



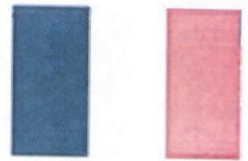
EASO/COS/2015/945

IT/2015

EASO HOTSPOT - RELOCATION OPERATING PLAN

TO ITALY

Valletta Harbour and Rome, December 2015



Hereby the Executive Director of EASO, the Head of the Department for Civil Liberties and Immigration and the Head of Department Police of the Italian Ministry of Interior agree on the EASO Relocation Operating Plan for the support and deployment of EASO Asylum Support Teams and the provision of technical and operational assistance for joint processing of asylum cases in Italy.

Valletta Harbour and Rome, December 2015

Signed on: 12 Dec 2015

Italian Ministry of Interior:

The Head of the Department of Public Security

~~Prefect~~ Alessandro Pansa

The Executive Director a.i.
of the European Asylum Support Office
Jose Carreira

The Head of the Department for Civil Liberties and
Immigration

Prefect Mario Morcone



1 INTRODUCTION

1.1. Specific needs of Italy

Italy is confronted with a very high influx of mixed migratory flows, mainly arriving by sea. Provision of relevant information as to where and how applications for international protection may be lodged, support in registration, identification, fingerprinting, further referral to the international protection procedure, as appropriate, and case preparation of the asylum files, especially in the context of Dublin procedures, is needed.

Given the written correspondence between EASO and the Italian Department for Civil Liberties and Immigration (DCLI) between 8 and 21 September 2015, where the need to further increase the capacity of various executive units under the coordination of the DCLI, as per the Italian Hotspot Approach and Relocation Scheme, as well as the Roadmap of Italy (published on 30 September 2015), EASO examined the request and the situation in Italy and came to the conclusion that there is a need for support. The Executive Director of EASO therefore decided on a comprehensive support package for specific joint processing activities of applications for international protection in Italy, as described below, by providing expertise from EASO and the Member States until the end of 2015, in order to perform the additional tasks in line with the Council Decisions (EU) 2015/1523 and (EU) 2015/1601 establishing provisional measures in the area of international protection for the benefit of Italy and Greece.

In line with the European Agenda on Migration and in order to manage the uninterrupted flows of third country nationals reaching the Italian shores since the beginning of 2014, also implementing the relocation procedure, Italy has presented its roadmap putting in place the new "hotspot" approach. Essentially this has been done through a plan aiming to channel arrivals in a series of selected key ports of disembarkation where all such procedures as health screening, pre-identification, registration and photo-fingerprinting activities are carried out. Italy has also provided the premises for the EU Regional Task Force office in Catania, where the relevant EU agencies in joint cooperation support the hotspot operations.

As of September 2015, there are four ports which have been identified as "hotspots", namely the ones of Pozzallo, Porto Empedocle, Trapani in Sicily and Lampedusa Island. In each of these "hotspot" closed sites, first reception facilities are available with an overall capacity of approximately 1.500 persons for pre-identification, registration and photo-fingerprinting operations. Two more hotspot closed sites will be ready in Augusta and Taranto ports by the end of 2015. The aim is thus to bring the overall capacity of hotspots up to over 2500 by the end of 2015.

The operational support to be provided using the "Hotspot" approach will be tailored to the specific situation at the external borders. The following operational support could be included in the field of asylum:

- **Registration and screening of irregular migrants** by Italian immigration officers, with the support of Frontex teams who will fill in a pre-identification form containing personal data, photo and basic information of the migrant, as well as stating his/her intention to apply for international protection. At this stage, each individual undergoes a first screening interview during which can be supplied information regarding asylum procedures and relocation also with the support of UNHCR and IOM. This activity should lead to the establishment of a clear legal status differentiating those who manifest the intention of applying for international protection, and among them those potentially eligible for relocation, and the rest that does not manifest the intention of applying for international protection who will be treated as irregular migrants in accordance with the Return Directive. At these stages specific vulnerabilities will also be identified.

Fingerprinting and registration in EURODAC will be carried out by Italian authorities and with the support of the relevant EU Agencies and of expert teams specifically deployed on site for the fingerprinting activities.



