



EUROPEAN
COMMISSION

Brussels, 15.3.2013
C(2013) 1369 final

COMMISSION IMPLEMENTING DECISION

of 15.3.2013

**on the adoption of the 2013 annual work programme for the European Migration
Network**

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THE EUROPEAN COMMISSION,

Having regard to the Treaty on the Functioning of the European Union,

Having regard to Council Decision 2008/381/EC of 14 May 2008 establishing the European Migration Network¹, and in particular Article 6(4) thereof

Having regard to Regulation (EU, Euratom) No 966/2012 of 25 October 2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union² (hereinafter referred to as the 'Financial Regulation'), and in particular Article 84 thereof,

Having regard to Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of the Regulation of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union³ (hereinafter referred to as the 'Rules of Application'), and in particular Article 94 thereof,

Whereas:

- (1) In accordance with Article 84 of the Financial Regulation and Article 94 of the Rules of Application, the commitment of expenditure from the Union budget shall be preceded by a financing decision setting out the essential elements of the action involving expenditure and adopted by the institution or the authorities to which powers have been delegated by the institution.
- (2) In accordance with Article 128 of the Financial Regulation, grants shall be subject to a work programme, to be published prior to its implementation.
- (3) This Decision should allow for the payment of interest due for late payment on the basis of Article 92 of the Financial Regulation and Article 111(4) of the Rules of Application.
- (4) It is appropriate to define the term “substantial change” in the meaning of Article 94(4) of the Rules of Application for the application of this decision.
- (5) The measures provided for in this decision are in accordance with the opinion of the EMN Steering Board set up under Article 4 of Council Decision 2008/381/EC;

¹ OJ L 131, 21.05.2008, p. 7

² OJ L 298, 26.10.2012, p.1.

³ OJ L 362, 31.12.2012, p.1.

HAS DECIDED AS FOLLOWS:

Article 1

The 2013 annual work programme for the European Migration Network, as set out in Annex 1, is adopted. It constitutes a financing decision within the meaning of Article 84 of the Financial Regulation.

The list of National Contact Points is set out in Annex 2.

Article 2

The maximum contribution authorised by this Decision for the implementation of the work programme in Annex I is set at EUR 6.500.000,00 and shall be financed from line 18.03.05 of the General Budget of the European Union for 2013.

These appropriations shall also cover any possible interest due for late payment.

Article 3

Within the maximum indicative budget of all the actions set out in Annex 1, changes not exceeding 20 % of the maximum Union contribution are not considered to be substantial, provided that they do not significantly affect the nature and objectives of the annual work programme.

The authorising officer by delegation may adopt such changes in accordance with the principles of sound financial management.

Done at Brussels, 15.3.2013

*For the Commission
Cecilia MALMSTRÖM
Member of the Commission*

European Migration Network

Work Programme 2013

1. Introduction: Priorities of Action

The European Migration Network (EMN) 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 2013 builds on and consolidates the approach of last year. This introduced a range of new products 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.

The main objective for 2013 is thus 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 policymakers;
- increasing the EMN's responsiveness to policymakers needs through addressing both immediate and longer-term requirements.

To achieve this objective, the following **specific priorities** for **2013** 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, and providing specific support to assist the EMN NCP in Croatia to participate fully in the EMN;
- **Improve comparability** of statistics and other information at EU-level, including continued development of the **EMN Glossary and Thesaurus**;
- 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;
- **Increase further the visibility** of the EMN through targeted communication and dissemination of its outputs in an appropriate format.

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 added value in comparison with them. In particular through the quality of its outputs and their EU-wide coverage, 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

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

In relation to improving 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 2012. This will include responding 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.

