

# ***Application for Management of Irregular Migration for Civil Society and International Organisations (AMI) – User Charter***

*(Version 1.1 – 12<sup>th</sup> September 2017)*

## ***Introduction***

Under the responsibility of your General Manager (GM), you have been entitled by your Operational Manager (OM) to be an actor in AMI (Application for Management of Irregular Migration for Civil Society and International Organisations).

Further to the approval of your OM, DG HOME will grant you access to AMI. However, before doing so, DG HOME will make sure that you have approved this Charter.

Please read carefully the information below in order to be aware of what this Charter implies for you and for the use of AMI. By approving this User Charter, you declare that you have read it and that you will comply with the requirements laid down in it once your access to AMI has been granted.

## ***By subscribing to this "AMI User Charter" I accept that:***

- ✓ The password that will be used for accessing AMI is owned by me and will not be given or transmitted, even temporarily, to a third party.
- ✓ I am aware that the information in AMI must not involve policy advocacy or lobbying. I will abstain from any reproduction or public dissemination, in whatever form of AMI content not uploaded by my organisational entity, without prior approval. If wishing to do so, I must request prior written authorisation from the organisation uploading the content (that organisation's AMI Member) or from DG HOME for any government related AMI information.
- ✓ I understand that I am responsible for the security of the workstation I am using to access AMI and I must take the necessary measures to avoid interception of the information accessible through it (e.g. anti-spyware, anti-virus, auto lock feature, etc.).
- ✓ I am aware that the European Commission may keep a log of all access to AMI for security purposes and for operational management.
- ✓ If I have a reasonable suspicion that a third person accessed AMI through my AMI user account, I will immediately inform my GM, OM and DG HOME's AMI Team.
- ✓ If I do not respect this charter, I understand that the European Commission will immediately revoke my access to AMI without prior notice. In such a case, a justification will be sent to me, with copy to the OM and GM where further administrative and disciplinary measures may be undertaken by the concerned AMI Member (Organisation participating in AMI).
- ✓ The Commission, in agreement with Member States, may review this AMI User charter as deemed necessary.
- ✓ I have read and will respect the AMI User Manual.
- ✓ In cases of doubt, I will seek the necessary advice and information regarding the collecting and accessing the operational data by contacting my OM, GM or, where appropriate, DG HOME's AMI Team.