The following sections and annexes of the Annual Work Programme 2015 have been amended as follows:

**Section 5 – FRA’s projects in 2015**

The following project fiches have been amended and are now included in the new proposed Annual Work Programme 2015:

- **5.1.2 - Inter-agency cooperation and other activities in the areas of borders, immigration and asylum**
- **5.4.1 - Roma multi-annual programme**
- **5.6.2 - Handbook of European Case-law on the Rights of the Child**
- **5.6.4 - Mapping minimum age requirements in respect to the rights of the child in the EU**
- **5.7.4 - Handbook on access to justice in Europe**

**Annex III – Financing Decision**

Due to budgetary transfers, the financing decisions related to the following projects have been amended:

- **5.1.2 - Inter-agency cooperation and other activities in the areas of borders, immigration and asylum**
- **5.2.1 - National intelligence authorities and surveillance in the EU: fundamental rights safeguards and remedies**
- **5.4.1 - Roma multi-annual programme**
- **5.5.2 - Surveying LGBT people and authorities**
- **5.6.1 - Children and Justice**
- **5.6.2 - Handbook of European Case-law on the Rights of the Child**
- **5.6.3 - Additional activities in the area “Rights of the child”**
- **5.6.4 - Mapping minimum age requirements in respect to the rights of the child in the EU**
- **5.7.3 - Fundamental Rights Survey**
- **5.7.4 - Handbook on access to justice in Europe**
- **5.9.1 - Annual reports**
- **5.10.2 - Cooperation mechanism: National Liaison Officers**
Inter-agency cooperation and other activities in the areas of borders, immigration and asylum

Description
The FRA has completed several research activities in these areas during 2009-2013, which has contributed to inter-agency cooperation and related activities; namely, projects on: the situation of irregular immigrants in the EU (2009-2012 Work Programmes); protecting, respecting, and promoting the rights of irregular immigrants in voluntary and involuntary return procedures (2009 Work Programme); treatment of third-country nationals at the EU's external borders (2010-2012 Work Programmes); border control and fundamental rights (2010-2012 Work Programmes); access to justice for asylum seekers (2009 Work Programme); the Handbook on European law in the field of asylum, immigration and border control (2012 Work Programme).

These projects are also directly or indirectly linked to the commitments by the Agency resulting from the cooperation agreements with FRONTEX and the European Asylum Support Office (EASO), with whom on-going activities will be continued. In addition, the Agency has provided expert input and facilitated the development of training and key material on fundamental rights with Frontex.

Objectives
- Issue ad hoc reports in the above fields of borders, immigration and asylum, when required, and update selected publications, including the handbook on European law in the field of asylum, immigration and border control;
- Make findings of the FRA available to policy makers in a proactive manner;
- Share good practices and other findings resulting from FRA research at the right time to the right people;
- Effective cooperation with FRONTEX, EASO and EU-LISA, enabling them to benefit from the fundamental rights expertise that the FRA can offer.

Beneficiaries and target groups
European Union institutions; Frontex, EASO and other EU JHA agencies; Member States; Legal practitioners (handbook); Council of Europe

Activities and results achieved so far
- 13 FRA reports published on these themes; further publications in 2015;
- A joint legal handbook on asylum, borders and immigration with the European Court of Human Rights released in four languages in 2013 and an updated version of the handbook issued in 2014 in 11 languages;
- A handbook on guardianship systems published in 2014;
- Tools for practitioners developed on Passengers' Name Records (PNR) and on respecting fundamental rights when apprehending migrants in an irregular situation;
- Fundamental rights analysis provided to the European Commission in 2014 for Schengen evaluation purposes;
- 2011 and 2014 Fundamental Rights Conferences (FRC) identified a number of areas for further work by the FRA in the field of asylum, immigration and borders;
- In 2013-14 FRA co-chaired the Frontex Consultative Forum, a body providing fundamental rights expertise to Frontex;
- Undertake research and draft reports, including updating parts of past reports;
- Update the handbook on European law in the field of asylum, immigration and border control, as required;
- Translate and re-print existing reports as required;
- Provide support to FRONTEX and EASO on fundamental rights training;
- Offer expert advice to FRONTEX on issues relating to fundamental rights and support the Agency in the implementation of its fundamental rights strategy, in line with the FRA-FRONTEX cooperation arrangement;
- Actively participate in the Consultative Forum of Frontex and EASO, as required by Regulations 439/2010 and 1168/2011;
- Implement the working arrangement with EASO and support the Office with expert advice when required;
- Negotiate a cooperation arrangement with eu-LISA;
- Communicate research findings to EU institutions and deliver tailor-made input upon request;
- Draft legal opinions if requested by EU institutions;
- Communicate research findings to key policy makers at national level and other relevant stakeholders, as appropriate;
- Building capacities in the member states on forced return monitoring;

