

| | | 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 | | | | | | | | | | | | | | | | | | | | | | | | |
| A38 | Coaching the drafting process by BiH colleagues | | | | | | | | | | | | | | | | | | | | | | | | |
| A39 | Finalising drafting of the referral system + presentation for endorsement | | | | | | | | | | | | | | | | | | | | | | | | |
| A40 | Evaluation of the referral system | | | | | | | | | | | | | | | | | | | | | | | | |
| A41 | Preparation of study visit BiH to the Netherlands | | | | | | | | | | | | | | | | | | | | | | | | |
| A42 | Study visit | | | | | | | | | | | | | | | | | | | | | | | | |
| A43 | Training on integration: Needs Assessment | | | | | | | | | | | | | | | | | | | | | | | | |
| A44 | Develop training | | | | | | | | | | | | | | | | | | | | | | | | |
| A45 | Deliver training | | | | | | | | | | | | | | | | | | | | | | | | |
| A46 | Coaching the drafting process by BiH colleagues | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | Duration | 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 | 2 WD | 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 | 2 WD | Feb 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 | 2 WD | 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 | 2 WD | 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 | 1 WD | 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 | 5 WD | Nov 2014 |

| # | Activity | Details | Benchmark | Place | Duration | Dates |
|-----|---|--|--|----------|----------|--------------|
| A7 | Tailored training 1 | Tailored training 1 (to be defined after assessment report) | Training delivered and training report drafted (conform Train-the-Trainer-concept) | BiH | 2 WD | Mar 2015 |
| A8 | Tailored training 2 | Tailored training 2 (to be defined after assessment report; incl. human trafficking) | Training delivered and training report drafted | BiH | 2 WD | 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 | 2 WD | 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 | 2 WD | Oct 2015 |
| A11 | Development of contingency planning | Joint drafting of contingency planning based on consultations | Contingency planning drafted | Sarajevo | 3 WD | 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 | 2 WD | 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 | 4 WD | 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 | 2 WD | 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 | 2 WD | 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 | 2 WD | Apr 2015 |
| 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 | 1 WD | Apr 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 | 1 WD | 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 | 1 WD | Sep 2015 |
| A20 | Training needs assessment on identification, counselling and | Consultations to get insight in the current procedures and assessment of the needs for improvement | Assessment report | Sarajevo | 2 WD | Sep-Oct 2015 |

| # | Activity | Details | Benchmark | Place | Duration | Dates |
|-----|--|---|---|----------|----------|--|
| | referring of THB victims | | | | | |
| 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 | 1WD | 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 | 6 WD | Jan-Mar 2016 |
| 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 | 10 WD | Aug-Sep 2014 |
| A24 | Working meeting report/recommendations | 1-day working meeting on report/recommendations | Report discussed and follow-up actions agreed | Sarajevo | 2 WD | 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 | 5 WD | 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 | 2 WD | Mar 2015 (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 | 2 WD | 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 | 2 WD | Jan-Feb 2015 |
| A29 | Develop training legal aid | Development of tailor made training on one of the themes selected following the TNA | Training programme developed | NL | 2 WD | Feb 2015 |
| A30 | Deliver training legal aid | Delivery of tailor made training on the selected topic | Training delivered and training report drafted | Sarajevo | 2 WD | Mar 2015 |
| 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 | 2 WD | May 2015 |
| A32 | Coaching the writing process by BiH colleagues | Reading and suggesting adjustments on draft Handbook | Writing process supported | NL | 5 WD | May-Jun 2015, Sep 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 | 5 WD | Oct-Nov 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 | 2 WD | Oct-Dec 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 | 2 WD | Dec 2015 |
| A36 | Finalising drafting of the MoU + | Adjusting and finalising the drafting of the MoU + presentation for endorsement by SfFA and NGOs | Referral system finalised and | Sarajevo | 2 WD | Jan-Feb 2016 |

| # | Activity | Details | Benchmark | Place | Duration | Dates |
|-----|---|--|---|----------|----------|--------------------|
| | | presentation for endorsement | presented for endorsement | | | |
| 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 | 2 WD | Jan-Feb 2015 |
| A38 | Coaching the drafting process by BiH colleagues | Reading and suggesting adjustments for the referral system | Writing process supported | NL | 2 WD | 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 | 5 WD | 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 | 2 WD | Apr 2016 |
| A41 | Preparation of study visit BiH to the Netherlands | Planning and preparing study visit | Study visit schedule | NL | 5 WD | 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 | 5 WD | 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 | 2 WD | Sep 2015 |
| A44 | Develop training | Development of tailor made training following the TNA | Training programme on integration developed | NL | 2 WD | Sep-Oct 2015 |
| A45 | Deliver training | Delivery of tailor made training on integration | Training delivered and training report drafted | Sarajevo | 2 WD | Nov 2015 |
| A46 | Coaching the drafting process by BiH colleagues | Reading and supporting drafting of policy documents on integration | Writing process supported | NL | 4 WD | Nov 2015-Jan 2016 |
| 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 | 4 WD | 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 | 2 WD | Nov-Dec 2014 |
| A49 | Coordinating regional working group meetings | Planning and agenda-setting of regional meetings on migration issues | Planning and meeting agendas | Sarajevo | 2 WD | 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 | 2 WD | 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 | 2 WD | Mar 2016 |