



**European Academy**  
for Taxes, Economics & Law

European Annual Symposium, October 4<sup>th</sup> – 6<sup>th</sup> 2010, Berlin, Germany

# Management of the General SOLID Programme

**External Borders Fund (EBF)**

**European Refugee Fund (ERF)**

**European Fund for the Integration of Third-Country Nationals (IF)**

**European Return Fund (RF)**

General Programme

„Solidarity and Management of Migration Flows“

Brochure

In Cooperation with  
the European  
Commission



# Welcome to the European Knowledge Network!

The European Academy for Taxes, Economics & Law is proud to announce the 1<sup>st</sup> and unique

**European Annual Symposium 2010**

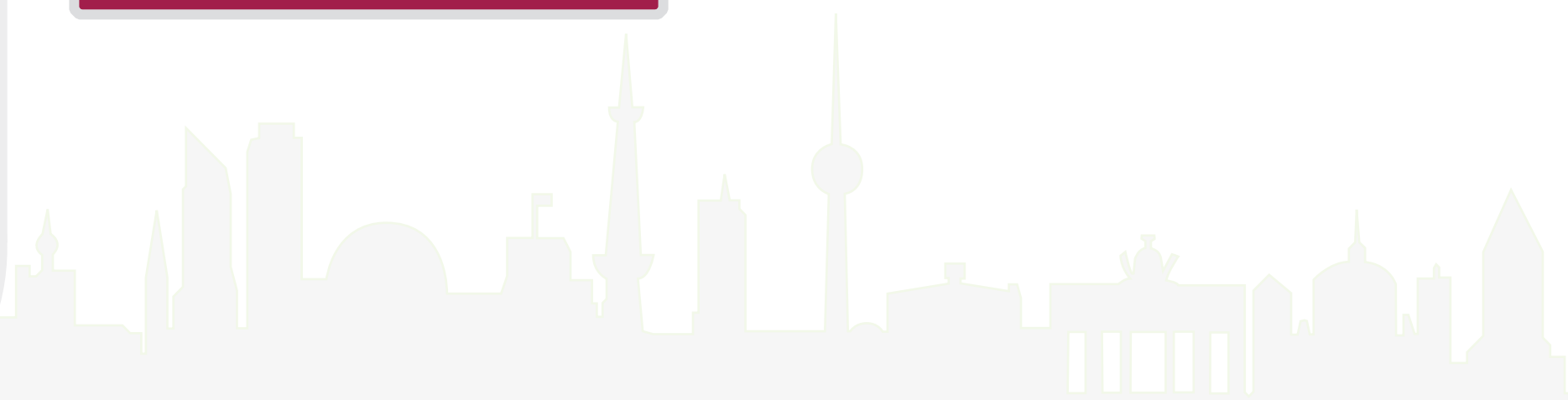
## **Management of the General SOLID Programme**

This annual forum brings together around 200 SOLID Funds experts from all over Europe and encourages an exchange of knowledge, experience and best practice between EU Institutions, Member States and Schengen States.

With its unique character this European symposium provides an insight in SOLID Funds issues from a strategic as well as from a programme and project management perspective.

### **Special Focus:**

- Submission of Annual Work Programmes
- Audit Procedures
- Structural and Strategic Organization
- Monitoring and On-the-Spot Checks
- Additional Project Management Workshop



# Background

In 2007 the EU adopted the financial framework for the support of asylum, migration, integration and border control policies – the Solidarity and Management of Migration Flows General Programme later referred as „SOLID Fund“. Although this framework has been operational for several years, technical and operational difficulties are not the only challenges Member States are facing. The application for funding and the legal requirements still remain obstacle.

This funding mechanism contains financial support for Member States of 4.02 bn Euro. The majority of its funding is allocated to Member States under shared management which already have established national programmes along with set up management and control systems. Responsible Authorities are managing the day to day business of the programme, when necessary in dialogue with the European Commission, whereas Certifying and Audit Authorities are exercising their control functions.

The management of the application process still remains a difficulty for authorities to receive EU financial resources. Responsible Authorities, Certifying Authorities and Audit Authorities need to be aware of formal requirements, eligibility criteria and the management of internal project controls. Practical assistance and an exchange of first experiences are necessary for successful implementation of financing schemes.

## Symposium

Our three-day symposium in Berlin offers participants relevant information and detailed help for the management of EU funding within the SOLID General Programme. At the same time this event is meant to provide an opportunity to share experiences and lessons learnt regarding programming and implementation. Our speakers from the European Commission and national authorities will share their experience with participants. We will discuss the four Funds in different panels and workshops so each participant draws his particular benefit from our event.

Experts will present in detail the legal framework and outline the role of the three different types of authorities. They will provide an insight into latest issues surrounding the mid-term evaluation, project monitoring as well as audit preparation and management. Furthermore, the symposium focuses on the funding conditions such as eligibility criteria, selection criteria and on exchange of best practices about national structures and working techniques. Moreover, the latest developments and important factors impacting on projects like the Return Directive and the best way to cooperate with partners from the non-governmental sphere will be discussed.

# Your Benefit

- Receive a comprehensive overview of the state of play and future challenges for the systems and procedures of the SOLID Instrument
- Become acquainted with latest impacts on SOLID Funds and follow discussions between European institutions and Member States
- Profit from specialized parallel sessions focussing on the individual funds within the SOLID Instrument
- Benefit from lessons learnt and recommendations stemming from current results of mid-term evaluations and improve your evaluation techniques
- Learn how to incorporate innovation as a tool to further the cooperation between Member States and Third-country Nations
- Get to know how to successfully submit your Annual Work Programmes
- Discuss how to apply best practice in Multi-Annual Projects
- Boost your methods and tools for the optimal performance of audits and monitoring
- Develop networks and contacts with experts and members of European institutions

## Partner



### **Der Österreichische Integrationsfonds (ÖIF)**

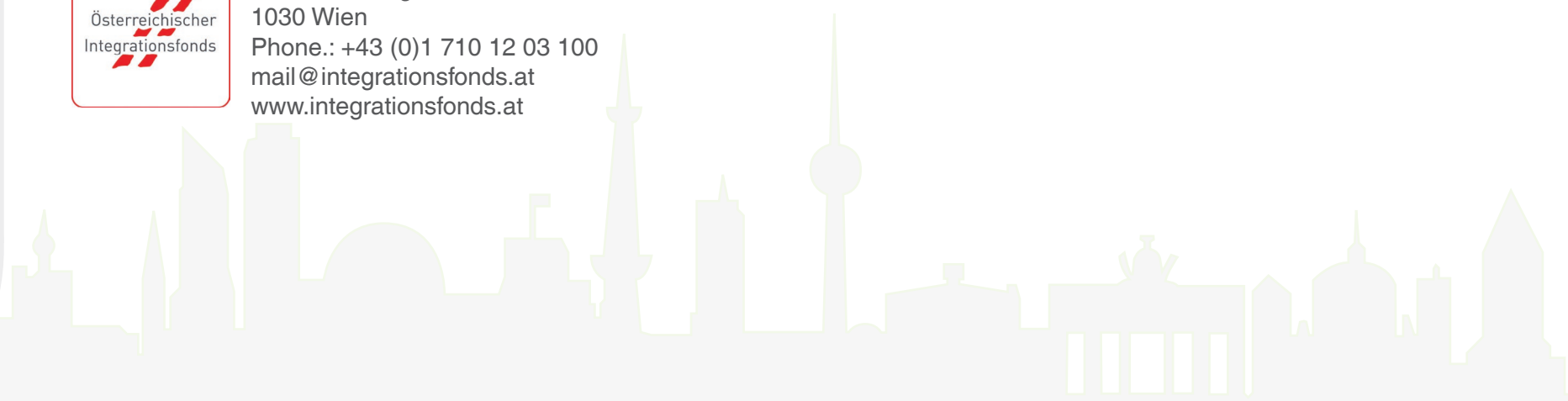
Schlachthausgasse 30

1030 Wien

Phone.: +43 (0)1 710 12 03 100

mail@integrationsfonds.at

www.integrationsfonds.at



# Target Group

Responsible, Certifying and Audit Authorities from the four Funds (EBF, ERF, IF, RF) such as:

- Ministry for the Interior
- Ministry for Migration
- Ministry of Refugees, Immigration & Integration Affairs
- Ministry of the Interior and Administration
- Ministry of Foreign Affairs
- Ministry of Labour and Social Affairs
- Ministry of Justice
- Ministry of Social Integration
- Ministry of Finance

