



EUROPEAN COMMISSION
DIRECTORATE-GENERAL HOME AFFAIRS

Directorate B : Immigration and Asylum
Unit B1 : Immigration and Integration

MIGRAPOL
European Migration Network
Doc 163

EUROPEAN MIGRATION NETWORK
VADE-MECUM FOR
EMN AD-HOC QUERIES
APPROVED Updated Version: 15th October 2010

Subject: Vade-mecum for EMN Ad-Hoc Queries.

Action: Following approval of the EMN Steering Board at its meeting of 15th October 2010, EMN NCPs are now requested to use this updated vade-mecum in formulating their Ad-Hoc Queries and producing their compilations.

I. INTRODUCTION

The large increase in the number of Ad-Hoc Queries, the range of topics addressed and the significant number of EMN NCPs responding has resulted in discussions on the use of this very useful EMN activity. In 2009, a total of 89 Ad-Hoc Queries were launched, often with 17+ Member States responding, which demonstrates *inter alia* the clear need for information on a wide range of asylum- and migration-related issues. On average, up to 10 EMN Ad-Hoc Queries are expected to be launched each month.

It must be emphasised that the aim is not to develop hard and fast rules for EMN Ad-Hoc Queries, rather to develop guidelines (or an etiquette), whilst still maintaining the ease and flexibility of this important activity.

The purpose of this document, therefore, is to provide guidance to launching an EMN Ad-Hoc query and the various steps involved. It follows the format of the document produced for the workshop on Ad-Hoc Queries held at the EMN Conference 2008, and incorporates the outcomes of this workshop, as well as more recent experience in using a vade-mecum.

These guidelines are effective from 15th October 2010.

II. LAUNCHING AN EMN AD-HOC QUERY

Each EMN NCP and the Commission may launch an Ad-Hoc Query and any request for information from other EMN NCPs related to the activities and functioning of the EMN should be considered to be an Ad-Hoc Query. In keeping with the flexibility of this EMN activity, you may address your query to a subset of Member States if this is more relevant to the information required. Note, however, that the compilation must then be provided to all EMN NCPs.

Although no quotas per Member State are set, it is requested that when preparing an Ad-hoc Query, consideration be given to:

- The topic of the Ad-Hoc Query – is this within the remit of the EMN and in particular is the information being requested of relevance to supporting policymakers.
- Using, to the extent possible, terms from the EMN Glossary when formulating your query in order to facilitate a common understanding and better comparability of information.
- How much information are you requesting? In formulating your query, consider the amount of effort and time you would wish to spend in responding. As an indicative guideline, you may formulate your query on the basis that it would take you two to three days of effort to find the information requested (excluding any time needed for translation – see next point).
- Additionally, consideration should be given to the likelihood that the query and the response would have to be translated from/to EN. The time required for translation being in addition to the time required to find the information.
- Has the same or similar information been requested elsewhere? For example, in a previous EMN Ad-Hoc Query (look at the list of queries launched) and/or requested to other bodies (e.g. Eurasil, National Contact Points on Integration, Permanent Representations). If so, explain this in the Background Information and, if at all possible, provide the compilation of responses received to this previous request. *An effort should be made to avoid duplication of requests for the same information.*

A national network member may also request, directly to their respective EMN NCP, to launch an Ad-Hoc Query. The topic and content of the query should first be discussed with the EMN NCP to determine in particular whether the information requested falls within the remit of the EMN. If an EMN NCP launches an Ad-Hoc Query on behalf of a national network member or other national

body, it should ensure that the national network member or other national body does not use any other European network to circulate the same Ad-Hoc Query.

II.1 Launching an EMN Ad-Hoc Query via email

For the time being, up to 15th November 2010 your query should be prepared using the EMN Ad-Hoc Query template given in Annex and also available as a separate template file. This requires you to provide some background information on the need for the information and, if possible, also your response(s) to the query. This helps also other EMN NCPs to determine the extent of the information to provide.

When preparing this template, remember to:

- Insert the title/topic of the query, also a shortened version in the Header (removing the Yellow highlight) on the subsequent page.
- Insert who the requesting EMN NCP is and the date of the request.
- Complete the Background Information and, if possible, the response for your Member State.

Once prepared, send an e-mail to (all) EMN NCPs, the Commission and the EMN Service Provider (GHK-COWI) using the Subject having "EMN Ad-Hoc Query: [Topic]". In the e-mail text, have:

- Again the background information.
- The deadline date by which you wish to receive a response (See Section VI).
- The prepared EMN Ad-Hoc Query template as an attachment but with the EU Flag and EMN Logo removed (to reduce the size of the e-mail message).

If your Ad-Hoc Query is addressed to a subset of Member States, state this both in the subject line and e-mail text. You may wish to inform all EMN NCPs, although they will, in any case, be regularly provided with the list of Ad-Hoc Queries launched (see Section VIII) and ultimately receive the compilation.

