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DIRECTORATE-GENERAL HOME AFFAIRS

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

MIGRAPOL  
European Migration Network  
Steering Board  
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**EUROPEAN MIGRATION NETWORK**

***Draft* WORK PROGRAMME 2012**

**APPROVED Version: 14<sup>th</sup> October 2011**

**Summary:** This is the version of the EMN Work Programme 2012 as approved by the EMN Steering Board at its meeting on 14<sup>th</sup> October 2011.

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, plus the provision of budgetary requirements from CY and Ad-Hoc Query Scale of Unit Costs from EMN NCPs by 20<sup>th</sup> October 2011, will permit 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 2012 continues and consolidates the activities undertaken in recent years and will be the fourth full year of operation under its legal base, as established through Council Decision 2008/381/EC. Particular emphasis will be placed this year on the EMN providing information timely to policymakers, tailored to meet their short, as well as longer term, needs. This shall necessitate an enhanced emphasis on the relevance and timeliness of EMN outputs.

## **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 shall 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 shall be ensured.

## **2. EMN Work Programme 2012: priorities of action**

The main objective of this year shall be for the EMN to better inform EU and national policymakers, notably by:

- improving further its capacity to provide up-to-date, objective, reliable and comparable information of relevance to policymakers in a format they require;
- increasing the EMN's responsiveness to policymakers needs through addressing both immediate and longer-term requirements.

Achieving this objective shall necessitate the EMN making better use of the information it produces (e.g. through extracting or mining better the information); increasing awareness amongst EMN NCPs of policy developments and requirements at both EU level and in other Member States; making more use of EMN outputs in order to respond to short-term information needs; and providing a longer-term perspective.

Improvements in the timeliness and policy relevance of EMN outputs will thus serve to increase further the added value of the EMN as a key provider of policy-relevant information.

The following specific priorities are thus set for 2012:

- **Respond to information needs of policymakers** in particular, through the **timely provision of relevant information** in an **appropriate format**;
- Encourage **greater use of the EMN as a platform for raising awareness and sharing knowledge of policy developments** across the EU (e.g. via Quarterly Reports; at EMN NCP meetings) to improve responsiveness to policymakers;
- Encourage EMN NCPs and the Commission to provide **evidence on how the EMN work is adding value** in informing policy development at both a national and EU level;
- **Trial new outputs/formats/structures in order to meet the above objectives, and reviewing the success** of these, in order to make further revisions if necessary to the 2013 Work Programme;
- Ensure that **EMN NCPs** from all Member States, as well as from Norway, are fully involved in the EMN's activities in order to provide, particularly in a timely manner, the information required;
- Further develop **networking at the national and European level**, including with relevant Union instruments and structures, recognising also the cross-cutting nature of migration and asylum with other policy areas;
- **Improve comparability** of data and information at the EU-level, including continued development of the **EMN Glossary and Thesaurus** and by contributing, in collaboration with other relevant entities, to the development of common definitions, indicators and criteria;
- Implement a 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;
- As well as via the public website, **increase further the visibility** of the EMN through targeted communication and dissemination of its outputs in an appropriate format.

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**

In order to achieve its aims, the EMN shall undertake a broad range of related activities, outlined in this Section. The EMN shall continue to analyse relevant migration and asylum topics, including integration, at the EU and national levels, with the central focus being to support and inform policymaking, including the provision of information to prepare policy initiatives of the Commission, such as in the preparation of an Impact Assessment, as well as to inform co-legislators.

The **Commission** shall be assisted in the overall co-ordination of the EMN by its appointed Service Providers (**GHK-COWI** and **iLiCONN**), working also in close collaboration with the **EMN NCPs**. **GHK-COWI** shall principally assist in the organisation of EMN Steering Board and EMN NCP meetings and workshops; preparing specifications/templates and then syntheses of all reports/studies undertaken by the EMN; assist in the design and delivery of focussed outputs for policymakers; support and monitor EMN NCPs in their work, in particular in ensuring the timeliness of National Reports and other outputs; and contribute to increasing the overall visibility of the network. **iLiCONN** shall be responsible for the development and implementation of the re-designed EMN website (Section 3.5.1) and Information Exchange System (Section 3.4).

### **3.1 Ad-Hoc Queries, Reports, Studies and other Outputs**

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, particularly within an EU context, these analyses shall be on topics of direct relevance to informing policy or in areas where an identified lack of information exists and for which future policy initiatives might be developed. The EMN Steering Board shall provide advice and guidance in this respect.