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 **existing ad-hoc queries, studies and reports** and extracting or mining information on a specific topical theme, as well as from other relevant entities (e.g. OECD, ICMPD, IOM, MPC);
- Launching **Ad-Hoc Queries** to gather information of topical policy relevance;
- **Annual Policy Reports** informing the Commission's Annual Report on Immigration and Asylum and policymakers, using accessible formats, of 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**;
- **Studies**, according to common specifications and consisting of National Reports plus a concise, succinct Synthesis Report, to address either more immediate, short-term policy needs or a topic of longer-term relevance;
- **EMN Informs** specifically targeted for policymakers in order to inform them in a concise manner of the main outcomes of a particular EMN activity, including from mining of information;
- A regular **EMN Bulletin**, highlighting recent EU and national developments and latest statistics.

3.1.1 Ad-Hoc Queries

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 in accordance with the *Vade-mecum for EMN Ad-Hoc Queries* [MIGRAPOL EMN Doc 163]. 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 2013 on making more use of the extensive information obtained via Ad-Hoc Queries. In this respect, the Commission and 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 database of existing Ad-Hoc Queries may be enhanced to include also a search tool.

In addition, the EMN will aim to develop concise, succinct summaries of Ad-Hoc Queries in relation to 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.

Additionally, an EMN NCP shall be encouraged 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.

3.1.2 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 national contributions for the *EMN Annual Policy Report 2012* shall be completed in early 2013 in order to serve as a timely contribution to the Commission's 4th Annual Report on Immigration and Asylum (2012). Coherence of the EMN's report with EASO's annual report shall be ensured, in order to avoid duplication also. A series of EMN Informs focusing on key policy themes, such as Legal Migration and Irregular Migration, shall be produced as succinct summaries of the most significant developments in 2012. Steps to develop contributions for similar reporting in early 2014 may also be undertaken.

3.1.3 EMN Studies

The EMN shall undertake up to four studies in the order listed below:

1. Attracting high-qualified and qualified third-country nationals: Good practices and lessons learned
2. Organisation of reception facilities for asylum seekers in the different Member States
3. Identification and treatment of trafficking victims in asylum, migration and return procedures
4. EU Member State Policies and Practice related to Social Security, Health and Housing Services for Migrants

These studies shall be focussed studies, except for the 4th study where an assessment, during the course of 2013, of both the policy need and feasibility shall be undertaken in order to determine whether it shall be instead a more in-depth main study.

To enable the EMN to better respond to identified information needs in light of topical policy developments during 2013, the Steering Board may decide, by written procedure,¹ on an alternative topic(s) 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. Any new study or update to a previous EMN study shall replace one or more of the four listed above, to be decided by the Steering Board.

If needed, studies from 2012 shall be completed and an update of the "*Organisation of Asylum and Migration Policies in the EU Member States*," including of the Institutional Chart, may be done in order to maintain an up-to-date reference. This may include updating 'Factsheets' produced on the basis of a National Report.

Subject to the adoption of a Regulation establishing an Asylum and Migration Fund, proposals for topics to be addressed within the context of a 2014 Work Programme may be submitted during the course of 2013 for consideration by the EMN Steering Board.

3.1.4 EMN Bulletin

Topical information required by and of relevance to (senior) policymakers, highlighting recent developments and any relevant information extracted from the EMN's existing knowledge plus

¹ According to Article 10 of its Rules of Procedure.

(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.

3.1.5 EMN Status Report 2012

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.² The 2012 report shall outline the key findings of the studies completed in 2012, and its main impacts, in particular in relation to informing policymaking at national and EU levels.

3.2 Other Policy Support Actions

3.2.1 EU Immigration Portal

The EMN shall 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?'

3.2.2 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, the Action Plan on Unaccompanied Minors, including liaising with the European Support Office (EASO); Commission Expert Groups; and the EU Response to Migratory Pressures – A Strategic Response.

3.2.3 Co-operation with Commission appointed contractors/collaborators

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.

3.3 Networking

Effective networking is an essential component required for the functioning of the EMN. Networking in 2013 shall aim to further embed the role and remit of the EMN within the architecture of existing European organisations and institutions with a complementary scope, for example, EASO, Frontex, FRA, EU Anti-Trafficking Coordinator. 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.

