

OPERATIONAL PLAN 2022

**AGREED BY THE EUROPEAN UNION AGENCY FOR ASYLUM
AND CZECHIA**

Luxembourg

10 JUNE 2022

The Executive Director of the European Union Agency for Asylum (hereinafter 'EUAA' or the 'Agency')

and

The Minister of Interior of Czechia (hereinafter 'Member State'),

Having regard to Regulation (EU) No 2021/2303 of the European Parliament and of the Council of 15 December 2021 on the European Union Agency for Asylum and repealing Regulation (EU) No 439/2010 (hereinafter referred to as 'EUAA Regulation'), and in particular Article 1, Article 2, Article 3, Articles 16 to 20 and Articles 23 to 28 thereof,

Hereby agree on the Operational Plan (hereinafter 'the Plan') for the provision of technical and operational assistance by EUAA to Czechia.

The Operational Plan is binding in its entirety, including annexes.

The implementation period of the Plan shall be from 10 June 2022 until 31 December 2022.

The Plan enters into force on the date after it has been signed by both Parties.

EUAA shall share a copy of the Plan with the Members of the EUAA Management Board for information. The Plan will be made publicly available on the EUAA website.

Luxembourg

10 June 2022

Executive Director of the
European Union Agency for
Asylum

Minister of Interior of Czechia

1.0 INTRODUCTION

An Operational Plan addresses the specific needs of the requesting Member State(s) with regard to:

- the implementation of Directive 2001/55/EC and the Council Implementing Decision (EU) 2022/382 of 4 March 2022 establishing the existence of a mass influx of displaced persons from Ukraine within the meaning of Article 5 of Directive 2001/55/EC, and having the effect of introducing temporary protection.
- operational and technical needs of the Member State whose asylum and/or reception systems are subject to disproportionate pressure;
- operational and technical reinforcement needs of the Member State(s) facing disproportionate migratory challenges;
- the implementation of its(their) obligations under the Common European Asylum System (CEAS).

The Plan provides the framework for delivery of technical and operational assistance by the European Union Agency for Asylum, including the deployment of asylum support teams.

2.0. OPERATIONAL SITUATION, NEEDS ASSESSMENT AND OBJECTIVES

Following the Russian invasion of Ukraine on 24 February 2022, the Czech Republic (Czechia) has been receiving a very high number of displaced persons from Ukraine seeking safety. It is currently estimated that more than 360,000 refugees are within Czech territory - a number that exceeds 3% of Czechia's population. This development has exerted pressure on the country's registration and reception capacities.

According to the latest available daily EPS data, some 363 170 persons have been registered for temporary protection in Czechia (as of 7 June 2022). Temporary protection registrations started one day after the invasion of Ukraine and reached their highest level at the beginning of the third week of the ongoing war (7 to 9 March 2022), when more than 17 000 persons were registered each day. Flows decreased from end of March onwards, but nevertheless more than 2 000 persons on average were still being registered every day during April, and 1 300 during May. It is worth noting that Czechia has reported the third highest number of TPD registrations from all EU+ countries, behind only Poland and Germany. Asylum applications also started increasing from mid-February and remained relatively high for a few weeks. As the situation in Ukraine escalated, however, their total number was negligible when compared to registrations for temporary protection of people fleeing Ukraine. Beside this temporary spike in asylum applications lodged in March 2022, asylum inflow was generally low in recent years, allowing the Czech asylum authorities to keep the volume of pending cases at first instance in a manageable level.

Following the Council Implementing Decision (EU) 2022/382 of 4 March 2022 establishing the existence of a mass influx of displaced persons from Ukraine within the meaning of Article 5 of Directive 2001/55/EC, and having the effect of introducing temporary protection, the Czech authorities adopted a legal act amending the transposed Temporary Protection directive.. The so-called Lex Ukraine ([Act No. 65/2022 Coll](#)) established temporary protection for citizens of

Ukraine fleeing armed conflict from Ukraine as well as for certain other categories of persons. Furthermore, a state of emergency was declared in Czechia as of 4 March 2022 and a contingency plan was fully activated in order to respond to the uprising needs of displaced persons fleeing Ukraine.

Occupancy in the reception system of Czechia had remained stable from early 2018 up until mid-2020, with an average occupation of about 640 persons and a capacity that went up from 618 to 713 beds. In the summer of 2020, the occupancy started decreasing to 390 persons in April 2021. After a smaller peak of about 540 persons in September 2021, the occupancy in March 2022 stood at 491 persons at a capacity of 713 beds resulting in an occupancy rate of 69%.

However, pressure on the overall reception/accommodation capacities of the Czech authorities has been building up since the start of the Ukrainian crisis. Although the first wave of persons fleeing Ukraine appeared to have access to sufficient means of accommodation and stayed mostly with their relatives and other members of the Ukrainian diaspora in Czechia, the situation changed rapidly as more people without connections to the country entered its territory.

The national contingency plan activated as of 4 March 2022 foresaw the reception of 250,000 persons in different state, regional and private facilities; arrivals in Czechia have however exceeded this number. Considering that more than 300,000 refugees have already entered the country seeking safety, the initial state reception capacity (5 000 places) is already fully exhausted, while regional reception capacities are at their limits. The Czech authorities are currently operationalising emergency shelters to accommodate newly arriving persons.