In relation to improving the relevance of the EMN to policymaking, and building on the current expertise and experience of the EMN, greater emphasis shall be placed in 2012 on improving the manner and flexibility in which the EMN provides its information, including developing its capacity to respond to short-term needs, necessitating an improvement of timeliness of the activities undertaken; more extensive "mining" of information previously produced by the EMN, such as a trends analysis of all the yearly annual reports on migration and international protection statistics; and the production of outputs drafted in a format which is readily accessible to policymakers in particular, necessitating more consistency in the quality of the various National Reports/Contributions, as well as the Synthesis Reports. The EMN shall also continue to provide a longer-term perspective, notably through undertaking a main study.

The EMN shall thus compile and analyse information in one of the following manners, the choice depending on the topic addressed and needs of the target audience, principally policymakers, but also other practitioners and the wider public:

- Making **more use** of the **information** contained in previous **existing studies and reports** by extracting or mining information on a specific topical theme (Section 3.1);
- **Ad-Hoc Query** compilations and summaries, with more use made of information gathered (Section 3.1.2);
- Through its **Annual Policy Reports** (Section 3.1.3), informing policymakers on the most significant political and legislative (including EU) developments, as well as public debates in the area of migration and asylum and including, to the extent possible, relevant **statistics**;
- One **main study**, according to common specifications, consisting of EMN NCP National Reports plus a Synthesis Report in order to address a topic of longer-term relevance (Section 3.1.4);
- **Focussed studies** with information obtained using a common template (questionnaire or other appropriate means dependent on the topic) in order to address more immediate, short-term policy needs (Section 3.1.4).

As well as then providing this information in the form of National and Synthesis Reports or completed templates, concise "EMN Inform" notes shall be produced specifically targeted for policymakers in order to inform them in a concise, brief manner of the main outcomes of a particular EMN activity. In addition, an "EMN Quarterly Report" (Section 3.1.6) highlighting

recent developments and any relevant information extracted from the EMN's existing knowledge, including also, to the extent possible, latest published statistics.

### 3.1.1 Methodology

The methodology followed shall depend on the activity selected to compile and analyse information.

Extracting or mining information shall first comprise of the **Service Provider (GHK-COWI)**, upon request from the Commission and/or EMN Steering Board, initially reviewing the available information on a specific theme within existing Ad-Hoc Query compilations plus National and Synthesis Reports and producing a summary, identifying also how further information might be obtained, either from the EMN or other sources. This summary shall also attempt to present the data and information in an easy-to-read format (e.g. through the use of graphics). It shall then be reviewed by the EMN NCPs as well, with a view to produce a concise "EMN Inform" note and may also serve to initiate a focussed study, subject to approval from the EMN Steering Board (see Section 3.1.4).

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 that **EMN NCPs** shall try to ensure that a similar query does not already exist, has not been requested elsewhere and that the amount of information requested is consistent with the rationale of Ad-Hoc Queries and in accordance with the EMN's objective of providing information to support policymaking.

In accordance also with the *Guidelines for EMN Studies and Reports* [MIGRAPOL EMN Doc 225], for an EMN report and study, the **Commission**, assisted by the **Service Provider (GHK-COWI)** and in co-operation with **EMN NCPs**, shall first develop common specifications (for the Annual Policy Report and main study) or common template (for a focussed study). For the former, each **EMN NCP** shall then produce a National Report, according to the common specifications, and, for the latter, each **EMN NCP** shall then provide a completed National Contribution, according to the common template. National network members may contribute to these outputs. Each **EMN NCP** shall ensure the timely provision of its National Reports/Contributions.

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* adequately and correctly present (through, for example, comparison/contrast) a succinct synthesis of the overall situation, within an EU perspective, on the basis of the most important aspects of the national findings, and contain key messages for policymakers. To the extent possible, the data and information shall be presented in an easy-to-read format (e.g. through the use of graphics). Not all national contributions would be cited in each (sub-) section of the Synthesis Report; instead, they might be used to illustrate a particular situation. The Synthesis Report shall contribute to increasing the harmonisation and comparability of information, particularly with respect to developing and implementing common definitions and information.

For each EMN study, the Commission, the EMN Service Provider (GHK-COWI) and the proposing EMN NCP(s) will form an "*Advisory Group*," to oversee and support its implementation from beginning to end. 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, templates, National Reports/Contributions 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.

### 3.1.2 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 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 8 EMN Ad-Hoc Queries are launched each month. Each EMN NCP receiving a grant may claim a scale of unit cost, that shall not exceed €400, for each Ad-Hoc Query (launched by another EMN NCP or the Commission) they provide a written response to, as detailed in the Annex to this Work Programme.

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. An assessment of how information collected has been used in the development of policy or legislation shall be made.

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 held by Eurostat, for example, data relating to irregular migrants or unaccompanied minors. 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. The actual topic/category shall depend on the need to provide such information to support a topical policy initiative. Referring also to Section 4 below, the additional indicative resources allocated to Ad-Hoc Queries in 2012 shall continue to be used for this particular activity, and more time than for usual Ad-Hoc Queries may be given to provide a response.