From departments such as:

- International and European Union Co-Operation
- EU Funding Department
- Office for the Management of Solidarity Funds
- Department for Border Security
- Department for European Affairs
- Directorate for European Funding
- Border Control Unit
- Infrastructure Department
- Migration and Border Policy Department

Public authorities with responsibilities in the field of visa policy, external borders control and migration related issues such as:

- Immigration Agencies
- Migration Office
- Migration Funding Unit

Police authorities such as:

- Border Control Agencies
- Border Police/ Border Guards
- National Police forces

Other Organisations, actively involved in migration and integration projects such as:

- Associations and Non-Governmental Organisations
- Specialised consultancies
- Certified public accountants and public auditors working with the four Funds of the General Programme



# Programme Day I, 4<sup>th</sup> October 2010

8.00-9.00

Registration and Hand-out of Conference Material

9.00-9.05

Welcome Note from the European Academy for Taxes, Economics & Law

9.05-9.25

**Key Note Speech**  
**European Commission**

9.25-9.45

**Opening Note**  
Grzegorz Polak, Deputy Director, Department of the EU and International Relation, Ministry of Interior and Administration, Poland

9.45-10.15

Coffee Break

## Divided Sessions I – 10.15-12.15

### External Borders Fund

**Chair:** Mathias Schaef, Deputy Head of Department for International Relations, Head of Unit EU and Frontex Cooperation and Head of the Responsible Authority EBF, Federal Police Headquarters, Germany

10.15-11.00

#### **Legal Framework for EU Funding and Public Procurement**

- Exchange of best practices
- Principles and good practices on public procurement
- Common challenges in programming, implementation and reporting

**European Commission**

### European Refugee Fund

**European Fund for the Integration of Third-Country Nationals**  
**European Return Fund**

**Chair:** Mark van Marken, Coordinator European Migration Funds, Ministry for Justice, The Netherlands

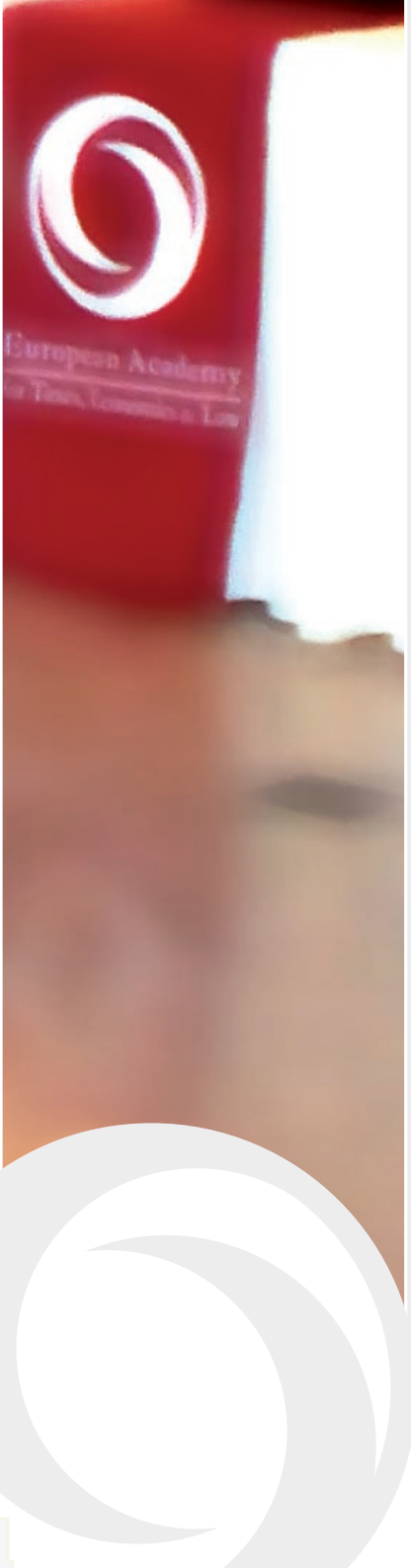
10.15-11.00

#### **Key Elements of Funding Regulations**

- Common challenges in programming, implementation and reporting
- Important aspects to be considered

**European Commission**

11.00-11.15  
Q&A Session



11.15-12.00

**The Role of Designated Authorities and the Cooperation Between Them (RA, CA, AA)**

- The Role of the authorities from a legal perspective
- Relations between EBF Authorities
- Structure of the Greek Authorities

**Konstantinos Soldatos, Head of Department, European Border Fund Management, Hellenic Police Headquarters/Finance Division, Greece**

11.15-12.00

**The Role of Designated Authorities and the Cooperation Between Them (RA, CA, AA)**

- The three different authorities within the Federal Office for Migration and Refugees
- Main tasks of the different funds
- Statistics of the EU Funds
- Best practice examples and evaluation
- Challenges & lessons learnt

**Bettina Scheer, Responsible Officer of the Return Fund, Responsible Authority EU Funds, Federal Office for Migration and Refugees, Germany**

12.00-12.15  
Q&A Session

12.15-13.30  
Lunch Break

## Divided Sessions II – 13.30-15.00

### External Borders Fund

**Chair:** Mathias Schaefer, Deputy Head of Department for International Relations, Head of Unit EU and Frontex Cooperation and Head of the Responsible Authority EBF, Federal Police Headquarters, Germany

13.30-14.00

**First Impressions of the Mid-term Evaluation**  
European Commission

### European Refugee Fund

**European Fund for the Integration of Third-Country Nationals**  
**European Return Fund**

**Chair:** Mark van Marken, Coordinator European Migration Funds, Ministry for Justice, The Netherlands

13.30-14.00

**First Impressions of the Mid-term Evaluation**  
European Commission

14.00-14.15  
Q&A Session



14.15-14.45

#### Monitoring Programmes and Projects

- Drawing up APs
- Relevant indicators
- Selection procedure
- On the spot checks
- Organisation of RA
- Grant agreements
- Payment procedures

**Audrey Rose, Senior Consultant, ODIC Consulting [until 30<sup>th</sup> September 2010: Directorate for Immigration, Ministry of Immigration, Integration, National Identity and Solidary Development], France**

14.15-14.45

#### Monitoring Programmes and Projects

- Purposes of monitoring
- Importance of on-the-spot checks
- The mutual learning experience – RA/ Beneficiaries
- Problems: The need to adapt the process
- The Portuguese experience – ERF/IF

**Filipe Santos Fernandes da Costa, Head of the European Funding Managing Unit, Ministry of Home Affairs, Portugal**

14.45-15.00

Q&A Session

15.00-15.15

Coffee Break

## Divided Sessions III – 15.15-16.00

#### External Borders Fund

**Chair: Mathias Schaef, Deputy Head of Department for International Relations, Head of Unit EU and Frontex Cooperation and Head of the Responsible Authority EBF, Federal Police Headquarters, Germany**

15.15-15.45

#### On-the-Spot Checks by the Responsible Authority

- Legal regulation for on-the-spot verifications
- Selection of projects for on-the-spot verifications
- Preparation of on-the-spot verifications
- Implementation of on-the-spot verifications
- Presentation of a possible checklist for on-the-spot verifications
- Converting of verification results

**Lars Langenthal, EU-Fundraiser Teamleader and Administrator, Responsible Authority EBF, Federal Police Headquarters, Germany**

#### European Refugee Fund

**European Fund for the Integration of Third-Country Nationals  
European Return Fund**

**Chair: Mark van Marken, Coordinator European Migration Funds, Ministry for Justice, The Netherlands**

15.15-15.45

#### On-the-Spot Checks by the Responsible Authority

- On-the-Spot-Checks as part of the monitoring of projects in the Czech Republic
- Ongoing monitoring: monitoring of individual projects on the spot
- Ex-post monitoring

