

		2014							2015												2016				
Project months →		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Activities		Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
A36	Finalising drafting of the MoU + presentation for endorsement																								
A37	Needs assessment for referral system																								
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A47	Finalising drafting of policy documents on integration and presentation to SfFA / other																								
A48	Setting up regional working group and meeting schedule																								
A49	Coordinating regional working group meetings																								
A50	Regional meeting 1																								
A51	Regional meeting 2																								

Table 2 - Details about activities complete overview

#	Activity	Details	Benchmark	Place	Dates
A1	Seminar visa issuance	Seminar / workshop on visa issuance: focus on preventing illegal migration; verification of invitation letters (how to check, what kind of checks, with whom to check, cooperation with embassies and intelligence services, role of ILO's, how to recognize same applicants, examples of best practices)	Meeting minutes	Sarajevo	Nov 2014
A2	Training interviewing techniques	Training in interviewing techniques, including non-verbal communication and intercultural communication. Focus on procedures for Legal Stay (visa applications, family reunification) and illegal migrants (after arrest)	Meeting minutes / training materials	Sarajevo	Jan 2015
A3	Seminar misuse of admission procedures	Seminar / workshop on the misuse of admission procedures: focus on trends and risk analyses (how does NL tackle this, who contacts who, which checks are to be done, how to handle criminal practices by migrants (e.g. tax-evasion), how to cooperate with Tax Service, possibilities to revoke permit). Target group could be the staff of the BiH Joint Risk Analyses Center	Meeting minutes	Sarajevo	Feb 2015
A4	Seminar on supervision of migrants	Seminar / workshop on supervision on migrants: focus on enforcement regarding illegal practices of migrants	Meeting minutes	Sarajevo	Jul 2015
A5	Seminar on data protection	Seminar on data protection: focus on the international dimension (this one-day event is added to the one-day training on domestic data protection that is already planned within the SfFA)	Meeting minutes	Sarajevo	Nov 2014 and Mar 2016
A6	Needs assessment BP	Needs assessment (conform the Schengen-evaluation systematic), including visits at least 5 sites (Sarajevo Airport, Tuzla Airport and 3 Land Border Crossing Points)	Assessment report, incl. recommendations and proposals for tailored trainings	BiH	Nov 2014
A7	Tailored training 1	Tailored training 1 (to be defined after assessment report)	Training delivered and training report drafted	BiH	Mar 2015

#	Activity	Details	Benchmark	Place	Dates
			(conform Train-the-Trainer-concept)		
A8	Tailored training 2	Tailored training 2 (to be defined after assessment report; incl. human trafficking)	Training delivered and training report drafted	BiH	Jun 2015
A9	Tailored training 3	Tailored training 2 (to be defined after assessment report; incl. false documents)	Training delivered and training report drafted	BiH	Sep 2015
A10	Needs assessment on ability to respond to incidents and shifts in migration influx (contingency planning)	Consultations on ability to respond to incidents and shifts in migration influx; crises handling procedures, means and capacities	Meeting minutes	Sarajevo	Oct 2015
A11	Development of contingency planning	Joint drafting of contingency planning based on consultations	Contingency planning drafted	Sarajevo	Nov-Dec 2015
A12	Working meeting unaccompanied minors	Working meeting on Unaccompanied Minors; discuss legislation, implementation policy and best practices concerning UAM's; custody matters, age-determination, health issues, reception specifics (treatment and accommodation), education for staff at reception locations, identification of UAM's in procedure, interviewing techniques for UAM's	Meeting minutes	Sarajevo	Febr 2015
A13	Working meeting temporary protection and residence permits	Working meeting on Temporary Protection and Residence Permits; discuss legislation, implementation policy and best practices; asylum applications (credibility, non-refoulement, exclusion grounds), registration procedures, identification and travel documentation	Meeting minutes	Sarajevo	Febr 2015
A14	Working meeting on rights and obligations of asylum seekers and people with granted status	2-day working meeting on rights and obligations of asylum seekers; reunification issues (for people with granted status), labour market, health protection	Meeting minutes	Sarajevo	Mar 2015
A15	Training session on Qualification and Asylum Procedures Directive	Delivery of training on EU Qualification and Asylum Procedures Directive	List of training participants, training session report, evaluation forms	Sarajevo	Jun 2015
A16	Working meeting reception centres	Working meeting on Management of Reception Centres; discuss legislation, implementation policy and best practices with focus on daily activities of asylum seekers (programs, work, sport), surveillance and control	Meeting minutes	Sarajevo	Dec 2014
A17	Training session on EU Reception Condition Directive	Delivery of training on EU Reception Condition Directive	List of training participants, training session report, evaluation forms	Sarajevo	Jul 2015
A18	Training session on EU Return Directive	Delivery of training on EU Return Directive	List of training participants, training session report, evaluation forms	Sarajevo	Apr 2015
A19	Seminar on cooperation with 3rd countries	Seminar on cooperation with 3rd countries: discussions on return procedures, Laissez-passer requests, role of embassies and their cooperation	Meeting minutes	Sarajevo	Sep 2015
A20	Training needs assessment on identification, counselling and referring of THB victims	Consultations to get insight in the current procedures and assessment of the needs for improvement	Assessment report	Sarajevo	Sep-Oct 2015
A21	Training on identifying, counselling and referring THB victims	Delivery of tailor made training on integration	List of training participants, training session report, evaluation forms	Sarajevo	Nov-Dec 2015
A22	Development of procedural hand book on THB management	Joint development of procedural hand book on THB management; incl. standard operation procedures	Handbook developed	Sarajevo	Jan-Mar 2016

