ecre
European Council
on Refugees and Exiles

SHADOW REPORT TOOLKIT

2INCING THINKING OF INTEGRATION PROCESS AS A TWO-WAY INCLUSION

DECEMBER 2023

ACKNOWLEDGEMENTS

The toolkit was prepared by Begüm Dereli at European Council on Refugees and Exiles (ECRE), with contributions from the ECRE's team and the following project partners:

- aditus foundation
- Centre for Peace Studies,
- Greek Forum of Refugees
- Refugee Academy
- Syrian Volunteers Netherlands

This toolkit was written in November 2022 and published in December 2023.

This project was funded by the European Union's Asylum, Migration and Integration Fund. The content of this contract represents the views of the parties only and is their sole responsibility. The European Commission does not accept any responsibility for use that may be made of the information it contains.

Co-Funded by the European Union

Co-Funded by the European Union's Asylum, Migration and Integration Fund

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THE OBJECTIVE OF THE TOOLKIT

The overall aim of the shadow report toolkit is to provide a tool for refugee and migrant advocates equipping them with the resources to construct reports that offer alternative perspectives on the implementation of legal frameworks and strategies, and by doing so, initiate or develop the dialogue with policy makers at the member state and at the European Union (EU) levels.

This toolkit serves as a comprehensive guide, outlining essential steps, practical tips, and recommendations to prepare reports with a specific focus on integration and inclusion policies and strategies. Additionally, it addresses broader asylum and migration policies and legislation, shedding light on how they impact the integration outcomes of newcomers. It provides insights into the realities of community groups that are directly affected by those policies.

This shadow report toolkit is for wide use for advocates, but specifically for refugee and migrant advocates focusing on the rights of people on the move. The terms refugee advocates and migrant advocates are used to denote people with a refugee background and people with a migrant background who are involved in advocacy for refugee and migrant rights. In line with the 1951 Refugee Convention, the term of refugee includes all those who are in need of international protection not just those granted refugee status. The term migrant in the EU context includes all those who are from a country that is not a member of the European Union (third-country) and whose citizens do not enjoy the EU right to free movement, and who has resided in an EU member states, generally for more than one year, irrespective of the causes.

The target group of the toolkit is people with some experience in advocacy wishing to be more active in advocating for refugee and migrants' rights in the EU and its member states. Advocates who have lived experiences have first-hand knowledge of how policies affect the lives of people. The shadow reports written by them are not solely based on research and statistics, but also on their own experiences and testimonies, making these reports very strong and useful tools for their advocacy strategies to make positive changes in the lives of all migrants.

The possibilities to engage with policymakers and become more active in decision-making processes within the civil society organizational structure are often limited for migrant and refugee advocates and migrant/refugee-led organizations. The obstacles to their contribution to the development of policies risk forgetting the needs and interests of the very people for whom they are made. It is important to achieve sustainable and 'meaningful refugee participation' in those decision-making processes affecting the lives of refugees.

ECRE develops this 'shadow report toolkit' based on its own experience in producing reports, desk research, and consultation with relevant stakeholders, including the project's national partners and refugee and migrant advocates. The toolkit aims to provide a practical tool for migrant/refugee advocates to strengthen their advocacy strategies and support their work on actively engaging with policymakers at the EU, national and local levels. The structure of the toolkit is organized to explain what a shadow report is, how to produce one, and how to use it as a part of an advocacy strategy. It provides step-by-step, easy-to-follow instructions giving some practical tips and good examples. The toolkit addresses the individuals and groups who work on producing a shadow report.

Under the project "Thinking of integration process as a two-way inclusion", Steering Committees that consist of refugee and migrant advocates used this toolkit to create four national shadow reports in Croatia, Malta, Greece, and the Netherlands, with the objective to advocate for more inclusive integration policies for refugees and migrants in their respective countries and in the EU. These first examples of shadow reports show the usefulness of this toolkit aiming to become a practical source for other advocates wishing to write a shadow report and use it as an important source of their advocacy strategies. It is essential to provide a clear picture of the realities and challenges faced by refugees, asylum seekers, and migrants in the different stages of their migration journey and their inclusion processes, and also to provide alternative solutions to these issues.

WHAT IS A SHADOW REPORT?

Shadow reports are written by civil society organizations (CSOs) or a group of advocates to present alternative information on the policies and implementation of legal frameworks in a specific country or region by providing an analysis of the state policies in place.

A shadow report usually mirrors or shadows an official report, as an alternative to the official state report on a particular topic. The objective of this toolkit is not to prepare a shadow report for a specific call or mechanism; however, the origin of the term is in the shadow reporting to official treaty bodies as an advocacy tool and there is value in shadowing a government report to an official body. Thus, the state would prepare its official report to submit to a treaty body – such as the Committee on the Elimination of Discrimination against Women, or Committee on the Rights of the Child, and then civil society would prepare an alternative shadow report, often using exactly the same format.

Shadow reports are important tools that allow civil society organizations and advocates to present their first-hand knowledge and non-public information gathered from the ground, and share their opinions and suggestions. Shadow reports describe the context, legal frameworks, issues neglected by governments, progress achieved, and recommendations to change specific policies. They are key sources of information, providing alternatives to what the official reports present.

» A shadow report is particularly useful when NGOs prepare it shadowing an official report on a particular topic by following the same format of the official report. Nevertheless, it is important to emphasize that various alternative approaches exist for producing and using a shadow report to address gaps in policies and its implementation. It is not obligatory to generate a shadow report for a specific mechanism.

WHY WRITE A SHADOW REPORT?

- It makes it possible for non-governmental organizations (NGOs) and other members of civil society to provide a different side of the story.
- It offers civil society organizations a space to raise their concerns.
- It serves as a tool to increase awareness, and public knowledge targeting decision-makers, media, and the general public about specific problems and the essential steps to ensure that the government fulfils its obligations.
- It provides best practices that can be used by other CSOs in their advocacy work.
- It provides an opportunity to increase collaboration with different CSOs working on the same issues.
- It is a useful tool for further advocacy work.

The challenges in preparing such a report are the **credibility of data** and the **need for resources**.

WHAT IS “INTEGRATION”?

*“Integration is a **dynamic**, **two-way process** of **mutual accommodation** by all immigrants and residents of Member States.”* (EMN glossary)

The objective of the toolkit is to produce a report on integration/inclusion policies and the impact of those policies. Therefore, it is important to give more attention to the meanings of “integration” and “inclusion”.

Many organisations and activists prefer the term “inclusion” because it better reflects the two-way nature of the process, whereas “integration” sometimes has a negative connotation and overlooks the role of the host communities on welcoming newcomers. Integration is generally interpreted as the collective obligations for newcomers to fit in the new society. On the other hand, inclusion consists of ensuring policies and creating spaces for all, while understanding individual needs and abilities to contribute to the society. It is key to highlight a right-based approach to inclusion, which is achieved through rights, regularisation, and respect.

However, most states and official bodies use the term integration and particularly when talking about policy. Thus, in advocacy, it is often necessary to use both terms because the advocacy target might be an “integration strategy”, an “integration policy” or a “department of integration”. When the word is used in official structures it cannot be ignored.

There is no single, widely acknowledged definition of immigrant and refugee integration. Integration is a vague concept that can be interpreted and understood differently. It can be said that integration is a multidimensional process in which **newcomers**, **host societies**, and **institutions** have a role (Ager and Strang 2008) and defined as a **dynamic**, **two-way**, **multi-dimensional**, and **long-term** process that begins at the moment when a migrant arrives in the new host society.

*“**Inclusion for all** is about ensuring that **all policies are accessible to and work for everyone**, including migrants and EU citizens with migrant background. This means adapting and transforming mainstream policies to the needs of a diverse society, taking into account the specific challenges and needs of different groups.“* (EU Action Plan on Integration and Inclusion 2021-2027).

The integration framework developed by Ager and Strang consists of ten domains. In this framework, **employment**, **housing**, **health**, and **education** are **the markers and means**; **social bridges** (with locals), **social bonds** (within the community members), and **social links** (with institutions) are domains of **social connection**; **language and cultural knowledge**, **safety and stability** are defined as **facilitators**, and lastly **rights and citizenship** as the **foundation** (Ager and Strang, 2008).

Find here the indicators (Employment, Education, Health, Social inclusion, Active citizenship) used to monitor migrant integration and inclusion by Eurostat.