Planned outputs in 2015
- Fundamental rights expertise provided to FRONTEX, EASO and other JHA agencies;
- Expert advice delivered to stakeholders;
- Selected publications (or parts thereof) updated

Financial resources allocated to the project

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The FRA in response to the 5 April 2011 European Commission Communication on an EU Framework for National Roma Integration Strategies up to 2020 developed a multi-annual programme of action comprised of several activities. The objective of these activities is on the one hand to support the European Commission in its relevant annual progress report to the Parliament and the Council and on the other hand to assist Member States in developing effective monitoring mechanisms to collect robust and comparable data.

The first key element of the multi-annual programme is the Roma survey. The first wave covering 11 EU MSs was conducted in 2011 in close cooperation with the European Commission, UNDP and the World Bank. Results were published in 2012/13 as key benchmarks for measuring progress made in Roma integration and in reference to key indicators of Europe 2020. The second wave will be implemented in the context of EU-MIDIS II measuring progress made in regard to the national Roma integration strategies on Roma integration. The second key element of the multi-annual programme concerns participatory action research and engagement on local Roma integration actions which was initiated in 2013 – project LERI – which is implemented in cooperation with the CoE (projects ROMED II and ROMACT) to ensure complementarity and synergy. The third key element concerns the work of the ad hoc Working Party on Roma Integration Indicators facilitated by FRA; in 2014, 14 National Roma Contact Points participated and two more are expected to be added in 2015. Working Party participants will test the indicators developed in 2014 populating them with information and data during 2015 with the support of FRA and the European Commission.

**Overall outputs**
- Meeting with stakeholders and survey experts (EU-MIDIS II);
- Development and testing of monitoring tools (e.g. indicators) to measure Roma integration in the context of the ad-hoc Working Party on Roma Integration Indicators;
- Data collection and analysis
- Input to the European Commission’s annual assessment of national Roma Integration Strategies

**Beneficiaries and target groups**
- European Commission
- Council of the EU
- European Parliament
- European Union Agencies
- Member States, including local authorities and communities;
- NRHRs/Equality Bodies
- Civil Society
- Professional organisations
- Council of Europe

**Activities and results achieved so far**
In 2010 the FRA launched a pilot household survey of Roma in 11 EU Member States in parallel with a survey commissioned by DG Regional Policy, and implemented by UNDP and the World Bank. The FRA also interviewed representatives of several local authorities. Results were published in 2012 and 2013, and research was expanded to additional MSs adopting the research methodology to the characteristics of their Roma populations. In 2014 the FRA completed a pre-test study in eight EU Member States which assisted it in developing the questionnaire for EU-MIDIS II survey. In 2014, the FRA completed pilot activities in localities on training and capacity building of stakeholders to participate in reviewing, implementing and monitoring Roma integration actions (project Local Engagement for Roma Integration - LERI). In 2012 through 2014, the FRA also worked with Member States to develop monitoring methods (e.g. indicators) which can provide comparative analysis of the situation of Roma across Europe.

**Planned activities in 2015**
- Conduct the second wave of the Roma survey in the context of EU-MIDIS II.
- Continue qualitative research, focusing on training and capacity building of stakeholders in different localities to participate in reviewing, implementing and monitoring Roma integration actions in core areas to the EU Framework on national Roma integration strategies and any other area, identified, as locally relevant (project Local Engagement on Rome Integration - LERI).
- LERI project activities including training, capacity building, consensus and trust building processes, could be further developed depending on budget availability (priority 3).
- Providing assistance to local authorities in the context of LERI in setting-up and implementing monitoring tools at local level and linking them to monitoring mechanisms/ indicators at national level.
- Continue work with Member States in developing and populating indicators, as well as developing data collection methods to monitor progress of Roma integration, in close collaboration with the European Commission, in particular its services responsible for the implementation of European Structural and Investments Funds, which are linked to the support of socioeconomic inclusion of marginalised communities, including Roma. Eurofound, the Council of Europe, UNDP, the World Bank and other key actors are also involved.

