Let's speak asylum (LSA)

Quick tutorial on how to use the portal

https://lsa.euaa.europa.eu/



Introduction



Thank you for visiting the 'Let's Speak Asylum' (LSA) portal.

This short PDF will give you an overview of what you will find on the portal and how to use the EUAA information materials.





Contact Us



EUAA info provision toolbox

Information provision products and visuals developed by the EUAA to support information



Practical guidance and information materials developed by the EUAA to



activities, available for free download.

Info provision library

A selection of information provision products developed by European



Browse library

Are you looking for inspiration to develop quality information materials? Browse the library!



Thematic areas



Asylum Procedure

This infographic shows a simplified



Dublin Procedure

This infographic shows a simplified version of the Dublin Procedure.



Reception Pathway

This infographic shows a simplified version of the Reception Pathway



This infographic shows a simplified

Other Resources

Have a look at information provision materials developed by the EUAA in the context of temporary protection in the EU for people fleeing Ukraine.

Go to temporary protection

Have a look at the comprehensive range of modules found in the European Asylum Curriculum (EAC), covering the entire area of international protection.

Go to training catalogue



Background information

Why was this portal created? The LSA portal aims to support the optimisation of resources and foster greater coherence and consistency in information provision activities, and this support the harmonised implementation of the Common European Asylum System (CEAS).

What does the portal contain? The portal offers methodological guidance and practical tools on the provision of information in the context of asylum, Dublin procedure, reception and resettlement.

Who should use this portal? The portal is primarily intended for officials of national authorities and any other staff or organisations working or involved in information provision in the context of asylum and reception in the EU context.

How was this portal created? The portal is the result of the 'Let's Speak Asylum' umbrella project of the EUAA.





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Thematic areas



This infographic shows a simplified



Dublin Procedure

This infographic shows a simplified



version of the Reception Pathway





Other Resources

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o to temporary protectio



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to training catalogue





Home page

The homepage and the upper menu will give you an immediate overview of all the pages and content available on the portal.



EUAA info provision toolbox

Information provision products and visuals developed by the EUAA to support information provision activities, available for free download.



EUAA products

Practical guidance and information materials developed by the EUAA to support information provision activities.

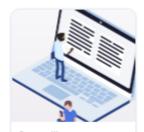


Illustrations & icons

Simple and culturally appropriate visuals to support information provision activities, available for free download.

Info provision library

A selection of information provision products developed by European authorities and other entities.



Browse library

Are you looking for inspiration to develop quality information materials? Browse the library!



Submit your products

Have you developed products or practices that might inspire others? Share them with us!



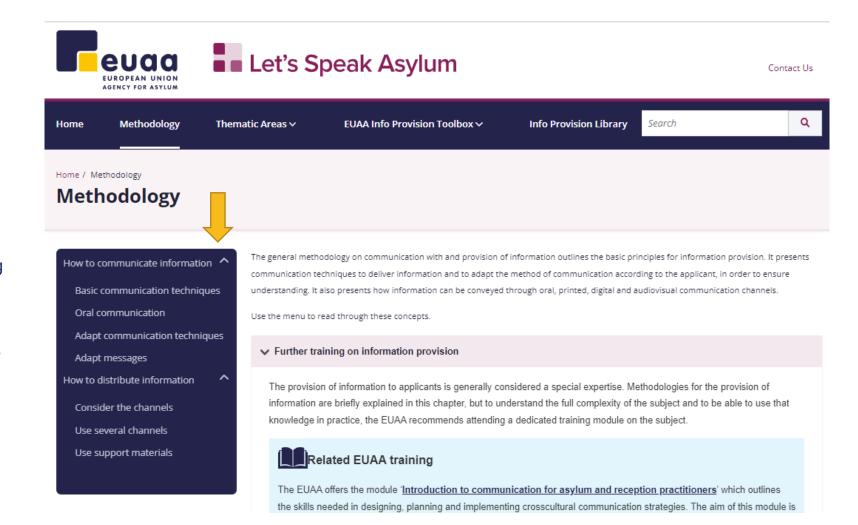
Methodology page (1)

We suggest you start on the methodology page, where you will find methodological tips on information provision and communication, applicable to all the thematic areas.

You can navigate through the content using the left side menu (or the top menu if opened from your mobile phone).

