



# Draft Annual Work Plan 2025

## EUAA Consultative Forum

### 1. Introduction and Background

The Consultative Forum is the Agency's civil society platform. [Management Board Decision No 111](#) establishes the CF under the EUAA and sets out the CF's composition and conditions for transmitting information thereto. The Consultative Forum currently includes [124 CF members](#), whilst the call for expression of interest to join the CF remains open indefinitely.

In accordance with the EUAA Regulation, the Consultative Forum has established its own [working methods](#). In line with the working methods, the main activities of the Consultative Forum include meetings, electronic consultations on key Agency documents including the development of the European asylum curriculum as well as the provision of advice to the Executive Director and the Management Board.

When it comes to the planning of the CF's work, Article 11 of the working methods foresees that:

*"The Chair, with the support of the Consultative Forum Secretariat, shall draft **an annual work plan** setting out the planned activities for the Consultative Forum in a given calendar year. The work plan shall be drafted on a cooperative basis, considering the input and feedback from the Consultative Forum members as well as relevant Agency staff. It shall also take due account of the budget that has been made available to the Consultative Forum for a given year. The annual work plan may be presented to the Management Board and can be made public thereafter. The annual work plan remains a living document and may be adjusted according to emerging/changing priorities and needs".*

This document sets out the annual work plan for the Consultative Forum in 2025. It reflects priorities and activities that have jointly been identified by the CF members and the Agency and it will remain flexible for adjustments<sup>1</sup>. In addition to the outlined priorities and activities, the Consultative Forum can also provide advice at its own initiative.

The rest of this paper includes the following:

**Section 2** provides an overview of the priority areas of work for the CF in 2025

**Section 3** provides a description of the CF activities that are foreseen per priority area of work;

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<sup>1</sup> The annual work plan has been developed taking into account the feedback of and discussions between CF members at the third EUAA Plenary Meeting which took place on 15 October 2024.



**Section 4** presents a calendar overview of all CF activities planned for 2025 along a quarterly chronological timeline;

**Section 5** specifies the format of the planned meetings in 2025.

## 2. Priority Areas of Work for the Consultative Forum in 2025

The Consultative Forum would like to prioritise a number of different areas of work in 2025 which follow from obligations in the EUAA Regulation, the MB Decision No 111, the CF working methods, and also take into account CF members' interests as well as the Agency's needs and priorities.

In particular, the CF members discussed the planning of activities for 2025 at the third Consultative Forum Plenary Meeting held in Malta on 15<sup>th</sup> October 2024, during which they agreed to prioritise two additional areas of work, in relation to legal aid/counselling and the EUAA monitoring mechanism.

The CF also expressed an interest to be kept informed about developments/preparations for the implementation of the Pact on Migration and Asylum, and in particular progress achieved by the Agency under the EUAA Pact Programme.

### Priority areas of work for the CF in 2025:

- Planning of the Agency's activities
- The Agency's fundamental rights framework and cooperation with the FRO
- Training
- Information and analysis activities
- Country of Origin Information
- Vulnerability
- Legal aid/counselling
- EUAA monitoring mechanism

The table below lists the different areas of work and specifies the planned activities/consultations including an approximate timeline. During the third Plenary Meeting, some CF members expressed an interest to lead the CF's work on a given topic. Where relevant, footnotes are included indicating the lead organization in charge of steering the CF's work in the concerned area.

*Table 1: Overview of planned activities for the CF in 2025*

Area of work Lead/volunteers from CF	Activity/Document	Format of consultation	Time-line
Planning of the Agency's activities	SPD 2026-2028	Written Consultation	Q1
Fundamental rights framework and cooperation with the FRO <sup>2</sup>	Regular exchanges with the Fundamental Rights Officer	Regular meetings	Throughout 2025
Training <sup>3</sup>	Relevant training modules of the European Asylum Curriculum	CF Chair participation in the annual meeting of the Training Reference Group & written consultations	TRG meeting: Q1  Written consultations: throughout 2025
Information and Analysis activities	Asylum Report: feedback to MB	Meeting & written consultation	Q2/Q3 2025
	Public Information and Documentation System	Meeting	Q2
Country of Origin Information	Meetings and activities of the CF thematic group on COI	Two meetings	Q2 and Q4 2025
Vulnerability	Meetings and activities of the CF Thematic group on Persons in a Vulnerable Situation	Two meetings	Q2 and Q4 2025
Legal Aid <sup>4</sup>	Meetings in-person/online to discuss role of CF	One meeting	Q2/Q3
Monitoring <sup>5</sup>	Meeting to discuss the EUAA monitoring mechanism	One meeting	Q2 /Q3
Other	CF Plenary Meeting	Plenary Meeting	Q4 2025

<sup>2</sup> Lead/volunteers: Cepaim.