3.3.1 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. Particular 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.

3.3.2 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 and

² Article 4(5c) of Council Decision 2008/381/EC

they may play an important role in information dissemination, including to the wider public and national media.

3.3.3 Networking with relevant EU and non-EU entities

A renewed priority for 2013 shall be to develop consistency and co-ordination with relevant Union instruments and structures in the area of migration and asylum, as well as with other relevant international organisations. This shall include in particular working with the Commission's Eurostat and Research Directorate Generals, plus the National Contact Points on Integration; the EU Anti-Trafficking Coordinator; EU agencies, such as FRA, Frontex and EASO; and the European Parliament. These entities may attend Steering Board and EMN NCP meetings and may provide specific inputs into EMN Reports, Studies and other EMN outputs. Norway, through a dedicated working arrangement, shall continue to be an active participant in the EMN.

It shall be the role of the EMN Steering Board to identify any other 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.

3.4 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, as well, for national products, that of an EMN NCP's legal entity.

3.4.1 EMN and National Websites

The public EMN Website (<http://www.emn.europa.eu>) shall continue to be developed, 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.

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. 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 at EU and 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.

3.4.2 EMN Conference 2013

The annual EMN Conference shall be organised in the latter half of 2013 and linked to the Lithuanian Presidency of the Council of the EU. The form, responsible organiser and thematic approach, as well as participants, shall be determined by the EMN during 2013.

3.4.3 (Inter)National Events

EMN NCPs may participate in the international Metropolis 2013 conference and/or 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 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.

3.5 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. Contingent on the adoption of a Regulation establishing an Asylum and Migration Fund, an application for EMN NCP funding in 2014 may be submitted before the end of 2013.

4. Overview of EMN Deliverables in 2013 with indicative Resource Overview

Activity	Overview	Indicative EMN NCP Effort (person-months)
Ad-Hoc Queries, Reports, Studies and other Outputs (Section 3.1)	<ul style="list-style-type: none"> ➤ Provision of responses to Ad-Hoc Queries ➤ Annual Policy Reports ➤ Completion 2012 studies (if needed) ➤ Update of <i>Organisation of Policies</i> study (if needed) ➤ EMN Studies (one main and up to 3 focussed) ➤ Topic proposals 2014 ➤ EMN Glossary and Thesaurus ➤ EMN Bulletin (up to 4) ➤ EMN Status Report 2012 	24 - 33
Other Policy Support Actions (Section 3.2)	<ul style="list-style-type: none"> ➤ EU Immigration Portal ➤ Provision of complementary information to support EU initiatives ➤ Co-operation with Commission related contractors/collaborators 	3 - 4
Networking (Section 3.3)	<ul style="list-style-type: none"> ➤ Networking amongst EMN NCPs, including cluster meetings ➤ Networking at the national level ➤ Networking with other European entities 	5 - 8
EMN Communication and Dissemination (Section 3.4)	Contributions to development of EMN (and National) Website(s), active participation in EMN meetings, workshops and conferences, plus presentation of EMN at major conferences.	2 - 4
Co-ordination of National Contact Point activities (Section 3.5)	Co-ordination of activities, as well as management of grant.	3 - 4
	Indicative Total Effort required by each EMN NCP	37 - 53

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 2013 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 EMN Service Provider (ICF 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.

5. Budgetary Provisions in 2013

The total budget foreseen for the implementation of EMN activities in 2013 is **€6 894 309**.

5.1 Grants for EMN NCPs

The total Union budget foreseen for 2013 for the support of EMN NCPs is **€5 580 000**. 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.

Grants shall be awarded to EMN NCPs (except for Croatia, 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.