The content is broken down into sub-pages and accordions to facilitate reading.

Click on the arrow to expand the left menu.





Methodology page (2) - examples

Home / Methodology / How to distribute information / Consider the channels

Consider the communication channels

How to communicate information

How to distribute information

Consider the channels

Use several channels

Use support materials

Not all communication channels are the same. A certain channel can be a better fit for the specific message you are seeking to communicate at communication channel(s) to deliver information.

When choosing your communication channel(s), make sure that it is **fit for you** is) and that it is **fit for the applicant** (considering their personal circumstance.

> Oral communication

Printed materials

Printouts primarily include written information, including leaflets, bro such as infographics, cartoons or flowcharts. For this reason, printer extensive amount of information

Printouts are a one-way communication channel that is primarily inte some of the core messages can be illustrated in visual aids to comm have poor reading skills. Printed communication materials can be m

Reach large audiences Are available to applicants at all times Can be in several languages Save time in the information provision Disadvantages Very limited us Hard to make circumstances Need tailoring

Do you want to develop **printed material** and want to know more about this communication channel? Go to How to distribute information -> Consider the communication channels -> Printed materials.

Home / Methodology / How to communicate information / Adapt communication techniques

Adapt communication techniques

How to communicate information

Basic communication techniques

Oral communication

Adapt communication techniques

Adapt messages

How to distribute information

Communication techniques adapted to the applicant's

Thus, tailor-made communication techniques enable the a

When adapting your communication techniques, consider circumstances. In the context of the asylum procedure, the

- Culture
- > Education and level of literacy
- > Gender
- > Age
- > Cognitive and learning difficulties
- > Vision and hearing impairments

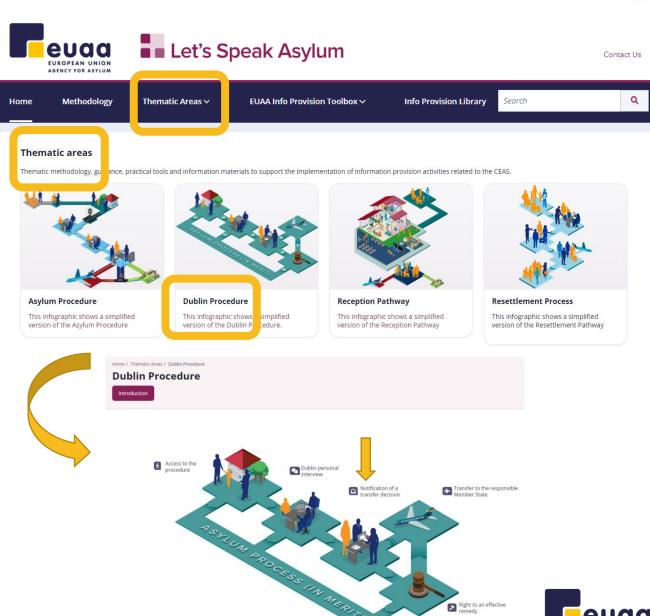
Do you want to know more about **how to adapt communication techniques to the applicant's personal circumstances**? Go to 'How to communicate information' ->
'Adapt communication techniques' -> and see the most
common circumstances to consider when adapting your
communication techniques.



AGENCY FOR ASYLUM

Thematic areas

- You can visit the four thematic areas from the upper menu or by clicking on one of the infographics on the homepage.
- Each thematic area has an infographic showing the simplified version of the respective procedure. Under each stage of the procedure, the user will find key information provision messages, further guidance, practical tips and, where applicable, EUAA information materials.
- Take the Dublin Procedure as an example. If you select the Dublin Procedure from the thematic areas, it will open an infographic showing a simplified version of this procedure.
- You can then click one of the different stages.
- For the stages for which content is currently under development, you can go to the Information Provision Library to look for materials developed by national authorities and other entities as a source of inspiration.





Asylum Procedure
Introduction

- When you open the Asylum Procedure thematic area, you will find an infographic showing the steps in the asylum procedure.
- You can either click on 'Introduction' which will bring you to the content page, including information about all stages, or click on the active titles next to each step if you are interested in a specific topic.
- Clicking on 'Making' and 'Registration & Lodging' will take you to the same page, providing information about legal requirements, context, and information provision topics. The content is based on the EUAA <u>Practical Guide on Information Provision – Access to the asylum procedure</u>.
- Content for the remaining steps is currently under development.

