



Ministero dell'Interno

DIPARTIMENTO DELLA PUBBLICA SICUREZZA

DIREZIONE CENTRALE PER GLI AFFARI GENERALI DELLA POLIZIA DI STATO

OGGETTO: FRONTEX – CALL FOR SECONDED TEAM MEMBERS.

L'AGENZIA FRONTEX DELL'UNIONE EUROPEA CON SEDE A VARSAVIA HA RESO NOTO DI AVER AVVIATO LE PROCEDURE PER LA SELEZIONE STRAORDINARIA, PER L'ANNO 2018, DI ESPERTI NAZIONALI DA DISTACCARE PRESSO L'AGENZIA IN QUALITA' DI SECONDED TEAM MEMBERS (PER UN PERIODO MINIMO DI 3 MESI E UN PERIODO MASSIMO DI 12 MESI O PIU') PER I SEGUENTI PROFILI:

- **2 POSTI DI FIELD PRESS COORDINATOR**, DA RISERVARE ALLA QUALIFICA DEI COMMISSARI CAPO DELLA POLIZIA DI STATO CON ALMENO 3 ANNI DI ANZIANITA' NEL RUOLO (INGLESE CFR LEVEL C1);
- **19 POSTI DI DEBRIEFING EXPERT**, DA RISERVARE AL RUOLO DEGLI ISPETTORI E AI RUOLI DEI SOVRINTENDENTI, DEGLI ASSISTENTI ED AGENTI DELLA POLIZIA DI STATO CON ALMENO 3 ANNI DI ANZIANITA' DI SERVIZIO (INGLESE CFR LEVEL B2);
- **24 POSTI DI SCREENING EXPERT**, DA RISERVARE AL RUOLO DEGLI ISPETTORI E AI RUOLI DEI SOVRINTENDENTI, DEGLI ASSISTENTI ED AGENTI DELLA POLIZIA DI STATO CON ALMENO 3 ANNI DI ANZIANITA' DI SERVIZIO (INGLESE CFR LEVEL B2);
- **2 POSTI DI INTERVIEW EXPERT**, DA RISERVARE AL RUOLO DEGLI ISPETTORI E AI RUOLI DEI SOVRINTENDENTI, DEGLI ASSISTENTI ED AGENTI DELLA POLIZIA DI STATO CON ALMENO 3 ANNI DI ANZIANITA' DI SERVIZIO (INGLESE CFR LEVEL B2);
- **3 POSTI DI FRONTEX SUPPORT OFFICER (FSO) FOR LOGISTICS AND DEPLOYMENT**, DA RISERVARE AL RUOLO DEGLI ISPETTORI E AI RUOLI DEI SOVRINTENDENTI, DEGLI ASSISTENTI ED AGENTI DELLA POLIZIA DI STATO CON ALMENO 3 ANNI DI ANZIANITA' DI SERVIZIO (INGLESE CFR LEVEL B2);
- **2 POSTI DI SECOND-LINE OFFICER**, DA RISERVARE AL RUOLO DEGLI ISPETTORI E AI RUOLI DEI SOVRINTENDENTI, DEGLI ASSISTENTI ED AGENTI DELLA POLIZIA DI STATO CON ALMENO 3 ANNI DI ANZIANITA' DI SERVIZIO (INGLESE CFR LEVEL B2);
- **12 POSTI DI FIRST-LINE OFFICER**, DA RISERVARE AL RUOLO DEGLI ISPETTORI E AI RUOLI DEI SOVRINTENDENTI, DEGLI ASSISTENTI ED AGENTI DELLA POLIZIA DI STATO CON ALMENO 3 ANNI DI ANZIANITA' DI SERVIZIO (INGLESE CFR LEVEL B2);



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- **32 POSTI DI ADVANCED-LEVEL DOCUMENT OFFICER**, DA RISERVARE AL RUOLO DEGLI ISPETTORI E AI RUOLI DEI SOVRINTENDENTI, DEGLI ASSISTENTI ED AGENTI DELLA POLIZIA DI STATO CON ALMENO 3 ANNI DI ANZIANITA' DI SERVIZIO (INGLESE CFR LEVEL B2);
- **8 POSTI DI FRONTEX SUPPORT OFFICER (FSO)**, DA RISERVARE AL RUOLO DEGLI ISPETTORI E AI RUOLI DEI SOVRINTENDENTI, DEGLI ASSISTENTI ED AGENTI DELLA POLIZIA DI STATO CON ALMENO 3 ANNI DI ANZIANITA' DI SERVIZIO (INGLESE CFR LEVEL B2);
- **15 POSTI DI STOLEN VEHICLES DETECTION OFFICER**, DA RISERVARE AL RUOLO DEGLI ISPETTORI E AI RUOLI DEI SOVRINTENDENTI, DEGLI ASSISTENTI ED AGENTI DELLA POLIZIA DI STATO CON ALMENO 3 ANNI DI ANZIANITA' DI SERVIZIO (INGLESE CFR LEVEL B1);
- **10 POSTI DI DOG HANDLER**, DA RISERVARE AL RUOLO DEGLI ISPETTORI E AI RUOLI DEI SOVRINTENDENTI, DEGLI ASSISTENTI ED AGENTI DELLA POLIZIA DI STATO CON ALMENO 3 ANNI DI ANZIANITA' DI SERVIZIO (INGLESE CFR LEVEL B1).

SI RAPPRESENTA L'OPPORTUNITA' CHE LE CANDIDATURE SIANO RISERVATE PREFERIBILMENTE AL PERSONALE IN SERVIZIO PRESSO GLI UFFICI DI POLIZIA DI FRONTIERA E PRESSO GLI UFFICI IMMIGRAZIONE DELLE QUESTURE MENTRE PER IL PROFILO DI "STOLEN VEHICLES DETECTION OFFICER" PRESSO GLI UFFICI DELLA POLIZIA STRADALE.

REQUISITI GENERALI

- OTTIMA CONOSCENZA DELLA LINGUA INGLESE (COME DA SPECIFICA DI LIVELLO);
- AVER RIPORTATO NEGLI ULTIMI DUE RAPPORTI INFORMATIVI UN GIUDIZIO NON INFERIORE ALLA VALUTAZIONE DI "OTTIMO";
- NON AVER RIPORTATO SANZIONI DISCIPLINARI SUPERIORI AL RICHIAMO SCRITTO, A MENO CHE NON SIA INTERVENUTA LA RIABILITAZIONE AI SENSI E PER GLI EFFETTI DELL'ART. 87 DEL D.P.R. 10 GENNAIO 1957, N. 3;
- NON ESSERE SOTTOPOSTO AD ALCUN PROCEDIMENTO DISCIPLINARE E/O PENALE E NON AVER RIPORTATO CONDANNE PENALI.



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LA FIGURA DEGLI sTMs E' STATA INIZIALMENTE INTRODOTTA CON REGOLAMENTO UE NR. 1168/2011 DEL 25 OTTOBRE 2011 E SUCCESSIVAMENTE DISCIPLINATA DAL REGOLAMENTO UE NR. 1624/2016 CON LO SCOPO DI FORNIRE ALL'AGENZIA UN QUALIFICATO CONTRIBUTO IN TERMINI DI RISORSE UMANE PER LE OPERAZIONI CONGIUNTE E PROGETTI PILOTA.

PER LA SELEZIONE DEGLI sTMs POTRANNO PRESENTARE ISTANZA I CANDIDATI CHE SONO IN POSSESSO DEI REQUISITI STABILITI DALLE DECISIONI NR. 25/2012 NONCHE' NR. 38/2016 DEL MANAGEMENT BOARD DELL'AGENZIA.

LA DESCRIZIONE DELLA POSIZIONE E' IN LINGUA INGLESE, COSÌ COME I REQUISITI SPECIFICI RICHIESTI CHE SARANNO CONSULTABILI SUL PORTALE "DOPPIAVELA".