In light of these developments, on 11 March the Czech government requested support through the Union Civil Protection Mechanism for the creation of additional accommodation capacities in the form of Emergency Temporary Shelters (25 sites for 2,000 persons each), the provision of accommodation material and the deployment of expert support personnel (site managers). Following this request and as of 7 April 2022, 500 field beds were delivered. Additionally, in response to a separate request of the Czech government submitted through the Common Emergency Communication and Information System (CECIS), a large number of disposable catering supplies have been delivered. At the same time, communication with relevant actors at regional and international level was ongoing in view of increasing the state's overall accommodation capacity by 50,000 places, with UNHCR agreeing to provide 500 housing units and related accommodation materials (beds, blankets, sleeping bags etc).

The Czech government also informed the European Commission about the continuing pressure on reception capacity and highlighted the need of financial, material and technical support from the Commission and the relevant EU agencies.

Against this backdrop, on 5 April 2022 the Czech authorities addressed a letter to the EUAA Executive Director requesting support from the Agency in enhancing their capacity to effectively implement the Temporary Protection Directive, focusing particularly on the areas of short- and medium-term accommodation and the provision of IT equipment.

Subsequently, the two parties reached an agreement to conduct a rapid needs assessment with the aim to identify areas where operational support may be potentially provided by the Agency. The aim of the needs assessment was the following: a) to assess the needs of the Czech authorities related to the provision of temporary protection, in terms of additional

emergency capacity; b) consider the potential scope for an EUAA intervention; c) identify and define estimated duration of the potential intervention and the specific potential actions.

The rapid needs assessment focused on two key areas of assessment in the field of temporary protection:

1. Provision of temporary accommodation capacity for temporary protection beneficiaries
2. Capacity-building for Czech authorities through the provision of training related to the implementation of the Temporary Protection Directive

In accordance with the operational situation and needs assessment described herewith, the Parties agree to pursue the achievement of the following operational objectives and results:

- **Expected Outcome 1.1:** *Enhanced capacity of the Czech authorities to effectively implement the Temporary Protection Directive and provide accommodation for temporary protection beneficiaries*
- **Expected Outcome 2.1:** *Enhanced skills of new recruits and specialised staff of the Czech authorities*

The designated Plan Coordinator(s), with the support of the Measure Coordinator(s) where relevant, shall follow up the implementation of the Plan through mechanisms and tools deemed appropriate by the implementing Parties, such as a joint quarterly steering committee or other.

The agreed measures may be subject to annual and/or *ad-hoc* reviews as necessary to ensure their continued relevance and added value.

3.0. MAIN NATIONAL PARTNERS

The Host Member State's main partners involved in this Plan are the following.

Organisation	Responsibilities
Ministry of Interior of The Czech Republic [Ministerstvo vnitra České republiky] (CZ)	The Ministry of Interior is the central governmental authority for home affairs, responsible, inter alia, for migration, asylum and integration policy.
Asylum and Migration Policy Department [Odbor azylové a migrační politiky] (CZ)	The Asylum and Migration Policy Department is a department of the Ministry of the Interior, under whose remit falls in particular the field of international protection, refugees, entry and residence of aliens, the concept of integration of foreigners as well as beneficiaries of international protection (state integration programme), and the Schengen cooperation. It performs tasks in the area of access to asylum procedures (registration / lodging / making asylum applications (in specific cases), first instance determination, and return

	<p>procedures in cooperation with Foreign police. Furthermore, it submits proposals for the establishment or change of the nature of asylum facilities or facilities for the detention of foreigners. The Department is competent to conduct the procedure on temporary protection.</p>
<p>Refugee Facilities Administration [Správa uprchlických zařízení (CZ)]</p>	<p>Refugee Facilities Administration of the Ministry of the Interior (RFA MOI) is an organizational section of the state subordinated to the 1st Deputy Minister of the Interior for Internal Security. It operates several types of facilities – Reception Centers, Residential Centers, Integration Asylum Centers, Facilities for the Detention of Foreigners, while it also provides services to different categories of foreigners based on their legal status (applicants for international protection, international protection holders, detained foreigners, temporary protection beneficiaries). It also ensures the implementation of voluntary returns of rejected applicants for international protection to their country of origin.</p>
<p>Foreign Police [Služba cizinecké policie (CZ)]</p>	<p>The Foreign police of the Czech Republic has competence in the field of access to asylum procedures (making applications (in the majority of cases) / registration (fingerprinting), detention and return procedures, in cooperation with the Asylum and Migration Policy Department. Foreign police is competent to conduct procedure on temporary protection.</p>
<p>Fire Rescue Service of the Czech Republic [Hasičský záchranný sbor ČR (CZ)]</p>	<p>The Fire Rescue Service is responsible for coordinating the crisis response within the crisis management system of the Czech Republic. The Fire Rescue Service is headed by its General Directorate which is an organizational section of the Ministry of the Interior.</p>
<p>National Assistance Center to assist Ukraine [Národní asistenční centrum pomoci Ukrajině – NACPU (CZ)]</p>	<p>The NACPU center is the central organ responsible for crisis planning and management in relation to the Ukrainian crisis.</p>
<p>Regional Centers for Help and Assistance to Ukraine (Krajská asistenční centra pomoci Ukrajině – KACPU (CZ))</p>	<p>The KACPU centers are regional platforms comprised of the various authorities and stakeholders responsible for registration, granting temporary protection and further services provided to the refugees from Ukraine.</p>

4.0 MONITORING AND EVALUATION FRAMEWORK

EUAA is implementing a structured Monitoring and Evaluation methodology allowing evidence-based measurement of progress, corrective action-taking and reflective reviews.

