

EUROPEAN MINIMUM INCOME NETWORK (EMIN 2)**Work Programmes for the National EMIN Networks 2017-2018****Notes:**

1. Each National EMIN Network should have a work programme to deliver the commitments under the contract they signed for the EMIN2 project. Of course, this will be a work in progress and will need to be adjusted and changed as the project develops. Having such a work programme is primarily for use by the National network but it will also allow for exchange between EMIN Networks. These work programmes are internal documents but may be shared with the Commission. Information from the work programmes may be used to finalise the periodic reports that must be made to the Commission.
2. The first version of these work programme (which should also include actions already carried out) should be sent to Fintan (fintan.farrell@eapn.eu) with Anne (anne.vanlancker@telenet.be) in copy by Friday 8 Sept. This will allow information from the reports to be used for the first Interim Report to the Commission. It will also enable us to use the reports for the exchange between Networks at the National Coordinators Meeting 25 – 26 Sept. In developing the work programme please remember to keep in mind the aims and objectives of EMIN.
3. Please use the format below to complete these reports. Please note that under each work package in the first box you have the deliverables which are in your contract and in the agreement with the Commission. In the second box are some other considerations/ ideas you may want to consider and information from the European level work of the project. Of course, many opportunities and challenges are particular to your country, so the work programme you develop will reflect that reality. Under each work package you should identify a number of actions and proposals to deliver this work package.

Aims and Objectives of EMIN

The European Minimum Income Network (EMIN) is an informal Network of organisations and individuals committed to achieve the progressive realisation of the right to adequate, accessible and enabling Minimum Income Schemes

The EMIN 2 project aims at the progressive realisation of the right to adequate, accessible and enabling minimum income schemes, through:

- Strengthening the EMIN Networks and networking at EU and National Levels
- Building awareness that adequate and accessible incomes are not only good for the people who directly benefit but also for the whole of society
- Ensuring progress through engaging in relevant policy debates and initiatives at EU and National levels

Name of the EMIN Network: EAPN-Latvia

**Name and email address of the Person Coordinating the completion of this document
Laila Balga and Elina Alere-Fogele, e-mail: laila.balga@latnet.lv**

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WP 2: National EMIN Network Development: Strengthening National EMIN Networks and increased stakeholder engagement.

Deliverable WP 2:

- Programme of events and activities agreed and delivered
- Appoint a Coordinator for the National EMIN Network
- Attend three meetings at EU level of the National Coordinators
- Identify options for the sustainability of the Network

Information/ Ideas

While it is not stated in the deliverables, it is implied that under this work package is the work to build a National EMIN Network (informal or formal). The actions and proposals to build this Network should be included here. This was already partially answered in the 'context report' you produced and the relevant information on building the National Network from the context report should also be included here.

As stated before it could be that instead of a separate or new structure being created for EMIN it could be best that EMIN is clearly an agenda item or a sub agenda for an existing structure that has the range of actors involved. There should be a clear agreement that supports this way to work.

In any case it should be clear that there is ownership of the EMIN work by organisations and individuals wider than the EAPN members (in particular the link with TU and where possible academic actors). Please note that we have made presentations of EMIN to the European Women's Lobby and there was a lot of interest from their members, so National Women's Rights organisations could be potential partners. The national members of the EU Reference Budget Network may also be interested. Our colleagues from the University of Antwerp will encourage them to be supportive.

There may be Public Authority (National, Regional or Local) members of the Network but in some cases, this may not be possible (as many Public Authorities would not be able to join a Network with advocacy as part of its work. However, you should show efforts to cooperate with such bodies.

The National Offices of the Commission Representations may be also be willing to have a cooperation arrangement with some or all of your EMIN work.

The idea of 'supporters' of the EMIN Network might be a good way to have some cooperation without too many demands for ongoing engagement.

It is often easier to build cooperation for specific tasks, a conference, or an event. The bus tour is one such possibility. Such efforts to build cooperation should be mentioned in this section and then more detail given in other sections (such as WP6 Everyone on the Bus).