A greater emphasis shall be placed in 2012 on making more use of the extensive information obtained via Ad-Hoc Queries. In this respect, previous compilations shall be reviewed by the **Service Provider (GHK-COWI)** upon request from the Commission in order to extract information already obtained on a particular theme. **EMN NCPs** shall also provide feedback on how the information they have obtained via an Ad-Hoc Query they have launched, has been used at national level. In addition, 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 requests this to the Commission; and c) when considered of particular interest, e.g. for a specific unit within the Commission (notably in DG Home Affairs). 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.

### 3.1.3 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), primarily in

accordance with Regulation 862/2007/EU, 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 2011* shall be completed in early 2012 in order to serve as a timely contribution to the Commission's Annual Report 2011, to be produced in April 2012 for consideration by the European Council in June 2012.

EMN NCPs shall start work on producing their National Reports for the *Annual Policy Report 2012* in mid-2012 in order to again provide a timely contribution to the Commission's Annual Report 2012. This means that Pact and Stockholm Programme-related elements of their National Reports shall be provided by the end of 2012.

### 3.1.4 EMN Studies

If needed, though the aim shall be to complete these in 2011, the EMN shall finalise and publish the two EMN 2011 studies "*Visa Policy as Migration Channel*" and "*Practical measures for reducing irregular migration*." Similarly, the 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 need to be completed in early 2012.

During 2012, 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 Institutional Chart on the "*Organisation of Asylum and Migration Policies in the EU Member States*." If no updates are necessary, the Commission shall also be informed. The updated National Reports shall be placed on the EMN website (subject to the agreement of the EMN NCP) with previous versions then archived. The **Commission** shall assess the changes made and, if considered appropriate, update accordingly the Synthesis Report, which shall then be discussed with EMN NCPs at an appropriate EMN NCP meeting.

The EMN shall produce one main study, giving a detailed compilation and analysis of longer-term relevance on *The Immigration of International Students to EU Member States* and up to three focussed studies, in order to address more immediate, short-term policy needs, on the following topics and in the following order:

1. *Abuse of residence permits for the purpose of family reunification: Marriage of convenience and false declaration of paternity*
2. *Challenges and practices for establishing applicants' identity in the migration process*
3. *Intra-EU Mobility of Third-Country Nationals*

Subject to review by the Steering Board during the course of 2012, in particular with regard to undertaking the planned third focussed study.

If appropriate, a focussed study may involve only those EMN NCPs directly involved with a particular topic on condition that its outcome is of use and relevance to all Member States, including those that did not participate.

The focussed studies shall be undertaken in the order listed above, unless the Steering Board decides, during the course of 2012 and in light of topical policy developments, otherwise. Likewise, in order to better respond to identified information needs in light of any development during 2012, another topic(s) for a focussed study may be selected by the EMN Steering Board by written

procedure, in accordance with Article 10 of its Rules of Procedure, on the basis of an immediate, identified policy need at EU level which shall be proposed in writing directly to the EMN Steering Board by the Commission and/or Steering Board member(s), in collaboration with their respective EMN NCP, and shall be duly justified. In this respect, the EMN Steering Board may decide that a previous EMN study on a relevant topic shall be updated instead. This new focussed study shall replace one or more of the three listed above, which one(s) to be decided by the Steering Board and depending on the required scope of the new study.

The **Commission** and **EMN NCPs** may, in mid-2012, make proposals, in accordance with the procedure given in the *Guidelines for EMN Studies and Reports* [MIGRAPOL EMN Doc 225], for topics to be addressed within the context of the EMN Work Programme 2013. Any such proposal(s) made by an EMN NCP should be developed in consultation with the respective EMN 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 topics then produced for presentation and consideration by the EMN Steering Board. The EMN Steering Board itself may decide to discuss additional topics. Possible topics 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.

### 3.1.5 EMN Glossary and Thesaurus

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 Website. 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.

### 3.1.6 EMN Quarterly Reports ("EMN Bulletin")

In order to provide more topical information required by and of relevance to policymakers, succinct "EMN Bulletins" highlighting recent developments and any relevant information extracted from the EMN's existing knowledge, including also, to the extent possible, (latest) published statistics, primarily from Eurostat, shall be produced. The purpose of these Quarterly Reports shall be to provide up-to-date, topical information to policymakers to inform them of current and recent developments at EU and Member State level. The statistics provided shall give a "snapshot" of the migratory situation in the EU and its Member States and be updated in light of any recent published statistics from Eurostat or Member State authorities. They shall be typically up to 8 pages in length and principally be based on information existing within the EMN's various outputs, including statistical analysis, and presented in the context of recent developments at EU and national level. **EMN NCPs** shall be invited to provide, on a voluntary basis, brief information of topical developments in their Member State considered to be of use to policymakers in EU institutions and other Member States. The **Service Provider (GHK-COWI)** shall assist the **Commission** in the drafting of such reports.