LA RELATIVA "APPLICATION FORM", REPERIBILE SUL MEDESIMO PORTALE, DOVRÀ ESSERE COMPILATA INTEGRALMENTE CON SISTEMI DI VIDEOSCRITTURA E TRASMESSA IN FORMATO "PDF" (CON FIRMA LEGGIBILE DEL CANDIDATO).

LE ISTANZE DOVRANNO ESSERE TRASMESSE, SENZA RITARDO ALCUNO, CON IL PARERE DEL DIRIGENTE DELL'UFFICIO, CHE DOVRA' VALUTARE ED ATTESTARE IL POSSESSO DEI REQUISITI GENERALI SUINDICATI, CON ESPlicito RIFERIMENTO AI RAPPORTI INFORMATIVI ED AI PROCEDIMENTI PENALI E/O DISCIPLINARI.

L'INVIO DELLE DOMANDE DOVRA' ESSERE EFFETTUATO VIA E-MAIL, INDEROGABILMENTE **ENTRO LE ORE 12.00 DEL GIORNO 19 FEBBRAIO 2018** AI SEGUENTI INDIRIZZI:

RUOLO DIRIGENTI E DIRETTIVI

- SERVIZIO DIRIGENTI, DIRETTIVI ED ISPETTORI - 1^a DIVISIONE DELLA DIREZIONE CENTRALE PER LE RISORSE UMANE, INDIRIZZO EMAIL: **sddi1.missioni@interno.it;**

RUOLO ISPETTORI

- SERVIZIO DIRIGENTI, DIRETTIVI ED ISPETTORI - 2^a DIVISIONE DELLA DIREZIONE CENTRALE PER LE RISORSE UMANE, INDIRIZZO EMAIL: **sddi-2@interno.it;**



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DIREZIONE CENTRALE PER GLI AFFARI GENERALI DELLA POLIZIA DI STATO

RUOLI SOVRINTENDENTI ASSISTENTI ED AGENTI

- SERVIZIO SOVRINTENDENTI, ASSISTENTI ED AGENTI
- 2^a DIVISIONE SEZIONE MISSIONI ED ASSEGNAZIONI SPECIALI
DELLA DIREZIONE CENTRALE PER LE RISORSE UMANE, INDIRIZZO
EMAIL: **dipps.ssaa.ass.spec.rm@interno.it**.

SI PRECISA CHE LE SELEZIONI IN ARGOMENTO NON COSTITUISCONO UNA PROCEDURA CONCORSUALE.

SI PREGA DI DARE LA MASSIMA DIFFUSIONE ALLA PRESENTE COMUNICAZIONE E DI TRASMETTERE TEMPESTIVAMENTE LE EVENTUALI ISTANZE, SOLO IN CASO DI EFFETTIVO POSSESSO DEI REQUISITI PRESCRITTI.

PEL CAPO DELLA POLIZIA – DIRETTORE GENERALE DELLA PUBBLICA SICUREZZA – PREFETTO DISPENSA.

MANAGEMENT BOARD DECISION 38/2016

of 23 November 2016

adopting the profiles and the overall number of border guards and other relevant staff to be made available to the European Border and Coast Guard teams

THE MANAGEMENT BOARD

Having regard to the European Border and Coast Guard Regulation¹, in particular Article 20 (2) thereof,

Whereas:

- (1) The agency must deploy border guards and other relevant staff as members of the European Border and Coast Guard teams to joint operations, rapid border interventions and in the framework of the migration management support teams.
- (2) On a proposal by the Executive Director, the Management Board decides by an absolute majority of its members with a right to vote on the profiles and the overall number of border guards or other relevant staff to be made available for the European Border and Coast Guard teams.
- (3) Member States contribute to the European Border and Coast Guard teams through a national pool on the basis of the various defined profiles by nominating border guards or other relevant staff corresponding to the required profiles.
- (4) Member States must ensure that the border guards and other relevant staff which they contribute match the profiles and the numbers decided upon by the management board.

HAS DECIDED AS FOLLOWS:

Article 1

Profiles

The profiles of border guards and other relevant staff to be made available to the European Border and Coast Guard Teams defined in Annex I hereto, are hereby adopted.

¹ Regulation (EU) 2016/1624 of the European Parliament and of the Council of 14 September 2016 on the European Border and Coast Guard and amending Regulation (EU) 2016/399 of the European Parliament and of the Council and repealing Regulation (EC) No 863/2007 of the European Parliament and of the Council, Council Regulation (EC) No 2007/2004 and Council Decision 2005/267/EC (OJ L 251, 16.9.2016, p. 1).

Article 2
Overall number

The overall number of border guards and other relevant staff to be made available for the European Border and Coast Guard teams shall be 5000.

Article 3
Repeal

This decision repeals the Management Board Decision 11/2012 of 23 May 2012.

Article 3
Entry into Force

This decision and its Annex enter into force on the day following the date of their adoption.

Done in Warsaw, 23 November 2016

For the Management Board



Marko Gašperlin
Chairperson

ANNEX I

Profiles of border guards and other relevant staff to be made available to the European Border and Coast Guard Teams

Annex I

List of profiles

Profiles of border guards and other relevant staff to be made available to the European Border and Coast Guard Teams

1. Field Press Coordinator

1.1 Definition

A Field Press Coordinator is an official of a competent national authority of a Member State, who facilitates the work of journalists covering specific activities coordinated by the European Border and Coast Guard Agency. The Field Press Coordinator works on site and directly supports Frontex press office.

1.2 Tasks and functions

- To support Frontex Press Office in collection and dissemination of information relevant to a specific Frontex coordinated activity
- To coordinate media visits in the operational area
- To organise interviews with personnel deployed in specific Frontex coordinated activities
- To provide relevant media training prior to the interviews
- To facilitate journalists' access to the operational area in liaison with the national authorities of host and home Member States
- To provide background briefings to the media and other visitors on specific Frontex coordinated activities
- To collect operation-related video footage and photos from assets and officers deployed by the agency, which can be shared with the public and if needed obtain necessary authorisations from the competent authorities
- To gather information based on requests from Frontex Press Office
- To facilitate official visits to the operational areas.

1.3 Required job competences:

A Field Press Coordinator has a knowledge and understanding of:

- Ethical codes, values and professional standards as defined by the Frontex operational plan and the Code of Conduct
- Social media networks and its use by the media

A Field Press Coordinator is able to:

- Promote and manage public relations and media relations
- Utilise interpersonal and advanced communication skills, both oral and written
- Recognise the necessity to share information and disseminate it through official channels

A Field Press Coordinator takes responsibility for:

- Quality and accuracy of distributed information
- Acts in accordance with the legal frameworks and guidelines included in the operational plan

1.4 Eligibility criteria

To be eligible to become a Field Press Coordinator, a candidate should:

- Possess knowledge, skills and competence as described in the "Required job competences"
- Have adequate knowledge of the English language (equivalent to CEFR level C1)
- Have at least two years full-time working experience within the last five years in press and/or public relation related fields and respective knowledge and experience with media production cycle, giving media interviews and the use of photo and video equipment
- Be able to monitor media coverage and write press reviews
- Have the capacity to work under pressure and face emotional events with composure

In addition, the following would be advantageous:

- Communicate effectively in languages spoken in Host Member State

2. Debriefing Expert

2.1 Definition

A Debriefing Expert is an official of a competent national authority of a Member State, who carries out a debriefing interview with a person having crossed, or having attempted to cross, an external EU border irregularly. A Debriefing Expert carries out interviews in order to collect information for risk analysis purposes that is used for raising operational awareness and facilitating operational decision-making and which may be used for supporting national measures of the host Member State or for other operational or analytical purposes.