II.2 Launching an EMN Ad-Hoc Query via the EMN Information Exchange System (IES)

From 15th November 2010 it is possible for an Ad-Hoc Query to be entered directly into the Information Exchange System, which would then launch the query by sending automatically an e-mail with the content of the query and inviting EMN NCPs to enter their response directly into a template within the Information Exchange System. In this way, the overuse of e-mail would be avoided and a compilation produced automatically. The launching of an Ad-Hoc Query should therefore only be done via the Information Exchange System from [*Date*] onwards.

III. RESPONDING TO AN EMN AD-HOC QUERY

The previously mentioned EMN Ad-Hoc Query template, in either the e-mail or Information Exchange System approach, has a pre-allocated space for each EMN NCP to provide a response.

If an EMN NCP does provide a response, then it is important to ascertain whether you agree or not to "Wider Dissemination". By default, this is set to "Yes". However, if you do not wish your response to be circulated more widely, then a clear "No" should be inserted instead.

If an EMN NCP can not provide a response for whatever reason, then this EMN NCP should try to inform the requesting EMN NCP that it is not possible to answer in time, or that there will be no answer at all, or that the case is not applicable to their Member State.

All EMN NCPs shall respond in one of the above ways. In this way, any ambiguity arising as a result of no response at all coming from an EMN NCP is reduced. Whilst the number of queries launched has increased, it is important that as many EMN NCPs as possible respond in order for each compilation to give a representative EU overview.

When sending you response via e-mail, send this *only* to the requesting EMN NCP and, in copy, the Commission and EMN Service Provider (GHK-COWI).

IV. PRODUCING AN EMN AD-HOC QUERY COMPILATION FOR E-MAIL LAUNCHED QUERIES¹

When preparing the compilation, the requesting EMN NCP (or Commission) shall:

- Insert the date on which the compilation was produced.
- Modify the list of the responding Member States, deleting those who have not been able to provide any response and inserting the total number of responses received. Remember to include your Member State in this list/number.
- Ensure that you have included all contributions received from other EMN NCPs.
- Remove unnecessary footnotes and/or the text highlighted in Yellow.
- Remove the row(s) of those Member States who have not provided a response.
- Format the responses received to be the same (10pt Times New roman, single spacing, justified).
- Produce a compilation with all responses received. This is the Compilation for EMN NCPs and Commission only.
- Produce *another* compilation, this time removing the responses for those EMN NCP(s) who have requested that their response is not widely disseminated, instead adding the following statement in their Member State entry: "This EMN NCP has provided a response to the requesting EMN NCP. However, they have requested that their response is not disseminated further." This is the Compilation for Wider Dissemination.
- If you can, make PDF versions, with a contents Menu to facilitate easy access to the information by a reader, and send the two documents (i.e. Compilation for EMN NCPs and Commission only and Compilation for Wider Dissemination) to all EMN NCPs and the Commission.

V. DISSEMINATION OF AN EMN AD-HOC QUERY COMPILATION

As well as sending the compilation to other EMN NCPs, the Commission and EMN Service Provider (GHK-COWI), further dissemination of the Compilation for Wider Dissemination to, for example, national network members, is also possible by all recipients, as well as the requesting EMN NCP.

The following Disclaimer is also part of the EMN Ad-Hoc Query template:

Disclaimer:

The following responses have been provided primarily for the purpose of information exchange among EMN NCPs in the framework of the EMN. The contributing EMN NCPs have provided, to the best of their knowledge, information that is up-to-date, objective and reliable. Note, however, that the information provided does not necessarily represent the official policy of an EMN NCPs' Member State.

¹ Once Ad-Hoc Queries will be launched via the Information Exchange System then the requesting EMN NCP can produce the compilation and send it to the other EMN Members automatically.

In this way, it is emphasised that the information provided is, to the extent possible, up-to-date, objective and reliable, but does not necessarily represent the official policy of an EMN NCPs' Member State.

Ultimately, the compilation shall also be added to the EMN Information Exchange System, including the publicly accessible part at <http://emn.sarenet.es/Downloads/prepareShowFiles.do?directoryID=118>.

VI. TIMESCALE FOR AN EMN AD-HOC QUERY

The general guideline for the time to provide a response and to then produce the compilations is:

- Four weeks from the date of receipt of the query, each EMN NCP shall provide their response, unless, see Section III, it is not possible to obtain the information in this time. In which case, inform the requesting EMN NCP (or Commission) accordingly.
- Eight weeks from the date of receipt of the query, the requesting EMN NCP (or Commission) shall provide the two versions of the compilations.

EMN NCPs are requested to give shorter deadlines *only* in exceptional cases.

At the end of each calendar year, a review of compilations received shall be made. At this stage also, those EMN NCPs who have provided their information, but after the eight week period, may also have their responses incorporated into the compilations.

