

Annex I: Resource allocation per activity 2019

Activity	Human resources (staff numbers)					Financial resources (Titles 3-4)
	AD	AST	CA	SNE	Total	
3. Operational support	27	17	17	2	63	€39,023,500
3.1. Italy	9	5	6		20	€17,010,000
3.2. Greece	11	5	7		23	€18,213,500
3.3. Cyprus	1	1	1		3	€1,500,000
3.4 Other EU Member States		1			1	€300,000
3.5 External dimension						
3.5.1. External Action Strategy and External Dimension Network	1	1	1		3	€100,000
3.5.2 Third country support	3	2	1	1	7	€1,000,000
3.5.3. Resettlement and other legal pathways to international protection	2	2	1	1	6	€900,000
4. Planning, monitoring, evaluation and support tools	22	6	2	1	31	€1,950,000
4.1. Support activities and tools for operations	4	3	1		8	€1,100,000
4.2. Operational training and quality support	14	1	1	1	17	€600,000
4.3. Monitoring and evaluation of operations	4	2			6	€250,000
5. Information, analysis and knowledge development	31	21	8	5	65	€2,880,000
5.1. Country of Origin Information (COI)	14	7	1	2	24	€1,390,000
5.2. Country guidance for convergence	3	1			4	€170,000
5.3. EASO Data Hub	3	3	4	1	11	€175,000
5.4. Research programme on early warning and root causes	2	1			3	€650,000
5.5. Strategic analysis	4	3		1	8	€165,000
5.6. Information and Documentation System (IDS)	4	3.5	1	1	9.5	€110,000
5.7. Annual report on the situation of asylum in the EU	1	1.5	1		3.5	€30,000
5.8. Further development of a central AIS		1	1		2	€190,000
6. Training	13	7.5	5	1	26.5	€1,450,000
6.1. EASO Training Curriculum	8	4.5	2	1	15.5	€500,000
6.2. Certification and accreditation	2	1	1		4	€150,000
6.3. e-Learning and didactic support	2	2	1		5	€750,000
6.4. Other training support	1		1		2	€50,000
7. Asylum support	20	9.5	6	2	37.5	€1,965,000
7.1. Asylum processes	7	3.5	2	1	13.5	€335,000
7.2. Practical cooperation networks	10	3.5	2	1	16.5	€1,130,000
7.3. Cooperation with members of courts and tribunals	3	2.5	2		7.5	€500,000
8. Horizontal activities	20	10	24	0	54	€235,000
8.1. Civil society and Consultative Forum	1	1			2	€135,000
8.2. EASO communication and events	6	6	10		22	NA
8.3 Stakeholder relations	2		1		3	€100,000
8.3 ICT	11	3	13		27	NA
TOTAL Operational	133	71	62	11	277	€47,503,500
Resources allocated to governance, administrative and other horizontal activities	46	34	33		113	€49,182,500
TOTAL	179	105	95	11	390	€96,686,000

Annex II: Financial resources 2019-2021

Table 1: Expenditure

Expenditure	2018 (after Amendment 1)		2019	
	Commitment appropriations (€)	Payment appropriations (€)	Commitment appropriations (€)	Payment appropriations (€)
Title 1	22,648,982.00	22,648,982.00	37,209,300	37,209,300
Title 2	10,872,500.00	10,872,500.00	11,973,200	11,973,200
Title 3	64,143,840.29	64,143,840.29	47,503,500	47,503,500
Title 4 ¹ (earmarked)	p.m.	p.m.	p.m.	p.m.
Total expenditure	97,665,322.29	97,665,322.29	96,686,000	96,686,000

¹ Estimated/expected.

Expenditure	Commitment Appropriations						
	Executed budget 2017	Budget 2018 Amendment 1	Draft Budget 2019 (€)		VAR 2019 / 2018	Envisaged in 2020 ²	Envisaged in 2021 ³
			Agency request	Budget forecast			
Title 1 - Staff Expenditure	15,971,138.07	22,648,982	37,209,300			47,297,300	50,420,000
11 Salaries & allowances	12,627,725.70	17,425,982	31,278,300			41,357,300	44,087,700
- of which establishment plan posts	9,201,471.00	12,984,482	24,955,800			34,103,800	36,355,400
- of which external personnel	3,426,254.70	4,441,500	6,322,500			7,253,500	7,732,300
12 Expenditure relating to Staff recruitment	466,900.00	530,000	750,000			1,050,000	1,119,000
13 Mission expenses	312,170.00	390,000	512,000			650,000	693,000
14 Socio-medical infrastructure	746,363.48	1,358,000	1,786,000			1,830,000	1,950,900
15 Training	131,904.57	375,000	493,000			750,000	800,000
16 External Services	1,684,368.47	2,560,000	2,380,000			1,650,000	1,758,800
17 Representation expenses	1,705.85	10,000	10,000			10,000	10,600
Title 2 - Infrastructure and operating expenditure	7,380,070.65	10,872,500	11,973,200			12,380,000	25,210,000
21 Rental of buildings and associated costs ⁴	3,228,226.01	4,805,000	4,977,500			4,520,000	8,000,000
22 Information and communication technology	2,317,227.10	2,477,500	3,174,500			3,820,000	12,210,000
23 Current administrative expenditure	1,834,617.54	3,590,000	3,821,200			4,040,000	5,000,000

² Budgets 2020 and 2021 depend on the adoption of the new EUAA proposal, and are therefore subject to a revision.

³ *Ibid.*

⁴ Including possible repayment of interest; detailed information as regards building policy provided in Table in Annex V.

Expenditure	Commitment Appropriations						
	Executed budget 2017	Budget 2018 Amendment 1	Draft Budget 2019 (€)		VAR 2019 / 2018	Envisaged in 2020 ²	Envisaged in 2021 ³
			Agency request	Budget forecast			
Title 3 - Operational expenditure	57,052,930.70	64,143,840.29	47,503,500			54,422,700	94,070,000
31 Information, Analysis and Knowledge Development	1,727,164.19	2,960,000	2,880,000			3,000,000	3,500,000
32 Support for MS practical cooperation	5,779,194.41	5,906,520	6,015,000			6,950,000	7,500,000
33 Operational support	49,197,463.67	55,077,320.29 ⁵	38,373,500			42,472,700	80,915,000
34 Cooperation with civil society and stakeholders	349,108.43	200,000	235,000			300,000	350,000
35 Monitoring of application of the CEAS			0			1,650,000	1,750,000
36 Protection of fundamental rights			0			50,000	55,000
Title 4 - EASO participation in external projects	2,451,451.98	p.m.	p.m.			p.m.	p.m.
Total expenditure	82,855,591.40	97,665,322.29	96,686,000			114,100,000	169,700,000

⁵ Including EUR 5,694,322.29 of RO stemming from associate countries' 2018 contributions.

Expenditure	Payment Appropriations						
	Executed budget 2017	Budget 2018 Amendment 1	Draft Budget 2019 (€)		VAR 2019 / 2018	Envisaged in 2020 ⁶	Envisaged in 2021 ⁷
			Agency request	Budget forecast			
Title 1 - Staff Expenditure	14,999,104.89	22,648,982	37,209,300			47,297,300	50,420,000
11 Salaries & allowances	12,627,725.70	17,425,982	31,278,300			41,357,300	44,087,700
- of which establishment plan posts	9,201,471.00	12,984,482	24,955,800			34,103,800	36,355,400
- of which external personnel	3,426,254.70	4,441,500	6,322,500			7,253,500	7,732,300
12 Expenditure relating to Staff recruitment	410,357.18	530,000	750,000			1,050,000	1,119,000
13 Mission expenses	230,471.50	390,000	512,000			650,000	693,000
14 Socio-medical infrastructure	478,385.64	1,358,000	1,786,000			1,830,000	1,950,900
15 Training	102,681.42	375,000	493,000			750,000	800,000
16 External Services	1,147,777.60	2,560,000	2,380,000			1,650,000	1,758,800
17 Representation expenses	1,705.85	10,000	10,000			10,000	10,600
Title 2 - Infrastructure and operating expenditure	4,641,149.26	10,872,500	11,973,200			12,380,000	25,210,000
21 Rental of buildings and associated costs ⁸	1,619,497.38	4,805,000	4,977,500			4,520,000	8,000,000
22 Information and communication technology	1,623,413.90	2,477,500	3,174,500			3,820,000	12,210,000
23 Current administrative expenditure	1,398,237.98	3,590,000	3,821,200			4,040,000	5,000,000

⁶ Budgets 2020 and 2021 depend on the adoption of the new EUAA proposal, and are therefore subject to a revision.