2.2 Tasks and functions

- To carry out voluntary, anonymous, informal and confidential debriefing interviews
- To collect information from migrants, on irregular migration and other cross-border crime including terrorism by applying adequate interviewing techniques
- To profile irregular migrants from target countries
- To identify new modus operandi and migration trends used by irregular migrants and facilitators/criminal networks
- To identify possible suspects involved in people smuggling or other cross-border crime including terrorism
- To identify persons in need of international protection and persons in a vulnerable situation, including unaccompanied minors
- To refer persons in need of international protection and persons in a vulnerable situation to the competent national authorities of the host Member State

2.3 Required job competences

A Debriefing Expert has knowledge and understanding of:

- Global trends on migration and cross-border crime
- A range of cultures and customs of other countries, especially countries of origin of irregular migrants
- Ethical codes, values and professional standards
- Socio-political and economic factors that impact cross-border crime and irregular migration
- Specific national, EU and international legislation, policies, procedures including documents related to asylum, return, repatriation and detention processes

A Debriefing Expert is able to:

- Conduct voluntary and confidential interviews using cognitive interview techniques, in compliance with fundamental rights
- Employ advanced communication skills
- Recognise the value of information as potential intelligence for risk analysis and to aid the prevention and detection of cross-border criminal activities
- Review and assess the evidence gathered during a debriefing interview
- A Debriefing Expert takes responsibility for:
- Acting in accordance with the legal framework and the debriefing guidelines included in the operational plan
- Ensuring, that interviewed persons in recognisable or claimed need of international protection or special needs as listed in art. 34 (3) of the European Border and Coast Guard Regulation are identified and referred to the competent authorities.

2.4 Eligibility criteria

To be eligible to become a Debriefing Expert in the European Border and Coast Guard Teams, a candidate should:

- Possess certain knowledge, skills and competences as described in the “Required job competences”

- Have adequate knowledge of the English language (equivalent to CEFR level B2)
- Have at least 3 years of work experience in preparing and leading interviews of third country nationals preferable by using interpreters
- Demonstrate advanced knowledge on latest migration trends and modus operandi
- Have the capability to withstand stress and strong emotional events and have good observation and communication skills
- Have participated in training in relevant Union and international law, including fundamental rights and access to international protection and guidelines for the purpose of identifying persons seeking protection and directing them towards the appropriate facilities

In addition, the following would be advantageous:

- Successful completion of the Profile training course for Debriefing Experts organised by Frontex Training Unit
- Ability to speak a language spoken in third countries of origin of irregular migration.

3. Screening Expert

3.1 Definition

A Screening Expert is an official of a competent national authority of a Member State, who interviews and establishes assumptions on the nationality of a person having crossed, or having attempted to cross, an external border irregularly with the view to register the third-country national in accordance with the national procedure and/or to return the third country national to the country of origin, or to a country which will admit the third country national.

3.2 Tasks and functions:

- To carry out screening interviews by applying appropriate interview techniques
- To establish the assumed nationality of an interviewed person
- To identify persons in need of international protection and persons in a vulnerable situation, including unaccompanied minors
- To refer persons in need of international protection and persons in a vulnerable situation to the competent national authorities of the host Member State

3.3 Required job competences:

A Screening Expert has knowledge and understanding of:

- Global trends in migration and cross-border crime
- A specific range of cultures and customs of countries of origin of irregular migrants
- Legislation related to asylum, return, repatriation and detention processes

A Screening Expert is able to:

- Conduct interviews in order to establish an assumption of nationality, using relevant interview techniques in compliance with fundamental rights
- Use age, gender and culturally appropriate language
- Recognise the value of information as potential intelligence

A Screening Expert takes responsibility for:

- Acting in accordance with the legal frameworks and the screening guidelines included in the operational plan
- Ensuring, that persons in recognisable or claimed need of international protection or special needs as listed in art. 34 (3) of the European Border and Coast Guard Regulation are identified and referred to the competent authorities.

3.4 Eligibility criteria

To be eligible to become a Screening Expert in the European Border and Coast Guard Teams, a candidate should:

- Possess certain knowledge, skills and competences as described in the “Required job competences”
- Have adequate knowledge of the English language (equivalent to CEFR level B2)
- Have at least 3 years of professional experience in interviewing third country nationals preferable by using interpreters
- Demonstrate advanced knowledge of the cultural and geo-political situation of third countries as sources of irregular migrants
- Have participated in training in relevant Union and international law, including fundamental rights and access to international protection and guidelines for the purpose of identifying persons seeking protection and directing them towards the appropriate facilities

In addition, the following would be advantageous

- Ability to speak and understand a language spoken in third countries of origin of irregular migration
- Successful participation in the Profile training for Screening Experts organised by Frontex Training Unit

4. Interview Expert

4.1 Definition

An Interview Expert is an official of a competent national authority of a Member State, who interviews a person after the second line check at a border crossing point in order to collect information for risk analysis purposes.

4.2 Tasks and functions

- To collect information for intelligence purposes
- To carry out interviews by applying appropriate interview techniques in order to identify migration patterns and modus operandi used by irregular migrants
- To identify persons in need of international protection and persons in a vulnerable situation, including unaccompanied minors
- To refer persons in need of international protection and persons in a vulnerable situation to the competent national authorities of the host Member State

4.3 Required job competences

An Interview Expert has knowledge and understanding of:

- Global trends on migration and cross-border crime
- Proven understanding of border control at land, sea and/or air borders
- Relevant national and EU legislation, policies and procedures, including fundamental rights aspects
- Relevant cultures and customs of other countries, especially countries of origin of irregular migrants
- Fundamental rights while carrying out interviews

An Interview Expert is able to:

- Communicate effectively with individuals and groups
- Conduct interviews using appropriate interview techniques
- Carry out interview in compliance with fundamental rights, including interviews with vulnerable persons
- Recognise the value of information as potential intelligence for risk analysis and to aid the prevention and detection of cross-border criminal activities
- Evaluate potential risks and threats through the application of established profiling methods

An Interview Expert takes responsibility for:

- Ensuring, that interviewed persons in recognisable or claimed need of international protection or special needs as listed in art. 34 (3) of the European Border and Coast Guard Regulation are identified and referred to the competent authorities.
- Acting in accordance with the legal frameworks and the guidelines included in the operational plan

4.4 Eligibility criteria

To be eligible to become an Interview Expert in the European Border and Coast Guard Teams, a candidate should:

- Possess knowledge, skills and competences as described in the “Required job competences”
- Have adequate knowledge of the English language (equivalent to CEFR level B2)
- Have at least 3 years of professional experience in interviewing third country nationals preferably by using interpreters
- Have participated in training in relevant Union and international law, including fundamental rights and access to international protection and guidelines for the purpose of identifying persons seeking protection and directing them towards the appropriate facilities

In addition, the following should be an advantage:

- Successful completion of the profile training course for Second-Line Interview Experts, organised by Frontex Training Unit
- Ability to speak a language spoken in third countries of origin of irregular migration.

An Interview Expert to be deployed at an airport:

- With regard to activities to be carried out at airports, and unless agreed differently with Frontex prior to the deployment, the Second-Line Officer has to possess an Access Card for entering unaccompanied the restricted areas located after the security checks and normally dedicated to passengers holding a boarding pass.

5. Frontex Support Officer (FSO) for Logistics and Deployment

5.1 Definition

A Frontex Support Officer (FSO) for Logistics and Deployment is an official of a competent national authority of a Member State who provides logistical and organisational support to Frontex in the operational area.

