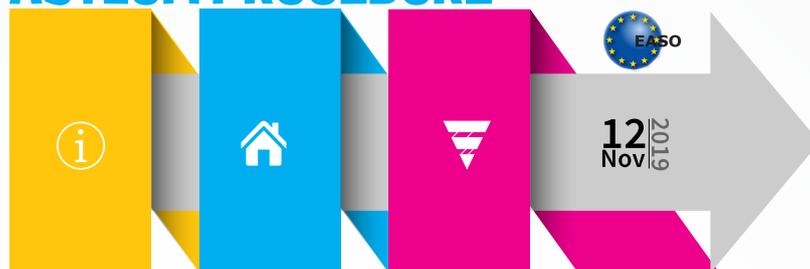


INITIAL STEPS IN THE ASYLUM PROCEDURE



9th Consultative Forum Plenary Meeting
The Blue Point, Brussels

Background to the EASO Consultative Forum

The EASO Consultative Forum constitutes a platform for the exchange of information and pooling of knowledge, created to ensure that a close dialogue is established between EASO and civil society.

Various activities are implemented throughout the year, including Consultative Forum meetings, electronic consultations on key EASO documents, and selected civil society organisations are also invited to participate directly in various EASO activities.

The Forum meets once per year in Plenary setting. This annual Plenary meeting has become one of EASO's flagship events, usually gathering around 200 representatives from civil society, Member State authorities and EU institutions.

Conference Rationale and key questions to explore

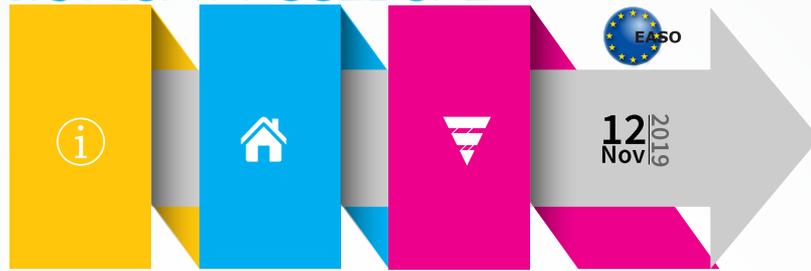
This year's plenary meeting will focus on **"the initial steps of the asylum procedure"**, a highly relevant topic that has gained renewed focus. The 2018 EASO Annual report on the Situation of Asylum signals a trend of Member States introducing a number of changes in the initial steps of the asylum procedure to obtain as much information as possible from applicants at an early stage, aiming to ensure that applications are processed swiftly, comprehensively and in an informed manner. Consequently, the plenary meeting aims to explore the following key questions:

- *What new measures and tools have Member States introduced to streamline the initial steps in the asylum procedure and to what effect?*
- *What is the impact of the introduction of new measures/tools on the efficiency of asylum processing and on applicants' access to procedural safeguards?*
- *What role do civil society organisations (CSOs) play in guaranteeing effective access to procedural safeguards during these initial steps of the procedure?*
- *How is EASO involved in the initial steps of the asylum procedure?*
- *How can EASO support and strengthen cooperation with civil society during the initial steps of the asylum procedure?*

Taking a step-by-step approach, the meeting will examine the different steps in the initial phase of the asylum procedure, examining what challenges each step presents, whilst also exploring the role that civil society organisations as well as EASO play in helping Member States to get these initial steps right.

More specifically, the following initial steps in the asylum procedure and accordingly key questions will be explored in detail:

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Key topics and questions that the 9th edition of the Consultative Forum aims to address:

Sub-topic	Key questions to explore
Outreach and information provision	<p><i>After arrival on the EU territory, how are potential applicants for international protection identified?</i></p> <p><i>How, by whom, and what information is provided to applicants, particularly focusing on what information is required for the applicant to be adequately prepared for the registration procedure?</i></p>
Registration procedure	<p><i>What information is collected by Member State authorities at registration?</i></p> <p><i>What challenges does the registration procedure present, including in times of high influx?</i></p> <p><i>What are some of the new measures and tools that are being introduced by Member States to streamline the registration procedure?</i></p> <p><i>What impact do these new measures have on asylum processing and applicants' access to rights and procedural safeguards?</i></p> <p><i>How and to what extent are applicants supported by civil society organisations during the registration procedure insofar as information and legal counselling is provided prior and during registration?</i></p>
Channelling and referral	<p><i>To what extent and how do Member States make use of "triaging", i.e. the channelling of asylum cases into different processing streams?</i></p> <p><i>To what extent does triaging contribute to efficient asylum processing?</i></p> <p><i>What are the broader implications of triaging on applicants' procedural safeguards?</i></p> <p><i>To what extent does the early identification of vulnerable persons contribute to putting in place the necessary procedural guarantees?</i></p>

Meeting Agenda: Format & outputs

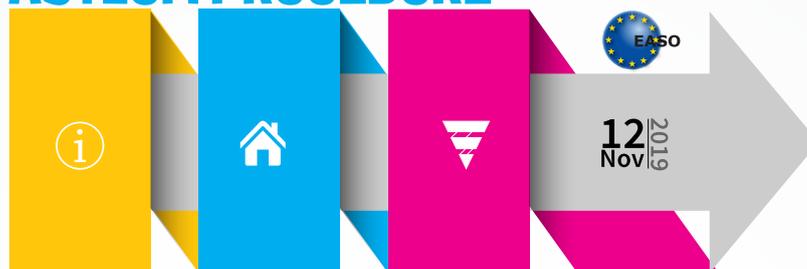
The meeting will be based on mixed participatory methods and will consist of two expert plenary debates in the morning and action-oriented parallel break-out sessions between participants in the afternoon. A closing Spotlight Debate will conclude the meeting during which high-level speakers will reflect and comment on the main outcomes of the meeting.

An important aim of the meeting is to formulate and agree upon key recommendations that the Forum would want to put forward to Member States, EU institutions, or civil society counterparts. Participants will have ample opportunity to discuss and agree upon recommendations during the break-out sessions. The key recommendations will be presented to the EASO Asylum Processes Network for further discussion and, if feasible, action.

The conference venue

The 9th edition of the Consultative Forum plenary meeting will take place in Brussels at the [The Blue Point](#), 80 Bd A. Reyers Ln, 1210 Brussels, Belgium.

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Who can participate and how to register?

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: [here](#)

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

Places will be attributed on a first-come, first-serve basis. **Registration is open until the deadline for registration (4th November 2019)** but EASO reserves the right to close registration earlier once the maximum capacity is reached.

Information on reimbursement

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. Note that **you are kindly requested to make your own travel and accommodation arrangements**.

Reimbursement will follow after the meeting has taken place. In order to be reimbursed, you will need to submit an application for reimbursement form, legal entity and financial identification form to Consultative-Forum@easo.europa.eu.

To facilitate the reimbursement process, we would kindly request you to submit these documents at your earliest convenience following your registration and preferably **no later than 4th November 2019**. The forms are available under the registration link.

Provided all reimbursement documents have been submitted, reimbursement of the flat rate will follow after the meeting has taken place.

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

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