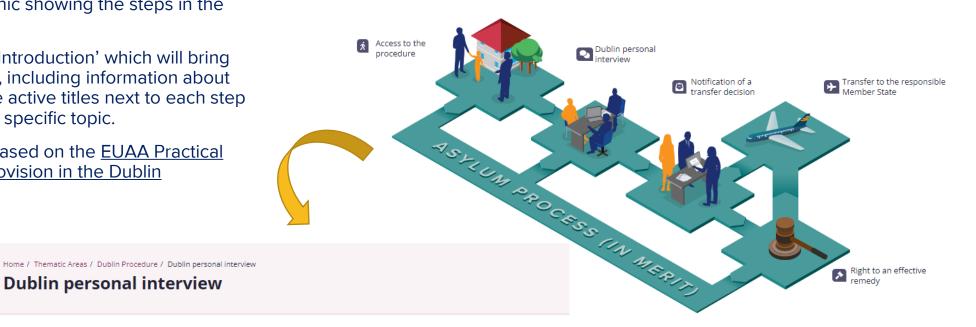




Dublin procedure

- When you open the Dublin Procedure thematic area, you will find an infographic showing the steps in the Dublin procedure.
- You can either click on 'Introduction' which will bring you to the content page, including information about all stages, or click on the active titles next to each step if you are interested in a specific topic.
- Much of the content is based on the EUAA Practical Guide on information provision in the Dublin procedure.

Home / Thematic Areas / Dublin Procedure **Dublin Procedure** Introduction



Dublin personal interview

Access to the procedure

Dublin personal interview

Notification of a transfer decision

Right to an effective remedy

Transfer to the responsible Member

Further reading about the Dublin procedure

The time it takes to determine the responsible Member State can vary considerably from case to case. However, the process for determination should take place as soon as possible. This part covers information provision during the additional information that the applicant may need during the determination process. It also covers information p where the determining Member State becomes the responsible Member State

When conducting a Dublin interview at the same time as, or shortly after the lodging of the application, this part ar lodging can be read together. It is important to note that repetition of information is important to ensure the prop applicant.

Key information to be provided during the Dublin personal Interview

Explain your role, the purpose of the Dublin procedure, its main steps and the responsibility criteria.

The applicant may be transferred from one country where the application is lodged to another country that is resp.



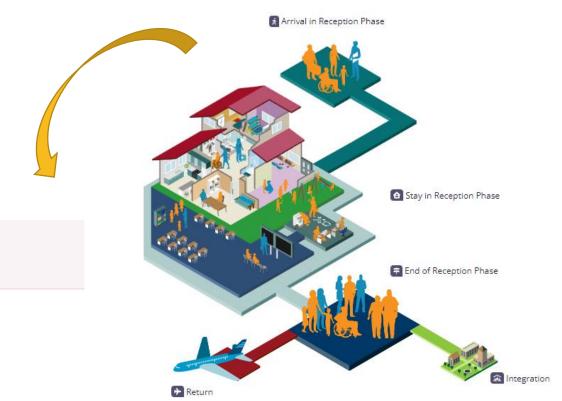
Reception pathway

- When you open the Reception Pathway thematic area, you will find an infographic showing the reception phases.
- You can either click on 'Introduction' which will bring you to the content page, including brief information about all phases, or click on the title 'Arrival in Reception Phase'. Here you will find background information, information provision messages and EUAA information materials for the phase of arrival in reception.

 Content for the other phases of reception (stay in reception and end of reception) is currently under development. Home / Thematic Areas / Reception Pathway

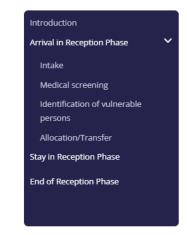
Reception Pathway

Introduction



Home / Thematic Areas / Reception Pathway / Arrival in Reception Phase

Arrival at Reception Stage



The 'arrival in reception' is the first phase of the rec formalities are carried out. These include the regist

Depending on the national and local context, applic spontaneously or they may be transferred by the π already initiated or not before the arrival in the rec

Provision of information is an important ongoing arlimited knowledge about the procedures when they that includes legal information on administrative pu



Resettlement process

- When you open the Resettlement Process thematic area, you will find an infographic showing the resettlement phases.
- You can either click on 'Introduction' which will bring you to the content page or click on the title 'Selection'. Here you will find background information, information provision messages and guidelines to be used during the selection phase.

