

OPERATIONAL PLAN 2022
AGREED BY THE EUROPEAN UNION AGENCY FOR ASYLUM
AND LATVIA

Valletta Harbour and Riga

29 March 2022

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

and

The Minister of the Interior of the Republic of Latvia (hereinafter 'Member State'),

Having regard to Regulation (EU) No 2021/2303 of the European Parliament and of the Council of 15 December 2021 on the European Union Agency for Asylum and repealing Regulation (EU) No 439/2010¹ (hereinafter referred to as 'EUAA Regulation'), and in particular Article 1, Article 2, Article 3, Articles 16 to 20 and Articles 23 to 28 thereof,

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

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

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

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

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

Valletta Harbour and Riga
29 March 2022

Executive Director of the
European Union Agency for
Asylum

Nina Gregori

Minister of the Interior
of the Republic of Latvia

Marija Golubeva

1.0. INTRODUCTION

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

- operational and technical needs of the Member State(s) whose asylum and/or reception systems are subject to disproportionate pressure;
- operational and technical reinforcement needs of the Member State(s) facing disproportionate migratory challenges;
- the implementation of its(their) obligations under the Common European Asylum System (CEAS).

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

2.0. OPERATIONAL SITUATION, NEEDS ASSESSMENT AND OBJECTIVES

In the course of 2021, the Republic of Latvia experienced a sharp increase in the irregular migration flows under a new migration route from Belarus. The new migration route resulted in a significant increase in the number of asylum applications. In 2021, some 620 asylum applications were lodged in Latvia. This total is particularly significant in comparison to the numbers registered in the period of 2018-2020 when on average close to 170 asylum applications were lodged every year.¹

The changed pattern of the migration flows to Latvia is reflected in the nationality of asylum seekers: 69% of the asylum applications pertained to Iraqi nationals,² a novel country of origin of applicants in Latvia, while the main countries of origin of asylum applicants in 2020 were Belarus, Russian Federation and Syria.³ While no claimed unaccompanied minors were reported in 2020, some 15 were reported in 2021.⁴

By the end of December 2021, some 255 applications were pending a decision, a notable increase compared to the 95 that were pending at the end of the previous year. Nearly two in every three applications awaiting a decision were from nationals of either Iraq (47 %) or Afghanistan (18 %).⁵

¹ EUROSTAT, [Complete Database: Asylum](#), accessed on 15 March 2022.

² EUROSTAT, [Complete Database: Asylum](#), accessed on 15 March 2022.

³ Office of Citizenship and Migration Affairs Republic of Latvia, [Statistics on asylum seekers until 2021](#), 16 September 2022.

⁴ EUROSTAT, [Complete Database: Asylum](#), accessed on 15 March 2022.

⁵ EUROSTAT, [Complete Database: Asylum](#), accessed on 15 March 2022.

Towards the end of the year, another rapid increase in the number of illegal border crossing detections was observed. According to the State Border Guard, since 13 December 2021, third-country nationals are attempting to cross the Latvian-Belarusian border irregularly in small groups of 3 to 12 people several times a day and through different places⁶. Such modus operandi creates a constant challenge to the Latvian-Belarusian state border and the need for an extensive involvement of resources from the State Border Guard, the National Armed Forces and the State Police. In this context, on 1 February 2022, the Cabinet of Ministers approved amendments to Order No 518 "On the declaration of a state of emergency", which envisages extending the state of emergency in the Ludza region, Kraslava region, Augšdaugava region and Daugavpils city for a further 3 months (until 10 May) due to the unchanged situation on the Latvian-Belarusian border.⁷

On 24 February 2022, the Russian invasion of Ukraine has led to a nationwide humanitarian emergency. Between the start of the war and 15 of March, 3 350 Ukrainian refugees, most of them women and children, have sought help from municipalities in Latvia, according to information published by the Latvian Ministry of the Interior.⁸ An action plan to address the situation was adopted on 26 February.⁹ On 3 March 2022, the parliament urgently passed the Law on Support of Civilians of Ukraine¹⁰, which was amended on 10 March 2022 and 24 March 2022 to provide additional mechanisms for the support of the Ukrainian citizens as well defines the implementation of temporary protection in the meaning of the Asylum Law.