<sup>3</sup> Lead/volunteers: Right to Childhood Foundation, new Women Connectors, IRC, Bulgarian Council on Refugees and Migrants.

<sup>4</sup> Lead/Volunteers: Right to Childhood Foundation, Association my Lawyer, Romanian National Council for Refugees, Asylex.

<sup>5</sup> Lead/volunteers: Ludwig Boltzmann Institute of Fundamental and Human Rights, Aditus, IRC.

### 3. Brief description of the planned CF activities

The sections below provide further details on the envisaged CF activities for 2025, divided per area of work.

#### 3.1 Planning of the Agency's activities

Article 50 of the EUAA Regulation stipulates that the Consultative Forum shall “make suggestions to the Management Board on the annual and multi-annual programming of the Agency”. Each year, the Agency prepares a Single Programming Document (SPD) which provides multi-annual programming and annual planning of activities and resources. The draft SPD for 2026-2028 has been shared with the Consultative Forum, for their feedback in January 2025.

#### 3.2 Fundamental Rights Framework and cooperation with the FRO

Following the entry into force of the EUAA Regulation, the Agency has worked on reinforcing its fundamental rights framework with the appointment of a Fundamental Rights Officer, the development and adoption of a Fundamental Rights Strategy, establishment of the complaints mechanism as well as the development of a revised Code of Conduct. The Consultative Forum has followed these developments and has been consulted on the development and adoption of the Fundamental Rights Strategy and Code of Conduct and will continue to be consulted on their implementation. The CF has also been consulted on the establishment of the complaints mechanism. More detailed information is provided below:

##### *Fundamental Rights Strategy*

As per the EUAA Regulation, the Consultative Forum shall be consulted on the preparation, adoption, as well as the implementation of the **Fundamental Rights Strategy**. On a proposal from the FRO, and following a previous consultation with the CF, the EUAA Management Board adopted the first EUAA Fundamental Rights Strategy (2024-2028) in September 2024. In 2025, the CF shall be kept informed about the implementation of the Strategy. In particular, the Fundamental Rights Strategy prescribes the adoption of annual fundamental rights action plans by the Agency.

##### *Complaints mechanism*

Regarding the **complaints mechanism**, according to the Regulation, the CF shall be consulted on the setting up of the mechanism. To this purpose, a consultation with the CF took place in 2024 and consequently, in May 2024, the Management Board adopted the decision that defines the setting and the scope of the complaints mechanism. In line with the EUAA Regulation, the FRO is now responsible for implementing it. As part of its initial roll-out, dedicated webpages have been created which provide information on the mechanism including its procedures as well as details on admissibility and guidelines on how to file complaints. In view of the important role CSOs play in disseminating information about the mechanism, the FRO will continue to consult the CF.



### *Code of Conduct*

According to the EUAA Regulation, the Consultative Forum is also to be consulted on the **(revision/update) of the code of conduct** which is applicable to all experts participating in asylum support teams. The Agency has updated the code of conduct which was shared with the Consultative Forum for consultation in October 2024. The CF will continue to be consulted on the implementation of the revised Code of Conduct.

### *Cooperation with the Fundamental Rights Officer*

In line with the EUAA Regulation and the CF working methods, the FRO and the Consultative Forum will continue to closely cooperate through FRO's participation in CF meetings and/or through regular exchanges and dedicated meetings.

In the context of the FRO's visits to EUAA operational activities the FRO will continue to seek the CF's input in preparation of such visits by organizing dedicated meetings during which relevant CF members can provide their field expertise and knowledge.

## 3.3 Training

As per the EUAA Regulation, the CF shall be consulted on the development of the European Asylum Curriculum (EAC). Similar to previous years, the CF Chair is invited to participate in the annual meeting of the Training Reference Group (TRG) which will take place in Q1. The main aim of the TRG meeting is for the Agency to present an update on its training activities and explain the planning for training development for the year, including how the Agency intends to involve the CF members. A **call for consultation on the training modules** planned for 2025 will be launched after the TRG meeting and this will provide the possibility to CF members to be consulted and actively contribute to the development of the training modules relevant to their expertise.

