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.

Let's Speak Asylum The portal of reference for information providers and

euaa

Methodology

professionals designing communication and information provision activities in the field of asylum and reception. Here you will find information provision methodology and practical tools to support the harmonised implementation of the Common European Asylum System (CEAS).

Thematic Areas ~

Let's Speak Asylum

EUAA Info Provision Toolbox ~

💴 Read tutorial

EUAA info provision toolbox

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



Illustrations & icons Practical guidance and information materials developed by the EUAA to Simple and culturally appropriate visuals to support information provision activities, available for free download. support information provision activities

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

EUAA Training Catalogue

Go to training catalogue

(EAC), covering the entire area of international protection.

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

Contact Us

Q

Info Provision Library

A standardised methodology for

the Common European Asylum

Info provision library

authorities and other entities.

A selection of information provision products developed by European

communication and informa provision applicable to all areas of

Methodology

System.

This infographic shows a simplified

version of the Resettlement Pathway

Other Resources

Temporary protection

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 protectio













Have a look at the comprehensive range of modules found in the European Asylum Curriculum

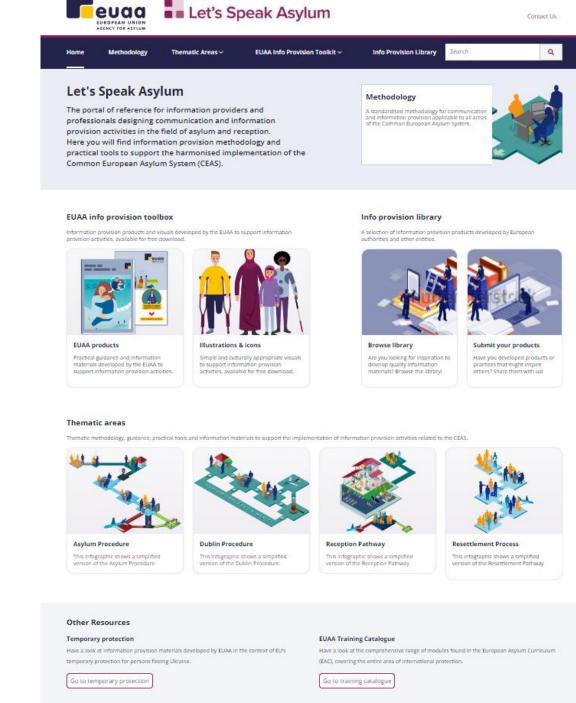
Background information

Why was this postal created? The LSA portal aims to support the optimisation of resources and foster greater coherence and consistency in information provision activities, and thus 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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Home page

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



Read tutorial

EUAA info provision toolbox

Common European Asylum System (CEAS).

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

practical tools to support the harmonised implementation of the





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

System.

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





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!



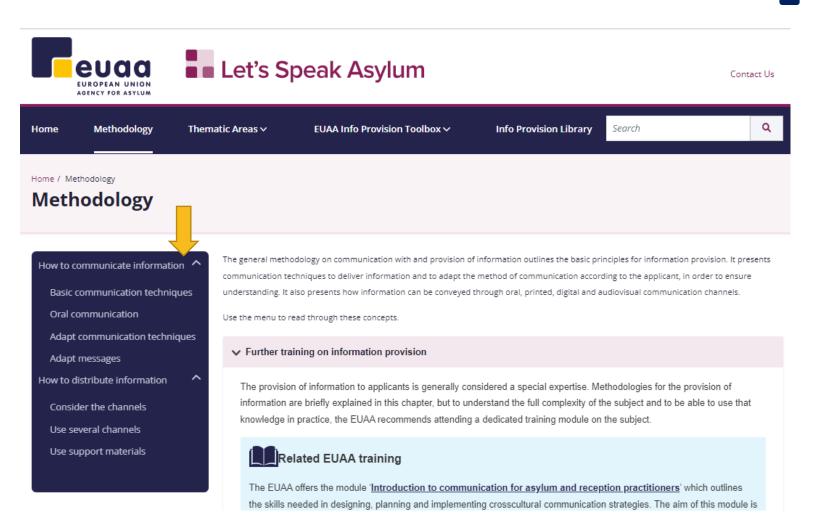
Methodology page (1)

