

**OPERATING PLAN<sup>1</sup> 2022-2023**  
**AGREED BY THE EUROPEAN ASYLUM SUPPORT OFFICE<sup>2</sup> AND SPAIN**

Valletta Harbour and Madrid  
14 December 2021

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<sup>1</sup> Any reference to “Operating Plan” shall be construed as reference to “Operational Plan” upon the entry into force of the EUAA Regulation.

<sup>2</sup> The European Asylum Support Office (hereinafter ‘EASO’) established by Regulation (EU) No 439/2010 shall be replaced by the European Union Agency for Asylum (hereinafter ‘EUAA’ or ‘the Agency’) upon the entry into force of the EUAA Regulation, whereby any reference to “EASO” should be construed as referring to the “European Union Agency for Asylum (EUAA)”.

The Executive Director of the European Asylum Support Office (hereinafter 'EASO')

and

The Secretary of State for Migration of State Secretary for Migration of Spain (hereinafter 'Member State'),

Having regard to Regulation (EU) No 439/2010 of the European Parliament and of the Council of 19 May 2010 establishing a European Asylum Support Office<sup>3</sup> (hereinafter referred to as 'EASO Founding Regulation'), and in particular Articles 2, Article 8, 10 and 13 to 23 thereof.<sup>4</sup>

Hereby agree on the Operating Plan (hereinafter 'the Plan') for the provision of technical and operational assistance by EASO to Spain.

The Operating Plan is binding in its entirety and all its parts, including annexes, have the same legal binding character and are equally important.

The implementation period of the Plan shall be from 1 January 2022 until 31 December 2023.

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

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

Valletta Harbour and Madrid  
14 December 2021

Executive Director of the  
European Asylum Support  
Office

Secretary of State for Migration of Spain

Nina Gregori

Jesús Javier Perea Cortijo

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<sup>3</sup>. OJ L 132, 29.5.2010, p. 11-28.

<sup>4</sup> Any reference to the EASO Founding Regulation shall be construed as reference to the EUAA Regulation upon the entry into force of the latter. At the moment of the signature of this Operating Plan the EUAA Regulation has not yet come into application. However, any reference to the draft EUAA Regulation shall be construed as reference to the draft of 03 November 2021 and any reference to the Articles of the draft EUAA Regulation shall be construed as reference to the Articles of the final version of the EUAA Regulation upon its entry into force.

## 1.0. INTRODUCTION

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

- operational and technical needs of the Member State(s) whose asylum and/or reception systems are subject to disproportionate pressure;

And, upon the entry into force of the EUAA Regulation:

- 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 Asylum Support Office, including the deployment of asylum support teams.

## 2.0. OPERATIONAL SITUATION, NEEDS ASSESSMENT AND OBJECTIVES

Over the past few years Spain has been subject to yearly increase on the number of arrivals of applicants for international protection. For 2020 the number of arrivals amounted to 41,861 (being 96% sea arrivals and 4% land arrivals to Ceuta and /or Melilla), compared with 2019, during which the number of arrivals amounted to 32,513 (80% sea arrivals and 20% land arrivals)<sup>5</sup>.

From January to September 2021, 25,820 persons have arrived to Spain, representing 48% increase compared to the respective period in 2020. Irregular sea crossings remained also in high levels, amounting to 24,791 of the total number of arrivals, and registering a 55% increase compared to 2020. The main entry points by sea to Spain represent the Canary Islands, Almeria, Granada and Cadiz. Recent flows concern mainly persons from Algeria, Morocco, Mali, Guinea, Cote d'Ivoire and Senegal<sup>6</sup>.

In the course of 2021, Spain has encountered various migratory and humanitarian crises that added extra pressure on the asylum and reception systems, requiring quick action from the authorities:

- **Situation in the Canary Islands.** By the end of September 2021, some 13,292 persons had arrived to the Canary Island since the beginning of the year and the numbers are expected to increase over the autumn months because of favourable ocean currents.
- **Situation in Ceuta.** In May 2021 over the course of 3 days, Ceuta received an unprecedented number of arrivals estimated at 9,000 persons.
- **Situation in Afghanistan.** A temporary care and reception facility was set up for Afghan citizens evacuated from Afghanistan at Torrejón Military Air Base (Madrid) in August 2021. By mid-October all evacuees had been relocated in the International Protection centres managed by the government in several Autonomous Communities (regions)

The collaboration between the Spanish Authorities and EASO started after a request from the Spanish authorities in 2020 that led to a joint needs assessment and the signature of a first Operating Plan – special support on reception to Spain for the period from December 2020 until December 2021.

The Needs Assessment conducted for 2022 was based on programmatic coherence, lessons learned from the first year of operations in Spain and the organisational component. Based on the operational situation and the recent migratory and humanitarian challenges posing persistent pressure on the reception systems of Spain, a needs assessment exercise was carried out in 2021 to define specific needs and inform the scope for continued operational and technical assistance by EASO to address the identified challenges.

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<sup>5</sup> Spain sea and land arrivals 2020 Report, accessed 28/09/2021 at <https://a2.unhcr.org/en/documents/details/84312>

<sup>6</sup> UNHCR Weekly snapshot- Week 37, accessed 29/09/2021 at <https://data2.unhcr.org/en/documents/details/88789>

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

- **Expected Outcome 1:** Enhanced capacity of the National Reception Authorities to strategically define and implement a new reception model and reinforce overall institutional structures and processes.
- **Expected Outcome 2:** Enhanced capacity of the National Reception Authorities to offer standardised reception processes and procedures across the country.
- **Expected Outcome 3:** Enhanced capacity within the Spanish reception system through professional development and related training tools and materials.