VII. SUMMARIES OF EMN AD-HOC QUERIES

Factual summaries of Ad-Hoc Queries may be produced by the **EMN Service Provider (GHK-COWI)** according to the following guidelines:

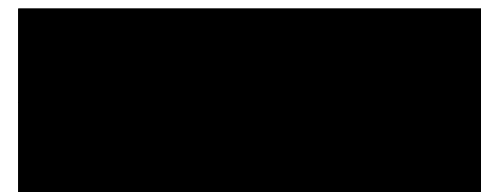
- For all Ad-Hoc Queries launched by the **Commission**;
- When an **EMN NCP(s)** specifically request this; and
- When considered of particular interest, either for a Newsletter article, or for other purposes (e.g. for a specific unit within the Commission, notably in DG HOME, the CIA, etc.)

The summaries shall be added as a Section 2 (in which case the compilation of Responses becomes Section 3) to the Compilation for EMN NCPs and Commission only, i.e. not to the Compilation for Wider Dissemination version. However, should the summary be used for a Newsletter article, and thus become publicly available, then EMN NCPs will be provided with the opportunity to check the factual summary and requested to provide any comments/corrections on the summary within a one week period.

VIII. MANAGEMENT OF THE LIST OF QUERIES LAUNCHED

The Commission, along with the EMN Service Provider (GHK-COWI), shall manage the list of Ad-Hoc Queries launched in order to be able to provide a record of them. This list shall be provided to the EMN NCPs on a regular basis and shall also indicate when a query has been sent to a subset of EMN NCPs.

Annex: EMN Ad-Hoc Query template



Ad-Hoc Query on [Title/Topic of Ad-Hoc Query]

Requested by ?? EMN NCP on [Date, e.g. 15th July 2010]

Compilation produced on [Date, e.g. 15th September 2010]

Responses from Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovak Republic, Slovenia, Spain, Sweden, United Kingdom plus Norway (28 in Total)

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1. Background Information





















[Provide short background to request, e.g. the reasons for the query, who is it for, details of any previous similar queries. Use, to the extent possible, terms from the EMN Glossary when formulating your query. List here also the question(s) you are requesting responses for.]

2. Responses¹

		Wider Dissemination? ²	[Ad-Hoc Query 1 if separate Table for each query – Requesting EMN NCP to decide most appropriate Format]
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¹ If possible at time of making the request, the Requesting EMN NCP should add their response(s) to the query. Otherwise, this should be done at the time of making the compilation.











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	Austria	Yes	
	Belgium	Yes	
	Bulgaria	Yes	
	Cyprus	Yes	
	Czech Republic	Yes	
	Denmark	Yes	
	Estonia	Yes	
	Finland	Yes	
	France	Yes	
	Germany	Yes	
	Greece	Yes	
	Hungary	Yes	
	Ireland	Yes	
	Italy	Yes	
	Latvia	Yes	
	Lithuania	Yes	
	Luxembourg	Yes	
	Malta	Yes	
	Netherlands	Yes	
	Poland	Yes	

² A default "Yes" is given for your response to be circulated further (e.g. to other EMN NCPs and their national network members). A "No" should be added here if you do not wish your response to be disseminated beyond other EMN NCPs. In case of "No" and wider dissemination beyond other EMN NCPs, then for the Compilation for Wider Dissemination the response should be removed and the following statement should be added in the relevant response box: "This EMN NCP has provided a response to the requesting EMN NCP. However, they have requested that it is not disseminated further."



















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	Portugal	Yes	
	Romania	Yes	
	Slovak Republic	Yes	
	Slovenia	Yes	
	Spain	Yes	
	Sweden	Yes	
	United Kingdom	Yes	
	Norway	Yes	

		Wider Dissemination? ³	[Ad-Hoc Query 2 or all Queries together in one Table – Requesting EMN NCP to decide most appropriate Format]
	Austria	Yes	
	Belgium	Yes	
	Bulgaria	Yes	
	Cyprus	Yes	
	Czech Republic	Yes	
	Denmark	Yes	
	Estonia	Yes	
	Finland	Yes	
	France	Yes	
	Germany	Yes	

³ A default "Yes" is given for your response to be circulated further (e.g. to other EMN NCPs and their national network members). A "No" should be added here if you do not wish your response to be disseminated beyond other EMN NCPs. In case of "No" and wider dissemination beyond other EMN NCPs, then for the Compilation for Wider Dissemination the response should be removed and the following statement should be added in the relevant response box: "This EMN NCP has provided a response to the requesting EMN NCP. However, they have requested that it is not disseminated further."

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	Greece	Yes	
	Hungary	Yes	
	Ireland	Yes	
	Italy	Yes	
	Latvia	Yes	
	Lithuania	Yes	
	Luxembourg	Yes	
	Malta	Yes	
	Netherlands	Yes	
	Poland	Yes	
	Portugal	Yes	
	Romania	Yes	
	Slovak Republic	Yes	
	Slovenia	Yes	
	Spain	Yes	
	Sweden	Yes	
	United Kingdom	Yes	
	Norway	Yes	