Actions/ Proposals

Programme of events and actives agreed and delivered

- (1) Planning of engagement of stakeholders, like EU-level representatives, Free Trade Union Confederation of Latvia, other trade unions, national ministries and other governmental authorities, local and regional authorities, private enterprises, national umbrella NGOs, including ones representing people experiencing poverty
- (2) Motivation and capacity building of the relevant stakeholders to increase the value of their engagement
- (3) Awareness raising activities for general public regarding the EMIN Network
- (4) Strengthening the communication with mass media to provide visibility of the EMIN Network
- (5) Activities to ensure technical support and informative resources to maintain sustainable capacity of the EMIN Network, including a separate www site
- (6) Assessment of capacity efficiency of the EMIN Network twice a year

Appoint a Coordinator for the National EMIN Network

- (1) Approval of the EMIN 2 National coordinator for the position of the Coordinator of the Latvian EMIN Network
- (2) Selection and approval of six regional coordinators for the National EMIN Network (Steering and Administrative Group)
- (3) A launch meeting of coordinators, both national and regional, to familiarise with National EMIN Network objectives, deliverables as well as proposed duties of coordinators
- (4) Seven regular meetings of coordinators hold every three months to plan and up-to-date obligations in performing activities
- (5) Two annual Evaluation meetings of coordinators and the Board of EAPN-Latvia to assess performance of coordinators during previous year

Attend three meetings at EU-level of the National Coordinators

- (1) Preoperational work before the EU-level performed by the EMIN National coordinator to get familiar with the relevant project documents
- (2) Participation of the Latvian Network coordinator in three EU-level meetings of National coordinators according to the schedule
- (3) Delivery of information and messages from the EU-level meeting to the Latvian Network

Identify options for the sustainability of the Network

- (1) Extending the scope of the EMIN Network stakeholders of Latvia

- (2) Dissemination of the position documents prepared during EMIN 2 period; continuous discussions on these documents
- (3) Impact of the National Ambassador shall be continued
- (4) Planning of project development both at European, Nordic, and national level

WP 3: National Context Reports:

Deliverable WP 3:

- Produce a Context report based on guidelines provided by the EMIN Staff Team

Information/ Ideas

This work should already be completed. Only need a sentence to say how this work was done and any additional information you think useful.

Actions/ Proposals

Produce a Context report based on guidelines provided by the EMIN Staff Team

- (1) Gathering of relevant information to draft the Latvian Context report
- (2) Drafting the National Context report
- (3) Dissemination of the finalised National Context report to the EMIN Network stakeholders and general public

WP 5: Communication Strategy:

Deliverable WP 5:

- Develop and Implement a Communication strategy in line with agreed European Guidelines

Information/ Ideas

So far at EU level we have just produced a PPP on the general communication strategy (attached). We are still working on more detailed work about messages that we want to try to deliver through the strategy. This work is unlikely to be completed until early Autumn. Any actions/proposals/ideas you have for implementing a communication strategy nationally will also be helpful for developing the work at EU level.

Actions/ Proposals

Develop and Implement a Communication strategy in line with agreed European Guidelines

- (1) Meeting of the National coordinator and regional coordinators regarding usage of the Communication guidelines provided by EMIN 2 Project Staff Team building the communication with the Latvian society; and regarding target groups, and available communication channels (social networks, TV, radio, national level and regional printed media) and tools (website, informative handouts, leaflets, brochures)
- (2) Appointment of PR officer and approval of his/her duties
- (3) Engagement and explanatory activities with stakeholders to provide communication and visibility of the project

- (4) Discussion meeting of coordinators and stakeholders regarding communication and publicity activities in Latvia during implementation of the EMIN 2 project; approval of the message to be delivered
- (5) Two discussion meetings on engagement tools of Latvian general society and decision-makers in communication regarding MIS (database, awareness raising, real life / experience stories)
- (6) Three evaluation meetings (every six months) to evaluate results achieved within communication and publicity process in Latvia during EMIN 2 project

WP 6: Everyone on the Bus: A journey for a better Europe:

Deliverable WP 6:

- National Networks to coordinate the Bus trip through their country, coordinate meetings and the actions, facilitate and engage stakeholders
- Support communications work associated to the Bus Trip

Information/ Ideas

See separate handbook on the bus tour attached.

