

## Annex I: Resource allocation per activity 2019

| Activity                                                                                                                                       | Human resources |           |           |          |             | Financial resources<br>(Titles 3-4) |
|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------|-----------|----------|-------------|-------------------------------------|
|                                                                                                                                                | AD              | AST       | CA        | SNE      | Total       |                                     |
| <b>3. Operational Support</b>                                                                                                                  | <b>25</b>       | <b>18</b> | <b>12</b> | <b>2</b> | <b>57</b>   | <b>€54,015,129</b>                  |
| 3.1. Italy                                                                                                                                     | 6               | 4         | 2         | 1        | 13          | €22,252,000                         |
| 3.2. Greece                                                                                                                                    | 10              | 9         | 7         |          | 26          | €26,463,129                         |
| 3.3. Cyprus                                                                                                                                    | 1               | 1         | 1         |          | 3           | €3,000,000                          |
| 3.4. Malta                                                                                                                                     | 1               |           |           |          | 1           | NA *                                |
| 3.5. Other Operational Activities                                                                                                              |                 | 1         |           |          | 1           | €300,000                            |
| 3.6. External dimension                                                                                                                        |                 |           |           |          |             |                                     |
| 3.6.1. External Action Strategy and External Dimension Network                                                                                 | 1               | 2         |           |          | 3           | €100,000                            |
| 3.6.2. Third country support                                                                                                                   | 3               |           | 2**       |          | 5           | €1,000,000 ***                      |
| 3.6.3. Resettlement and other legal pathways to international protection                                                                       | 3               | 1         |           | 1        | 5           | €900,000                            |
| <b>4. Operational Support &amp; Tools, Monitoring &amp; Evaluation of Operations, Operational Training &amp; Quality Support to Operations</b> | <b>23.5</b>     | <b>3</b>  | <b>5</b>  | <b>3</b> | <b>34.5</b> | <b>€1,531,374</b>                   |
| 4.1. Operational Support and Operational Tools                                                                                                 | 3.5             | 2         | 1         |          | 6.5         | €741,374                            |
| 4.2. Planning, Monitoring and Evaluation of Operations                                                                                         | 7               |           | 4         |          | 11          | €190,000                            |
| 4.3. Operational Training                                                                                                                      | 11              | 0.5       |           | 1        | 12.5        | €500,000                            |
| 4.4. Quality Support to Operations                                                                                                             | 2               | 0.5       |           | 2        | 4.5         | €100,000                            |
| <b>5. Information, Analysis and Knowledge Development</b>                                                                                      | <b>31.5</b>     | <b>19</b> | <b>8</b>  | <b>4</b> | <b>62.5</b> | <b>€2,390,000</b>                   |
| 5.1. Country of Origin Information (COI)                                                                                                       | 15              | 6         | 3         | 1        | 25          | €1,390,000                          |
| 5.2. Country Guidance for Convergence                                                                                                          | 2               | 2         |           |          | 4           | €170,000                            |
| 5.3. EASO Data Hub                                                                                                                             | 4               | 1         | 3         | 2        | 10          | €125,000                            |
| 5.4. Research Programme on Early Warning and Root Causes                                                                                       | 2.5             | 2         |           |          | 4.5         | €350,000                            |
| 5.5. Strategic Analysis                                                                                                                        | 3               | 2         |           |          | 5           | €65,000                             |
| 5.6. Information and Documentation System (IDS)                                                                                                | 4               | 3         | 1         | 1        | 9           | €110,000                            |
| 5.7. Annual Report on the Situation of Asylum in the EU                                                                                        | 1               | 2         |           |          | 3           | €30,000                             |
| 5.8. Further Development of a Central AIS                                                                                                      |                 | 1         | 1         |          | 2           | €150,000                            |

| Activity                                                                                             | Human resources |            |             |           |            | Financial resources<br>(Titles 3-4) |
|------------------------------------------------------------------------------------------------------|-----------------|------------|-------------|-----------|------------|-------------------------------------|
|                                                                                                      | AD              | AST        | CA          | SNE       | Total      |                                     |
| <b>6. Training</b>                                                                                   | <b>13</b>       | <b>9</b>   | <b>5</b>    |           | <b>27</b>  | <b>€1,450,000</b>                   |
| 6.1. EASO Training Curriculum                                                                        | 7               | 5          | 1           |           | <b>13</b>  | €500,000                            |
| 6.2. Certification and Accreditation                                                                 | 2               | 1          | 1           |           | <b>4</b>   | €150,000                            |
| 6.3. e-Learning and Didactic Support                                                                 | 3               | 2          | 2           |           | <b>7</b>   | €750,000                            |
| 6.4. Other Training Support                                                                          | 1               | 1          | 1           |           | <b>3</b>   | €50,000                             |
| <b>7. Asylum Support</b>                                                                             | <b>21</b>       | <b>10</b>  | <b>7</b>    | <b>1</b>  | <b>39</b>  | <b>€2,135,000</b>                   |
| 7.1. Asylum Processes                                                                                | 8               | 3          | 2           |           | <b>13</b>  | €385,000                            |
| 7.2. Practical Cooperation Networks                                                                  | 10              | 3          | 3           | 1         | <b>17</b>  | €1,200,000                          |
| 7.3. Cooperation with Members of Courts and Tribunals                                                | 3               | 4          | 2           |           | <b>9</b>   | €550,000                            |
| <b>8. Horizontal Activities</b>                                                                      | <b>22</b>       | <b>13</b>  | <b>25</b>   |           | <b>60</b>  | <b>€313,000</b>                     |
| 8.1. Consultative Forum and Civil Society                                                            | 1               | 1          |             |           | <b>2</b>   | €135,000                            |
| 8.2. EASO communication and events                                                                   | 5               | 5          | 9           |           | <b>19</b>  | NA                                  |
| 8.3. Stakeholder relations                                                                           | 3               | 1          | 1           |           | <b>5</b>   | €178,000                            |
| 8.4. Information and Communications Technology                                                       | 13              | 6          | 15          |           | <b>34</b>  | NA                                  |
| <b>TOTAL Operational (Title 3)</b>                                                                   | <b>136</b>      | <b>72</b>  | <b>62**</b> | <b>10</b> | <b>280</b> | <b>€61,834,503</b>                  |
| Resources allocated to governance, administrative and other horizontal activities (Title 1, Title 2) | 43              | 33         | 33          | 1         | <b>110</b> | €40,182,500                         |
| Ad hoc grants (Title 4)                                                                              |                 |            |             |           |            | €919,913                            |
| <b>TOTAL</b>                                                                                         | <b>179</b>      | <b>105</b> | <b>95**</b> | <b>11</b> | <b>390</b> | <b>€102,936,916</b>                 |

\*\*\*\*

\* Consists of €1,601,340 of R0 funds (Associate Countries' contribution received in 2018)

\*\* Excludes 5 CA posts allocated to the IPA project (Title 4)

\*\*\* Excludes the IPA Phase I and Phase II grant (€919,913 in Title 4)

\*\*\*\* Excludes €1,601,340 of R0 funds (allocated to '3.4 Malta')