- **Asylum support**, in line with the joint processing concept, by channelling asylum seekers into the asylum procedure and assisting with registration of asylum seekers and subsequent preparation of case files. In this framework EASO teams, with UNHCR, on the basis of the specific agreement with Italy, will focus on persons in clear need of international protection in order to ensure swift processing linked to relocation (Article 78(3) decision).

The request for operational support by EASO will complement the activities implemented under the EASO Special Support Plan to Italy and ensure sustainability of the good results achieved so far by Italy and EASO, so that the current and future challenges can be adequately addressed. In the light of these facts, EASO examined the request and the situation in Italy and came to the conclusion that there is a need for support. The Executive Director a.i. of EASO therefore decided on a comprehensive support package for specific joint processing activities of applications for international protection in Italy, as described below, by providing expertise from EASO and the Member States until the end of February 2016. Furthermore, in connection with the application of the emergency measures under the art 78(3) TFEU, the support of EASO will be further enhanced along the years 2016 and 2017 (for the duration of the relocation mechanism), following an exchange of letters between EASO and Italy, as well as appropriate allocation by EASO of necessary financial means.

EASO participates in the EU Regional Task Force (EURTF) and will deploy support teams in the Hotspot areas for provision of information to new arrivals and for case preparation of persons possibly to be relocated and transferred under the Dublin system to other Member States, in Rome. It will work closely with the Department for Civil Liberties and Immigration and the Department of Public Security staff in the locations mentioned by the Italian Roadmap.

The EASO Relocation Operating Plan to Italy lays down the conditions and objectives of EASO's specific technical and operational support **for processing of asylum cases in Italy** and sets out the conditions for participation of Asylum Support Teams in these specific EASO activities, as stated in Article 18 of the Regulation 439/2010, of 19 May 2010, establishing EASO ("EASO Regulation").

1.2. Flexibility Clause

Given the nature of EASO's support measures, which have to be timely, active and flexible, and taking into consideration the availability of resources and experts and changing circumstances of the international protection and reception systems in the Member States, the foreseen calendar of the activities is just a forecast and may change. Any change will be subject to discussion between EASO and Italy.

Following a specific request from the Italian authorities, the Executive Director of EASO is authorised to make changes that may be accommodated within the objectives of a measure without requiring an amendment of the Hotspot-Relocation Operating Plan, provided that they do not affect the overall budget and that Italy is timely informed in writing.

1.3. Lawfulness and Respect of Fundamental Rights

Support related to the participation in EASO activities under the EASO Hotspot-Relocation Operating Plan to Italy must be carried out in a way that fully respects human dignity. All persons involved in operational support activities shall maintain the highest standards of ethical conduct, professionalism, respect and promotion of fundamental rights and international protection. This particularly applies vis-à-vis persons who are in need of international protection. They are expected to meet obligations imposed upon them by the provisions of the EASO Hotspot-Relocation Operating Plan to Italy and shall comply with the rules of their mandates. Whilst taking part in the EASO operational support activities, personnel 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 conduct. They are to act responsibly and proportionally to current objectives. Whilst carrying out supporting functions, personnel must not discriminate persons on grounds of sex, race, religion, ethnic origin, age or sexual orientation. Personnel 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 the EASO Hotspot-Relocation Operating Plan to Italy, all participants must apply a “zero tolerance” attitude with respect to the infringement of fundamental human rights. All participants in EASO operational support activities shall act in accordance with the Code of Conduct.

1.4. Confidentiality and data protection

Without prejudice to the public right of access to documents as laid down in Regulation (EC) 1049/2001 of the European Parliament and of the Council of 30 May 2001, regarding public access to European Parliament, Council and Commission documents and the EASO implementing rules on access to documents¹, all versions of this document shall be made available to the authorities referred to in each EU Member State, including and where participating Iceland, Liechtenstein, Norway and Switzerland. This document shall be made available to interested parties on a need to know basis, in accordance with national rules for the dissemination of levels of information. This will be done on a case-by-case basis.