Selection

Introduction

Pre-departure Activities

Reception and end of reception

the procedure, and a good way to ease this nervousness is to create a safe a

Selection

Further content and information provision materials for a 'predeparture orientation' package are currently under development under the EU Resettlement Information Provision toolbox.





EUAA info provision toolbox

Under the EUAA Info Provision toolbox you will find EUAA information materials, as well as illustrations and icons developed by the agency. All of these were tested with applicants and their feedback was taken into account before finalisation.

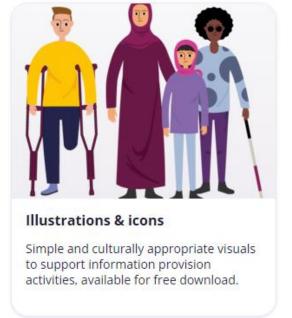
Let's have a closer look at each page.



EUAA info provision toolbox

Information provision products and visuals developed by the EUAA to support information provision activities, available for free download.







EUAA products

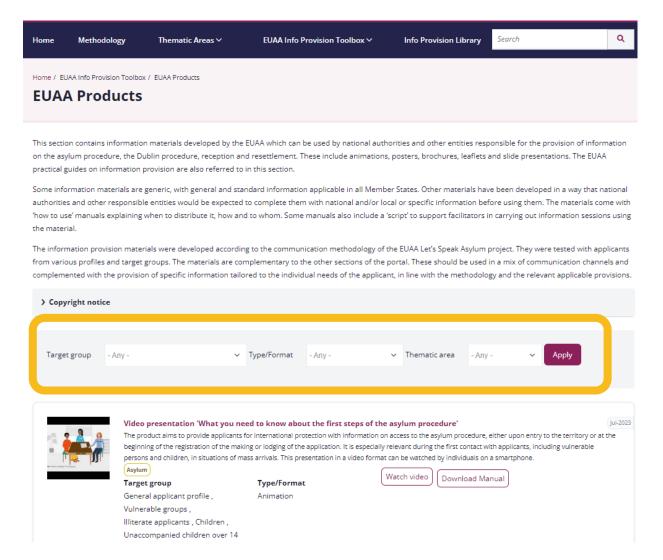
In the **EUAA Products** page you will find the information materials developed by the EUAA to support information provision activities.

Some materials are generic, while others have been designed to allow staff to easily add useful information and contact details specific to a country or location.

You can **download the material** together with a short **'how-to-use' manual**. Some manuals also include a **'script'** meant to guide the facilitators, step by step, in preparing and carrying out the info-sessions with the target audience.

Translations in non-EU and EU languages will soon be available.

The editable versions of some of the materials are to be requested from the EUAA Networks.



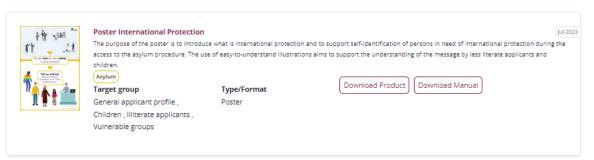
Use the search function to **filter** the materials **based on your interest**.

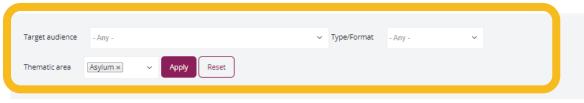


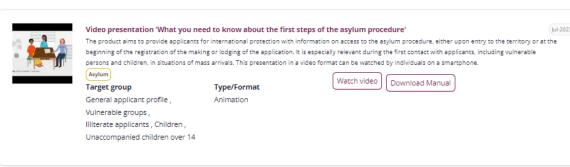
Asylum related materials (examples)

- Slide presentation on access to the asylum procedure (for first contact) (3 versions: video, manual or automatic animated slide show)
- **Posters** (for first contact)
- Brochure on access to the asylum procedure (during registration and lodging)











Slide presentation 'What you need to know about the first steps of the asylum procedure'