⁷ *Ibid.*

⁸ Including possible repayment of interest; detailed information as regards building policy provided in Table in Annex V.

Expenditure	Payment Appropriations						
	Executed budget 2017	Budget 2018 Amendment 1	Draft Budget 2019 (€)		VAR 2019 / 2018	Envisaged in 2020 ⁶	Envisaged in 2021 ⁷
			Agency request	Budget forecast			
Title 3 - Operational expenditure	49,735,496.53	64,143,840.29	47,503,500			54,422,700	94,070,000
31 Information, Analysis and Knowledge Development	1,445,702.84	2,960,000	2,880,000			3,000,000	3,500,000
32 Support for MS practical cooperation	4,963,709.78	5,906,520	6,015,000			6,950,000	7,500,000
33 Operational support	43,027,927.31	55,077,320.29 ⁹	38,373,500			42,472,700	80,915,000
34 Cooperation with civil society and stakeholders	298,156.60	200,000	235,000			300,000	350,000
35 Monitoring of application of the CEAS			0			1,650,000	1,750,000
36 Protection of fundamental rights			0			50,000	55,000
Title 4 - EASO participation in external projects	2,181,147.45	p.m.	p.m.			p.m.	p.m.
Total expenditure	71,556,898.13	97,665,322.29	96,686,000			114,100,000	169,700,000

⁹ Including EUR 5,694,322.29 of RO stemming from associate countries' 2018 contributions.

Table 2: Revenue

Revenue	2018	2019
	Budget Amendment 1 (€)	Budget Forecast (€)
EU contribution	91,971,000	96,686,000
Other revenue (EFTA)	5,694,322.20 p.m. (Liechtenstein contribution 38,195.14)	p.m.
Other revenue (EMAS) - earmarked	-	-
Other revenue (IPA and ENP) - earmarked	-	-
Other revenue – accrued interest	p.m.	p.m.
Total revenue	97,665,322.19	96,686,000

Revenue	2017 Executed Budget ¹² (€)	2018 Budget Amendment 1	2019		VAR 2019 / 2018 (€)	Envisaged in 2020 (€) ¹⁰	Envisaged in 2021 (€) ¹¹
			As requested by the Agency (€)	Budget Forecast (€)			
1 Revenue from fees and charges							
2. EU contribution	69,375,750.68	91,971,000	96,686,000			114,100,000	169,700,000
- of which Administrative (Title 1 and Title 2)	19,640,254.15	33,521,482	49,182,500			59,677,300	75,630,000
- of which Operational (Title 3)	49,735,496.53	58,449,518	47,503,500			54,422,700	94,070,000
- of which assigned revenues deriving from previous years' surpluses		1,104,405.88					
3 Third countries contribution (incl. EFTA and candidate countries)	1,251,038.18	5,694,322.29 (Liechtenstein contribution p.m. 38,195.14)				p.m.	p.m.
- of which EFTA		5,694,322.29 (Liechtenstein contribution p.m. 38,195.14)				p.m.	p.m.
- of which Candidate Countries							
4 Other contributions	2,181,147.45						
- of which delegation agreement, ad hoc grants	2,181,147.45						
Total revenue	72,807,936.31	97,665,322.29	96,686,000			114,100,000	169,700,000

¹⁰ Budgets 2020 and 2021 depend on the adoption of the new EUAA proposal, and are therefore subject to a revision.

¹¹ *Ibid.*

¹² Execution of Payment Appropriations (C1 and R0)

Table 3: Budget outturn and cancellation of appropriations

Calculation budget outturn

Budget outturn (€)	2015	2016	2017
Revenue actually received (+)	13,707,018.73	53,091,392.96	79642732.37
Payments made (-)	-12,598,782.37	-33,810,645.45	-72,809,815.36
Carry-over of appropriations (-)	-2,377,801.03	-18,791,800.66	-8,484,750.87
Cancellation of appropriations carried over (+)	115,376.08	342,176.97	341,189.03
Adjustment for carry over of assigned revenue appropriations from previous year (+)	744,344.70	687,905.20	3,965,310.60
Exchange rate differences (+/-)	1,996.74	-6,775.99	-1,508.97
Adjustment for negative balance from previous year (-)		-407,847.15	
Total	-407,847.15	1,104,405.88	2,653,156.80

* The amount of 3,965,310.60 EUR [Year 2017, Adjustment for carry over of assigned revenue appropriations from previous year (+)] consist of: amount 15,869,771.86 EUR (adjustment for carry over of assigned revenue appropriations available at 31.12.2017) less amount 11,904,461.26 EUR (unused payment appropriations carried over from previous years reimbursed to Commission in 2017).

• **Budget outturn**

In accordance with EASO Regulation, the revenue and resources of the Agency shall consist, in particular, of:

- (a) a contribution from the Union entered in the general budget of the European Union;
- (b) any voluntary contribution from the Member States;
- (c) charges for publications and any service provided by the Agency;
- (d) a contribution from the associate countries.

The expenditure of the Agency shall cover staff remuneration, infrastructure and administrative expenditure, and operational expenditure, and is divided into four titles as follows:

- Title 1 - Staff expenditure
- Title 2 - Infrastructure and operating expenditure
- Title 3 - Operational expenditure
- Title 4 - Operational expenditure for specific projects

- **Cancellation of commitment appropriations, payment appropriations for the year and payment appropriations carried over**

Commitments are entered in the accounts on the basis of the legal commitments entered into up to 31 December and payments on the basis of the payments made by the Accounting Officer by 31 December of that year, at the latest. EASO has non-differentiated appropriations for titles 1 and 2 (commitment and payment appropriations are equal and linked) and differentiated appropriations for title 3 and title 4.

The carry-over is intended to cover pending expenditure at the end of the year (several invoices and debit notes from contractors and EU institutions/agencies were pending to be received). Carry-over of appropriations relates to:

- Title 1: Staff expenditure such as missions, schooling and representation/miscellaneous costs;
- Title 2: Infrastructure and operating expenditure (IT hardware, software and related services, etc.), administrative assistance from other EU institutions (e.g. Service Level Agreements with PMO), translations and publications, business consultancy and organisation costs of Management Board meetings;
- Title 3: Operational expenditure such as translations and publications, organisation of events, reimbursement of participants/experts to meetings organised by EASO, etc.
- Title 4: Operational expenditure for specific projects (ENP countries participating in the work of EASO) such as translations, staff travel costs, organisation of events, reimbursement of participants/experts to meetings organised by EASO, etc.

Non-differentiated C1 appropriations (Title 1 and Title 2) corresponding to obligations duly contracted at the close of the financial year are carried over automatically to the following financial year only, together with the payment appropriations.

C4 appropriations (internally assigned funds) are carried over automatically to the following financial year as C5 appropriations, together with the payment appropriations.

R0 appropriations (externally assigned funds) are carried over automatically to the following financial year together with the payment appropriations.

Differentiated C1 appropriations (Title 3) corresponding to obligations duly contracted at the close of the financial year are carried over automatically to the following financial year, under C8 appropriations, without the payment appropriations.

Differentiated C8 appropriations (Title 3), from previous years, are carried over automatically to the following financial year, under C8 appropriations, without the payment appropriations.