## Annex II: Financial resources 2019-2021

**Table 1: Expenditure**

| Expenditure              | 2018                          |                            | 2019 (after Amendment 1)      |                            |
|--------------------------|-------------------------------|----------------------------|-------------------------------|----------------------------|
|                          | Commitment appropriations (€) | Payment appropriations (€) | Commitment appropriations (€) | Payment appropriations (€) |
| Title 1                  | 22,648,982.00                 | 22,648,982.00              | 28,209,300.00                 | 28,209,300.00              |
| Title 2                  | 10,872,500.00                 | 10,872,500.00              | 11,973,200.00                 | 11,973,200.00              |
| Title 3                  | 64,182,035.43                 | 64,182,035.43              | 61,834,503.34                 | 61,834,203.34              |
| Title 4 (earmarked)      | -                             | -                          | 919,913.34                    | 919,913.34                 |
| <b>Total expenditure</b> | <b>97,703,517.43</b>          | <b>97,703,517.43</b>       | <b>102,936,916.68</b>         | <b>102,936,916.68</b>      |

| Expenditure                                               | Commitment Appropriations |                   |                   |                       |                 |                                   |                                   |
|-----------------------------------------------------------|---------------------------|-------------------|-------------------|-----------------------|-----------------|-----------------------------------|-----------------------------------|
|                                                           | Executed budget<br>2017   | Budget 2018       | Budget 2019 (€)   |                       | VAR 2019 / 2018 | Envisaged in<br>2020 <sup>1</sup> | Envisaged in<br>2021 <sup>2</sup> |
|                                                           |                           |                   | Agency request    | Budget<br>Amendment 1 |                 |                                   |                                   |
| <b>Title 1 - Staff Expenditure</b>                        | <b>15,971,138.07</b>      | <b>22,648,982</b> | <b>37,209,300</b> | <b>28,209,300</b>     |                 | <b>44,807,200</b>                 | <b>45,425,568</b>                 |
| 11 Salaries & allowances                                  | 12,627,725.70             | 17,425,982        | 31,278,300        | 21,109,800            |                 | 38,226,600                        | 39,373,398                        |
| - of which establishment plan posts                       | 9,201,471.00              | 12,984,482        | 24,955,800        | 23,032,300            |                 | 30,202,100                        | 31,108,16 3                       |
| - of which external personnel                             | 3,426,254.70              | 4,441,500         | 6,322,500         | 4,657,500             |                 | 8,024,500                         | 8,265,235                         |
| 12 Expenditure relating to Staff recruitment              | 466,900.00                | 530,000           | 750,000           | 750,000               |                 | 897,600                           | 624,320                           |
| 13 Mission expenses                                       | 312,170.00                | 390,000           | 512,000           | 512,000               |                 | 650,000                           | 669,500                           |
| 14 Socio-medical infrastructure                           | 746,363.48                | 1,358,000         | 1,786,000         | 1,507,000             |                 | 2,140,000                         | 2,210,000                         |
| 15 Training                                               | 131,904.57                | 375,000           | 493,000           | 493,000               |                 | 730,000                           | 751,900                           |
| 16 External Services                                      | 1,684,368.47              | 2,560,000         | 2,380,000         | 3,827,500             |                 | 2,153,000                         | 1,786,150                         |
| 17 Representation expenses                                | 1,705.85                  | 10,000            | 10,000            | 10,000                |                 | 10,000                            | 10,300                            |
| <b>Title 2 - Infrastructure and operating expenditure</b> | <b>7,380,070.65</b>       | <b>10,872,500</b> | <b>11,973,200</b> | <b>11,973,200</b>     |                 | <b>14,279,200</b>                 | <b>14,300,176</b>                 |
| 21 Rental of buildings and associated costs <sup>3</sup>  | 3,228,226.01              | 4,805,000         | 4,977,500         | 5,651,400             |                 | 6,740,000                         | 6,535,000                         |
| 22 Information and communication technology               | 2,317,227.10              | 2,477,500         | 3,174,500         | 3,439,500             |                 | 4,909,200                         | 5,056,476                         |
| 23 Current administrative expenditure                     | 1,834,617.54              | 3,590,000         | 3,821,200         | 2,882,300             |                 | 2,630,000                         | 2,708,700                         |

<sup>1</sup> Budgets 2020 and 2021 depend on the adoption of the new EUAA proposal, and are therefore subject to a revision.

<sup>2</sup> *Ibid.*

<sup>3</sup> Including possible repayment of interest.

| Expenditure                                              | Commitment Appropriations |                      |                   |                       |                 |                                   |                                   |
|----------------------------------------------------------|---------------------------|----------------------|-------------------|-----------------------|-----------------|-----------------------------------|-----------------------------------|
|                                                          | Executed budget<br>2017   | Budget 2018          | Budget 2019 (€)   |                       | VAR 2019 / 2018 | Envisaged in<br>2020 <sup>1</sup> | Envisaged in<br>2021 <sup>2</sup> |
|                                                          |                           |                      | Agency request    | Budget<br>Amendment 1 |                 |                                   |                                   |
| <b>Title 3 - Operational expenditure</b>                 | <b>57,052,930.70</b>      | <b>64,182,035.43</b> | <b>47,503,500</b> | <b>61,834,503.34</b>  |                 | <b>79,671,906</b>                 | <b>82,388,590</b>                 |
| 31 Information, Analysis and Knowledge Development       | 1,727,164.19              | 2,960,000            | 2,880,000         | 2,390,000             |                 | 2,915,000                         | 3,002,450                         |
| 32 Support for MS practical cooperation                  | 5,779,194.41              | 5,906,520            | 6,015,000         | 6,185,000             |                 | 10,217,173                        | 10,523,688                        |
| 33 Operational support                                   | 49,197,463.67             | 55,115,515.43        | 38,373,500        | 52,946,503.34         |                 | 65,604,093                        | 67,572,216                        |
| 34 Cooperation with civil society and stakeholders       | 349,108.43                | 200,000              | 235,000           | 313,000               |                 | 346,000                           | 356,380                           |
| 35 Monitoring of application of the CEAS                 |                           |                      |                   |                       |                 | 539,640                           | 882,356                           |
| 36 Protection of fundamental rights                      |                           |                      |                   |                       |                 | 50,000                            | 51,500                            |
| <b>Title 4 - EASO participation in external projects</b> | <b>2,451,451.98</b>       | <b>-</b>             | <b>p.m.</b>       | <b>919,913.34</b>     |                 | <b>p.m.</b>                       | <b>p.m.</b>                       |
| <b>Total expenditure</b>                                 | <b>82,855,591.40</b>      | <b>97,703,517.43</b> | <b>96,686,000</b> | <b>102,936,916.68</b> |                 | <b>138,758,306</b>                | <b>142,114,334</b>                |

| Expenditure                                               | Payment Appropriations  |                   |                   |                       |                    |                                   |                                   |
|-----------------------------------------------------------|-------------------------|-------------------|-------------------|-----------------------|--------------------|-----------------------------------|-----------------------------------|
|                                                           | Executed budget<br>2017 | Budget 2018       | Budget 2019 (€)   |                       | VAR 2019 /<br>2018 | Envisaged in<br>2020 <sup>4</sup> | Envisaged in<br>2021 <sup>5</sup> |
|                                                           |                         |                   | Agency<br>request | Budget<br>Amendment 1 |                    |                                   |                                   |
| <b>Title 1 - Staff Expenditure</b>                        | <b>14,999,104.89</b>    | <b>22,648,982</b> | <b>37,209,300</b> | <b>28,209,30</b>      |                    | <b>44,807,200</b>                 | <b>45,425,568</b>                 |
| 11 Salaries & allowances                                  | 12,627,725.70           | 17,425,982        | 31,278,300        | 21,109,800            |                    | 38,226,600                        | 39,373,398                        |
| - of which establishment plan posts                       | 9,201,471.00            | 12,984,482        | 24,955,800        | 23,032,300            |                    | 30,202,100                        | 31,108,163                        |
| - of which external personnel                             | 3,426,254.70            | 4,441,500         | 6,322,500         | 4,657,500             |                    | 8,024,500                         | 8,265,235                         |
| 12 Expenditure relating to Staff recruitment              | 410,357.18              | 530,000           | 750,000           | 750,000               |                    | 897,600                           | 624,320                           |
| 13 Mission expenses                                       | 230,471.50              | 390,000           | 512,000           | 512,000               |                    | 650,000                           | 669,500                           |
| 14 Socio-medical infrastructure                           | 478,385.64              | 1,358,000         | 1,786,000         | 1,507,000             |                    | 2,140,000                         | 2,210,000                         |
| 15 Training                                               | 102,681.42              | 375,000           | 493,000           | 493,000               |                    | 730,000                           | 751,900                           |
| 16 External Services                                      | 1,147,777.60            | 2,560,000         | 2,380,000         | 3,827,500             |                    | 2,153,000                         | 1,786,150                         |
| 17 Representation expenses                                | 1,705.85                | 10,000            | 10,000            | 10,000                |                    | 10,000                            | 10,300                            |
| <b>Title 2 - Infrastructure and operating expenditure</b> | <b>4,641,149.26</b>     | <b>10,872,500</b> | <b>11,973,200</b> | <b>11,973,200</b>     |                    | <b>14,279,200</b>                 | <b>14,300,176</b>                 |
| 21 Rental of buildings and associated costs <sup>6</sup>  | 1,619,497.38            | 4,805,000         | 4,977,500         | 5,651,400             |                    | 6,740,000                         | 6,535,000                         |
| 22 Information and communication technology               | 1,623,413.90            | 2,477,500         | 3,174,500         | 3,439,500             |                    | 4,909,200                         | 5,056,476                         |
| 23 Current administrative expenditure                     | 1,398,237.98            | 3,590,000         | 3,821,200         | 2,882,300             |                    | 2,630,000                         | 2,708,700                         |

<sup>4</sup> Budgets 2020 and 2021 depend on the adoption of the new EUAA proposal, and are therefore subject to a revision.