This handbook is a work in progress and primarily aims at making existing ideas visible and to encourage National EMIN Networks to really think about how we deliver this element of the project. Please note the routes outlined are just to give a concrete picture of how this could work but even the most practical issues like are bus ferry between Norway and Denmark existing? Such practical issues will now be developed with the support team for this work and the hand book will be further developed in time for the discussions at the National Coordinators meeting on 25-26 September. **It is essential that final decisions about the 'bus tour' are not made till after that meeting including the starting and finishing times for the bus journey.** What is needed in this section is your ideas of how you can make the best of the opportunity of this bus tour and an indication of the actions and proposals that will be needed to make this happen in the best possible manner. Your proposals and considerations will feed into the Sept meeting and enable us to make final decisions about the action.

Actions/ Proposals

National Networks to coordinate the Bus trip through their country, coordinate meetings and the actions, facilitate and engage stakeholders

- (1) Meeting of coordinators to inform them about guidelines provided by EMIN 2 project Staff Team and draw a specific framework for "Everyone on the Bus" initiative in Latvia, including sharing the duties between the regional coordinators
- (2) Draft a proposal of the two locations in Latvia to hold events according to the initiative
- (3) Identify relevant Latvian experts both on MIS and experience experts to be involved in the initiative
- (4) Identify relevant civil society organisations to be visited
- (5) Identify relevant local, national and European level politicians to be engaged in policy discussions about MIS
- (6) Organise a public meeting in the location specified (stop point of the bus)

- (7) Plan the delivery of the needed practical resources (eg. accommodation, meals, parking of the bus)
- (8) Evaluation meeting of coordinators after the Bus Trip through Latvia

Support communications work associated to the Bus Trip

- (1) Meeting of the National coordinator and regional coordinators, and PR officer regarding usage of guidelines included in the Handbook on the bus tour provided by the EMIN 2 Project Staff Team to organise the bus tour event in Latvia properly; and regarding participants involved in the event, and available communication channels (social networks, TV, radio, national level and regional printed media) and tools (website, meetings)
- (2) Meeting of the National coordinator and regional coordinators, and PR officer regarding communication and visibility activities during both preparation period and performance of the Bus Trip in Latvia; approval of the message to be delivered
- (3) Implementation of communication and visibility activities throughout five-month period regarding the four-day Bus Trip in Latvia
- (4) Evaluation meeting to evaluate results achieved by Bus Trip in Latvia

WP 7: National Awareness Raising events:

Deliverables WP 7:

- Organise at least one National Awareness raising event with participation of transnational contacts
- Contribute awareness re EMIN to at least 4 relevant events in their country

Information/ Ideas

All National Networks, should organise at least one larger event in their country to raise awareness on Minimum Income Schemes. This event may be associated to the ‘Everyone on the bus’ tour or may be organised as a standalone Conference. The event will involve stakeholders active in the network as well as a broader audience and participation, reflecting the Network’s efforts to broaden its stakeholder engagement at National level. Local representatives from the Permanent Representation of the EU as well as representatives from Europe Direct should be invited to engage in the event. The national Ambassadors appointed in each country will also be invited to contribute to these events.

The idea with the awareness raising at least at 4 relevant events (over the two years) is that instead of organising something and hoping others will come is that you try to get space at relevant events others are organising. It would be good if some of these events are events where you meet and engage with people who may not be fully convinced of why Adequate Minimum Income Schemes are good for everyone but could be open to persuasion and dialogue. Such events could be: national gatherings of political parties, ‘summer schools on socio political topics, large civil society or NGO gatherings, music festivals, Trade Union Forums.

Actions/ Proposals

Organise at least one National Awareness raising event with participation of transnational contacts

- (1) Collection of up-to date information regarding relevant EU-level policies (EU Strategy 2020 including European Semester, European Pillar of Social Rights, Corporate Social Responsibility, etc.)
- (2) Collection of up-to-date information regarding relevant National-level documents concerning MIS
- (3) Engagement of partner/s from other national EAPN networks to contribute in Latvian national conference
- (4) Engagement of national level MIS policy developers to the conference
- (5) Preparation of the conference performed by National coordinator and regional coordinators
- (6) Holding of the conference; summarization, assessment, and dissemination of the conference results