Find here the report ‘Using EU Indicators of Immigrant Integration’, prepared by the European Services Network (ESN) and the Migration Policy Group (MPG) as a tool to monitor the integration of immigrants and evaluate integration policies.

» The domains and indicators of integration/inclusion can be defined differently. You, refugee and migrant advocates, have lived experience, it is important to define what is integration for you. Think wider than these frameworks. When you are thinking about the definition of this concept, think also about which policies and implementations have an influence directly or indirectly on your integration experiences.

Start thinking about:

- What is integration/inclusion?
- What are the integration and inclusion policies?
- What are the policies that have an impact on the integration/inclusion of newcomers?
- What are the implementation gaps?

STRUCTURE OF THE TOOLKIT

Introduction
The Objective of the Toolkit
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Explanation of each task
Practical tips
Check list

Good examples
Good examples
More examples of shadow reports

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Figure 1: Structure of the Toolkit

This toolkit explains the main steps in writing a shadow report. It outlines the different tasks, walks you through the writing process by providing practical tips and checklists at the end of each step. The toolkit addresses a group of advocates working together as a team or individual advocates producing a report.

After the section "Main steps in writing a shadow report", you can find various good examples. Even though they are presented later in the toolkit, you can also check these good examples at the beginning, before starting to follow the steps to write a report.

In the annexes section, you can find the template of the shadow report. It is a good idea to check it in the early stage of the preparation to have a general idea of its structure.

You will find numerous resources in the toolkit that can be used as a starting point in your data collection process. In addition to those, please find several resources on writing a shadow report in the annexes.

MAIN STEPS IN WRITING A SHADOW REPORT

In order to successfully write a shadow reports, six main steps must be conducted, each of them consisting of various tasks (See Figure 2).

1 **Preparation**
- Identify the priorities
- Capacity and resource assessment
- Definition of the target group and the scope
- Preparing the guiding questions
- Identification of stakeholders
- Planning

2 **Data collection**
- Desk research
- Consultation with stakeholder
- Interviews/Testimonies
- Analysis of Data

3 **Writing the Report**
- The shadow report structure
- Language and Style

4 **Reviewing the Report**

5 **Dissemination**
The tasks of dissemination

6 **Follow-up**

Figure 2: Main steps and tasks to write a Shadow Report

1ST STEP: PREPARATION

The first step “preparation” consists of different tasks and needs brainstorming activities. The key element that has to be done in the initial stage of this step is to define the purpose of the report and the change you want to generate. Be prepared to share your opinions with your team. Before the meeting with the team to define the scope of the report, it is recommended to conduct a small research and to have answers to the following questions:

- What is the purpose of the report?
- What are you trying to change?
- What change do you want to achieve with the report?
- Who should do what as a result of reading the report?

Task 1. Identification of Priorities

Define the main issues and problems that are faced by refugees and migrants in the national or EU context and decide on the purpose of the report.

To do that:

- List your working areas or the topics you would like to address.
- Narrow down the topics and decide on the objective(s) of the report.
- Conduct preliminary desk research to identify current national laws, EU legislations, and directives, and reports analysing implementation gaps in this specific topic.
- Identify the implementation gaps that require additional information.
- Share your own first-hand experiences and observations from the ground.
- Discuss your advocacy objectives.

Better to decide the focus of the report at the initial stage. Narrowing down the topics, identifying the priorities, and deciding the purpose of the report early on are essential for producing an effective report in the most efficient way. It will help you to review the relevant reports and identify implementation gaps in this specific topic. It is, at the same time, one of the key challenges especially on producing reports focusing on integration because all topics are important. But by covering many topics, a report might end up being broad but not deep, thus it cannot provide targeted recommendations for policy changes. The objective of a shadow report is not to cover all the topics but to provide concrete, brief and reliable information on a defined scope. From an advocacy perspective, there would be immense value in deciding at the start on a topic and purpose and then going through all the steps in preparing the report guided by that focus.

> Can you describe in three lines the purpose(s)/ objective(s)?
>
> The purpose of this report is to (identify challenges/opportunities on) ……….……… and to provide concrete policy recommendations for ……….………. (relevant authorities, institutions, civil society organisations or other stakeholders).

The EU Action Plan on Integration and Inclusion, which is the main instrument on integration at the EU-level, and the national action plans on integration of your respective member state are the starting points to identify the existing mechanism and suggested actions on integration and inclusion. Please note that not all member states have national action plans.

As a part of actions supporting effective integration and inclusion, European Commission encourages the member states to *develop and update systems for monitoring integration to identify key challenges and track progress over time*, in most cases, EU member states are not producing a report to monitor progress in the strategies covered by the EU Action Plan. NGOs or advocates can bridge the gap by producing shadow reports in the sense of an alternative report. Please find more details on the EU Action Plan below:

The EU Action Plan on Integration and Inclusion 2021-2027 is designed to present a number of actions in the four main areas of **employment**, **education**, **health** and **housing**, emphasizing the key principles and values of the EU action plan on integration and inclusion, which are:

- Inclusion for all
- Targeted support where needed
- Mainstreaming gender and anti-discrimination priorities
- Support at all stages of the integration process
- Maximising EU added value through multi-stakeholder partnerships

Five cross-cutting areas of the action plan aim at supporting effective integration and inclusion in the four dimensions:

- Building strong partnerships for a more effective integration process
- Increased opportunities for EU funding under the 2021-2027 Multi-annual Financial Framework
- Fostering participation and encounters with the host society
- Enhance the use of new technologies and digital tools for integration and inclusion
- Monitoring progress: towards an evidence-based integration and inclusion policy

Under each action, you can find (1) the related plan to achieve the actions, (2) the European Commission (EC)’s goals in this area to achieve, and (3) the actions which member states encouraged to do. As integration is a primary competence of member states, the document does not enlist specific objectives for member states, however for each dimension of integration identified, detailed recommendations encourage member states to take actions for stepping up their integration and inclusion strategies.

> **Other EU Action Plans/Directives relevant to Integration**
>
> The EU Strategy on the Rights of the Child and the European Child Guarantee
>
> A Union of equality: EU anti-racism action plan 2020-2025
>
> A Union of Equality: Gender Equality Strategy 2020-2025
>
> Toolkit for inclusive early childhood education and care
>
> The Race Equality Directive

> **Examples of National Action Plans**
>
> **EL** → National Strategy for Integration for Asylum Seekers and Beneficiaries of International Protection
>
> **HR** →Action Plan for Integration of Persons Who Have Been Granted International Protection for the period from 2017 to 2019; The Aliens Act ; Zagreb City Action plan to integrate beneficiaries of international protection

ML → Anti-Racism Strategy 2021-2023; Migrant Integration Strategy & Action Plan Vision 2020

NL → New Civic Integration Act 2021

Find some examples of the issues and problems that refugees and asylum seekers faced in the countries of the project based in Asylum Information Database (AIDA) 2021:

HR

- Non-implementation of continuous and quality language courses for adults
- delays in preparatory courses for children
- difficulties in accessing health care
- hardships in securing housing after the expiration of the two-year right to free accommodation,
- problems in the recognition of qualifications
- lengthy family reunification procedures
- failure to support local governments to develop local integration plans

EL

- legal restrictions to accessing labour market as asylum seekers
- lengthy waiting times for the issuance and/or renewal of their ID cards
- obstacles to present some required documents that undermine their enjoyment of the right to marriage and fight to family life
- lengthy and complicated family reunification procedures
- facing homelessness or inadequate living conditions
- difficulties in accessing labour market which increases the risk of exploitation
- problems on accessing language courses
- problems on accessing social welfare due to the inability to submit certain documents

MT

- a lack of clear explanation on the procedures for civil registration
- difficulties in family reunification procedures,
- urgent need for shelter
- difficulties in recognition of non-EU qualifications
- problems to access to social welfare in practice
- no availability of specialized treatment for victims of torture or traumatized refugees

NL

- hardships in family reunification procedures due to difficulties related with 3-month time limit, lengthy waiting periods for appointments at the embassies, and feasibility to travel other countries for visa processes
- limited effective access to labour market due to the practical obstacles such as phycological and physical distress
- lack of documentation providing qualifications
- lack of language proficiency

Some examples of resources to help you identify implementation gaps:

AIDA Country Reports provide a detailed overview of legislative and practice-related developments in asylum procedures, reception conditions, detention of asylum seekers, and content of international protection.

