular topic or issue. Emphasis will be given to support Croatia establishing an EMN NCP. In advance of each EMN NCP meeting, those EMN NCPs in receipt of an EMN grant shall submit a Work Progress Report, according to a standard format, detailing their progress and impacts in the preceding period, and highlighting any changes, problems or issues.

### **2.3.2 Networking at the national level**

In accordance with Article 5(5d) of Decision 2008/381/EC, national networks with an appropriate balance of members representing all relevant stakeholders, including national policymakers, shall be developed and maintained. National network members may contribute, even on an ad-hoc basis, to relevant activities in order to extend the scope of information sources available to the EMN. National networks will be encouraged to play an important role in information dissemination, including a greater emphasis on communicating to the wider public and national media, and involving a wider range of entities relevant in migration and international protection debates, for example, employer representatives. This would require the role of the EMN NCPs to be enhanced further so that they are each able to act as a national hub for information gathering and analysis, and dissemination. Efforts will be made to provide greater operational support for this activity in 2014.

### **2.3.3 Networking with relevant EU and non-EU entities**

Priority will be given in 2014 to develop consistency and co-ordination with relevant EU instruments and structures in the area of migration and asylum, as well as with other relevant international organisations. This shall include in particular continued working with the European Parliament, Eurostat; EU agencies, such as FRA, Frontex, and EASO and the National Contact Points on Integration. These entities may attend Steering Board and EMN NCP meetings and may provide specific inputs into EMN Reports, Studies and other EMN outputs, for example, joining the advisory group for a particular study. Norway, through a dedicated working arrangement, shall continue to be an active participant in the EMN.

Priorities in 2014 will include strengthening links with other relevant EU and non-EU entities, plus academia, civil society and think tanks, including MPC (Migration Policy Centre), IOM (International Organization for Migration) plus EU entities such as GDISC (General Directors' Immigration Services Conference), IGC (Intergovernmental Consultations on Migration and Asylum), EUROFOUND, and relevant international entities, including OECD, UN and ILO. It shall be the role of the EMN Steering Board to identify any other strategic co-operative relationships with other (non-EU) European organisations, institutions and networks pursuing similar objectives.

## **2.4 EMN Communication and Dissemination**

Effective targeting of the information produced by the EMN through its communication and dissemination activities is an essential element for the EMN to achieve its objectives, in particular informing policymakers. It is therefore important to focus on the timely publication and strategically advantageous distribution of the EMN's outputs at the European, international, and national levels. This shall be on the basis of the EMN Communication and Dissemination Strategy and compliant also with the Commission's Visual Identity and EMN Design Guide, as well, for national products, that of an EMN NCP's legal entity. New measures will be considered in 2014 in relation to the provision of information to the wider public, including efforts to capitalise on the potential of social media tools. EMN outputs should therefore only be provided to NCPs in a commonly agreed digital format with further distribution/printing of such material transferred to the individual EMN Member State.

### **2.4.1 EMN and National Websites**

The public EMN Website (now accessed through the DG HOME website) shall continue to be maintained, along with the (password-protected) Information Exchange System for EMN NCPs, in order to serve as an up-to-date point-of-reference for policymakers in particular, plus other practitioners, whereby they can easily access information to support their needs. Other target audiences include EMN NCPs, EU agencies and other institutional referrers, and the wider public interested in finding up-to-date, objective, reliable and comparable information about migration and asylum in the EU. The EMN website will complement and be coherent with other relevant EU websites, such as the EU Immigration Portal, the European Website on Integration and the EU anti-trafficking website. Efforts will continue to monitor and analyse website access by users.

EMN NCPs shall maintain complementary national websites providing targeted information tailored to their national audiences, which may include a repository of national case law, legislation and non-EMN publications. National websites should also take account of the information needs of the wider public. Whilst the specific design of a national website shall be the responsibility of an individual EMN NCP, it shall nevertheless make clear that they are part of the EMN. A greater emphasis will be placed on monitoring website usage also at National levels.

As a complement to the EMN and National websites, and in order to reach out to a wider audience, the EMN Wikipedia page shall be maintained, in a range of Member State languages.

#### **2.4.2 EMN Conference 2014**

Two annual EMN Conferences should be organised in 2014 linked to the Greek and Italian Presidencies of the Council of the EU. The form, responsible organisers and thematic approaches, as well as participants, shall be determined by the EMN during 2014.

#### **2.4.3 (Inter)National Events**

EMN NCPs may participate in other (inter)national workshops/seminars/conferences not organised by the EMN, but only when the event occurs within an EU Member State or Norway and when an EMN NCP's 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 or Norway may be possible following prior approval by the Commission, again subject to the presentation of an EMN Study(ies) or where the event concerns a topic of relevance to the activities of the EMN and if this is consistent with the approach for networking with other entities (see section 3.3.3).