On 8 September 2021, EUAA and the Republic of Latvia signed an Operating Plan addressing operational needs following the sudden increase in the irregular migration flows in the country as described above. EUAA's response to the particular pressure faced by the Republic of Latvia has been oriented at providing immediate support to the implementation of asylum

⁶ State Border Guard | Valsts robežsardze (SBG), [The emergency situation on the Latvian-Belarusian border is extended until 10 May](#), 01 March 2022.

⁷ Cabinet of Ministers, [Grozījums Ministru kabineta 2021. gada 10. augusta rīkojumā Nr. 518 "Par ārkārtējās situācijas izsludināšanu"](#) | Amendment to the Cabinet of Ministers Order No. of 10 August 2021 518 "On the declaration of a state of emergency", 01 February 2022. order no. 45 / [LV, 24. 03.02.2022.](#) / Effective on 01.02.2022.

⁸ Latvian Ministry of Interior on [Twitter](#), and LETA, [Pašvaldībās Latvijā pēc palīdzības vērsušies 3350 ukraiņu bēgļi](#), 15 March 2022.

⁹ Minister of the Interior | Iekšlietu ministrija, [Pasākumu plāns personu no Ukrainas masveida ierašanās gadījumā Latvijā](#), 26 February 2022.

¹⁰ Seimas, [Ukrainas civiliedzīvotāju atbalsta likums](#) | Law on the Support of Civilians of Ukraine, 3 March 2022. [LV](#), 45A, 04.03.2022. Entry into force: 05.03.2022. , Seimas, [Ukrainas civiliedzīvotāju atbalsta likums](#) | Law on the Support of Civilians of Ukraine, 24 March 2022. [LV](#), 45A, 24.03.2022. Entry into force: 26.03.2022

and reception procedures in a timely manner. On 22 December 2021, an amendment of the Plan was signed extending EUAA's support until the end of March 2022.

On 10 March 2022, the Chief of the Office of Citizenship and Migration Affairs, with a letter addressed to the Executive Director of EUAA, requested the support of the Agency to implement asylum and reception procedures in an efficient and timely manner to be continued until the end of 2022, in view of the continued pressure on the country's systems.

Subsequently, in the framework of the rapid needs assessment, the two parties reached an agreement to identify areas where operational support may be provided by the Agency. The aim of the needs assessment was the following: a) assess the needs of Latvia in managing the asylum and reception system under the current conditions; b) assess whether there is scope for a new EUAA intervention; c) identify and define estimated duration of the intervention and specific potential actions.

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

- **Expected Outcome 1:** Enhanced effectiveness and efficiency in processing asylum applications and in the provision of reception services for applicants of international protection

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

The designated Coordinating Officer(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 regular coordination meetings 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. As the situation on the ground is dynamic and the needs evolve rapidly, the Agency will ensure to maintain an open communication channel with the Latvian authorities in the course of the implementation of the Plan, in order to assess possible modifications to the scope of intervention.

3.0. MAIN NATIONAL PARTNERS

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

Organisation	Responsibilities
Ministry of the Interior of the Republic of Latvia https://www.iem.gov.lv/en	The Ministry of the Interior (MoI) is the main institution responsible to manage and to coordinate the implementation of the Republic of Latvia's policies and regulations on migration and international protection.
Office of Citizenship and Migration Affairs of the Republic of Latvia https://www.pmlp.gov.lv/en	The Office of Citizenship and Migration Affairs (OCMA) is established under the Ministry of Interior of the Republic of Latvia. The OCMA is the national institution responsible for the implementation of the national migration and asylum policies. In particular, the OCMA performs the following functions: development and implementation of the state policy on migration and asylum; maintenance of the population register and registration of residents in the accommodation centers; determination of the legal status of individuals in the country and naturalization; issuance of personal identification and travel documents.
State Border Guard of the Republic of Latvia https://www.rs.gov.lv/en	The State Border Guard Service (SBG) is established under the Ministry of Interior of the Republic of Latvia. The SBG is responsible for the enforcement of public safety in the fields of State border guard and, within the scope of competence, to manage irregular migration. In this framework, the SBG implements the procedures associated to the management of entry, residence, exit and transit of third country nationals and stateless persons, according to the provisions of the national legislation on migration and asylum.

