



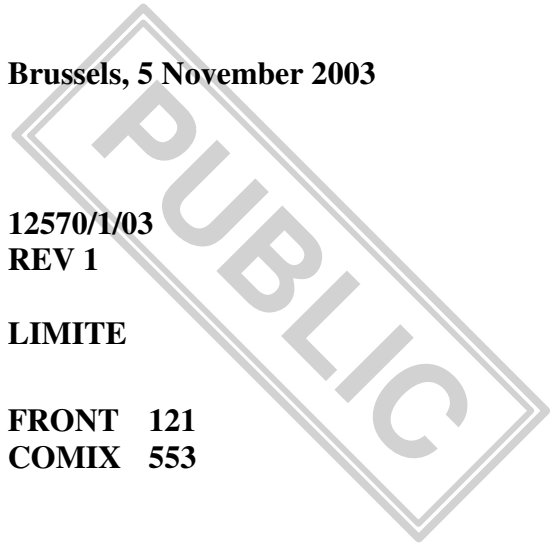
**COUNCIL OF  
THE EUROPEAN UNION**

**Brussels, 5 November 2003**

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**NOTE**

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from: Austrian delegation  
to: Strategic Committee on Immigration, Frontiers and Asylum

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**Subject: Border Guard Training**

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Following the discussions in the meeting of the Strategic Committee on Immigration, Frontiers and Asylum (External Border Practitioners' Common Unit) held on 22 September 2003, delegations will find attached a revised version of the document regarding the Ad Hoc Centre for Border Guard Training.

**"ACT"**

**Ad Hoc Centre for Border Guard Training**

**1. Background**

At the meeting of the Common Unit on 23 July 2003 (doc. 11803/03), the Austrian delegation presented additional information on the implementation of the report on the Core curriculum for border guard training.

During the course of the meeting, the Committee approved the Austrian suggestions as regards the infrastructure and funding, and gave the Austrian delegation the task of submitting a detailed report on an organisational scheme and the functioning of a common integrated unit before the next meeting.

This report should provide the necessary background material to put an Ad Hoc Centre for Border Guard Training (henceforth to be called "ACT") into practice and to serve as a tool to obtain Member States' commitment for a European approach towards the issue of border guard training.

**2. Organisation**

The final responsibility and control of the ACT will be exercised by the Common Unit. It will approve the main guidelines in training and formation, and also give specific tasks to the ACT.

The ACT itself will consist of an International Advisory Board and a Permanent Support Unit.

The International Advisory Board will be composed of experts from all Member States (including Norway, Iceland and the Acceding States), the European Commission and CEPOL. Its main tasks will be:

- to agree on common guidelines for the functioning of the daily work, developed by the Permanent Support Unit;
- to assist in the development of the implementation and evaluation of the activities;
- to give advice to the Permanent Support Unit as regards the development of a common work schedule;
- to provide a forum for discussions on broad proposals for further adaptations and developments.

The Permanent Support Group, working, as regards training activities and decisions on formation, under the strict authority of the Common Unit and being assisted in its daily work by the International Advisory Board, will deal with the following tasks:

- development of common guidelines for the functioning of the ACT;
- development of a common work schedule (planning, organisation and implementation of a series of seminars based on specific points of interest);
- development of an "EU Training Catalogue" (development of an IT-based platform that should provide an overview of the training courses in operation and thus open the way for closer interaction between the different border guard authorities);
- guidance, advice and information concerning the implementation process of the agreed work schedule;

- operationalisation of concrete goals to be obtained in the training process (development of concrete criteria to compare quantitative and qualitative data);
- analysis and interpretation of data collected;
- preparation of the evaluation of activities ("educational controlling"; "system-monitoring");
- adaptation and further development of the core curriculum on the basis of the ideas and experiences obtained;
- "hot line" for the National Contact Points for training and formation.

The every-day management of the ACT will be managed by a Permanent Support Group which will be staffed by:

- a head of centre;
- a deputy head (assistant to the head of centre, responsible for the administrative and practical tasks);
- two permanent Austrian experts;
- up to six permanent experts to be seconded from other Member States (incl. Norway, Iceland and the acceding States);
- a secretary.

The permanent experts should have a background in border management, previous experience in education, training and a good knowledge of IT (MS Office, etc.) as well as in English, since the working language of the ACT will be English.

Logistics, premises and infrastructure will be provided by the Ministry of the Interior of the Republic of Austria.

### **3. Management of work**

The ACT will operate in accordance with the mentioned guidelines, drafted and adopted by the director, his staff and the international permanent experts, and accepted by the International Advisory Board in its first meeting. These guidelines will cover the relevant principles concerning the daily work.

In order to provide for regular and smooth cooperation between the different centres, it will be the task of the director to maintain contact with the other centres.

Contact with other Member States will be guaranteed by an International Advisory Board comprising an international team of experts from all EU Member States and from the Acceding States, which will meet once every six months.

Contact with other national and international training institutions (in order to avoid duplication) will be guaranteed by regular communication between the authorities and the ACT.

The permanent experts (whose joint experience preferably covers the complete range of different sectors of border management) will work on a daily basis until the end of October 2004. In order to make a common opening feasible at the earliest possible moment, the secondment of the experts should start no later than 3 November 2003. (The notifications of the secondments should arrive no later than 15 October 2003, in order to allow proper preparation by the Austrian side.) The seconded experts will be subject to the Austrian system of working hours and holidays (August being a common holiday season).

The results and the achievements of the common work of the current working period (from now until October 2004) will be assessed at the end of the period and the necessary decisions on the continuation of the activities will be prepared.