#### **2.5 Co-ordination of EMN NCP activities**

Necessary efforts to co-ordinate the activities given above, as well as for the management of a grant shall be undertaken. The EMN Handbook, which serves as reference document for the *modus operandi* of the EMN, shall be maintained, with efforts made to increase its accessibility. The Guide for Applicants 2014 will be reviewed to include more details on sound and efficient financial management.

An application for EMN NCP 2014 action grants may be submitted after the Call for Proposals (CFP) for action grants is launched. This CFP will be launched in Q1 2014 as soon as the Commission decision on the EMN 2014 Annual Work Programme serving as financing decision is adopted and published under two general suspensive conditions:

- the basic act establishing the Asylum and Migration Fund (AMF) is adopted by the legislative authority without substantial modifications;
- the appropriations provided for in the draft budget for 2014 are available after the adoption of the budget for 2014 by the budgetary authority or if the budget is not adopted as provided for in the system of provisional twelfths.

### **3. Budgetary Provisions in 2014**

The total budget foreseen for the implementation of EMN activities in 2014 is **€7 000 000**.

#### **3.1 Grants for EMN NCPs**

The total EU contribution foreseen for 2014 for the support of EMN NCPs is **€6 100 000**. The Commission shall implement the EU financial support in accordance with the Regulation (EU EURATOM) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the EU.

Grants shall be awarded to the below listed EMN NCPs on the basis of individual grant applications. In accordance with Article 23 4(a) of the basic act establishing AMF and amending Article 4(5a) of the EMN Council Decision, the indicative amount of the EU contribution for each EMN NCP is as given in the following Table.

	<b>Member State</b>	<b>EU contribution (in €)</b>
1	<b>Austria</b>	340.000
2	<b>Belgium</b>	226.000
3	<b>Bulgaria</b>	55.000
4	<b>Croatia</b>	60.000
5	<b>Cyprus</b>	48.000
6	<b>Czech Republic</b>	87.000
7	<b>Estonia</b>	158.000
8	<b>Finland</b>	382.000
9	<b>France</b>	300.000
10	<b>Germany</b>	430.000
11	<b>Greece</b>	93.000
12	<b>Hungary</b>	76.000
13	<b>Ireland</b>	382.000
14	<b>Italy</b>	344.000
15	<b>Latvia</b>	98.000
16	<b>Lithuania</b>	164.000
17	<b>Luxembourg</b>	469.000
18	<b>Malta</b>	56.000
19	<b>Netherlands</b>	500.000
20	<b>Poland</b>	95.000
21	<b>Portugal</b>	195.000
22	<b>Romania</b>	50.000
23	<b>Slovak Republic</b>	185.000
24	<b>Slovenia</b>	40.000
25	<b>Spain</b>	345.000
26	<b>Sweden</b>	452.000
27	<b>United Kingdom</b>	470.000
	<b>TOTAL</b>	<b>6.100.000</b>

The actual EU contribution to an EMN NCP will be determined on the basis of the grant application submitted by the EMN NCP following a Call for Proposals. The maximum EU co-financing is set at 80% of the Total Eligible Cost. Grants shall be covered by a written agreement. The period of eligibility for costs incurred for the implementation of actions of the NCPs supported through grants awarded in 2014 may be from 1 January 2014 until 31 December 2014 (Article 23.3 of the basic act establishing AMF).

Referring also to Section 2.1.1, an EMN NCP receiving a grant may claim a unit costs amount for each EMN Ad-Hoc Query (launched by another EMN NCP or the Commission) they provide a written response to. The maximum EU funding for indirect costs (overheads) is set at a flat-rate of 7% of the Total Direct Eligible Cost.

**Each EMN NCP shall submit, within 60 days after the end of the reporting period, a detailed narrative report describing the activities undertaken and their impacts, along with a detailed budget report.**

### **3.2 Procurement**

An amount of **€900 000** is allocated for procurement contracts.

#### **Type and object of the contracts**

- (a) Service Provider activities to assist the Commission in the organisation of the work of the EMN
- (b) Hosting, supporting, maintaining, developing and enhancing the EMN website and Information Exchange System.
- (c) Supporting communication and dissemination activities of EMN.

Type of contract: (a) and (b) are service framework contracts or service contracts.

Indicative timetable: the relevant procedures were launched in 2013 and will be concluded by the end of 2013.