5.2 Tasks and functions:

- To provide logistical and practical support on deployment of human resources and technical equipment
- To organise meetings and briefings on the spot with the relevant stakeholders
- To monitor and report on the existing infrastructure, installation and the deployment of technical equipment
- To liaise and keep close contact with internal and external stakeholders

5.3 Required job competences:

A Frontex Support Officer for Logistics and Deployment has knowledge and understanding of:

- Frontex standard logistics procedures and practices
- Ethical codes, values and professional standards as defined by the Frontex operational plan and the Code of Conduct

A Frontex Support Officer for Logistics and Deployment is able to:

- Manage complex situations related to deployment of human resources and technical equipment
- Utilise interpersonal and advanced communication skills,
- Lead groups and teams
- Assist and support team members in logistical issues and deployment of technical equipment
- Monitor the use of deployed technical equipment as necessary to meet operational goals

A Frontex Support Officer for Logistics and Deployment takes responsibility for:

- Establishing and maintaining constructive relationship with respective stakeholders of Hosting MS and service providers
- Ensuring adequate logistical support through planning
- Exercising the appropriate level of autonomy in the application of all relevant procedural and legal frameworks

5.4 Eligibility criteria

To be eligible to become a Frontex Support Officer (FSO) for Logistics and Deployment in the European Border and Coast Guard Teams, a candidate should:

- Possess certain knowledge, skills and competence as described in the “Required job competences”
- Have adequate knowledge of the English language (equivalent to CEFR level B2)
- Prove at least 2 years working experience with administering resources
- Have participated in training in relevant Union and international law, including fundamental rights and access to international protection and guidelines for the purpose of identifying persons seeking protection and directing them towards the appropriate facilities

In addition, the following would be of advantage:

- Ability to speak the language of the host country

6. Second-Line Officer

6.1 Definition

A Second-Line Officer is an official of a competent national authority of a Member State who carries out second line border checks at border crossing points and provides support for officers in the first line.

6.2 Tasks and functions:

- To verify if entry/exit conditions are fulfilled
- To interview passengers of interest and check their documents
- To apply non-discriminatory profiling
- To carry out follow-up checks and actions
- To collect preliminary evidence and to facilitate investigation carried out by Host Member State
- To identify persons in need of international protection and persons in a vulnerable situation, including unaccompanied minors
- To refer persons in need of international protection and persons in a vulnerable situation to the competent national authorities of the host Member State

In addition at airports:

- To patrol in transit areas, airside lounges and rest areas
- To carry out pre-arrival checks
- To carry out gate checks
- To cooperate with check-in counter staff and airline staff

6.3 Required knowledge, skills and competences:

A Second-Line Officer has knowledge or understanding of:

- Global trends on migration and cross-border crime
- Proven understanding of border control at border crossing points (in particular at international airports if deployed at the air borders)
- Relevant EU and international law, in particular the Schengen Borders Code and fundamental rights aspects
- A range of cultures and customs of other countries, especially country of origin of irregular migrants.

A Second-Line Officer is able to:

- Examine and assess the authenticity and usage of travel documents
- Conduct interviews using adequate interview strategies and techniques
- Recognise potential risks and threats by using established profiling techniques
- Prevent and detect irregular cross-border activities with a specific range of tactics, procedures and responses relevant for external borders.

A Second-Line Officer takes responsibility for:

- Acting in accordance with the legal frameworks and the guidelines included in the operational plan applicable to Second-Line Officers
- Ensuring, that interviewed persons in recognisable or claimed need of international protection or special needs as listed in art. 34 (3) of the European Border and Coast Guard Regulation are identified and referred to the competent authorities.

6.4 Eligibility criteria

To be eligible to become a Second-Line Officer in the European Border and Coast Guard Teams, a candidate should:

- Possess certain knowledge, skills and competence as described in the “Required job competences”
- Have adequate knowledge of the English language (equivalent to CEFR level)
- Prove at least three years of professional experience working in border control. If deployed at an air border, at least two of the three years should be performed in the second line of an international airport
- Have participated on training in relevant Union and international law, including fundamental rights and access to international protection and guidelines for the purpose of identifying persons seeking protection and directing them towards the appropriate facilities

In addition, the following would be of advantage when deployed at an airport:

- Successful completion of the Second-Line Airport Officer Profile Training Course organised by Frontex Training Unit

Second-Line Officer to be deployed at an airport:

- With regard to activities to be carried out at airports, and unless agreed differently with Frontex prior to the deployment, the Second-Line Officer has to possess an Access Card for entering unaccompanied the restricted areas located after the security checks and normally dedicated to passengers holding a boarding pass.

7. First-Line Officer

7.1 Definition

A First-Line Officer is an official of a competent national authority of a Member State, who carries out first line border checks at border crossing points.

7.2 Tasks and functions:

- To identify if a person is authorised to enter, travel within, or leave the territory of the Member State
- To detect irregular cross-border activities related to persons, documents, objects in their possession and their means of transport
- To profile passengers in order to detect persons in need of international protection, potential victims of cross-border crime and persons in a vulnerable situation to the competent national authority
- To identify persons in need of international protection and persons in a vulnerable situation, including unaccompanied minors
- To refer persons in need of international protection and persons in a vulnerable situation to the competent national authorities of the host Member State
- Consult national, European and International databases in cooperation with the host Member State

7.3 Required job competences:

A First-Line Officer has a knowledge and understanding of:

- Proven understanding of border control at external borders
- Relevant EU and international law, in particular the Schengen Borders Code and on how to apply fundamental rights in practice.

A First-Line Officer is able to:

- Prevent and detect irregular cross-border activities by applying defined procedures and responses
- Operate equipment for carrying out border checks in the first line and interpret results
- Apply appropriate and practical skills to perform border checks in accordance with the Schengen Borders Code and/or applicable national legislation
- Examine and assess the validity and usage of travel documents and recognise the necessity to refer cases for second-line checks
- Apply established profiling methods
- Recognise persons who should be refused entry or have stayed longer than the period of authorised stay in the Member States.

A First-Line Officer takes responsibility for:

- Acting in accordance with the legal framework and the operational plan
- Facilitating the legitimate movement of people across borders within the role of First-Line Officer
- Ensuring, that interviewed persons in recognisable or claimed need of international protection or special needs as listed in art. 34 (3) of the European Border and Coast Guard Regulation are identified and referred to the competent authorities.

7.4 Eligibility criteria

To be eligible to become a First-Line Officer in the European Border and Coast Guard Teams, a candidate should:

- Possess certain knowledge, skills and competence as described in the “Required job competences”
- Have adequate knowledge of the English language (equivalent to CEFR level B2)
- Prove at least 3 years of professional experience working at the land, air or sea border crossing points or spot-checks within the territory of a Member State

- Have participated in training in relevant Union and international law, including fundamental rights and access to international protection and guidelines for the purpose of identifying persons seeking protection and directing them towards the appropriate facilities

In addition, the following would be of advantage:

- Communicate effectively in languages spoken in third countries
- First line officer to be deployed at an Airport:
- With regard to activities to be carried out at airports, and unless agreed differently with Frontex prior to the deployment, the Second-Line Officer has to possess an Access Card for entering unaccompanied the restricted areas located after the security checks and normally dedicated to passengers holding a boarding pass.

8. Advanced-Level Document Officer

8.1 Definition

An Advanced-Level Document Officer is an official of a competent national authority of a Member State who has experience in carrying out thorough examinations of a broad range of travel related documents.