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

How to communi

How to distribute

Consider the ch

Use several cha

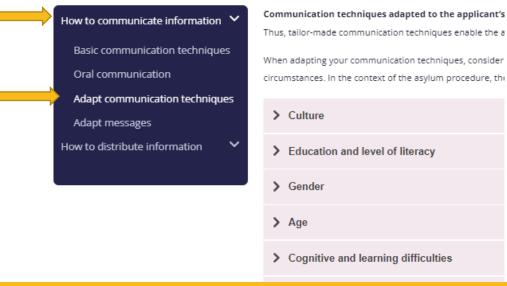
Use support ma

Consider the communication channels

ate information 💙 👘	Not all communication channels are the same. A certain c can be a better fit for the specific message you are seekin	
information V	communication channel(s) to deliver information.	g to communicate at
annels	When choosing your communication channel(s), make sur	re that it is fit for yo u
	s) and that it is fit for the applicant (considering their pe	,
aterials	> Oral communication	
	✓ Printed materials	
	Printouts primarily include written information, inc such as infographics, cartoons or flowcharts. For extensive amount of information.	5
	Printouts are a one-way communication channel some of the core messages can be illustrated in have poor reading skills. Printed communication	visual aids to comm
	Advantages	Disadvantages
	Reach large audiences	Very limited us

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



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.



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, 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

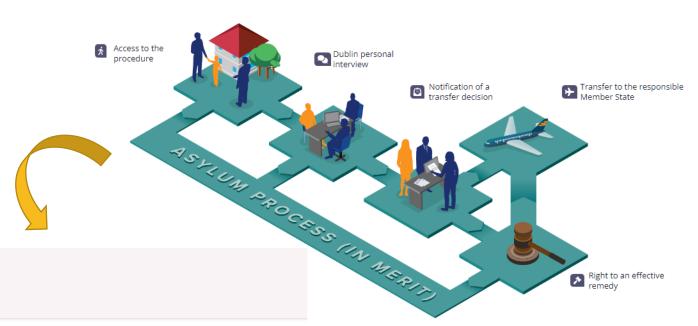
- When you open the Asylum Procedure thematic area, you will find an infographic showing the steps in the asylum procedure.
- You can either click on 'Introduction' which will bring you to the content page, including information about all stages, or click on the active titles next to each step if you 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</u> <u>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 <u>EUAA Practical</u> <u>Guide on information provision in the Dublin</u> <u>procedure</u>.



Home / Thematic Areas / Dublin Procedure / Dublin personal interview
Dublin personal interview

procedure	Explain your role, the purpose of the Dublin procedure, its main steps and the responsibility criteria.
Further reading about the Dublin	Key information to be provided during the Dublin personal Interview
State	applicant.
Transfer to the responsible Member	lodging can be read together. It is important to note that repetition of information is important to ensure the prop
Right to an effective remedy	When conducting a Dublin interview at the same time as, or shortly after the lodging of the application, this part ar
Notification of a transfer decision	where the determining Member State becomes the responsible Member State.
Dublin personal interview	additional information that the applicant may need during the determination process. It also covers information p
	process for determination should take place as soon as possible. This part covers information provision during the
Access to the procedure	The time it takes to determine the responsible Member State can vary considerably from case to case. However, th



Reception pathway

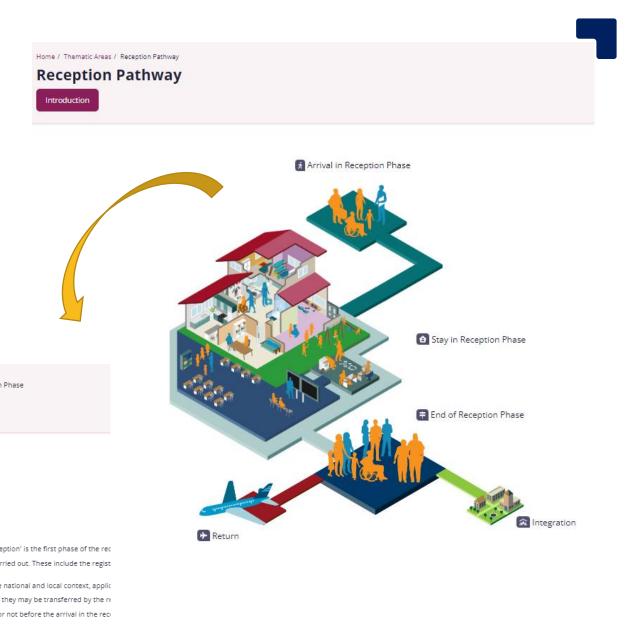
- When you open the Reception Pathway thematic area, ٠ you will find an infographic showing the reception phases.
- You can either click on 'Introduction' which will bring ٠ you to the content page, including brief information about all phases, or click on the title 'Arrival in Reception Phase'. Here you will find background information, information provision messages and information materials for the phase of arrival in reception.
- Content for the other phases of ٠ reception is currently under development.