The EUAA National Asylum Developments Database presents legislative, institutional, and policy developments related to asylum since 2018. Searches can be narrowed down by country, year, type of development legislative, institutional or policy, and thematic areas.

The Migrant Integration Policy Index (MIPEX) is a tool which measures policies to integrate migrants in countries across six continents, including all EU member states.

The National Integration Evaluation Mechanism (NIEM) is a mechanism for a biennial, comprehensive evaluation of the integration of beneficiaries of international protection to provide evidence on gaps in integration standards, identify promising practices and evaluate the effects of legislative and policy changes.

For other starting resources presenting the issues faced by migrants, please check the resources section.

» If you have not had a defined advocacy strategies yet, the Training Kit for Empowering Refugee-Led Community Organisations is a very comprehensive resource to be consulted. Covering information and skills, the Training Kit adopts various training methodologies, including exercises, discussions, practical activities, and interactive sessions. The training kit also provides lists of other relevant resources.

Task 2. Capacity and resource assessment

Assess your time, expertise, skills, and economic resources

It is a crucial step to assess your human and financial resources in order to analyse what is feasible and what is not feasible. The assessment of your resources allows you to frame the scope of the report. Using your resources efficiently in a defined timeline is the key to writing a shadow report.

You have already narrowed down the priorities to address in the report and decided the purpose(s) of the report. However, if your resources are very limited, it is useful to reassess your scope and even try to narrow it more in line with the available time and the expertise of the team.

Remember, the objective is not to cover all the problems but to provide concrete, brief and reliable information on a specific issue.

Task 3. Definition of the target group and the scope

Based on your human and financial resources, choose the main issue(s) that you would like to address in the shadow report.

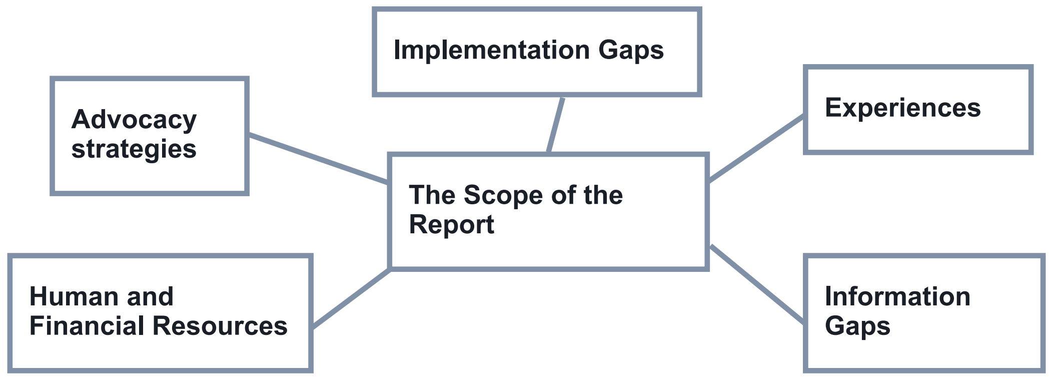


Figure 3: The steps to define the scope of the report

The goal of the report might differ depending on the context and your target group. Deciding your target group at the beginning will shape your guiding questions and the tone of your report. If your target group is experts on the topic, the language of the report might include more details and technical words. If your target is the general public, it is important to use a reader-friendly structure to reach a wider group.

When the scope is defined, think about advocacy possibilities beyond the local context and how to use the report in national or EU-level advocacy.

Define the scope: EU or National-level

Integration remains a competence of EU Member States, who develop policies according to their national traditions, policies, and legal frameworks. Nonetheless, EU policies, through guidance, funding, and sharing of good practices, have an impact on the approaches to integration at the national level. EU asylum law is frequently seen as a separate area from inclusion policies, but when one talks about integration from day one, the impact of the Common European Asylum System (CEAS) on integration cannot be underestimated.

The CEAS, as the EU's legal framework on asylum issues, covers issues such as reception, allocation of responsibility for asylum claims, and qualification, and has a clear impact on the integration prospects of individual asylum seekers and international protection beneficiaries. On the other side, an absence of integration prospects undermines the functioning of the CEAS, for instance, the zero or limited integration policies in some member states cause onward movements. It is essential to look at how the EU legal framework plays a role in this specific issue.

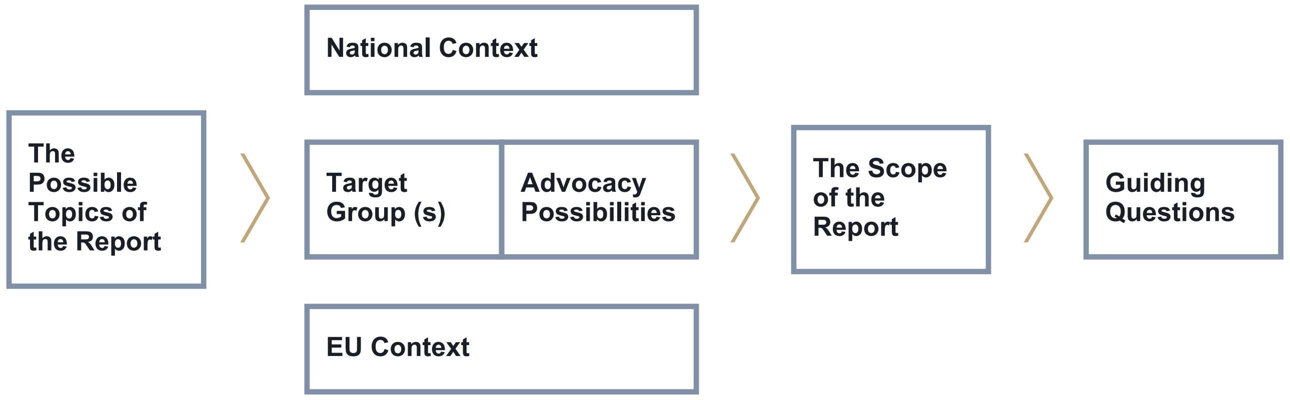


Figure 4: The steps to decide the scope of the reports and guiding questions

Task 4: Preparing the guiding questions

Now you decided on the scope of the report, your target group, and advocacy possibilities, it is time to prepare the guiding questions.

Guiding questions are intended to explore the topic in an elaborative way. They lead the way during your data collection process, displaying what is relevant for the report, what would you like to analyse deeply about the topic, what are the main angles the report would present, and what are the most relevant aspects for the scope of the report. Please find an example of guiding questions below:

Example of guiding questions on access to education

- Does the law provide access to education for child beneficiaries of international protection? Is there an age limit attached to access to education?
- Are beneficiaries entitled to education under the same conditions as nationals?
- Are there any limitations to accessing the education system?
- Are there obstacles in practice for children to access education?
- Are there preparatory classes to facilitate access to the national education system?
- If the child beneficiary has special needs, are these addressed and are alternative arrangements put in place if they cannot enter the regular education system?
- Does the law provide access to education/vocational training for adults/young people? If so, are there any conditions or criteria to access it?
- What obstacles do beneficiaries face in accessing vocational training or education once they have become 18?

Resource: Asylum Information Database - AIDA

Task 5: Identification of stakeholders

Identify all relevant stakeholders, CSOs, national NGOs, including refugee- and migrant-led organizations, and EU network organizations who could be interested in collaborating on the development of the report as consultation, providing additional resources, signatures of the report once it is completed, and dissemination of the report once it is published.

For instance, if you decided to focus on the challenges of accessing higher education for young refugees, identify not only CSOs working for/with migrants and refugees but also CSOs working for/with youth and education.

Collaborating with other stakeholders, which is optional, might add additional value to the report by:

- strengthening the fieldwork on the related issue, accessing more resources and data in different languages during data collection,
- advancing the production and reviewing process of the report,
- facilitating the dissemination of the report.

If you are willing to carry out this optional task, think about the value and cost of collaborating with other stakeholders. This might increase the capacities and resources, on the other hand, there is a risk of watering down messages while reaching an agreement with all stakeholders. Thus, it is recommended to assess the value and cost of the collaboration with each stakeholder.

If you decide to collaborate with stakeholders and their collaboration is agreed upon, clarify the tasks and responsibilities that they are willing to take in order to contribute to the development of the report.