Contribute awareness re EMIN to at least 4 relevant events in their country

- (1) Approval of schedule and content of six discussion meetings regarding MIS throughout the period of 18 months
- (2) Preparation of informative handouts for participants of national awareness raising events
- (3) One discussion meeting in accordance to the EMIN 2 project task regarding analysis of current MIS trends; dissemination of the results
- (4) One discussion meeting in accordance to the EMIN 2 project task on promoting capacity development of the networks; dissemination of the results
- (5) Four discussion meetings in accordance to the EMIN 2 project task on stimulating debate and maintaining regular dialogue at EU and national level on adequate MIS
- (6) Evaluation meeting to assess the achievements and results of the six discussion meetings

WP 9: National Ambassadors:

Deliverable WP 9:

- Appoint National Ambassador/s based on an agreed methodology and involve them in key activities of the Network

Information/ Ideas

The engagement of National Ambassadors to promote the work of EMIN was highly valued in the call for tender. From experience we know that this can be highly difficult and complicated. Therefore, in the response the tender we wrote:

We need to recognise that not all National Networks will be able to identify 'celebrities' to take on the role of ambassadors. However, events organised as part of the EMIN 2 project should seek to give opportunities for opinion shapers, politicians, civil society leaders, influential academics, religious leaders and well known personalities to become champions for the cause of the progressive realisation of

adequate minimum income schemes. It should also be recognised that people experiencing poverty or 'experts by experience' by communicating the realities they experience can be champions for better systems. With this broad perspective on engaging 'Ambassadors' the EMIN 2 project will identify people who will contribute to awareness raising and campaigning efforts and help raise visibility including in mainstream media.

Within these constraints it is hoped that you can engage 'ambassadors' to support your work in the EMIN 2 project.

Tips for choosing the ambassadors:

1. Your Values should be their values:

2. Authentic Voice: The best ambassador is already aligned with your cause.

3. Have the capacity to do what you need: Have the credibility with the target audience, have the time, have the influence

4. Action Oriented: Not just entertainment focused but also can motivate people to take actions

5. You like them: Can you work with them as a partner? Are your partners and stakeholders comfortable with them? Do they have a voice that inspires or motivates you? Does that energy carry over to the people you want to connect with?

What can you ask ambassadors to do?

- Build awareness about the EMIN project and messages to deepen its reach and impact
- Raise awareness (use social media) and actively promote and share with their network about what EMIN does and its contribution to tackling poverty.
- Encourage people to participate in spreading the message in their networks.
- Prepare short video messages to promote the importance of Adequate Minimum Income Schemes
- Attend key events organized by EMIN
- Join you in meetings with political representatives, decision makers, and influential figures
- Join you on media opportunities

There are different views on the use of ambassadors for social causes (the article at the website link <https://www.theguardian.com/commentisfree/2011/jun/26/celebrity-ambassadors-charities-debate> probably reflects some of these views). Each Network will find a way that fits with their values to pursue this aspect of the project.

Please indicate what actions/proposals you have to follow up this aspect of the project.

Actions/ Proposals

Appoint National Ambassador/s based on an agreed methodology and involve them in key activities of the Network

- (1) Cooperation-building with the stakeholders in order to bring National Ambassador/s in the EMIN Network by call to nominate the candidates among opinion shapers, politicians, civil society leaders, influential academics, religious leaders, well known personalities and people experiencing poverty or 'experts by experience'

- (2) Discussion meeting of the National coordinator and regional coordinators with pretenders for the title of the National Ambassador; appointment of the National Ambassador/s according to suggestions provided by EMIN 2 Project Staff Team
- (3) Publicity activities in social networks and media to boost the role of the National Ambassador
- (4) Engagement of the National Ambassador in EMIN 2 project events, including the Bus Trip
- (5) Evaluation meeting regarding contribution of the National Ambassador during implementation of EMIN 2 project in Latvia

WP 10: EU and National Level Policy Dialogues:

Deliverable WP 10:

- Ensure regular exchanges with National Policy makers (Commission Representation, National Ministries, National Parliaments, MEPs and other relevant policy makers)
- Produce a final context report based on an agreed template

Information/ Ideas

Please remember that as well as engaging in policy dialogues to achieve the progressive realisation of adequate, accessible and enabling Minimum Income Schemes in your own country you also need to think how you can gain support for actions that would achieve an upward convergence in relation to the quality of Minimum Income Schemes in all countries in the EU (and wider). For this second element actions that would try to win support for the European Pillar of Social Rights and for the follow up of the principle on Minimum Income, may be the best chance to have this result.