Annex III: Human resources – quantitative

Table 1 – Staff population and its evolution

Overview of all categories of staff

Staff population		Actually filled as of 31.12.2016	Authorised under EU budget 2017	Actually filled as of 31.12.2017 ¹³	Authorised under EU budget for year 2018	Actually filled as of 31.07.2018	In draft budget for year 2019	Envisaged in 2020	Envisaged in 2021
Officials	AD	0	0	0	0	0	0	0	0
	AST	0	0	0	0	0	0	0	0
	AST/SC	0	0	0	0	0	0	0	0
TA	AD	69	107	94	135	95	179	231	254
	AST	17	48	31	79	32	105	135	149
	AST/SC	0	0	0	0	0	0	0	0
Total		86	155	125	214	127	284	366	403
CA GFIV		11	30	24	33	23	49	64	70
CA GF III		13	30	40	25	37	36	49	54
CA GF II		2	3	3	3	3	10	10	11
CA GFI		1	1	1	1	1	0	0	0
Total CA (FTEs)		27	64	68¹⁴	72¹⁵	64¹⁶	95	123	135
SNE (FTEs)		7	8	5	11¹⁷	4	11¹⁸	11	12
<i>Structural service providers</i>									
TOTAL		120	227	198	297	195	390	500	550¹⁹
<i>External staff for occasional replacement²⁰</i>									

¹³ Positions (not FTEs), in active service.¹⁴ Excludes 3 CA positions that were financed from Title 4 in 2017.¹⁵ 72 CA positions were included in the Legislative Financial Statement for Amended Proposal for a Regulation of the European Parliament and of the Council on the European Union Agency for Asylum and repealing Regulation (EU) No 439/2010 (COM(2018)64).¹⁶ Excludes 3 CA positions that are financed from Title 4 in 2018.¹⁷ 11 SNE positions were included in the Legislative Financial Statement for Amended Proposal for a Regulation of the European Parliament and of the Council on the European Union Agency for Asylum and repealing Regulation (EU) No 439/2010 (COM(2018)64). The agency would like to retain the number of SNEs, which will be accommodated under the current budget ceiling.¹⁸ 11 SNE positions were included in the Legislative Financial Statement for Amended Proposal for a Regulation of the European Parliament and of the Council on the European Union Agency for Asylum and repealing Regulation (EU) No 439/2010 (COM(2018)64). The agency would like to retain the number of SNEs, which will be accommodated under the relevant budget ceiling.¹⁹ As the Legislative Financial Statement covers the period 2017-2020, the total staff proposed for 2021 is an estimate that includes 50 (+10%) additional staff for new roles and tasks introduced by the inter-institutional discussions on the new EUAA Regulation.²⁰ Three providers are used by the Agency in order to employ interim support staff. They are based in Malta, Greece and Italy. The population of such interim support staff is approximately: Malta 70, Italy 160 and Greece 160 (includes the staff supporting Cyprus).

Contract agents (CA) are expressed as full-time equivalents (FTEs) in the above table in line with Commission guidelines. The corresponding CA headcounts based on the posts available and envisaged are shown in the table below. Differences between FTE and position figures are due to the time required for running recruitment competitions and engaging new staff.

Staff population	Posts available in 2016	Actually filled as of 31.12.2016	Posts available in 2017	Actually filled as of 31.12.2017	In budget for year 2018	Actually filled as of 31.07.2018	Envisaged in 2019	Envisaged in 2020	Envisaged in 2021 ²¹
CA GF IV	33	22	33	24	33	23	49	64	70
CA GF III	35	18	35	40	35	37	36	49	54
CA GF II	3	2	3	3	3	3	10	10	11
CA GFI	1	1	1	1	1	1	0	0	0
Total CA (by positions)	72	43	72²²	68²³	72	64	95	123	135

A recruitment plan has been finalised concerning 2018, based on a comprehensive needs assessment to ensure that key positions are filled both in administration and in core business areas. A revised approach by the Management Team to the planning of resources is being implemented in view of the adoption of the SPD 2019-2021. Furthermore, the Recruitment Sector has been significantly reinforced and will have 12 staff by January 2019. Additional 29 vacancies will be published by the end of 2018, with the aim of recruiting up to 70 staff members. Based on the recruitment plan and availability of posts all key management positions will be filled by Q2/2019.

²¹ As the Legislative Financial Statement covers the period 2017-2020, the total staff proposed for 2021 is an estimate that includes +10% additional staff for new roles and tasks introduced by the inter-institutional discussions on the new EUAA Regulation.

²² 64 CA FTEs had been requested by EASO, which corresponds to 72 CA positions

²³ Positions (not FTEs) in active service; excludes 3 CA positions that were financed from Title 4 in 2017; employment and recruitment based on 64 CA FTEs requested by EASO and additional CA positions created with the Executive Director's decisions

Table 2 – Multiannual staff policy plan for the years 2019-2021

Category and grade	Establishment plan in EU Budget 2017		Filled as of 31/12/2017		Modifications in year 2017 in application of flexibility rule		Establishment plan in voted EU Budget 2018		Modifications in year 2018 in application of flexibility rule		Establishment plan in Draft EU Budget 2019		Establishment plan 2020		Establishment plan 2021	
	officials	TA	officials	TA	officials	TA	officials	TA	officials	TA	officials	TA	officials	TA	officials	TA
AD 16	0	0	0	0	0	0	0	0			0	0	0	0	0	0
AD 15	0	1	0	1	0	0	0	1			0	1	0	1	0	1
AD 14	0	0	0	0	0	0	0	0			0	0	0	0	0	0
AD 13	0	0	0	0	0	0	0	1			0	2	0	3	0	3
AD 12	0	4	0	3	0	0	0	4			0	4	0	5	0	6
AD 11	0	1	0	1	0	0	0	1			0	2	0	3	0	3
AD 10	0	9	0	6	0	0	0	11			0	15	0	16	0	18
AD 9	0	5	0	4	0	0	0	8			0	15	0	22	0	24
AD 8	0	11	0	9	0	0	0	30			0	41	0	58	0	64
AD 7	0	41	0	38	0	0	0	44			0	57	0	70	0	77
AD 6	0	11	0	10	0	0	0	16			0	19	0	30	0	33
AD 5	0	24	0	22	0	0	0	19			0	23	0	23	0	25
Total AD	0	107	0	94	0	0	0	135			0	179	0	231	0	254

Category and grade	Establishment plan in EU Budget 2017		Filled as of 31/12/2017		Modifications in year 2017 in application of flexibility rule		Establishment plan in voted EU Budget 2018		Modifications in year 2018 in application of flexibility rule		Establishment plan in Draft EU Budget 2019		Establishment plan 2020		Establishment plan 2021	
	officials	TA	officials	TA	officials	TA	officials	TA	officials	TA	officials	TA	officials	TA	officials	TA
AST 11	0	0	0	0	0	0	0	0			0	0	0	0	0	0
AST 10	0	0	0	0	0	0	0	0			0	0	0	0	0	0
AST 9	0	0	0	0	0	0	0	0			0	0	0	0	0	0
AST 8	0	0	0	0	0	0	0	0			0	0	0	0	0	0
AST 7	0	0	0	0	0	0	0	0			0	0	0	0	0	0
AST 6	0	0	0	0	0	0	0	0			0	0	0	4	0	4
AST 5	0	3	0	2	0	0	0	5			0	10	0	18	0	20
AST 4	0	10	0	7	0	0	0	30			0	40	0	49	0	54
AST 3	0	26	0	21	0	0	0	35			0	45	0	55	0	61
AST 2	0	5	0	1	0	0	0	5			0	8	0	9	0	10
AST 1	0	4	0	0	0	0	0	4			0	2	0	0	0	0
Total AST	0	48	0	31	0	0	0	79			0	105	0	135	0	149
AST/SC1	0	0	0	0	0	0	0	0			0	0	0	0	0	0
AST/SC2	0	0	0	0	0	0	0	0			0	0	0	0	0	0
AST/SC3	0	0	0	0	0	0	0	0			0	0	0	0	0	0
AST/SC4	0	0	0	0	0	0	0	0			0	0	0	0	0	0
AST/SC5	0	0	0	0	0	0	0	0			0	0	0	0	0	0
AST/SC6	0	0	0	0	0	0	0	0			0	0	0	0	0	0
Total AST/SC	0	0	0	0	0	0	0	0			0	0	0	0	0	0
TOTAL	0	155	0	125	0	0	0	214			0	284	0	366	0	403

Annex IV: Human resources – qualitative

A. Recruitment policy

The agency's recruitment policy, as regards selection procedures, the entry grades of different categories of staff, the type and duration of employment and different job profiles, is aligned with the 2014 Staff Regulations and implementing rules thereto, as well as the conclusion of the agreements for the participation of associate countries in EASO activities.