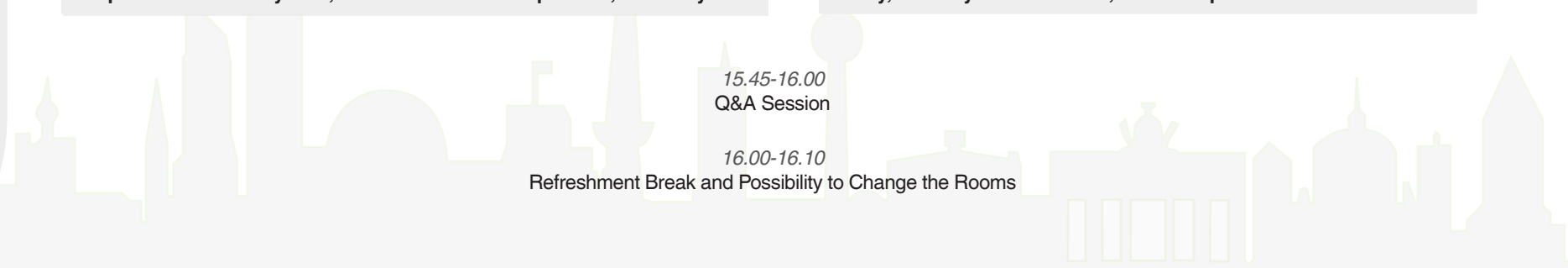
**Lucie Trávníčková, Responsible Officer for the EIF, Unit for the European Community Funds, Department for Asylum and Migration Policy, Ministry of the Interior, Czech Republic**

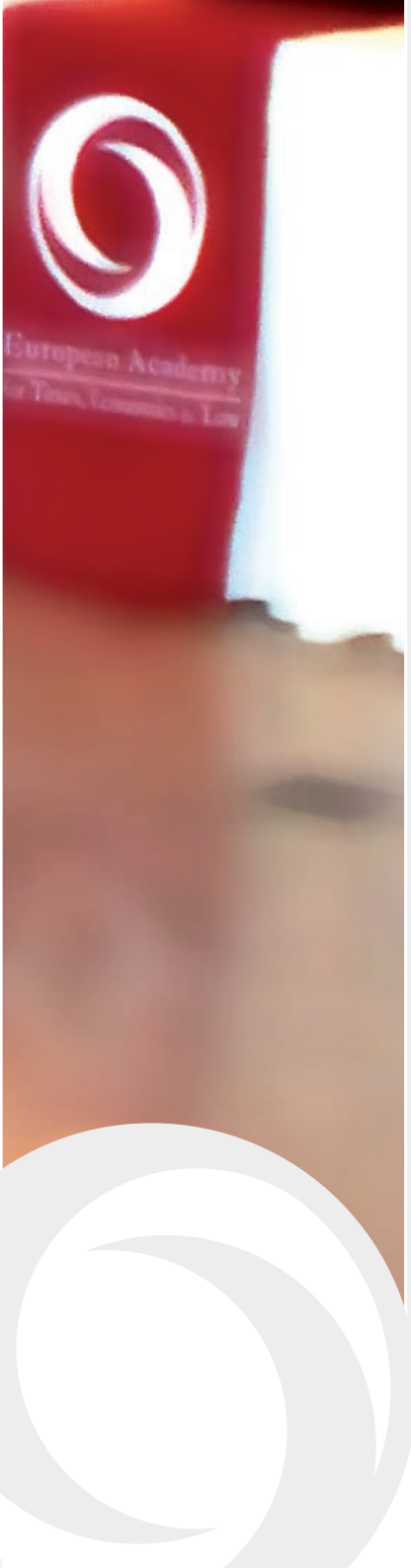
15.45-16.00

Q&A Session

16.00-16.10

Refreshment Break and Possibility to Change the Rooms





16.10-16.45

**Auditing the Funds 2010**

- How to prepare for audits
- Common problems found during recent audits
- Good practices

**Marguerite Chetcuti, Management and Control System Audits, External Audit Sector, Unit A4- Budget and Control, European Commission**