The agreed outcomes shall be achieved through the implementation of the measures specified in Annex I to the Plan.

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 the implementation of this Plan are the following:

Organisation	Responsibilities
<p><b>Ministry of Inclusion, Social Security and Migrations-</b> <i>Ministerio de Inclusión, Seguridad Social y Migraciones (MISSM)</i></p> <p><a href="https://www.inclusion.gob.es/">https://www.inclusion.gob.es/</a></p>	<p>The basic organisational structure of the <b>Ministry of Inclusion, Social Security and Migration</b> is established in Article 7.1(a). Royal Decree 497/2020 of 28 of April 2020, and replaces the former Ministry of Labour, Migration and Social Security. Article 21 of Royal Decree 139/2020 of 28 of January 2020 establishes that the Ministry of Inclusion, Social Security and Migration is responsible of the State Secretary for Migration in charge of developing policies on foreigners, immigration and migration. Royal Decree 286/2021 of 20 April 2021 amends the Royal Decree 139/2020 and Royal Decree 497/2020 and establishes a new organisational structure.</p>
<p><b>State Secretary for Migration-</b> <i>Secretaría de Estado de Migraciones (SEM)</i></p>	<p>Article 5 of Royal Decree 497/2020 establishes that the <b>State Secretary for Migration</b> is responsible for developing policies on foreigners, immigration and migration. Royal Decree 286/2021 amends Article 5 and establishes a new organizational structure under the State Secretary for Migration, divided in two Directorates General (Directorate-General for Migration and Directorate-General for International Protection Programs and Humanitarian Assistance) and three Sub-Directorates (Sub-Directorate General for Migration Analysis, Sub-Directorate General for Economic Management and European Funds and Sub-Directorate General for Legal Affairs).</p>
<p>Subdirección General de Análisis Migratorio</p> <p><b>Sub-Directorate General for Migration Analysis</b></p>	<p>According to Royal Decree 286/2021 of 20 April 2021, the <b>Sub-Directorate General for Migration Analysis</b> exercises its functions for the General Secretariat of Inclusion and Social Welfare Objectives and Policies and is responsible for:</p>

Organisation	Responsibilities
	<p>1) the coordination of studies, reports and analysis on migration policies and statistics, without prejudice to the functions of the Spanish Observatory on Racism and Xenophobia.</p> <p>2) the monitoring and analysis of the evolution of the cost and quality of the programs and benefits, as well as the economic planning, managed by the Secretary of State for Migration.</p> <p>3) the proposal for regulatory reforms and management procedures that allow better monitoring and supervision of the services and benefits managed by the Secretary of State for Migration.</p> <p>4) the Secretariat of the Permanent Immigration Observatory, as well as the support, advice and technical assistance to said Observatory.</p>
<p>Subdirección General de Gestión Económica y Fondos Europeos</p> <p><b>Sub-Directorate General for Economic Management and European Funds</b></p>	<p>According to Royal Decree 286/2021 of 20 April 2021, the <b>Sub-Directorate General for Economic Management and European Funds</b> is responsible for:</p> <p>1) the planning of the actions of economic and organizational content, report and proposal on the needs of human resources and the coordination of the citizen information systems.</p> <p>2) the preparation of the draft budget proposal within the scope of the Secretary of State, the execution of the expenditure budget and the monitoring of the budget execution.</p> <p>3) the economic management of the expenditure files charged to the credits of the Secretary of State, as well as the financial and treasury management, including the authorization functions and those inherent to the management of the paying funds attached to the Secretary of state.</p> <p>4) the preparation of the contracting files that are the competence of the Secretary of State and the planning and follow-up of administrative contracting charged to the credits corresponding to the Secretary of State.</p> <p>5) the internal coordination and monitoring of community funds managed in the Secretary of State.</p> <p>6) the management of the funds and action plans of the European Union in matters of asylum, migration, integration and inclusion.</p>
<p>Subdirección General de Régimen Jurídico</p> <p><b>Sub-Directorate General for Legal Affairs</b></p>	<p>According to Royal Decree 286/2021 of 20 April 2021, the <b>Sub-Directorate General for Legal Affairs</b> is responsible for:</p> <p>1) the preparation of regulatory projects and the preparation of reports on matters related to immigration and emigration, as well as the preparation of regulatory proposals related to the preparation, approval, transposition and application of European Union or international standards, in matters within its competence, without prejudice to the powers of the General Technical Secretariat and in coordination with it.</p> <p>2) the elaboration of normative development instructions directed to the organs of the General State Administration in the territory, within their functional scope of competences.</p> <p>3) technical support for participation in the field of the European Union and other international organizations on migration matters, as well as coordination, as a national contact point, of the European Migration Network in Spain, without prejudice to</p>