<sup>5</sup> *Ibid.*

<sup>6</sup> Including possible repayment of interest.

| Expenditure                                              | Payment Appropriations  |                      |                   |                       |                    |                                   |                                   |
|----------------------------------------------------------|-------------------------|----------------------|-------------------|-----------------------|--------------------|-----------------------------------|-----------------------------------|
|                                                          | Executed budget<br>2017 | Budget 2018          | Budget 2019 (€)   |                       | VAR 2019 /<br>2018 | Envisaged in<br>2020 <sup>4</sup> | Envisaged in<br>2021 <sup>5</sup> |
|                                                          |                         |                      | Agency<br>request | Budget<br>Amendment 1 |                    |                                   |                                   |
| <b>Title 3 - Operational expenditure</b>                 | <b>49,735,496.53</b>    | <b>64,182,035.43</b> | <b>47,503,500</b> | <b>61,834,503.34</b>  |                    | <b>79,671,906</b>                 | <b>82,388,590</b>                 |
| 31 Information, Analysis and Knowledge Development       | 1,445,702.84            | 2,960,000            | 2,880,000         | 2,390,000             |                    | 2,915,000                         | 3,002,450                         |
| 32 Support for MS practical cooperation                  | 4,963,709.78            | 5,906,520            | 6,015,000         | 6,185,000             |                    | 10,217,173                        | 10,523,688                        |
| 33 Operational support                                   | 43,027,927.31           | 55,115,515.43        | 38,373,500        | 52,946,503.34         |                    | 65,604,093                        | 67,572,216                        |
| 34 Cooperation with civil society and stakeholders       | 298,156.60              | 200,000              | 235,000           | 313,000               |                    | 346,000                           | 356,380                           |
| 35 Monitoring of application of the CEAS                 |                         |                      | 0                 |                       |                    | 539,640                           | 882,356                           |
| 36 Protection of fundamental rights                      |                         |                      | 0                 |                       |                    | 50,000                            | 51,500                            |
| <b>Title 4 - EASO participation in external projects</b> | <b>2,181,147.45</b>     | <b>-</b>             | <b>p.m.</b>       | <b>919,913.34</b>     |                    | <b>p.m.</b>                       | <b>p.m.</b>                       |
| <b>Total expenditure</b>                                 | <b>71,556,898.13</b>    | <b>97,703,517.43</b> | <b>96,686,000</b> | <b>102,936.916.68</b> |                    | <b>138,758,306</b>                | <b>142,114,334</b>                |

**Table 2: Revenue**

| Revenue                                 | 2018                 | 2019                  |
|-----------------------------------------|----------------------|-----------------------|
|                                         | Revenues (€)         | Budget Forecast (€)   |
| EU contribution                         | 91,971,000           | 96,686,000            |
| Other revenue (EFTA)                    | 5,732,517.43         | 5,331,003.34          |
| Other revenue (EMAS) - earmarked        | -                    | -                     |
| Other revenue (IPA and ENP) - earmarked | -                    | 919,913.34            |
| Other revenue – accrued interest        | -                    | -                     |
| <b>Total revenue</b>                    | <b>97,703,517.43</b> | <b>102,936,916.68</b> |



| Revenue                                                                    | 2017<br>Executed Budget <sup>7</sup><br>(€) | 2018<br>Revenue (€)  | 2019                                 |                              | VAR 2019 /<br>2018 (€) | Envisaged in<br>2020 (€) <sup>8</sup> | Envisaged in<br>2021 (€) <sup>9</sup> |
|----------------------------------------------------------------------------|---------------------------------------------|----------------------|--------------------------------------|------------------------------|------------------------|---------------------------------------|---------------------------------------|
|                                                                            |                                             |                      | As requested<br>by the<br>Agency (€) | Budget<br>Amendment 1<br>(€) |                        |                                       |                                       |
| <b>1 Revenue from fees and charges</b>                                     |                                             |                      |                                      |                              |                        |                                       |                                       |
| <b>2. EU contribution</b>                                                  | <b>69,375,750.68</b>                        | <b>91,971,000</b>    | <b>96,686,000</b>                    | <b>96,686,000</b>            |                        | <b>138,758,360</b>                    | <b>142,114,334</b>                    |
| - of which Administrative (Title 1 and Title 2)                            | 19,640,254.15                               | 33,521,482           | 49,182,500                           | 40,182,500                   |                        | 59,086,400                            | 59,725,744                            |
| - of which Operational (Title 3)                                           | 49,735,496.53                               | 58,449,518           | 47,503,500                           | 56,503,500                   |                        | 79,671,906                            | 82,388,590                            |
| - of which assigned revenues deriving from previous years' surpluses       |                                             | 1,104,405.88         | 2,653,157                            |                              |                        |                                       |                                       |
| <b>3 Third countries contribution (incl. EFTA and candidate countries)</b> | <b>1,251,038.18</b>                         | <b>5,732,517.43</b>  |                                      | <b>5,331,003.34</b>          |                        | <b>p.m.</b>                           | <b>p.m.</b>                           |
| - of which EFTA                                                            |                                             | 5,732,517.43         |                                      | 5,331,003.34                 |                        | p.m.                                  | p.m.                                  |
| - of which Candidate Countries                                             |                                             |                      |                                      |                              |                        |                                       |                                       |
| <b>4 Other contributions</b>                                               | <b>2,181,147.45</b>                         |                      |                                      |                              |                        |                                       |                                       |
| - of which delegation agreement, ad hoc grants                             | 2,181,147.45                                | -                    | p.m                                  | 919,913.34                   |                        |                                       |                                       |
| <b>Total revenue</b>                                                       | <b>72,807,936.31</b>                        | <b>97,703,517.43</b> | <b>96,686,000</b>                    | <b>102,936,916.68</b>        |                        | <b>138,758,306</b>                    | <b>142,114,334</b>                    |

<sup>7</sup> Execution of Payment Appropriations (C1 and R0)

<sup>8</sup> Budgets 2020 and 2021 depend on the adoption of the new EUAA proposal, and are therefore subject to a revision.