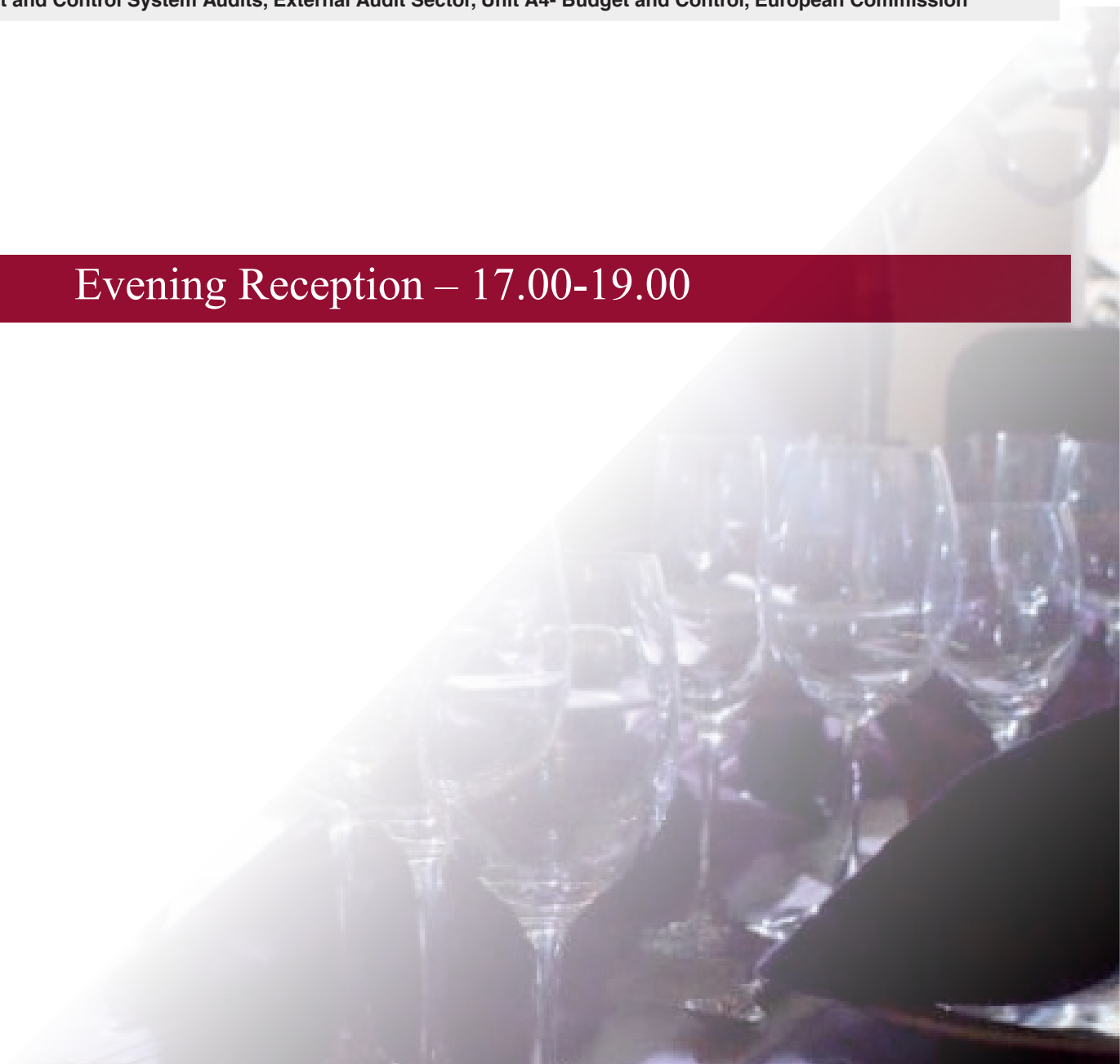
16.45-17.00

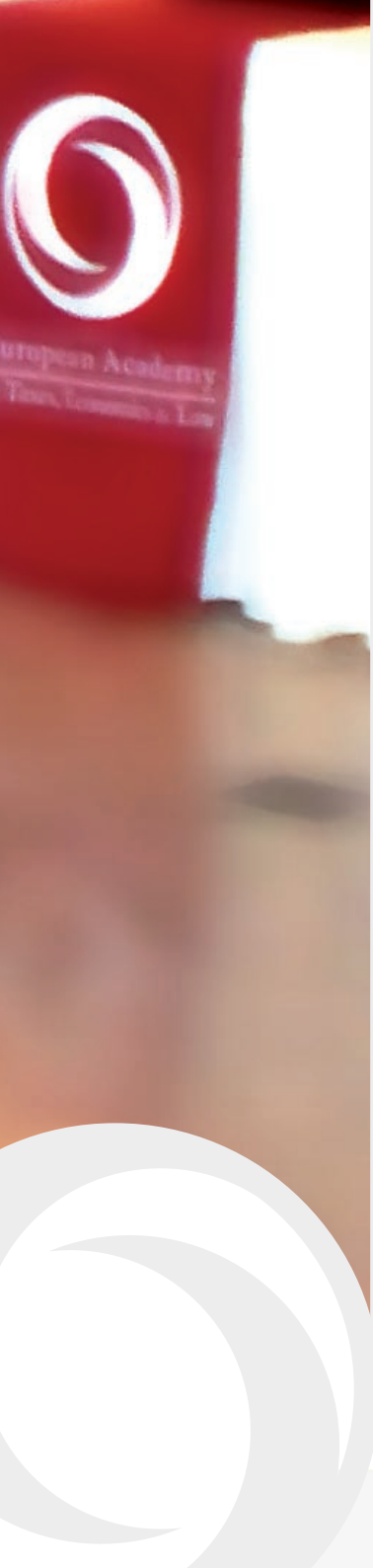
Q&A Session

17.00

End of Conference Day 1

**Evening Reception – 17.00-19.00**





# Programme Day II, 5<sup>th</sup> October 2010

## Divided Sessions IV – 9.00-10.00

9.00-9.05

Welcome Note from the European Academy for Taxes, Economics & Law

### External Borders Fund

**Chair:** Mathias Schaef, Deputy Head of Department for International Relations, Head of Unit EU and Frontex Cooperation and Head of the Responsible Authority EBF, Federal Police Headquarters, Germany

9.05-9.45

#### **Case Study: Slovak Management And Control System Of The External Borders Fund**

- Description of the competent authorities
- Key documents of the common management and control system
- Implementation of the multi – annual programme (as a awarding body and executing body)
- Financial structure
- Technical assistance expenditures

**Nadežda Pätoprstá – Director of Foreign Aid Department, Responsible authority of EBF, Ministry of Interior of the Slovak Republic**

### European Refugee Fund European Fund for the Integration of Third-Country Nationals

**Chair:** Mark van Marken, Coordinator European Migration Funds, Ministry for Justice, The Netherlands

9.05-9.45

#### **Roadmap to Successful Submission of Annual Work Programme**

- Consultation
  - Allocation: “executing body mode” and “awarding body mode”
  - Link to multi-annual programming
  - Drafting using guidance from the Commission
- Johanne Lamirande, Head of Responsible Authority for ERF, EIF and RF, UK Border Agency, United Kingdom**

### European Return Fund

**Chair:** Peter Neelen, Coordinator of Voluntary Return, Return Fund, FEDASIL, Belgium

9.05-9.45

#### **The Impact of EU Funding on the Development of Return Policy – Risks and Opportunities**

- Belgian policy on Assisted Voluntary Return (AVR) and Forced Return
- The national European Return Fund – management and available means
- Opportunities – substantial means to develop the basic national approach
- Risks faced during AVR
- Strategies to successfully lead AVR
  - Priority setting
  - Assessment of project proposals
  - Consolidated follow-up
  - Evaluation of activities
  - Assuring coherent external communication
- The European perspective
  - risks and opportunities on the level of MS
  - development of strategy

**Peter Neelen, Coordinator of Voluntary Return, Return Fund, FEDASIL, Belgium**

9.45-10.00  
Q&A Session

10.00-10.30  
Coffee Break

# Divided Sessions V – 10.30-12.15

## External Borders Fund

**Chair:** Mathias Schaef, Deputy Head of Department for International Relations, Head of Unit EU and Frontex Cooperation and Head of the Responsible Authority EBF, Federal Police Headquarters, Germany

10.30-11.15

### **Eligibility of Expenditure – Experience of the EBF in Sweden**

- Presentation of exemplary projects
- Development of project plans
- Implementation of projects
- Closure of projects
- Technical Assistance

**Anna Garphult, National Coordinator EBF, Secretariat of the Fund, National Criminal Police, Sweden**

**Päivi Kauppi, Financial Controller, Secretariat of the Fund, National Criminal Police, Sweden**

11.30-12.00

### **Case Study Germany: Annual Programmes**

- Project selection
- Actions and projects in accordance with the strategic guidelines
- Participation of the beneficiaries while constructing the annual programmes

**Werner Leibrich, Project Manager, Project Selection, Federal Police Headquarters, Germany**

**Maike Paulsen, Police Superintendent, Federal Police Headquarters, Germany**

## European Refugee Fund European Fund for the Integration of Third-Country Nationals

**Chair:** Mark van Marken, Coordinator European Migration Funds, Ministry for Justice, The Netherlands

10.30-11.15

### **Eligible Expenditure**

- Target group percentage
- Travel costs: flat rates (materiality threshold)
- Interpretation of direct and indirect costs: reclassification
- Subcontracting: the need for 3 bids in NGOs
- Hidden personal costs and income

**Tom Droeshout, Financial Attaché, European Refugee Fund, FEDASIL, Belgium**

11.15-11.30  
Q&A Session

11.30-12.00

### **Case Study: Common Management and Control System of the Three Funds Operating within the Solidarity and Management of Migration Flows Programme (ERF, RF, EBF) – The Polish Approach**

- Description of the key players and their role in the management process
- Short characteristics of the scope of responsibilities of the designated authority
- Division of tasks and a day to day cooperation

**Łukasz Żewakowski, Senior Specialist, EU Funds and Border Development Unit, EU and International Cooperation Department, Ministry of Interior, Poland**

12.00-12.15  
Q&A Session

12.15-13.45  
Lunch Break

## European Return Fund

**Chair:** Peter Neelen, Coordinator of Voluntary Return, Return Fund, FEDASIL, Belgium

10.30-11.15

### **IOM Experiences With the SOLID Funds**

- Challenges in the funding lines IF, RF, ERF for applying entities
- Successful project applications
- Project implementation
- Project closing procedures
- Experiences with the auditing of projects

**Marian Amy Jane Benbow, Head of Department, Project Development and Liaison Department, International Organisation for Migration (IOM), Germany**

11.30-12.00

### **Civil Society Plenary Discussion Round – Working with NGOs –**

**Laurence Deglain, Head of the European Refugee Fund Section, Asylum Department, Ministry of Immigration, Integration, National Identity and Solidarity Development, France**

**Reyes Castillo, Director, International Division, Accem, Spain**

**Bill Seary, ERF Project Adviser, European Council on Refugees and Exiles – ECRE, Belgium**

## Divided Sessions VI – 13.45-14.30

### External Borders Fund

**Chair:** Mathias Schaef, Deputy Head of Department for International Relations, Head of Unit EU and Frontex Cooperation and Head of the Responsible Authority EBF, Federal Police Headquarters, Germany

13.45-14.30

#### Exchange of National Experience and Best Practice

Speakers of the Symposium from the Following Member States:

**Sweden**

**Greece**

**Slovakia**

**Germany**

**And speakers from the audience**

### European Refugee Fund European Fund for the Integration of Third-Country Nationals

**Chair:** Mark van Marken, Coordinator European Migration Funds, Ministry for Justice, The Netherlands

13.45-14.30

#### Exchange of National Experience and Best Practice

Speakers of the Symposium from the Following Member States:

**Belgium**

**Czech Republic**

**United Kingdom**

**Germany**

**And speakers from the audience**

### European Return Fund

**Chair:** Peter Neelen, Coordinator of Voluntary Return, Return Fund, FEDASIL, Belgium

13.45-14.30

#### Exchange of National Experience and Best Practice

Speakers of the Symposium from the Following Member States:

**Poland**

**France**

**And speakers from the audience**

14.30-15.00

Coffee Break

15.00-15.45

#### Exchange of National Experience and Best Practice

Speakers of the Symposium from the Following Member States:

**Sweden**

**Greece**

**Slovakia**

**Germany**

**And speakers from the audience**

15.00-15.45

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**And speakers from the audience**

15.00-15.45

#### Exchange of National Experience and Best Practice

Speakers of the Symposium from the Following Member States:

**Poland**

**France**

**And speakers from the audience**

15.45-16.00

#### Summary of the Exchange Round by the Chair

15.45-16.00

#### Summary of the Exchange Round by the Chair

15.45-16.00

#### Summary of the Exchange Round by the Chair

16.00-16.30

#### Summary of the Symposium: What Did We Learn so Far?

Open Discussion: "Preparations for the New Multi-Annual Financial Framework – the Future of the Funds of the General Programme after 2013"

**European Commission**

16.30

Hand-out of Certificates and End of Conference

# Workshop

Day III, 6<sup>th</sup> October 2010

## BACKGROUND

The UK has been participating in the European Refugee Fund Phase I and II and currently participates in the European Refugee Fund Phase III, the European Integration Fund and the European Return Fund. The presentations will reflect the evolution of the UK's approach to managing ERF and its impact on the current management of the three funds.