**Planned outputs in 2015**
- Reports on qualitative research LERI (internal);
- Progress report on the cooperation with Member States (internal);
- Information fact-sheets and other communication material
- Interactive tools for collecting information on the progress in implementing the Council recommendation on effective Roma integration measures in the MSs
- Bilateral support upon request from the MSs for the implementation of the Roma integration progress monitoring framework

**Financial resources allocated to the project**

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* The budget is allocated under EU-MIDIS II
Handbook of European Case-law on the Rights of the Child

Description
FRA, in co-operation with the European Court of Human Rights and the Council of Europe, elaborated a Handbook of European Law on the Rights of the Child in 2014 in order to support the Council of Europe Strategy for the Rights of the Child and contribute to its objectives and those of the EU Agenda for the Rights Child. The Handbook aims to encapsulate the ‘European standard’ of child protection, including as derived from European jurisprudence: case-law of the European Court of Human Rights (ECtHR), the European Committee of Social Rights (ECSR), and the Court of Justice of the European Union (CJEU). Following the planning, preparation and research conducted in 2013 and 2014, in 2015 the Handbook will be translated from its original version in English into other selected EU languages. The Handbook will be published and disseminated in relevant forums and through networks of professionals dealing with children, including also stock-taking activities on the Council of Europe Strategy and EU events.

Objectives
The main objective of the project is to raise awareness and knowledge amongst judges, prosecutors, lawyers, officials and other practitioners dealing with the legal protection of children at the national and international level of the European guarantees of the rights of the child. An additional objective is to support the daily work of these practitioners as they deal with legal issues concerning children. In 2015 the handbook will be translated into selected EU languages to facilitate its broadest possible dissemination within EU Member States and in the Council of Europe region.

Overall outputs
Contribution to the knowledge and tools available for practitioners dealing with the legal protection of children in Europe; Translation of the Handbook into selected EU languages; Publication of the Handbook both on-line and in print; Dissemination of the Handbook through FRA participation in meetings and engagement with networks of relevant professionals.

Activities and results achieved so far
In 2013 the FRA conducted preparatory research on the handbook, and procured its drafting in cooperation with amongst others, the European Court of Human Rights, the Council of Europe, and the EU Commission. In 2014 FRA, together with its partners, analysed and presented a selection of extracts from key judgements and decisions delivered by the ECtHR, the ECSR, and the CJEU, highlighting the manner in which EU law, the ECHR, the ESC, the UN CRC, and other instruments relevant to child protection were applied.

Benefits and target groups
- European Parliament;
- Council of the EU;
- European Commission;
- Member States (including Ministries of Justice, National Parliaments, National Courts, and Public Prosecutor’s Offices);
- Professional organisations;
- Civil society/organisations;
- Council of Europe;
- UN CRC Committee;
- NHRIs/Equality Bodies and Ombuds institutions for children.

Planned activities in 2015
- Translation and preparation of the Handbook for publication in selected EU languages in co-operation with the European Court of Human Rights and the Council of Europe;
- Publication of the Handbook, on-line and in print;
- Dissemination of the Handbook through national networks of professionals and civil society organisations dealing with children, and contacts with relevant authorities in the EU Member States;
- Targeted stakeholder communication and awareness raising activities, including in the framework of EU and Council of Europe events.

Financial resources allocated to the project

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Mapping minimum age requirements in respect to the rights of the child in the EU

Description

The promotion and protection of the rights of the child is one of the objectives of the EU on which the Treaty of Lisbon has put further emphasis. The Commission’s EU Agenda for the Rights of the Child (2011) aims to reinforce the full commitment of the EU to promote, protect and fulfil the rights of the child. Child participation is one of the priorities set forth in the Agenda: “Full recognition of the rights of the child means that children must be given a chance to voice their opinions and participate in the making of decisions that affect them”. Article 24(1) of the Charter requires the EU to take children’s views into considerations on matters which concern them in accordance with their age and maturity”.