### 3.1.7 EMN Status Report 2011

In accordance with Article 4(5c) of Council Decision 2008/381/EC, 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 ongoing activities of the EMN and the key findings of its studies in 2011. The 2011 Status Report shall have more emphasis on reporting the impacts of the EMN, in particular, in relation to policymaking at the national and EU levels.

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 EMN Steering Board, after which it shall be adopted by the Commission as a Commission Staff Working Paper and transmitted to the European Parliament, the Council, the Economic and Social Committee and the Committee of the Regions.

### 3.1.8 Specific outputs in 2012

The following outputs are required from the EMN in 2012:

- Production of "EMN Inform" notes (up to 10);
- Responses to Ad-Hoc Queries (up to 100 queries launched);
- Annual Policy Reports (2011 and commence 2012);
- Completion of all 2011 Studies (if necessary);
- Update of *Organisation of Asylum and Migration Policies* study (if necessary);
- Completion of one main study, plus up to three focussed studies;
- Topic proposals for EMN Work Programme 2013;
- Updates to EMN Glossary and Thesaurus;
- EMN Quarterly Reports (total of 4)
- EMN Status Report 2011

## 3.2 Other Policy Support Actions

The EMN shall also engage in other relevant activities to support policymakers as outlined here.

### 3.2.1 EU Immigration Portal

The EMN shall update some of the contents of the EU Immigration Portal. Specifically, each **EMN NCP** shall update, on a regular basis, only the 'country information sheet' and the document entitled 'What do I need before leaving?' for the portal and provide any update to the Commission at the latest one month after any relevant, including legislative, change(s) takes place. If needed, the update shall be done in co-operation with the relevant Member State Ministry. If, exceptionally, it is not possible to provide an update within a one month period, then the Commission shall be informed accordingly so that appropriate action vis-à-vis the content of the Immigration Portal may then be taken. Relatively minor changes would require one person for up to one week (i.e. up to one person-week) and that this would be necessary up to two times in 2012. More substantial changes, such as major overhauls of your Member States' national legislation, are estimated to require one person for up to one month (or up to one person-month). Depending of when any changes occur, this activity may also be linked with the Annual Policy Report ([Section 3.1.3](#)) and/or an update of the Organisation of Asylum and Migration Policies National Report ([Section 3.1.4](#)).

### 3.2.2 Comparability of Information

The need for improved comparability of the outputs of EMN NCPs for the activities outlined in [Section 3.1](#) shall be a continuous consideration in the development of common specifications and questionnaires. The work of the EMN Glossary and Thesaurus shall facilitate the improvement of comparability.

In addition, and 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, notably in respect to statistics produced as part of a study or Ad-Hoc Query.

The Commission's Eurostat shall remain responsible for the general coordination, development, compilation and publication at European level of official statistical data on asylum and migration. Certain EMN activities will draw upon Eurostat's official statistics, with the EMN's information gathering and harmonisation roles focussed on additional or complementary information that falls outside of the domain of official statistics. This will include, for example, contextual and policy information that aids the understanding of migration phenomena in Europe and that assists in the interpretation of the statistics.

Similarly, links with relevant projects supported by the Commission's Research Directorate shall continue to be developed further, including, for example, possible participation in respective meetings and incorporation of databases developed by projects supported by DG Research into the EMN Information Exchange System ([Section 3.4](#)).

### 3.2.3 Possible Amendment to Council Decision 2008/381/EC establishing the EMN

On the basis of the External Evaluation of the EMN completed in 2011, and the outcomes of the subsequent Commission Report on the development of the EMN with any proposals for amendment(s), an Impact Assessment may then be undertaken. This shall require contributions from the **Commission, Service Providers** and **EMN NCPs** principally in the form of interviews with or a questionnaire prepared by a contractor. The outcomes of any Impact Assessment shall then be used to support the tabling of any amendment, which would then occur in Q2 2012.

### 3.2.4 Follow-up of Action Plan on Unaccompanied Minors

In accordance with JHA Council Conclusions 9824/10 and COM (2010) 213, the EMN shall continue to have a role in the implementation of the Action Plan on Unaccompanied Minors, principally in contributing to 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 3.1.2](#)). The EMN shall not, however, undertake a further study(ies) in this respect, unless explicitly agreed to by the EMN Steering Board. 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 EMN Steering Board.

### 3.2.5 Co-operation with Commission appointed contractors/collaborators

**EMN NCPs** may be approached for information on migration and asylum issues in their Member State by external contractors or Service Providers acting on behalf of the Commission or EU Agencies. In such cases, EMN NCPs may, on a voluntary basis and at the discretion of the

individual EMN NCP concerned, co-operate with these third party entities only in relation to the Commission related activity they have been contracted to undertake.