Upon signing the EASO Hotspot-Relocation Operating Plan to Italy, it shall be made publicly available.

Personal data will be processed in accordance with Regulation (EC) 45/2001 of the European Parliament and the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

2 MISSION

2.1. Stakeholders

EASO and Italy will make use of the already established contacts in the EASO Special Support Plan to Italy in view of the implementation of the EASO Hotspot-Relocation Operating Plan to Italy, setting up a Working Arrangement. This will occur through an exchange of letters following the signing of the Plan.

The Italian stakeholders involved in the process and their respective roles are the following:

| Stakeholders | Responsibility |
|--|---|
| Department for Civil Liberties and Immigration - Directorate Central of services for immigration and asylum | The Department for Civil Liberties and Immigration is responsible for the organisation of the assistance/reception of irregular migrants (including vulnerable and trafficked persons); of the assistance/reception of applicants for international protection (including Dubliners) and beneficiaries of international protection. |
| Department for Public Security - Directorate for Immigration and Border Police (DCIPF) - Directorate for Immigration - Local Questura | Within the Department of Public Security, DCIPF promotes and coordinates border police services and the fight against illegal migration, as well as activities carried out by the police authorities at the provincial level in the field of entry and stay of foreigners The police authorities at provincial level (Questura) are responsible for identification, including fingerprinting and registration of irregular migrants. |
| Prefectures | The Prefectures are based in 105 provinces throughout the Country |

¹ Decision No. 6 of the Management Board of EASO of 20 September 2011 laying down practical arrangements regarding public access to the documents of EASO.

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| | and are responsible for the management of all reception centres in those provinces where centres are present and are generally involved in guaranteeing a suitable reception facility for applicants for international protection. |
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2.2. Communication

During implementation of the EASO Hotspot-Relocation Operating Plan to Italy, organization of informative meetings with deployed experts in ASTs will be held regularly. The aim of these meetings is to give update on recent situational and operational developments in the operational area and discuss difficulties met and possible instant improvements.

The flow of information concerning the relocation activities will be managed by the Italian plan coordinator and the EASO plan coordinator.

EASO HQ will also feed information to external partners (EU Agencies, international organisations) about the operational activities in line with EASO transparency policies.

2.3. Role of EURTF

EASO and Italy will participate in the EU Regional Task Force (EURTF) established in Catania, to coordinate the work of the different teams of experts involved in the "Hotspot" approach. Officers from all Agencies directly concerned, namely Frontex, EASO and Europol, are present in this Regional Task Force. The operational support and assistance is provided by closer interaction among National and EU actors can be further enhanced by liaising with International Actors such as Interpol, IOM, UNHCR and relevant NGOs.

The Regional Task Force, in close cooperation with the competent national authorities, will ensure the coordination of the teams of experts from the different Agencies deployed on the ground and liaise with local authorities. The Regional Task Force carries out its tasks without prejudice of the competences and responsibilities of the relevant national authorities. EASO will appoint staff members to this EURTF.