The main principles of the recruitment policy are fairness, transparency and equal treatment. Any discrimination on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability age or sexual orientation is prohibited.

a. Officials

Currently, no officials are foreseen in the EASO establishment plan.

b. Temporary agents

EASO employs temporary agents on long-term employment to carry out its technical, administrative and management tasks of a permanent or long-term nature. These include tasks that are directly related to the implementation of the Agency's core activities, as defined in its founding Regulation, and tasks related to the management and functioning of EASO aimed at providing technical and administrative support to its core business.

Temporary agents on long-term employment are offered a five-year contract. The contract may be renewed not more than once for a fixed period. Any further renewal is for an indefinite period. Temporary agents are recruited in line with EASO's Implementing Rules on engagement and use of temporary staff under Article 2(f), adopted by the Agency's Management Board, as well as Article 53 of the Conditions of Employment of other Servants (CEOS)²⁴.

Examples of job profiles include administrative tasks (Administrative Assistant, Finance and Budget Assistant, Procurement Officer), operational tasks (Field Officer), and management (Head of Administration Department).

EASO may also employ temporary agents on short-term employment to fulfil specific technical and administrative tasks of a limited duration. The duration of the contract is determined by that of the tasks.

c. Contract agents

In addition to Temporary Agents, EASO also recruits contract agents. The decision to recruit a contract agent lies with the appointing authority and is decided on a case-by-case basis, depending on the justification for the short or long-term requirement identified by the requesting Department. The justification can be a specific project, workload, uncertainty about the need for a temporary agent, and a resource need pending recruitment of a temporary agent.

In accordance with the function groups and grades defined by Article 80 of the CEOS, the contract agents function groups I, II and III are assigned to tasks aimed at providing administrative, linguistic, scientific and drafting support to the work of temporary agents. Contract agents in function group IV provide very specific and high-level technical expertise.

In line with Article 85 of the CEOS, contract agents are offered a contract, which might be renewed once, with the first two contracts covering a total period of at least six months for contract agents in FGI, and nine months for contract agents in FGII to IV. The initial contract shall not be for more than five years, and the first renewal

²⁴ Regulation No 31 (EEC), 11 (EAEC), laying down the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Economic Community and the European Atomic Energy Community. OJ 45, 14.6.1962, p. 1385.

shall again not exceed five years. Depending on the Agency's specific needs, contract agents on long-term employment are offered a three-year contract, which may be renewed once for another three years. Any further renewal is for an indefinite period. Examples of job profiles include technical experts in asylum-related domains, and support staff (e.g. IT assistant).

EASO may also employ contract agents on short-term employment contracts to fulfil tasks of a technical and administrative nature of a limited duration, similar to those assigned to temporary agents on short-term employment. In principle, such contracts are renewed only once and these agents are not offered a second renewal of their contract for an indefinite period.

d. Seconded national experts

Seconded national experts (SNEs) are selected by EASO to benefit from their high level of expertise and up-to-date knowledge. They are engaged in particular in areas where the expertise is not readily available or is required temporarily to perform specific EASO tasks. The legal framework for the selection of SNEs is found in Management Board Decision No. 1 of 25 November 2010. In line with this Decision, SNEs are not employed by the Agency, but continue their employment relationship with the seconding organisation. The length of the initial contract is 1 year with the possibility of extensions.

Examples of job profiles include operational tasks (Resettlement Expert), project tasks (Statistics Expert), and expert knowledge (Country of Origin Expert).

e. Structural service providers

The Agency concludes framework contracts with interim service providers for the provision of interim agents in its Headquarters and in the Member States where it provides support. These cover a number of profiles, including secretary/clerical tasks, administrative support, communication support, human resources support, procurement/financial support, project assistant, and caseworker.

B. Appraisal of performance and reclassification/promotions

Tables 1 and 2 are to be interpreted as follows. The staff members reclassified from one grade to the next higher grade are included in the numbers against their grade prior to being reclassified, e.g. a staff member who was reclassified from AD7 to AD8 is included in the number of reclassified staff in the AD7 row.

Table 1 - Reclassification of temporary staff

Category and grade	Staff in activity at 01.01. 2017		How many staff members were promoted / reclassified in 2018 ²⁵		Average number of years in grade of reclassified/ promoted staff members
	officials	TA	officials	TA	
AD 16					
AD 15		1			
AD 14					
AD 13					
AD 12		4			
AD 11		1			
AD 10		6		1	4
AD 9		5		1	4
AD 8		9		3	3
AD 7		28		10	2.8
AD 6		6		3	2.8
AD 5		10		4	2.8
Total AD		70		22	
AST 11					
AST 10					
AST 9					
AST 8					
AST 7					
AST 6					
AST 5		2			
AST 4		7			
AST 3		5		2	4
AST 2		2			
AST 1		2			
Total AST		17		2	
AST/SC1					
AST/SC2					
AST/SC3					
AST/SC4					
AST/SC5					
AST/SC6					
Total AST/SC		0		0	
Total		87		24	

²⁵ The reclassification exercise in EASO has not been finalised at this stage, it is envisaged to reclassify 24 persons in total. The indicated figures indicate the maximum number of reclassifications possible, under the provisions of Annex I.B of the Staff Regulations, assuming that staff eligible under these provisions meet the requirement of Art. 45 (2) of the Staff Regulations.

Table 2 -Reclassification of contract staff

Function Group	Grade	Staff in activity at 01.01.2017	How many staff members were reclassified in Year 2018 ²⁶	Average number of years in grade of reclassified staff members
CA IV	18			
	17			
	16	1		
	15			
	14	18	1	3
	13	4		
CA III	12			
	11	1		
	10	5		
	9	7	3	4
	8	6		
CA II	7			
	6			
	5	2		
	4			
CA I	3			
	2	1		
	1			
Total		45	4	

The Agency's policy on performance appraisal and promotion/reclassification – short description

Annex IB is an integral part of the reclassification procedure. The Agency evaluates each year the staff needs and decides on reclassification, taking the needs of the service into account. In 2017, the Agency adopted a new policy for Human Resource Management (EASO/POL/01). In the new policy, performance appraisal is framed within an effective performance appraisal system that allows staff members to (i) have a clear understanding of the work expected from them, (ii) receive ongoing feedback regarding their performances, (iii) be reclassified based on merit, (iv) identify development opportunities, and (v) address performance that does not meet expectations.

The legal bases for the performance appraisal exercise are two Management Board decisions of 18 January 2016, one concerning temporary agents and the other concerning contract agents. The general provisions implement Article 43 (for temporary agents) and Article 87(1) (for contract agents) of the CEOS and implement the first paragraph of Article 44 of the Staff Regulations.

Policy and decisions state that when appraising performance, consideration shall be given to the competencies demonstrated by the respective staff member in performing the assigned tasks, particularly one's ability, efficiency and conduct in the service, taking into account the context within which duties have been performed.

