

FRA Publications Policy

1. INTRODUCTION

The body of this Publications Policy is divided into three main categories:

- i. Key FRA deliverables for communicating evidence-based advice*

This section describes the most important deliverables for conveying evidence-based advice and includes both printed material such as reports and online deliverables such as data visualization and infographics.

This section describes the additional deliverables relating to evidence-based advice, which again can be either printed or online.

This section describes those deliverables which relate primarily to the Agency itself rather than its work, such as the Programming Document, Annual Activity Report, etc.

2. RATIONALE

The rationale for this publications policy is a “five pillars” approach:

- 1. Innovation:*

The deliverables defined in the policy seek to present a modern, balanced and dynamic portfolio including both print and electronic formats, online tools, etc. Thus it includes such key tools as data visualisation, infographics, etc.
- 2. Timeliness:*

Evidence-based advice should be conveyable to stakeholders when available, without necessarily waiting for a main results report. To this end, a number of deliverables which can be delivered at any time are included.
- 3. Stakeholder-targeted communication:*

Deliverables such as alerts can be targeted to interested stakeholders.
- 4. Transparency and accountability:*

Comprehensive and timely information about FRA itself, its finances etc. is also included to enhance transparency and accountability.
- 5. Broad accessibility and reasonable accommodation:*

FRA products and services should be available to as broad an audience as possible irrespective of barriers such as language or disability.

FRA will use the principle of ‘reasonable accommodation’ to determine how many resources should be devoted to making its products and services as widely accessible as possible.

Thus, if significant numbers of persons are unable to access a FRA product or service because of the existence of such a barrier (whether due to language or another reason such as disability), the Agency may consider making available a version of the product which overcomes that barrier.

When deciding whether to create such additional versions of products, the following factors should be taken into consideration:

- a) Sufficient resources must be available to create the additional version, and
- b) Significant benefit must be derived from its creation.

3. Cluster 1: Key FRA deliverables for communicating evidence-based advice

Document / deliverable type	Purpose / Notes	Main target group(s)	Format	Languages	Layout / print
Fundamental Rights Report (Annual Report)	To inform key stakeholders annually on state of FR in EU-28	<ul style="list-style-type: none"> • EU Institutions (European Parliament, Council, European Commission) • National government policy makers and experts • National Parliaments • NHRBs • Civil society organisations • Academia (above group are "key stakeholders") 	A4 Future development will include online component	EN,	Y / Y
Fundamental Rights Report – Opinions	To inform key stakeholders annually on state of FR in EU-28	<ul style="list-style-type: none"> • EU Institutions (European Parliament,, Council, European Commission) • National government policymakers and experts • National Parliaments • NHRBs • Civil society organisations • Academia • (above group are "key stakeholders") 	A4 Future development will include online component	EN, other languages as applicable	Y/Y

Document / deliverable type	Purpose / Notes	Main target group(s)	Format	Languages	Layout / print
Report (main results, comparative, survey report)	To convey findings of project/survey to key stakeholders	Key stakeholders	A4	EN	Y / print only where applicable
Data visualisation (including indicators) and data sets	To provide survey and other project data in visual electronic formats (maps, charts etc).	Key stakeholders, particularly Member States and EU experts Media	Application and data hosted on FRA website, disseminated via web/social media to present data, trends and opinions. Also as part of video clip.	EN (FR, DE also possible for major surveys e.g. VAW)	n/a
Infographics	To convey, mainly visually, key report / survey findings in easily distributable, media friendly electronic format	Media and other multipliers (to reach out to general public) Key stakeholders,	Standalone image file hosted on FRA website, disseminated via web and social media.	EN	n/a
Summary report	To convey results in advance of Main results report. Also includes "Highlights" version of AR.	Key stakeholders Media	A4	EN, FR and DE, other languages as applicable	Y / y
Technical report	To convey survey methodology etc	Experts and academia Data journalists	A4	EN	Y / PDF only

