

 <p>This programme is funded by the European Asylum, Migration and Integration Fund</p>		<p>*(insert logo EPI)</p>
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ANNEX I

*(date)

National Annex for *(name third country)

This National Annex (NA) is applicable to the Returnees returning from: ***(name country EPI)**

The ERIN Partner Institution (EPI) acting as responsible authority for the lot of services described hereafter:

***(name EPI institution)**

Represented by ***(name)**, ***(job title)**.

Purpose of the National Annex:

The ERIN Service Provider (SP) shall provide the stipulated services and assistance in this NA only to Returnees from ***(name country EPI)**.

The EPI shall ensure that Returnees are informed of the possibility of receiving assistance after return to their Country of Origin and are notified how to contact the SP.

This NA describes the procedure through which the SP shall determine:

- whether the Returnee is eligible for counseling and referral services under ERIN;
- the maximum eligible amount of reintegration assistance provided to each Returnee.

This procedure shall take place after the Returnee has registered him-/ herself at (the office of) the ERIN SP.

1. Verification Procedure on Eligibility of the Returnee

The ***(name EPI)** has stipulated the following procedure for determining a Returnee's eligibility to receive counseling and referral together with reintegration assistance.

	<p>The Returnee provides the ERIN SP with the appropriate documents delivered by the *(name EPI), verifying eligibility upon first contact.</p>
	<p>The Returnee is unable to provide appropriate documents delivered by the *(name EPI) upon first contact to the ERIN SP. Consequently, the ERIN SP sends the personal data with a copy of the ID-card, the Laissez Passer, the passport and/or the EPI's reference number to the *(name EPI) requesting confirmation of eligibility to *(relevant e-mail address(es)).</p>

Step 1: Registration of Returnees

The ERIN SP shall register all Returnees by using the Registration Form (*appendix 1*) which will be provided and stored after completion. This document shall ensure that all persons seeking counseling and referral and/or reintegration assistance are identified in an initial step. The ERIN SP must monitor and keep a record of the registration of all Returnees. On a monthly basis the ERIN SP must present a complete Returnees Registration File detailing the total number of Returnees benefiting from the ERIN programme assistance to the ERIN Programme Management Unit (PMU), erin@dtv.minvenj.nl.

Step 2: Returnees Sign the Declaration of Consent for Data Collection and Transmission

The Returnee must give his/ her consent by completing the Declaration of Consent (*appendix 2*) in order to be registered and for the personal data to be exchanged between the **(name EPI)* and the ERIN SP as well as matching of data with the **(name EPI)* national database. No personal information may be transmitted without a Declaration of Consent.

Returnees who are unable to provide a signature (e.g. illiterate persons) shall give his/ her consent by providing the print from one of their index fingers.

Step 3: Determination of Eligibility

<p><i>Returnees with Complete Documents from Host Country for Counselling and Referral and/or Reintegration Assistance</i></p> <p>A separate identity verification request directed to the <i>*(name EPI)</i> is not necessary when the Returnee provides the ERIN SP with appropriate documentation authorising counseling and referral and/or reintegration assistance upon first contact. In these instances, eligibility can be immediately be verified and confirmed in the ERIN SP's administration. Counselling and referral services and/or reintegration planning may begin immediately after registration.</p>
<p><i>Returnees Whose Eligibility for Assistance Must be Confirmed</i></p> <p>All Returnees from <i>*(name country EPI)</i> who are unable to provide the necessary documentation authorising counseling and referral and/or reintegration assistance from <i>*(name country EPI)</i> to the ERIN SP are registered and their eligibility for the counseling and referral and/or reintegration assistance is determined by a verification request to the <i>*(name EPI)</i>.</p> <p>The ERIN SP shall send an e-mail to the <i>*(name EPI)</i>, providing the necessary personal information (Returnee/Family (Members) and attach a scanned copy of the identity or travel document. The ERIN SP must include a scan of an official document that is suitable to prove the day of return (voluntary or non-voluntary). The scan must be transmitted in TIFF or PDF format.</p> <p>The ERIN SP shall also attach the completed Declaration of Consent to the verification request.</p> <p>The <i>*(name EPI)</i> shall verify the personal information and respond to the ERIN SP on the eligibility for counseling and referral and/or reintegration assistance within <i>*</i> working days. The <i>*(name EPI)</i> applies counseling and referral and/or reintegration assistance to a range of target groups (e.g. a more modest component package for enforced Returnees).</p> <p>In the event that the <i>*(name EPI)</i> rejects the eligibility for counseling and referral and/or reintegration assistance, the ERIN SP, on behalf of the Returnee, can request the <i>*(name EPI)</i> for the reason(s) of rejection. If applicable, the relevant national procedure has to be followed, so that the ERIN SP can share the reason(s) with the</p>

Returnee.

The ERIN SP must not only keep a record of the positive verification requests, but also the negative ones and the withdrawals in its administration.
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Contact Point for Verification Requests:

**(please insert name EPI, unit/ department EPI, postal address, e-mail address(es) etc.)*

2. Counseling and Referral and/or Reintegration Services

Returnees under this NA are eligible for the below mentioned services after a positive verification by ***(name EPI)**:

The respective services can be provided within one year after the return of the returnee to an ERIN country of return and within the programme period. All costs made within this period can be covered by the programme budget.
A reintegration process can last longer than one year and at the same time takes place outside the programme period. If the latter occurs, the costs made will not be eligible under the ERIN programme (see paragraph II.1.9 – Specific expenses in relation to the target groups of the Commission Decision of 2 March 2011, 2011/177/EU).