#	Activity	Details	Benchmark	Place	Dates
A23	Assessment of current relevant legislation	Assessment of current 'Law on Movement and Stay of Aliens and Asylum' (part that sees on Legal Stay, return and Schengen) with regard to harmonisation with EU Acquis (Directives and Regulations)	Assessment report - conclusions and recommendations for adjustments to get the Law in line with EU-Directives and Regulations	NL	Aug-Sep 2014
A24	Working meeting report/recommendations	1-day working meeting on report/recommendations	Report discussed and follow-up actions agreed	Sarajevo	Oct-Nov 2014
A25	Assessment of current relevant legislation	Assessment of current 'Law on Movement and Stay of Aliens and Asylum' (part that sees on Asylum; not Legal Stay) with regard to harmonisation with EU Directives	Assessment report with recommendations	NL	Oct-Dec 2014
A26	Working meeting on new law + by-laws and regulations	2-day Consultations on new draft Law + breaking down new law on migration into by-laws and regulations	Meeting report	Sarajevo	Dec 2014 (upon 1st draft of new law)
A27	Working meeting on by-laws and regulations	2-day working meeting on breaking down new law on migration into by-laws and regulations	By-laws drafted	Sarajevo	Aug-Dec 2015 (after adoption of new law)
A28	Legal aid Training Needs Assessment	Consultations to get insight in the current procedures and assessment of the needs for improvement on the following themes: Refugee Status Determination (RSD), detention of minors, refugees from Syria (one topic will be selected)	Assessment report	Sarajevo	Oct 2014
A29	Develop training legal aid	Development of tailor made training on one of the themes selected following the TNA	Training programme developed	NL	Nov 2014
A30	Deliver training legal aid	Delivery of tailor made training on the selected topic	Training delivered and training report drafted	Sarajevo	Dec 2014
A31	Needs assessment	Consultations with Vasa Prava staff and analyses of current methods and skills as input for a practical Handbook for Practitioners	Report on findings and recommendations for developing & updating Handbook	Sarajevo	Oct 2014
A32	Coaching the writing process by BiH colleagues	Reading and suggesting adjustments on draft Handbook	Writing process supported	NL	Nov 2014-Jan 2015
A33	Finalising writing Handbook + presentation for endorsement	Adjusting and finalising development of draft Handbook for practitioners + presentation for endorsement	Handbook finalised and presented for endorsement	Sarajevo	Feb-Mar 2015
A34	Coaching the drafting process of a MoU by BiH colleagues	Reading and suggesting adjustments, updates and improvements for the MoU	Writing process supported	NL	Feb-Apr 2015
A35	Working meeting asylum chain SH cooperation	Working meeting on Cooperation between Sector of Asylum and NGO's/civil society, broad chain approach and ties between Sector of Asylum and Border Police, Labour Office	Meeting minutes	Sarajevo	Apr 2015
A36	Finalising drafting of the MoU + presentation for endorsement	Adjusting and finalising the drafting of the MoU + presentation for endorsement by SfFA and NGOs	Referral system finalised and presented for endorsement	Sarajevo	May-Jun 2015
A37	Needs assessment for referral system	Consultations and analyses of current methods and the referral system	Report with recommendations for developing a referral system for individual cases	Sarajevo	Jan 2015
A38	Coaching the drafting process by BiH colleagues	Reading and suggesting adjustments for the referral system	Writing process supported	NL	Feb-Mar 2015
A39	Finalising drafting of the referral system + presentation for endorsement	Adjusting and finalising the drafting of the referral system + presentation for endorsement by SfFA and NGOs	Referral system finalised and presented for endorsement	Sarajevo	Apr-May 2015
A40	Evaluation of the referral system	Conducting an assessment on the effectiveness of the referral system	Evaluation report of the referral system	Sarajevo	Apr 2016

#	Activity	Details	Benchmark	Place	Dates
A41	Preparation of study visit BiH to the Netherlands	Planning and preparing study visit	Study visit schedule	NL	Jan-Feb 2015
A42	Study visit	Study visit to the Netherlands for BiH asylum and migration experts to get acquainted with Dutch asylum and migration practices	Study visit report	NL	Mar 2015
A43	Training on integration: Needs Assessment	Consultations to get insight in the current procedures and assessment of the needs for improvement	Assessment report	Sarajevo	Jan 2015
A44	Develop training	Development of tailor made training following the TNA	Training programme on integration developed	NL	Feb-Mar 2015
A45	Deliver training	Delivery of tailor made training on integration	Training delivered and training report drafted	Sarajevo	Apr 2015
A46	Coaching the drafting process by BiH colleagues	Reading and supporting drafting of policy documents on integration	Writing process supported	NL	Oct-Dec 2015
A47	Finalising drafting of policy documents on integration and presentation to SFFA / other	Finalising the drafting of the policy documents on integration + presentation to SFFA	Drafted policy documents on integration	Sarajevo	Jan-Mar 2016
A48	Setting up regional working group and meeting schedule	Establishing regional working group on migration issues (incl. Serbia, Montenegro, Macedonia)	List of WG members and meeting schedule	Sarajevo	Nov-Dec 2014
A49	Coordinating regional working group meetings	Planning and agenda-setting of regional meetings on migration issues	Planning and meeting agendas	Sarajevo	Apr 2015, Feb 2016
A50	Regional meeting 1	Regional meeting on human trafficking with BP-colleagues from Serbia, Montenegro and Macedonia/Albania (combined with SFFA). Core theme (human trafficking) to be complemented by sub-themes (e.g. drugs, weapons, asylum)	Meeting minutes	Sarajevo	May 2015
A51	Regional meeting 2	Regional meeting on core theme (to be decided) with BP-colleagues from Serbia, Montenegro and Macedonia/Albania (combined with SFFA)	Meeting minutes	Sarajevo	Mar 2016