Organisation	Responsibilities
	the competences of the General Technical Secretariat in this regard and in coordination with it.
<p>Dirección General de Programas de Protección Internacional y Atención Humanitaria</p> <p><b>Directorate-General for International Protection Programs and Humanitarian Assistance</b></p>	<p><b>Directorate-General for International Protection Programs and Humanitarian Assistance</b> replaces the former Directorate-General for Inclusion and Humanitarian Assistance (DGIAH). It is divided in two Sub-Directorates: Sub-Directorate General for Programs and Sub-Directorate General for Emergencies and Migration Centres.</p> <p>The main competences of the new Directorate are:</p> <ol style="list-style-type: none"> <li>1) the planning, development and management of the national reception system and humanitarian assistance programs.</li> <li>2) the planning, development and management of the reception facilities.</li> <li>3) Management in cases of arrivals of third country nationals.</li> </ol>
<p>Subdirección General de Programas</p> <p><b>Sub-Directorate General for Programs</b></p>	<p>According to Royal Decree 286/2021 of 20 April 2021, the <b>Sub-Directorate General for Programs</b> is responsible for:</p> <ol style="list-style-type: none"> <li>1) the planning, development and management of the national system for the comprehensive reception and integration of asylum seekers, refugees and other beneficiaries of international protection, stateless persons and people under the temporary protection regime.</li> <li>2) the management of grants and collaboration with public and private entities whose activities are related to the reception and integration.</li> <li>3) the planning, development and management of humanitarian assistance programs for immigrants and urgent intervention for exceptional situations.</li> <li>4) the management of grants and collaboration with public and private entities whose activities are related to the protection of migrant's human rights.</li> <li>5) the development and management of voluntary return and family reunification programs and the reception and inclusion of migrants with a VISA for job search in close cooperation with the General Secretariat for Inclusion and Social Welfare Objectives and Policies.</li> </ol>
<p>Subdirección General de Emergencias y Centros de Migraciones</p> <p><b>Sub-Directorate General for Emergencies and Migration Centres</b></p>	<p>According to Royal Decree 286/2021 of 20 April 2021, the <b>Sub-Directorate General for Emergencies and Migration Centres</b> is responsible for:</p> <ol style="list-style-type: none"> <li>1) the coordination and planning of emergency interventions in case of exceptional situations and humanitarian emergencies, in collaboration, where appropriate, with the autonomous communities, Government Delegations and Sub-delegations, municipalities, as well as with public and private entities.</li> <li>2) the agreement with other ministerial departments, autonomous communities, local entities and public and private entities of reception and inclusion interventions addressed to migrants, asylum seekers, refugees and other beneficiaries of international protection and, where appropriate, stateless persons and individuals under the temporary protection scheme, in coordination with the General Secretariat for Inclusion and Social Welfare Objectives and Policies.</li> </ol>

Organisation	Responsibilities
	3) the planning, management and monitoring of migration centres, as well as referrals from these centres to other resources or programs. 4) the management of movable assets and immovable resources for the migration centres, their inventory; the management of leases and, where appropriate, the adaptation and conservation of the centres for the reception of migrants and the maintenance of their facilities; as well as the planning, coordination, preparation and management of works projects that affect migration centres. 5) the proposal for the contracting of works, services and supplies necessary for the operation of the centres.

#### 4.0 MONITORING AND EVALUATION FRAMEWORK

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

In terms of monitoring, EASO 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) evaluations<sup>7</sup> can be carried out in order to take stock of lessons learned and good practices. The evaluation(s) will be conducted in line with EASO'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 EASO 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.

**Upon the entry into force of the EUAA Regulation:** 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 Plan. For transparency and accountability purposes, evaluation report(s) may be shared publicly on the Agency's website after internal checks have been made to ensure compliance with applicable provisions in Regulation (EU) No 2018/1725<sup>8</sup> and Regulation (EU) No 1049/2001<sup>9</sup>.

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

<sup>7</sup> Should the EUAA Regulation enter into force during the term of the Plan, a final evaluation will be mandatory and subject to a prescribed deadline in line with the applicable Articles.

<sup>8</sup> Regulation (EU) 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, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC, (OJ L 295, 21.11.2018, p. 39).

<sup>9</sup> Regulation (EC) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents, (OJ L 145, 31.05.2001, p. 43).

## **5.0 LEGAL FRAMEWORK**

### **5.1 General legal basis for the Plan**

#### **Current legal basis:**

The EASO Founding Regulation, in particular Article 2 (2) and (3), (4) and (5) thereof, foresees that EASO shall provide effective operational support to Member States subject to particular pressure on their asylum systems, drawing upon all useful resources at its disposal, which may include the coordination of resources provided by the Member States, as well as technical assistance in regard to the policy and legislation of the EU in all areas having a direct or indirect impact on asylum.

The definition of particular pressure on the asylum and reception system is laid down in Article 8 of the EASO Founding Regulation.

EASO may support the Member State(s) by coordinating action to help facilitate an initial analysis of asylum applications under examination by the competent national authorities (Article 10(a)), action designed to ensure that appropriate reception facilities can be made available by the Member States, in particular emergency accommodation, transport and medical assistance (Article 10(b), and other technical and operational assistance through the deployment of asylum support teams (Article 10(c)).

The operating arrangements of the deployment of the asylum support teams are governed by Chapter 3 of the EASO Founding Regulation, and in particular Articles 13 to 23.

#### **Legal basis upon the entry into force of the EUAA Regulation:**

Regulation (EU) No 439/2010 shall be replaced for Member States bound by the EUAA Regulation in accordance with Article 72 of the draft EUAA Regulation. Regulation (EU) No 439/2010 shall be repealed with effect from the date of entry into force of the EUAA Regulation and the present operating plan shall be implemented in accordance with the Articles 1, 2, 3, 16 to 20 and 23 to 28 of the draft EUAA Regulation.

