



## Article 4

### Fundamental rights

Participants in Frontex activities shall:

- a) promote and respect human dignity and the fundamental rights of every individual, regardless of their sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation;
- b) promote compliance with the relevant international and European instruments regarding fundamental rights protection.

## Article 5

### International protection

Participants in Frontex activities shall:

- a) promote, in full compliance with the principle of *non refoulment*, that persons seeking international protection are recognised, receive adequate assistance, are informed, in an appropriate way, about their rights and relevant procedures and are referred to national authorities responsible for receiving their asylum requests;
- b) provide persons in their custody with proper access to health care;
- c) give special consideration to particularly vulnerable groups of people, including women, unaccompanied minors, disabled people, persons susceptible to exploitation and victims of exploitation or trafficking in human beings.

## Article 6

### Performance of duties



Participants in Frontex activities shall ensure that instructions, directives and required duties are carried out promptly and diligently.

#### Article 7 Responsibility

Participants in Frontex activities are primarily and individually responsible for their actions in their work.

#### Article 8 Conflict of interests

To perform their duties properly, participants in Frontex activities shall refrain from any activities which would undermine or compromise their independence and the appropriate performance of their duties.

#### Article 9 Confidentiality

1. Confidential or sensitive information in the possession of a participant in Frontex activities shall not be publicly disclosed, including in social media, unless the performance of duty or the needs of justice strictly require disclosure or whenever disclosure has been appropriately authorised.
2. Participants shall not express themselves regarding Frontex activities in the media unless explicit authorisation is given, in accordance with the Operational Plan or other similar agreed rules.
3. Participants are bound by the obligation to behave with discretion regarding current, past, and planned or potential Frontex activities.

#### Article 10 Behavioural Standards



Participants in Frontex activities whether on or off duty shall:

- a) abstain from all behaviour likely to compromise the prestige and the nature of the public mission in which they are invested or to bring discredit upon their organisation or Frontex;
- b) act with fairness and impartiality in their dealings with the public and other participants in Frontex activities, treating all with courtesy and respect, avoiding all forms of victimisation or discrimination, bearing in mind the diverse nature of all people, including backgrounds, origin and/or rank;
- c) abstain from actions contrary to the public order;
- d) refrain from using vulgar, obscene or otherwise offensive speech or gestures that could be considered abusive towards other participants in Frontex activities or the public.

### **Chapter III**

#### **PROHIBITED CONDUCTS**

##### **Article 11**

##### **Discrimination**

All discriminatory behaviours as defined in Article 2(c) towards the public or other participants in Frontex activities are forbidden.

##### **Article 12**

##### **Abuse of authority**

All improper use of a position of influence, power or authority is forbidden.

##### **Article 13**

##### **Harassment**

All forms of harassment as defined in Article 2 (d) are forbidden.



#### Article 14

##### Consumption of alcohol

1. The consumption of alcohol while on duty is forbidden.
2. The consumption of alcohol off duty shall be moderate, unless the Operational Plan or other similar agreed rules prohibit it.
3. A participant unexpectedly called out for duty is obliged, at no risk of discredit, to say that he/she has consumed alcohol and may not be fit for duty.
4. A participant shall not report for duty or appear in public in a state of intoxication.

#### Article 15

##### Use of narcotics and drugs

The use or possession of narcotics and drugs, unless prescribed for medical reasons, is forbidden.

#### Article 16

##### Sexual services

Using or soliciting any sexual services from any premises, whether public or private, is forbidden.

#### Article 17

##### Corruption

1. The use of public position for illegitimate private gains as well as the acceptance of unjustified rewards for actions taken in Frontex activities is forbidden.
2. Consent to any form of corrupt activity is forbidden.



## **CHAPTER IV**

### **SPECIAL RULES AND PRINCIPLES APPLICABLE TO LAW ENFORCEMENT OFFICERS**

#### **Article 18**

##### **Personal and professional behaviour**

Given the prerogatives of authority, law enforcement officers have a particular responsibility to act with fairness and impartiality in their dealings with the public or other participants in Frontex activities, treating all with courtesy and respect.

#### **Article 19**

##### **Use of force**

1. Pursuant to Article 10 of the Frontex Regulation, while performing their tasks law enforcement officers may only use force with the consent of the home Member State and the host Member State, in the presence of border guards of the host Member State and in accordance with the national law of the host Member State.
2. The use of force shall not exceed the minimum degree necessitated by the circumstances, for the performance of duties or in legitimate self-defence or in legitimate defence of other persons.