Task 6. Planning

- According to your resource and capacity assessment, decide the timeline of producing the report, which includes time dedicated to data collection, writing, reviewing, and dissemination of the report. Each step is important. Remember to set out extra time for reviewing and dissemination processes, taking into account the probability of delays from other activities. Share your feedback with the team members at this stage on how much time you can devote and how you can contribute with your expertise and skills to the team.
- Agree on the roles and responsibilities of your team members, be sure the task division during the report development process is clear for everyone, and that there is a person who is responsible for coordinating and following each task.

The tasks in each step can be shared with a team or can be done by individuals. For example, the responsibility of writing the whole report can be taken by only one member of the team or different persons can write different parts of the report. If you choose the second option, be sure to properly merge each part into the report in line with a common structure and writing style.

If you would like to submit the report in a reporting mechanism covering the subjects addressed in the report which exist at the United Nations, the European Union or national level, check the calls for inputs in advance to plan your schedule accordingly.

As mentioned before, the objective of this toolkit is not to prepare a shadow report for a specific call or mechanism. Nevertheless, bear in mind that there are various mechanisms, portals, calls, and other resources for inputs that could be used to submit the shadow report at the UN, the EU or national level. Please find some examples:

UN Mechanisms	The calls are published on their website. Key questions and types of input/ comments sought can be found in the calls. If your report fits in with the topic of the call, with some adjustments in line with the requirements of the call, you can submit your inputs. Submitting answers to such calls is preferred by more established NGOs. If you would like to learn more about it please check RRE Civil Society Guide for the Submission of Evidence to the United Nations.
	UN Human Rights publishes calls for inputs and submissions here. How and where to submit inputs are explicated for each call. Check the word limits and accepted languages.
	UN Special Rapporteur on the human rights of migrants publishes calls for inputs on the website. How and where to submit inputs is explained for each call. Check the word limits and accepted languages. Under each call, you can find key questions and types of input/comments sought.
EU Mechanisms	
	You can share your views and ideas in all 24 EU languages on Commission initiatives across all policy areas on the Have Your Say portal. It is possible to sign up for notifications regarding new developments as initiatives take shape, including after the adoption of legislation. Find the initiatives which are open for evidence and feedback here.
	Find the calls for input to EUAA Asylum Reports and also input provided by CSOs last edition of the report here. The deadline for the call is generally in mid-February. The report can be sent to the CSOs which often provides input to EUAA Asylum Reports.
	The European Commission organises bi-annual meetings with the Social Platform. The meetings are used to discuss current policy issues with non-governmental organisations (NGOs). Find the European NGO networks which are funded by the European Commission under the Rights, Equality and Citizenship Programme and under the EU Programme for Employment and Social Innovation. It is a good idea to flag the dates of the meeting to share your report with such platforms and networks.
National Mechanisms	
	National Ombudsman Mechanisms are officers who are independent and autonomous and are in charge of investigating complaints against public authorities. Complaints can be filed by the general public who feel aggrieved and believe they have been treated unfairly, or have been subject to discriminatory treatment by government agencies or other public bodies.
Databases/Reports	Sharing your reports with the other NGOs working on databases and comprehensive reports on the integration of asylum seekers, refugees, and (undocumented) migrants is a great strategy.
	AIDA is a database managed by ECRE, containing information on asylum procedures, reception conditions, detention, and content of international protection across 23 countries. The goal of the reports is providing all relevant actors with appropriate tools and information to support their advocacy and litigation efforts, both at the national and European levels. The shadow report on the integration of refugees and asylum seekers can be sent to the contact person in the European Council on Refugees and Exiles.

If the report can “shadow” an official report or respond to a policy where the government is not actually producing its own report, it would be more effective.

Checklist

- ☐ We identified:
  - ☐ implementation gaps that we would like to advocate for
  - ☐ information gaps on the issue that we would like to contribute to
  - ☐ the advocacy strategy to use the shadow report as a part of it
  - ☐ target groups
  - ☐ our human and financial resources
  - ☐ stakeholders who might be interested in collaborating with us on the preparation of the reports
- ☐ We defined the scope of the report
- ☐ We prepared the guiding questions
- ☐ We agreed on the roles and responsibilities of the team members and the timeline

2ND STEP: DATA COLLECTION AND ANALYSIS

Task 1: Desk research

The methods to use for your data collection depend on the available resources. First, start reviewing the existing data and reports, which could include:

- Legal and legislative framework
- Statistics (Eurostat, national statistic institutions)
- Official state reports
- Reports published by the stakeholders
- Media reports, or relevant news
- Academic articles
- Surveys

The examples of resources (AIDA, EUAA database, MIPEX, NIEM) can be helpful starting points to identify implementation gaps. It is also a good idea to subscribe to the newsletters of relevant national, regional and international NGOs, and other institutions and search for relevant information on their present and past issues. Please find more resources in the annex.

Not all academic resources are open access. If you find an academic publication that seems very relevant to your research, you can try directly to reach out to the researcher via their contact information.

Task 2: Consultation with stakeholders

Civil society organizations and other relevant stakeholders could provide their information resources, data, or statistics, and also directly share their experience and first-hand information. You have already listed the stakeholders in the 1st Step. Reach out to those who work on the topic of the report and have publications on it to ask for specific information that you could not find in your desk research or to verify your findings. Try to arrange a meeting or a call to discuss the issues or to conduct an interview addressing a selection of your guiding questions.

Task 3: Interviews/Testimonies

The report must contain factual and objective information, based on the desk research including official reports, reports of CSOs, surveys, statistics, academic research, etc. The interviews with refugees, migrants, host community and policy makers and the testimonies that you collect are strong evidence of how the implementation gaps or laws in practice have an impact on the lives of people of concern. The analysis of the interviews is a strong added value to the reports. The statistics provide the general picture and context of the situation, but quotations from interviewees will zoom in the individual stories, real-life experiences or expert views. Combining both quantitative and qualitative data is important to provide credible and relevant information in the report.

The interviews will depend on the topic to be researched. Ensure that the interviewees represent diversity determined by the topic of the report, considering age, gender, country of origin, ethnic identity, education,

socio-economic status, etc. For instance, if you focus on accessing mental health services for refugees, think about the less visible groups among refugees who might be hard to reach out to and how you can include their experiences in the report. Moreover, depending on the scope of the topic, gender-balance among the interviewees is crucial to show the experiences and realities.

Example: Refugee-Led Organisations (RLOs) in Europe: Policy Contributions, Opportunities and Challenges:

The research aims to understand the reasons of lack of inclusion of refugees in policy-making, specifically lack of RLOs' involvement in asylum and integration policies/practices at the EU level. Interviews were conducted with different stakeholders including policy makers and specialists from international refugee organisations, the European Commission (EC), representatives of European NGOs, refugee advocates and RLOs from specific countries, in order to identify and focus on actors who are already involved and experienced in both practical and policy making or policy advocacy at both the national and European level. The stakeholders interviewed are very diverse in terms of services they provide, in terms of experiences that they have, their background and geographical locations. Some of the RLOs interviewed have considerable experience in refugee advocacy, refugee rights, women and unaccompanied minor refugee rights, others have been present as advocates at the national and even sometimes at the European level whereas some have been present only at the local and grassroots level.

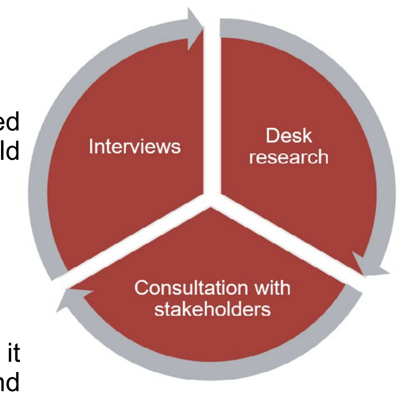
(Torfa, Masooma, 2019, Refugee-Led Organisations (RLOs) in Europe: Policy Contributions, Opportunities and Challenges, ECRE Working Paper.)

Before conducting interviews

- Prepare a questionnaire in the line of guiding questions.
- Consider the interviewers' position in the interview. Think about cultural sensibilities to decide who will conduct the interview.
- Decide how you will securely store the data because the data might include sensitive information. You can use the information anonymously, change the real names, or not include any private information (such as name, age, etc.). You can store the data in encrypted folders. Be aware of the EU General Data Protection Regulation to safeguard personal data and uphold the privacy rights.
- Be sure that you have explicitly explained the purpose of the data collection, the objective of the report, and how the data you collected will be used. Before starting the interview, ask for the interviewee's consent to use the information that they share, with or without mentioning their names.

After conducting interviews;

- Especially in the case that the names of the interviewees are mentioned in the report, send the testimonies back to them to check if they would suggest any amendments.