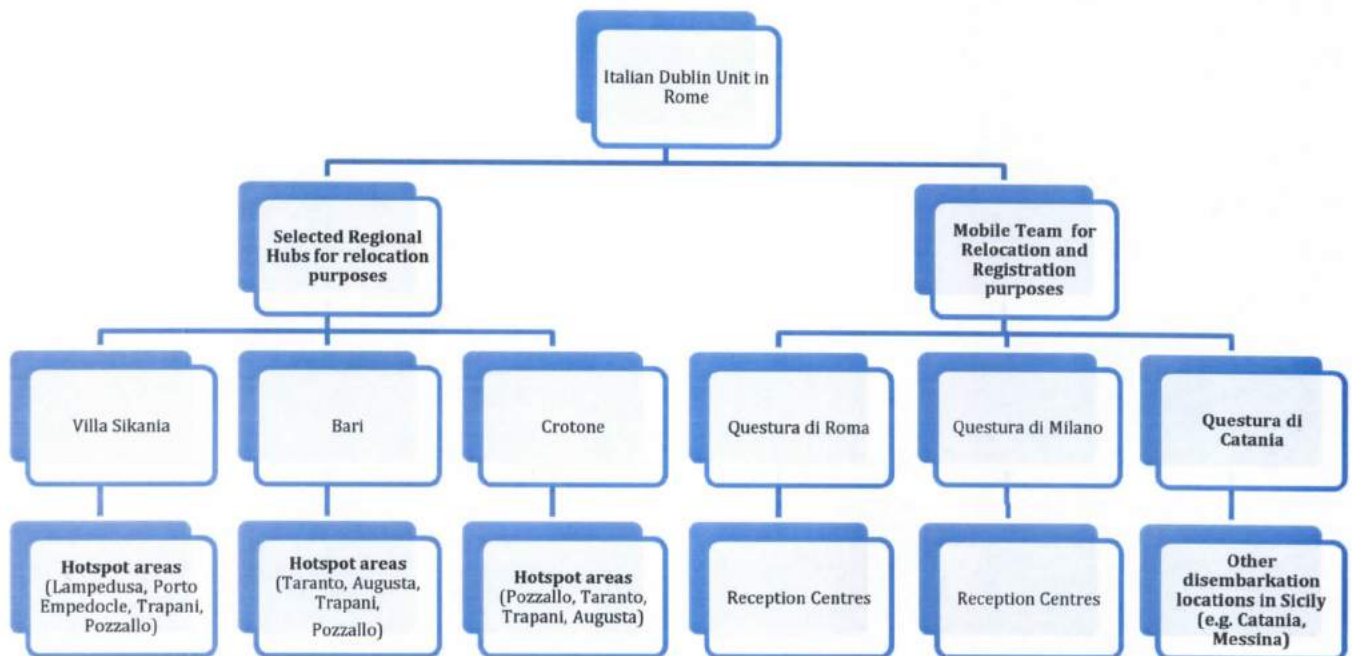
The role of EASO in EURTF:

- Provides operational information on and data-related to the different activities implemented under the HOP;
- Facilitates the interaction with Frontex, Europol and European Commission present in EURTF;
- Facilitates press communication related to EASO HOP activities, under the supervision of EASO Spokesperson;
- Liaises with competent Italian authorities and other stakeholders involved (e.g. IOM and UNHCR)

3 MEASURES

Chapter 3 of the EASO Hotspot-Relocation Operating Plan to Italy describes the various measures to support the Italian authorities in the relocation process.

The following intervention logic for the deployment of experts in Italy will be used:



Italy and EASO will provide the deployed Member State experts with information on the relocation procedure. Every effort will be made to provide a working place for the expert(s) participating in the activities to implement the Hotspot-Relocation Operating Plan in the local offices of Questura concerned, and, in the case of Hotspot locations, where such offices exist in the CPSA or CARA, as per the Italian Roadmap. EASO will provide the technical equipment required for the work of the expert teams and will reimburse costs incurred by persons participating in the activities, according to the specific EASO rules.

EASO will provide technical support to experts participating in the EASO Hotspot Relocation Operating Plan to Italy with the aim of ensuring that the products delivered make good use of the expertise and information already available to EASO. All intellectual property rights of the work of the experts performed in the context of the Hotspot-Relocation Operating Plan are vested in EASO. Selected products developed under the EASO Hotspot-Relocation Operating Plan to Italy may be published.

The final evaluation will aim to assess EASO's performance, identify key lessons learned and good practices of the Hotspot-Relocation Operating Plan to Italy.

EASO will maintain close cooperation and communication with the relevant stakeholders.