#### **Article 20**

##### **Use of weapons**

1. Pursuant to Article 10 of the Frontex Regulation, while performing their tasks law enforcement officers enjoying guest officer status may only use weapons with the consent of the home Member State and the host Member State, in the presence of border guards of the host Member State and in accordance with the national law of the host Member State.



2. The use of weapons is an exceptional measure and it shall not exceed the minimum degree necessitated by the circumstances, for the performance of duties or in legitimate self-defence or in legitimate defence of other persons.

## **CHAPTER V**

### **FINAL PROVISIONS**

#### **Article 21**

##### **Training**

Participants in Frontex activities shall, previous to their engagement in Frontex activities, get acquainted with the content of the present Code through appropriate training provided by national authorities responsible for the deployment of the participants or by Frontex.

#### **Article 22**

##### **Reporting**

Participants in Frontex activities who have reasons to believe that a violation of the present Code has occurred or is about to occur, are obliged to report the matter to Frontex via the appropriate channels.

#### **Article 23**

##### **Sanctions**

1. In the case of violation of the present Code by a Frontex staff member, the Executive Director will take adequate measures which may include the immediate removal of the Frontex staff member from the activity.
2. If the violation was committed by a person deployed by a Member State, the Executive Director may request the Member State to immediately remove the person concerned from the Frontex activity and expects that the relevant authority of the Member State will use its powers regarding the necessary



disciplinary measures and, if applicable, to remove the person concerned from the respective pool for a defined period.

3. Without prejudice to paragraphs 1 and 2, in a case of serious violation of the present Code, the competent authority will adopt immediate measures that may result in the removal of a participant from Frontex activity.

## Operational definitions

**Comment:** The disclosure of details concerning the involvement of the Third Countries in the operation would harm the future cooperation with such countries and therefore the international relations of Frontex and therefore the public interest. In light of the above the text is not disclosed pursuant to the exception laid down in the third indent of Article 4(1)(a) of Regulation No 1049/2001 relating to the protection of the public interest as regards international relations

### ***Frontex Project Team (PT)***

Project Team is composed of a Project Manager (PM) and assisted by Project Team Members is designated for the joint operation.

### ***Frontex Situation Centre (FSC)***

The FSC Duty Officer (DO) is providing 24/7 service: every day duty, including weekends and holidays, throughout the year between 08.00 and 17.00 hours.

### ***Frontex Operational Office (FOO)***

The FOO is established in Piraeus (Greece) in the premises of Frontex to coordinate the operational activities in the Central and Eastern Mediterranean Region including Italy and Malta, at all types of borders including return matters.

### ***FOO Operational Component***

Members of the operational component of FOO, might be asked to take the role of FC and other ad hoc task delegated by Frontex HQ.

### ***FOO Intelligence Component***

The intelligence component of the FOO will ensure the proper gathering and channeling of information and intelligence from the operational area by liaising with the national authorities at local and central level, supporting and monitoring the activities of the debriefing experts deployed by Frontex and responding to ad hoc intelligence requirements from the ASO, and in close cooperation with the FC.

Further information on FSC is provided in *Annex*.

### ***Frontex Coordinator (FC)***

A FC is to be permanently deployed in Italy, in the ICC in operative Air-Naval Command in Pratica di Mare Airport where to monitor the operation, to foster cooperation and coordination among the host and participating MS. FOO operational component staff members can be appointed as FC and supported by Frontex Support Officers for horizontal and geographical activities.

### ***Frontex Support Officer (FSO)***



The FC can be assisted by a FSO for monitoring and coordinating the operation at the local level as well as for horizontal activities, especially related to the reporting system and documentation expertise.

***Frontex Analyst Support Officer (ASO)***

Frontex shall appoint an ASO to the joint operation to assess operational information and to produce regular analytical assessments. For this purpose the ASO can be periodically deployed to the operational area.

***International Coordination Centre (ICC)***

The ICC shall be established in the host MS in cooperation with Frontex. The ICC is located in the Guardia di Finanza premises in operative Air-Naval Command in Pratica di Mare Airport (Italy), having in mind that the LCC will be in Operative Unit of Guardia di Finanza in Lampedusa.