In terms of monitoring, EUAA is making use of a number of tools developed in order to collect input from the implementation of the Plan and to guarantee feedback in real time.

Results from the monitoring activities shall be reported through mechanisms deemed appropriate by the implementing Parties, such as steering meetings or other.

Periodic or mid-term and final (ex-post) evaluations³ can be carried out in order to take stock of lessons learned and good practices. The evaluation(s) will be conducted in line with EUAA's Evaluation Framework, which is based on the European Commission's Better Regulation methodological guidelines for evaluations. They may be performed externally through engagement of evaluation specialist(s), internally by Agency staff, or a hybrid approach.

In order to ensure completeness of evaluations and to take into account the views and feedback from the Parties involved, senior and other key persons from the National Authorities of the host Member State may be invited to interviews with the evaluators or to provide feedback by alternative means. The National Authorities shall commit to supporting the evaluation process and participating in such engagements with evaluators by mutually agreed appointments.

An evaluation report on the results of the operational and technical measures shall be submitted to the Management Board on conclusion of an evaluation. The report on the final (ex post) evaluation will be due within 60 days from the end of the provision of operational and technical measures. For transparency and accountability purposes, evaluation report(s) may be made publicly available on the Agency's website after internal checks have been made to ensure compliance with the applicable provisions in Regulation (EU) No 2018/1725⁴ and Regulation (EC) No 1049/2001⁵.

Other monitoring and evaluation deliverables, as applicable, shall be shared with the host Member State and communicated to the EUAA governance structure (e.g. Management Board members and National Contact Points) where relevant.

5.0 LEGAL FRAMEWORK

5.1 General legal basis for the Plan

In accordance with Article 1 of the EUAA Regulation, the Agency shall contribute to ensuring the efficient and uniform application of Union law on asylum in the Member States in a manner that fully respects fundamental rights. The Agency shall facilitate and support the activities of the Member States in the implementation of the Common European Asylum System (CEAS), including by enabling convergence in the assessment of applications for international protection across the Union and by coordinating and strengthening practical cooperation and information exchange. The Agency, shall improve the functioning of the CEAS, including through the monitoring mechanism and by providing operational and technical assistance to Member States, in particular where their asylum and reception systems are under disproportionate pressure.

Article 2 of the EUAA Regulation specifies the tasks the Agency is entrusted to perform, while in accordance with Article 3 thereof, each Member State shall appoint at least one national contact point for communication with the Agency on matters relating to the tasks referred to in Article 2.

The Agency shall provide operational and technical assistance to a Member State in accordance with the provisions of Chapter 6 of the EUAA Regulation.

5.2. Legal framework applicable to the Plan

EUAA activities performed in the context of the operational and technical assistance as identified in this Plan are in principle governed by EU law, complemented, where appropriate, by the national law of the host Member State. This includes, inter-alia, the safety and security of persons and assets participating in those EUAA activities.

5.3. Lawfulness and Respect for Fundamental Rights

This Plan shall be implemented by the Parties in full compliance with the applicable law, and with full respects to human dignity. This includes, inter alia, the Charter of Fundamental Rights of the European Union, as well as the Convention Relating to the Status of refugees of 1951.

Any person contributing to EUAA operational support activities and taking part in the implementation of the Plan shall respect the applicable International law, European Union law and the national law of the host Member State. They shall maintain the highest standards of integrity and ethical conduct, professionalism, respect and promotion of fundamental rights and international protection.

They are to act responsibly and proportionally to the agreed objectives. Whilst carrying out supporting functions, all personnel must not discriminate persons on grounds of sex, race, religion, ethnic origin, age or sexual orientation. All persons are expected to treat every person with courtesy, respect and due consideration for the nature of any legitimate activity in which they are engaged. To perform their duties properly, they shall serve the public interest and refrain from any activities which could undermine or compromise their independence and the appropriate performance of their duties.

During the implementation of this Plan, all personnel must apply a zero-tolerance attitude with respect to the infringement of fundamental human rights.

This obligation is particularly important when dealing with persons who are in need of international protection. To that end, participants in EUAA operational support under this Plan shall comply and act in accordance with the 'EUAA Code of Conduct for persons participating in EUAA operational support activities'. Participants in operational support activities will be requested to sign a declaration on compliance with the EUAA Code of Conduct.

Participants in EUAA's operational activities⁶ who have reason to believe that a violation of the EUAA Code of Conduct has occurred or is about to occur, are obliged to report the matter to the Executive Director of EUAA and to the host Member State Coordinator for the Plan via the appropriate channel: complaints_operations@euaa.europa.eu. Such an incident is to be reported using the **Incident Report Form (Annex II)**.

Under the complaints mechanism set up by the Agency⁸, any person who is directly affected by the actions of experts in the asylum support teams, and who considers that his or her fundamental rights have been breached due to those actions, or any party representing such a person, may submit a complaint in writing to the Agency.

5.4. Confidentiality, Public Access to Documents and Data Protection, Intellectual property rights

Without prejudice to the right of access to documents, as laid down in Regulation (EC) No 1049/2001⁹ and the EUAA implementing rules on access to documents¹⁰, all versions of this document shall be made available to the competent authorities in each EU Member State, as well as the associate countries, Iceland, Liechtenstein, Norway and Switzerland.

EUAA and the host Member State shall consult each other on any requests for public access to documents relating to this Plan and treat such requests in accordance with Regulation (EC) 1049/2001 or the respective national law, whichever is applicable.