| EASO Activity ITA 1: Support with the provision of relevant information to potential applicants for international protection | |
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| Responsible authorities | Department for Civil Liberties and Immigration |
| Current situation (Roadmap Planning) | <p>Immediately after the pre-identification procedure, all migrants will be photo-fingerprinted as CAT 2 (illegal entry) and registered in compliance with national and EU law.</p> <p>Those applying for asylum, will also be fingerprinted as CAT 1 (asylum seekers) and formalize their asylum application, by filling in the C3 form, in the facilities for asylum seekers, where they will be transferred following their first registration. For those eligible for relocation, a special C3 English form will be filled in with the support of EASO experts, in collaboration with police officers. The photo-fingerprinting activity as CAT 1 and filling in of C3 form for asylum seekers not eligible for relocation will be carried out by Italian forensic police and immigration staff only. The latter as well as the abovementioned EASO experts will be supported by sufficient cultural mediators to be hired by Italy using EU funds.</p> <p>The possibility of technically “transforming” CAT 2 fingerprinting form into a CAT 1 one, (activity which will not concern persons eligible for relocation) thus avoiding the twofold operation that is time and human resources consuming, is currently under evaluation by the Italian forensic police service from a legal and technical point of view.</p> |
| Planned Relocation Process | <p>Immediately after disembarkation of third country nationals in one of the hotspot sites, the competent staff will carry out immediate assistance operations (the required health assistance, identification of vulnerabilities, food and clothing) as well as the health check/screening. At the same time or soon after, Frontex debriefing teams will carry out their tasks. The Police staff, together with Frontex, will also carry out immediately upon disembarkation the ‘pre-registrazione’ (pre-identification) (using the so called “foglio notizie”).</p> <p>UNHCR, on the basis of a specific agreement with Italy, will carry out information campaign on asylum procedures to all disembarked persons.</p> <p>Further to pre-identification, EASO experts will provide detailed information to the new arrivals eligible for relocation procedure on the advantages offered by this option and on the related necessity to be photo registered and fingerprinted at the hotspot site in order to apply for asylum. Applicants for asylum who would be eligible for relocation will be channelled to a dedicated stream and they will receive further information on the procedure. In particular they will receive targeted information by 3 EASO experts (on the basis of the above mentioned agreement between Italy and UNHCR, there will be also 2 UNHCR experts, supported by 3 cultural mediators) about the opportunity to take part in the relocation procedure, with specific explanations aiming to clarify the advantages of this opportunity. All the disembarked persons shall be subject to registration and photo-printing by the Police staff as soon as possible when feasible, with the support of relevant EU agencies and expert teams specifically deployed onsite for fingerprinting activities.</p> <p>Registration consists of entering the relevant personal data, the arrival number as well as fingerprints into the AFIS system. For this purpose, hotspot facilities with a capacity</p> |

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| | <p>up to 300 places will be equipped with at least: 2 mobile units; hotspot facilities with a capacity up to 500 places will be equipped with 3 mobile units. Such activities will be carried out by the Italian operators of the forensic police, with the support of Frontex, which has been requested to assign up to 10 operators for each hotspot site.</p> <p>Those persons channelled in the relocation procedure and, consequently expressing their will to apply for international protection, shall be registered in the EURODAC system with the C1 code and shall then be transferred to one of the selected regional hubs within 24-48 hours.</p> |
| Objective(s) | <p>Provide accurate information on relocation procedures to—the persons in need of international protection and eligible for relocation, especially those with special needs.</p> <p>Potential applicants for international protection to be earlier identified and registered and information about the asylum procedure provided.</p> <p>At the earliest time possible, registration of the intention to apply for international protection (the 'making') and full registration of the application itself (the formal 'lodging') is performed.</p> |
| Pre-condition(s) | <ul style="list-style-type: none"> - Information material about the Italian procedure for relocation and other background documents are translated by EASO also in Tigrinya and Arabic languages for the eligible asylum seekers; - Cultural mediators/interpreters for all languages concerned by the relocation process are provided by the Italian authorities. EASO will support these efforts with additional cultural mediators/interpreters once it secures enough resources to do so; - Office space is made available at each hotspot site. |
| EASO support | <p>2 experts per hotspot site / 2 months/ 2 travel days per mission</p> <p>Envisaged place of deployment: Hotspot sites – Lampedusa, Pozzallo, Trapani (Porto Empedocle, Taranto, Augusta - gradually, depending on their operationalization). Locations may change depending on the final determination of sites by IT Authorities.</p> <p>2 experts in a mobile team available to liaise with the local Prefectura and reception centres assigned to it / key cities identified by IT Authorities (Milan/Rome/Catania) / 2 months / 2 travel days per mission</p> |
| Implementation | 2016: Q1, with the possibility to extend in 2016-2017. |
| Deliverable (s) | <ul style="list-style-type: none"> - Information provided to new arrivals about the relocation procedure in Italy and advice as to where and how applications may be lodged (including information on the Dublin and relocation procedure), as well as the cooperation requirement and possible consequences of non-cooperation. - Information provided to the potential applicants for relocation scheme on the need for registration of their application for international protection. - Provision of information for relocation purposes with respect to the in-land cities where the Questura can play a role in attracting relocation streams such as Milan and Rome. |