<sup>9</sup> *Ibid.*

**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         |                     |
| <b>Total</b>                                                                        | <b>-407,847.15</b> | <b>1,104,405.88</b> | <b>2,653,156.80</b> |

\* 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 <sup>10</sup> | Authorised under EU budget for year 2018 | Actually filled as of 31.12.2018 | 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                                      | 100                              | 179                           | 231               | 254                     |
|                                     | AST    | 17                               | 48                              | 31                                             | 79                                       | 51                               | 105                           | 135               | 149                     |
|                                     | AST/SC | 0                                | 0                               | 0                                              | 0                                        | 0                                | 0                             | 0                 | 0                       |
| <b>Total</b>                        |        | <b>86</b>                        | <b>155</b>                      | <b>125</b>                                     | <b>214</b>                               | <b>151</b>                       | <b>284</b>                    | <b>366</b>        | <b>403</b>              |
| CA GFIV                             |        | 11                               | 30                              | 24                                             | 33                                       | 26                               | 49                            | 64                | 70                      |
| CA GF III                           |        | 13                               | 30                              | 40                                             | 25                                       | 37                               | 36                            | 49                | 54                      |
| CA GF II                            |        | 2                                | 3                               | 3                                              | 3                                        | 1                                | 10                            | 10                | 11                      |
| CA GFI                              |        | 1                                | 1                               | 1                                              | 1                                        | 0                                | 0                             | 0                 | 0                       |
| <b>Total CA (FTEs)</b>              |        | <b>27</b>                        | <b>64</b>                       | <b>68<sup>11</sup></b>                         | <b>72<sup>12</sup></b>                   | <b>64<sup>13</sup></b>           | <b>95</b>                     | <b>123</b>        | <b>135</b>              |
| <b>SNE (FTEs)</b>                   |        | <b>7</b>                         | <b>8</b>                        | <b>5</b>                                       | <b>11<sup>14</sup></b>                   | <b>4</b>                         | <b>11<sup>15</sup></b>        | <b>11</b>         | <b>12</b>               |
| <i>Structural service providers</i> |        |                                  |                                 |                                                |                                          |                                  |                               |                   |                         |
| <b>TOTAL</b>                        |        | <b>120</b>                       | <b>227</b>                      | <b>198</b>                                     | <b>297</b>                               | <b>219<sup>16</sup></b>          | <b>390</b>                    | <b>500</b>        | <b>550<sup>17</sup></b> |

<sup>10</sup> Positions (not FTEs), in active service.

<sup>11</sup> Excludes 3 CA positions that were financed from Title 4 in 2017.

<sup>12</sup> 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).

<sup>13</sup> Includes 3 CA positions that were financed from Title 4 in 2018.

<sup>14</sup> 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.

<sup>15</sup> 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.

<sup>16</sup> Includes also offered positions.

<sup>17</sup> 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.

July 2019

|                                                               |  |  |  |  |  |  |  |  |  |
|---------------------------------------------------------------|--|--|--|--|--|--|--|--|--|
| <i>External staff for occasional replacement<sup>18</sup></i> |  |  |  |  |  |  |  |  |  |
|---------------------------------------------------------------|--|--|--|--|--|--|--|--|--|

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 31.12.2018 | Envisaged in 2019 | Envisaged in 2020 | Envisaged in 2021 <sup>19</sup> |
|--------------------------------|-------------------------|----------------------------------|-------------------------|----------------------------------|-------------------------|----------------------------------|-------------------|-------------------|---------------------------------|
| CA GF IV                       | 33                      | 22                               | 33                      | 24                               | 33                      | 26                               | 49                | 64                | 70                              |
| CA GF III                      | 35                      | 18                               | 35                      | 40                               | 35                      | 37                               | 36                | 49                | 54                              |
| CA GF II                       | 3                       | 2                                | 3                       | 3                                | 3                       | 1                                | 10                | 10                | 11                              |
| CA GFI                         | 1                       | 1                                | 1                       | 1                                | 1                       | 0                                | 0                 | 0                 | 0                               |
| <b>Total CA (by positions)</b> | <b>72</b>               | <b>43</b>                        | <b>72<sup>20</sup></b>  | <b>68<sup>21</sup></b>           | <b>72</b>               | <b>64<sup>22</sup></b>           | <b>95</b>         | <b>123</b>        | <b>135</b>                      |

The recruitment plan drawn up in Q3 2018, based on a comprehensive needs assessment, is currently on track to fill posts foreseen to be filled in 2019. Since then, 57 Selection Procedures have been concluded and another 21 are currently running. The current team of 12 staff in the Recruitment Sector, which is now working at cruising speed, will be reinforced with an additional two staff in August and in November. It is forecasted that with the current staff levels, the offer letters that are to be sent soon and the positions that will be filled with the current selections and the planned selections, EASO will be able to fill around 95% of the Establishment Plan by the end of 2019.

<sup>18</sup> 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).

<sup>19</sup> 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.

<sup>20</sup> 64 CA FTEs had been requested by EASO, which corresponds to 72 CA positions.

<sup>21</sup> 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.

<sup>22</sup> Includes also 3 CA positions that were financed from Title 4 in 2018.

**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         |
| <b>Total AD</b>    | <b>0</b>                             | <b>107</b> | <b>0</b>                | <b>94</b> | <b>0</b>                                                      | <b>0</b> | <b>0</b>                                   | <b>135</b> |                                                               |    | <b>0</b>                                   | <b>179</b> | <b>0</b>                | <b>231</b> | <b>0</b>                | <b>254</b> |

| 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          |
| <b>Total AST</b>    | 0                                    | <b>48</b>  | 0                       | <b>31</b>  | 0                                                             | <b>0</b> | 0                                          | <b>79</b>  |                                                               |    | 0                                          | <b>105</b> | 0                       | <b>135</b> | 0                       | <b>149</b> |
| 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          |
| <b>Total AST/SC</b> | 0                                    | <b>0</b>   | 0                       | <b>0</b>   | 0                                                             | <b>0</b> | 0                                          | <b>0</b>   |                                                               |    | 0                                          | <b>0</b>   | 0                       | <b>0</b>   | 0                       | <b>0</b>   |
| <b>TOTAL</b>        | 0                                    | <b>155</b> | 0                       | <b>125</b> | 0                                                             | <b>0</b> | 0                                          | <b>214</b> |                                                               |    | 0                                          | <b>284</b> | 0                       | <b>366</b> | 0                       | <b>403</b> |

## 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)<sup>23</sup>.

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

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<sup>23</sup> 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 31.12.2018 |            | How many staff members were promoted / reclassified in 2018 |           | Average number of years in grade of reclassified/promoted staff members |
|--------------------|---------------------------------|------------|-------------------------------------------------------------|-----------|-------------------------------------------------------------------------|
|                    | officials                       | TA         | officials                                                   | TA        |                                                                         |
| AD 16              |                                 |            |                                                             |           |                                                                         |
| AD 15              |                                 |            |                                                             |           |                                                                         |
| AD 14              |                                 | 1          |                                                             |           |                                                                         |
| AD 13              |                                 |            |                                                             |           |                                                                         |
| AD 12              |                                 | 4          |                                                             |           |                                                                         |
| AD 11              |                                 | 1          |                                                             |           |                                                                         |
| AD 10              |                                 | 9          |                                                             | 1         | 4y 9m                                                                   |
| AD 9               |                                 | 4          |                                                             | 1         | 6y 2m                                                                   |
| AD 8               |                                 | 11         |                                                             | 4         | 3y 5m                                                                   |
| AD 7               |                                 | 39         |                                                             | 3         | 3y 7m                                                                   |
| AD 6               |                                 | 11         |                                                             | 5         | 3y 3m                                                                   |
| AD 5               |                                 | 24         |                                                             | 3         | 2y 11m                                                                  |
| <b>Total AD</b>    |                                 | <b>104</b> |                                                             | <b>17</b> |                                                                         |

| Category and grade  | Staff in activity at 31.12.2018 |            | How many staff members were promoted / reclassified in 2018 |           | Average number of years in grade of reclassified/ promoted staff members |
|---------------------|---------------------------------|------------|-------------------------------------------------------------|-----------|--------------------------------------------------------------------------|
|                     | officials                       | TA         | officials                                                   | TA        |                                                                          |
| AST 11              |                                 |            |                                                             |           |                                                                          |
| AST 10              |                                 |            |                                                             |           |                                                                          |
| AST 9               |                                 |            |                                                             |           |                                                                          |
| AST 8               |                                 |            |                                                             |           |                                                                          |
| AST 7               |                                 |            |                                                             |           |                                                                          |
| AST 6               |                                 |            |                                                             |           |                                                                          |
| AST 5               |                                 | 2          |                                                             |           |                                                                          |
| AST 4               |                                 | 8          |                                                             | 1         | 2y 2m                                                                    |
| AST 3               |                                 | 23         |                                                             | 2         | 3y 6m                                                                    |
| AST 2               |                                 |            |                                                             |           |                                                                          |
| AST 1               |                                 |            |                                                             |           |                                                                          |
| <b>Total AST</b>    |                                 | <b>34</b>  |                                                             | <b>3</b>  |                                                                          |
| AST/SC1             |                                 |            |                                                             |           |                                                                          |
| AST/SC2             |                                 |            |                                                             |           |                                                                          |
| AST/SC3             |                                 |            |                                                             |           |                                                                          |
| AST/SC4             |                                 |            |                                                             |           |                                                                          |
| AST/SC5             |                                 |            |                                                             |           |                                                                          |
| AST/SC6             |                                 |            |                                                             |           |                                                                          |
| <b>Total AST/SC</b> |                                 | <b>34</b>  |                                                             | <b>3</b>  |                                                                          |
| <b>Total</b>        |                                 | <b>138</b> |                                                             | <b>20</b> |                                                                          |