Personal data will be processed in accordance with Regulation (EC) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. The current Plan also takes into account the General Data Protection Regulation as updated in May 2018¹¹ with a Corrigendum to the 2016/679 Regulation on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (Data Protection Directive), which is applicable to stakeholders at national level.

Whenever personal data is processed by EUAA within the activities agreed in the current Plan, EUAA will act as data processor on behalf of the competent authorities of the host Member State, following the applicable EU and national laws and regulations, as well as the instructions received from the Host Member State as the data controller.

In order to perform their tasks in accordance with this Plan, participants to activities under this Plan are only allowed to access the data bases mentioned below, under section 6.

EUAA will implement the necessary technical and organisational measures to ensure the security and confidentiality of the personal data it processes taking into account possible additional instructions received from the host Member State. This is to prevent any unauthorised disclosure of or access to this information.

The host Member State agrees that any personal data obtained in the course of the implementation of the Plan and by any EUAA personnel working on behalf of the Member State authorities can be processed in the EUAA IT systems, including cloud-based systems, exclusively under the instructions of the Member State and until an alternative system exists that can substitute the processing system used by EUAA.

The host Member State also agrees to indicate a contact point in view of its role as a data controller for any data processed by EUAA on behalf of the national authorities of the host Member State.

All rights in any writings or other work produced by members of asylum support teams shall be the property of EUAA and/or the European Union, where such writings or work relate to activities undertaken in the context of the Plan. EUAA and/or the European Union acquires irrevocably ownership of the results and of all intellectual property rights, such as copyright, and industrial property rights, on the materials produced specifically for EUAA under the Plan and incorporated in such works, without prejudice, however, to the specific rules concerning pre-existing rights on pre-existing materials or other detailed rules contained in the relevant

Framework Contracts concluded by EUAA for purposes related to the implementation of this Plan. Selected deliverables developed under this Plan may be published.

5.5. Civil and criminal liability of members of the Asylum Support Team

Articles 26 and 27 of the EUAA Regulation will be applicable to the members of the asylum support teams deployed in the host Member State.

5.6. Non-substantial changes during implementation

The Plan aims to provide effective and flexible support to the identified needs of the host Member State. Therefore, the foreseen activities will be implemented in consideration of the changing circumstances which may occur in the international protection and reception systems in the Member States or on the ground, as well as in the context of the availability of financial resources and experts.

The implementation of measures and delivery of technical and operational assistance foreseen in the Plan may be subject to non-substantial changes that may be accommodated within the objectives of a measure, so long as they do not affect the overall EUAA budget, do not require an amendment to or adaptation of the Plan, and that the host Member State is timely informed in writing.

Changes required to the agreed Input(s) and Output(s) in the framework of the Plan shall as a general rule be considered non-substantial, unless such changes require significant additional resources which cannot be accommodated within the overall EUAA budget, as well as when they impact on and/or require an amendment of the agreed Outcome(s).

5.7. Amendments to the Plan

Any changes that prove to require an amendment to or adaptation of the Plan, shall be agreed in writing between the Executive Director of EUAA and the host Member State, after consulting the participating Member States, where necessary, in line with Article 18(5) of the EUAA Regulation.

Changes to outcome(s) specified in Section 2.0. shall as a general rule be considered substantial changes and will be subject to an amendment.

5.8. Suspension of measures and/or the Plan implementation

In accordance with Article 18(6)(c) of the EUAA Regulation, the Executive Director shall, after informing the host Member State, suspend or terminate, in whole or in part, the deployment of the asylum support teams if the conditions to carry out the operational and technical measures are no longer fulfilled or if the Plan is not respected by the host Member State or if, after consulting the Fundamental Rights Officer of the EUAA, it considers that there are breaches of fundamental rights or international protection obligations by the host Member State that are of a serious nature or are likely to persist.

5.9. Protocol (No 7) on Privileges and Immunities

Protocol (No 7) on the privileges and immunities of the European Union ('the Protocol') 12 applies to the Agency staff members (statutory staff), when they are deployed for the

purposes of the implementation of the Plan on the territory of Czechia, including to the Asylum Support Teams.

The host Member State shall ascertain that the relevant provisions of the Protocol are implemented and shall provide the necessary support to the Agency in this regard.

6.0 IMPLEMENTATION AND COORDINATION STRUCTURE

This chapter describes the various conditions for and aspects of support to the authorities of the host Member State in the framework of the Plan.

6.1. Organisational Pre-Conditions

The host Member State will:

- designate an overall Plan Coordinator, as well as a specific Measure Coordinator for each measure stipulated in the Plan.
- provide the members of asylum support teams and EUAA representatives with the information and data relevant in the context of the implementation of this Plan upon their request.
- facilitate the provision of appropriate working space for the Coordinating Officer. Every effort shall be made by the Parties to provide suitable working conditions and, where required, working place for the participants in the activities implemented in the framework of the Plan. Minimum working and security conditions are considered as organisational pre-conditions.
- As far as operationally feasible, where relevant and upon mutual agreement, the working files shall be made available by the host Member State in English.
- The host Member State shall provide EUAA with information on the implementation of the Plan through timely input to the Early warning and Preparedness System and the delivery of tailored information on the implementation of measures agreed in the Plan.
- Designate a contact point in view of its role as a data controller for any data processed by EUAA on behalf of the national authorities of the host Member State.