### **3.3 Networking**

In order for the EMN to best meet its objectives, it is essential that EMN NCPs, including from Norway, collaborate effectively in the exchange of information. Activities shall focus on maintaining and reinforcing links between EMN NCPs, including supporting less-developed EMN NCPs and 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 embed the role and remit of EMN within the architecture of existing European organisations and institutions with a complementary scope, and alongside newly established organisations, such as the European Asylum Support Office.

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

##### **3.3.1.1 *Networking amongst EMN NCPs***

It shall be the responsibility of the **Commission**, assisted by the **Service Providers**, to continue to support the exchange of information amongst EMN NCPs. Actions to be undertaken include, *inter alia*:

- The provision of access to all information related to the EMN;
- The development of networking initiatives on specific themes involving EMN NCPs who have a direct policy need for information on the specific theme. If necessary, a networking initiative may include organising a cluster meeting, including on the occasion of an (inter)national event not organised by the EMN (Section 3.5.3);
- Undertaking, on an as needed by an EMN NCP(s) basis, Training Sessions at the European or national level, which may 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 or management of an EMN NCP grant;
- If needed, in order to effectively integrate a new EMN NCP member, promoting a twinning with a more experienced EMN NCP in order to facilitate the direct exchange of information and experience;
- Holding at least five 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. Such meetings may be held in Brussels, or in another Member State, where this is likely to have a positive impact on the visibility of the EMN, for example, where it is linked to a Member State's Presidency of the Council of the EU.

##### **3.3.1.2 *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, including national policymakers;

- Integrate the members of the national networks further into EMN activities (information provision, analysis, informing policy development);
- Secure a close exchange of information with policymakers at the national level, to better understand the needs of national policymakers and to enhance the EMN's role in responding quickly to upcoming information needs that are relevant to, and in appropriate formats for, informing 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, and maintain an effective two-way dialogue to ensure their interest and engagement;
- Monitor and evaluate the impact of EMN activities at the national level, in particular, in relation to supporting policymaking, in order to continuously improve such activities to this end.

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. Such meetings, referring to Section 3.3.1.1, may also include addressing specific themes. Experts, including those coming from outside the EU, may be invited to such a meeting if this is relevant and 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 they intend to invite external experts. They shall also inform the Commission of the planned date(s) of such an event, so that better co-ordination between EMN NCPs in the scheduling of their national events can be made in order to avoid too many meetings occurring in the same period.

### ***3.3.1.3 Networking with other (European) entities***

In accordance with Article 2(2) of Council Decision 2008/381/EC, a continuing priority for 2012 shall be to develop consistency and co-ordination with relevant Union instruments and structures in the area of migration and asylum. The EMN 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 National Contact Points on Integration and the Fundamental Rights Agency (FRA). Consistency and co-ordination with the European Asylum Support Office (EASO) shall also be ensured.

In a similar vein, the participation of Norway in the EMN shall continue and be strengthened further. The Working Arrangement establishing this co-operation places emphasis on the gradual development of the co-operation with Norway, working towards a sustainable partnership of mutual benefit. Through its NO EMN NCP, Norway shall provide national contributions describing their migration and asylum situation, covering policy developments and statistics; contribute national information to the Information Exchange System and to the EMN website; and participate in the development of the EMN Glossary and Thesaurus, including translating the Glossary into Norwegian. The NO EMN NCP may also participate in EMN organised meetings; respond to and/or launch an EMN Ad-Hoc Query; and participate in EMN studies, including providing National Reports/Contributions.

In accordance with Articles 4(5d) and 10(2) of Council Decision 2008/381/EC, it shall also be the role of the EMN 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.

Relationships with other entities shall be considered on a case-by-case basis when considered necessary to support the development of a particular EMN activity, as well as improving information exchange and increasing the EMN's visibility by promoting the work of the EMN. Particular focus may be 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. In this context also, links with other non-EU countries may be developed, again on a case-by-case basis. Whenever possible, this shall be via existing organisations (e.g. IGC, OECD).

For both 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 EMN 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.

### 3.3.2 Outputs

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

- For each EMN NCP meeting, complete a **Work Progress Report**, according to a standardised template, summarising the activities undertaken since the previous meeting in order to achieve the goals set out in this Work Programme, and reporting any specific impacts on policy development or implementation.

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

- include in the *EMN Status Report 2011* (see [Section 3.2.8](#)), 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 2011;
- also include in the *EMN Status Report 2011* (see [Section 3.2.8](#)), 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 EMN 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 EMN Steering Board on any progress made in respect of **co-operating with other, including outside Europe, entities**.