Introduction	
	j –
Arrival in Reception Phase	~
Intake	
III.ake	j i
Medical screening	
Identification of vulnerable	
persons	j i
	j i
Allocation/Transfer	j i
Stay in Reception Phase	
	j –
End of Reception Phase	

the applicant understands what this information n

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

Arrival at Reception Stage



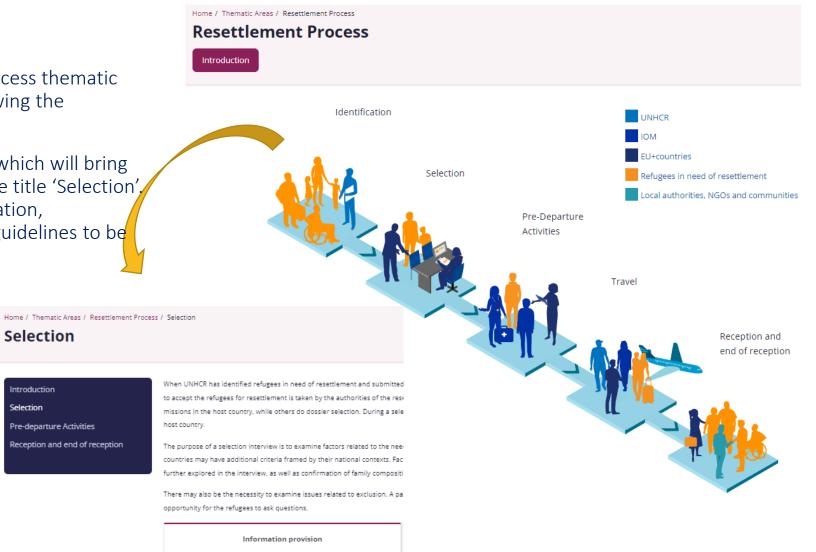


Resettlement process

- 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

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



Provide correct information to refugees is of utmost importance from the be the procedure, and a good way to ease this nervousness is to create a safe a

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EUAA info provision toolbox

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 ELet's Speak Asylum
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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.



Under the EUAA Info Provision toolbox you will find 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 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 **'howto-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 be continuously added.

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



This section contains information materials developed by the EUAA which can be used by national authorities and other entities responsible for the provision of information on the asylum procedure, the Dublin procedure, reception and resettlement. These include animations, posters, brochures, leaflets and slide presentations. The EUAA practical guides on information provision are also referred to in this section.

Some information materials are generic, with general and standard information applicable in all Member States. Other materials have been developed in a way that national authorities and other responsible entities would be expected to complete them with national and/or local or specific information before using them. The materials come with 'how to use' manuals explaining when to distribute it, how and to whom. Some manuals also include a 'script' to support facilitators in carrying out information sessions using the material.

The information provision materials were developed according to the communication methodology of the EUAA Let's Speak Asylum project. They were tested with applicants from various profiles and target groups. The materials are complementary to the other sections of the portal. These should be used in a mix of communication channels and complemented with the provision of specific information tailored to the individual needs of the applicant, in line with the methodology and the relevant applicable provisions.

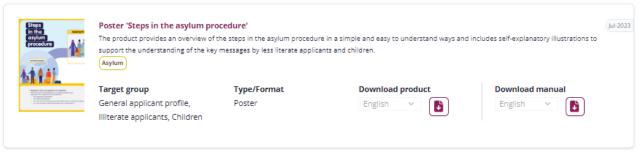
Target group	- Any -	✓ Type/Format - Any -	✓ Thematic area	- Any - V Apply
	• · · · · ·			
•			st steps of the asylum procedure'	(
· · · · ·	The product aims to provide applica	ants for international protection wi	th information on access to the asylum pro	ocedure, either upon entry to the territory or at th
:	The product aims to provide applica beginning of the registration of the	ants for international protection wi making or lodging of the applicatio	th information on access to the asylum pro n. It is especially relevant during the first o	ocedure, either upon entry to the territory or at th ontact with applicants, including vulnerable perso
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	The product aims to provide applica beginning of the registration of the and children, in situations of mass a Asylum Target group	ants for international protection wi making or lodging of the applicatic rrrivals. This presentation in a vide Type/Format	th information on access to the asylum pro n. It is especially relevant during the first or o format can be watched by individuals on Watch video	ocedure, either upon entry to the territory or at the territory or at the territory of the territory of a smartphone.
	The product aims to provide applica beginning of the registration of the and children, in situations of mass a Asylum Target group General applicant profile,	ants for international protection wi making or lodging of the applicatic rrrivals. This presentation in a vide Type/Format	th information on access to the asylum pro n. It is especially relevant during the first of o format can be watched by individuals on Watch video	Download manual