EUAA will:

- designate an overall Plan Coordinator (also referred to as Coordinating Officer in accordance to Article 25 of EUAA Regulation), as well as a specific Measure Coordinator for each measure stipulated in the Plan.
- provide technical support to experts participating in this Plan with the aim of ensuring that all deliverables make good use of the expertise and information already available to EUAA.
- provide the technical equipment required for the work of the asylum support teams and reimburse costs incurred by persons participating in the support activities deployed by EUAA in the framework of this Plan, according to the applicable EUAA rules.

6.1.1 Preconditions for the deployment of equipment by the Agency

In accordance with Article 23(1) of the EUAA Regulation, without prejudice to the obligation of the host Member State to supply the facilities and equipment necessary for the Agency to

be able to provide the required operational and technical assistance, the Agency may deploy its own equipment to the host Member State. This may happen at the Member State's request, to the extent that such equipment might be needed by asylum support teams and insofar as such equipment might complement equipment already made available by the host Member State or other Union bodies, offices and agencies.

The Agency shall therefore provide the ICT equipment (including appropriate accessories) needed by the deployed experts to perform their tasks as specified in the Operational Plan. The ICT equipment provided may be used, inter alia, for the purposes of supporting activities related to temporary protection, reception, training of national authorities, information provision and registration activities.

The Agency will ascertain that the equipment provided is operational and ready for use, including, if necessary, by installing the appropriate software and by supplying user access.

The Agency will take the necessary actions related to the shipping and storage of the ICT equipment to secure its delivery to the sites where operational and technical assistance is provided, in agreement with national authorities. The national authorities may be authorised by the Agency to transport the equipment from and to different sites where operational and technical assistance is being provided.

The equipment will be provided primarily for the use of the deployed experts. However, the Agency authorises the duly identified staff of the national authorities to make use of the equipment to carry out tasks which are preparatory, ancillary or closely linked to the tasks carried out by the deployed experts. Staff of the national authorities shall exercise due care and diligence when using or transporting the equipment and shall notify the Agency without delay where equipment is damaged or requires repair or maintenance.

In accordance with Article 26(5) of the EUAA Regulation, the Agency shall bear the costs of damage to its equipment during deployment, except in cases of gross negligence or willful misconduct. The Agency shall be responsible for carrying out the necessary repairs and/or maintenance and replacing any damaged equipment to the extent required for the continued provision of operational and technical assistance under the Operational Plan. Without prejudice to the exercise of its rights against third parties, the Agency shall also be responsible for taking out the necessary insurance against loss, theft or damage to the equipment.

By default, the Agency shall be responsible for taking the necessary measures to ensure the security of the equipment, including measures relating to the security of the information stored therein. By default, the Agency retains control over the equipment throughout the time of the implementation of the Operational Plan and the Agency shall have the right to assign external accounts to the users of the equipment, conditional on the signature of dedicated forms by such users, for purposes of identification and appropriate asset management. Staff of the national authorities who are duly authorised to access and use the equipment shall abide by any instructions given by the Agency relating to appropriate usage of the IT resources.

However, exceptions may be implemented to part of the equipment provided, depending on the setup that the authorities wish to apply to ensure adequacy with its own technical and security provisions and to ensure interoperability with its own systems. In such exceptional cases, the authorities shall have the right to assign users access to the equipment, shall be

responsible for the user support and shall also be responsible for the appropriate usage of the resources there contained.

In any case, the technical equipment of the Agency shall bear the distinctive asset markings (i.e. barcodes) which shall not be removed.

Detailed provisions on the conditions of use and support to end users, transportation, logistics, and financial arrangements relating to the deployed equipment may be communicated to the national authorities by the Agency during the implementation of the Operational Plan by means of an equipment deployment letter.

6.2. Conditions for Deployment

General rules and conditions for deployment are published on the following platforms, which the experts/asylum support team members are obliged to consult:

- EUAA Operational Deployment Management System (ODMS)
- EUAA country-specific operations platforms. These platforms are made available to members of asylum support teams upon their deployment, allowing for preparation for deployment and daily implementation of their tasks.
- Other appropriate communication tools may be used as necessary.

The platforms contain relevant information, such as:

- special instructions for the members of asylum support teams, including databases that they are authorised to consult;
- description of specific tasks, workflows and procedures, as relevant;
- location in the host Member State where the asylum support teams will be deployed;
- logistical arrangements including information on working conditions, practical information concerning location of deployment and related workflows, etc.;
- equipment that members of asylum support teams may carry in the host Member State, transport and other logistics;
- other specific instructions and provisions as necessary.

Relevant thematic pages of the EUAA Information and Documentation System concerning the asylum and reception system of the host Member State, including information on relevant practices, legislation, case law and statistical background may be consulted.

The host Member State shall contribute to information concerning its asylum and reception systems, including information on relevant practices, legislation, case law and statistical background.

The host Member State and EUAA will provide experts with information on the general state of play with regard to the procedures for international protection and reception in the host Member State and specific information about the state of play of the deliverables as necessary for the specific measures on a continuous basis. Specific asylum support team deployment details may be provided under each measure, where relevant.

6.3. Composition of asylum support teams

The asylum support teams may be composed of the following resources:

1. The Agency's staff members, i.e. statutory staff employed by the Agency subject to the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union¹³;
2. Member States experts;
3. Associate Countries experts, i.e. experts made available through contributions to the Asylum Intervention Pool by associate countries referred to in Article 34 of the EUAA Regulation, with which the European Union has an arrangement in place on the modalities of its participation in EUAA's work;
4. Seconded National Experts (SNEs), i.e. experts employed by a national, regional or local public administration of an EU Member State or an associate country or by a public inter-governmental organisation and seconded to the Agency¹⁴ for the provision of support to its operational activities;
5. Other experts not employed by the Agency: Experts on contract, i.e. individuals providing services in relation to the Plan upon conclusion of a public contract between the Agency and the legal entity with which these individuals have an employment and/or contractual relationship, including temporary agency workers, or with remunerated external experts in line with Article 93 of EUAA Financial Regulation¹⁵ and Article 19 of EUAA Regulation.