Task 4: Analysing the Data

Once you have collected data from different sources, you need to analyse it in a comprehensive and holistic way, considering all the quantitative and qualitative data.

Data coming from all sources needs to be treated as a whole and complement each other. If different sources provide opposite information, investigate further and look for third sources to clarify doubts and nuances. If the source of the data is not reliable, it is crucial to verify the information from other sources, before including it in the report.

Start by analysing the legal and legislative framework and policies, and compare them with their implementation in practice, include both positive implementations, and also the challenges, and problems that communities face in accessing the rights or protections at the local, national, regional, and international levels. In the light of this analysis, provide recommendations for a change.

Checklist

The data that we collected is...

☐ Reliable
☐ Credible
☐ Relevant
☐ Up-to-date

We collected data and information on

☐ Context
☐ Legal framework
☐ Statistics
☐ Implementations in practice (reports, news, surveys, court cases, academic articles, etc.)

We listed all references

☐ preferably using the same style

While we conducted interviews to collect first-hand experiences and testimonies,

☐ we ensured diversity in the people who are interviewed
☐ we took written or oral informed consent from the interviewees
☐ we took appropriate action to protect data

3RD STEP: WRITING THE REPORT

Two main aspects need to be addressed to properly write the report:

» The structure to be followed, including titles and subtitles
» The language and style of the report

If you would like to reach more people, beyond your national context, be sure that the report is written in English or the executive summary is translated into English.

The shadow report structure

Sections	R/O	To include
Cover Page(s)	Required	First page →Title, date, author(s) name(s) Second page → Author(s), reviewers and contributors, funding details, contact details
Table of Content	Required	List of the sections/subsections of the report
Acknowledgment	Optional	A statement expressing the author(s)' appreciation for others' contribution or support for the report. It can be a part of the second page of the cover page.
List of abbreviations	Optional	An alphabetical list of abbreviations to clarify their meanings for readers
Executive Summary	Required	Summary of the main issues and areas of concern raised in the report and the most important conclusions and recommendations without providing detail.
Recommendations	Required	Stating what should be done, what issues should be solved, which policies should be revised, who should act (at what level – local, national, or EU) and the processes and resources required to implement suggested policies.
Introduction	Required	Introduction to the scope and purpose of the report, the methodology used in the data collection process, and the background and context of the report. The overview of the background and context includes an examination of frameworks, such as constitutional, legal, and legislative frameworks, as well as policies that have been established in your country and the European Union, an overview of the political and social context, including relevant general statistics, and a broad summary of the key issue(s) addressed in the contribution.

Analysis / Main body of the report	Required	Analysis of legal and legislative framework and policies, international/ regional commitments, and implementations in practice. The section discusses the positive implementations in the chosen topic or issue, and the challenges, and problems that communities face in accessing the rights or protections.
Conclusion	Required	Concluding remarks that draw attention to the main underlying points
Appendix	Optional	A section with extra information which is not necessarily part of the report but is good to provide

Executive Summary: It is very important to have a brief and concrete summary, not longer than 2 pages. Most of the readers will first check this part, due to the lack of time, some of the readers will most probably only read this summary. Providing the main messages that all the readers need to know is the key for this part.

Acknowledgement: If you would like to add an acknowledgement part, make a list of the contributors to the report, including everyone who take part of data collection, writing, reviewing, proofreading, editing, designing, and providing feedback. Be sure that you receive their consent to mention their names.

Recommendations should be **concrete**, **tailored** depending on the policy makers that you intend to address, and linked to a **timeline**. You should have in mind the powers of different actors and shape your recommendation accordingly.

Example:

"Government should expand civil society's involvement" is not a concrete recommendation. It can be reframed as "government should expand civil society's representation in the AMIF monitoring committee, provide regular information to all actors involved in the implementation of funds and establish regular open consultations on implementation with NGOs, including service providers and refugee/ migrant-led organizations." (ECRE Policy Note: Boosting Asylum in Spain – Making the Most out of AMIF Funding)

Example:

Recommendations to local, national and European institutions:

"*Funding should be more available and accessible at local, national, and European levels for YREMASUD organisations. Such funding should be more flexible, long-term and structural/ operational, and earmarked for YREMASUD (Young Refugees, Exiled, Migrants, Asylum Seekers and Undocumented) organisations. Accompaniment throughout application, implementation and reporting should be provided. Funding applications should be reviewed in a fair and transparent manner, and feedback for improvements should be provided in case of rejection.*" (Voicify, Part of Europe Report)

If you decided to analyse case studies and testimonies, these case studies should be **concise**, **brief**, and **clear**. It is important that the story is representative of a larger population. If it is an individual case or an isolated incident, be sure that you are not claiming it is representing to the whole community.

Language and Style

Balanced & neutral language	Present both positive and negative aspects of the legal frameworks, standards and implementation Provide practical suggestions
Reader-friendly structure (can be navigated easily)	Include: » Table of content » Page numbers » Titles & subtitles » Links to other parts which are referred Use brief, clear, simple and flowing language Use visual aids (ex: small boxes to summarize before the sections), if it is applicable.
Accurate and based on verifiable evidence	Include references

If it is a product of collective writing, be sure the style and language is coherent and the references are accurate.

Checklist

The introduction of our shadow report contains:

- ☐ Scope and purpose
- ☐ Background and context to the report
- ☐ Structure of the report
- ☐ Methodology

The main body of our shadow report contains:

- ☐ Reference to the appropriate resources as listed in the data collection part
- ☐ References to national, regional, and international legal frameworks relevant to the report
- ☐ Indicators such as statistical data, case studies, testimonies, and interviews
- ☐ Supporting documentation for proving the implementation gaps (academic articles, NGOs' reports etc.)
- ☐ Identification of key actors responsible for implementing laws and addressing these actors to provide recommendations
- ☐ Recommendations for change

The executive summary contains:

- ☐ Main issues raised
- ☐ Most important conclusions and recommendations

The language and style of our shadow report contain the following features:

- ☐ Terminology is consistent
- ☐ There are enough subtitles and titles
- ☐ Pages are numbered
- ☐ There are no repetitive sentences/paragraphs

4TH STEP: REVIEWING THE REPORT

The reviewing is an essential step that cannot be overlooked. Be sure that you dedicate enough time and resources to three main elements, editing the language, formatting the layout and structure, and reviewing the content. Different people can take the responsibilities of different elements of the reviewing process, but of course the same people can do more than one task.

It is useful that someone who is not part of the drafting process reads the draft and provides feedback to make sure that everything is clear and the report is easy to read. External people reading the report provide fresh eyes to flag the points which can be very obvious to you but not to other people. It would be also helpful to have a reviewer who is native speaker of the language the report is written in for editing.

Checklist

Be sure that…

- ☐ The report includes sufficient information of the issue covered
- ☐ The resources are reliable
- ☐ The structure of the report is reader-friendly
- ☐ The language is clear, easy to understand and to follow
- ☐ There are no spelling mistakes
- ☐ The language is consistent (especially when more than one person is involved in the writing process)
- ☐ There is no repetition

5TH STEP: DISSEMINATION

Congratulations on your hard work and for having finalized the report! Now you have a strong tool to use as a part of your advocacy strategies.

The next step is to disseminate the report, starting by the definition of your communication and dissemination strategy. This step links back to the section at the start about defining the purpose of the report.

It is key to identify the right actors that can bring policy change and target them during the dissemination of your report. You identified the purpose, the changes you aim to achieve by publishing this report and the stakeholders who need to act to make the changes as a result of reading the report. In the light of these points, decide how do you want the report to be used.

Dissemination allows that to happened and dissemination tools should be based on those considerations.

The tasks of dissemination

Publish the report online	Convert the report into a nice PDF format and make it accessible for downloads on your website If you do not have your own website, use social media to share the report online
Distribution of the report to other stakeholders	Prepare a distribution list including contact information of relevant actors which include CSOs, media, academia, think tanks, national authorities, courts, and EU institutions Send the report to the distribution list and communicate it to relevant actors
Organize an official launch event	Invite relevant stakeholders to the event If it is not feasible to organize an event, share your interest to get involved in related events organised by other stakeholders
Communicate the report via social media	Prepare short and catchy messages using recommendations and analysis of the report to share through various social media channels

Use the report to start dialogues and cooperation with other CSOs including refugee and migrant-led organizations. The impact power of the report will be increased if other CSOs, especially well-established NGOs and network organisations share it via their communication channels.