However EU law, in line with the UN Convention on the Rights of the Child (CRC) enshrined both participation and protection rights to children. Article 3, para 2 and 3 of the UN CRC requires that States Parties undertake to ensure the child such protection and care as is necessary for his or her well-being, taking into account the rights and duties of his or her parents, legal guardians, or other individuals legally responsible for him or her, and, to this end, shall take all appropriate legislative and administrative measures.

The “best interests” principle and the right of the child to be heard is enshrined in secondary EU law, for example in the Victims’ support directive, the Sexual Exploitation of children directive, EU anti-trafficking Directive and the EU asylum acquis.

Article 1 of the UN (CRC) defines children as all human beings below the age of 18 “unless, under the law applicable to the child, majority is attained earlier”. However, children face an array of minimum ages within this definition of childhood at which they are judged capable of making decisions for themselves or become subject to the same laws as adults in certain areas of their lives. The concept of “minimum age” is a key concept in the area of the rights of the child particularly when balancing protection vs participation rights.

The age at which children can get married or vote, for instance, or engage with criminal justice, varies across and even within jurisdictions. Previous FRA research in various thematic areas has shown that children are not all or always recognised as rights holders. Age requirements introduced at national and EU law, are often arbitrary and inconsistent based on different assumptions concerning maturity potentially limiting child’s rights, for example in regard to access to complaints mechanisms.

In order to address the paucity of data on minimum age requirements FRA will collect relevant data on thematic areas to be established through consultation with main stakeholders. This mapping will facilitate analysis of the different approaches in and within Member States concerning age requirements.

Objectives

• To provide a comprehensive overview of national legal provisions introducing age requirements in various thematic areas.
• To contribute to the European Commission’s work on child protection, on children’s involvement in criminal, civil and administrative judicial proceedings and its evaluation of legislation, policy and practice of child participation in the European Union.
• To raise awareness on the impact of the application of different age requirements on the rights of child.

Overall outputs

• Comparative overview of age requirements in EU 28 Member States.
• Other paper(s) analysing the findings in respect to child protection gaps and participation rights.

Activities and results achieved so far

• The project builds on research conducted by FRA in 2014 on mapping national child protection systems and the Agency’s work on child friendly justice.
• It also builds on work undertaken by FRA in the fields of justice, asylum and migration and discrimination.

Beneficiaries and target groups

European Commission and other EU Institutions and bodies; Council of Europe; UN entities; Member States; legal professionals and their networks; civil society organisations and children themselves.

Planned activities in 2015

• Data collection through FRANET (EU 28)

Planned outputs in 2015

• None

Financial resources allocated to the project

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Handbook on Access to Justice in Europe

Description
Access to justice is a core fundamental right embodied first and foremost in Article 47 of the Charter of Fundamental Rights of the EU and Article 6 of the European Convention on Human Rights. Access to justice enables victims of fundamental rights violations to effectively enforce their rights or put right damage suffered irrespective of the nature of right, civil and political as well as economic and social. However, FRA research shows that access to justice is problematic in a number of EU Member States due to several factors, including insufficient knowledge about the different avenues available to access justice. In this context, a Handbook on access to justice in Europe represents a useful tool to mitigate this problem.

FRA has collaborated on the project with the European Court of Human Rights (ECtHR). The European Commission for the Efficiency of Justice (CEPEJ), the Council of Europe expert body, also provided input during the initial stages of the implementation of this project. FRA has also consulted the Court of Justice of the European Union (CJEU) and other relevant stakeholders, such as the European Commission, or legal professionals at the European and national level. Issues covered by the Handbook may include substantive as well as procedural and institutional aspects of access to justice, arising from various fields, including the area of non-discrimination or those with a more progressive approach to access to justice, such as environmental litigation. The aim is to focus in particular on rules and standards at the European level in the area of access to justice in its widest sense, covering judicial as well as (possibly) non-judicial aspects, as reflected by national and European jurisprudence.

Objectives
The main objective of the project is to raise awareness and knowledge amongst legal professionals involved in litigation as well as intermediaries – such as civil society organisations – of existing standards and fundamental rights guarantees in the area of access to justice as reflected by case law at the national and European level.

Overall outputs
The result of the project will be a Handbook on Access to Justice in Europe. The Handbook will provide an accessible summary and analysis (in selected EU languages) of the relevant case law of the Court of Justice of the European Union and the European Court of Human Rights, supplemented by – where available – national jurisprudence, on selected topics in the area of access to justice.