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| | <ul style="list-style-type: none"> - All persons who express the intention to apply for international protection referred to the Local responsible Questura for further registration and processing of the application. |
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| EASO Activity ITA 2: Support with handling registration of applicants for international protection, in view of the relocation procedure | |
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| Responsible authority | Department of Civil Liberties and Immigration, Local responsible Questuras, Prefectures |
| Current situation (Roadmap Planning) | <p>Once health screening, pre-identification, information provision and investigative/intelligence activities are duly carried out, on the basis of the results of such activities, migrants seeking international protection will be transferred to facilities for asylum seekers (specific facilities have been identified for those to be relocated), while irregular migrants not entitled to international protection will be moved to identification and expulsion centres (CIE). These internal transfers will take place by bus or airplane, by deploying escorting police officers. Transfers by boat/ferry might also take place (this could be the case for migrants to be transferred from Lampedusa island).</p> <p>As per the Decisions on relocation, eligible candidates must lodge an application for asylum in Italy in order to be eligible for relocation. Third country nationals are registered as applicants for international protection in the VESTANET database. The registration form (C3) contains information on the identity of the applicant but also Dublin-relevant information, previous applications for international protection and questions relating to the current application.</p> <p>Following the registration process, the Local responsible Questura refers the case to the Dublin Unit directly through the ITC Vestanet and Dublinet, including the registration form and <i>inter alia</i> any documents submitted by the applicant such as consent for reunification and/or documents from family members residing in other Member States, etc. All information and scanned documents are uploaded in VESTANET. EASO will be able to autonomously submit these cases.</p> |
| Planned Relocation Process | <p>Those eligible for relocation will be transferred to selected regional hubs. The selected regional hubs will also provide reception facilities until the relocation procedure is completed. The accommodation provided would be sufficient for temporary stay for a turnover period according to the envisaged term from 2 months up to 3 and half (in case of extended deadlines in line with the Relocation Decision).</p> <p>Once the C3 form is filled out, the application will be uploaded into the VESTANET system and submitted to the Dublin Unit located in Rome for the subsequent matchmaking operations. These latter activities will be carried out with the support of EASO experts (preferably Italian speaking) and 3 cultural mediators (preferably Italian speaking) assigned to each regional hub selected for relocation and selected Questura (see above).</p> |
| Objective(s) | Potential relocation cases are identified in a timely manner and the C3 form application for international protection is uploaded in the VESTANET. |

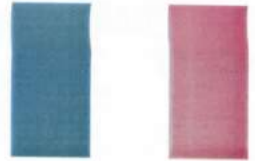
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| Pre-condition(s) | <ul style="list-style-type: none"> - Office space is available for every expert at the selected regional hub and/or at the local responsible Questura; - All applicants for international protection are fingerprinted and entered as CAT. 1 in Eurodac; - Access to Vestanet, including credentials per expert; - Cultural mediators/interpreters for all languages concerned by the relocation process are provided for every selected regional hub by the Italian authorities. EASO will support these efforts with additional cultural mediators/interpreters once it secures enough resources to do so. |
| EASO support | <p>9 experts will be deployed in the selected regional hubs / 2 months / 2 travel days per mission</p> <p>A mobile team of up to 4 experts will be available in Rome, to be deployed for further immediate needs of Italian authorities / 2 months / 2 travel days per mission</p> <p>Envisaged place of deployment: Villa Sikania, Bari and Crotone (gradually, depending on their operationalization), Rome and Milan, as part of the local support to responsible Questura on dealing with the new cases and internal backlog of registration, as appropriate.</p> |
| Implementation | 2016: Q1, with the possibility to extend in 2016-2017 |
| Deliverable (s) | <ul style="list-style-type: none"> - Establish a workflow for registration, access to VestaNet and perform live registration, in cooperation with Local responsible Questuras. This includes provision of information to potential applicants and a prioritisation of applicants identified as persons with special needs. - Support the daily activity of the Local responsible Questuras in registering of applications for international protection, with focus on the potential applicants for a relocation scheme. Specific target is given to the caseload in line with the Council Decisions (EU) 2015/1523 and (EU) 2015/1601 establishing provisional measures in the area of international protection for the benefit of Italy and of Greece. |