## **Annex 1:**

### **Details of and methodology used to determine the unit costs amount for an EMN Ad-Hoc Query to be applied by the respective EMN NCPs**

#### **1. Form of financing and categories of costs covered**

Beneficiaries of grants awarded under the European Migration Network (EMN) may declare eligible the costs related to Ad-Hoc Queries, either launched by another European Migration Network National Contact Point (NCP) or the European Commission, to which they provide a written response, on the basis of unit costs calculated in accordance with the method described in Section 3, as an alternative to the declaration of their eligible costs actually incurred. The first unit cost covers all the eligible costs of an Ad- Hoc Query except translation costs, including but not limited to personnel costs and expert costs. The second unit cost covers eligible costs for translations related to Ad- Hoc Queries.

#### **2. Justification**

##### **2.1. Nature of the supported actions**

The supported action (e.g. Ad- Hoc Queries) is purely output based, standardised activity with a relatively low value. The use of unit costs offers reduction in administrative work for the beneficiary and simplification in its reporting to the contracting authority. It decreases the workload of the contracting authority as reducing the control to verification of the actual number of Ad- Hoc Queries handled. The approach enables to put the emphasis on the delivery of quality results instead of diverting resources to the verification of the eligibility of costs actually incurred.

##### **2.2. Risks of irregularities and fraud and costs of control**

Unit costs are well suited to the low-value grants to the European Migration Network NCPs. The risk of irregularities and fraud is relatively low due to the fact that the European Migration Network NCPs are mainly Member States public authorities. A significant gain can be drawn by applying unit cost for the Ad-Hoc Queries in terms of costs of control of the eligible cost actually incurred over the potential financial impact of errors.

#### **3. Method to determine the amounts**

The unit costs' amounts for Ad- Hoc Queries are determined by reference to the historical data of each beneficiary. The unit costs for Ad- Hoc Queries shall be part of the eligible costs and shall be financed by the Commission in the same proportion as other costs, as indicated in the Grant Agreements of the European Migration Network NCPs. The maximum amount of the unit costs for Ad-Hoc Queries per grant cannot exceed 60 000 EUR.

<b>Method to determine the amounts</b>
<b>1. Unit costs covering all the eligible costs per Ad-Hoc Query except translation costs</b>
<p>The unit cost per ad hoc query corresponds to the average unit cost per Ad-Hoc Query over the last two years (2012, 2013),</p> <p><b>a)</b> In case the EMN National Contact Point used only its own personnel to reply to queries, the unit cost per Ad-Hoc Query corresponds to the average personnel costs per query.</p> <p>The average personnel costs per query corresponds to the average personnel costs for one hour spent on an ad-hoc query over the last two years (2012, 2013) multiplied by the average number of hours used for Ad-Hoc Query over the last two years (2012, 2013).</p> <p>The average personnel costs for one hour corresponds to the average of the annual remunerations of the employees (EMN NCP personnel and personnel of another department which is part of the same legal entity) who worked on a reply to one Ad-Hoc Query divided by the actual or usual working hours per year of one employee.</p> <p>Remuneration corresponds to actual salaries plus social charges and other statutory costs included in the remuneration.</p>
<p><b>b)</b> In case the EMN NCP used only experts (external contractors or personnel of another department which is not part of the same legal entity) to reply to queries, the unit cost per Ad-Hoc Query corresponds to:</p> <ul style="list-style-type: none"> <li>➤ the average of the rates per query as invoiced to the EMN NCP or as reimbursed by EMN NCP over the last two years (2012, 2013)</li> </ul>
<p><b>c)</b> In case the EMN NCP used only their own personnel for some queries and only experts for other queries, the unit cost per query corresponds to the following formula:</p> <ul style="list-style-type: none"> <li>➤ <math>\text{unit cost} = (\text{total average personnel costs} + \text{total expert costs for all queries over the last two years (2012, 2013)}) / \text{total number of queries over the last two years (2012, 2013)}</math></li> </ul> <p>The total average personnel costs correspond to the average personnel costs for one hour calculated in accordance with a) multiplied by the total number of hours spent on queries over the last two years (2012, 2013) .</p> <p>The total expert costs for all queries over the last two years (2012, 2013) correspond to the total amount invoiced to the EMN NCP or reimbursed by the EMN NCP for ad hoc queries.</p>
<b>2. Unit costs covering eligible external translation costs per Ad-Hoc Query</b>
<p>The unit cost for translation of one Ad-Hoc Query corresponds to the average of the translation fees per query over the last 2 years (2012, 2013). The average of the translation fees corresponds to the total fees as invoiced to the EMN NCP total divided by the number of queries over the last two years (2012, 2013).</p>
<p><b><u>IMPORTANT:</u> If the EMN NCP declares, as eligible, costs of Ad-Hoc Queries on the basis of unit costs, it shall not declare any costs related to an Ad-Hoc Query as actually incurred in the final financial statement.</b></p>

**4. No-profit and co-financing principles and absence of double financing**

The no profit principle is ensured by the fact that the Ad- Hoc Queries do not generate income and by the use of averages over the last 2 years of the actual costs of the beneficiaries. The European Migration Network NCPs co-finance the Ad-Hoc queries by their own resources only.