### 3.4 EMN Information Exchange System

The aim of the Information Exchange System is to provide a confidential platform by which members of the EMN can exchange information amongst themselves. In order to better meet this need, and in accordance with Article 8 of Council Decision 2008/2381/EC, the EMN Information Exchange System, accessed via the EMN Website ([Section 3.5.1](#)) and for the Commission, Service

Providers, EMN NCP and Steering Board members plus EU/international collaborators only, shall be re-developed. This work 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 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.

The primary purpose of the (password-protected) Information Exchange System shall be to provide a collaboration platform for the EMN, whereby a registered user may *inter alia* access internal EMN documents for meetings, studies, as well as directly edit them online; launch and respond to an Ad-Hoc Query; and access contact details, in compliance with Council Regulation 45/2001, of EMN Members, including national network members and relevant European and international collaborators. Subject to the agreement of the individual concerned, contact details may also be made accessible via the public EMN website.

The Information Exchange System shall not manage a repository of other (non-EMN produced) documents, instead, in accordance with Article 8(4) of Council Decision 2008/2381/EC, the public EMN website shall include a functionality which permits a user to access both EMN outputs plus search for such documents available on other databases, including any maintained by an EMN NCP.

### **3.5 EMN Communication and Dissemination**

Effective targeting of the information produced by the EMN through its communication and dissemination activities is an essential element in order for the EMN to achieve its objectives, in particular informing better policymakers. It shall thus 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 dissemination of EMN outputs, in the formats outlined in Section 3.2 and as a publication, but may also include presentation of the EMN, and its findings, at relevant workshops/seminars/conferences not organised by the EMN.

Efforts shall thus continue 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. This shall be on the basis of the EMN Communication and Dissemination Strategy [MIGRAPOL EMN Doc 200]. To this end, the possibility to make more use of the **Commission's** Communication expertise, as well as having a more defined role for the **Service Provider (GHK-COWI)** shall be investigated.

The remainder of this section outlines how the various EMN outputs, outlined in Section 3.1, shall be communicated and disseminated to their target audiences.

#### **3.5.1 EMN and National Websites**

The public EMN Website (<http://www.emn.europa.eu>) shall also be extensively re-designed, along with the re-development of the Information Exchange System (Section 3.4), in order to serve as a 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 shall be regularly updated, principally by the **Service Provider (GHK-COWI)** in co-operation with the **Commission**, and *inter alia* provide easy and searchable access to all EMN outputs; information about the EMN and its various activities, including Latest News, Upcoming Events and Information Leaflet sections; links to other relevant websites, including national (EMN

NCP) ones; plus an option to do a focussed search also for other documentation and publications (e.g. EU and national legislation, case law) held in other databases, including any maintained by an EMN NCP. As well as presenting overview tables of key migratory statistics, a functionality to extract statistics and present them in a graphical format may also be developed. The possibility to develop a complementary Facebook and/or Twitter account may also be considered.

**EMN NCPs** may also develop and maintain their own national websites in order to provide targeted information tailored to their national audience, which may include a repository of national case law, legislation and non-EMN publications. 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. Reciprocal links between a national and the EMN websites shall be maintained and, in the case of an EMN NCP having a national repository of documents, shall include the possibility to do a structured searching of these national documents from the EMN website.

As a complement to the EMN and National websites, and in order to reach out to a wider audience, an EMN Wikipedia page shall be maintained. The Wikipedia page shall appear in several Member State languages and include a link to the EMN website. The **Service Provider (GHK-COWI)** shall be responsible for managing and monitoring this page, including in relation to the level of interest generated and in terms of quality control, reporting to the Commission accordingly.

### **3.5.2 EMN Conference 2012**

The annual EMN Conference shall be organised by the EMN for the latter quarter of 2012. **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 **EMN Steering Board**, in the first half of 2012.

### **3.5.3 (Inter)National Events**

EMN NCPs may participate in (inter)national workshops/seminars/conferences not organised by the EMN only when the event occurs within an EU Member State or Norway 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 or Norway may be possible, again subject to the presentation of an EMN study(ies) or 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 (Section 3.1.1.3). Each **EMN NCP** shall indicate in the Description of Activities, forming Annex I to their grant, the events at which they intend to participate.

### **3.5.4 Outputs**

- Regular updates of EMN (and National) website(s)
- EMN Wikipedia page
- EMN Conference 2012
- Workshop/Seminar/Conference participation

### **3.6 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 2013 to be submitted before the end of 2012. Not only will this involve co-ordination of efforts between the experts constituting the EMN NCP, but also with both national network members and with other EMN NCPs.