## ORGANISATIONAL MATTERS

The Workshop will be held by experts from the UK Border Agency. Q&A Sessions will be coordinated by the Chair.

*9.00-9.30*

Registration and Hand-out of Workshop Material

*9.30-9.35*

Welcome Note from the European Academy for Taxes, Economics & Law

## Project Management in ERF/EIF

*9.35-9.45*

**Welcome Note from the Workshop Leader**

**Johanne Lamirande, Head of Responsible Authority for ERF, EIF and RF, UK Border Agency, United Kingdom**

*9.45-11.00*

- UK background and history
- Assessment and pre-start workshops

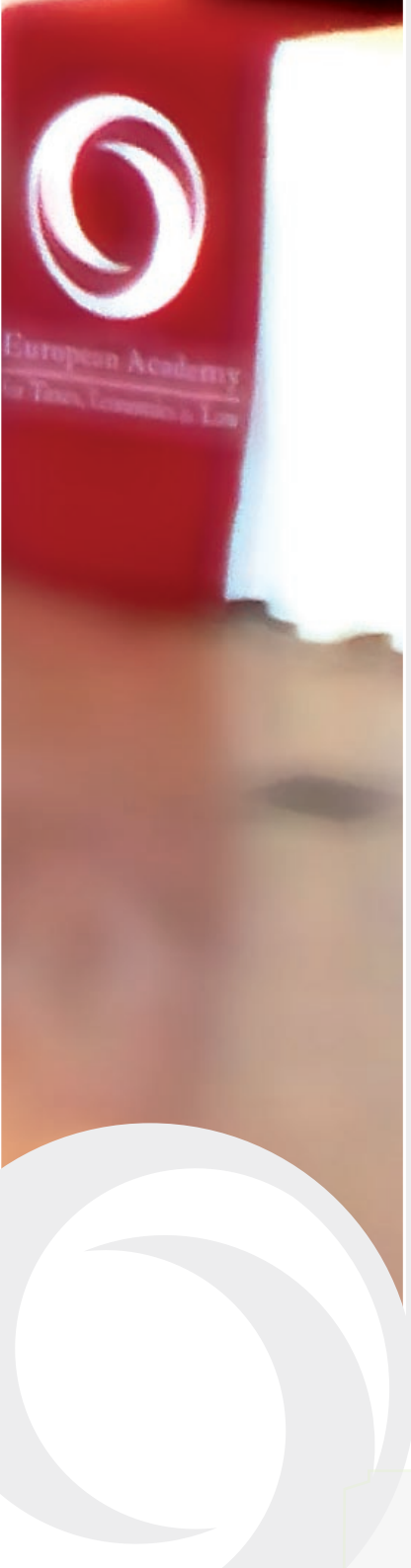
**Johanne Lamirande, Head of Responsible Authority for ERF, EIF and RF, UK Border Agency, United Kingdom**

**Irfha Suleyman, European Funding Team, Responsible Authority for ERF, EIF and RF, UK Border Agency, United Kingdom**

**Laura d'Cruz, European Funding Team, Responsible Authority for ERF, EIF and RF, UK Border Agency, United Kingdom**

*11.00-11.15*

Coffee Break



*11.15-12.30*

- Preparation: Procurement and pre-application workshops
- Assessment and pre-start workshops

**Johanne Lamirande, Head of Responsible Authority for ERF, EIF and RF, UK Border Agency, United Kingdom**

**Irfha Suleyman, European Funding Team, Responsible Authority for ERF, EIF and RF, UK Border Agency, United Kingdom**

**Laura d’Cruz, European Funding Team, Responsible Authority for ERF, EIF and RF, UK Border Agency, United Kingdom**

*12.30-14.15*

Lunch & Coffee Break

*14.15-15.30*

- Monitoring: financial and non-financial
- Auditing

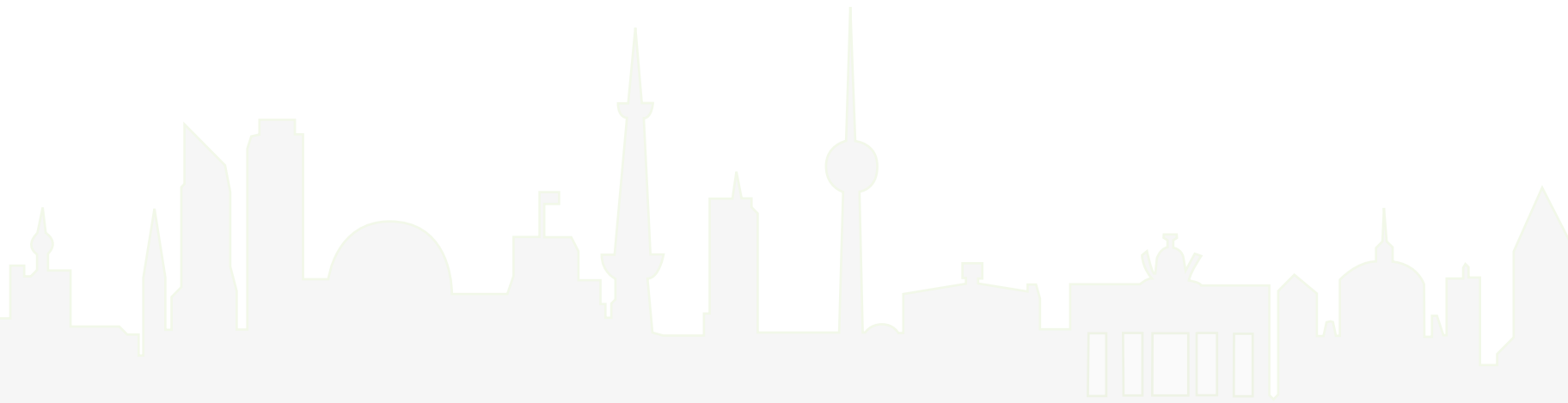
**Johanne Lamirande, Head of Responsible Authority for ERF, EIF and RF, UK Border Agency, United Kingdom**

**Irfha Suleyman, European Funding Team, Responsible Authority for ERF, EIF and RF, UK Border Agency, United Kingdom**

**Laura d’Cruz, European Funding Team, Responsible Authority for ERF, EIF and RF, UK Border Agency, United Kingdom**

*15.30*

End of Workshop and Hand-out of Certificates



# Speakers

## GRZEGORZ POLAK

### **Deputy Director, Department of the EU and International Relation, Ministry of Interior and Administration, Poland**

Mr. Polak works as Deputy Director of the EU and International Relations Department in the Ministry of Interior and Administration of the Republic of Poland. He is responsible for the implementation of different EU financial instruments as the SOLID General Programme, the Norwegian Mechanism, and the Schengen). Moreover, he supervises also issues related to the state border management as a Secretary of the Interministerial Committee for Integrated Border Management.

## DOEDE ACKERS

### **Coordinator of the External Borders Fund, Unit C.4 Financial Support - Migration and Borders, European Commission (t.b.c.)**

Doede Ackers currently works as Deputy Head of Unit and as Coordinator of the External Borders Fund in the Directorate General Justice, Liberty and Security. Since 2003 Ackers is official at the European Commission. As national expert of the Dutch government to the European Commission he was involved in asylum politics from 2000 to 2003. Prior to the Commission Mr. Ackers joined the Dutch Ministry of Justice in 1996 and worked in the Immigration Department. Mr. Ackers studied law in the Netherlands. Moreover, he studied International Relations in the United Kingdom.

## MARGUERITE CHETCUTI

### **Management and Control System Audits, External Audit Sector, Unit A4 - Budget and Control, European Commission**

## MATHIAS SCHAEF

### **Deputy Head of Department for International Relations, Head of Unit EU and Frontex Cooperation and Head of the Responsible Authority EBF in the Federal Police Headquarters, Germany**

Since March 2009 Mathias Schaeff is Deputy Head of the International Relations Department of the German Federal Police headquarters in Potsdam. At the same time he works as Head of Unit at the German External Borders Fund Responsible Authority and as Head of the Unit for EU and Frontex Cooperation. Before his latest occupation within the German Federal Police, Mr. Schaeff served in different positions in the Federal Ministry of the Interior for eight years. His field of expertise lies in the European and cross border police cooperation. He was actively involved in the founding process of Frontex in 2005. Mr. Schaeff joined the Federal Police in 1998. Before his career in the German public service, Mr. Schaeff worked as Human Resources Manager at UPS. Schaeff graduated in Law with a barrister-at-law in 1996.