The operation shall be coordinated from the ICC on 24/7 basis. The ICC shall meet the minimum requirement indicated in the annex C providing the capability for the ICC to communicate and coordinate the LCCs, assets and experts deployed.

The ICC staff consists of Guardia di Finanza officers. Italy will ensure the participation of English speakers operators in ICC in order to ensure the communications with the participants, FC and PM.

***ICC Coordinator***

The ICC Coordinator is an officer of Guardia di Finanza appointed by the host MS Italy. The ICC Coordinator is responsible for the daily management of the ICC and is the chairman of the Joint Coordination Board (JCB).

***Intelligence Officer (IO)***

The IO is a Polizia di Stato officer and is nominated by the host MS Italy. The IO is deployed in the ICC to act permanently as a daily connection between the local authorities and the ICC/LCC in gathering and sharing relevant operational / intelligence information. The IO cooperates with the ICC/LCC Coordinators, the ASO and the FC on daily basis.

***National Official (NO)***

The NO shall be appointed by the MS deploying their aerial and/or maritime means to the operation. The NO shall be deployed to the ICC to coordinate the actions of their respective national assets with the ICC Coordinator according to their national legislation.

***Joint Coordinating Board (JCB)***

The JCB runs the operation and is established within the ICC. The JCB is comprised of at least the ICC Coordinator, the IO, the NO and the FC. The JCB is chaired by the ICC Coordinator.

The PT members in Frontex may take part in the JCB meetings via the videoconference.

### **Cooperation with Europol**

Frontex and Europol shall cooperate during the joint operation Hermes 2011 Extended through exchange of information and intelligence. In particular, Frontex shall ensure that any personal data gathered during debriefing and screening activities by Guest Officers deployed by Frontex on facilitators or persons suspected of being involved in the facilitation of irregular immigration, on terrorism or serious and organized crime shall be passed to Europol.

Europol, will ensure the input of such data in the Europol Information System and in relevant Analysis Workfiles, the cross-checking and analysis of the data provided and shall inform the hosting member State, Frontex, and other Member States, as appropriate about the outcome of the analysis and cross-checks.

### **Liaison with EASO**

Representative of EASO is invited to participate as observer to the operational area and to liaise with Frontex where appropriate aiming to establish working contact and to support EASO's possible activities."

### ***Observers from third countries/ Point(s) of contact in third countries***

[REDACTED]

### ***Experts***

[REDACTED]

### ***Cultural Mediators/Interpreters***

Frontex and the Host Member State consider the need to deploy of Cultural Mediators.

The Cultural Mediators will participate in debriefings teams assisting the local and guest officers with linguistic support as well as increasing the quality of information gathered.

The Cultural Mediators should be fluent in English and Arabic language.

### ***Local Coordination Centre (LCC)***

The local Operational Unit of Guardia di Finanza in Lampedusa is appointed as the LCC. There are no additional personnel deployed. The main task of the LCCs is to coordinate and assist the assets/experts deployed in the areas.

Italy will ensure the participation of English speakers operators in LCC.

### ***Local staff of the host Member State***

The experts/ assets deployed will be supported by the local staff of Polizia di Stato, Marina Militare, Guardia di Finanza, Guardia Costiera and Carabinieri during their deployments.

***Additional staff of the host Member State***

Besides the experts/ assets of the participating MS deployed, additional staff of Polizia di Stato (IO) and Marina Militare, Guardia di Finanza, Guardia Costiera and Carabinieri will be deployed in the determined ICC and LCC. This is important to ensure the efficient communication and information flowing among all participants.

**Assets and other technical equipment**

Assets and other technical equipment will be deployed by the host and participating MS in the operational areas, such as Coastal Patrol Vessel (CPV) and long range fixed wing aircrafts to foster the border control activities.

## ANNEX M

### Frontex Operational Office (FOO) (Greece)

The implementation of operational activities are coordinated focusing the Eastern Mediterranean Region consisting of Greece, Cyprus, Italy and Malta, considering activities carried out at all types of borders including return matters. The increased Frontex regional presence serve to match increasing reporting obligations related to joint operations and enhance inter-agency and third country cooperation.

The core Frontex responsibilities, in particular the decision making regarding programmes and projects, remain with the HQ. Only limited and precisely defined tasks are delegated from the HQ to the pilot FOO on the basis of added value for the organization and its operational performance. The pilot FOO performs these tasks under tight supervision of and in strategic alignment with HQ.