Document / deliverable type	Purpose / Notes	Main target group(s)	Format	Languages	Layout / print
Handbook	To provide info and guidance on specific topics	Professionals, legal practitioners (usually as part of "assistance and expertise to Member States")	A5	EN and other languages as needed	Y / Online and print
Opinion	To provide FRA advice in the context of the EU legislative process.	EU Institutions (European Parliament, Council, Commission)	A4	EN and other languages as needed	Y / print where applicable
Regular overviews of migration-related fundamental rights concerns	To provide overview of the fundamental rights situation in the Member States that have seen the greatest numbers arriving in or passing through their territory.	<ul style="list-style-type: none"> • EU Institutions (European Parliament, Council, European Commission) • National government policy makers and experts • National Parliaments • NHRBs • Civil society organisations • Media • Academia (above group are "key stakeholders")		EN	No print
Thematic situation report	Covering a specific situation in one or more countries	Key stakeholders Media in relevant countries	A4	EN plus other relevant languages linked to subject and MS selected	Y / (print only where applicable)

Document / deliverable type	Purpose / Notes	Main target group(s)	Format	Languages	Layout / print
Toolkit or training manual	To provide info and resources on specific topics (e.g CLARITY, Joined up governance)	Member State officials primarily, Stakeholders, professionals,	Custom	EN and other languages as needed pending available capacity	Y/ Online or print

4. Cluster 2: Additional deliverables I: evidence-based advice

Document / deliverable type	Purpose / Notes	Main target group(s)	Format	Languages	Layout / print
Press release	To inform media of FRA findings etc	Media	Online and sent via CRM	EN, all	n/a
Fact sheets (for key findings and opinions)	To provide key findings and opinions on projects	Key stakeholders, media, general public for transparency and accountability purposes	A4	EN, other languages as applicable	Y / online or print
Thematic alerts	To provide updates on FRA thematic areas	Electronic subscribers to the specific thematic area	e-mail alert sent via CRM or sent by the project team	EN	n/a
General email alert / Q&A	Provide info about FRA work on specific topic	all e-subscribers	E-mail sent via CRM	EN	n/a
InFRA	Provide up to date Information about FRA work	Selected key stakeholders	E-mail	EN	-
AV clips and other social media content	Raising awareness e.g. of FRA, new FRA reports and of fundamental rights issues	Stakeholders, media, public	Video online	EN other languages where appropriate	n/a
Accessible products	To provide relevant FRA reports in accessible format	Relevant stakeholder groups: People with disabilities, children, etc	MS Word doc or accessible PDF	EN	N
Conference and events materials	Provide participants information about the topic, the logistics and	Attendees, stakeholders, public	Custom format, all printed,	EN	Y

Document / deliverable type	Purpose / Notes	Main target group(s)	Format	Languages	Layout / print
	programme of a conference or event.		incl. A4, poster, roll-ups-pop-up, etc		
Conference summary	Provide end of event summary after conference	Attendees, stakeholders, public	A4	EN, FR when possible	N
Postcards and other printed materials (e.g. Circle of rights)	To provide concise information on specific topics (e.g. postcard on disability)	Media, FRA and third-party events participants, multipliers to reach out to general public	Custom format	EN, FR, DE other languages where appropriate	Y

5. Cluster 3: Additional deliverables II: About FRA

Document / deliverable type	Purpose / Notes	Main target group(s)	Format	Languages	Layout / print
Annual Activity Report	To provide summary of FRA activities on yearly basis	Court of Auditors, EU Institutions, Member States officials following up FRA's file in the Council in the context of the revision of FRA's regulation)	A4	EN, FR	Y / Y
Programming Document	To provide annual overview of FRA projects, activities	Key stakeholders as above;	A4	EN, FR	Y / N
Strategic Plan	To provide overview of FRA strategy	Key stakeholders as above;	A4	EN, FR	Y / N
Financial documents	To provide information on Agency finances	Key stakeholders as above; EU Institutions, Member State officials following up FRA's file in the Council in the context of the revision of FRA's regulation) same as above	A4	EN	N / N
FRA Factsheet	To provide concise information on FRA	Key stakeholders, media, public	A4	EN, all languages	Y / N
FRA brochure	To provide basic overview of FRA	Key Stakeholders, public, media	A4 print, PDF and E-Publication	EN, all languages	Y / Y