4.0. MONITORING AND EVALUATION FRAMEWORK

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

In terms of monitoring, EUAA is making use of a number of tools developed in order to collect input from the implementation of the Plan and to guarantee feedback in real time. Results from the monitoring activities shall be reported through mechanisms deemed appropriate by the implementing Parties, such as steering meetings or other.

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

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

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

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

5.0. LEGAL FRAMEWORK

5.1 General legal basis for the Plan

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

CEAS, including through the monitoring mechanism and by providing operational and technical assistance to Member States, in particular where their asylum and reception systems are under disproportionate pressure.

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

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

5.2. Legal framework applicable to the Plan

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

5.3. Lawfulness and Respect for Fundamental Rights

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

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

They are to act responsibly and proportionally to the agreed objectives. Whilst carrying out supporting functions, all personnel must not discriminate persons on grounds of sex, race, religion, ethnic origin, age or sexual orientation. All persons are expected to treat every

person with courtesy, respect and due consideration for the nature of any legitimate activity in which they are engaged. To perform their duties properly, they shall serve the public interest and refrain from any activities which could undermine or compromise their independence and the appropriate performance of their duties.

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

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

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

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

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

Without prejudice to the right of access to documents, as laid down in Regulation (EC) No 1049/2001¹¹ and the EUAA implementing rules on access to documents¹² all versions of this

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¹² 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

document shall be made available to the competent authorities in each EU Member State, as well as the associate countries, Iceland, Liechtenstein, Norway and Switzerland.

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

Personal data will be processed in accordance with Regulation (EC) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. The current Plan also takes into account the General Data Protection Regulation as updated in May 2018¹³ with a Corrigendum to the 2016/679 Regulation on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (Data Protection Directive), which is applicable to stakeholders at national level.

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

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

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

The host Member State agrees that any personal data obtained in the course of the implementation of the Plan and by any EUAA personnel working on behalf of the Member State authorities can be processed in the EUAA IT systems, including cloud-based systems,

¹³ Corrigendum, OJ L 127, 23.5.2018, p. 2 ((EU) 2016/679)

exclusively under the instructions of the Member State and until an alternative system exists that can substitute the processing system used by EUAA.

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

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

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

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

5.6. Non-substantial changes during implementation

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

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

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

5.7. Amendments to the Plan

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

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

5.8. Suspension of measures and/or the Plan implementation

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

5.9. Protocol (No 7) on Privileges and Immunities

Protocol (No 7) on the privileges and immunities of the European Union ('the Protocol') applies to the Agency staff members (statutory staff), when they are deployed for the purposes of the implementation of the Plan on the territory of Latvia, including to the Asylum Support Teams.

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

6.0. IMPLEMENTATION AND COORDINATION STRUCTURE

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

6.1. Organisational Pre-Conditions

The host Member State will:

- designate an overall Plan Coordinator, as well as a specific Measure Coordinator for each measure stipulated in the Plan.
- grant appropriate access rights for the members of asylum support teams and EUAA 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 EUAA with information on the implementation of the Plan through timely input to the Early warning and Preparedness System and the delivery of tailored information on the implementation of measures agreed in the Plan.

EUAA will:

- designate an overall Plan Coordinator (also referred to as Coordinating Officer in accordance to Article 25 of EUAA Regulation), as well as a specific Measure Coordinator for each measure stipulated in the Plan.

- provide technical support to experts participating in this Plan with the aim of ensuring that all deliverables make good use of the expertise and information already available to EUAA.
- provide the technical equipment required for the work of the asylum support teams and reimburse costs incurred by persons participating in the support activities deployed by EUAA in the framework of this Plan, according to the applicable EUAA rules.