The implementation of the Plan shall be based on the common understanding that the provision of resources, other than EUAA (statutory) staff, to be deployed for the purposes described above can under no circumstances lead *per se* to the establishment of an employment relationship between EUAA and the members of the asylum support teams. Throughout the duration of the deployment of the asylum support teams in the activities undertaken in the context of the present Plan, the employer of the asylum support teams members is and remains their employer.

7.0 SECURITY AND SAFETY

The principles of EUAA's Security Governance Framework¹⁶ are based on the security principles contained in the Commission's security rules. That Commission Decision 443/2013 on the security in the Commission defines that security shall be based on the principles of legality, transparency, proportionality and accountability.

The safety and security of persons participating in EUAA activities under the Plan falls under the overall legal framework of the host Member State and shall be provided by the respective authorities legally responsible and accountable for the public order and security and safety on the territory of that Member State.

EUAA will endeavor to support the identification of required security and safety measures and the implementation of those that are under its remit, both legally and functionally, in close cooperation with the MS security responsible (see relevant definition in Section 7.1 below).

To that end:

- Standard security and safety requirements, identified herewith, shall apply as a general rule.
- Specific security and safety requirements for the Plan, to be identified jointly by EUAA and the host Member State security responsible, shall be established in an annex to this plan.

- The safety and security measures shall be identified jointly on a basis of field assessment visits.

7.1. Standard security requirements

The standard security and safety requirements are rather pertaining to elements to be present in the implementation of the Plan, not to minimum security standards:

- Both the host Member State on one side and EUAA on the other shall appoint a single point of contact responsible for security matters under the Plan both at central and local level (hereafter 'security responsible').
- The host Member State shall ensure that the working conditions for the performance of the activities under the Plan are compliant with the national occupational health and safety norms and regulations.
- A pre-deployment briefing programme, drafted in close cooperation with the respective national authorities, focusing both on general security rules and awareness, as well as on specific security aspects for each deployment will be provided. With regard to the decentralised nature of deployments, the use of e-learning and other distance-based training techniques should be considered.
- Emergency (evacuation) plan. Certain operational activities, such as operations in field locations, require that staff shall have clear guidance and training on how to evacuate quickly in case of emergencies. In a more general context, there could be a need to evacuate from the operational area as well. Emergency plans shall be drafted and maintained up-to-date by the competent authority/person(s), whereas they shall be made available to the concerned parties and exercised regularly. A security responsible shall maintain updated information on the availability of evacuation plans and routes.
- Communication tools. As considered relevant by the EUAA Security sector, EUAA operational staff shall have access to independent radio communication equipment. If possible, the equipment shall be interoperable with the local law enforcement in charge of the security of the operation.
- Security of information. Sensitive non-classified and classified information shall be protected adequately, in accordance with the applicable legal framework. EUAA's security responsible shall be involved in supporting the proper classification of relevant information.
- Security of IT and communication equipment. EUAA's IT equipment is adequately prepared to protect the information level it has been foreseen to process.
- Personal security behavior shall be included in the pre-deployment training, led by operational teams and performed for the experts during the first days of arrival to the operational area. This may refer to the EUAA Code of Conduct as well.
- Reporting security incidents from the operational area to the EUAA Headquarters is essential to ensure an overview of the overall security management is maintained.

7.2. Specific security and safety requirements

Specific security and safety requirements for the implementation of the Plan shall be defined on the basis of a pre-deployment security assessment visit with the aim of identification of specific potential risks, identification of mitigation measures and communication of those measures to the Member State and involved stakeholders, prior to the deployment of asylum support teams.

7.3. Suspension of operational activities on security and safety grounds

EUAA reserves the right to suspend operational activities on the basis of current risk assessment(s), while keeping informed the host Member State on the findings and identified mitigating measures required for resumption.

The host Member State may also suspend temporarily, in whole or in part, the implementation of operational activities in case of serious imminent safety and security incidents, developments, or as mitigating or preventive measures or direct threats to personnel, activities or physical presence. The EUAA Plan Coordinator and the EUAA security responsible shall be informed without delay.

The Parties will agree on conditions for resumption as soon as possible.

7.4. Security incident reporting

Any participant⁸ in EUAA's operational activities who becomes aware of a(n) (impending) incident related to the security and safety of persons, assets or premises is obliged to report the matter to the Executive Director of EUAA and to the Host Member State Coordinator for the Plan via the appropriate channel: security_incidents_operations@euaa.europa.eu. Such an incident is to be reported using the **Security Incident Report Form (Annex III)**.

8.0. COMMUNICATION

The Executive Director will appoint one expert from the Agency's staff to act or to be deployed as a Coordinating Officer in accordance with Article 25 of the EUAA Regulation.

The Coordinating Officer will act as an interface between the Agency, the host Member State, and experts participating in asylum support teams, and will foster cooperation and coordination between the host Member State and the participating Member States.

The Coordinating Officer will also monitor the correct implementation of the operational plan, act on behalf of the Agency as regards all aspects of the deployment of asylum support teams and report to the Agency on all those aspects, and report to the Executive Director where the operational plan is not adequately implemented.