8.2 Tasks and functions:

- To assess the authenticity of documents and if they are presented by the rightful holder
- To perform detailed examinations of suspected documents
- To operate specialized equipment for document examinations
- To report findings of document examinations
- To produce, if required, “Alerts” aiming the dissemination of the findings, trends and routes
- To be able to perform training measures for first line officers and other relevant staff
- To be able to channel the documents to the third line of expertise
- If deployed at airports, to carry out gate checks, to make a pre-boarding examination of the passenger list, to briefly interview target passengers and to quickly verify their travel documents including flight tickets and other supporting documents

8.3 Required job competences

An Advanced-Level Document Officer has a knowledge and understanding of:

- Specialised knowledge of the different levels of security features of travel documentation, in particular, primary and advanced level security features (covert and uncover) in substrates, inks, printing methods/processes and personalization components (bio-data), Physics of light (theory of colour, light and optics);
- Innovations in authentic identity and security documents
- A range of national, EU and international legislation, policies and procedures related to border control
- A range of documentation relating to cross-border intelligence activities, threats and document fraud
- Different types of document fraud
- Basic intelligence concepts and processes (e.g. the routes and destinations of irregular migrants)

An Advanced-Level Document Officer is able to:

- Operate a broad range of equipment and technology applicable for carrying out border checks and interpret results
- Examine and establish the validity and usage of travel related documentation
- Produce objective reports and “Alerts” related to document fraud in accordance with international guidelines and practice
- Make recommendations based on evidence gathered in relation to an alleged infringement related to travel documents
- Sharing best practices
- Report relevant information
- Deliver training in document fraud detection when required

An Advanced-Level Document Officer takes responsibility for:

- Acting in accordance with the legal framework and the guidelines included in the operational plan

8.4 Eligibility criteria

- To be eligible to become an Advanced-Level Document Officer in a European Border and Coast Guard Team a candidate should:

- Possess knowledge, skills and competence as described in the “Required job competences”
- Have adequate knowledge of the English language (equivalent to CEFR level B2)
- Have at least four years of experience as a document examination officer in a competent national authority, preferably in an immigration or border control agency
- Have participated in training in relevant Union and international law, including fundamental rights and access to international protection and guidelines for the purpose of identifying persons seeking protection and directing them towards the appropriate facilities
- Have participated in a national training on advanced skills for the detection of falsified documents

In addition, the following would be of advantage:

- Successful completion of the Training on advanced skills for the detection of falsified documents organised by Frontex Training Unit or equivalent training

Advanced-Level Document Officer to be deployed at EU Airport:

- With regard to activities to be carried out at airports, and unless agreed differently with Frontex prior to the deployment, the Second-Line Officer has to possess an Access Card for entering unaccompanied the restricted areas located after the security checks and normally dedicated to passengers holding a boarding pass.

11. Frontex Support Officer (FSO)

11.1 Definition

A Frontex Support Officer (FSO) is an official of a competent national authority of a Member State, who assists Frontex in effective implementation of its operational activities.

11.2 Tasks and functions:

- To act in the designated operational areas in order to facilitate the effective implementation of operational activities;
- To support Frontex, national and local authorities and deployed resources
- To monitor and provide daily and ad-hoc reports/updates from the operational area to Frontex
- To fulfil SIR related tasks and to collect preliminary findings in cooperation with local Authorities
- To support the coordination of the operational meetings
- To organize Frontex operational briefings/debriefings for the participants of the joint operations, when required

11.3 Required job competences:

A Frontex Support Officer has a knowledge and understanding of:

- Local border environmental and geographical features in the operational area
- Ethical codes, values and professional standards as defined by the Frontex operational plan and the Code of Conduct
- Frontex standard logistics procedures and practices

A Frontex Support Officer is able to:

- Lead groups and teams, fostering team spirit during operational activities
- Develop and maintain a good relationship with local authorities
- Manage or resolve conflict situations in accordance with the relevant policies and procedures
- Apply Frontex cooperation procedures to operational duties
- Employ advanced communication and representation skills in accordance with Frontex policy
- Operate a range of information technology and equipment relevant to operational needs
- Monitoring team members conducting routine tasks
- Gather operational Information and share them through official channels

A Frontex Support Officer takes responsibility for:

- Acting in accordance with the legal frameworks and guidelines included in the operational plan
- Acting autonomously within prescribed guidelines for the individual role
- Ensuring the appropriate course of action on received information and intelligence

11.4 Eligibility criteria

To be eligible to become a Frontex Support Officer, a candidate should:

- Possess certain knowledge, skills and competence as described in the “Required job competences”
- Have an adequate knowledge of English language (equivalent to CEFR level B2)
- Prove at least two years full-time experience as line manager
- Have participated in training in relevant Union and international law, including fundamental rights and access to international protection and guidelines for the purpose of identifying persons seeking protection and directing them towards the appropriate facilities

- Driving licence “B”

In addition, the following would be of advantage:

- Ability to speak the language of the respective host country
- Have completed JORA training

13. Stolen Vehicles Detection Officer

13.1 Definition

A Stolen Vehicles Detection Officer is an official of a competent national authority of a Member State, who carries out thorough verifications of vehicles and their documents in order to establish possible vehicle theft and trafficking.

13.2 Tasks and functions:

- To recognise stolen vehicles and related documents and refer them to the national authorities
- To effectively use the relevant national and international databases
- To recognize new car theft patterns and report accordingly
- To support first-line border checks

13.3 Required Job competences:

A Stolen Vehicles Detection Officer has a knowledge and understanding of:

- Specific national, EU and international legislation, policies, procedures
- Vehicle and document identification, techniques, tools and databases
- Security features in different kinds and types of vehicle
- Security features in vehicle-related documents, signs and methods of their falsification or counterfeiting

A Stolen Vehicles Detection Officer is able to:

- Apply a variety of techniques and technologies to detect vehicle theft
- Detect falsified vehicle documents, vehicle identification number (VIN) and items connected with vehicles
- Apply non-discriminatory profiling of persons crossing the external border

A Stolen Vehicles Detection Officer takes responsibility for:

- Acting in accordance with EU and international legislation in the field of border control and fundamental rights;

13.4 Eligibility criteria

To be eligible to become a Stolen Vehicles Detection Officer in a European Border and Coast Guard Teams, a candidate should:

- Possess certain knowledge, skills and competence as described in the “Required job competences”
- Have adequate knowledge of the English language (equivalent to CEFR level B1)
- Prove at least three years of working experience within an immigration, border control agency, or other competent national authority, as an officer primary dealing with the detection of stolen vehicles

In addition, the following would be advantageous:

- Participation on training relevant for duties of Stolen Vehicles Detection Officer

15. Dog Handler

15.1 Definition

A Dog Handler is an official of a competent national authority of a Member State who carries out border control tasks at the external borders of the EU Member States and Schengen Associated Countries by the support of his/her service dog.

15.2 Tasks and functions

With the support of his/her service dog, a Dog Handler shall:

- search and find source(s) of human scent and use force in accordance with applicable legislation (not mandatory)
- search and indicate sources of product scent (e.g. explosives, narcotics, weapons)
- search and indicate sources of bio-scent (e.g. blood, cadavers)

15.3 Required job competences

A Dog Handler has a knowledge and understanding of:

- a range of EU, national and international law, policies and procedures related to border control
- specific knowledge related to training, maintenance and operational use of service dogs

A Dog Handler is able to:

- use the abilities of the service dog through evaluation of its behaviour (e.g. indicating), guidance, command and cooperation
- maintain the service dog physical and mental condition to the certified level
- provide a response to operational situations based on principle of safety, integrity of property and efficiency by the use of the service dog according to the specialization of the canine team

A Dog Handler takes responsibility for:

- Acting in accordance with the operational plan
- Actions (reactions) of the service dog for the entire duration of the deployment

15.4 Eligibility criteria

To be eligible to become a Dog Handler in the European Border and Coast Guard Teams, a candidate team should:

- Possess knowledge, skills and competence as described in the “Required job competences”
- have at least two years of operational experience as dog handler in competent national authority;
- have a handler with adequate knowledge of the English language (CEFR level B1 or equivalent);
- have at least one of the specialisations mentioned in Annex 1 - 7, page 59 - 67 of the Common Core Curriculum for EUBG Dog Handlers

In addition, the following would be an advantage:

- have been assessed nationally by a Frontex certified national instructor based on Frontex standards
- have attended a centralised Frontex EBCGT training and evaluation session

REFERENCE NUMBER: (to be introduced by FRONTEX)	sTM2018extra/
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Call for Secondment for seconded Team Members (sTM) APPLICATION FORM

Instructions: All the required fields shall be filled in electronically in English.

Please note:

If you had already been selected or put on the reserve list during the previous SGO Calls 2016 and/or 2017, and in case you are interested in the profile(s) you were chosen for before, you do not need to fill in this form.