## KONSTANTINOS SOLDATOS

### **Police Lt. Colonel, Head of Department Managing the External Borders Fund, Responsible Authority of Greece, Hellenic Police HQ, Ministry of Citizen's Protection, Greece**

Konstantinos Soldatos works as Head of Department in the Responsible Authority of the External Borders Fund since 2009. Prior to this occupation Mr. Soldatos worked at the Permanent Representation of Greece to the EU. Before his time in Brussels he was engaged in the Olympic Security Division from 2002 to 2004. He also gained experience for two years at the International Police Cooperation Unit in the Hellenic Police Headquarters. Furthermore, Mr. Soldatos worked in the Informatics Division the Hellenic Police Headquarters from 1990 to 1998. Prior to this he held a position in the Police Department of Patissia. Mr. Soldatos graduated Business Administration at the University of Piraeus and joined the Superior officer's school at the Police Academy. He received a Master of Arts (MA) in International Politics at the CERIS University in Brussels.

# Speakers

## JOHANNE LAMIRANDE

### **Head of Responsible Authority for ERF, EIF and RF, UK Border Agency, United Kingdom**

Johanne Lamirande joined the UK Civil Service in 2004 as a Presenting Officer representing the Home Secretary in asylum, human rights and immigration appeal cases. In 2006 she moved on to a policy role and was part of the team representing the UK in negotiations for the SOLID funds in Brussels. Johanne was subsequently put in charge of implementing the funds in the UK Border Agency. Since January 2009, she has been heading the UK Responsible Authority for the European Refugee Fund. In August 2009 and February 2010, the Return and Integration Funds became part of her team's responsibility. Johanne holds a BA in translation from Laval University and a Certificate in Transport Logistics from McGill University.

## FILIPPE SANTOS FERNANDES DA COSTA

### **Head of the European Funding Managing Unit, Ministry of Home Affairs, Portugal**

Filipe Santos Fernandes da Costa works as Head of the European Funding Managing Unit. Additionally to this position, Mr. Costa is Official at the Portuguese Business Development Agency. Prior to these occupations he has served as Chief of for the Minister of Justice. Before joining positions in government cabinets he worked in several telecommunication and financial companies. He holds a Master in Economics and is a PhD candidate in the field of International Public Law.

## NADEŽDA PÄTOPRSTÁ

### **Director of Foreign Aid Department, Responsible authority of EBF, Ministry of Interior of the Slovak Republic**

Since the beginning of the year 2006 has been working as director of Foreign Aid Department – responsible authority of ERF II and since 2007 the responsible authority of the common management and control system for the general programme Solidarity and Management of Migration Flows. Before joining the Ministry of Interior she worked as project manager for structural funds and PHARE projects.

## BILL SEARY

### **ERF Project Adviser, European Council on Refugees and Exiles – ECRE, Belgium**

Bill Seary works as project advisor for ERF projects at ECRE. Currently Mr. Seary is engaged as Freelance Consultant and advises several European NGOs. Bill Seary has also provided training on EU funding for a wide range of organisations across Europe. Prior to his actual occupation Mr. Seary was Head of International Affairs for the National Council for Volunteer Organisations. He started his professional career at the United Nations Association International Service.

## BETTINA SCHEER

### **Responsible Officer of the Return Fund, Responsible Authority EU Funds, Federal Office for Migration and Refugees, Germany**

Bettina Scheer has been working in the Federal Office for Migration and Refugees since 1992 where she gained experiences in several departments like asylum, integration or EU Funds. Between 1996 and 1997 she had the position of Coordinator of the German Presidency in the Intergovernmental Consultations on Asylum, Refugees and Migration (IGC) in Geneva. Since 2002 she is Lecturer at the University of Applied Labour Studies of the Federal Employment Agency. Bettina Scheer holds an Exam of Law from the Universities of Heidelberg and Baden-Wuerttemberg and a Master of International Law from the Oxford Brookes University.



# Speakers

## PETER NEELEN

### **Head of Service, Assisted Voluntary Return Department, Federal Agency for the Reception of Asylum Seekers – FEDASIL, Belgium**

Peter Neelen is working in the Assisted Voluntary Return Department (AVR). He is responsible for the coordination of the policy development on AVR and the coordination of the AVR-part of the European Return Fund as well as for the management of the AVR-programs implemented by IOM and Caritas. Furthermore, he organizes first line social counselling on AVR within the network of reception centres. Prior to this position he was Head of Service in the management of the national European Return Fund within FEDASIL and Head of Service for the coordination of the reception of asylum seekers by the municipalities. Peter Neelen holds a Master in History and International Relations.

## MARK VAN MARKEN

### **Co-ordinator European Migration Funds, Ministry for Justice, The Netherlands**

Mr. Mark van Marken works as Co-ordinator of the European Migration Funds since 2009. From 2005 to 2009 he has been a manager within the Agency of the Dutch Ministry of Social Affairs, responsible for the day-to-day management of the Equal-programme and for several national grant schemes. Prior to this occupation he got involved in legal procedures relating European Social Fund, first as a senior legal officer and later as manager. He started as a Junior Legal Expert in the Employment Office.

Mr. van Marken studied Law at the Leiden University and graduated in 1992.

## TOM DROESHOUT

### **Financial Attaché, European Refugee Fund, FEDASIL, Belgium**

Prior to his position as Financial Attaché in the Federal Agency for the Reception of Asylum Seekers (FEDASIL) Tom Droeshout was working as Grant Coordinator at the City of Brussels. He gained vast experience due to his work as Financial Controller in the Social Healthcare of Brussels and the Centre for Fine Arts in Brussels.

## MARIAN AMY JANE BENBOW

### **Head of Department, Project Development and Liaison Department, International Organisation for Migration (IOM), Germany**

Ms. Benbow works as Head of Project Development in the International Organisation for Migration. Since 2008, Ms. Benbow has been responsible for the project development and the fundraising for the IOM mission in Germany. In this capacity, her main tasks include applying for projects funded under the SOLID programme both at national and community level. Moreover, she has gained extensive knowledge and practical experience working with this funding line. Ms. Benbow worked as a corporate business migration lawyer before joining the IOM in 2005 as a project assistant in a counter-trafficking project.

Ms. Benbow is a fully qualified lawyer trained in Germany. Upon completing her legal studies and legal apprenticeship with a focus on European and Public International Law, which included internships and stages in the areas of Asylum, Refugee and Migration Law, including at different International Organizations.

# Speakers

## AUDREY ROSE

**Senior Consultant, ODIC Consulting [until 30th September 2010: Directorate for Immigration, Ministry of Immigration, Integration, National Identity and Solidary Development], France**

Previously directly attached to the head of immigration at the Ministry of Immigration and particularly in charge of the RF and EBF management (Responsible Authority), Frontex issues (management board notwithstanding), Borders and Visas issues and the follow-up of the Bluemassmed Project (DG Mare) for the Ministry of Immigration, Audrey Rose is now working for ODIC Consulting. She is working as a Senior Consultant specialised in EU financing at large and also in dematerialization, two main pillars of the French review.

## ANNA GARPHULT

**National Coordinator EBF, Secretariat of the Fund, Swedish Central Border Management Division, National Criminal Police, Sweden**

Anna Garphult is working as National Coordinator for the External Borders Fund since 2008. Before joining the National Criminal Police she gained experience in EU project working as Project Controller in the National Police Board. Anna Garphult holds a Bachelor's Degree in Economics and Political Science from Linköping University.

## LARS LANGETHAL

**EU-Fundraiser Team Leader and Administrator, Responsible Authority EBF, German Federal Police, Germany**

Lars Langethal works as administrator and team leader (team on-the-spot verification) in the Responsible Authority of the EBF since May 2009. Before his current occupation Mr. Langethal was subject teacher in a vocational training and further education centre of the Federal Police. In 2007 he was engaged as platoon leader in several operations and as unit team leader at the airport in Leipzig. He graduated in public management and administration at the faculty of the German Federal Police in Bruehl and Luebeck in December 2006.