**Table 2 -Reclassification of contract staff**

| Function Group | Grade | Staff in activity at 31.12.2018 | How many staff members were reclassified in Year 2018 | Average number of years in grade of reclassified staff members |
|----------------|-------|---------------------------------|-------------------------------------------------------|----------------------------------------------------------------|
| CA IV          | 18    |                                 |                                                       |                                                                |
|                | 17    |                                 |                                                       |                                                                |
|                | 16    | 1                               |                                                       |                                                                |
|                | 15    | 6                               |                                                       |                                                                |
|                | 14    | 10                              | 6                                                     | 2y 5m                                                          |
|                | 13    | 7                               | 4                                                     | 2y 2m                                                          |
| CA III         | 12    | 1                               |                                                       |                                                                |
|                | 11    |                                 |                                                       |                                                                |
|                | 10    | 9                               |                                                       |                                                                |
|                | 9     | 14                              | 1                                                     | 2y 9m                                                          |
|                | 8     | 16                              | 2                                                     | 3y 5m                                                          |
| CA II          | 7     |                                 |                                                       |                                                                |
|                | 6     |                                 |                                                       |                                                                |
|                | 5     | 3                               |                                                       |                                                                |
|                | 4     |                                 |                                                       |                                                                |
| CA I           | 3     |                                 |                                                       |                                                                |
|                | 2     |                                 |                                                       |                                                                |
|                | 1     | 1                               |                                                       |                                                                |
| <b>Total</b>   |       | <b>68</b>                       | <b>13</b>                                             |                                                                |

## **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.

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.

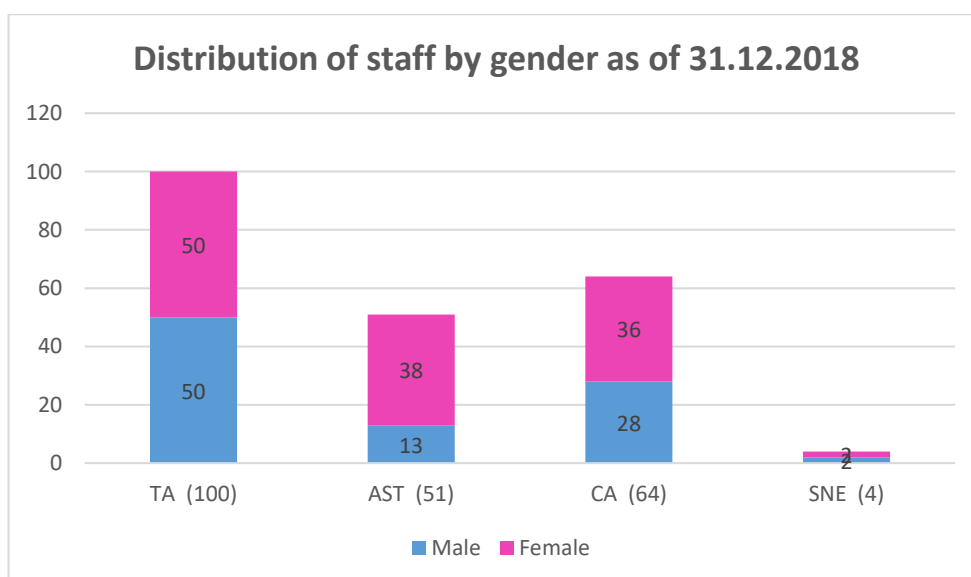
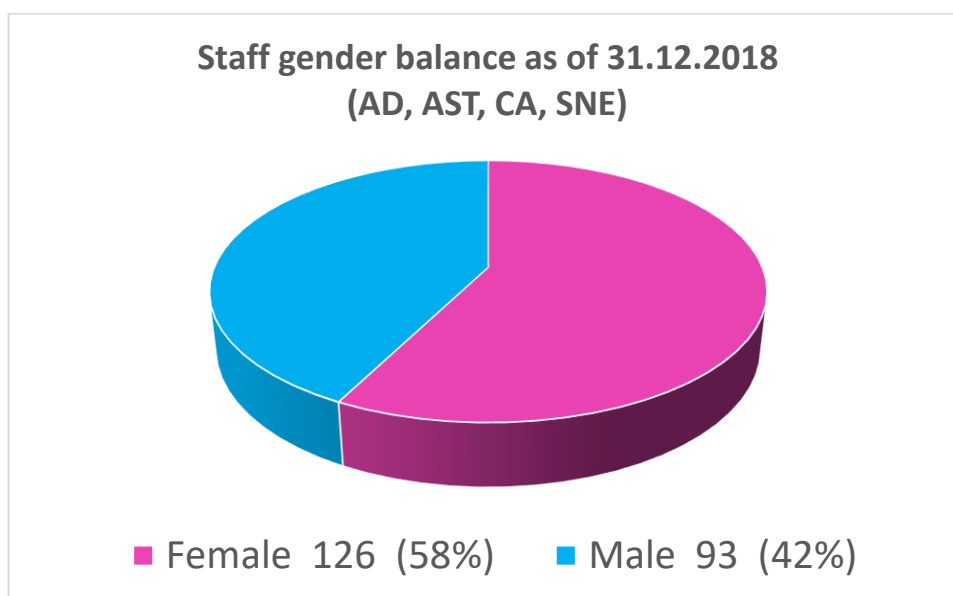
#### **Mobility between the Agency and the institutions**