Type/Format

Slides presentation

The slide presentation aims to provide applicants for international protection with information on access to the asylum procedure, either upon entry to the territory or at the beginning of the registration of the making or lodging of the application. The slide presentation is especially relevant during the first contact with applicants, including vulnerable persons and children, in situations of mass arrivals. The format of the presentation is meant to support information provision sessions, during which the presenter moves the slides manually while presenting the content

Target group

General applicant profile,

Vulnerable groups Illiterate applicants, Children

Unaccompanied children over 14

Download Product

Download Product

Download Manual

Download Manual



Animated slide presentation 'What you need to know about the first steps of the asylum procedure'

The animated slide presentation aims to provide applicants for international protection with information on access to the asylum procedure, either upon entry to the territory or at the beginning of the registration of the making or lodging of the application. The animated slide presentation is especially relevant during the first contact with applicants, including vulnerable persons and children, in situations of mass arrivals. In the slideshow mode, the slides advance automatically and include animations and voice over.

Target group

General applicant profile,

Vulnerable groups

Illiterate applicants, Children,

Unaccompanied children over 14

Type/Format Slides presentation



Dublin related information materials

Target audience Type/Format

2 posters on family reunification – for children and for adults





Poster Dublin family reunification - Child

This poster has been created to promote family reunification through the Dublin procedure. The poster is available in two basic versions one with an adult protagonist wishing to reunite with her partner, and the other with a child wishing to reunite with a family member. Both versions are available in 14 different

Dublin

Target group

Download Manual

Poster on Dublin family reunification - Adult

This poster has been created to promote family reunification through the Dublin procedure. The poster is available in two basic versions one with an adult protagonist wishing to reunite with her partner, and the other with a child wishing to reunite with a family member. Both versions are available in 14 different language versions. This is the version of the poster with the adult applicant.

Dublin

Target group General applicant profile Type/Format

Download Manual

Jan-2014

5 European Commission common leaflets on the Dublin procedure



Dublin common leaflet fingerprints (illegal stay)

This information leaflet is intended to provide information in relation to the Eurodac fingerprinting of applicants that are found illegally staying in a Member State. The leaflet is available in a number of translations and should be adapted with Member State specific information.

Dublin

Target group General applicant profile Type/Format Leaflet

Download Product

Download Product



Dublin common leaflet fingerprints (irregular entry)

This information leaflet is intended to provide information in relation to the Eurodac fingerprinting of applicants apprehended in connection with the crossing of an external border. The leaflet is available in a number of translations and should be adapted with Member State specific information.

Dublin

Target group General applicant profile Type/Format Leaflet

Download Product



Information material for vulnerable groups

Package approach:

- 1 poster
- 1 brochure (customisable with contact details and useful information)

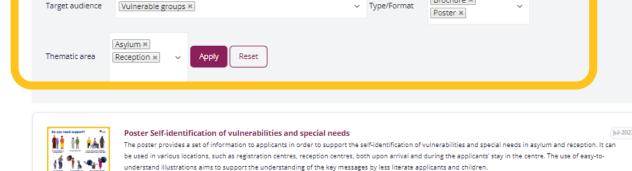
Due to the nature and the sensitivity of the topics contained in the **brochure**, it is to be used in the context of info-sessions (not as stand-alone materials). For this reason, its 'How to use' manual also includes a **script** to guide the facilitator in preparing and implementing the sessions with the applicants. It is the result of piloting with adult applicants.



How to use the brochure Are you or do you know someone in one or more of these situations?

The EUAA developed this brochure as part of a toolbox for information provision in the context of reception in accordance with the communication methodology of the Let's Speak Asylum project.





Type/Format

Poster

Asylum Reception

Vulnerable groups

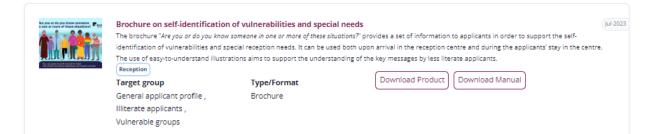
Children , Illiterate applicants , Unaccompanied children over 14

Target group
General applicant profile,

Brochure ×

Download Product

Download Manual





In this section you will find a script that the facilitator can use to deliver the information session. For easy reference, the sentences/questions of the script are formatted in *Italia*.