The co-financing principle will be ensured by applying the reimbursement rate specified in the Grant Agreement to the unit costs.

Unit costs cover all the eligible costs of an Ad Hoc Query including but not limited to personnel costs, expert costs and translation costs. If European Migration Network NCP declares, as eligible, costs of Ad-Hoc Queries on the basis of unit costs, it shall not declare any costs related to an Ad-Hoc Query as actually incurred in the final financial statement.

## **Annex 2:**

### **Definitions of EMN outputs**

#### **Ad-Hoc Query**

Ad-Hoc Queries are a means by which EMN NCPs and the Commission can collect information from the Member States in a relatively short time on a wide range of asylum- and migration-related issues, e.g. legal migration, irregular migration, borders, return, visas etc. The network produces compilations of the responses to Ad-Hoc Queries, which rapidly assess the perspective of responding Member States in relation to a specific topic.<sup>4</sup>

#### ***Ad-Hoc Query Compilation***

A summary document containing all Member State responses to an EMN Ad-Hoc Query, quality checked to a high level for consistency and accuracy, prepared by the launching EMN NCP.

#### ***Ad-Hoc Query Overview***

A short overview of the main findings of an EMN Ad-Hoc Query, prepared by the EMN NCP launching the Study and accompanying the Ad-Hoc Query compilation.

#### ***Ad-Hoc Query Summary***

A succinct summary of EMN NCP responses to one or more related EMN Ad-Hoc Queries presenting as an accessible narrative, drawing out the key findings and highlighting issues relevant to policymakers, prepared by the EMN Service Provider.

#### **Annual Policy Report**

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 include, to the extent possible, relevant statistical data (even if tentative) to quantify the explanation of developments and indicate any trends in the reference year. Since 2009, the Annual Policy Report has contributed to the Commission's Annual Reports on Immigration and Asylum, reviewing the progress made in the implementation of asylum and migration policy.

#### **Country Factsheets**

Country Factsheets are updated on an annual basis, and provide succinct information on the most significant political and legislative developments in migration and international protection taking place in the Member States and Norway, plus the latest migration and international protection statistics.

#### **Organograms: Organisation of Asylum and Migration Policies**

Succinct summaries of the organisation of asylum and migration policies in each Member State and Norway are produced, including an organogram, and are updated to include significant national development, when these take place.

#### **EMN Studies**

The EMN produces Studies relevant to policymakers at national and EU levels, to meet both long-term and short-term needs. Study topics are selected from proposals made by individual or groups of EMN NCP(s) and/or the European Commission, based on their relevance to policymaking in the Member States and the Commission and its agencies. Topics may be proposed for in-depth, strategic studies, with long-term relevance (*Main Studies*), or for shorter studies to meet a short-

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<sup>4</sup> EMN Leaflet, March 2013

term information need (*Focussed Studies*). The Steering Board reviews and formally approves the selection of topics within the context of an annual EMN Work Programme<sup>5</sup>.

**EMN Inform<sup>6</sup>**

EMN Informs provide succinct key findings and messages to policymakers on a specific topic based on the results of information gathered and analysed by the EMN, for example, from Reports and Studies, or from Ad-Hoc Queries.

**EMN Bulletin<sup>7</sup>**

The EMN Bulletin provide up-to-date, topical information on a regular basis to policymakers and practitioners, to inform them of current and recent developments at EU and Member State level, including, to the extent possible, (latest) published statistics, primarily from Eurostat. The statistics provide a “snapshot” of the migratory situation in the EU and its Member States and are updated in light of any recent published statistics from Eurostat or Member State authorities.

**EMN Status Report<sup>8</sup>**

In accordance with Article 4(5c) of Council Decision 2008/381/EC, annual EMN Status Reports (subject to the approval of the Steering Board) are drafted to inform the European Parliament, the Council, the Commission, the Economic and Social Committee and the Committee of the Regions, of the on-going activities of the EMN and the key findings of its studies. The Status Reports thus cover the main outputs of the EMN in a particular year and further include information on, amongst others, the extent of networking, the activities taken to promote the EMN to a wider audience and information on how the EMN is managed.

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<sup>5</sup> EMN Leaflet, March 2013

<sup>6</sup> EMN Leaflet, March 2013

<sup>7</sup> EMN Handbook V2

<sup>8</sup> EMN Handbook V2