The currency applied in the ERIN programme is 'EURO' (http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm). If applicable, the ***(name EPI)** may, in consultation with the ERIN SP, use a different currency.

Services to be delivered by ERIN SP	Non-voluntary returnees	Voluntary returnees	Unaccompanied Minors (UAM)
Airport pick-up (if applicable, after consultation with the ERIN SP prior to departure)			
Arrival assistance and immediate necessities			
Onward travel assistance in-country			
Assistance with setting-up a small business			
Provide assistance in accessing the labour market			
Schooling or further education			
Vocational training			
Job counseling / job placement			
Emergency / temporary or longer term housing			
Social support			
Legal support			
Medical support (and / or psychosocial support)			
Family tracing			
To organize adequate accommodation for UAM			
Temporary accommodation for vulnerable groups			
Development of extended business plan			
*Extensive medical treatment			
*Monitoring of the Returnee – on site			

*(*additional flat rate service fee applies)*

Max. total value for all reintegration assistance per returnee	* EURO	* EURO	* EURO
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Estimated number of returnees to be assisted under the eligible period:

- Non-voluntary returnees: *
- Voluntary returnees: *
- Unaccompanied Minors: *

Estimated maximum total value of reintegration activities: * **EURO**

Additional information for the ERIN SP:

*(please insert e.g. general national policy guidelines on UAM, if applicable)

3. Financial Modalities and Reporting Requirements

**ERIN partners eligible for AMIF-funding (OPTIONAL)*

In order to allow the ERIN SP to finance the first group of returnees, the *(name EPI) shall provide the ERIN SP with a first instalment of * **EURO** (30% of * EURO (total estimated value of all reintegration packages)).

Explicitly on written request of the ERIN SP, the *(name EPI) shall transfer the first instalment to the ERIN SP within 60 working days after the service contract has entered into force.

The ERIN SP shall, according to the reporting cycle laid down in the service contract, submit an interim and a final narrative and financial report (with all supporting documents) to the *(name EPI).

The interim narrative and financial report shall be submitted within one month following the first five months.

The final narrative and financial report shall be submitted as soon as possible following the end of the programme, but no later than two months, to the *(name EPI). Though all supporting documents in this regard shall be submitted within four weeks following the programme end to the *(name EPI) e-mail box *.

After approval of the final narrative and financial report by the *(name EPI), the settlement of the balance will be done.

In the event that the provided first instalment runs out earlier than scheduled, the ERIN SP can, after spending 80% of the first instalment, submit a written request to the *(name EPI) for the release of an additional instalment (which equals its 30% of the total estimated value of all reintegration packages). This request shall be substantiated by submitting an additional financial report accompanied by all financial supporting documents. On the basis of the submitted financial report the *(name EPI) can decide whether the additional instalment, if deemed justified, can be released ahead of time.

All advance payments which are not used by the ERIN SP shall be transferred back to the *(name EPI) within 30 working days after notification by the *(name EPI).

**ERIN partners not eligible for AMIF-funding (associated partners) (OPTIONAL)*

*(name country EPI) is partner in the ERIN programme and makes use of the ERIN infrastructure to provide counseling and referral and/or reintegration assistance to the Returnees from *(name country EPI). However, *(name country EPI) is not eligible for the European Asylum, Migration and Integration Fund (AMIF).

In view of the above-mentioned *(name country EPI) will fulfil all its financial obligations by allocating its national funding. Against this background all financial transactions (regarding payment of flat rate service fees and returnees' reintegration packages) within ERIN shall be channelled directly between *(name EPI) and the ERIN SP.

In order to allow the ERIN SP to finance the first group of returnees, the *(name EPI) shall provide the ERIN SP with a first instalment of:

- * **EURO** (30% of * EURO (total estimated value of all flat rate service fees))
- * **EURO** (30% of * EURO (total estimated value of all reintegration packages))

Explicitly on written request of the ERIN SP, **(name EPI)* shall transfer the first instalments to the ERIN SP within 60 working days after the service contract has entered into force.

The ERIN SP shall, according to the reporting cycle laid down in the service contract, submit an interim and a final narrative and financial report (with all supporting documents) to the **(name EPI)*.

The interim narrative and financial report shall be submitted within one month following the first five months.

The final narrative and financial report shall be submitted as soon as possible following the end of the programme, but no later than two months, to the **(name EPI)*. Though all supporting documents in this regard shall be submitted within four weeks following the programme end to the **(name EPI)* e-mail box ***.

After approval of the final narrative and financial report by the **(name EPI)*, the settlement of the balance will be done.

In the event that the provided first instalment runs out earlier than scheduled, the ERIN SP can, after spending 80% of the first instalment, submit a written request to the **(name EPI)* for the release of an additional instalment (which equals 30% of the total estimated value of the flat rate service fees and the reintegration packages). This request shall be substantiated by submitting an additional financial report accompanied by all financial supporting documents. On the basis of the submitted financial report the **(name EPI)* can decide whether the additional instalment, if deemed justified, can be released ahead of time.

All advance payments which are not used by the ERIN SP shall be transferred back to **(name EPI)* within 30 working days after notification by the **(name EPI)*.