Flag the important days in your communication strategies to disseminate the report.

Some Examples:	
8 March	International Women's Day
MAY	The European Diversity Month

20 June	World Refugee Day
12 August	International Youth Day
24 November 2020	the European Commission announced its new EU Action Plan on Integration and Inclusion 2021-2027.
3 December	International Day of Persons with Disabilities
10 December	Human Rights Day
2023	European Year of Skills

Check the possible events that you can get involved:

Example: European Migration Forum – October 2022 (changing every year) – the deadline of the call for the interested organisation is generally 2 months before the forum. The Bureau of the European Migration Forum organises a consultation with civil society on the topic of the Forum. This consultation consists of a survey and a virtual meeting. The information is shared on their website.

Checklist

The report is…

- ☐ published online
- ☐ shared with the target groups
- ☐ shared with other stakeholders
- ☐ communicated via social media

6TH STEP: FOLLOW-UP

As you identified in the 1st step, this shadow report is a part of your long-term advocacy strategy. Think about what your next step is and how to use this report for advocacy.

If you would like to follow up on the effect of the report, please find some indicators to evaluate the success of your report:

Success = Access your target audience(s) or target person(s)

Other indicators		
1	Page views/ the number of downloads	Website(s) where the report is published (If it is applicable).
2	Reactions (retweets, shares, likes, etc.)	Social Media Account(s) in which the report is published (Twitter, Facebook, LinkedIn, Instagram, etc.)
3	Citations	Media outlets, academic articles, and other reports (Use google search)
4	Citations	Judgments (Portal of courts are open access in some member states)
5	Invitations/Presentations	To the conferences/panels etc. as a speaker to present the findings and to share the recommendations
6	Meetings	With policymakers to share your findings
7	Meetings	With other stakeholders

GOOD EXAMPLES

Asylum Information Database (AIDA)

The Asylum Information Database (AIDA) is a database managed by the European Council on Refugees and Exiles (ECRE).

The main goal of the database is to contribute to the improvement of asylum policies and practices in Europe and the situation of asylum seekers by providing all relevant actors with appropriate tools and information to support their advocacy and litigation efforts, both at the national and European level.

This is achieved through different activities and outputs: 23 annual country reports, comparative reports on key issues in the asylum system, fact-finding visits to investigate protection gaps, legal briefings analysing key issues in EU asylum law and policy, and statistical updates, in particular on the implementation of the Dublin Regulation.

AIDA country reports are written by national experts – generally working in ECRE member organisations - and provide information on asylum procedures, reception conditions, detention, and content of international protection across 23 countries.

A specific dissemination strategy was designed for AIDA reports: at the moment of publication, each one is shared through a news article in ECRE's Weekly Bulletin and in the ELENA Weekly Legal Update, as well as on Twitter and Facebook. Some are also directly shared with targeted stakeholders such as Permanent Representations of member states to the EU, the European Commission, specific working committees or Members of the European Parliament (MEPs) at the EP, as well as key media outlets.

AIDA is crucial to many advocacy and general outputs from ECRE, for instance in advocacy work on the Pact and implementation of CEAS. AIDA serves as an information clearinghouse for ECRE Secretariat and membership but is also a crucial resource for courts across Europe. In 2021 for example, AIDA reports were cited in over 700 decisions by judicial bodies in 10 countries, most frequently in the context of Dublin transfers.

AIDA Country reports
AIDA Comparative reports
AIDA legal briefings
AIDA statistical briefings
AIDA Fact-finding visits

VOICIFY Part of Europe Report

VOICIFY has carried out the first EU-wide consultation of YREMASUD (Young Refugees, Exiled, Migrants, Asylum Seekers & Undocumented) led organisations, identifying key challenges to political participation for YREMASUD and proposing concrete policy recommendations.

The report aimed to identify obstacles and barriers to full, effective, constructive and inclusive political participation of YREMASUD through their self-led organisations, and to provide concrete policy recommendations for relevant authorities, institutions and civil society organisations.

The consultation was carried out through semi-structured interviews with approximately 20 representatives of the partner organisations. The interviews tackled general aspects of the organisations' activities and their main political asks as well as obstacles and challenges that they face to exist and operate, to collaborate with other civil society organisations and to access support. The interviews also explored the solutions they have developed and the recommendations they would like to put forward to the authorities and other civil society organisations.

The reports provide analysis of the barriers faced by young people with lived migration experiences based on the consultation with several CSOs, after presenting the context. The report includes concrete policy recommendations to local, national and European institutions, to Non-YREMASUD and YREMASUD Civil Society Organisations.

The evidence-based messages coming from the analysis of the interviews are supported by statistics.

The organisations consulted for the report are listed, but to ensure the full freedom of expression for the participating organisations, no details regarding the organisation's name or country of registration are attributed to the specific examples or quotes.

The report is available online at the VOICIFY website.

It was promoted by several Members of European Parliament (MEPs) from different political groups.

To disseminate the report, social media is used very actively, especially twitter with specific hashtags. Collaborating with other NGOs to share the reports via their social media channels.

The report was presented and promoted in several national and EU-level events, seminars, conferences, and workshops (ex: EU Youth Conference, European Migration Forum, Public Participation and Deliberative Democracy Festival)

Several advocacy meetings were organized with the European Union institutions.

The report has been opened more than 2000 times on the day of the launch.

The EU-wide consultation, collaboration with different stakeholders, and the built relationships led to create YREMASUD- led umbrella organisation.

VOICIFY (The European Forum for Youth with Lived Migration Experiences) currently represents 35 member organisations based in 16 different EU member states and more than 100.000 Y.R.E.M.A.S.U.D. (Young Refugees, Exiled, Migrants, Asylum Seekers & Undocumented). This is the first-ever European self-representative structure for organisations led by young people with lived migration experiences. VOICIFY develops the capacities of its member organisations, and advocates for their rights and interests at the European and International level.

Part of Europe: European consultation of organisations led by young refugees, exiled, migrants, asylum seekers & undocumented

Do the human right thing - Raising our Voice for Refugee Rights

The reports on integration in Greece were created as part of the project: Do the human right thing - Raising our Voice for Refugee Rights; implemented under the programme Active Citizens Fund.

The reports look at access to housing, employment, and healthcare for applicants and beneficiaries of international protection.

The reports are co-authored by various NGOs, the IRC, the Greek Council for Refugees (GCR), and Diotima Centre.

The reports are not only based on the experience of these organizations but also on a questionnaire prepared by the three organizations with over 220 responses.

These responses were used to draft the recommendations of the reports, shared with colleagues for the design of future programmes and shared with UNHCR and the Ministry of Migration and Asylum.

Homeless and hopeless - An assessment of the housing situation of asylum applicants and beneficiaries of international protection in Greece

Seeking a new life - seeking employment: An assessment of the employment situation of applicants and beneficiaries of international protection in Greece

Seeking a new life - seeking employment: An assessment of the employment situation of applicants and beneficiaries of international protection in Greece

Follow the Money Reports

The lack of information on how EU funding in the Asylum, Migration and Integration Fund (AMIF) is allocated and spent is making advocacy on EU resources and support to asylum systems, inclusion and resettlement and relocation difficult.

As part of its Strategic Partnership with UNHCR, ECRE commissioned research on how AMIF is used. Four studies have been commissioned and published so far. The first two studies assessed national programming and the design and implementation of the 2014-2020 AMIF funding for asylum, integration, and return (Follow the Money I and II). The third study analysed AMIF funding used to incentivise and support MS participation in solidarity and responsibility-sharing measures in EU asylum and migration policy (Follow the Money III). The fourth and most recent study provides an overview of how funding from the Asylum, Migration and Integration Fund (AMIF) and Internal Security Fund-Borders and Visa (ISF-BV) was used outside the EU in the budget period 2014-2020.

Data for the different studies have been collected through:

Review of documents from EC and member states: legislative texts, programming documents, mid-term reviews of the funds

Surveys sent to member state managing authorities

Interviews conducted with representatives of member states, civil society and EU institutions

Roundtable discussions to collect insights and views

As the research was commissioned, an external expert prepared drafts of the report which were then jointly commented on by ECRE and UNHCR.

The reports were launched at public events organized by ECRE and UNHCR in Brussels which were well attended by representatives of the EU institutions, member states and civil society. In addition, the reports were sent out through targeted emails to specific policy-makers particularly during the negotiations of the current EU budget (called Multiannual Financial Framework) where ECRE used a lot of the analysis and insights from the report to support its advocacy.