### **5.2. Legal framework applicable to the Plan**

EASO 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 EASO 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 EASO 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 EASO operational support under this Plan shall comply and act in accordance with the 'EASO Code of Conduct for persons participating in EASO operational support activities'. Participants in operational support activities will be requested to sign a declaration on compliance with the EASO Code of Conduct.

Participants in EASO's operational activities who have reason to believe that a violation of the EASO 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 Plan via the appropriate channel: [complaints\\_operations@easo.europa.eu](mailto:complaints_operations@easo.europa.eu). Such an incident is to be reported using the **Incident Report Form (Annex II)**.

#### **Upon the entry into force of the EUAA Regulation:**

In this respect, upon the entry into force of the EUAA Regulation (and pursuant to Article 49 of the current draft thereof), a Fundamental Rights Officer shall be appointed by the Management Board from a selection of candidates proposed by the Executive Director and shall be responsible for ensuring the Agency's compliance with fundamental rights in the context of its activities and promoting the respect of fundamental rights by the Agency. The Fundamental Rights Officer shall also be in charge of implementing the complaints mechanism<sup>10</sup>.

Also upon the entry into force of the EUAA Regulation, 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 through the complaints mechanism<sup>11</sup>, set up by the Agency.

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

Without prejudice to the public right of access to documents, as laid down in Regulation (EC) 1049/2001<sup>12</sup> and the EASO implementing rules on access to documents<sup>13</sup>, 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.

EASO 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 2018<sup>14</sup> 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 EASO within the activities agreed in the current Plan, EASO will act as data processor on behalf of the competent authorities of the host Member State, following

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<sup>10</sup> As soon as it is established in the EUAA, following the entry into force of the EUAA Regulation.

<sup>11</sup> As soon as it is established in the EUAA, after coming into application of the EUAA Regulation.

<sup>12</sup> 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

<sup>13</sup> 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

<sup>14</sup> Corrigendum, OJ L 127, 23.5.2018, p. 2 ((EU) 2016/679)

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.

EASO 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 EASO personnel working on behalf of the Member State authorities can be processed in the EASO 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 EASO.

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 EASO 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 EASO and/or the European Union, where such writings or work relate to activities undertaken in the context of the Plan. EASO and/or the Union acquires irrevocably ownership of the results and of all intellectual property rights, such as copyright and any other intellectual or industrial property rights, on the materials produced specifically for EASO 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 Framework Contracts concluded by EASO 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 21 and 22 of the EASO Founding Regulation will be applicable to all members of the asylum support teams deployed in the host Member State.<sup>15</sup>

### **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 EASO 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 EASO budget, as well as when they impact on and/or require an amendment of the agreed Outcome(s).

### **5.7. Amendments to the Plan**

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<sup>15</sup> Reference to Articles 21 and 22 of the EASO Founding Regulation shall be construed as reference to Articles 26 and 27 of the draft EUAA Regulation.

Any changes that prove to require an amendment to or adaptation of the Plan, shall be agreed in writing between the Executive Director of EASO and the host Member State in line with Article 18(2) of the EASO Founding Regulation.<sup>16</sup>

Changes to agreed Outcome(s) 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**

After the entry into force 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, 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.<sup>17</sup>

## **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.
- grant appropriate access rights for the members of asylum support teams and EASO representatives to all relevant databases and provide the relevant parties with the required information and data in the context of the implementation of this Plan.
- facilitate the provision of appropriate working space.

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, and where relevant, the working files shall be made available by the host Member State in English (unless otherwise agreed).

The host Member State shall provide EASO 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 execution of measures agreed in the Plan.

#### **EASO will:**

- designate an overall Plan Coordinator (also referred to as Union Contact Point in accordance to Article 20 of EASO 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 EASO.

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<sup>16</sup> Reference to Article 18(2) of the EASO Founding Regulation shall be construed as reference to Article 18(5) of the draft EUAA Regulation.

<sup>17</sup> In accordance with Article 18(6)(c) of the draft EUAA Regulation.

- 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 EASO in the framework of this Plan, according to the applicable EASO rules.

## **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:

- EASO Operational Deployment Management System (ODMS)
- EASO 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 EASO 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 EASO 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**

### **Under the EASO Founding Regulation:**

The asylum support teams may consist of the following categories of resources, being members of the asylum support teams:

- a) Member States experts, i.e. experts made available through contributions to the Asylum Intervention Pool by EU Member States via national expert pools on the basis of defined profiles, in accordance with Article 15 of the EASO Founding Regulation.
- b) Associate Countries experts, i.e. experts considered to be Member States experts, made available through contributions to the Asylum Intervention Pool by associate countries referred to in Article 49 of the EASO Founding Regulation, with which the European Union has an arrangement in place on the modalities of its participation in EASO's work. Currently such arrangements have been concluded with the Kingdom of Norway, the Principality of Liechtenstein, the Swiss Confederation, and the Republic of Iceland.

- c) Individual experts, i.e. experts considered to be Member States experts, made available through contributions to the Asylum Intervention Pool by EU Member States via national expert pools on the basis of defined profiles, in accordance with Article 15 of the EASO Founding Regulation, but whereby the Member State does not have an employment relationship with the individual expert.
- d) EASO staff members, i.e. statutory staff employed by the Agency (temporary and contract staff) subject to the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union<sup>18</sup>.
- e) 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 Agency<sup>19</sup> for the provision of support to its operational activities.
- f) 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 EASO Financial Regulation<sup>20</sup>.