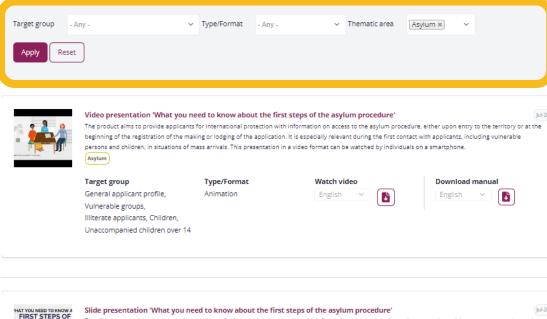
Use the search function to **filter** the materials **based on your interest**.



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)









d product

Target group General applicant profile, Vulnerable groups, Illiterate applicants, Children, Unaccompanied children over 14

ype/Format	Downloa
ilides presentation	English



Download manual ÷



Asylum Target group General applicant profile.

children.

Type/Format

Poster

Vulnerable groups, Illiterate applicants, Children

Poster International Protection



Download manual English ÷ Jul-2023



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

Asylum

General applicant profile, Vulnerable groups, Illiterate applicants, Children

Unaccompanied children over 14

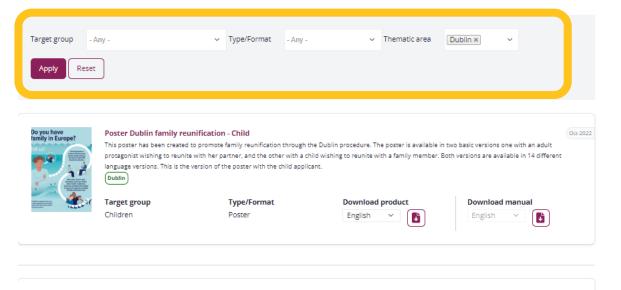
Type/Format Slides presentation



Download manual

Dublin related information materials

2 posters on family reunification – for children and for adults





Dublin Target group

General applicant profile

Poster on Dublin family reunification - Adult

language versions. This is the version of the poster with the adult applicant.

Poster

Type/Format English

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

> Download product F \sim



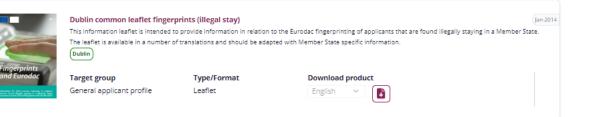
English

Oct-2022

Jan-2014

5 European Commission common leaflets on the Dublin procedure







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

Type/Format General applicant profile Leaflet





Information materials for vulnerable groups

Package approach:

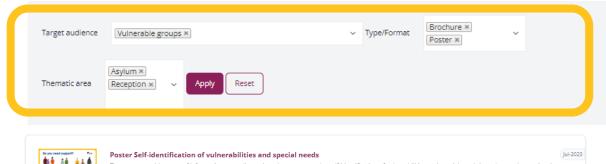
- 1 poster
- 1 **brochure** (customisable with contact details and useful information)

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, it's '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.







EUROPEAN UNION AGENCY FOR ASYLUM

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/guestions of the script are formatted in *italic*.

The facilitator introduces the session:



Reception materials for children

Package approach:

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

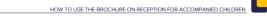
Due to the nature and the sensitivity of the topics contained in these materials, they are to be used in the context of infosessions (not as stand-alone materials).