	Member State	MINIMUM Union contribution (in €)	MAXIMUM Union contribution (in €)
1	Austria	290 000	319 000
2	Belgium	250 000	275 000
3	Bulgaria	40 000	50 000
4	Cyprus	56 000	62 000
5	Czech Republic	70 000	80 000
6	Estonia	135 000	145 000
7	Finland	310 000	350 000
8	France	247 000	272 000
9	Germany	352 000	391 000
10	Greece	80 000	88 000
11	Hungary	62 000	69 000
12	Ireland	313 000	348 000
13	Italy	250 000	280 000
14	Latvia	85 000	94 000
15	Lithuania	140 000	160 000
16	Luxembourg	395 000	435 000
17	Malta	65 000	75 000
18	Netherlands	410 000	460 000
19	Poland	75 000	83 000
20	Portugal	113 000	125 000
21	Romania	32 000	41 000
22	Slovak Republic	155 000	171 000
23	Slovenia	40 000	50 000
24	Spain	283 000	312 000
25	Sweden	377 000	415 000
26	United Kingdom	390 000	430 000
	TOTAL	5 015 000	5 580 000

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 2013 until 31 December 2013. The costs incurred before the date of submission of the application will not be eligible.

The maximum Union funding for indirect costs (overheads) is set at a flat-rate of 7% of the Direct Eligible Cost.

Each EMN NCP shall submit, within three months after the end of their grant, a detailed narrative report describing the activities undertaken and their impacts, along with a detailed budget report.

5.2 Procurement

An amount of € 1.314.309 is allocated for procurement contracts.

There are 920 000 EURO from the 2013 appropriations and an additional 394.309,00 EUR from assigned income (i.e. cashed recovery orders)

Type and object of the contracts

- (a) Hosting, supporting, maintaining, developing and enhancing the EMN website and Information Exchange System.
- (b) Supporting communication and dissemination activities of EMN, including producing publications.

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

The envelope shall also be used to cover the budgetary needs for Service Provider activities to assist the Commission in the organisation of the work of the EMN.

Indicative timetable: the relevant procedures to be indicatively launched as follows: (a), (b) in first quarter of 2013.

Annex 2**EUROPEAN MIGRATION NETWORK - NATIONAL CONTACT POINTS**

MEMBER STATE	<u>EMN NCPs – beneficiaries identified in the basic act as recipients of the grant</u>
AUSTRIA	International Organisation for Migration (IOM), Office in Vienna
BELGIUM	Federal Public Service , Belgium Immigration Office
BULGARIA	Ministry of Interior, Migration Directorate
CYPRUS	Ministry of Interior
CZECH REPUBLIC	Ministry of the Interior, Department for Asylum and Migration Policy
ESTONIA	Estonian Academy of Security Sciences
FINLAND	Finnish Immigration Service
FRANCE	Ministère de l'Intérieur
GERMANY	Bundesamt für Migration und Flüchtlinge
GREECE	Hellenic Ministry of Interior
HUNGARY	Ministry of Interior
IRELAND	Economic and Social Research Institute (ESRI)
ITALY	Ministero dell'Interno, Dipartimento per le libertà Civili e l'Immigrazione, Direzione Centrale per le Politiche dell'Immigrazione e dell'Asilo
LATVIA	Ministry of Interior, Office of Citizenship and Migration Affairs,
LITHUANIA	International Organisation for Migration (IOM), Office in Vilnius
LUXEMBOURG	University of Luxembourg
MALTA	Ministry for Home Affairs
NETHERLANDS	Ministry of Interior and Kingdom Relations Immigration and Naturalisation Service Information and Analysis Centre (INDIAC),
POLAND	Ministry of Interior
PORTUGAL	Serviço de Estrangeiros e Fronteiras
ROMANIA	Romanian Immigration Office Research and Analyses Center,
SLOVAK REPUBLIC	International Organisation for Migration (IOM) Office in Bratislava
SLOVENIA	Ministry of Interior
SPAIN	Ministerio de Empleo y Seguridad Social , Secretaría General de Inmigración y Emigración
SWEDEN	Swedish Migration Board
UNITED KINGDOM	Home Office Science: Migration and Border Analysis, part of HO's Migration Knowledge Management Network