## WERNER LEIBRICH

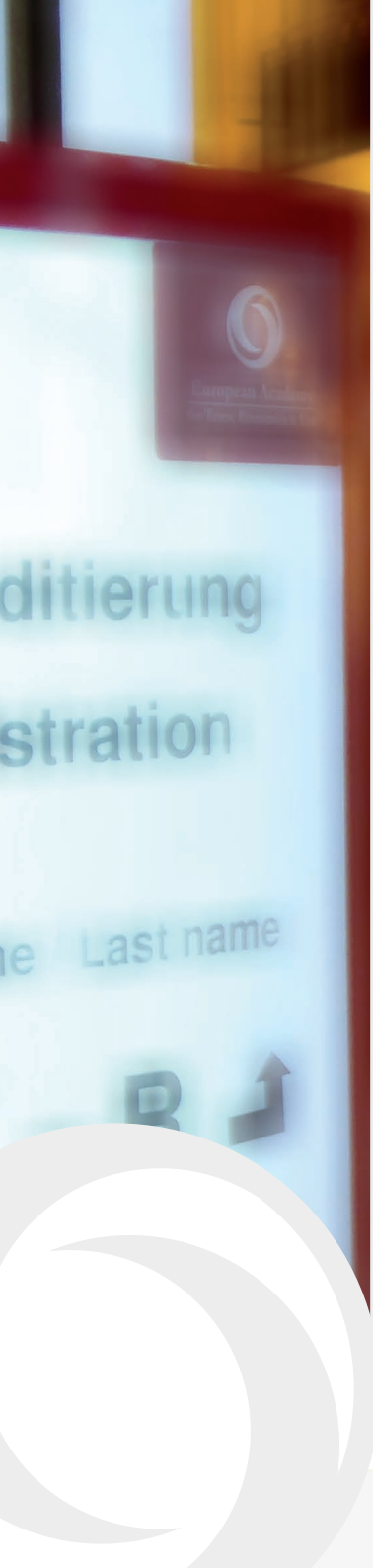
**Project Manager, Project Selection, Federal Police Headquarters, Germany**

## MAIKE PAULSEN

**Police Superintendent, Federal Police Headquarters, Germany**

## UWE MATLIK

**Project Manager, Project Selection, Federal Police Headquarters, Germany**



# Speakers

## LAURENCE DEGLAIN

**Head of the European Refugee Fund Section, Asylum Department, Ministry of Immigration, Integration, National Identity and Solidarity Development, France**

Ms. Deglain works as Head of Unit in the French Ministry of Immigration, Integration, National Identity and Solidarity Development. She is responsible for ERF matters in the Asylum Department since 2009. During the French EU Presidency she joined the Communications Department of the Ministry with a specific focus on European Affairs. Prior to her career in the ministerial service Ms. Deglain worked as a project assistant for the Brussels-based think-tank Friends of Europe. Furthermore, she gained working experiences at NATO Headquarters in Brussels.

Ms. Deglain studied at the Law Faculty of Montpellier, at the Institut d'Etudes Politiques, at the University of Amsterdam and at the College of Europe.

## PÄIVI KAUPPI

**Controller EBF, Swedish Central Border Management Division, National Criminal Police, Sweden**

Before joining the National Criminal Police in 2008 Päivi Kauppi was working as Coordinator in the Swedish European Social Fund since 2002. Päivi Kauppi studied Economics at Uppsala University. Johanne Lamirande, Assistant Director (Corporate and Financial Services, European Funding Section), Directorate of Central Operations and Performance, UK Border Agency, United Kingdom

## REYES CASTILLO

**Director, International Area, Accem, Spain**

Reyes Castillo has been involved on the design and definition of various European funded projects. In those projects Accem has participated as partner NGO as well as leader, with organizations based in different European countries, Latin America and Morocco. Her position includes caring for meeting national funding lines priorities and for the complementarities of all actions as well as the medium and long term sustainability of the projects. Additionally, she is responsible for identification of potential institutions and organizations that may share practices and interest.

## IRFHA SULEYMAN

**European Funding Team, Responsible Authority for ERF, EIF and RF, UK Border Agency, United Kingdom**

Irfha Suleyman has worked on the UK Responsible Authority team since December 2008, where she takes a lead on the European Integration Fund and work relating to the financial management and project management of the three Funds in which the UK participates. Previously she worked in the Home Office's Immigration Directorate on financial and budgetary management of the London region. Irfha joined the UK Civil Service in 2002 having previously worked in both the public and private sector in a financial capacity as a part-qualified accountant. Her interests include reading and gardening.

# Speakers

## LAURA D'CRUZ

### **European Funding Team, Responsible Authority for ERF, EIF and RF, UK Border Agency, United Kingdom**

Laura d'Cruz has worked on the UK Responsible Authority team since December 2008, where she takes a lead on the European Return Fund and work relating to the marketing, policy and communications of the three Funds in which the UK participates. Previously she worked in the Home Office's International Directorate on Schengen policy and before that in the National Offender Management Service on prisoner suicide prevention policy. Laura joined the UK Civil Service in 2003 after completing a Masters degree in International Relations at the University of Cambridge. Irfha Suleyman, Directorate of Central Operations and Performance, UK Border Agency, United Kingdom

Irfha Suleyman has worked on the UK Responsible Authority team since December 2008, where she takes a lead on the European Integration Fund and work relating to the financial management and project management of the three Funds in which the UK participates. Previously she worked in the Home Office's Immigration Directorate on financial and budgetary management of the London region. Irfha joined the UK Civil Service in 2002 having previously worked in both the public and private sector in a financial capacity as a part-qualified accountant

## LUCIE TRÁVNÍČKOVÁ

### **Responsible Officer for the EIF, Unit for the European Community Funds, Department for Asylum and Migration Policy, Ministry of the Interior, Czech Republic**

Lucie Trávníčková is working as Responsible Officer of the European Integration Fund in the Ministry of the Interior of the Czech Republic since 2009. She also gained vast experience in the European Return Fund due to her work as Responsible Officer of the ERF from 2005 until 2008. Prior to her appointment in the government she was working in the field of business and trade.

## ŁUKASZ ŻEWAKOWSKI

### **Senior Specialist, EU Funds and Border Development Unit, Department of the EU and International Relation, Ministry of Interior and Administration, Poland**

Mr. Łukasz Żewakowski works in the Ministry of Interior and Administration as Senior Specialist. He is involved in the management of programmes and projects financed from different international sources. He has become acquainted with the Schengen Facility in Poland, the Norwegian Financial Mechanism, the External Borders Fund and the European Refugee Fund. Since 2009 Mr. Żewakowski is also responsible for the CIPS Programme in Poland as national contact point. He has been employed in the Ministry of Interior of the Republic of Poland since 2005. Mr. Żewakowski has received an M.A. in Economics.

# Organisational Matters

## DATES OF EVENT

4<sup>th</sup> - 6<sup>th</sup> October 2010

## EVENT LANGUAGE

The event language will be English.

## EVENT PRICE

### Symposium (October 4<sup>th</sup> - 5<sup>th</sup> 2010)

Early booking contingent until July 23<sup>rd</sup> 2010: 1299,- Euro

Normal price from July 24<sup>th</sup> 2010: 1499,- Euro

All prices excl. German VAT (19%)

### Symposium and Workshop (October 4<sup>th</sup> - 6<sup>th</sup> 2010)

Early booking contingent from July 23<sup>rd</sup> 2010: 1699,- Euro

Normal price from July 24<sup>th</sup> 2010: 1899,- Euro

All prices excl. German VAT (19%)

### Workshop (October 6<sup>th</sup> 2010)

Early booking contingent from July 23<sup>rd</sup> 2010: 449,- Euro

Normal price from July 24<sup>th</sup> 2010: 499,- Euro

All prices excl. German VAT (19%)

The above price covers the following:

- Training material documents printed
- Training material digital version
- Soft drinks and coffee/tea on all three days
- Lunch on all days
- „Get-together“-reception at the end of day 1

(Programme is subject to alterations)

## Contact

European Academy for Taxes, Economics & Law

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E-Mail: [info@euroacad.eu](mailto:info@euroacad.eu)

Internet: [www.euroacad.eu](http://www.euroacad.eu)

## BOOKING

Fax: +49 (0)30 80 20 80 250

E-mail: [booking@euroacad.eu](mailto:booking@euroacad.eu)

Phone: +49 (0)30 80 20 80 230

For online booking please visit [www.euroacad.eu](http://www.euroacad.eu)

## EVENT LOCATION

Maritim Hotel Berlin

Stauffenbergstraße 26

10785 Berlin, Germany

Phone: +49 (0)30 20 33 44 10 (Booking)

Fax: +49 (0)30 20 33 40 92 (Booking)

Phone: +49 (0) 30 20 65 0 (Reception)

Fax: +49 (0) 30 20 65 1000 (Reception)

E-mail: [info.ber@maritim.de](mailto:info.ber@maritim.de)

Internet: [www.maritim.de](http://www.maritim.de)

## ROOM RESERVATION

Please contact the hotel directly and refer to the “European Academy for Taxes, Economics & Law” in order to benefit from a limited room contingent at a special price. Please book as soon as possible. Of course you can always look for an alternative hotel accommodation.