The host Member State and the Coordinating Officer will manage the exchange of information concerning the tasks under the Plan.

During the implementation of this Plan, members of asylum support teams shall be briefed regularly on the current situational and operational developments to address challenges and identify improvements.

Particular attention shall be paid to the need to continuously develop, improve and make available EUAA support tools. Should such need be identified or changed during the Plan implementation, it shall be communicated to EUAA for further consideration.

EUAA will maintain close cooperation and communication with the relevant stakeholders. EUAA will also provide information to its partners (i.e. the European Commission, concerned EU Agencies, and international organisations) about the operational activities, as appropriate and in line with EUAA transparency and communication policies. The timing and content of

communication with the media shall be agreed upon between EUAA and the host Member State.

Where relevant, the Parties will facilitate media coverage to ensure a wider dissemination and visibility of results.

As a publicly funded EU body, the Agency is accountable for and committed to transparency for the public resources it makes use of.

In this regard, EUAA may brand its operational activities to ensure appropriate visibility. This includes the application of fixed branding and use of visibility items, such as on, but not limited to, containers and premises, as well as in offices where the Agency provides operational and technical assistance. It also includes the branding of mobile assets which it may deploy, including vehicles.

Such branding may also include visibility clothing and materials worn by personnel deployed by the Agency in order to identify their association to, or funding by, the Agency.

In specific cases, the Agency and the respective national authority/ies may agree on co-branding of visibility clothing and/or materials, in line with the visual identity rules and guidelines of both/all parties.

9.0. COOPERATION WITH OTHER STAKEHOLDERS

9.1. Cooperation with the European Commission

All activities under this Plan will be closely coordinated with the host Member State and in close cooperation with the European Commission.

9.2. Cooperation with UNHCR

In accordance with Article 38 of EUAA Regulation, the Agency aims at a coherent and complementary continuation of the fruitful cooperation with UNHCR. The EUAA Coordinating Officer will liaise with the UNHCR office in the host Member State for a continuous cooperation and coordination of practical activities agreed with the host Member State under the current Plan.

9.3. Cooperation with IOM

In accordance with Article 52 of the EASO Regulation¹⁹, In July 2019 the Agency signed a working arrangement with IOM to establish a cooperation framework covering the relevant areas of common work and interest setting objectives and principles of such cooperation. Therefore, the EUAA Coordinating Officer will liaise with the IOM office in the host Member State for a continuous cooperation and coordination of practical activities agreed with the host Member State under the current Plan and in accordance with the working arrangement.

ANNEX I - OPERATIONAL MEASURES

Measure CZ-TP 1: Temporary Protection Support	
Expected Outcome: <i>Enhanced capacity of the Czech authorities to effectively implement the Temporary Protection Directive and provide accommodation for temporary protection beneficiaries</i>	
Responsible Authority(ies)/Main National Partner(s)	<ul style="list-style-type: none"> • Asylum and Migration Policy Department [Odbor azylové a migrační politiky (CZ)] • Refugee Facilities Administration [Správa uprchlických zařízení (CZ)] • Fire Rescue Service of the Czech Republic [Hasičský záchranný sbor ČR] and the National Assistance Center to assist Ukraine (NACPU) [Národní asistenční centrum pomoci Ukrajině – NACPU (CZ)] • Foreign police [Cizinecká policie (CZ)] • Regional and local authorities
Operational Preconditions	<ul style="list-style-type: none"> • The national authorities have transposed the Temporary Protection Directive into national law. • Quarterly Measure Steering Committee meetings are held between EUAA and the national authorities, in order to ensure effective operational coordination, implementation and monitoring of the Plan. • The national authorities make available the necessary office space for the Agency’s deployed personnel and provide the necessary equipment for implementation of the activities, unless otherwise agreed. • A two-way data sharing procedure is in place between EUAA and the national authorities to measure the impact of the intervention. • The national authorities will be responsible for securing all permits, including physical access, necessary for the provision of the agreed support. • The national authorities will be responsible for identifying possible sites for the establishment of accommodation centres. • An agreement on the technical specifications for the containers is reached in a timely manner. • The reception¹ containers and the ICT equipment that ASTs will use in support of this Plan will remain under the ownership of EUAA. • The deployment of ICT equipment for the ASTs use by the Agency does not remove the responsibility of the national authorities to supply the facilities and equipment necessary to enable the Agency to provide the required operational and technical assistance.

¹ The term “reception container” includes all possible categories of containers used in support of the reception system (including, inter alia, accommodation, sanitary, administrative, communal spaces etc.)

	<ul style="list-style-type: none"> • The Agency’s own equipment should not substitute equipment which is already available to the host Member State, whether this concerns own equipment or equipment provided by other Union bodies, offices or agencies. • The ICT equipment will be made available to asylum support teams if this is needed in the context of the implementation of the Operational Plan. • The Agency maintains the responsibility for the security of the equipment provided.
Outputs	<p>CZ-TP 1.1 Support in the provision of accommodation for beneficiaries of temporary protection</p> <p>CZ-TP 1.2 Support in implementing procedures and activities regarding temporary protection</p>
<p>Actions</p> <p>CZ-TP 1.1 Support in the provision of accommodation for beneficiaries of temporary protection</p> <p>CZ-TP 1.2 Support in implementing procedures and activities regarding temporary protection</p>	<p>The Czech authorities are assisted in the increase and improvement of accommodation capacity for temporary protection beneficiaries through the following activities:</p> <ul style="list-style-type: none"> • Provision of material/in-kind support to temporarily expand and improve accommodation capacity for temporary protection beneficiaries • Support to the site design/site planning (in person or online, upon mutual agreement) • Provision of information material • Provision of interpretation services • Additional support for the implementation of TPD-related activities, including ICT equipment, upon agreement between EUAA and the Czech authorities
<p>Inputs</p> <p>CZ-TP 1.1 Support in the provision of accommodation for beneficiaries of temporary protection</p> <p>CZ-TP 1.2 Support in implementing procedures and</p>	<p><u>Indicative inputs:</u></p> <p>All inputs are conditional on Agency budget availability</p> <p><u>Material support:</u></p> <ul style="list-style-type: none"> • Provision of up to 200 containers <p><u>Human resources:</u></p> <ul style="list-style-type: none"> • Site Design/Site planner Expert: 2 <p><u>Human resources:</u></p> <ul style="list-style-type: none"> • Interpretation support: Up to 20 interpreters