²⁶ The reclassification exercise in EASO has not been finalised at this stage, it is envisaged to reclassify 24 persons in total. The indicated figures indicate the maximum number of reclassifications possible, under the provisions of Annex I.B of the Staff Regulations, assuming that staff eligible under these provisions meet the requirement of Art. 45 (2) of the Staff Regulations. The average number of years in the grade is in line with the Annex I.B of the Staff Regulations (e.g., the multiplication rate for AD 5-7 is 36% or 2.7 years, and for AD 8 33% or 3 years).

In the case of reclassification, the Human Resource policy bases the process on consideration of the comparative merits of the staff members eligible for reclassification. In undertaking this comparative examination, the Agency takes the following into consideration (i) reports on the staff members drawn up since their last reclassification, if any, (ii) the appraisal reports, (iii) the use in the execution of their duties of languages other than the language for which they produced evidence of thorough knowledge, and (iv) the level of responsibilities exercised.

The legal basis for the reclassification exercise are the two Management Board decisions of 18 January 2016, one concerning temporary agents and the other concerning contract agents. The general provisions implement Article 54 (for temporary agents) and Article 87(3) (for contract agents) of the CEOS.

C. Mobility policy

On 18 January 2016, the Management Board adopted a decision laying down general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS. The decision foresees the filling of vacant posts by internal mobility or by mobility between Union agencies as well as engagement following an external selection procedure.

Mobility within the Agency

A member of temporary staff 2(f) of the Agency may be re-assigned to a new post by written decision of the Executive Director, without impact on the staff member's current contract of employment with the agency.

The Executive Director may also decide to fill a post following internal publication. In this case, internal mobility is reserved for temporary staff 2(f) who are engaged within the agency in the function group and grade belonging to the grade bracket indicated in the internal publication. The selected member of temporary staff 2(f) is assigned to the new post without impact on his/her current contract of employment with the Agency.

The Agency's temporary staff 2(f) may also apply for and participate in external selection procedures launched by EASO.

Mobility between Union agencies

The Executive Director may also decide to advertise a vacant post for temporary staff 2(f) by means of an interagency publication, with a view to attracting temporary staff 2(f) that are employed by other Union agencies. That publication may be done at the same time as or following the internal publication.

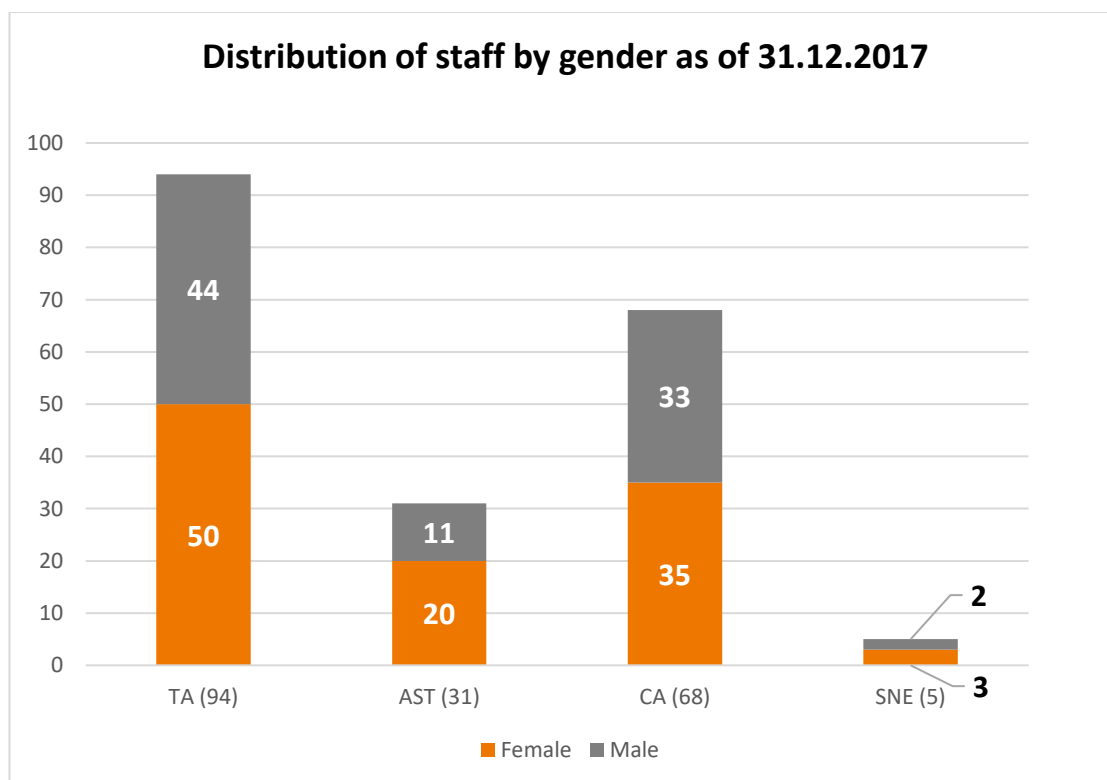
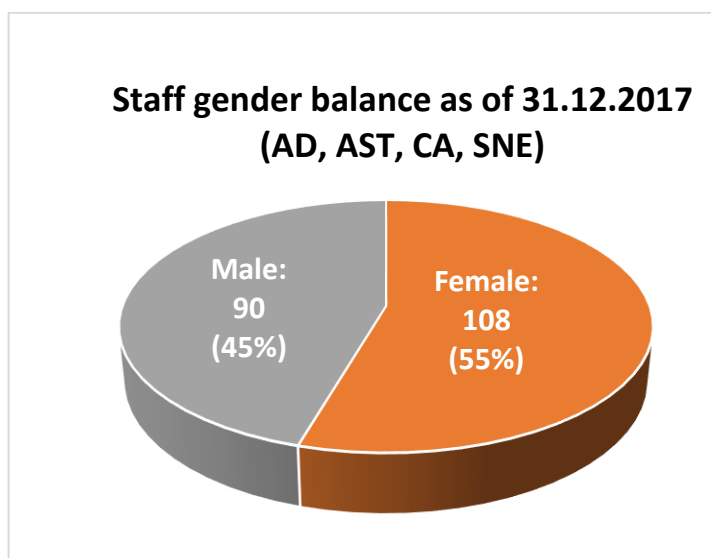
Mobility between the Agency and the institutions

Mobility of staff members between EASO and the EU institutions can be achieved through transfer of officials from the EU institutions to EASO, transfer of agents from EASO to the EU institutions, and engagement of officials from EU institutions as temporary staff 2(f) who have been successful in a EASO selection process for temporary staff 2(f). The development of the above-mentioned mobility is directly influenced by the availability and attractiveness of temporary vacant posts for the profiles and expertise similar to those available in the EU institutions.

D. Gender and geographical balance

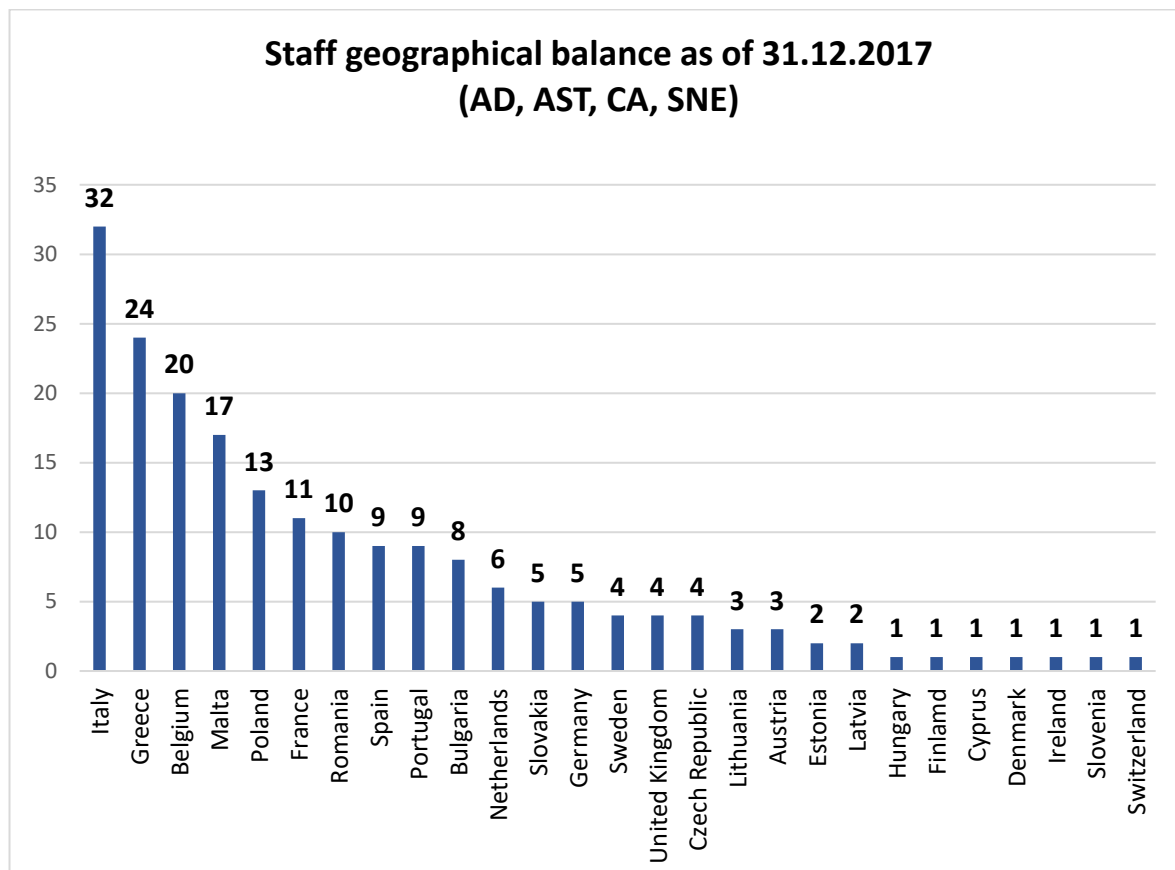
Gender balance

EASO applies an equal opportunities policy and accepts staff members without distinction on the grounds of sex, race, colour, ethnic or social origin, genetic features, language, and religion, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.



Geographical balance

27 nationalities are represented, as illustrated below.



E. Schooling

EASO needs to attract, engage and retain staff of the highest standards of ability, efficiency and integrity, recruited on the broadest possible geographical basis from among nationals of EU Member States and associate countries. Statutory staff members of EU institutions, including some EU agencies, enjoy free access to European schools under the condition that they have a contract of at least one year.

The Agency considers it necessary to support its statutory staff members whose children attend fee-paying private/international schools while in active employment. This has become even more important now that the Agency's staff is growing at a very fast rate.

Due to the projected increase in staff in the forthcoming years, it is crucial that the Agency has a solid ground in guaranteeing appropriate, cost-free education to all staff members' children.

In this respect, the Management Board adopted in August 2016 two Decisions regarding the pre-school and school costs reimbursement enabling EASO to conclude service contracts with childcare facilities and private/international schools not only in Malta but also in other EASO places of assignment. Pre-school and school attendance is therefore considered as cost-free for children of EASO statutory staff.

As a relatively young Agency, EASO has staff that is namely in a younger category. Therefore, the schooling needs are for children within the age range from one to ten years old. It is expected that this trend will remain unchanged in the forthcoming years. However, the recruitment of more senior staff might have an impact on the age demographics resulting in the need to accommodate children in higher grades of secondary education.

One of the problems that the Agency is facing in the schooling area is a limited possibility to follow the International Baccalaureate (IB) curriculum. The IB is offered in full by only one international school in Malta. This school is in high demand and places are limited. Moreover, the school is not planning an enlargement.

At the end of 2017, EASO had ten service level agreements in place with education establishments offering pre-school care and six agreements with primary and secondary schools in Malta. In addition, two agreements were signed in other places of employment of EASO staff other than Malta, namely in Warsaw and Athens.

Annex V: Building policy

Buildings

	Name, location and type of building	Other Comment
Headquarters in Malta	EASO premises (blocks A, B, C), Xatt l-Għassara tal-Għeneb (Winemakers Wharf), Valletta Harbour	
Surface area (in square metres) - Of which office space - Of which non-office space	12,290 sqm - 9,208 sqm - 3,082 sqm In addition, there are 130 parking spaces in the garage situated at Level -1 of the building.	The final deed was signed on 12 October 2018, however, a few areas have not been handed over. These areas will be handed over by latest end of January 2019.
Annual rent (in EUR)	€2,069,356	
Type and duration of rental contract	The initial lease agreement entered into force on 19 June 2011 with a date of termination set at 18 June 2020. The lease agreement was subject to possible extensions by mutual consent of the parties, for further periods of 3 years each. The initial lease agreement was for Block A and the Agency officially moved into the building on 3 September 2012. The lease agreement was amended in 2016 to incorporate floors in Block C, and then again in January of 2018 to include some more areas in Blocks B and C.	A lease agreement absorbing the initial lease agreement and the two further addendums was signed on 12 October 2018, with the lease period of 9 years from its commencement (until 11 October 2027). The lease agreement is still subject to possible extensions by mutual consent of the parties, for further periods of 3 years each.
Host country grant or support	The Maltese Government gave support in kind to the value of circa €500,000.	
Present value of the building	N/A (building on a lease)	

	Premises outside Malta	Other Comment
Operational office in Rome, Italy , with an area of circa 540 sqm Rental rate of €260,346 per annum	Office on Via IV Novembre, Rome consisting of the office space, meeting rooms and training rooms	
Operational office in Athens, Greece , with an area of 1,342 sqm Rental rate €144,727.99 per annum	Panepistimiou 39, El. Venizelou St., Athens 3 rd floor consisting of the office space, meeting rooms, training rooms and parking space	Rent to increase annually by 3%.
Operational office in Nicosia, Cyprus , with an area of 267sqm Rental rate €42,00 per annum	70 Archbishop Makarios III Avenue, 5th Floor, Afemia House, 1077 Nicosia, Cyprus	The Purchase Order was signed on 18 September 2018 for 10 months for €35,000 according to the Special Support Plan, with a possibility to extend it for 3 more years with maximum value of the contract not to exceed €161,000. The amount includes also costs for cleaning services, technical services and building insurance. There is no breakdown of costs in the offer.
Liaison office in Brussels, Belgium consisting of 42 sqm Rental rate of €9,857 per annum	Office on Avenue d'Auderghem, Brussels consisting of the office space	

Mobile and fixed office space (non-administrative appropriations)

EASO has put in place mobile offices (containers) in Italy and in Greece. These containers normally serve as workstations and service areas for EASO staff in the hotspots, including interim caseworkers and assistants, and EASO deployed experts and interpreters who register asylum seekers and conduct interviews in the hotspots as well as reception facilities.

In June 2017, the Agency signed a lease for 600 sqm of office space on the island of Lesbos to improve the working conditions and safety of staff and experts in the hotspots and to provide much-needed additional space.

Office space has also been leased in Nicosia in 2017, for use as working space for EASO staff, experts, interim staff and interpreters deployed by EASO in Cyprus. In 2018 EASO launched a procedure to renew the lease of office space. The contract is expected to be signed in Q3 2018.

Building projects in planning phase

Headquarters in Malta

The principal building project in the planning phase relates to the Agency's headquarters extension in Valletta Harbour, Malta.

In view of the expanding role of the Agency and increase in staff, EASO's building strategy was to acquire additional office space within its current location in close collaboration with Transport Malta and the Government of Malta, which are the co-owners of the building.

The Agency's staff has increased significantly and is expected to continue to increase in the coming years in line with the Legislative Financial Statement in the Commission proposal for the new EUAA Regulation. The headcount should reach 500 by 2020. As capacity in Blocks A and C will not accommodate all of the 500 staff, as well as the corresponding growing need for space to accommodate meetings, mandatory training and administrative requirements, in May 2016, the Agency submitted a request to the Council and the European Parliament to extend its office space by acquiring Block B in the same office complex. Following the approvals granted in July 2016, the Agency moved ahead to take over all of Transport Malta's complex located in Xatt l-Għassara tal-Għeneb in Valletta Harbour.

The tenant owners, Transport Malta, have vacated the complex and the lease agreement was signed on 12 October 2018. The compound has been vacated except for an area on Level 0 of Block C that is occupied by the Sea Pilot Simulation Unit, as well as an area on Level 5 of Block B, and server rooms linked to these spaces, a control room and the plant room. These areas will be vacated when an alternative location to house the Units is identified. The lease agreement includes a provision stating this can be no later than the end of January 2019. In the meantime the Agency started preparations for the necessary refurbishment in order to expand the staff offices to Block B.

Annex VI: Privileges and immunities

The Seat Agreement between the Government of Malta and the former EASO was signed in 2011.

The agreement describes the privileges and immunities that the Agency's statutory staff benefit from. The main advantages are VAT-exempted purchases, the details of which are available in the document published in the following link:

<https://www.easo.europa.eu/sites/default/files/EASO%20SEAT%20AGREEMENT%20EN%20and%20MT.pdf>

The Seat Agreement continues to apply to the EASO.

Annex VII: Evaluations

Article 46 of the EASO Regulation states that the Agency has to commission an independent external evaluation of its achievements. Following the adoption of the Terms of Reference of the Management Board and the applicable procurement procedure, EY (ex-Ernst & Young) was mandated by the Agency to conduct the independent external evaluation of the Agency's activities covering the period from February 2011 to June 2014. All activities implemented by the Agency were covered, across all the Member States of the European Union. The evaluation was conducted between October 2014 and July 2015.

The next five-year evaluation though is due in 2019 will have to be reconsidered in view of the new Regulation transforming EASO in the EUAA in the course of 2019.

Annex VIII: Risks

In line with the EASO Internal Control Framework and its internal procedures on risk management, the Agency carries out its annual exercise of risk identification and assessment, the definition of risk responses and the continuous monitoring and reporting via risk registers.

The identification of risks is carried out at the level of units' processes and the applicable work objectives.

The risk identification exercise on planning objectives and activities to be conducted in 2019 will be carried out at the beginning of 2019. Particular attention will be put on considering any potential areas for fraud when assessing risks to the achievement of objectives

During 2018, an internal control standards assessment for the period 2017 was conducted. During this exercise several risks that were not documented in the central risk register have been identified. These will be included in the updated risk registers.

During 2018 Risk Management Correspondents for each unit have been nominated. Regular meetings will continue to take place during 2019 to exchange best practices and align the approach of risk assessments, monitoring and reporting.

Regular reports on risks are provided to the Management Team for information and timely action.

Training for all staff on Quality Management, Risk Management and Internal Controls was organised in 2018 with a special session dedicated to the Risk Management Correspondents.

During 2018 a tool for the effective monitoring and reporting of risks was introduced which will continue to be used during 2019.

Annex IX: Procurement plan for 2019²⁷

Administrative Notice

Economic operators interested in being invited to participate in the negotiated procedures may express their interest by writing to CONTRACTS@easo.europa.eu before the planned launch date indicated in the table below.

This notification is made pursuant to Article 163.2 and Annex I 3.1 of Regulation (EU, Euratom) 2018/1046 that provides for appropriate ex ante publicity on the internet of contracts with a value up to € 144,000.

Note

The estimates for services and supplies for the hotspots are purely indicative and will be adjusted according to needs as they arise.

List of procedures as of November 2018 (Revision 1):

No	Title of Activity	Contract subject	Estimated Value	Type of Purchase	Type of Contract	Planned launch date	Type of procedure
1	3.2. Operational support - Greece	Provision of Health and Safety related products	€ 30,000	Supply	Framework Contract	Q1/2019	Negotiated procedure
2	3.2. Operational support - Greece	Building and general office space works in Greece	€ 30,000	Service	Framework Contract	Q1/2019	Negotiated Procedure
3	3.2. Operational support - Greece	Works Contract	€ 50,000	Works	Direct Contract	Q1/2019	Negotiated Procedure
4	3.2. Operational support - Greece	Coffe, milk, sugar and related products	€ 60,000	Supply	Framework Contract	Q1/2019	Negotiated Procedure
5	3.3 Operational Support - Greece	Emergency support to hotspots and reception centres (cover clothes, shoes hygienic products, outdoor products, small purchases, AC & heating equipment, materials for small repairs costs not under a FWC and any other unforeseen costs)	€ 150,000	Supply	Direct Contract	Q1/2019	Negotiated Procedure
6	4.1. Support activities and tools for operations	Consultancy services (on needs assessment, contingency planning,	€ 250,000	Service	Framework Contract	Q4/2019	Open call for tender

²⁷ Serves as a global budgetary envelope reserved for the procurement in 2019 (Title 3).

No	Title of Activity	Contract subject	Estimated Value	Type of Purchase	Type of Contract	Planned launch date	Type of procedure
	4.3. Monitoring and evaluation of operations	operational support tools, tools and methodologies development and improvement, etc.)					
7	5.1. Country of Origin Information (COI)	MedCOI: Quality services framework contract	€ 200,000	Service	Framework Contract	23/03/2019	Open call for tender
8	5.1. Country of Origin Information (COI)	MedCOI: Provision of medical checks and advice related to MedCOI activities	€ 200,000	Service	Framework Contract	25/02/2019	Open call for tender
9	5.1. Country of Origin Information (COI)	Purchase of up to 20 Citavi licenses	€ 5,000	Supply	Framework Contract	31/01/2019	Negotiated procedure
10	5.2. Early warning and Preparedness (EPS)	EPS/RSS - Consultancy for GDELT for early warning and big data; continued development of early warning system using media monitoring and Google trends as well as social media	€ 50,000	Service	Direct contract	01/02/2019	Negotiated procedure
11	5.5. Strategic analysis	EASO/2016/443 Country Intelligence Reports and/or EASO/2018/624- Country Intelligence Reports	€ 100,000	Service	Framework Contract	Q3/2019	Open call for tender
12	6.2 Certification and Accreditation	Accreditation and certification International Sectoral Qualification	€ 800,000	Service	Framework Contract	Q4/2019	Open call for tender
13	6.3 E-learning and Didactic Support	Learning Management System for the European Asylum Curriculum	€ 3,000,000	Service	Framework Contract	Q3/2019	Open call for tender

EASO external remunerated experts (Call for Expression of Interest)

	Title of Activity	Contract subject	Estimated Value	Type of Purchase	Type of Contract	Timeframe
	Section IV – WP 2019**	External remunerated experts	€ 313,424	Service	Direct contracts	2019