In this section there should be a clear action point relating to a road map (proposals) to achieve the progressive realisation of adequate Minimum Income Schemes in your country given your context. The outcome of EMIN1 should be the starting point for this. It would be great if this 'road map' could be an annex to this document. Follow up of the Semester (country reports and Country specific recommendations) as well as the use of EU Funds (ESF and EASI) should also be part of the actions proposed.

Contact and meetings with the Ministry responsible for Minimum Income Schemes (political and administration levels) should be identified here. Also, meetings with MEPs, Meeting with Social or European Committees in National Parliaments, meetings with relevant advisory for's (National Economic and Social Councils for instance) should also be included. As well as meetings with Political Parties, local administrations, Commission Representations. It should also include ongoing engagement with civil society actors.

Actions/ Proposals

Ensure regular exchanges with National Policy makers (Commission Representation, National Ministries, National Parliaments, MEPs and other relevant policy makers

- (1) Preparation of the schedule for dialogue building activities with Vice-president of the EC Valdis Dombrovskis, MEPs elected from Latvia, MIS Advisory Group at EP, Representative Office of the EC in Latvia, State President of the Republic of Latvia, Latvian Members of Saeima (Parliament), Prime Minister, State Chancellery, Minister for Welfare, leaders of political parties, and other policy makers
- (2) Maintaining the dialogue regarding MIS with the policy makers throughout a period of 12 months

Produce a final context report based on an agreed template

- (1) Development of Final Context report on results of the political dialogue held on MIS in Latvia
- (2) Dissemination of the finalised Context Report

WP 11: Peer Reviews: Three trans-national Peer Reviews will be held on the topics of 1) Non-Take Up, 2) Reference Budgets and 3) Active Inclusion.

Deliverable WP 11:

- Each National network will identify three people to participate in one of the Peer Reviews

Information/ Ideas

General Information:

3 peer reviews planned. Each Peer Review is for 2 days:

1. Application of reference budgets.
2. Improving coverage and take-up of MI support.
3. Minimum Income and active inclusion.

7 to 12 countries - 3 representatives national teams/country, including public authorities, national expert on the theme, civil society. Learning process for priority countries EMIN: BG, CZ, EE, EL, ES, HU, IE, IT, LT, LV, PL, PT, RO, SI, SK. Exchange findings - identify key learning points – provide mutual support.

Peer Review on Minimum Income and Active Inclusion (late autumn 2017)

Starting Point: Staff Working Document follow-up Active Inclusion (EPSR) 2017:

- Most countries link MI benefits to readiness to work or take up training: 21 registration PES, 26 mandatory participation in activation measures.
- Some countries provide closely coordinated or fully integrated effective employment and social services for people furthest away from LM: ex DE, DK, FI, IE, NL, UK.
- Examples that could be critically assessed in peer review:
- **RO** reform of MIS through Minimum Inclusion Act (2018 – pilot projects in 2017): increase adequacy + coverage MIS to lift 10% of population out of extreme poverty, combined with integrated services for marginalised communities.

- **EL** introduction of Social Solidarity Income (EC +WB support – rolled out since Feb 2017): introduction of financial support, combined with access to social services + services for reintegration LM, covering 7% of population.
- **IT** 2017: extend support for active inclusion nation-wide, in combination with integrated and customised care for people in need.
- **DK** further reform of social assistance benefits planned: lower benefits to decrease so-called benefits dependency and small gap with earnings in work = more conditions on those with no qualifications to take up education + case workers for people not in education or work.
- **SI** reform since 2012: MI increased but made more conditional on registration PES + sign employment plan, combined with social centers cooperating with PES in providing activation assistance.
- **NL** Participation Act 2015: people on social assistance are required to accept ‘reasonable offers of work’, combined with provision of integrated services by municipalities through neighbourhood social teams.

Peer Review on Reference Budgets (Spring 2018)

Subject of the Peer Review:

1. **Macro-level:** reference budgets as tool for assessing adequacy of living standards, social benefits, including MI, minimum wages, consumer index, equivalence scales.
2. **Individual level:** reference budgets as tool to determining additional income support and benefits, debt counselling, financial education for households, budget counselling, rent norms.
3. Countries using RB to present practices to peers, including countries not using RB – Discuss conditions of successful introduction.