The facilitator introduces the session



Reception materials for children

Package approach:

- 2 brochures (customisable with contact details and useful information)
- 2 animations

Due to the nature and the sensitivity of the topics contained in these materials, they are to be used in the context of info-sessions (not as stand-alone materials).

For this reason, each 'How to use' manual also includes a **script** to guide the facilitator in preparing and implementing the sessions with the children. It is the result of piloting with children.



How to use the brochure for accompanied children What you need to know about life at a reception centre

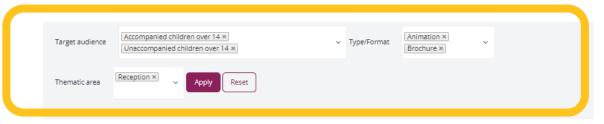
The EUAA developed a dedicated package for children according to the communication methodology of the Let's Speak Asylum project. This project aims to support authorities in their duty to provide information in a child-friendly manner. The package is part of a toolbox for information provision in the context of reception (arrival phase), It includes:

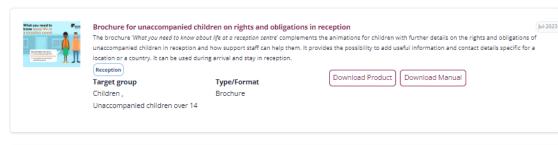
HOW TO USE THE BROCHURE ON RECEPTION FOR ACCOMPANIED CHILDREN

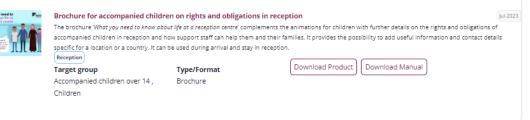
Script for the facilitator

In this section you will find a script that the facilitator can use to deliver the information session. For easy reference, the sentences/questions of the script are formatted in *italics*.

The facilitator introduces the session:













EUAA illustrations and icons

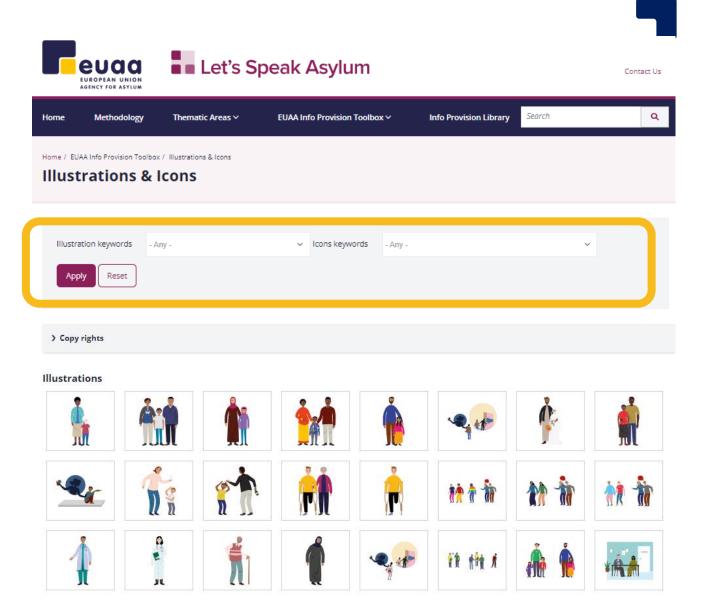
The **EUAA library of illustrations and icons** contains simple visuals related to reception and asylum.

For now, it mainly focuses on vulnerabilities and special needs, but new topics will be added gradually.



You can search for a specific illustration or icon using specific keywords from the drop-down lists.

You can download and use them for free when making your own information materials.





Information provision library

The **Information Provision Library** includes a selection of information products developed by asylum and reception national authorities and other entities, which can be used as a source of inspiration when developing your own products.

Each product is accompanied by a short description indicating which elements are particularly inspiring.



Use the search function to filter the materials based on your interest.