Below is an overview of the planning of training developments which will be shared with the Consultative Forum via calls for expressions of interest, including an approximate time-line<sup>6</sup>.

Training module	Time-line for the launch of expressions of interest
Introduction to the legal framework on fundamental rights & international protection in the EU	February
Introduction to vulnerability	February
Advanced Asylum Interviewing	March
Trafficking in human beings	March
Post-arrival in the context of resettlement	February
Managing SOGIESC cases	June

<sup>6</sup> The indicated time refers to when the calls for expressions will be launched.



Best interests of the child	June/July
Age Assessment	June/July
Evidence and Risk Assessment	October
Responsibility Determination under the AMMR	October
Indicators of AMMR cases	October

## 3.4 Information & Analysis

### Asylum Report

Every year, the Agency produces an **Asylum Report** which provides a comprehensive overview of developments in the field of asylum at the European and national levels. The report includes information and perspectives from various stakeholders, including from civil society organisations who are an important source and contributor to the report. A call for input from Consultative Forum members was already launched in November 2024 with a deadline to provide input by the end of January 2025.

Following the publication of the report in June 2025, the Agency stands ready to organize a meeting to present the key findings of the report. Similar to last year, a survey will then be launched to collect the feedback from CF members on the Asylum report which the CF Chair will consolidate and present to the Management Board during the Management Board meeting in November 2025.

### Information and Documentation System (Public)

One of the main information sources managed by the EUAA is the Information and Documentation System (IDS). The database provides up-to-date information on each stage of the asylum process in EU+ countries. The new mandate of the EUAA requires the IDS platform to have “publicly accessible parts”. The Agency has launched a project to put this requirement into practice referred to as “Public IDS”. A consultation process was conducted throughout 2024 with various stakeholders to discuss the scope and content of public IDS.

The Consultative Forum members participated in an information session on public IDS organized on 28th November 2024 and a survey was launched thereafter which will remain open until 31 March 2025. A possible meeting can be organized in Q2 2025 to present the results of the consultations on public IDS.

### 3.5 CF thematic consultation group on Country-of-Origin Information

The Consultative Forum will remain closely involved in the Agency's work and activities on **Country of Origin Information** through the work of the CF thematic consultation group on COI which currently includes 12 members.

In line with the working methods for the **CF group on Country of Origin Information**, the group will meet on a bi-annual basis and aims to maintain an open and transparent dialogue on matters related to COI. Group members may share their input and expertise on COI and can provide feedback on relevant COI activities and products of the Agency. The group may also provide recommendations on COI to the Executive Director and the Management Board in accordance with the CF's working methods.

At the thematic consultation group meeting held back-to-back with the Consultative Forum Plenary on 16<sup>th</sup> October 2024, the group members, led by Ms Fatima Ali from AsylOS who acts as the thematic rapporteur of the CF group on COI, discussed the planning of their activities in 2025. The group would like to focus its work on the use of Artificial Intelligence and databases in COI as well as exploring ways how to bridge the gap between COI producers and COI users.

A detailed list of the proposed activities is included in the table below.

Activity	Format of consultation	Indicative Timeline
Meeting of the CF thematic group on COI	Online or in-person meeting	Throughout 2025
Provide advice on COI to the ED and MB	React to requests of written consultations	Throughout 2025
Cooperation on the use of AI and databases in COI.	Initiate draft for joint projects Meeting to discuss proposal, timelines and resources Implementation of agreed activities	Q1 - 2025 Q2-Q4 2025
Provide a bridge between COI producers and COI users	Co-creating workshop on COI for CF members	1.5 hours during the CF Plenary 2025

### 3.6 CF thematic consultation group on Persons in a vulnerable situation

In line with the working methods for the CF group on **Persons in a Vulnerable Situation**, the group will meet at least once per year and aims at maintaining a close dialogue on issues, challenges and good practices in dealing with persons in a vulnerable situation. At the request of the Agency, group members may be invited to provide input to relevant tools/guides. The group may also, on its own initiative or at the request of the Agency, provide advice to the ED and MB on matters related to vulnerability.