The delegation of tasks to the FOO comprises 3 main areas, namely:

- Operational Component
- Intelligence Component
- Administrative Services/Financial Component

The Operational Officers for the *operational management component* are (*inter alia*) responsible for:

- Providing input to elaborate the Operational Plan for defined operational activities in geographical and topical operational areas;
- Coordinating the implementation and reporting during JOs, and providing input to evaluation of JOs;
- Assessing daily operational reports and the relevant operational information delivered by the Intelligence Officer appointed by the Host authorities and experts;
- Making proposals for planning an intelligence driven tactical and/or strategic synchronization of available aerial, land and maritime operational means;
- Ensure operational communication and cooperation between the participants of host and participating Member States;
- Gathering, combining and sharing of all border related incidents information in time;
- Managing in general teams of experts deployed;
- Providing updated situational information to Frontex Situation Centre,
- Monitoring information flow and implementation of JO at the spot,
- Cooperation with host countries and national coordinators regarding the management of deployed assets.

The Operational Officer on *return matters* – in addition – is responsible for:

- Coordinating the implementation of the projects and reporting according to instructions provided by Frontex Headquarters;
- Managing teams of identification experts deployed in the area where related to Return matters;
- Liaison with diplomatic representations of third countries, in particular for identification purpose;
- Contributing to the establishment of the temporary Return Coordination Office (RCO) in Athens, Greece and coordinate all return-related activities assigned to this Office;

The *Intelligence Component* of the FOO is responsible for:

- Monitoring the implementation of intelligence driven activities in the area;
- Providing updated situational information to Frontex Situation Centre;
- Ensuring the regular and timely provision of accurate and adequate information from the operational area of the JOs in the region to the HQ;
- Ensure that the requirements for information collection issued by the Headquarters are taken care adequately and that the instructions from the Analytical support Officer (ASO) are followed;
- Guarantee an effective management and use of debriefing teams and other experts deployed in JO in the region for intelligence purposes, including providing instructions, initial briefing, continuous monitoring and feedback on outcome;
- Ensuring an effective coordination of the local intelligence component for all JOs in the region;
- Ensuring a close link with the Intelligence Officer appointed by the host authorities in JOs in the region and the proper brokering of information to the Headquarters for further analysis;
- Ensuring that analytical products generated by the ASO are distributed within the FOO and to the relevant parties in the JO and presenting the findings to the ICC and LCC during their operational briefings;
- Promoting an improved level of cooperation in intelligence matters between all counterparts involved in the Joint Operation at a national and international level;
- Negotiating, under the instructions of the team leader of the Operational management component, with the competent national authorities the solutions agreed between the respective Member State and Frontex headquarters for issues related to intelligence management and analytical requirements.

## Frontex Situation Centre (FSC)

### Situation monitoring – information processing – reporting

The FSC

- provides a constantly updated picture of the illegal migration situation at the external borders of the EU as near to real-time as possible and maintains situational awareness
- carries out situation monitoring
- maintains situational awareness
- provides a first response in case of crisis or emergency situations that may occur during the Joint Operation
- acts as the central point of contact for the Coordination Points and Frontex staff, for all operational information that have a direct impact on the Joint Operation
- carries out media monitoring in open and in grey sources

Especially, the FSC is responsible for

- providing reports showing the figures/data of the Joint Operation enriched with additional information from other sources, if available and applicable; the reports shall be uploaded to FOSS
- collecting and disseminating information related to issues need specific attention (Serious Incident Reports annex T)
- collecting Document Alerts on false/falsified documents (Annex U) and uploading them to FOSS
- keeping Frontex management and Member States updated concerning the situation
- monitoring the exchange of information and collecting experience in order to provide improved activities when appropriate

### Senior Duty Officer Service in FSC

As the central point of contact the FSC provides a 12/7 Senior Duty Officer Service between 08.00 and 20.00 CET.

Additionally, the FSC provides a 24/7 on call availability for emergency and crisis situations as well as for serious incidents reporting according to the Serious Incident Catalogue.