Activities and results achieved so far
This project builds on the methodology followed in previous FRA-Council of Europe (in particular ECtHR) joint projects which enabled the publication of Handbooks on European law in the field of non-discrimination (2011), European law relating to asylum, borders and immigration (2013), European data protection law (2014) and the upcoming European case law on the rights of the child. Furthermore, the Handbook will contribute to the various on-going and completed projects that the FRA is undertaking in the area of access to justice, including the ‘CLARITY’ and ‘Victim Support Services in the EU’ projects and the two FRA access to justice reports published in 2011 and 2012.

Beneficiaries and target groups
• Judges
• Legal practitioners involved in litigation

Planned activities in 2015
• Project-specific stakeholder communication and awareness raising activities will be developed, including a stakeholder consultation
• In-house analysis and selection of extracts from key judgments and decisions (and other tools interpreting relevant international human rights law standards) delivered by the ECtHR and CJEU (as well as UN treaty bodies) in the field of access to justice.
• Preparation of the draft Handbook in collaboration with the project partners

Planned outputs in 2015
• A final draft Handbook on Access to Justice in Europe

Financial resources allocated to the project

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Prior years’ budget total: -
Multiannual: Yes
Year of origination: 2015

Intermediaries such as NGOs and other bodies involved in assisting victims in accessing justice, including by legal advice
5.1.2 Inter-agency cooperation and other activities in the areas of borders, immigration and asylum

**THEMATICAL AREA: IMMIGRATION AND INTEGRATION OF MIGRANTS**

The overall budgetary allocation reserved for procurement contracts in 2015 amounts to **EUR 584.000 (EUR 504.000 in first priority and EUR 70.000 in third priority)**

**Legal basis**


**Budget line:** B03230 - Immigration and integration of migrants

**Subject matter of the contracts envisaged:** research

**Type of contract:** specific contract based on an existing framework contract

**Type of procurement:** service

**Indicative number of contracts envisaged:** 28

**Indicative timeframe for launching the procurement procedure:** 4th quarter of the year

**5.2.1 National intelligence authorities and surveillance in the EU: fundamental rights safeguards and remedies**

**THEMATICAL AREA: INFORMATION SOCIETY AND, IN PARTICULAR, RESPECT FOR PRIVATE LIFE AND PROTECTION OF PERSONAL DATA**

The overall budgetary allocation reserved for procurement contracts in 2015 amounts to **EUR 483.415 (EUR 283.415 in first priority and EUR 200.000 in third priority)**

**Legal basis**


**Budget line:** B03211 - Info soc. respect for priv life & prot. pers. data

**Subject matter of the contracts envisaged:** research

**Type of contract:** new Framework Contract

**Type of procurement:** service

**Indicative number of contracts envisaged:** 1

**Indicative timeframe for launching the procurement procedure:** 2nd quarter of the year

**5.4.1 Roma multi-annual programme**

**THEMATICAL AREA: ROMA INTEGRATION**

The overall budgetary allocation reserved for procurement contracts in 2015 amounts to **EUR 904.490 (EUR 654.490 in first priority and 250.000 in third priority)**

**Legal basis**

Budget line: B03340 - Roma integration
Subject matter of the contracts envisaged: research
Type of contract: specific contract based on an existing framework contract
Type of procurement: service
Indicative number of contracts envisaged: 4
Indicative timeframe for launching the procurement procedure: 1st quarter of the year - 4th quarter of the year

5.5.2 Surveying LGBT people and authorities

THEMATIC AREA: Discrimination based on sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation

The overall budgetary allocation reserved for procurement contracts in 2015 amounts to EUR 62,610

Legal basis


Budget line: B03321 - Discrimination
Subject matter of the contracts envisaged: research
Type of contract: specific contract based on an existing framework contract
Type of procurement: service
Indicative number of contracts envisaged: 4
Indicative timeframe for launching the procurement procedure: 1st - 2nd and 4th quarter of the year

5.6.1 Children and justice

THEMATIC AREA: RIGHTS OF THE CHILD

The overall budgetary allocation reserved for procurement contracts in 2015 amounts to EUR 130,768