**4. Timetable of EMN Deliverables in 2012 with *indicative* Resource Overview**

Activity	Overview	Indicative EMN NCP Effort (person-months)
<b>Ad-Hoc Queries, Reports, Studies and other Outputs</b> (Section 3.1)	<ul style="list-style-type: none"> <li>➤ Provision of responses to Ad-Hoc Queries</li> <li>➤ Annual Policy Reports</li> <li>➤ Completion 2011 studies (if needed)</li> <li>➤ Update of <i>Organisation of Policies</i> study (if needed)</li> <li>➤ EMN Studies (one main and up to 3 focussed)</li> <li>➤ Topic proposals 2013</li> <li>➤ EMN Glossary and Thesaurus</li> <li>➤ EMN Quarterly Reports</li> <li>➤ EMN Status Report 2011</li> </ul>	<p style="text-align: center;">5 - 7 3 - 4 1 1 - 3 10 - 12 1 1 - 2 1 - 2 1</p> <p style="text-align: center;"><b>Sub-total: 24 - 33</b></p>
<b>Other Policy Support Actions</b> (Section 3.2)	<ul style="list-style-type: none"> <li>➤ EU Immigration Portal</li> <li>➤ Comparability of Information</li> <li>➤ Possible amendment to 2008/381/EC</li> <li>➤ Follow-up of Action Plan on Unaccompanied Minors</li> <li>➤ Co-operation with Commission related contractors/collaborators</li> </ul>	<p style="text-align: center;">3 - 4</p>
<b>Networking</b> (Section 3.3)	<ul style="list-style-type: none"> <li>➤ Networking amongst EMN NCPs, including cluster meetings</li> <li>➤ Networking at the national level</li> <li>➤ Networking with other European entities</li> </ul>	<p style="text-align: center;">2 - 3 2 - 3 1 - 2</p> <p style="text-align: center;"><b>Sub-total: 5 - 8</b></p>
<b>EMN Information Exchange System</b> (Section 3.4)	Contributions to development and implementation of new system and website.	<p style="text-align: center;">1 - 2</p>
<b>EMN Communication and Dissemination</b> (Section 3.5)	Contributions to development of EMN (and National) Website(s), active participation in EMN meetings, workshops and conferences, plus presentation of EMN at major conferences.	<p style="text-align: center;">2 - 4</p>
<b>Co-ordination of National Contact Point activities</b> (Section 3.5)	Co-ordination of activities, as well as management of the grant.	<p style="text-align: center;">3 - 4</p>
	<b>Indicative Total Effort required by each EMN NCP</b>	<b>38 - 55</b>

Notes:

1. The (total) person-months of effort given are indicative only, as they are not used directly in the preparation of, nor are they included in, a grant application, but are provided in order to assist an EMN NCP in preparing their application.
2. The person-months given are for the whole of 2012 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. The person-months indicated under **Ad-Hoc Queries, Reports, Studies and other Outputs (Section 3.1)** include an EMN NCPs' contributions (i.e. through providing comments/corrections/suggestions) to finalising an EMN Inform and/or Synthesis, which shall be initially drafted by the Service Provider (GHK-COWI) in collaboration with the Commission.
4. 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.
5. In the light of the activities to be undertaken by the EMN and the available budget, the effort required for a specific activity and the Total Effort may be adapted in future Work Programmes.