The implementation of the Plan shall be based on the common understanding that the provision of resources, other than EASO (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 EASO and the members of the asylum support teams, nor, in the case of embedded experts on contract, between these experts and the national authorities to which they may be assigned as per the embedded model described below. 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 team members is and remains their employer.

**Upon the entry into force of the EUAA Regulation:**

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

- i. 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 Union<sup>21</sup>.
- ii. Member States experts, including Member State experts made available through the Asylum Reserve Pool.
- iii. 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 draft EUAA Regulation, with which the European Union has an arrangement in place on the modalities of its participation in EASO's work.
- iv. 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 Agency<sup>22</sup> for the provision of support to its operational activities.
- v. 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

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<sup>18</sup> As laid down by Council Regulation (EEC, Euratom, ECSC) No 259/68, OJ L 56, 4.3.1968, p.1

<sup>19</sup> By virtue of Decision No 01 of the Management Board of EASO of 25 November 2010 laying down rules on the secondment of national experts (SNE) to the European Asylum Support Office (ref. number: EASO/MB/2010/03).

<sup>20</sup> Article 93 of Management Board Decision No 54 of 14 August 2019 on the EASO Financial Regulation (as amended by Management Board Decision No 74 of 28 July 2021). The MB Decision nr 54 of 14 August 2019 remains in force despite EASO being replaced by the EUAA. Any references in the EASO Financial Regulation to 'EASO' or the 'EASO Regulation', should therefore be construed as references to the 'EUAA' or equivalent provisions in the 'EUAA Regulation', respectively.

<sup>21</sup> As laid down by Council Regulation (EEC, Euratom, ECSC) No 259/68, OJ L 56, 4.3.1968, p.1.

<sup>22</sup> Decision No 01 of the Management Board of EASO of 25 November 2010 laying down rules on the secondment of national experts (SNE) to the European Asylum Support Office (ref. number: EASO/MB/2010/03).

temporary agency workers, or with remunerated external experts in line with Article 93 of EASO Financial Regulation<sup>23</sup>.

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, nor, in the case of embedded experts on contract, between these experts and the national authorities to which they may be assigned as per the embedded model described below. 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.

#### **6.4. Implementation modalities - the embedded model**

In accordance with Chapter 3 of EASO Regulation<sup>24</sup>, the Support Office may coordinate the necessary technical and operational assistance to the requesting Member State or Member States and the deployment, for a limited time, of an asylum support team in the territory of that Member State or those Member States.

The notion of the 'embedded model' represents an integrated approach to the implementation of the Plan, applicable exclusively with regard to experts on contract, including remunerated external experts. In accordance with this model, experts on contract deployed as members of asylum support teams, are embedded within the structure of the respective national authorities to ensure utmost efficiency, quality and sustainability of the anticipated results. In practice, those experts on contract are seconded by EASO to national authorities of the host Member State and therefore perform their assignment(s) on the premises of the relevant national authorities (e.g. the National Asylum Service). In such cases, a coordination mechanism shall be agreed by the Parties to oversee both the overall implementation of the Plan at national level and its implementation at local level (i.e. in the respective location of the host Member State) or for the respective measure foreseen in the Plan, including with regard to the allocation and the administration of resources. For this purpose, detailed administrative and reporting workflows and procedures related to the provision and management of 'embedded' resources and reflecting respective roles and responsibilities shall be established and agreed upon in writing between EASO and the host Member State. In setting up the aforementioned coordination mechanism, the following rules must be complied with as a minimum:

(a) EASO shall duly advise the employers of the experts on contract or the remunerated external experts themselves of their envisaged secondment to the national authorities of the host Member State before such secondment takes place.

(b) The national authority shall clearly acknowledge that they endorse the obligations and responsibilities pertaining to them as hosting authority vis-à-vis the experts on contract seconded to them.

(c) The national authority is responsible for ensuring proper working conditions for the expert on contract, and is responsible for the health, safety and security during work. EASO may not be held liable for any breach in the Health and Safety rules that might occur in the premises of the national authorities and/or under the supervision of the national authorities.

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<sup>23</sup> Article 93 of Management Board Decision No 54 of 14 August 2019 on the EASO Financial Regulation (as amended by Management Board Decision No 74 of 28 July 2021). The MB Decision nr 54 of 14 August 2019 remains in force despite EASO being replaced by the EUAA. Any references in the EASO Financial Regulation to 'EASO' or the 'EASO Regulation', should therefore be construed as references to the 'EUAA' or equivalent provisions in the 'EUAA Regulation', respectively.

<sup>24</sup> Any reference to Chapter 3 of the EASO Regulation shall be construed as reference to Chapter 6 of the draft EUAA Regulation.

## 7.0 SECURITY AND SAFETY

The principles of EASO's Security Governance Framework<sup>25</sup> 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 EASO 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.

EASO 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 EASO 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 EASO 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 regards 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 EASO Security sector, EASO 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.

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<sup>25</sup> Decision of the Executive Director No 61 of 12 April 2021 on the Security Governance Framework.