PROFILE(S) YOU APPLY FOR:

Please select a profile you are interested in (up to max. 2 profiles) and indicate your priorities using numbers between 1 (higher priority) and 2 (lower priority). For the selected profiles (only) you may additionally choose the entity/entities you would like to be seconded for (if the choice exists):

Your priority	Profiles you can apply for	Entity*
	Field Press Coordinator (PRESS)	
	Debriefing Expert (DBR)	
	Screening Expert (SCR)	
	Interview Expert (INT)	
	Frontex Support Officer for Logistics and Deployment (FSO-LD)	
	Second-Line Officer (SLO)	
	First-Line Officer (FIRST)	
	Advanced-Level Document Officer (ALDO)	
	Frontex Support Officer (FSO)	
	Stolen Vehicles Detection Officer (VEH)	
	Dog Handler (DOG)	

*ABS: Air Border Sector - LBS: Land Border Sector - SBS: Sea Border Sector

PERSONAL DATA:

Name:	<input type="text"/>	First name(s):	<input type="text"/>
Gender:	<input type="checkbox"/> MALE	<input type="checkbox"/> FEMALE	
Nationality:	<input type="text"/>	Date of birth:	<input type="text"/>
Address:	<input type="text"/>	Tel. number:	<input type="text"/>
E-mail:	<input type="text"/>		

RELEVANT PROFESSIONAL EXPERIENCE:

Please note: Starting with your present post, list in reverse order your previous employment;

Copy sections if necessary

Dates <u>(DD/MM/YYYY)</u>	FROM:	<input type="text"/>	TO:	<input type="text"/>	TOTAL:	(years, months)
Name and address of employer	<input type="text"/>					
Workload	Full time	<input type="checkbox"/>	Part time	<input type="checkbox"/>	<input type="text"/>
Type of business or sector	<input type="text"/>					
Occupation or position held	<input type="text"/>					
Main activities and responsibilities	<input type="text"/>					
Reason for leaving <i>(optional)</i>	<input type="text"/>					

Dates <u>(DD/MM/YYYY)</u>	FROM:	<input type="text"/>	TO:	<input type="text"/>	TOTAL:	(years, months)
Name and address of employer	<input type="text"/>					
Workload	Full time	<input type="checkbox"/>	Part time	<input type="checkbox"/>	<input type="text"/>
Type of business or sector	<input type="text"/>					
Occupation or position held	<input type="text"/>					
Main activities and responsibilities	<input type="text"/>					
Reason for leaving <i>(optional)</i>	<input type="text"/>					

RELEVANT PROFESSIONAL EXPERIENCE:

<p>Have you been screening/interviewing third country nationals? (YES/NO)</p> <p>If yes, please indicate <u>for how long</u> (in years) <u>and where</u> (e.g. spot-checks within the territory of a Member State, checks at the border crossing points (BCP) land/sea, airports, etc.)</p>	
<p>Have you been working for an immigration/border control/other competent authority? (YES/NO)</p> <p>If yes, please indicate for how long (in years) and where.</p> <p>Please specify your occupation (especially second-line officer, advanced-level document officer, stolen vehicles detection officer, dog handler, registration and fingerprinting officer)</p>	
<p>Do you have experience as line manager? (YES/NO)</p> <p>If yes, please indicate for how long (in years) and where.</p>	
<p>Do you have experience in administering resources (e.g. experts and/or technical means)? (YES/NO)</p> <p>If yes, please indicate for how long (in years) and where.</p>	
<p>Do you have current experience in information processing? (YES/NO)</p>	
<p>Do you have current experience in press and/or public related fields? (YES/NO)</p> <p>If yes, please indicate for how long (in years) and where.</p>	
<p>Do you have experience in cross-border crime investigations? (YES/NO)</p> <p>If yes, please indicate for how long (in years) and where.</p>	
<p>Do you have experience in experience in coast guard/ multipurpose activities? (YES/NO)</p> <p>If yes, please indicate for how long (in years) and where.</p>	
<p>Have you been performing border and/or spot checks/ border surveillance? (YES/NO)</p> <p>If yes, please indicate for how long (in years) and where.</p>	

EDUCATION AND TRAINING:

Please note: Copy sections if necessary

<u>a. University Education or Equivalent</u>						
Dates (MM/YY)	FROM:		TO:		TOTAL:	(years, months)
Name and type of institution providing education and training						
Principal subjects/occupational skills covered						
Diplomas or certificates obtained						
<u>b. Secondary and higher education</u>						
Dates (MM/YY)	FROM:		TO:		TOTAL:	(years, months)
Name and type of institution providing education and training						
Principal subjects/occupational skills covered						
Diplomas or certificates obtained						
<u>c. Other education/Training received</u>						
Name and type of institution providing education and training	Principal subjects/occupational skills covered	Diplomas or certificates obtained	Period			

ADDITIONAL INFORMATION ON TRAININGS:

Have you been participating in training in the area of: (YES/NO, date/s)

Relevant EU and international law, in particular Schengen Border Code	
How to apply fundamental rights in practice	
Access to international protection	
Training for debriefing experts delivered by Frontex	
Training for screening experts delivered by Frontex	
Training for second-line interview experts delivered by Frontex	
Knowledge of EU personal data protection legal framework	

PREVIOUS EXPERIENCE WITH FRONTEX OPERATIONAL ACTIVITIES

Please note: Copy sections if necessary

PERIOD	LOCATION	ACTIVITY	YOUR ROLE e.g. Seconded Guest Officer (SGO), Guest Officer (GO), Other - please specify

PLANNED ACTIVITIES WITH FRONTEX

Please specify if you are nominated for any Frontex JO/PP or related activities, trainings, workshops, conferences, planned for the ongoing year, at the application time

Please note: Copy sections if necessary

PERIOD	LOCATION	ACTIVITY	YOUR ROLE e.g. seconded Team Member (sTM), Team Member (TM), Other - please specify

KNOWLEDGE OF LANGUAGES:

Please use the self-assessment grid (click on the link below):

http://frontex.europa.eu/assets/About_Frontex/levels_of_language_skills.pdf

Language	Mother tongue	C2	C1	B2	B1	A2	A1

OTHER RELEVANT SKILLS AND COMPETENCES:**DECLARATION:**

I, the undersigned, declare that the information provided above is, to the best of my knowledge, true and complete.

I further declare that:

- I am a national of a member state of the European Union or Norway or Switzerland or Iceland.
- I have not been deprived of my civic rights.
- I have complied with the provisions of all military recruitment laws applicable to me.
- I undertake to submit, as soon as requested, any documents in support of the above statements and declarations.
- I realise that any false statement or omission, even if unintended on my part, may lead to the cancellation of my application or may render my appointment liable to termination.
- I have no criminal record.