Choice of countries

1. Experience with use of RB at macro or at individual level.
2. Leading countries chosen on basis of interest RB teams for EMIN2.
3. Countries who could benefit from this exchange.

Peer Review on Improving Coverage and Take-Up (Autumn 2018)

Using existing Reports and practices to look at solutions in relation to:

- review conditions access, including raising income thresholds, ensuring individual rights and reduction of ‘taper rate’,
- ensure simple and transparent entitlement criteria,
- simplify administrative rules including automatic granting, active information and outreach,
- better cooperation of services and one-stop-shops, case-managers, connection of data-bases and use of ICT,
- reduce administrative discretion and introduce appeal procedures.

FI and NL pilot projects with “basic income” testing less conditionality could be experiences to examine.

What is needed now:

Please indicate which Peer Review might best help to advance work in your country. Please give reasons and say how you would contribute to the Peer Review.

Actions/ Proposals

Each National network will identify three people to participate in one of the Peer Reviews

- (1) Engage participants from public authority, national expert on the theme, and representative of civil society to take part in the Peer Review on Reference Budgets
- (2) Summarization of current developments regarding Reference Budgets performed by the selected Peer Review participants
- (3) Participation in the above mentioned Peer Review; summarization of results
- (4) Evaluation of outcomes after the Peer Review
- (5) Preparation of the final report on Reference Budgets; dissemination of the final report

WP 12: National Policy Debates on Reference Budgets:**Deliverable WP 12:**

- An event of the EMIN National Network should have space to deliver information on the outcome of the European Reference Budget Project

Information/Ideas

For the countries that will participate in the peer review on Reference Budgets, this meeting to introduce the work of Reference Budget and the EU Reference Budget Project should take place in Autumn of 2017, to build momentum for the Peer Review that will take place in Spring 2018. For countries not participating in this peer review, there is more flexibility in the choice of the moment for introduction of this topic. If possible, this introduction meeting can take place in combination with other awareness raising meeting, planned by national EMIN teams (WP7).

The National Contact Person of the European Reference Budget project or someone from the project will be available to make input at these events. There is additional budget to support this to happen. The University of Antwerp team will prepare a presentation of +/- 30 minutes that can be used by all experts from the EU RB Network for these meetings. Whether or not it is feasible for all EU RB experts will depend on their willingness to participate, but is not linked to the acceptance of the common methodology, since the purpose of these introductions is to raise awareness on the importance of reference budgets as tools for policy making.

Please indicate here when you would have an activity involving a range of stakeholders where you could have time to discuss the use of reference budgets.

Actions/ Proposals

An event of the EMIN National Network should have space to deliver information on the outcome of the European Reference Budget Project

- (1) Appoint an expert responsible for promotion of Reference Budgets policy within EMIN 2 project in Latvia

- (2) Summarization of current developments regarding Reference Budgets at European and national level
- (3) One meeting regarding development of Reference Budgets in Latvia, with participation of professionals from public authorities, national experts on the theme, and representatives of civil society; summarization of results
- (4) Preparation of national position regarding current trends with Reference Budgets

WP 13: EU level Closing Conference:

Deliverable WP 13:

- Ensure participation of representatives of the National EMIN network in the closing Conference

Information/ Ideas

Actions and proposals not expected here for now.

Actions/ Proposals

Ensure participation of representatives of the National EMIN network in the closing Conference

- (1) Ensure national representation of the Latvian EMIN Network in the closing Conference

WP 14: Project Management and WP 15: Project Evaluation:

Deliverable WP 14 and WP 15:

- Provide inputs for the progress and final report needed to be presented to the European Commission
- Contribute inputs for the evaluation report on the project

Information/ Ideas

- Not much actions/proposal needed here. This work programme will be used for the next progress report to the Commission.
- An evaluation methodology will be developed in the early Autumn. You will then be asked to collect info to help with the evaluation. The main evaluation work will be done in early Autumn 2018.

Actions/ Proposals

Provide inputs for the progress and final report needed to be presented to the European Commission

- (1) Preparation of inputs from Latvian EMIN Network for the progress and final report needed to be presented to the European Commission

Contribute inputs for the evaluation report on the project

- (1) Preparation of inputs from Latvian EMIN Network to contribute to the evaluation report on the project