| EASO Activity ITA 3: Support with handling outgoing Dublin take charge requests for relocation cases | |
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| Responsible authority | Department of Civil Liberties and Immigration, Dublin Unit |
| Current situation | <p>The European Commission proposed to make use of the emergency response mechanism under Article 78(3) of the Treaty on the Functioning of the European Union. This provision, which is being activated for the first time, aims to set up an emergency relocation scheme to assist Member States in need. Brief description of the registration and Dublin procedure in Italy:</p> <p>Third country nationals are registered as applicants for international protection in the VESTANET database. The registration form (C3) contains information on the identity of the applicant but also Dublin relevant information, previous applications for international protection and questions relating to the current application.</p> <p>Following the registration process, when circumstantial evidence and proof are available</p> |

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| | regarding the possible request to another Member State, the Local Questura refers the case to the Dublin Unit by sending an e-mail informing about the present case and file number. The physical file is then forwarded to the Dublin Unit in Rome. It includes the registration form and inter alia any documents submitted by the applicant such as consent for reunification and/or documents from family members residing in other Member States etc. All information and scanned documents are uploaded in VESTANET. |
| Planned Relocation Process | <p>The Rome Dublin Unit, with the support of 10 EASO experts will carry out the matching activity with liaison officers by examining the applicants' features and profile (taking into account all relevant elements as educational titles, professional qualifications and knowledge of foreign languages, previous jobs and family relations and so on with the relocation offers proposed by Member States).</p> <p>Following indications of the Member State of relocation regarding the applicants proposed for relocation, the positive decision will be notified to the beneficiaries concerned at the selected regional hub and operations for their subsequent transfer to the country of destination will be started; this activity will be performed by the Police with the support of the EASO experts assigned to the Dublin Unit.</p> <p>All the above-mentioned activities concerning the relocation procedure will be coordinated by the Ministry of Interior.</p> <ul style="list-style-type: none"> - supplementary interviews for relocation mechanism purposes; - targeted and steady information exchange with the MS of relocation through the liaison officer. <p>All activities will be carried out by the Italian authorities and the MS Liaison Officers together with the support of UNHCR/IOM and EASO as appropriate.</p> |
| Objective(s) | Swiftly processing of relocation cases and support for processing Dublin cases. |
| Pre-condition(s) | <ul style="list-style-type: none"> - Office space is being made available for every expert in the Dublin Unit; - Access to Vestanet and DubliNet for every expert (including credentials and digital signatures). |
| EASO support | 10 experts deployed in Rome Dublin Unit/ 2 months- / 2 travel days per mission |
| Implementation | 2016: Q1, with the possibility to extend in 2016-2017 |
| Deliverable (s) | <ul style="list-style-type: none"> - An efficient workflow for the procedure within the Dublin Unit is established. - Support provided with the submission of Dublin and relocation cases (including by matching the identified applicants and the Member State of relocation to the extent possible), organising and engaging in correspondence between Italy and the receiving Member State and submitting outgoing requests (along with the relevant elements of their individual case files) to a specific receiving Member State. |

4 COOPERATION WITH THE EUROPEAN COMMISSION AND THE EURTF

All activities under this Hotspot-Relocation Operating Plan will be closely coordinated with Italy and with the steady support of the European Commission as well as with the other Agencies part to the EURTF. To this end, EASO Plan Manager will name a Plan Coordinator for the implementation of the HROP, who will be in charge of ensuring appropriate coordination with the other players. Operational presence of EASO will be ensured in the EURTF, under the supervision of the Plan Manager.