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

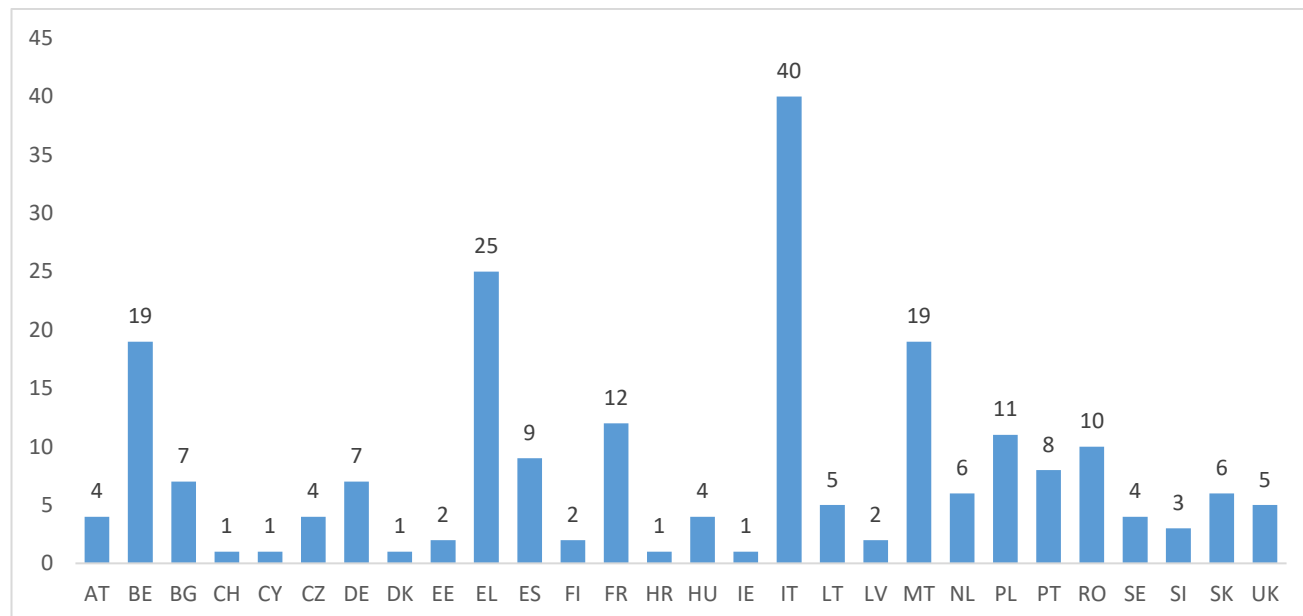
### Gender balance

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

28 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 <b>Malta</b>                                                              | EASO premises (blocks A, B, C),<br>Xatt l-Għassara tal-Għeneb (Winemakers Wharf), Valletta Harbour                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                         |
| Surface area (in square metres)<br>- Of which office space<br>- Of which non-office space | 12,290 sqm<br><br>- 9,208 sqm<br>- 3,082 sqm<br>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, all areas have been handed over as of January 2019 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 <b>Rome, Italy</b> , with an area of circa 540 sqm<br><br>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 <b>Athens, Greece</b> , with an area of 1,342 sqm<br><br>Rental rate €144,727.99 per annum  | Panepistimiou 39, El. Venizelou St., Athens<br><br>3 <sup>rd</sup> floor consisting of the office space, meeting rooms, training rooms and parking space | Rent to increase annually by 3%.                                                                                                                                                                                                                                                                                                                                                 |
| Operational office in <b>Nicosia, Cyprus</b> , with an area of 267sqm<br><br>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.<br>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 <b>Brussels, Belgium</b> consisting of 42 sqm<br><br>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 for a lease of facilities and ancillary services was signed on 18 September 2018 for an initial period of 10 months (for a maximum period of 46 months).

## 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 (Winemakers Wharf) 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 entirely by TM in February 2019. Currently necessary refurbishment of Block B is underway in order to expand the staff offices to Block B before the end of 2020. Whereas several compound related amendments to common spaces will continue well into 2020, this also applies to necessary refurbishment of offices in Block A level 3.



## 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 2019<sup>24</sup>

### 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](mailto: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 July 2019 (Revision 2):

| No | Title of Activity                 | Contract subject                                            | Estimated Value | Type of Purchase | Type of Contract   | Planned launch | Type of procedure    |
|----|-----------------------------------|-------------------------------------------------------------|-----------------|------------------|--------------------|----------------|----------------------|
| 1  | 3.1. Operational Support - Italy  | Provision of Building Maintenance services                  | € 144,000       | Service          | Framework Contract | Q3/2019        | Negotiated procedure |
| 2  | 3.1. Operational Support - Italy  | Provision of co-working space in various locations in Italy | € 180,000       | Building         | Direct Contracts   | Q3/2019        | Negotiated procedure |
| 3  | 3.1. Operational Support - Italy  | Provision of Interim Services for EASO in Italy             | € 86,600,000    | Service          | Framework Contract | Q3/2019        | Open call for tender |
| 4  | 3.2. Operational Support - Greece | Provision of Warehouse Facility Services in Greece          | € 15,000        | Service          | Direct Contract    | Q3/2019        | Negotiated Procedure |
| 5  | 3.2. Operational Support - Greece | Provision of Health and Safety related products             | € 30,000        | Supply           | Framework Contract | Q3/2019        | Negotiated procedure |
| 6  | 3.2. Operational Support - Greece | Building and general office space works in Greece           | € 200,000       | Works            | Framework Contract | Q4/2019        | Negotiated Procedure |
| 7  | 3.2. Operational Support - Greece | Construction works for various field locations              | € 50,000        | Works            | Direct Contract    | Q4/2019        | Negotiated Procedure |
| 8  | 3.2. Operational Support - Greece | Maintenance, small works for Greece; mainland and islands   | € 60,000        | Works            | Direct Contract    | Q4/2019        | Negotiated Procedure |

<sup>24</sup> 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 | Type of procedure    |
|----|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------|--------------------|----------------|----------------------|
| 9  | 3.2. Operational Support - Greece | Handyman tools in Greece                                                                                                                                                                                                                  | € 10,000        | Supply           | Direct Contract    | Q3/2019        | Negotiated Procedure |
| 10 | 3.2. Operational Support - Greece | Coffee, milk, sugar and related products                                                                                                                                                                                                  | € 75,000        | Supply           | Framework Contract | Q2/2019        | Negotiated Procedure |
| 11 | 3.2. 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    | Q3/2019        | Negotiated Procedure |
| 12 | 3.2. Operational Support - Greece | Procurement small appliances Mainland Greece                                                                                                                                                                                              | € 13,800        | Supply           | Framework Contract | Q4/2019        | Negotiated Procedure |
| 13 | 3.2. Operational Support - Greece | Procurement small appliances Lesvos (Greece)                                                                                                                                                                                              | € 6,000         | Supply           | Framework Contract | Q4/2019        | Negotiated Procedure |
| 14 | 3.2. Operational Support - Greece | Procurement small appliances Chios (Greece)                                                                                                                                                                                               | € 3,600         | Supply           | Framework Contract | Q4/2019        | Negotiated Procedure |
| 15 | 3.2. Operational Support - Greece | Procurement small appliances Kos (Greece)                                                                                                                                                                                                 | € 2,400         | Supply           | Framework Contract | Q4/2019        | Negotiated Procedure |
| 16 | 3.2. Operational Support - Greece | Procurement small appliances Leros (Greece)                                                                                                                                                                                               | € 2,400         | Supply           | Framework Contract | Q4/2019        | Negotiated Procedure |
| 17 | 3.2. Operational Support - Greece | Procurement small appliances Samos (Greece)                                                                                                                                                                                               | € 6,000         | Supply           | Framework Contract | Q4/2019        | Negotiated Procedure |
| 18 | 3.2. Operational Support - Greece | Procurement for small works in Greece                                                                                                                                                                                                     | € 65,000        | Service          | Framework Contract | Q4/2019        | Negotiated Procedure |
| 19 | 3.3. Operational Support – Cyprus | Provision of car rental in Cyprus                                                                                                                                                                                                         | € 15,000        | Service          | Framework Contract | Q3/2019        | Negotiated Procedure |
| 20 | 3.3. Operational Support – Cyprus | Water, coffee, milk, sugar and related products Cyprus                                                                                                                                                                                    | € 25,000        | Supply           | Framework Contract | Q3/2019        | Negotiated Procedure |
| 21 | 3.3. Operational Support – Cyprus | Provision of Health and Safety related products Cyprus                                                                                                                                                                                    | € 15,000        | Supply           | Framework Contract | Q4/2019        | Negotiated Procedure |
| 22 | 3.3. Operational Support – Cyprus | Provision of Cleaning and Hygiene products Cyprus                                                                                                                                                                                         | € 10,000        | Supply           | Framework Contract | Q4/2019        | Negotiated Procedure |