#### **4. Premises and equipment**

The Austrian Ministry of the Interior will provide office space for all permanent experts of the ACT. These rooms will all be equipped with a personal computer and telephone. The experts will also have an individual e-mail address and access to Internet (including the Austrian-EU Information system).

The premises of the ACT will - for the time being - be located at the Educational Centre in Traiskirchen, Lower Austria. A move to different premises in the centre of Vienna after the establishment of the Centre is foreseen (probably from January 2004).

#### **5. Accommodation and travel arrangements**

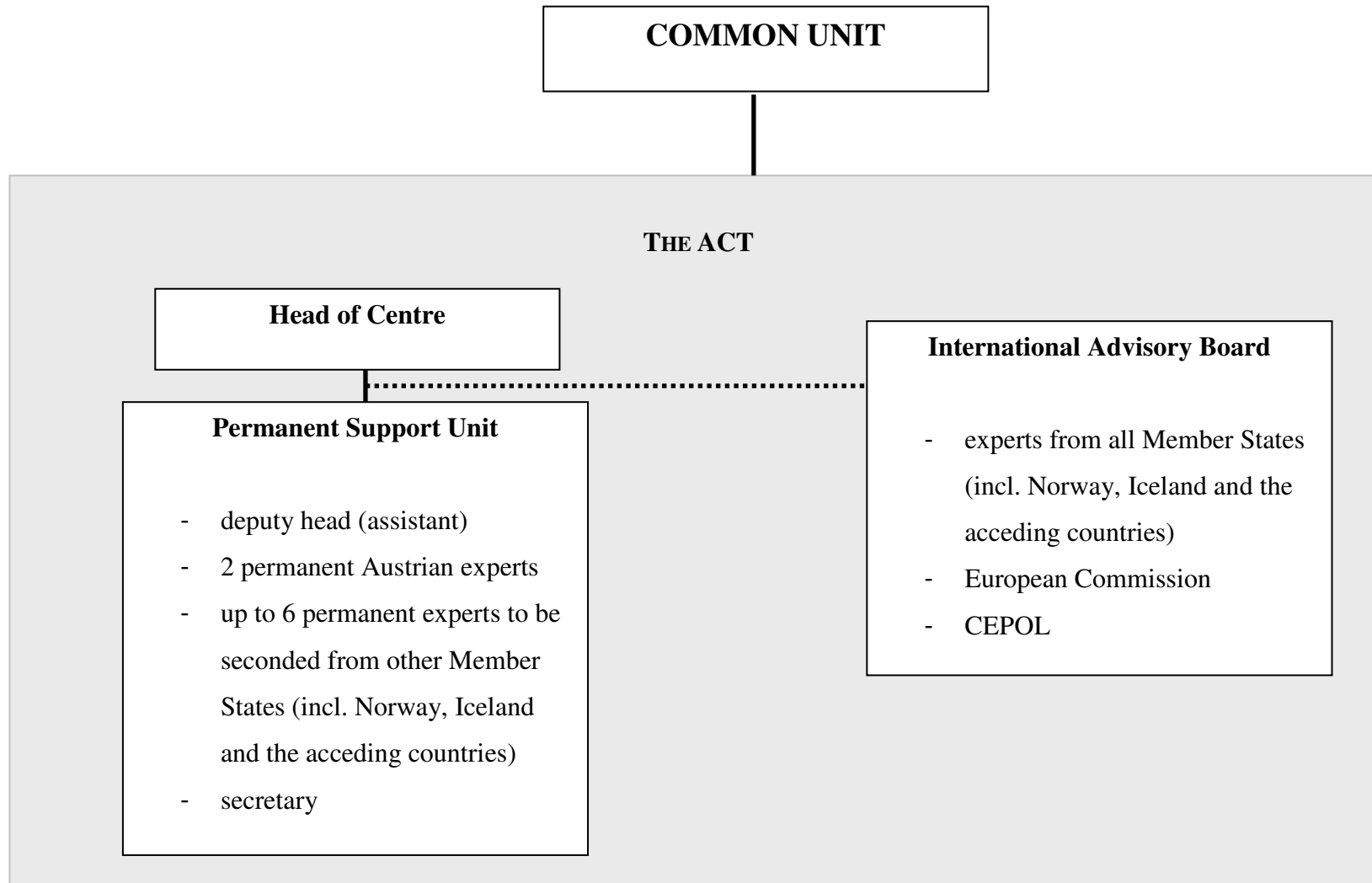
Member States will take care of accommodation and travel arrangements for their own experts. An Austrian permanent expert will be assigned to assist the experts with practical arrangements, such as finding accommodation at a reasonable price and solutions for daily commuting if necessary.

#### **6. Costs and financing**

Austria has applied for partial funding from the ARGO programme. The application was submitted on 29 September 2003.

The ARGO application covers all eligible costs set out in the regulations of the ARGO Vade-Mecum. The accommodation costs will be covered by a per-diem for those days when experts stay in Austria. The budget is based on the assumption that the permanent experts travel to their home countries twice a month. As regards the meetings of the International Advisory Board, costs for two-day meetings in Austria (except travel costs) will be covered as well.

**Organisation and Staff of the ad hoc Centre for Border Guard Training (ACT)**



**22-23.09.2003**  
**Presentation of the  
organisational scheme and  
functioning of the ACT**

**ACT – Proposed plan of action**

**30.09.2003**  
**ARGO application**

**03.11.2003**  
**Arrival of the permanent  
experts –  
Preparation of work**

**01.01.2004**  
**Operational establishment of  
the ACT**

**12-13.02.2004**  
**First meeting of the  
"International Advisory  
Board"**