- Security of information. Sensitive non-classified and classified information shall be protected adequately, in accordance with the applicable legal framework<sup>26</sup>. EASO's security responsible shall be involved in supporting the proper classification of relevant information.
- Security of IT and communication equipment. EASO 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 EASO Code of Conduct as well.
- Reporting security incidents from the operational area to the EASO HQ 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**

EASO 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 EASO Plan Coordinator and the EASO 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 participant in EASO'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 EASO and to the Host Member State Coordinator for the Plan via the appropriate channel: [security\\_incidents\\_operations@easo.europa.eu](mailto:security_incidents_operations@easo.europa.eu). Such an incident is to be reported using the **Security Incident Report Form (Annex III)**.

## **8.0. COMMUNICATION**

The Executive Director will designate the Union Contact Point referred to under Article 20 of the EASO Regulation, who acts as an interface between EASO, the host Member State, and the members of the asylum support teams. The Union Contact Point provides assistance, on behalf of EASO, on all issues relating to the conditions of deployment of the asylum support teams, monitors the correct implementation of the Plan, and reports to EASO on all aspects of the asylum support teams'

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<sup>26</sup> Including, *inter alia*, the security principles contained in Commission Decision (EU, Euratom) 2015/444.

deployment. Upon entry into force of the EUAA Regulation, the Union Contact Point will assume the functions of Coordinating Officer.

The host Member State and the Union Contact Point 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 EASO support tools. Should such need be identified or changed during the Plan implementation, it shall be communicated to EASO for further consideration.

EASO will maintain close cooperation and communication with the relevant stakeholders. EASO 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 EASO transparency and communication policies. The timing and content of communication with the media shall be agreed upon between EASO and the host Member State.

Where relevant, the two 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, the Agency 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 50 of the EASO Regulation<sup>27</sup>, EASO aims at a coherent and complementary continuation of the fruitful cooperation with UNHCR. The Union Contact Point 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**

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<sup>27</sup> Reference to Article 52 of the EASO Regulation shall be construed as reference to Article 38 of the draft EUAA Regulation.

In accordance with Article 52 of the EASO Regulation, in July 2019 EASO 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 Union Contact Point 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

<b>Measure ES 1: Structural Support</b>	
<b>Expected Outcome:</b> Enhanced capacity of the National Reception Authorities to strategically define and implement a new reception model and reinforce overall institutional structures and processes.	
<b>Responsible Authority(ies)/Main National Partner(s)</b>	<ul style="list-style-type: none"> <li>• Ministry of Inclusion, Social Security and Migrations (MISSM)</li> <li>• State Secretary for Migration (SEM)</li> <li>• Directorate-General for International Protection Programs and Humanitarian Assistance (DGIPHA)</li> <li>• Sub-Directorate General for Migration Analysis exercises its functions for the General Secretariat of Inclusion and Social Welfare Objectives and Policies</li> <li>• Sub-Directorate General for Legal Affairs &amp; Sub-Directorate General for Economic Management and European Funds</li> </ul>
<b>Operational Preconditions</b>	<ul style="list-style-type: none"> <li>• The Spanish authorities appoint focal points to liaise with EASO and ensure effective operational coordination, implementation, and monitoring of the Measure.</li> <li>• Steering Committee is established and meets regularly to ensure effective operational coordination, implementation and monitoring of the Operating Plan.</li> <li>• Regular information exchange/coordination mechanisms are in place to inform the planning, implementation and monitoring of specific activities under this measure.</li> <li>• National data on the respective statistical indicators are available for planning, monitoring and measuring impact</li> </ul>
<b>Outputs</b>	<ul style="list-style-type: none"> <li>• ES 1.1 Strengthened capacity of the Secretary of State for Migration within the framework of the design and implementation of the new reception model.</li> <li>• ES 1.2 Strengthened capacity of the Secretary of State for Migration on organizational change management.</li> <li>• ES 1.3 Support provided to increase the capacity, according to EU standards, of the state-managed reception network.</li> <li>• ES 1.4 Strengthened capacity of the National Reception Authorities on optimisation of data management across the reception system.</li> <li>• ES 1.5 Strengthened capacity of the National Reception Authorities to identify, access, plan and manage available funding mechanisms</li> </ul>
<b>Actions</b>	<p>ES 1.1 Strengthened capacity of the Secretary of State for Migration within the framework of the design and implementation of the new reception model.</p> <ul style="list-style-type: none"> <li>• Support in the definition of a new model of reception system for international protection and its legal basis</li> <li>• Deployment of Reception Support Teams to enhance the coordination mechanisms related to the implementation of the new model.</li> </ul>