Legal basis


Budget line: B03350 - Rights of the child
Subject matter of the contracts envisaged: research
Type of contract: specific contract based on an existing framework contract
Type of procurement: service
Indicative number of contracts envisaged: 1
Indicative timeframe for launching the procurement procedure: 1st quarter of the year
4th quarter of the year

5.6.2 Handbook of European Case-law on the Rights of the Child

THEMATIC AREA: RIGHTS OF THE CHILD

The overall budgetary allocation reserved for procurement contracts in 2015 amounts to EUR 549.000

Legal basis


Budget line: B03350 - Rights of the child

Subject matter of the contracts envisaged: research

Type of contract: specific contract based on an existing framework contract

Type of procurement: service

Indicative number of contracts envisaged: 1

Indicative timeframe for launching the procurement procedure: 4th quarter of the year

5.6.3 Additional activities in the area “rights of the child”

THEMATIC AREA: RIGHTS OF THE CHILD

The overall budgetary allocation reserved for procurement contracts in 2015 amounts to EUR 36.562

Legal basis


Budget line: B03350 - Rights of the child

Subject matter of the contracts envisaged: research

Type of contract: specific contract based on an existing framework contract

Type of procurement: service

Indicative number of contracts envisaged: 6

Indicative timeframe for launching the procurement procedure: 2nd quarter of the year 3rd quarter of the year 4th quarter of the year

5.6.4 - Mapping minimum age requirements in respect to the rights of the child in the EU

THEMATIC AREA: RIGHTS OF THE CHILD

The overall budgetary allocation reserved for procurement contracts in 2015 amounts to EUR 187.670
Legal basis


Budget line: B03350 - Rights of the child
Subject matter of the contracts envisaged: research
Type of contract: specific contract based on an existing framework contract
Type of procurement: service
Indicative number of contracts envisaged: 1
Indicative timeframe for launching the procurement procedure: 4th quarter of the year

5.7.3 – Fundamental Rights Survey

THEMATIC AREA: ACCESS TO JUSTICE

The overall budgetary allocation reserved for procurement contracts in 2015 amounts to EUR 448.170 (EUR 298.170 in first priority and EUR 150.000 in third priority)

Legal basis


Budget line: B03620 - Access to justice
Subject matter of the contracts envisaged: research
Type of contract: specific contract based on an existing framework contract
Type of procurement: service
Indicative number of contracts envisaged: 3
Indicative timeframe for launching the procurement procedure: 1st quarter of the year 2nd quarter of the year 4th quarter of the year

5.7.4 Handbook on access to justice in Europe

THEMATIC AREA: ACCESS TO JUSTICE

The overall budgetary allocation reserved for procurement contracts in 2015 amounts to EUR 410.270

Legal basis


Budget line: B03620 - Access to justice
Subject matter of the contracts envisaged: research
Type of contract: specific contract based on an existing framework contract
**Type of procurement:** service

**Indicative number of contracts envisaged:** 1

**Indicative timeframe for launching the procurement procedure:** 1st quarter of the year 4th quarter of the year

### 5.9.1 Annual Reports

**THEMATIC AREA: CROSS-CUTTING PROJECTS OR ACTIVITIES COVERING ALL MAF AREAS**

The overall budgetary allocation reserved for procurement contracts in 2015 amounts to **EUR 360.000**

**Legal basis**


**Budget line:** B03702 - Annual report

**Subject matter of the contracts envisaged:** research, ICT communication services

**Type of contract:** specific contract based on an existing framework contract

**Type of procurement:** service

**Indicative number of contracts envisaged:** 56 (Franet), 8 (editing and production)

**Indicative timeframe for launching the procurement procedure:** 1st quarter of the year 3rd quarter of the year

### 5.10.2 Cooperation mechanism: National Liaison Officers

**THEMATIC AREA: CROSS-CUTTING PROJECTS OR ACTIVITIES COVERING ALL MAF AREAS**

The overall budgetary allocation reserved for procurement contracts in 2015 amounts to **EUR 59.988**

**Legal basis**


**Budget line:** B03711 - Communication and awareness-raising

**Subject matter of the contracts envisaged:** research, ICT communication services

**Type of contract:** specific contract based on an existing framework contract

**Type of procurement:** service

**Indicative number of contracts envisaged:** 2

**Indicative timeframe for launching the procurement procedure:** 1st quarter of the year 3rd quarter of the year