You can find all Follow The Money Studies on ECRE's publication website under the section "funding": https://ecre.org/ecre-publications/

Mental Health and Wellbeing of Migrant Women

The lack of data on migrant women accessing health services and, specifically, mental health services in different European countries defined the scope of the report which was prepared by the European Network of Migrant Women.

The reports provide information on:

challenges and root causes that have a particularly grave impact on the well-being of migrant women;

barriers to accessing health and mental health services;

useful approaches for addressing migrant women's needs in relation to mental health and wellbeing.

The narratives in this report are from professionals working with migrant women, and migrant and refugee women themselves who are based in different EU member states.

These testimonies display that experiences are varied in different EU countries, but also there are some common challenges.

The data give a substantial overview of what is being achieved and what needs to be tackled in relation to mental health care systems in Europe.

In the report, some testimonies include the names, the other names are changed, depending on the consent of the interviewees.

The acknowledgment part includes the name of the participants who provided the data and share their first-hand experiences.

The report is available online in 4 languages (English, Italian, Spanish, and French)

The report was presented in several seminars and hearings took place in the EU Parliament.

Report: Mental Health and Wellbeing of Migrant Women – European Network of Migrant Women (migrantwomennetwork.org)

In Pursuit of Livelihood

These reports which were jointly developed by JRS and aditus foundation, are looking at risks of poverty faced by refugees. This publication is part of, and funded by the Malta Community Chest Fund Foundation.

With the reports the goal is to underline how the protection systems in place for refugees do not guarantee a minimum level of livelihood.

The reports feed into the advocacy strategies on refugee integration, where the importance of securing basic well-being as a precondition to longer-term integration is stressed.

The reports are primarily intended for policy-makers and stakeholders, and targeting a broader public to raise awareness on refugee lives in Malta.

The reports combine different data collection tools, including desk research, qualitative interviews with refugees and service providers, and quantitative research.

A multi-disciplinary approach was adopted in the reports, aiming to move away from purely legal analysis and provide a more humane and psycho-social approach, reflected in the fact that the main researcher and author is a psychologist.

The reports were disseminated at an event where poverty in Malta was discussed, and shared within the networks in particular with those organisations in the anti-poverty sector to ensure they include a refugee perspective in their own work and publications.

To raise awareness among the broader public, social media clips (in EN and MT) were prepared and disseminated by social media.

In Pursuit of Livelihood: An in-depth investigation of asylum seekers' battle against poverty and social exclusion in Malta

In Pursuit of Livelihood: Stories from asylum-seekers fighting poverty in Malta

Long-Term Residence and Citizenship by Naturalisation: A Necessity for Integration

JRS Malta, aditus foundation and Integra Foundation aim to raise awareness on the key obstacles that refugees face in accessing LTR and citizenship. The paper is an advocacy document part of a broader and long-term project jointly implemented by four NGOs, with UNHCR funding.

The report combines long-term residence with citizenship to underline an existing EU legal regime that, whilst not intended to secure a refugees' permanence in an EU member state, has the potential to do so.

As a part of an on-going project, the paper is the starting point in the conversation and captures the current legal and policy regime, presents the concerns and identifies a proposed course of actions.

It is based on extensive conversations with refugees on their integration priorities in Malta, zooming in on two elements that are able to provide security, stability and peace of mind.

The paper outlines the legal and policy regimes regulating LTR and citizenship and the challenges that exist within both legal frameworks.

https://aditus.org.mt/Publications/pipublicationltrcitizenship_2018.pdf

National Reports on the Status of Refugee-led Community Organisations

These reports are publications of “Training Kit for Empowering Refugee-Led Community Organisations” project, supported by Erasmus +.

The aim of the reports is to better understand the situation refugee-led community organisations and to understand the role of such organisations in the overall advocacy framework with the aim to influence policies that affect the refugee population directly

The national reports in this project needed to gather comprehensive coverage whilst also giving primacy to the voices of refugees and refugee-led groups.

All reports had two primary aims forming the basis of published advocacy/aware-raising articles and leading to the publication of a Comparative Report that extracted identified trends across all reports.

Research methods were varied: focus groups with refugees, individual interviews with various entities (refugees, refugee-led groups, non-refugee-led groups, Government, international organisations) and desk research.

The reports were disseminated in website of the partner organisations, their social media channels, and newsletters.

The findings of the national reports and comparative report were presented in several events.

Ultimately, these efforts led to the creation of a training kit targeted the advocacy empowerment of refugees and refugee-led groups.

National Report on the status of refugee-led
community organisations in Cyprus, Greece, Italy, Malta and the Netherlands
EU-level Report on the status of refugee-led community organisations
Training Kit: Empowering Refugee-Led Community Organisations
Comparative Report on the Status of Refugee-led Community Organisations

Challenges of Integrating Refugees into Croatian Society: Attitudes of Citizens and the Readiness of Local Communities

Croatia’s Governmental Office for Human Rights and Rights of National Minorities commissioned and published the report that analyses the capacities, challenges, resources and needs of local and regional governments with respect to the reception and integration of persons under international protection. focuses. The purpose of this research is to support units of local and regional self-government in identifying integration challenges and opportunities in their local contexts.

The report provides:

an analysis of capacities and challenges, as well as the resources and needs of local and regional self-government units, given their past or future experience with the reception and integration of persons under international protection

identification of the attitudes of Croatian citizens towards persons under protection, and their readiness for the reception and integration of persons granted asylum in their local communities

Both quantitative and qualitative research methodologies have been used in this research. As a result, it was conducted as mixed method research, that is, as two correlated studies. The quantitative segment of the research pertains to its first goal, which was to identify the attitudes of Croatian citizens and their readiness for the acceptance and integration of third-country nationals granted international protection in the Republic of Croatia. The qualitative segment refers to the second research goal, to identify the needs of local and regional self-government units in the process of integrating third-country nationals granted international protection in the Republic of Croatia as well as the challenges they encounter or will encounter when it comes to the process of integration.

Synthesizing the findings of the research was reached by the preparation of two checklists: one intended for heads and staff of local and regional self-government units so that they can assess the existing needs, resources, and capacities of their communities in terms of planning and implementation of integration activities. The other is designed for persons granted asylum and serves for the self-assessment of their needs and the extent to which they are met.

The report is available online in Croatian and English. The findings of the research were presented in several conferences, seminars, and other public events thematizing the topic of integration in Croatia. It has also been cited several times, as well as covered by multiple Croatian media – both national and regional in their scope.

Challenges of Integrating Refugees into Croatian Society | European Website on Integration (europa.eu)

OTHER EXAMPLES OF REPORTS:

- Aditus Foundation, Shadow Reports: https://aditus.org.mt/publications/#.Y4nJX8vMJPY
- Career Path Project, Labour market integration of third-country nationals in Croatia, the Czech Republic, Hungary and Slovakia: https://www.cms.hr/hr/publikacije/labour-market-integration-of-third-country-nationals-in-croatia-the-czech-republic-hungary-and-slovakia
- Centre for Peace Studies, 2022, Policy Recommendations Aimed at Improving the Integration System of The Republic of Croatia for Asylum Seekers and Persons Granted International and Temporary Protection: https://www.cms.hr/en/azil-i-integracijske-politike/hrvatska-treba-uspostaviti-sustav-privremene-zastite-koja-stiti-sve-kojima-je-to-sada-najpotrebnije-i-stvoriti-uvjete-za-izgradnju-kvalitetnog-i-odrzivog-sustava-integracije
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- ECRE Working Paper, 2019, Refugee-Led Organisations (RLOs) In Europe: Policy Contributions, Opportunities and Challenges: https://ecre.org/wp-content/uploads/2019/05/Working-Paper-01.pdf
- ENAR Network, Shadow Reports: https://www.enar-eu.org/category/publications/shadow-reports/
- European Network of Migrant Women Report, 2022, Undocumented Migrant Women in Europe: A Neglected Chapter in Fundamental Rights Protection: https://www.migrantwomennetwork.org/2022/06/23/new-report-undocumented-migrant-women-a-neglected-chapter-in-fundamental-rights-protection/
- European Programme for Integration and Migration, Migrant-Led Advocacy Across Europe: Challenges and Opportunities: https://www.epim.info/wp-content/uploads/2019/11/Migrant-led-advocacy-across-Europe-Report.pdf
- G-100 Berlin: Newcomers Integration Challenges & Recommendations: http://www.g-100.org/wp-content/uploads/2019/10/Policy-Recommendations-En.pdf
- Interkulturelles Zentrum, Vienna, 2017, Balkan Refugee Trail – A Pathway for European Solidarity: https://www.cms.hr/hr/publikacije/balkan-refugee-trail-a-pathway-for-european-solidarity
- IRIS Network, Regional Shadow Reports: https://iris-see.eu/publikacije/iris-network-shadow-report/
- PICUM, 2022, A snapshot of social protection measures for undocumented migrants by national and local governments: https://picum.org/wp-content/uploads/2022/08/A-snapshot-of-social-protection-measures-for-undocumented-migrants-by-national-and-local-governments_EN.pdf#new_tab
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USEFUL RESOURCES