	<p>ES 1.2 Strengthened capacity of the Secretary of State for Migration on organizational change management.</p> <ul style="list-style-type: none"> <li>• Deployment of an organisational change management team to support with the design, planning and implementation of the required institutional changes (including the development of a detailed HR strategy) for the implementation of the new reception model. Such specialised team would contribute to build a culture of strategic planning, adaptation to changes, strengthen teamwork approaches, improve Monitoring and Evaluation and internal communication, and promote and explain changes.</li> </ul> <p>ES 1.3 Support provided to increase the capacity, according to EU standards, of the state-managed reception network</p> <ul style="list-style-type: none"> <li>• Deployment of a Reception Support Team to support, from a reception standards perspective, with the identification and preparation of suitable land and buildings for design of new reception centres.</li> <li>• Deployment of a Reception Support Team to support with the technical site design, planning and development of reception centres – making optimal use of tools and networks available in/through EASO.</li> </ul> <p>ES 1.4 Strengthened capacity of the National Reception Authorities on optimisation of data management across the reception system.</p> <ul style="list-style-type: none"> <li>• Support with the design, the piloting and implementation of the new digital architecture including developing new data management tools.</li> <li>• Deployment of data expert(s) to ensure the optimisation of data management across the service, engage in reflections upon the SIRIA database and support the definition of strategic indicators at different levels to monitor in real-time the evolution of the reception system.</li> <li>• Deployment of data expert(s) to support with the definition of an indicators system to allocate applicants/beneficiaries to the appropriate reception system (according to the provisions of the Reception Directive).</li> </ul> <p>ES 1.5 Strengthened capacity of the National Reception Authorities to identify, access, plan and manage available funding mechanisms.</p> <ul style="list-style-type: none"> <li>• Deployment of EU funding expert(s) to build on support provided in 2021 and further strengthen the capacity of the Sub-Directorate of Strategic Planning and European Funds to identify, access and plan for management of available funding mechanisms.</li> </ul>
<p><b>Inputs<sup>28</sup></b></p>	<ul style="list-style-type: none"> <li>• Deployment of asylum support teams: average of 2 Experts (Architect-Engineer and EU funding expert)/ 10 Experts (Construction site-design expert, Organisational Change Management expert, Monitoring and Evaluation expert, Statistics</li> </ul>

<sup>28</sup> The agreed inputs are the resources to be deployed during the first year of the Plan implementation. These will be subject to at least annual revision or more regular revision and may be revised as necessary.

	<p>expert, Business development expert, Financial management expert, EU funding mechanisms expert.</p> <ul style="list-style-type: none"> <li>• Provision of interpretation services, if and where required and complementary to other funding resources.</li> <li>• Cost related to Study/Field Visits: Reimbursement of participants</li> <li>• Provision of equipment, material and operational support, including inter alia works, services, communication/promotional materials, costs for trainings/meetings/workshops, infrastructure costs, IT equipment, office supplies and others where required for the joint EASO and national authorities' activities.</li> </ul>
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<b>Measure ES 2: Reception Management</b>	
<b>Expected Outcome:</b> Enhanced National Reception Authorities capacity to offer adequate reception conditions through standardised reception processes and procedures across the country	
<b>Responsible Authority(ies)/Main National Partner(s)</b>	<ul style="list-style-type: none"> <li>• Directorate-General for International Protection Programs and Humanitarian Assistance (DGIPHA). The new organizational structure is divided in 2 Sub-Directorates: Sub-Directorate General for Programs and Sub-Directorate General for Emergencies and Migration Centres.</li> </ul>
<b>Operational Preconditions</b>	<ul style="list-style-type: none"> <li>• The Spanish authorities appoint focal points to liaise with EASO and ensure effective operational coordination, implementation, and monitoring of the Measure.</li> <li>• Steering Committee is established and meets regularly to ensure effective operational coordination, implementation and monitoring of the Operating Plan.</li> <li>• Regular information exchange/coordination mechanisms are in place to inform the planning, implementation and monitoring of activities.</li> <li>• National data on the respective statistical indicators are available for planning, monitoring and measuring impact</li> </ul>
<b>Outputs</b>	<ul style="list-style-type: none"> <li>• ES 2.1 Strengthened capacity of the National Reception Authorities on reception site management and coordination.</li> <li>• ES 2.2 Strengthened capacity of the National Reception Authorities on harmonisation of procedures, workflows and tools related to reception and vulnerability.</li> <li>• ES 2.3 Enhanced preparedness and response to emergencies.</li> <li>• ES.2.4. Strengthened and supporting the implementation of the national resettlement or relocation programs and schemes by the Member States Authorities</li> </ul>
<b>Actions</b>	ES 2.1 Strengthened capacity of the National Reception Authorities on reception site management and coordination.

	<ul style="list-style-type: none"> <li>• Gradual deployment of multidisciplinary Reception Site Management teams to support the management of existing and new centres under direct SEM management, when needed. Deployment of reception teams to support the allocation of beneficiaries throughout the national reception network.</li> <li>• Support the coordination with other relevant national and regional institutions and actors.</li> </ul> <p>ES 2.2 Strengthened capacity of the National Reception Authorities on harmonisation of procedures, workflows and tools related to reception.</p> <ul style="list-style-type: none"> <li>• Deployment of a Reception Conditions Support team to establish/roll out an Assessment Reception Conditions National Framework (based on EASO's ARC tool).</li> <li>• Deployment of Reception Support Teams to support with the drafting and implementing standardised site management procedures, workflows and tools across the centres.</li> <li>• Deployment of vulnerability expert(s) to enhance vulnerability workflows, including through the design and improvement of tools and SOPs dedicated to foster identification, assessment and referral of persons with special reception needs, and to foster convergence and coordination among operators when handling vulnerable cases.</li> <li>• Deployment of information provision team to enhance a standardised and systematised provision of information across the territory, including developing an information provision package and a comprehensive training on information provision for staff of national authorities and other relevant entities.</li> </ul> <p>ES 2.3 Enhanced preparedness and response to emergencies</p> <ul style="list-style-type: none"> <li>• Deployment of Reception Support Teams to enhance emergency response and coordination.</li> <li>• Deployment of Reception Support Teams to enhance the capacity of the SEM on Contingency Planning at national level.</li> <li>• Enhance capacity to manage/propose allocation to emergency centres liaising with relevant actors engaged in disembarkations.</li> </ul> <p>ES.2.4. Strengthened implementation of the national resettlement or relocation programs and schemes by the Member States Authorities</p> <ul style="list-style-type: none"> <li>• Promote the participation of the National authorities in the activities of the EASO Resettlement and Humanitarian Admission Network and its dedicated Working Groups.</li> <li>• Support the national authorities, if applicable, with the fulfilment of their resettlement and/or relocation commitments</li> <li>• Deployment of Resettlement/Relocation Experts to support the Authorities to review the existing resettlement/relocation programs, including used methods of delivery as well as the supporting tools.</li> </ul>
<b>Inputs<sup>29</sup></b>	<ul style="list-style-type: none"> <li>• Deployment of asylum support teams: average of: 2 Experts (Reception expert &amp; Vulnerability expert)/ 15 Experts (reception site</li> </ul>