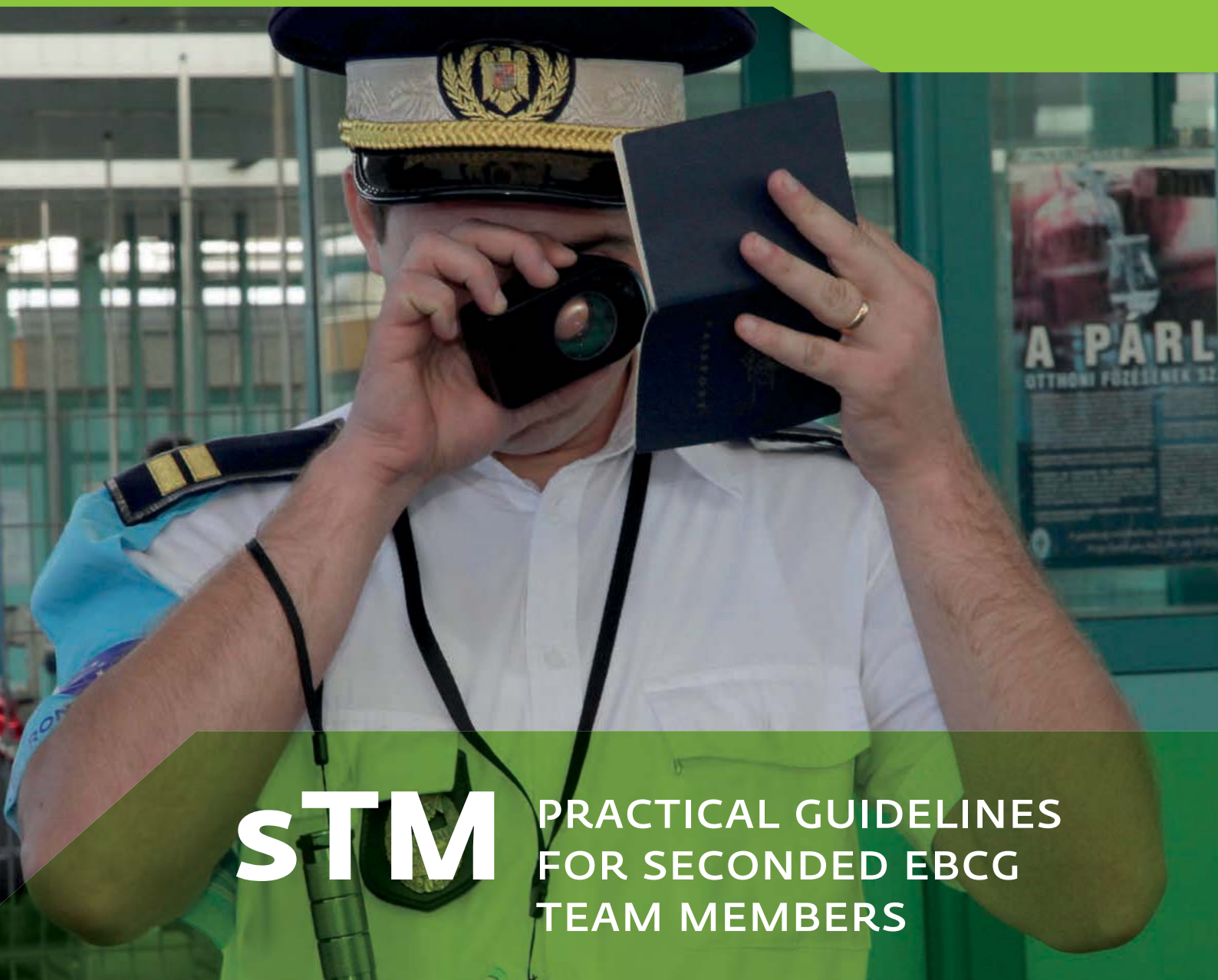
Finally, I declare my commitment to act independently in the Agency's interest and I have no interests that might be considered prejudicial to my independence.

(Date)

(Signature - handwritten)

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[PLEASE DO NOT ATTACH SUPPORTING DOCUMENTS AT THIS STAGE]



STM

PRACTICAL GUIDELINES
FOR SECONDED EBCG
TEAM MEMBERS



What is a seconded EBCG Team Member?

A **seconded Team Member** (sTM) is a border guard or other relevant staff member, a Member State (MS) seconds to Frontex on a semi-permanent basis as team member (part of European Border and Coast Guard Team Pool) for a period of minimum three months and regularly up to 12 months.

The introduction of the sTM, having the tasks and powers of regular Team Members (Art. 40 of the European Border and Coast Guard Regulation) enables Frontex to coordinate the deployment of officers in a very dynamic manner with less administrative effort and greater operational efficiency for Frontex and the Member States. This means that during the agreed and concluded deployment period Frontex can also redeploy an individual sTM from one operational area to another according to the operational needs, in order to fill identified gaps and use the sTM's expertise to the maximum.

sTM compared with other relevant participants in Frontex's operational activities

SNE Seconded National Expert

- national expert seconded by MS to Frontex, after being selected by Frontex
- period of secondment: a maximum of eight years
- tasks: according to the job description of the position

sTM seconded Team Member

- border guard or other relevant staff member assessed and selected in response to a specific application call to be deployed in Frontex's operational activities
- period of secondment: three to twelve months or more
- tasks and powers: border control and surveillance related
- profiles: EBCG profiles

TM Team Member

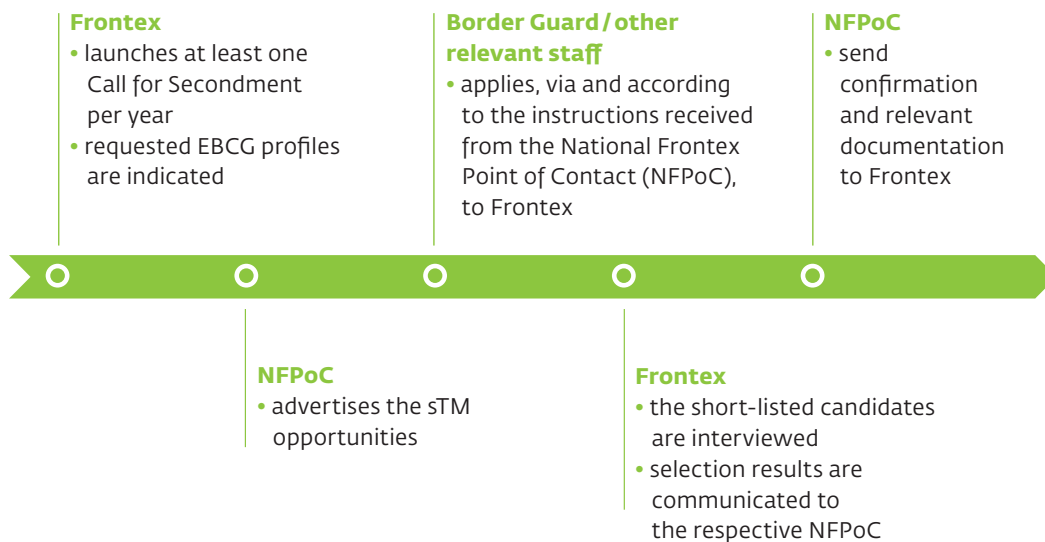
- border guard or other relevant staff member selected and nominated by MS to be deployed in Frontex's operational activities
- period of deployment: variable but regularly not less than 30 days and not longer than three months
- tasks and powers: border control and surveillance related
- profiles: EBCG profiles

How to become a seconded Team Member

Apply to the Call for Secondment for the sTMs launched by Frontex

According to the operational needs identified by Frontex the Call for Secondment advertises some/all of the EBCG profiles.

The selection is carried out by Frontex, based on the applications received via the National Frontex Points of Contact (NFPoC). The same communication channel will be used for the notification of successful candidates.