<b>FSC Senior Duty Officer – Contact Information</b>	
<b>Landline</b>	+48 22 544 9797
<b>Mobile</b>	+48 785 001 309
<b>Email</b>	fsc@frontex.europa.eu

## Frontex Support Officer FSC

Officers from EU MS and SAC are sent to FSC as 'Frontex Support Officer FSC' in order to support SDO in

- validating and processing the reported incidents by JORA and
- maintaining the situational picture by using EUROSUR and Frontex Media Monitor (FMM)
- exchanging information by using FOSS.

The responsibility for the Frontex Support Officer FSC remains at the FSC Senior Duty Officer.

FSC Support Officer – Contact Information	
Landline	+48 22 544 9855
Email	fsc@frontex.europa.eu

## FSC roles concerning Frontex One Stop Shop (FOSS)

In order to enrich situational awareness and share operational-related information during the JO the FOSS (<https://foss.frontex.europa.eu>) portal is enabled for the use.

FOSS is a web-based and secure portal for sharing the relevant information and it is accessible 24/7. Up-to-date information is available to multiple users, simultaneously. FOSS serves as a documents repository for the operational-related information.

During the JO it will be the main platform used for sharing operational-related information between all parties involved.

The information about ongoing JO (specified documents) will be accessible according to defined standards and amongst users designated respectively for each joint operation. The standards and use of FOSS is described in the Annex O of the Operational Plan.

## FSC roles and responsibilities concerning JORA

Joint Operations Reporting Application (JORA) is an IT software system that provides Frontex and its internal and external stakeholders (Member States, other EU institutions and authorities) capabilities of sending, managing and appraise (= to evaluate, especially in an official capacity) the data related to the incidents and other data related to operational activities during the entire cycle of the operations coordinated by Frontex. JORA is the system constructed in modules developed in parallel based on the constant analysis of the operational reporting needs.

Frontex coordinated joint operations are supported by JORA version 1.0 starting as of January 2012.

## JORA product management

FSC JORA team is responsible for JORA product management in accordance with the JORA policy and process. The product managers are nominated in Annex N.

The Product Manager is the steward of the system; his/her primary role is to ensure that the system runs properly in line with the end-users needs and if necessary to manage the further developments or readjustments of the system. The Product Manager also ensures the correct use of JORA. The

Product Manager reviews quality, efficiency and user-satisfaction of the system in accordance with the needs.

Responsible for:

- executing the day-to-day operational management of the system
- communicating with external customers and Frontex entities
- managing and maintaining the SLA with ICT
- managing the content & structural design on application level
- managing change requests
- identifying training needs
- coordinating user training
- performing the reporting to internal stakeholders
- reporting risks, statistics, issues to Business Owner
- initiating and executing new developments
- providing expertise to new product development activities
- initiating quality checks

Day to day product operational support:

- expertise
- consultancy
- service
- required support

JORA product management is collecting feedback from the end users in a standard format available in Annex S. The feedbacks are collected, evaluated and analyzed by JORA change advisory board.

FSC JORA product management - Contact information	
Landline	+48 22 544 9773 / 9838
Mobile	+48 785 001 303/424
Email	jora@frontex.europa.eu

#### **JORA Administrator**

- Nominated FSC staff member by FSC Head of Unit and listed in Annex Q.
- Authorized to manage JORA for all roles in all processes
- Defining/modifying/deleting operation in JORA
- Acting as incident template approver and validate and publishing incident template in JORA.

#### **Operational data collection in JORA**

FSC is responsible for managing the information collection and collation in JORA and managing the final validation and approval of reported incident. FSC is responsible for generating reports in JORA and adding additional relevant information to the report according to the needs and specification of the operation.



### **Frontex Support Officer FSC**

FSC JORA team provides necessary training for JORA in accordance with the role and responsibility of deployed support officers.

### **Information and Communication Technologies Sector**

Responsible for JORA first line support according to agreed JORA SLA and standard Frontex ICT operational hours:

Frontex HelpDesk services opening hours (1<sup>st</sup> line support):

Monday – Friday: 08:00 – 18:00

Weekends & public holidays: 09:00 – 17:00

<b><u>Frontex HelpDesk Contact information:</u></b>	
<b>Landline</b>	+48 22 544 9740
<b>Email</b>	helpdesk@frontex.europa.eu

### **Document alert and Reference Manual**

Illegal migrants coming from target countries are often using forged/falsified documents at passport control as well as different modi operandi. Moreover the forgers and their methods are getting more and more professional and sophisticated, answering to the money provided for the demand.