<sup>29</sup> The agreed inputs are the resources to be deployed during the first year of the Plan implementation. These will be subject to at least annual revision or more regular revision and may be revised as necessary.

	<p>management expert, reception expert, reception vulnerability expert, reception legal expert, reception operations expert, M&amp;E expert (ARC), reception procurement expert, project management experts).<sup>30</sup> Experts (Interdisciplinary team for site/centre management) to be gradually deployed in Q4 of 2022. 3 Experts with profiles suitable for support on resettlement or relocation</p> <ul style="list-style-type: none"> <li>• Provision of interpretation services: average of 15 interpreters to be gradually deployed in Q4 2022.</li> <li>• Cost related to Study/Field Visits: Reimbursement of participants</li> <li>• Provision of equipment, material and operational support, including inter alia works, services, communication/promotional materials, costs for trainings/meetings/workshops, infrastructure costs, IT equipment, office supplies and others where required for the joint EASO and national authorities' activities.</li> </ul>
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<b>Measure ES 3: Training</b>	
<b>Expected Outcome:</b> Enhanced capacity within the Spanish reception system through training and professional development.	
<b>Responsible Authority(ies)/Main National Partner(s)</b>	<ul style="list-style-type: none"> <li>• Directorate-General for International Protection Programs and Humanitarian Assistance (DGIPHA). The new organizational structure is divided in 2 Sub-Directorates: Sub-Directorate General for Programs and Sub-Directorate General for Emergencies and Migration Centres.</li> <li>• Sub-Directorate General for Economic Management and European Funds</li> </ul>
<b>Operational Preconditions</b>	<ul style="list-style-type: none"> <li>• The Spanish authorities appoint focal points to liaise with EASO and ensure effective operational coordination, implementation, and monitoring of the Measure.</li> <li>• Steering Committee is established and meets regularly to ensure effective operational coordination, implementation and monitoring of the Operating Plan.</li> <li>• Regular data and information exchange are in place to inform the planning, implementation, monitoring and evaluation of activities</li> </ul>
<b>Outputs</b>	<ul style="list-style-type: none"> <li>• ES 3.1 Strengthened knowledge, skills and attitudes of the personnel working in the Spanish Reception System.</li> <li>• ES 3.2 Strengthened capacity of the National Authorities to train their personnel and partner entities through establishing a national pool of trainers.</li> </ul>
<b>Actions</b>	<p>ES 3.1 Strengthened knowledge, skills and attitudes of the personnel working in the Spanish Reception System.</p> <ul style="list-style-type: none"> <li>• Support the National Authorities and relevant national partners in establishing and implementing the annual Training Plan which will cover in particular: 1) Delivering Reception Induction trainings for newcomers, 2) Delivering relevant EASO training</li> </ul>

	<p>modules, 3) Delivering tailor-made trainings, coaching and/or study visits based on needs</p> <ul style="list-style-type: none"> <li>• Translation of training materials.</li> <li>• Interpretation of training sessions.</li> <li>• Deployment of Training Experts to support with the development and implementation of trainings.</li> </ul> <p>ES 3.2 Strengthened capacity of the National Authorities to train their personnel and partner entities through establishing National Pool of trainers.</p> <ul style="list-style-type: none"> <li>• Participation of Spanish reception professionals to the EASO Train the Trainer (TtT) sessions.</li> </ul>
<b>Inputs<sup>30</sup></b>	<ul style="list-style-type: none"> <li>• Deployment of asylum support teams: 4 Training Experts</li> <li>• Provision of interpretation services</li> <li>• Provision of translation services</li> <li>• Cost related to F2F training activities: Venue and catering, where relevant/required. Reimbursement of participants and trainers.</li> <li>• Cost related to organization and attendance at coordination events: Venue and catering, where relevant/required. Reimbursement of participants.</li> </ul>

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<sup>30</sup> The agreed inputs are the resources to be deployed during the first year of the Plan implementation. These will be subject to at least annual revision or more regular revision and may be revised as necessary.

## ANNEX II - Incident Report Form

[CONFIDENTIAL] Incident Report

<b>Location:</b>	
<b>Date:</b>	
<b>Name of EASO staff:</b>	
<b>Name of responsible National Authority Authorised Representative:</b>	

Date of incident:

Information on the incident:

## ANNEX III – Security Incident Report Form

### [CONFIDENTIAL] Security Incident Report

<b>Location:</b>	
<b>Date:</b>	
<b>Name of EASO staff:</b>	
<b>Name of responsible National Authority Authorised Representative:</b>	

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