Info Provision Library

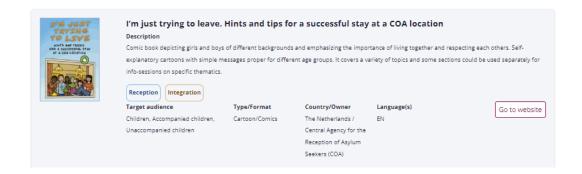
Submit info provision document

The Let's Speak Asylum Information Provision Library aims to be a source of inspiration and help national authorities and other entities responsible for provision of information to develop quality information provision products. The selected products developed by European authorities and other entities showcase the use in practice of one or more communication and information provision principles. These principles are described on the LSA portal in the methodology page and the various thematic areas. Each product is accompanied by a short description indicating which elements are particularly inspiring. This should not be read as a complete analysis. The library is also not intended as an exhaustive collection of available information provision products. The products have been collected by the EUAA through surveys launched to its thematic networks or through own research.

This library includes both (i) links to third party webpages where relevant products can be found and (ii) downloadable documents provided by national authorities or other entities to the EUAA and now made available by the EUAA online. As for the latter (documents in downloadable format), authorisation from the copyright holder was duly obtained by the EUAA for the purpose of uploading and making them available in this library.

For any use or reproduction of photos or other material, permission must be sought directly from the copyright holders.

> Disclaimer				
Thematic area	- Any - V Target group - Any -	~		
Type/Format	Cartoon/Comics × ∨ Country/Owner - Any -		~	
Apply	set			





Submit info provision document

If you have developed a product that could inspire others, please, submit it to the EUAA.

Through the dedicated form you can propose documents to be included in the library or suggest updating an already existing product.

Info provision library

A selection of information provision products developed by European authorities and other entities.



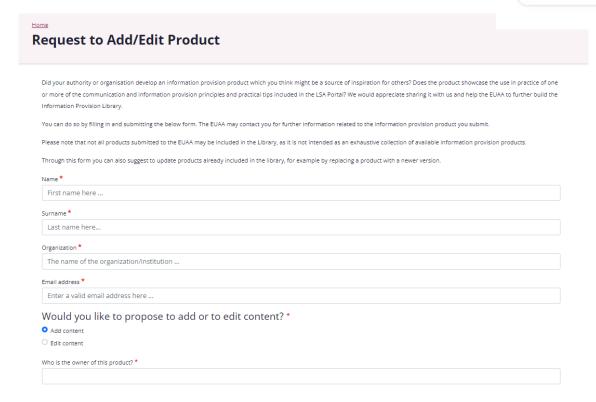
Browse library

Are you looking for inspiration to develop quality information materials? Browse the library!



Submit your products

Have you developed products or practices that might inspire others? Share them with us!





Other resources

Finally, from the homepage you can find links to the EUAA Training Catalogue, as well as to the EUAA website for information materials developed by the agency on temporary protection.

Other Resources

Temporary protection

Have a look at information provision materials developed by EUAA in the context of EU's temporary protection for persons fleeing Ukraine.

Go to temporary protection

EUAA Training Catalogue

Have a look at the comprehensive range of modules found in the European Asylum Curriculum (EAC), covering the entire area of international protection.

Go to training catalogue



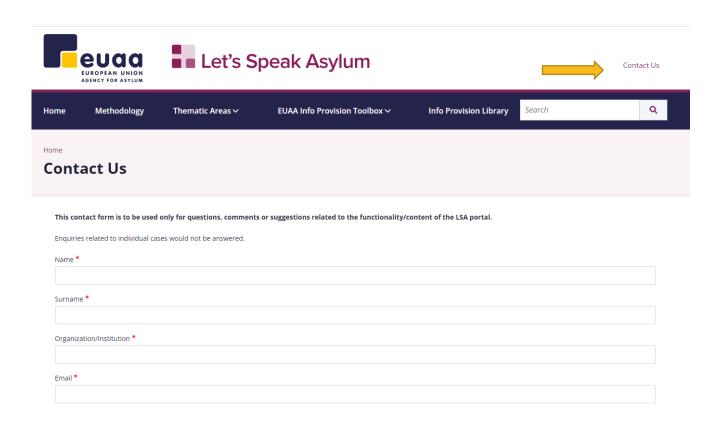


Updates

The EUAA will continuously develop and add more content on the LSA portal. We invite you to keep coming back for more information.

Contact us

Feel free to contact us for any questions, comments or suggestions related to the functionality and/or the content of the LSA portal.







Support is our mission

www.euaa.europa.eu

