



## INFORMATION NOTE

### *Background and main objectives of the 8<sup>th</sup> EASO Consultative Forum Plenary Meeting*

The EASO Consultative Forum is a platform aiming to pool knowledge and to exchange information between EASO and civil society. EASO is committed to establishing a real and genuine dialogue with civil society as EASO strongly believe that the exchange of ideas can be of mutual benefit to both parties. Cooperation with civil society is mainstreamed throughout all EASO's activities and takes place on a continuous basis throughout the year. Examples of activities include Consultative Forum Meetings, electronic consultations on key EASO documents as well as the direct involvement of civil society in various areas of EASO's work, through e.g. meetings, conferences, workshops, practical cooperation activities and informal consultations.

The annual EASO Consultative Forum Plenary Meeting has become one of EASO's most important events. The meeting unites a high number of relevant stakeholders including from civil society, international organisations, EU institutions and national authorities, to take stock of developments in the field of asylum as well as to review cooperation between EASO and civil society.

The 8<sup>th</sup> edition of the annual Plenary Meeting takes place in Brussels. The theme of this year's meeting will focus on **Reception**. To this end, a panel composed of key actors working in the field of asylum will debate on how to create a reception system able to effectively and efficiently respond to changing inflows.



### *Format of the Meeting*

The first part of the meeting will include opening statements by high-level stakeholders and an overview of the recent asylum developments with specific reference to reception. The meeting will continue with a plenary debate between representatives from EU institutions, national authorities and civil society organisations active in the field of reception followed by an extensive question and answer session.

The afternoon session will host parallel workshops co-led by EASO and civil society representatives. These workshops will tackle individual topics, on provision of information to applicants for international protection in the context of reception, reception of children, emergency reception provision, coordination between different stakeholders involved in reception more specifically on how to structurally embed civil society in Member States' reception systems and reception and society. A follow-up session will address the key messages from these workshops, followed by a closing panel debate.

### *Conference material*

Further updates to the draft Programme, Information Note as well as other background documents will be circulated to participants and uploaded on the EASO website (section on civil society) in the coming weeks.

### *Practical Information*

The meeting takes place in Brussels at the **The Blue Point, 80 Bd A. Reyers Ln, 1210 Brussels, Belgium** Participation is open to representatives from civil society organisations, international organisations, EU institutions, Member State asylum authorities, local municipalities as well as individuals working in the field of asylum at local, regional, national and international level.

Please use the following link to register to the Forum:

[https://ec.europa.eu/eusurvey/runner/8th\\_EASO\\_CF\\_Plenary\\_Meeting\\_ONLINE\\_REGISTRATION](https://ec.europa.eu/eusurvey/runner/8th_EASO_CF_Plenary_Meeting_ONLINE_REGISTRATION)

We would strongly recommend that you register as soon as possible.

Participants traveling cross-border to attend the Forum may be eligible for reimbursement under Category B as detailed in the Decision of the Executive Director of EASO detailing the rules concerning the reimbursement of the costs incurred by persons invited to meetings organised by EASO in support of its functioning or operational activities. Please note that EASO only reimburses the cost of one designated participant for each organisation.



Those who qualify for reimbursement can have the following expenses covered:

- A flat rate for travel allowance set at 500 EUR

This is a fixed and flat rate which can be used to cover both travel as well as accommodation costs. NB: **You are kindly requested to make your own travel and accommodation arrangements.**

In order to be reimbursed, you will need to submit a declaration form, reimbursement form, legal entity and financial identification form to [Consultative-Forum@easo.europa.eu](mailto:Consultative-Forum@easo.europa.eu). To facilitate the reimbursement process, we would kindly request you to submit these documents by no later than **30 November 2018**. The forms are available under the registration link. Reimbursement of the flat rate will follow after the meeting has taken place and provided all reimbursement documents have been submitted.

You may wish to review EASO's privacy statement governing the collection of personal data for EASO events and meetings at:

[https://www.easo.europa.eu/sites/default/files/public/2014\\_02\\_14\\_EASO\\_meetings-and-events-privacy-statement.pdf](https://www.easo.europa.eu/sites/default/files/public/2014_02_14_EASO_meetings-and-events-privacy-statement.pdf)

If you have any questions with regard to the EASO Consultative Forum Plenary Meeting, please write to: [Consultative-Forum@easo.europa.eu](mailto:Consultative-Forum@easo.europa.eu)