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*

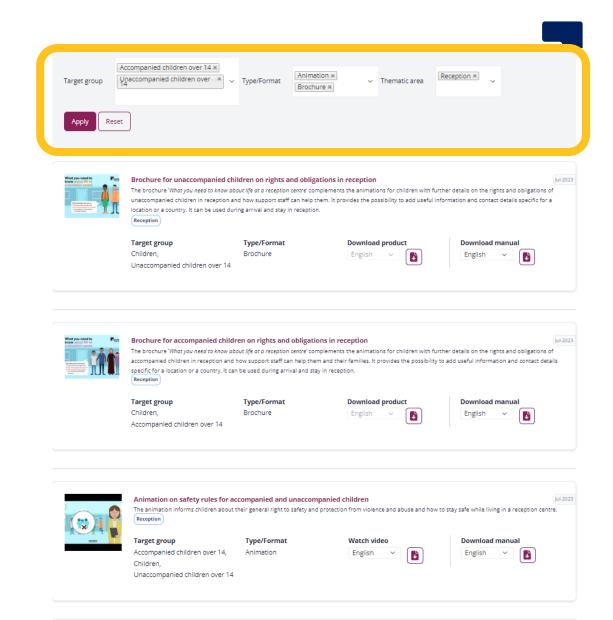
The EUAA developed a dedicated **package for children** according to the communication methodology of the Let's Speak Asylum project. This project aims to support authorities in their duty to provide information in a child-friendly manner. The package is part of a toolbox for information provision in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



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:





Reception

Animation on rights and obligations of accompanied and unaccompanied children in reception

The animation gives a brief understanding about children's rights and responsibilities linked to their reception as applicants for international protection, starting with the arrival phase.

EUAA illustrations and icons

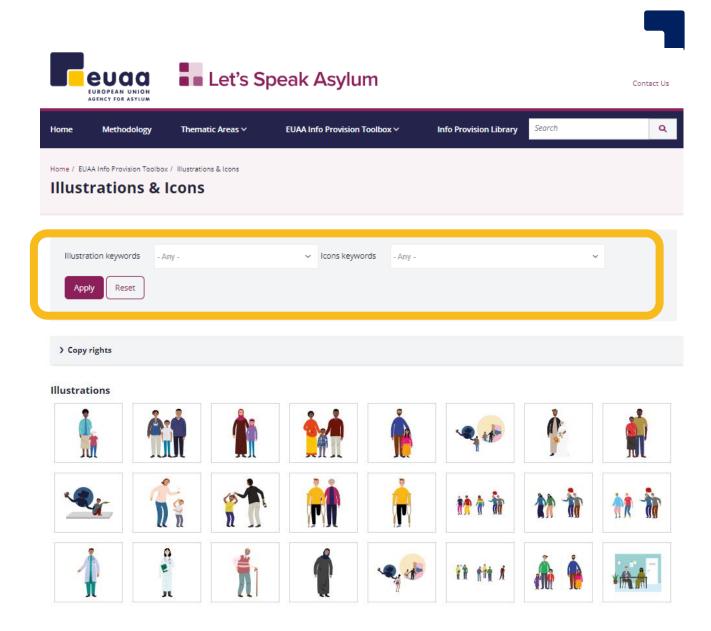
The **library of illustrations and icons** contains simple visuals related to reception and asylum terminology.

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.



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 Target group - Any	
Type/Format Cartoon/Comics × Country/Owner - Any -	~
Apply Reset	



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



I'm just trying to leave. Hints and tips for a successful stay at a COA location Description

Comic book depicting girls and boys of different backgrounds and emphasizing the importance of living together and respecting each others. Selfexplanatory cartoons with simple messages proper for different age groups. It covers a variety of topics and some sections could be used separately for info-sessions on specific thematics.

Reception Integration

 Target audience
 Type/Format

 Children, Accompanied children,
 Cartoon/Comics

 Unaccompanied children

Country/Owner Lang The Netherlands / EN Central Agency for the



Reception of Asylum Seekers (COA)



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!

Request to Add/Edit Product

Did your authority or organisation develop an information provision product which you think might be a source of inspiration for others? Does the product showcase the use in practice of one or more of the communication and information provision principles and practical tips included in the LSA Portal? We would appreciate sharing it with us and help the EUAA to further build the Information Provision Library.

You can do so by filling in and submitting the below form. The EUAA may contact you for further information related to the information provision product you submit.

Please note that not all products submitted to the EUAA may be included in the Library, as it is not intended as an exhaustive collection of available information provision products.

Through this form you can also suggest to update products already included in the library, for example by replacing a product with a newer version

Name *

First name here ...

Surname *

Last name here...

Organization *

The name of the organization/institution ...

Email address *

Enter a valid email address here ...

Would you like to propose to add or to edit content? *

Add content

Edit content

Who is the owner of this product? *



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.

	Thematic Areas ~	EUAA Info Provision Toolbox 🗸	Info Provision Library	Search
Home Contact Us				
This contact form is to be	used only for questions, comment	s or suggestions related to the functionality/o	content of the LSA portal.	
Enquiries related to individu	al cases would not be answered.			
Name *				
Surname *				
Organization/Institution *				
Email *				
Message *				
Add your message her	e			
Attachment				





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