- Asylum Information Database: A database containing information on asylum procedures, reception conditions, detention and content of international protection across 23 countries.
- The EUAA National Asylum Developments Database presents legislative, institutional, and policy developments related to asylum since 2018. Searches can be narrowed down by country, year, type of development legislative, institutional or policy, and thematic areas.
- EMN (European Migration Network) publications
- MIPEX, Migration Integration Policy Index
- NIEM, National Integration Evaluation Mechanism
- Reports of the national and regional ombudsmen and similar bodies: Find your national Ombudsman here.
- EU Commission Migration and Home Affairs - Publications & News
- European Website on Integration: https://ec.europa.eu/migrant-integration/home_en
- FRA Products
- European Court of Human Rights - ECHR, CEDH, news, information, press releases (coe.int)
- UNHCR - refworld
- IOM Publications
- OECD Publications in Migration
- Eurostat – Migration and Asylum - Statistical articles
- Amnesty International - Publications

Legal and Legislative Framework

- 1951 Refugee Convention
- United Nations Global Compact on Refugees – Booklet in EN
- Human Rights Instruments - the foundational legal framework for international human rights
- Convention on the Rights of the Child
- Convention on the Elimination of All Forms of Discrimination against Women
- Convention on the Rights of Persons with Disabilities and Optional Protocol
- International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families
- The Global Compact on Refugees
- Charter of Fundamental Rights of the European Union
- European Convention on Human Rights
- EU regulations, directives and decisions
- Common European Asylum System (CEAS):
    - Qualification Directive
    - Reception Conditions Directive
    - Asylum Procedures Directive
    - Dublin Regulation
    - Eurodac Regulation
- The Family Reunification Directive, 2003
- The Long-Term Residents Directive, 2003
- The Returns Directive, 2008

Case Law

- The ELENA Weekly Legal Update (WLU): The newsletter provides information about important recent developments in international and European asylum law. The update covers the asylum-related judgments of the European Courts and domestic case law as well as asylum legal news from across Europe.
- The European Database of Asylum Law (EDAL): An online database that contains asylum-related case law from 22 European states, the Court of Justice of the European Union, and the European Court of Human Rights.
- EUAA Case Law Database: A point of reference for European and national case law related to the Common European Asylum System (CEAS)

Weekly/Monthly Bulletins

- ECRE Weekly Bulletin | European Council on Refugees and Exiles (ECRE): The ECRE Weekly Bulletin provides information about the latest developments in the areas of asylum and refugee protection.
- European Migration Network quarterly is a newsletter providing updates on developments at EU and national level relating to migration and asylum. The EMN quarterly News Flash is a short document that summarises key developments in a concise format while the full version of the EMN quarterly provides a detailed overview.
- Migration Policy Group Monthly Newsletters
- PICUM Monthly Newsletters (the Platform for International Cooperation on Undocumented Migrants)

Media Resources

- EURACTIV
- POLITICO
- EU Observer
- InfoMigrants
- Statewatch
- ECRE Press Review

Academic Resources

- Google Scholar: A search engine to find academic articles with keywords.
- Research Gate: Social networking site for researchers, accessing over 135 million publication pages. You can join the network free and directly contact researchers to ask about their publications.

Reports

- The Community Research and Development Information Service (CORDIS) is the European Commission's primary source of results from the projects funded by the EU's framework programmes for research and innovation, from FP1 to Horizon Europe.

Advocacy Toolkits

- The Training Kit for Empowering Refugee-Led Community Organisations is an adaptable, user-friendly training programme that you can freely download and use in your activities. Covering information and skills, the Training Kit adopts various training methodologies, including exercises, discussions, practical activities and interactive sessions.
- European Youth Forum Advocacy Handbook: In this handbook you will find the keys to engage in meaningful advocacy action, core concepts you need to master, practical frameworks you can follow to plan your actions, do's and don'ts to avoid the most common mistakes, and inspiring examples from the NGO sector.
- Refugee Rights Europe Civil Society Guide EU Advocacy on Asylum and Migration: Engaging strategically for change at the EU level

TEMPLATE OF THE REPORT

Sections	R/O	To include
Cover Page(s)	Required	Title Date Author(s) name(s) Reviewers and contributors Funding details Contact details
Table of Content	Required	List of the sections and subsections of the report
Acknowledgment	Optional	
List of abbreviations	Optional	
Executive Summary	Required	Summary of the main issues and areas of concern The most important conclusions and recommendations
Recommendations	Required	Targeted and concrete recommendations
Introduction	Required	Introduction to the scope and purpose of the report The methodology of the data collection The background and context of the report. The overview of the background and context An overview of political and social context
Analysis / Main body of the report	Required	Analysis of legal and legislative framework and policies Analysis of implementations in practice
Conclusion	Required	Concluding remarks
Appendix	Optional	Additional information

CHECKLIST OF THE TASKS

1st STEP: Preparation

- ☐ We identified:
  - ☐ implementation gaps that we would like to advocate for
  - ☐ information gaps on the issue that we would like to contribute to
  - ☐ advocacy strategy to use the shadow report as a part of it
  - ☐ target groups
  - ☐ human and financial resources
  - ☐ stakeholders who might be interested in collaborating with us on the preparation of the reports
- ☐ We defined the scope of the report
- ☐ We prepared the guiding questions
- ☐ We agreed on the roles and responsibilities of the team members and the timeline

2nd STEP: Data Collection

- ☐ The data that we collected is...
  - ☐ Reliable
  - ☐ Credible
  - ☐ Relevant
  - ☐ Up-to-date
- ☐ We collected data and information on
  - ☐ Context
  - ☐ Legal framework
  - ☐ Statistics
  - ☐ Implementations in practice (reports, news, surveys, court cases, academic article etc.)
- ☐ We listed all references, preferably using the same style
- ☐ While we conducted interviews to collect first-hand experiences and testimonies, we ensured…
  - ☐ diversity in the people who are interviewed
  - ☐ to take written or oral informed consent from the interviewees
  - ☐ the data is protected

3rd STEP: Writing

Check to make sure that the introduction of your shadow report contains the following features

- ☐ Scope and purpose
- ☐ Background and context to the report
- ☐ Structure of the report
- ☐ Methodology

Check to make sure that the main body of your shadow report contains the following features:

- ☐ Reference to the appropriate resources as listed in the data collection part

- ☐ References to national, regional, and international legal frameworks relevant to the report;
- ☐ Indicators such as statistical data, case studies, testimonies, and interviews.
- ☐ Supporting documentation for proving the implementation gaps (academic articles, NGOs' reports etc.)
- ☐ Identification of key actors responsible for implementing laws and addressing these actors to provide recommendations
- ☐ Recommendations for change

Check to make sure that the executive summary contains the following features:

- ☐ Main issues raised
- ☐ Most important conclusions and recommendations.

Check to make sure that the language and structure contains the following features:

- ☐ Terminology is consistent
- ☐ There are enough subtitles and titles
- ☐ Pages are numbered
- ☐ There are no repetitive sentences/paragraphs

4th STEP: Reviewing

Be sure that…

- ☐ The report includes sufficient information needed to be covered
- ☐ The resources are reliable
- ☐ The structure of the report is reader-friendly
- ☐ The language is clear, easy to understand and to follow
- ☐ There are no spelling mistakes
- ☐ The language is consistent (Especially when more than one person is involved in the writing process)
- ☐ There is no repetition

5th STEP: Dissemination

The report is…

- ☐ published online.
- ☐ shared with the target(s) group(s).
- ☐ shared with other stakeholders.
- ☐ is communicated via social media.

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