| No | Title of Activity                                                                                          | Contract subject                                                                                                                                       | Estimated Value | Type of Purchase | Type of Contract   | Planned launch     | Type of procedure    |
|----|------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------|--------------------|--------------------|----------------------|
| 23 | 3.3. Operational Support – Cyprus                                                                          | Lease of additional office space and ancillary services in Cyprus                                                                                      | € 48,000        | Building         | Direct contract    | Q3/2019            | Negotiated Procedure |
| 24 | 3.3. Operational Support – Cyprus                                                                          | Provision of furniture for Cyprus                                                                                                                      | € 80,000        | Supply           | Framework Contract | Q4/2019            | Negotiated Procedure |
| 25 | 3.3. Operational Support – Cyprus                                                                          | Provision of stationery (Cyprus)                                                                                                                       | € 25,000        | Supply           | Framework Contract | Q3/2019            | Negotiated Procedure |
| 26 | 3.3. Operational Support - Cyprus                                                                          | Provision of co-working space in Cyprus                                                                                                                | € 5,000         | Building         | Direct Contract    | Q3/2019            | Negotiated Procedure |
| 27 | 3.3. Operational Support - Cyprus                                                                          | Provision of office furniture in Cyprus                                                                                                                | € 5,000         | Supply           | Framework Contract | Q3/2019            | Negotiated Procedure |
| 28 | 3.1. Operational Support – Italy<br>3.2. Operational Support – Greece<br>3.3. Operational Support – Cyprus | Provision of transport services in Greece, Italy and Cyprus                                                                                            | € 600,000       | Service          | Framework Contract | Q3/2019            | Open call for tender |
| 29 | 4.1. Operational Support and Operational Tools<br>4.2. Planning, Monitoring and Evaluation of Operations   | Consultancy services (on needs assessment, contingency planning, operational support tools, tools and methodologies development and improvement, etc.) | € 250,000       | Service          | Framework Contract | Q4/2019            | Open call for tender |
| 30 | 5.1. Country of Origin Information (COI)                                                                   | MedCOI: Quality services framework contract                                                                                                            | € 200,000       | Service          | Framework Contract | Q3/2019            | Open call for tender |
| 31 | 5.1. Country of Origin Information (COI)                                                                   | MedCOI: Provision of medical checks and advice related to MedCOI activities                                                                            | € 200,000       | Service          | Framework Contract | Q2/2019 (launched) | Open call for tender |
| 32 | 5.1. Country of Origin Information (COI)                                                                   | MedCOI Country Reports                                                                                                                                 | € 900,000       | Service          | Framework Contract | Q3/2019            | Open call for tender |
| 33 | 5.1. Country of Origin Information (COI)                                                                   | MedCOI_website_migration_ICT_support                                                                                                                   | € 10,000        | Service          | Direct Contract    | Q2/2019 (launched) | Negotiated Procedure |
| 34 | 5.1. Country of Origin Information (COI)                                                                   | Interpretation services for MedCOI Fact Finding Missions in Ghana, Azerbaijan                                                                          | € 10,000        | Service          | Direct Contract    | Q3/2019            | Negotiated Procedure |
| 35 | 5.1. Country of Origin Information (COI)                                                                   | Transport services for MedCOI Fact Finding Missions in Ghana, Azerbaijan                                                                               | € 5,000         | Service          | Direct Contract    | Q3/2019            | Negotiated Procedure |
| 36 | 5.5. Strategic Analysis                                                                                    | Provision of Country Intelligence Reports (                                                                                                            | € 200,000       | Service          | Framework Contract | Q3/2019            | Open call for tender |

| No | Title of Activity                                        | Contract subject                                                                                                                                        | Estimated Value | Type of Purchase | Type of Contract   | Planned launch | Type of procedure    |
|----|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------|--------------------|----------------|----------------------|
| 37 | 5.4. Research Programme on Early Warning and Root Causes | Surveys to understand Asylum related migration (SAM)                                                                                                    | € 300,000       | Service          | Direct Contract    | Q3/2019        | Open call for tender |
| 38 | 6.2. Certification and Accreditation                     | Accreditation and certification of EASO training curriculum                                                                                             | € 2,000,000     | Service          | Framework Contract | Q4/2019        | Open call for tender |
| 39 | 6.3. e-Learning and Didactic Support                     | Content creation for new LMS (four lots)                                                                                                                | € 2,000,000     | Service          | Framework Contract | Q4/2019        | Open call for tender |
| 40 | 6.3. e-Learning and Didactic Support                     | LMS helpdesk and maintenance                                                                                                                            | € 400,000       | Service          | Framework Contract | Q4/2019        | Open call for tender |
| 41 | 6.1. EASO Training Curriculum<br>7.1. Asylum Processes   | Provision of Consultation and review of EASO training modules and EASO Asylum Support Tools by members of academia and representatives of civil society | € 360,000       | Service          | Framework Contract | Q3/2019        | Open call for tender |
| 42 | Section IV – WP 2019**                                   | Provision of Event Organisation Services for Administrative and Operational Meetings and Events held outside of Malta                                   | € 12,900,000    | Service          | Framework Contract | Q3/2019        | Open call for tender |
| 43 | Section IV – WP 2019**                                   | Provision of Travel Agency Services                                                                                                                     | € 10,000,000    | Service          | Framework Contract | Q3/2019        | Open call for tender |

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

#### **EASO external remunerated experts (Call for Expression of Interest)**

|   | Title of Activity                        | Contract subject                           | Estimated Value | Type of Purchase | Type of Contract | Timeframe |
|---|------------------------------------------|--------------------------------------------|-----------------|------------------|------------------|-----------|
| 1 | Section IV – WP 2019**                   | External remunerated experts EASO/2015/280 | € 473,424       | Service          | Direct contracts | 2019      |
| 2 | 5.1. Country of Origin Information (COI) | MedCOI experts EASO/2018/701               | € 90,000        | Service          | Direct contracts | 2019      |

**Order Forms / Specific Contracts under existing EASO Framework Contracts:<sup>25</sup>**

|    | Title of Activity                                                                                          | Contract subject                                                                                                                        | Estimated Value | Type of Purchase | Type of Contract                 | Timeframe |
|----|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------|----------------------------------|-----------|
| 1  | 3.1. Operational Support -Italy                                                                            | EASO/2018/681 – Provision of Interim services for EASO in Italy                                                                         | € 11,890,054    | Service          | Order form/<br>Specific Contract | 2019      |
| 2  | 3.1. Operational Support - Italy                                                                           | EASO/2018/677 Lot 2 – Provision of Interpretation and/or Cultural mediation services for EASO operations in Italy                       | € 3,521,826     | Service          | Order form/<br>Specific Contract | 2019      |
| 3  | 3.2. Operational Support –Greece                                                                           | EASO/2017/453 – Security in Greece                                                                                                      | € 1,750,000     | Service          | Order form/<br>Specific Contract | 2019      |
| 4  | 3.2. Operational Support -Greece                                                                           | EASO/2016/460 Lot 1 – Containers in Greece                                                                                              | € 200,000       | Supply           | Order form/<br>Specific Contract | 2019      |
| 5  | 3.2 Operational Support -Greece                                                                            | EASO/2017/548 – Medical Supplies in Greece                                                                                              | € 12,500        | Supply           | Order form/<br>Specific Contract | 2019      |
| 6  | 3.2. Operational Support -Greece                                                                           | EASO/2017/600 Lot 2 – Cleaning in Greek Islands                                                                                         | € 103,500       | Service          | Order form/<br>Specific Contract | 2019      |
| 7  | 3.2. Operational Support – Greece<br>3.3. Operational Support – Cyprus                                     | 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/<br>Specific Contract | 2019      |
| 8  | 3.2. Operational Support -Greece                                                                           | EASO/2017/576 – Interim Services in Greece                                                                                              | € 7,347,685     | Service          | Order form/<br>Specific Contract | 2019      |
| 9  | 3.3. Operational Support – Cyprus                                                                          | EASO/2018/642 – Interim services in Cyprus                                                                                              | € 691,271       | Service          | Order form/<br>Specific contract | 2019      |
| 10 | 3.1. Operational Support – Italy<br>3.2. Operational Support – Greece<br>3.3. Operational Support – Cyprus | EASO/2017/546 – Remote Interpretation for Greece, Italy, Bulgaria & Cyprus                                                              | € 15,000        | Service          | Order form/<br>Specific Contract | 2019      |
| 11 | 3.5. Other Operational Activities                                                                          | EASO/2016/460 Lot 3 – Containers in other EU countries                                                                                  | € 200,000       | Supply           | Order form/<br>Specific Contract | 2019      |