<b>Timetable of key EMN Deliverables 2012</b>	
January to March 2012	<ul style="list-style-type: none"> <li>➤ <u>53<sup>rd</sup> EMN Meeting</u> (plus Glossary/Thesaurus &amp;/or Study workshop &amp;/or Training Session).</li> <li>➤ <u>54<sup>th</sup> EMN Meeting</u> (plus Glossary/Thesaurus &amp;/or Study workshop &amp;/or Training Session).</li> <li>➤ Completion <u>2011 EMN Studies</u> (if necessary).</li> <li>➤ Finalisation of specifications and launching of <u>main EMN study 2011</u>.</li> <li>➤ Development of template for <u>first focussed study 2012</u>.</li> </ul>
April to June 2012	<ul style="list-style-type: none"> <li>➤ <u>55<sup>th</sup> EMN Meeting</u> (plus Glossary/Thesaurus &amp;/or Study workshop &amp;/or Training Session).</li> <li>➤ 9<sup>th</sup> Meeting of <u>EMN Steering Board</u> to discuss progress plus first exchange of views on <u>Work Programme 2013</u> and draft <u>EMN Status Report 2011</u>.</li> <li>➤ Invite <u>Topic proposals 2013</u>.</li> <li>➤ Submission of completed templates for first <u>focussed EMN study 2012</u> and production of synthesis.</li> <li>➤ Approval by EMN Steering Board (written procedure) for <u>second focussed study 2012</u>, if topic is not as given in <u>Section 3.1.4.</u>, and development of template.</li> <li>➤ <u>56<sup>th</sup> EMN Meeting</u> (plus Glossary/Thesaurus &amp;/or Study workshop &amp;/or Training Session).</li> </ul>
July to September 2012	<ul style="list-style-type: none"> <li>➤ Submission of National Reports for <u>main EMN study 2012</u> and production of draft Synthesis Report.</li> <li>➤ Finalisation of specifications for and launching of <u>Annual Policy Report 2012</u>.</li> <li>➤ <u>57<sup>th</sup> EMN Meeting</u> (plus Glossary/Thesaurus &amp;/or Study workshop &amp;/or Training Session)</li> <li>➤ Submission of completed templates for <u>second focussed study 2012</u> and production of Synthesis Report.</li> <li>➤ Approval by EMN Steering Board (written procedure) for <u>third focussed study 2012</u>, if topic is not as given in <u>Section 3.1.4.</u>, and development of template.</li> </ul>
October to December 2012	<ul style="list-style-type: none"> <li>➤ <u>58<sup>th</sup> EMN Meeting</u> (plus Glossary/Thesaurus &amp;/or Study workshop &amp;/or Training Session)</li> <li>➤ 10<sup>th</sup> Meeting of <u>EMN Steering Board</u> to review progress, to finalise and approve <u>Work Programme 2012</u>.</li> <li>➤ Submission of completed templates for <u>third focussed study 2012</u> and production of Synthesis Report.</li> <li>➤ Submission of <u>grant applications</u> for 2013.</li> <li>➤ <u>59<sup>th</sup> EMN Meeting</u> and Glossary/Thesaurus plus <u>EMN Conference 2012</u>.</li> <li>➤ Submission of National Reports for <u>Annual Policy Report 2012</u> containing at least <u>Pact plus Stockholm reporting sections</u>.</li> <li>➤ Submission of any updated National Report and/or Organisational Chart on the "<u>Organisation of Asylum and Migration Policies in the EU Member States</u>."</li> </ul>

## 5. Budgetary Provisions in 2012

The total budget foreseen for the implementation of EMN activities in 2012 is **€ 8 000 000**

### 5.1 Grants for EMN NCPs

The total Union budget foreseen for 2012 for the support of EMN NCPs is **€ xxx 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](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 EMN Steering Board and adopted by the Commission, grants shall be awarded to EMN NCPs (except for Denmark and Norway) 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. The period of eligibility for Union contribution shall be from 1 January 2012 until 31 December 2012.

	Member State	MINIMUM Union contribution (in €)	MAXIMUM Union contribution (in €)
1	<b>Austria</b>	330 000	350 000
2	<b>Belgium</b>	340 000	380 000
3	<b>Bulgaria</b>	40 000	50 000
4	<b>Cyprus</b>	100 000	110 000
5	<b>Czech Republic</b>	71 000	77 000
6	<b>Estonia</b>	130 000	150 000
7	<b>Finland</b>	270 000	300 000
8	<b>France</b>	260 000	290 000
9	<b>Germany</b>	375 000	425 000
10	<b>Greece</b>	120 000	140 000
11	<b>Hungary</b>	90 000	110 000
12	<b>Ireland</b>	320 000	360 000
13	<b>Italy</b>	220 000	250 000
14	<b>Latvia</b>	100 000	110 000
15	<b>Lithuania</b>	170 000	190 000
16	<b>Luxembourg</b>	410 000	460 000
17	<b>Malta</b>	80 000	90 000
18	<b>Netherlands</b>	440 000	465 000
19	<b>Poland</b>	85 000	96 000
20	<b>Portugal</b>	240 000	270 000
21	<b>Romania</b>	30 000	40 000
22	<b>Slovak Republic</b>	150 000	170 000
23	<b>Slovenia</b>	40 000	50 000
24	<b>Spain</b>	330 000	370 000
25	<b>Sweden</b>	440 000	460 000
26	<b>United Kingdom</b>	410 000	460 000
	<b>TOTAL</b>		

Referring also to Section 3.1.2, an EMN NCP receiving a grant can claim a scale of unit cost 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 ~~€~~ xxx 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, with completion in first quarter 2012.
  
- (b) Hosting, supporting, maintaining, re-developing and enhancing the EMN website and 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 or service contract
  - Indicative timetable: the relevant procedure is to be launched in the second quarter of 2012.
  
- (c) Communication and Dissemination actions of the EMN, as indicated in Section 3.5, in order to meet the objective given in Article 1(3) of Council Decision 2008/381/EC. The budget to be foreseen for these actions shall be used for the dissemination of outputs including through the publication of EMN Reports and Studies, typically comprising of a booklet.
  - Type of contract: service framework contract or service contract;
  - Indicative timetable: procedure is to be launched in the first quarter of 2012.

Annex: Details of and methodology used to determine the scale of unit cost amount for an EMN Ad-Hoc Query to be applied by the relevant EMN NCPs.