## NOTE

Please note that, you can register as many delegates as you wish (unless, the Symposium is fully booked). You only need to copy this form for as many persons you wish.

## Contact for the programme

Lars Wirbatz M.E.S.

Conference Manager

Phone: +49 (0)30 80 20 80 239

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# FAXBOOKING

EVENTNUMBER K-87 (PR) DATE: 4<sup>th</sup> - 6<sup>th</sup> OCTOBER 2010

Herewith we register the following persons to the European Annual Symposium 2010  
„Management of the General SOLID Programme“

## NOTE

Please note, you can register as many delegates as you wish (except, the Symposium is fully booked). You only need to copy this formular for as many persons you wish.



**European Academy**  
for Taxes, Economics & Law

**Delegate 1**  Ms.  Mr.

First name \_\_\_\_\_

Last name \_\_\_\_\_

Department \_\_\_\_\_

Job position \_\_\_\_\_

Your organisation \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

**Your organisation's address:**

Street \_\_\_\_\_

Postcode / City \_\_\_\_\_

Country \_\_\_\_\_

**Which event days are you booking?**

Day 1 to day 3 (Symposium & Workshop)  Day 1 to day 2 (Symposium only)

Day 3 (Workshop only)

**Which are your specific interests?**

EBF  ERF/EIF  RF

**Delegate 2**  Ms.  Mr.

First name \_\_\_\_\_

Last name \_\_\_\_\_

Department \_\_\_\_\_

Job position \_\_\_\_\_

Your organisation \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

**Your organisation's address:**

Street \_\_\_\_\_

Postcode / City \_\_\_\_\_

Country \_\_\_\_\_

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Economics & Law  
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[www.euroacad.eu](http://www.euroacad.eu)

Invoice organisation \_\_\_\_\_ To the attention of \_\_\_\_\_

Street \_\_\_\_\_ Phone \_\_\_\_\_

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Country \_\_\_\_\_ E-Mail \_\_\_\_\_

With my signature I confirm my registration and accept the General Terms and Conditions as legally binding.

I herewith agree to receive further information from the European Academy for Taxes, Economics & Law

Place, Date

Authorised Signature / Stamp

# TERMS & CONDITIONS FOR TRAINING SEMINARS & COURSES

## 1. Area of Application

The following terms and conditions settle the contractual relationship between conference participants and the European Academy for Taxes, Economics & Law Brauner Klingenberg GmbH [referred to as "European Academy for Taxes, Economics & Law" in the following]. Differing terms and conditions, as well as, other settlements and/or regulations have no validity.

## 2. Registration / Confirmation of Application

A registration can be made via internet, mail, fax, or email. The registration is considered granted and legally binding if not rejected by the European Academy for Taxes, Economics & Law in writing within seven (7) days after receipt of registration. The registration will be supplemented by a booking confirmation via email. Partial bookings are only valid for seminars designed in modules.

## 3. Service

The course fee covers the fee per participant and course in € net, subject to current German VAT. It includes training course documents as per course description, a lunch meal/snack and refreshments during breaks, as well as, a participation certificate. The European Academy for Taxes, Economics & Law has the right to change speakers/instructors and to modify the course program if and where necessary while maintaining the overall nature of the course. All registered participants will be notified in case of a course cancellation due to force majeure, due to speakers' preventions, due to troubles at the chosen location or due to a low registration rate. Course cancellation notification due to a low registration rate is issued no later than two (2) weeks before the course date. Course fees are reimbursed in the cases listed above; however, reimbursement for travel expenses or work absenteeism is only granted in cases of intention or gross negligence by the European Academy for Taxes, Economics & Law. Any reimbursement of travel expenses are to be considered as an exceptional goodwill gesture and form no future general obligation. In case of disturbances and/or interruptions, the European Academy for Taxes, Economics & Law commits itself to solve or limit any problems that might occur in order to maintain and continue the course as planned.

## 4. Payment Date and Payment, Default of Payment

Payment of the course fee is payable immediately upon receipt of invoice. Where payment is not received or lacking clear assignment to a participant prior to commencement of the course, the European Academy for Taxes, Economics & Law may refuse the relevant participant's participation in that course. The course fee, however, is still due immediately and can be claimed as part of a dunning procedure or legal action. In accordance with BGB §247 (1), in case of default of payment within the stipulated time period, default interest on arrears of at least 5% above the ECB base rate is due and payable. The European Academy for Taxes, Economics & Law can claim higher damage for delay if and where proven. Equally, the participant may prove that a damage has not occurred or has had less effect than estimated by the European Academy for Taxes, Economics & Law.

Payment shall be made by cashless bank transfer; cash or cheques will not be accepted. The European Academy for Taxes, Economics & Law is not liable for any loss of means of payment. The participant may only offset such claims against the European Academy for Taxes, Economics & Law's as are undisputed, legally recognized or recognized in writing by the European Academy for Taxes, Economics & Law. The right of retention is only acceptable in accordance with a counterclaim based on the same contract.

## 5. Cancellation

Cancellations need to be issued in writing. Cancellation by the participant will be subject to cancellation charges as follows:

- 30 days or more prior to commencement of the course: service charge of 80,00 € net, subject to current German VAT, payable immediately, course fee will be reimbursed,
- two (2) weeks to 30 days prior to commencement of the course: 50% of course fee net, subject to current German VAT, payable immediately,
- non-attendance or cancellation less than two (2) weeks prior to commencement of the course: 100% of course fee net, subject to current Germany VAT, payable immediately

The European Academy for Taxes, Economics & Law gladly accepts without additional costs a substitute participant nominated in case of a cancellation if the substitute participant is registered at least three (3) days prior to the commencement of the course. Neither cancellation of a specific module/part of the course or substitution per module/per day is possible.

## 6. Copyright

Seminar/course documents are protected by property rights and may not be duplicated, processed, amended, circulated or published in any other way without the written consent of the European Academy for Taxes, Economics & Law. The European Academy for Taxes, Economics & Law reserves all rights.

## 7. Liability

All seminars and courses are prepared and presented by qualified speakers and instructors. The European Academy for Taxes, Economics & Law accepts no liability for the up-to-dateness, correctness and completeness of the seminar documentation, as well as, presentation of the seminar.

## 8. Applicable Law, Place of Jurisdiction, Place of Performance

All cases shall be governed and construed in accordance with German law to the exclusion of the UN Sales Convention. As far as legally admissible, place of performance and place of exclusive jurisdiction shall be Berlin, Germany.

## 9. Data Protection

The European Academy for Taxes, Economics & Law protects personal data by taking appropriate protection measures. For the purpose of optimization of the product and service portfolio and according to the regulations of the data privacy laws, it stores and processes person-specific data on the training participants. Hence, all European Academy for Taxes, Economics & Law website hits are registered. All personal data will, in accordance with the law, be used for documentation requests, placed orders or other enquiries in order to send information out by post.

The European Academy for Taxes, Economics & Law will, in accordance with the law, inform participants by email about special offers that resemble previously booked seminars. If and where personal data needs to be transferred to countries lacking appropriate data protection schemes, the European Academy for Taxes, Economics & Law shall grant alternative adequate protection. Furthermore, the European Academy for Taxes, Economics & Law will use personal data as far as participants have granted respective permission. When collecting personal data, the European Academy for Taxes, Economics & Law will always ask for permission regarding email information about offers. The participant may, at any time, express their objection to data collection for the purpose of advertisement or address via email or fax. Any data provided to the European Academy for Taxes, Economics & Law will be processed for reservations and bookings, as well as, for information about other seminars. Names and company names will be published in a participants' list and forwarded to the mailing company.