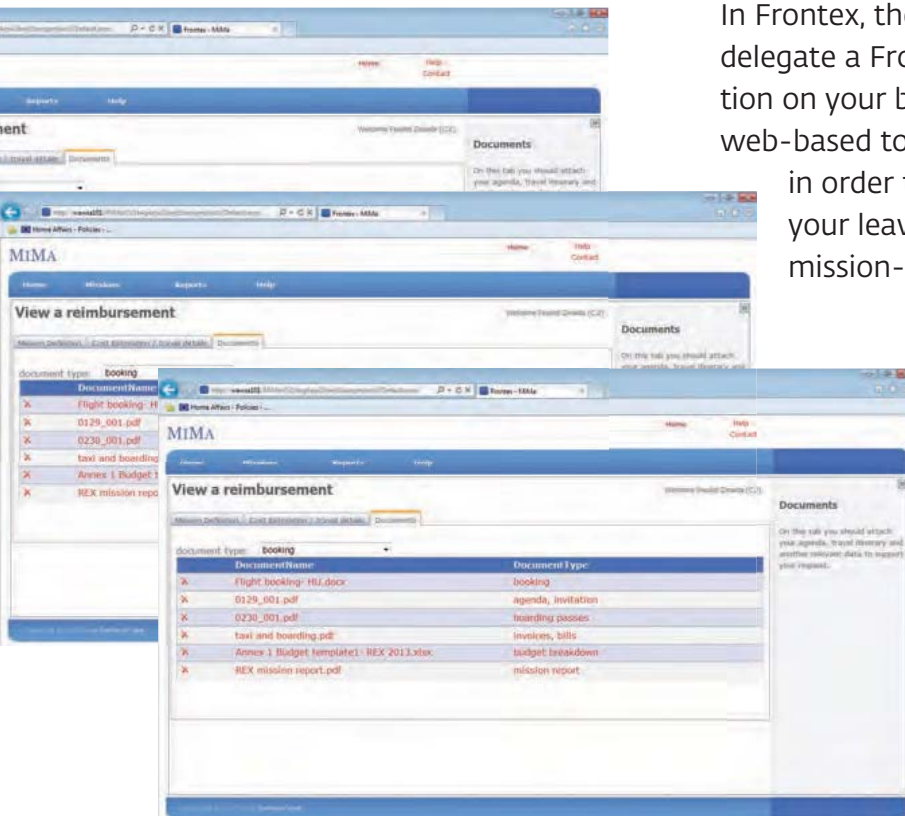


How to plan your secondment to Frontex

Together with the notification of your successful selection you will also receive some specific forms which need to be completed.

When filling in the form related to financial details, please make sure to double check the validity of your bank details. Please fill in your bank details electronically in order to avoid any inconvenience.

In Frontex, the unit/sector that selected you will delegate a Frontex staff member to insert information on your behalf in the Frontex human resources web-based tool (mission/leave management systems) in order to create your mission orders, introduce your leave requests and submit the claim for the mission-related costs on your behalf.



How to plan your trip to the operational area after being selected

Upon receiving the confirmation of your secondment from your national authority, a Frontex staff member (the person/s delegated to deal with your mission arrangements, or someone else from the operational project team) will approach you to collect the basic information in order to proceed with all practical arrangements of your deployment (issues such as your accreditation card, service uniform, duty weapon, etc.).

As sTM you are entitled to an advance payment for the purpose of covering all expected mission costs (i.e. transportation, accommodation, daily subsistence allowances and other eligible costs) up to 80% of the total expected costs.

Even if you are organizing your travel needs by yourself you are strongly requested to communicate your travel planning **prior** to your secondment to the responsible Frontex staff member of your specific Joint Operation/Pilot Project/Rapid Intervention.

Please remember to keep all bills/invoices related to your trip and to submit them to Frontex in order to be reimbursed.



How to obtain more information about your operational duties

On the first day/s of your secondment, a briefing session will be organised to inform you about your tasks and responsibilities.

On this occasion you will also be informed about the duty roster and working hours and other practical arrangements.

Frontex may decide to redeploy you to another operational area during your secondment. If so, you will receive all needed information from the operational coordinator and the necessary travel and accommodation assistance from delegated Frontex staff.



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Allowances and expenses

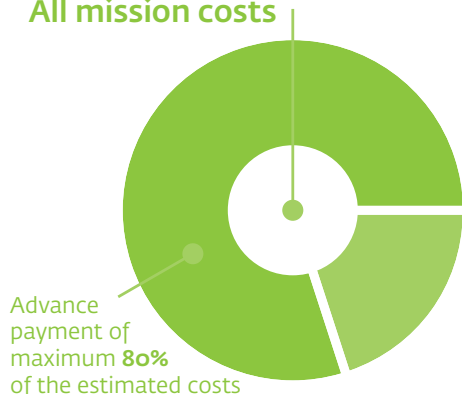
According to the existing Mission Rules, you are entitled to:

- **Daily Subsistence Allowance (DSA)** = the EU maximum rate for DSA in the MS where you are deployed, paid by Frontex directly to your bank account.
- **Mission-related costs** = the full reimbursement of costs for accommodation, transportation and other mission-related costs (excess luggage, laundry, communication costs according to the respective Frontex policy, petrol, tolls, parking costs for rented cars) upon presentation of the supporting documents.

Please bear in mind that the eligible costs for car rental as well as the fuel limit have to be pre-authorised by the operational coordinators.

For all bookings in regards of accommodation you are strictly requested to follow the EU ceilings applicable to the MS where you are deployed, as well as the financial limitations set by the operational project team.

All mission costs



Advance payment

A seconded Team Member is entitled to receive an advance payment in one instalment for the purpose of covering mission costs based on his/her specific request. This request should cover all expected estimated mission costs (DSA included).

The Frontex staff member delegated to manage your mission arrangements will inform you about the procedure for requesting the advance payment.

Reimbursement

The reimbursement will be processed based on the existing financial rules, the prior authorisation of some eligible costs and the timely submission of supporting documents (bills, invoices, handover report for the return of cars).



With respect to the supporting documents, please make sure to send to Frontex your scanned documents and to provide also the original documents in time to Frontex Headquarters. When sending the scanned documents to Frontex please make sure that the information is legible and accurate. If needed, please write clearly on each invoice/bill the date, the disbursed amount and the name of the purchased service/product.

If the estimated payment turns out to be higher than the real costs, a **debit note** will be issued by Frontex. The amount of the debit note must be paid by the STM to Frontex within 30 days.

The delegated Frontex officer will prepare the mission claim on your behalf **after** the completion of your secondment. **You will receive the report of the mission claim, which you have to certify, sign and return to Frontex in order for the claim to be processed.**

For any additional information, please refer to the Decision of the Executive Director no. 2014/44 of 4 April 2014 on rules governing missions of seconded Team Members.

What are the benefits you are entitled to?

Compensatory Time Off (CTO): two days per deployment month

You are entitled to CTO – two days for each deployment month, granted by Frontex in order to compensate for forfeited national leave. CTO has to be pre-authorised by your Frontex Operational Coordinator. It may be granted in advance and cumulated after the first deployment month. For handover and debriefing purposes, you are not allowed to take CTO during the last three days of your secondment to Frontex.



Financial entitlements while on CTO

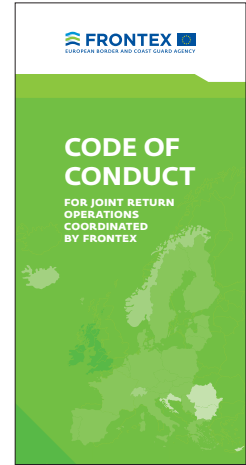
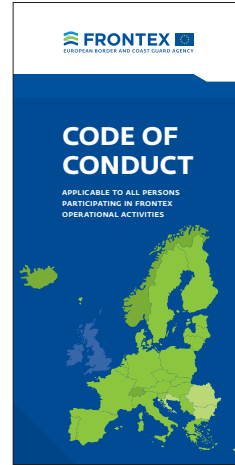
During the CTO, you are still entitled to receive the DSA and to benefit from accommodation paid by Frontex in the operational area. However, private travel arrangements will not be reimbursed by Frontex.

Social security and additional insurance

Your MS of origin covers the basic social security costs, while Frontex provides a comprehensive assistance and complementary mission insurance covering medical assistance, lost luggage, early return, life/invalidity as also legal assistance (not covered by the seconding MS or other similar sources, such as domestic insurance schemes).

Code of Conduct and Code of Conduct for Return Operations

Upon deployment you will be provided with a copy of the Code of Conduct/Code of Conduct for Return Operations, which includes a number of behavioural rules binding for each officer taking part in Frontex's coordinated activities. Please read it carefully and note that in case of any violations of the Code of Conduct, Frontex will ask the contributing MS to withdraw the respective sTM and expects also that the MS will use its powers regarding any necessary disciplinary measures.



Other issues you need to know about

You will be notified by the delegated Frontex officer/operational coordinator about the communication equipment (laptop, mobile phones, etc.) you are entitled to receive during your deployment. You will receive this equipment upon arrival in the operational area.

All equipment is to be returned to the operational coordinator before leaving the operational area. In case of failure to do so, the costs of the relevant equipment will be deducted from your financial entitlements accordingly.



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