In 2024, the group focused its activities on detention and the impact of the Screening Regulation on Persons in a Vulnerable Situation. The group elected two thematic rapporteurs for a two-year term of office to take these priority areas of work forward: Mr Rubén Romero Masegosa from Cepaim was elected as thematic rapporteur on the impact of the Screening Regulation and Mr Marc Tilley from Mission Lifeline was elected as thematic rapporteur on detention.

In 2025, the group will continue to focus its efforts in particular on the impact of the Screening Regulation on Persons in a Vulnerable Situation.

### 3.7 Legal assistance/legal counselling

The provision of legal assistance is an important safeguard for applicants for international protection. Legal assistance is fundamental to inform applicants of their rights and obligations during the asylum process. The current legal framework requires Member States to make legal assistance and representation available on request during appeal procedures. The Pact on Migration and Asylum provides for a new right to free legal counselling for applicants for international protection in the administrative phase of the procedure, whilst all applicants will continue to have the right to be assisted and represented by a lawyer at the appeal stage. Given the changes introduced by the Pact, and in view of the long-standing experience and knowledge of CSOs in providing legal assistance, the CF would like to initiate a discussion with the Agency on the topic of legal assistance/legal counselling, in particular also as the APR Regulation refers to EUAA's role in providing operational support for legal counselling when requested by Member States.

The CF foresees organizing a meeting to discuss the needs and challenges related to the provision of legal assistance, including lessons learned and may consider drafting recommendations. The meeting is provisionally scheduled for Q2-Q3.



### 3.8 Monitoring

As part of its new mandate the Agency will conduct monitoring of the operational and technical application of the CEAS. The methodology for the Monitoring mechanism was adopted by the Management Board in March 2024 alongside with the Multiannual Monitoring Programme 2026 – 2030 and pilot phase. The Agency will conduct two pilot exercises in Estonia and the Netherlands in 2025.

The Consultative Forum would like to keep informed about developments and would like to also better understand the role of CSOs/the EUAA CF and their involvement in the EUAA monitoring mechanism. A meeting is proposed to be organised to this purpose in Q2-Q3.

### 4. Time-line for CF activities in 2025

The table below provides a calendar overview on a quarterly basis of all CF activities planned for 2025.

Quarter	Activities
<b>Q1 (Jan - Mar)</b>	<ul style="list-style-type: none"> <li>- <b>Written Consultation:</b> SPD 2026-2028</li> <li>- <b>Online call for publications and input:</b> EUAA Asylum Report</li> <li>- <b>Meetings:</b> <ul style="list-style-type: none"> <li>- CF Chair &amp; Training Reference Group</li> </ul> </li> <li>- <b>Presentation by CF Chair to EUAA MB</b> on WP 2025 and 2024 Activity Report</li> </ul>
<b>Q2 (Apr - Jun)</b>	<ul style="list-style-type: none"> <li>- <b>Online Meetings:</b> <ul style="list-style-type: none"> <li>- Presentation of key findings of Asylum Report</li> <li>- Results of consultation on Public IDS</li> <li>- COI thematic group</li> <li>- Thematic group on Persons in a Vulnerable Situation</li> <li>- Thematic Meeting on legal assistance/legal counselling</li> </ul> </li> </ul>
<b>Q3 (Jul – Sep)</b>	<b>Meetings:</b> <ul style="list-style-type: none"> <li>- Online meeting on EUAA Monitoring Mechanism</li> </ul>
<b>Q4 (Oct-Dec)</b>	<b>Presentation CF Chair to EUAA MB</b> on CF feedback on key findings of EUAA Asylum Report <b>In-Person Meeting:</b> Consultative Forum Plenary <b>Hybrid Meeting:</b> COI Thematic Group <b>Hybrid Meeting:</b> Persons in a vulnerable situation Thematic Group
<b>Throughout 2025</b>	Regular Exchanges with FRO on the implementation of the Fundamental Rights Strategy (2024-2028)
<b>Throughout 2025</b>	Calls of expressions of interest on EUAA Training Modules



## 5. Format of CF meetings

In line with the CF working methods, the CF Plenary Meeting shall be organised as an in-person meeting. The other meetings are planned to take place online, unless the Chair, in agreement with the Agency, decides otherwise provided that there is sufficient budget available.