5 COOPERATION WITH UNHCR

In accordance with Article 50 of the EASO Regulation, EASO aims at continuing in a coherent and complementary way the fruitful cooperation with UNHCR. In this framework, in particular in line with its mandate and role in Italy, as well as on-going UNHCR activities on the basis of the above mentioned Agreement with Italian authorities, UNHCR will support relevant measures in the EASO Hotspot-Relocation Operating Plan to Italy.

6 FINAL PROVISIONS

6.1. General reporting provisions

A reporting system will be established for monitoring the implementation of the Hotspot-Relocation Operating Plan so as to assess any further needs or changes. In particular, the Asylum Support Teams will provide a Final Report to EASO via the corresponding template to be found in Annex A.

6.2. Incident reporting

Participants in EASO activities who have reason to believe that a violation of the present Code of Conduct has occurred or is about to occur, are obliged to report the matter to the Executive Director of EASO and to the Host Member State Coordinator for the Hotspot-Relocation Operating Plan via the appropriate channels.

Any accidents that may occur throughout the participation of experts in the Asylum Support Teams shall be reported through the same channels. Incident reporting templates can be found at Annex B.

ANNEXES

Annex A: Format for the Final Report

Annex B: Incident reporting template



Annex A: Format for the Final Report

EASO Hotspot-Relocation Operating Plan to Italy

| | | | |
|--------------------------|------------------------------|-----------------------------|-----------------------------------|
| Measure no [X] | <i>[please insert title]</i> | | |
| EASO Measure Coordinator | <i>[name and surname]</i> | Italian Measure Coordinator | <i>[name and surname]</i> |
| Expert(s) | <i>[name and surname]</i> | Date of submission | <i>[submission of the report]</i> |
| Expertise area | <i>[profile]</i> | Time-frame | <i>[date of participation]</i> |
| Member State(s) | <i>[X]</i> | | |

Background and introduction *(please provide an overview of the current situation, synergies with other measures and how this measure has contributed to the enhancement of the specific area)*

Specific objectives and deliverables agreed to prior to the participation

-
-

Description of activities *(please identify stakeholders and deliverables for each activity)*

-
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Concrete products delivered *(please list the products for each activity)*

-
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Coordination with IT, EASO and other relevant stakeholders *(e.g. briefings, follow up meetings, debriefings etc.)*

-
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Recommendation(s) and advice(s) for possible next steps *(SMART formulated)*

-
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Observations and challenges *(please refer to any challenges encountered during the mission as well as any challenges foreseen at the implementation phase)*

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Suggestions/Roadmap for implementation *(including timeframe, potential follow-up missions with suggested dates and deliverables, and availability for post-participation consultation)*

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Annex:

- Technical reports/deliverables



Annex B: Incident reporting template

Article 19 of the EASO Code of Conduct for persons participating in EASO operational support activities states that:

"Participants in EASO operational support activities who have reason to believe that a violation of the present Code of Conduct has occurred or is about to occur, are obliged to report the matter to the Executive Director of EASO through the responsible officer in EASO and to the host Member State via the appropriate channels.

The list of contact persons in EASO and the host Member State is provided in the working arrangement accompanying each EASO Hotspot-Relocation Operating Plan, Special Support Plan and Joint Processing activity. Main email address in EASO is operations@easo.europa.eu"

Should such an incident should occur, or if other incidents need to be reported, please fill the present form.

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| Name of expert: |
| Type of incident: |
| Full description of the incident: |
| Area Deployed: |
| Date of incident/accident: |
| Time of incident/accident: |
| Describe what activity was taking place, e.g. training, working, etc. |



Were any of the following contacted?

- Police: Yes ☐ No ☐
- Ambulance: Yes ☐ No ☐
- Parent/carer: Yes ☐ No ☐

What happened following the incident?

All of the above facts are a true and accurate record of the incident/accident.

SIGNED:

DATE:

NAME: