



**7<sup>th</sup> EASO Consultative Forum Annual Plenary Meeting  
17<sup>th</sup> November 2017, Brussels**

*Crowne Plaza, Rue Gineste 3,  
1210 Brussels, Belgium*

**INFORMATION NOTE**

*1. Background and main objectives of the 7<sup>th</sup> EASO Consultative Forum Plenary Meeting*

The EASO Consultative Forum is a platform aiming to pool knowledge and to exchange information between EASO and civil society. EASO is committed to establishing a real and genuine dialogue with civil society as EASO strongly believes that the exchange of ideas can be of mutual benefit to both parties. Cooperation with civil society is mainstreamed throughout all EASO's activities and takes place on a continuous basis throughout the year. Examples of activities include Consultative Forum Meetings, electronic consultations on key EASO documents as well as the direct involvement of civil society in various areas of EASO's work, through e.g. meetings, conferences, workshops, practical cooperation activities and informal consultations.

The annual EASO Consultative Forum Plenary Meeting has become one of EASO's most important events. The meeting unites a high number of relevant stakeholders including from civil society, international organisations, EU institutions and national authorities, to take stock of developments in the field of asylum as well as to review cooperation between EASO and civil society.

The 7<sup>th</sup> edition of the annual Plenary Meeting takes place in Brussels and focuses on **EASO's operational activities to frontline Member States and improved cooperation with civil society under the EUAA.**

Main questions for discussion include:

- After a challenging two years, is the CEAS now in better shape?
- How has the influx in 2015-2016 impacted frontline Member States?
- What has the EU collectively and EASO in particular done to assist frontline Member States?
- How do stakeholders assess these interventions? What has been the impact on asylum seekers/refugees? What have we learned from our responses?
- What is the role of civil society organisations in assisting in this context and how can we better coordinate responses? How has EASO cooperated with civil society so far?
- What will the European Union Agency for Asylum (EUAA) bring? What will be the role for the EUAA under the revised asylum acquis?
- What changes will the EUAA bring with regard to cooperation with civil society?



- How can EASO better cooperate with civil society to facilitate the implementation of the CEAS?
- What should be the general and specific objectives of the Consultative Forum under the EUAA? What should be the desired outcomes in five years? Accordingly, what new role, format and organisational structure for the CF under the EUAA? What concrete activities do we focus on next year?

## *2. Format of the Meeting*

The format and draft programme for the meeting was developed in close cooperation with civil society. A Working Group was established consisting of four interested Consultative Forum members, who advised and assisted in the preparation of the annual Consultative Forum Plenary meeting.

The meeting will be implemented based on mixed participatory methods.

The meeting will be opened by a high-level plenary debate on EASO's operational activities and support provided to frontline Member States. Three interactive parallel sessions will then address cooperation between EASO and civil society with a focus on the following themes:

- i) Coordination and cooperation between EASO and civil society at the hotspots;
- ii) Follow-up to relocation; civil society's role in ensuring successful integration of relocated individuals;
- iii) EASO's engagement with civil society with regard to information, data analysis, training and asylum processes.

The afternoon session will focus on exploring the future perspective of EASO's activities including improved forms of cooperation with civil society. Presentations will be provided in plenary setting on the state of play of the negotiations on the CEAS reform package and the EUAA, after which the session will unfold in a participatory process; through small Working Groups, participants will be able to provide input on the revised format and structure of the Consultative Forum under the EUAA. A roundtable discussion debating the outcomes of the Working Groups will subsequently close the Forum.

## *3. Conference material*

Further updates to the draft Programme, Information Note as well as other background documents will be circulated to participants and uploaded on the EASO website (section on civil society) in the coming weeks.

In particular, EASO will also prepare a Concept Paper setting out suggestions on the revised format and structure of the CF under the EUAA to help steer discussions during the Working Groups in the afternoon session. This Concept Paper will be made available to participants at least two weeks prior to the meeting.



#### 4. Practical Information

The meeting takes place in Brussels at the **Crowne Plaza Rue Ginestre 3, 1210 Brussels, Belgium.**

Participation is open to representatives from civil society organisations, international organisations, EU institutions, Member State asylum authorities, local municipalities as well as individuals working in the field of asylum at local, regional, national and international level.

Please use the following link to register to the Forum: [https://ec.europa.eu/eusurvey/runner/EASO Consultative Forum Plenary Meeting](https://ec.europa.eu/eusurvey/runner/EASO_Consultative_Forum_Plenary_Meeting)

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

Participants traveling cross-border to attend the Forum may be eligible for reimbursement under Category B as detailed in the Decision of the Executive Director of EASO detailing the rules concerning the reimbursement of the costs incurred by persons invited to meetings organised by EASO in support of its functioning or operational activities. Please note that EASO only reimburses the cost of one designated participant for each organisation.

Those who qualify for reimbursement can have the following expenses covered:

- A flat rate for travel allowance set at 500 EUR

This is a fixed and flat rate which can be used to cover both travel as well as accommodation costs. NB: **You are kindly requested to make your own travel and accommodation arrangements.**

Should you wish to stay at the conference venue, the Crowne Plaza offers the following special rates to participants:

- 148,40 EUR for Thursday 16<sup>th</sup> November
- 103,24 EUR for Friday 17<sup>th</sup> November.

When booking your room, please indicate that you will participate in the EASO conference.

In order to be reimbursed, you will need to submit a reimbursement form, legal entity and financial identification form to [Consultative-Forum@easo.europa.eu](mailto:Consultative-Forum@easo.europa.eu). To facilitate the reimbursement process, we would kindly request you to submit these documents by preferably **10 November 2017**. The forms are available under the registration link. Reimbursement of the flat rate will follow after the meeting has taken place, provided all reimbursement documents have been submitted.

You may wish to review EASO's privacy statement governing the collection of personal data for EASO events and meetings at: [https://www.easo.europa.eu/sites/default/files/public/2014\\_02\\_14\\_EASO\\_meetings-and-events-privacy-statement.pdf](https://www.easo.europa.eu/sites/default/files/public/2014_02_14_EASO_meetings-and-events-privacy-statement.pdf)

If you have any questions with regard to the EASO Consultative Forum Plenary Meeting, please write to: [Consultative-Forum@easo.europa.eu](mailto:Consultative-Forum@easo.europa.eu)