Order Forms / Specific Contracts under existing EASO Framework Contracts:²⁸

	Title of Activity	Contract subject	Estimated Value	Type of Purchase	Type of Contract	Timeframe
	Section IV – WP 2019**	EASO/2015/271 Lot 3 – Event Organization in Various EU Countries	€ 1,500,000	Service	Order form/ Specific Contract	2019
	3. Operational Support	EASO/2015/271 Lot 4 – Event Organization in Albania, B&H, FYRO Macedonia, Montenegro & Serbia	€ 250,000	Service	Order form/ Specific Contract	2019
	3. Operational Support	EASO/2015/271 Lot 6 – Event Organization in Algeria, Egypt, Jordan, Lebanon, Libya, Morocco and Tunisia	€ 100,000	Service	Order form/ Specific Contract	2019
	6.3 E-learning and Didactic Support	EASO/2015/322 – Learning Management System environment & delivery of related services	€ 250,000	Service	Order form/ Specific Contract	2019
	3. Operational Support	EASO/2015/352 – Consultancy services on guardianship	€ 15,000	Service	Order form/ Specific Contract	2019
	3. Operational Support	EASO/2015/373 – Events in Turkey	€ 250,000	Service	Order form/ Specific Contract	2019
	Section IV – WP 2019**	EASO/2016/409 Lot 1 – Interpretation Services & Equipment outside Malta	€ 875,000	Service	Order form/ Specific Contract	2019
	3. Operational Support	EASO/2018/677 Lot 1 – Provision of Interpretation and/or Cultural mediation services for EASO operations in Greece, Cyprus and Bulgaria	€ 6,730,790	Service	Order form/ Specific Contract	2019
	3. Operational Support	EASO/2018/677 Lot 2 – Provision of Interpretation and/or Cultural mediation services for EASO operations in Italy	€ 3,521,826	Service	Order form/ Specific Contract	2019
	Section IV – WP 2019**	EASO/2016/430 – Drinking Water in Rome	€ 6,750	Supply	Order form/ Specific Contract	2019
	Section IV – WP 2019**	EASO/2016/444 Lot 3 – Stationery for Italy	€ 40,000	Supply	Order form/ Specific Contract	2019
	3.2 Operational Support Greece	EASO/2017/453 – Security in Greece	€ 1,750,000	Service	Order form/ Specific Contract	2019
	3.1 Operational Support Greece	EASO/2016/460 Lot 1 – Containers in Greece	€ 200,000	Supply	Order form/ Specific Contract	2019

²⁸ Includes the absorption capacity of additional resource allocations for 2019 through the existing Framework Contracts.

	Title of Activity	Contract subject	Estimated Value	Type of Purchase	Type of Contract	Timeframe
	3.1 Operational Support	EASO/2016/460 Lot 3 – Containers in other EU countries	€ 200,000	Supply	Order form/ Specific Contract	2019
	Section IV – WP 2019**	EASO/2016/464 Lot 3 – Office Furniture in Italy	€ 80,000	Supply	Order form/ Specific Contract	2019
	Section IV – WP 2019**	EASO/2017/599 – Office Supplies in Greece	€ 25,000	Supply	Order form/ Specific Contract	2019
	3.2 Operational Support Greece	EASO/2017/576 – Interim Services in Greece	€ 7,347,685	Service	Order form/ Specific Contract	2019
	3.1 Operational Support Italy	EASO/2018/681 – Provision of Interim services for EASO in Italy	€ 11,890,054	Service	Order form/ Specific Contract	2019
	3. Operational support	EASO/2018/642 – Interim services in Cyprus	€ 691,271	Service	Order form/ Specific contract	2019
	3. Operational Support	EASO/2017/546 – Remote Interpretation for Greece, Italy, Bulgaria & Cyprus	€ 15,000	Service	Order form/ Specific Contract	2019
	3.2 Operational Support Greece	EASO/2017/548 – Medical Supplies in Greece	€ 12,500	Supply	Order form/ Specific Contract	2019
	6.5 Cooperation with Courts and Tribunals	EASO/2017/589 – Expert Services for further development of developmental Materials of Courts & Tribunals	€ 293,040	Service	Order form/ Specific Contract	2019
		Service 1: Review of PDS (Professional Development Series)	€ 17,760	Service 1	Order form/ Specific Contract	Q1/2019
		Service 1: Review of PDS	€ 17,760	Service 1	Order form/ Specific Contract	Q2/2019
		Service 1: Review of PDS	€ 17,760	Service 1	Order form/ Specific Contract	Q3/2019
		Service 1: Review of PDS	€ 17,760	Service 1	Order form/ Specific Contract	Q4/2019
		Service 2: Update of PDS	€ 18,000	Service 2	Order form/ Specific Contract	Q1/2019
		Service 2: Update of PDS	€ 18,000	Service 2	Order form/ Specific Contract	Q2/2019
		Service 2: Update of PDS	€ 18,000	Service 2	Order form/ Specific Contract	Q3/2019

	Title of Activity	Contract subject	Estimated Value	Type of Purchase	Type of Contract	Timeframe
		Service 2: Update of PDS	€ 18,000	Service 2	Order form/ Specific Contract	Q4/2019
		Service 3: Development of PDS	€ 150,000	Service 3	Order form/ Specific Contract	Q4/2019
*	Section IV – WP 2019**	EASO/2017/591 – Cleaning Services in Italy	€ 37,000	Service	Order form/ Specific Contract	2019
	Section IV – WP 2019**	EASO/2017/600 Lot 1 – Cleaning in Greek Mainland	€ 91,000	Service	Order form/ Specific Contract	2019
	3.2 Operational Support Greece	EASO/2017/600 Lot 2 – Cleaning in Greek Islands	€ 103,500	Service	Order form/ Specific Contract	2019
	5.1 Country of Origin Information (COI)	EASO/2017/606 – Proofreading & UK English Language editing services for EASO IAU/COI publications & products	€ 12,250	Service	Order form/ Specific Contract	2019
	5.1 Country of Origin Information (COI)	EASO/2018/618 – MedCOI services	€ 300,000	Service	Order form/ Specific Contract	2019
	6.2 Asylum processes 6.4 Activities on vulnerable applicants 6.6 Dublin Network 6.7. Exclusion Network	IT development in support of EASO practical tools, this will be a specific contract under the FWC EASO/2016/432	€ 60,000	Service	Order form/ Specific Contract	Q3/2019
	6.3 Reception	Practical tool on Quality monitoring of Reception conditions, this will be a specific contract under the FWC EASO/2016/432	€ 60,000	Service	Order form/ Specific Contract	Q1/2019
	Section IV – WP 2019**	EASO/2017/566 – Travel agency services	€ 1,500,000	Service	Order form/ Specific Contract	2019
	Section IV – WP 2019**	EASO/2017/503 Lot 1 – ICT Supplies for EASO Greece (& Cyprus)	€ 265,000	Supplies	Order form/ Specific Contract	2019
	Section IV – WP 2019**	EASO/2017/503 Lot 2 – ICT Supplies for EASO Italy	€ 105,000	Supplies	Order form/ Specific Contract	2019
	Section IV – WP 2019**	EASO/2017/515 – Mobile Communication Services and equipment in Greece	€ 100,000	Service	Order form/ Specific Contract	2019

	Title of Activity	Contract subject	Estimated Value	Type of Purchase	Type of Contract	Timeframe
	Section IV – WP 2019**	EASO/2017/550 - Mobile Communication Services and equipment in Greece Mobile communication services & equipment in Italy	€ 75,000	Service	Order form/ Specific Contract	2019
	Section IV – WP 2019**	EASO/2017/582 Lot 2 - Fixed telephony services for EASO Offices in Greece & Cyprus	€ 2,100	Service	Order form/ Specific Contract	2019
	Section IV – WP 2019**	EASO/2017/582 Lot 4 - Fixed telephony services for EASO Offices in Italy	€ 14,100	Service	Order form/ Specific Contract	2019

*** Framework Contract used for operational and administrative expenditures*

Order Forms / Specific Contracts under inter-institutional contracts:

	Title of Activity	Contract subject	Estimated Value	Type of Purchase	Type of Contract	Timeframe
	6.2. Certification and Accreditation	Feasibility Study for a Master's Programme, DG Home contract HOME.2015.EVAL.02	€ 150,000	Service	Order form/ Specific Contract	Q1/2019
	6.3 E-learning and Didactic Support	Consultancy for need assessment/evaluation in view of a new LMS, this will be a specific contract under the FWC with DG HOME	€ 30,000	Service	Order form/ Specific Contract	Q1/2019
	6.5 Cooperation with Courts and Tribunals	Feasibility study and needs assessment on increasing the amount of professional development activities for members of courts and tribunals, DG Home contract HOME.2015.EVAL.02	€ 150,000	Service	Order form/ Specific Contract	Q2/2019

Annex X: Organisational chart