6.2. Conditions for Deployment

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

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

The platforms contain relevant information, such as:

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

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

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

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

6.3. Composition of asylum support teams

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

1. The Agency's staff members, i.e. statutory staff employed by the Agency subject to the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Union¹⁴;
2. Member States experts;
3. Associate Countries experts, i.e. experts made available through contributions to the Asylum Intervention Pool by associate countries referred to in Article 34 of the EUAA Regulation, with which the European Union has an arrangement in place on the modalities of its participation in EUAA's work;
4. Seconded National Experts (SNEs), i.e. experts employed by a national, regional or local public administration of an EU Member State or an associate country or by a public inter-governmental organisation and seconded to the Agency¹⁵ for the provision of support to its operational activities;
5. Other experts not employed by the Agency: Experts on contract, i.e. individuals providing services in relation to the Plan upon conclusion of a public contract between the Agency and the legal entity with which these individuals have an employment and/or contractual relationship, including temporary agency workers, or with remunerated external experts in line with Article 93 of EUAA Financial Regulation and Article 19 of EUAA Regulation.

The implementation of the Plan shall be based on the common understanding that the provision of resources, other than EUAA (statutory) staff, to be deployed for the purposes described above can under no circumstances lead *per se* to the establishment of an employment relationship between EUAA and the members of the asylum support teams.

¹⁴ As laid down by Council Regulation (EEC, Euratom, ECSC) No 259/68, OJ L 56, 4.3.1968, p.1

¹⁵ 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).

Throughout the duration of the deployment of the asylum support teams in the activities undertaken in the context of the present Plan, the employer of the asylum support teams members is and remains their employer.

7.0. SECURITY AND SAFETY

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

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

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

To that end:

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

7.1. Standard security requirements

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

- Both the host Member State on one side and EUAA on the other shall appoint a single point of contact responsible for security matters under the Plan both at central and local level (hereafter 'security responsible').

¹⁶ Decision of the Executive Director No 61 of 12 April 2021 on the Security Governance Framework.

- The host Member State shall ensure that the working conditions for the performance of the activities under the Plan are compliant with the national occupational health and safety norms and regulations.
- A pre-deployment briefing programme, drafted in close cooperation with the respective national authorities, focusing both on general security rules and awareness, as well as on specific security aspects for each deployment will be provided. With regard to the decentralised nature of deployments, the use of e-learning and other distance-based training techniques should be considered.
- Emergency (evacuation) plan. Certain operational activities, such as operations in field locations, require that staff shall have clear guidance and training on how to evacuate quickly in case of emergencies. In a more general context, there could be a need to evacuate from the operational area as well. Emergency plans shall be drafted and maintained up-to-date by the competent authority/person(s), whereas they shall be made available to the concerned parties and exercised regularly. A security responsible shall maintain updated information on the availability of evacuation plans and routes.
- Communication tools. As considered relevant by the EUAA Security sector, EUAA operational staff shall have access to independent radio communication equipment. If possible, the equipment shall be interoperable with the local law enforcement in charge of the security of the operation.
- Security of information. Sensitive non-classified and classified information shall be protected adequately, in accordance with the applicable legal framework¹⁷. EUAA's security responsible shall be involved in supporting the proper classification of relevant information.
- Security of IT and communication equipment. EUAA's IT equipment is adequately prepared to protect the information level it has been foreseen to process.
- Personal security behavior shall be included in the pre-deployment training, led by operational teams and performed for the experts during the first days of arrival to the operational area. This may refer to the EUAA Code of Conduct as well.
- Reporting security incidents from the operational area to the EUAA Headquarters is essential to ensure an overview of the overall security management is maintained.

¹⁷ Including, inter alia, the security principles contained in Commission Decision (EU, Euratom) 2015/444.

7.2. Specific security and safety requirements

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

7.3. Suspension of operational activities on security and safety grounds

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

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

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

7.4. Security incident reporting

Any participant¹⁸ in EUAA's operational activities who becomes aware of a(n) (impending) incident related to the security and safety of persons, assets or premises is obliged to report the matter to the Executive Director of EUAA and to the Host Member State Coordinator for the Plan via the appropriate channel: security_incidents_operations@euaa.europa.eu. Such an incident is to be reported using the **Security Incident Report Form (Annex III)**.