activities regarding temporary protection	<p><u>Horizontal</u></p> <p>Conditional on an agreement between EUAA and Czech authorities and subject to budget availability for the present Operational Plan material and operational support by the Agency could include inter alia provision of equipment, works, services, communication/promotional materials, costs for trainings/meetings/workshops, infrastructure costs, IT equipment, office supplies and others where required for the joint EUAA and national authorities' activities.</p>
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<p align="center">Measure CZ-TR 2.0: Support to training and professional development in the context of the implementation of the Temporary Protection directive</p> <p>Expected Outcome: <i>Enhanced skills of new recruits and specialised staff of the Czech authorities</i></p>	
Responsible Authority(ies)/Main National Partner(s)	<ul style="list-style-type: none"> • Ministry of the Interior of the Czech Republic, incl. the Department of Asylum and Migration Policy (OAMP), the General Directorate of the Fire Rescue Service, and the National Assistance Center to assist Ukraine (NACPU)
Operational Preconditions	<ul style="list-style-type: none"> • The national authorities have transposed the Temporary Protection Directive into national law. • Quarterly Measure Steering Committee meetings are held between EUAA and the beneficiary national authorities in order to ensure effective operational coordination, implementation and monitoring of the Plan. • Willingness by Czech authorities' personnel to participate in the delivery of training sessions, outlining national legal provisions and procedures, as needed • The Czech authorities share with EUAA information about recruitment plans, job profiles, expected tasks and level of expertise required • The authorities facilitate attendance at foreseen training programmes
Outputs	

	<p>Measure CZ-TR 2.0: Support to training and professional development in the context of the implementation of the Temporary Protection Directive</p>
<p>Actions</p>	<p>The measure aims at supporting the Czech authorities in addressing the reception and administrative workload generated by the massive influx of Ukrainian nationals through training and professional development for new and existing staff in the migration and asylum administrations, as well as temporary personnel deployed from other entities, involved in the registration and reception management of displaced persons from Ukraine, in support of the Czech authorities. The training programme will be developed and implemented through the following sub-actions:</p> <ul style="list-style-type: none"> • Facilitating the Czech’s administration efforts in expanding processing capacity through the roll-out of national induction programs on large scale, including specific focus on the Temporary protection legal framework, aimed at strengthening the capacity of newly recruited staff • Strengthening the capacity of frontline personnel from the Department of Migration and Asylum Policy, and of other relevant stakeholders acting on behalf of the Czech authorities, as well as of personnel at the central level in the Ministry of Interior, to provide relevant information to displaced Ukrainians, through basic and specialised training on communication skills, information provision to vulnerable categories, and communication in emergency contexts • Supporting the specialisation of Czech authorities and personnel from relevant stakeholders acting on behalf of the authorities, in particular in identifying and addressing special needs of displaced persons from Ukraine and any other relevant topics • Facilitating the Czech authorities long term self-reliability by expanding pool of existing trainers through the enrolment of appointed personnel in EUAA train-the-trainer sessions on asylum and reception matters, as needed • Training interpreters deployed to support information provision activities <p>Depending on the specificities of the target groups, training can be delivered in English, or in Czech, with interpretation. Training will be delivered in person, online or via e-learning, based on available resources and upon mutual agreement.</p>
<p>Inputs</p>	<p><u>Indicative inputs:</u></p> <p>All inputs are conditional on Agency budget availability</p> <p><i>Human resources:</i></p> <ul style="list-style-type: none"> • 2 Training Experts • 1 Training Support Officer • Interpretation Support: up to 10 Interpreters <p><u>Horizontal</u></p> <p>Conditional on an agreement between EUAA and Czech authorities and subject to budget availability for the present Operational Plan material and</p>

	operational support by the Agency could include inter alia provision of equipment, works, services, communication/promotional materials, costs for trainings/meetings/workshops, infrastructure costs, IT equipment, office supplies and others where required for the joint EUAA and national authorities' activities.
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ANNEX II - Incident Report Form

[CONFIDENTIAL] Incident Report

Location:	
Date:	
Name of EUAA staff:	
Name of responsible National Authority Authorised Representative:	

Date of incident:

Information on the incident:

ANNEX III – Security Incident Report Form

Security Incident Report

Location:	
Date:	
Name of EUAA staff:	
Name of responsible National Authority Authorised Representative:	

1. **Time of the incident:**

2. **Date and time of the report:**

3. **Type of incident:**

4. **Persons involved:**

5. **Incident description:**

6. **Consequences:**

7. **Actions taken:**

8. **Annexes:**

9. **Recipients of Security Incident Report**