<sup>25</sup> 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 |
|----|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------|----------------------------------|-----------|
| 12 | 3.6. External Dimension                  | EASO/2015/271 Lot 4 – Event Organization in Albania, B&H, FYRO Macedonia, Montenegro & Serbia                                                                                           | € 250,000       | Service          | Order form/<br>Specific Contract | 2019      |
| 13 | 3.6. External Dimension                  | EASO/2015/271 Lot 6 – Event Organization in Algeria, Egypt, Jordan, Lebanon, Libya, Morocco and Tunisia                                                                                 | € 100,000       | Service          | Order form/<br>Specific Contract | 2019      |
| 14 | 3.6. External Dimension                  | EASO/2015/352 – Consultancy services on guardianship                                                                                                                                    | € 15,000        | Service          | Order form/<br>Specific Contract | 2019      |
| 15 | 3.6. External Dimension                  | EASO/2015/373 – Events in Turkey                                                                                                                                                        | € 250,000       | Service          | Order form/<br>Specific Contract | 2019      |
| 16 | 3.6. External Dimension                  | EASO/2018/695 – Resettlement Support Facility                                                                                                                                           | € 400,000       | Service          | Order form/<br>Specific Contract | 2019      |
| 17 | 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/<br>Specific Contract | 2019      |
| 18 | 5.1. Country of Origin Information (COI) | EASO/2018/618 – MedCOI services                                                                                                                                                         | € 300,000       | Service          | Order form/<br>Specific Contract | 2019      |
| 19 | 5.1. Country of Origin Information (COI) | ICT FWC EASO/2016/432 - MedCOI Portal and Database: Specific contracts for: Knowledge Building; business analyst; tester; system engineer; security expert; and maintenance and support | € 115,000       | Service          | Order form/<br>Specific Contract | 2019      |
| 20 | 5.1. Country of Origin Information (COI) | EASO COI Portal IT Consultancy services for software development under FWC EASO/2016/432                                                                                                | € 240,000       | Service          | Order form/<br>Specific Contract | 2019      |
| 21 | 5.1. Country of Origin Information (COI) | Review of COI products under FWC EASO/2018/649                                                                                                                                          | € 30,000        | Service          | Order form/<br>Specific Contract | 2019      |
| 22 | 6.3. e-Learning and Didactic Support     | EASO/2015/322 – Learning Management System environment & delivery of related services                                                                                                   | € 200,000       | Service          | Order form/<br>Specific Contract | 2019      |

|    | Title of Activity                                            | Contract subject                                                                                                           | Estimated Value | Type of Purchase | Type of Contract                 | Timeframe |
|----|--------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-----------------|------------------|----------------------------------|-----------|
| 23 | 6.3. e-Learning and Didactic Support                         | Consultancy for need assessment tool application 1 (ETNAT) under framework contract 432/2016                               | € 12,500        | Service          | Order form/<br>Specific Contract | 2019      |
| 24 | 6.3. e-Learning and Didactic Support                         | Consultancy for need assessment tool application 2 (ETNAT) under framework contract 432/2016                               | € 6,000         | Service          | Order form/<br>Specific Contract | 2019      |
| 25 | 6.3. e-Learning and Didactic Support                         | Development of ETNAT (need assessment tool) under framework contract 432/2016                                              | € 100,000       | Service          | Order form/<br>Specific Contract | Q3/2019   |
| 26 | 6.3. e-Learning and Didactic Support                         | Consultancy for e-learning infrastructure business model of under framework contract 432/2016                              | € 17,560        | Service          | Order form/<br>Specific Contract | 2019      |
| 27 | 6.3. e-Learning and Didactic Support                         | Consultancy for the development of ETIS (Electronic Training Integration System) under framework contract 432/2016         | € 100,000       | Service          | Order form/<br>Specific Contract | Q4/2019   |
| 28 | 6.3. e-Learning and Didactic Support                         | Consultancy for Moodle expert for the migration of LMS                                                                     | € 36,000        | Service          | Order form/<br>Specific Contract | Q4/2019   |
| 29 | 7.1. Asylum processes                                        | Practical tool on Quality monitoring of Reception conditions, this will be a specific contract under the FWC EASO/2016/432 | € 18,500        | Service          | Order form/<br>Specific Contract | 2019      |
| 30 | 7.1. Asylum processes<br>7.2. Practical Cooperation Networks | IT development in support of EASO practical tools, this will be a specific contract under the FWC EASO/2016/432            | € 120,000       | Service          | Order form/<br>Specific Contract | Q3/2019   |
| 31 | 7.3. Cooperation with Members of Courts and Tribunals        | EASO/2017/589 – Expert Services for further development of developmental Materials of Courts & Tribunals                   | € 293,040       | Service          | Order form/<br>Specific Contract | 2019      |
| 32 | Section IV – WP 2019**                                       | EASO/2015/271 Lot 3 – Event Organization in Various EU Countries                                                           | € 1,500,000     | Service          | Order form/<br>Specific Contract | 2019      |
| 33 | Section IV – WP 2019**                                       | EASO/2016/463 - The provision of Catering and Related Services for EASO Meetings and Events organised in Malta and Gozo    | € 375,000       | Service          | Order form/<br>Specific Contract | 2019      |
| 34 | Section IV – WP 2019**                                       | EASO/2016/409 Lot 1 – Interpretation Services & Equipment outside Malta                                                    | € 875,000       | Service          | Order form/<br>Specific Contract | 2019      |

|    | Title of Activity      | Contract subject                                                                   | Estimated Value | Type of Purchase | Type of Contract                 | Timeframe |
|----|------------------------|------------------------------------------------------------------------------------|-----------------|------------------|----------------------------------|-----------|
| 35 | Section IV – WP 2019** | EASO/2016/430 – Drinking Water in Rome                                             | € 6,750         | Supply           | Order form/<br>Specific Contract | 2019      |
| 36 | Section IV – WP 2019** | EASO/2016/444 Lot 3 – Stationery for Italy                                         | € 40,000        | Supply           | Order form/<br>Specific Contract | 2019      |
| 37 | Section IV – WP 2019** | EASO/2016/464 Lot 3 – Office Furniture in Italy                                    | € 80,000        | Supply           | Order form/<br>Specific Contract | 2019      |
| 38 | Section IV – WP 2019** | EASO/2017/599 – Office Supplies in Greece                                          | € 25,000        | Supply           | Order form/<br>Specific Contract | 2019      |
| 39 | Section IV – WP 2019** | EASO/2017/591 – Cleaning Services in Italy                                         | € 37,000        | Service          | Order form/<br>Specific Contract | 2019      |
| 40 | Section IV – WP 2019** | EASO/2017/600 Lot 1 – Cleaning in Greek Mainland                                   | € 91,000        | Service          | Order form/<br>Specific Contract | 2019      |
| 41 | Section IV – WP 2019** | EASO/2017/566 – Travel agency services                                             | € 1,500,000     | Service          | Order form/<br>Specific Contract | 2019      |
| 42 | Section IV – WP 2019** | EASO/2017/503 Lot 1 – ICT Supplies for EASO Greece (& Cyprus)                      | € 265,000       | Supplies         | Order form/<br>Specific Contract | 2019      |
| 43 | Section IV – WP 2019** | EASO/2017/503 Lot 2 – ICT Supplies for EASO Italy                                  | € 105,000       | Supplies         | Order form/<br>Specific Contract | 2019      |
| 44 | Section IV – WP 2019** | EASO/2017/515 – Mobile Communication Services and equipment in Greece              | € 100,000       | Service          | Order form/<br>Specific Contract | 2019      |
| 45 | Section IV – WP 2019** | EASO/2017/550 - Mobile Communication Services and equipment in Italy               | € 75,000        | Service          | Order form/<br>Specific Contract | 2019      |
| 46 | Section IV – WP 2019** | EASO/2017/582 Lot 2 - Fixed telephony services for EASO Offices in Greece & Cyprus | € 2,100         | Service          | Order form/<br>Specific Contract | 2019      |
| 47 | Section IV – WP 2019** | EASO/2017/582 Lot 4 - Fixed telephony services for EASO Offices in Italy           | € 14,100        | Service          | Order form/<br>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 |
|---|--------------------------------------|----------------------------------------------------------------------------------------|-----------------|------------------|----------------------------------|-----------|
| 1 | 6.2. Certification and Accreditation | Feasibility Study for a Master's Programme, DG Home contract HOME.2015.EVAL.02         | € 150,000       | Service          | Order form/<br>Specific Contract | Q4/2019   |
| 2 | 6.3. e-Learning and Didactic Support | Production of e-learning course- Platform tutorial, DG Home contract HOME.2015.EVAL.02 | € 20,000        | Service          | Order form/<br>Specific Contract | Q4/2019   |

## Annex X: Organisational chart