8.0. COMMUNICATION

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

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

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

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

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

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

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

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

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

In this regard, EUAA may brand its operational activities to ensure appropriate visibility. This includes the application of fixed branding and use of visibility items, such as on, but not limited to, containers and premises, as well as in offices where the Agency provides

operational and technical assistance. It also includes the branding of mobile assets which it may deploy, including vehicles.

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

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

9.0. COOPERATION WITH OTHER STAKEHOLDERS

9.1. Cooperation with the European Commission

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

9.2. Cooperation with UNHCR

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

9.3. Cooperation with IOM

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

ANNEX I - OPERATIONAL MEASURES

Measure LV-AR 1: Asylum and Reception Support	
Expected outcome 1: Enhanced effectiveness and efficiency in processing asylum applications and in the provision of reception services for applicants of international protection	
Main partners/Responsible Authority(-ies)	<ul style="list-style-type: none"> Office of Citizenship and Migration Affairs under the Ministry of the Interior of the Republic of Latvia
Operational Preconditions	<ul style="list-style-type: none"> Regular coordination meetings are held among the concerned representatives of the national authorities and with EUAA to ensure effective collaboration and coordination. The Latvian authorities make available the necessary office space for the Agency's deployed personnel and provide the necessary equipment for implementation of the activities, unless otherwise agreed. A two-way data sharing procedure is in place between EUAA and the Latvian authorities to measure the impact of the intervention. The Latvian authorities will be responsible for securing all permits necessary for the provision of the agreed support. Host Member State authorities grant access to relevant databases/IT systems, where necessary.
Outputs	<p>LV-AR 1.1 Enhanced capacity of the Office of Citizenship and Migration Affairs to manage asylum procedures</p> <p>LV-AR 1.2 Enhanced capacity of the Office of Citizenship and Migration Affairs to manage reception procedures</p> <p>LV-AR 1.3 Preparedness and enhanced capacity of the Office of Citizenship and Migration Affairs for contingency planning on asylum and reception</p>
Description of the actions	<p>LV- AR 1.1 Enhanced capacity of the Office of Citizenship and Migration Affairs to manage asylum procedures</p> <ul style="list-style-type: none"> Support to the Office of Citizenship and Migration Affairs in managing asylum procedures Support through the delivery of training and/or workshops to new and experienced asylum case officers <p>LV-AR 1.2 Enhanced capacity of the Office of Citizenship and Migration Affairs to manage reception procedures</p> <ul style="list-style-type: none"> Support to the Office of Citizenship and Migration Affairs in managing reception procedures, in the area of information provision and vulnerability identification/assessment.

	<ul style="list-style-type: none"> • Support through the delivery of training to new and experienced reception officers <p>LV-AR 1.3 Preparedness and enhanced capacity of the Office of Citizenship and Migration Affairs for contingency planning on asylum and reception</p> <ul style="list-style-type: none"> • Support to the Office of Citizenship and Migration Affairs on contingency planning and developing readiness mechanisms for the management of the national asylum and reception system based on scenarios • Support to the Office of Citizenship and Migration Affairs on developing training and coaching activities for the responsible national authorities
<p>Inputs</p>	<p>Indicative resources:</p> <p><i>All inputs are subject to Agency budget availability</i></p> <p><u>Human resources:</u> Field Support Officer: Up to 1 Provision of interpretation services: Up to 20</p> <p><u>Cross-cutting:</u></p> <ul style="list-style-type: none"> • Organisation of trainings/meetings/workshops <p><u>Horizontal</u> Conditional on an agreement between EUAA and Latvian authorities and subject to budget availability for the present Operational Plan material and operational support by the Agency could include inter alia provision of equipment, works, services, communication/promotional materials, costs for trainings/meetings/workshops, infrastructure costs, IT equipment, office supplies and others where required for the joint EUAA and national authorities' activities</p>