Additionally, it has to be taken into consideration the high level and frequency of the issue of new documents by several authorities together with the high technology features used. Nowadays, with the technology available, forgers have an enlarged range of possibilities reducing the chances for border guards to discover forgeries in the short period of time they have to perform the control, sometimes without the proper equipment.

In this regard the exchange of information is crucial to fight this phenomenon. The experts are requested to compile the Reference Manual Alert Form each time a relevant document forgery is detected. This compiled alert shall be inserted in the daily report package and later integrate the Reference Manual if the relevance will justify it. The Document Alert Template is attached in Annex U.

**FOSS (FRONTEX ONE-STOP-SHOP)**

<https://foss.frontex.europa.eu>

The Frontex One-Stop-Shop (FOSS) is the information-sharing platform that will be used during the Joint Operations coordinated by the **Sea Borders Sector**.

The platform has been designed to provide its users with an overall picture of the situation at the external borders of the European Union, with a specific focus on the relevant Area of Operations.

**FOSS: Definition and functions**

By definition, the Frontex One-Stop-Shop (FOSS) is a web-based and secure portal designed to both provide situational awareness and share operational-related information. Close-to-real-time and up-to-date information is available to multiple users, simultaneously.

The information shared in FOSS is organized and clustered in specific areas, according to the relevant topic, and is related to the core business of Frontex: co-operation and operational coordination between Member States in the field of border security. It is available 24 hours a day to its authorized users.

**FOSS users**

Access to the FOSS portal is limited to internal and external members of the Frontex-related community: Member States representatives, National Frontex Points of Contact, national authorities, Frontex staff, deployed border guard experts, as well as certain other experts and authorised parties with a business need in Frontex activities.

**USE of FOSS during the Joint Operations**

In order to access the specific area on FOSS and the information related to the respective operation coordinated by the **Sea Border Sector**, after you log on, click on “**Operational Activities**”, then “**Sea Borders Sector**”.

To reach the information related to the respective operation you are interested in click on the name of the operation (or navigate from the left side menu):

(SBS) is responsible for:  
of joint operations at the external  
sea borders;

- Development of best practices in the field of management of external sea borders;
- Implementation of pilot projects on different aspects of operational cooperation at the external sea borders.

SBS coordinates activities under three **Multiannual Programmes**:

- **European Patrols Network (EPN) Horizontal Programme;**
- **Poseidon Regional Programme;**
- **Focal Points**

[SBS General Presentation](#)



## More Information

[Performance of assets & experts in sea operations 2008 - mid 2011](#)



### **Special Edition of the Border Post Magazine for ED4BG-May 2011**

with number of articles dedicated to **sea operations** including:

- EPH-HERMES 2011: Saving lives at sea in area of Lampedusa
- EPH-INDALO 2011: First EU Multi-agency Operation
- EPH: Parallel activities to maritime surveillance - prevention of cross-border crime
- EPH-AELENAS 2011: Response to new modus operandi in migrants smuggling
- POSEIDON Sea: Strike punishment of facilitators - key to success in reducing irregular migration pressure via Aegean Sea



### **Sea Borders Success Stories 2010**



[read more](#)

## Joint Operations – the Concept

**Joint Sea Operations** – integrated activities of the EU MS/SAC for the control of the EU external maritime borders in the specified **operational areas** based on **risk analysis**...

[read more](#)

## Contacts to SBS Sector

[Sea Borders Sector](#)  
[contact list \(as on 01.06.2011\)](#)



Each area in FOSS has its own owner (called “Area of Interest Owner” - AoIO) who is responsible for the information contained in that specific area.

**For Joint Operations, the Area of Interest Owner is the Frontex Project Manager.**

### ***FOSS Users***

All FOSS users have access to general document such as: Frontex library (Legislation, Financial Templates – e.g. Running Expenses of Means, etc.), FOSS general information page, Contacts (FSC Duty Officer, EU Agencies, National Border Guard Authorities, Contacts to NFPOCs, etc.) and or Media Monitoring with the Daily Newsletter.

FOSS Users belonging to any of the **Sea Border Sector** FOSS User Groups have in addition access to the areas (under **Sea Border Sector**): “Reporting Tools” and “Yellow Pages”.

Aside from the above-mentioned general information, those Users who have been granted access to a specific operation coordinated by the Sea Borders Sector can *view* and *download* information related to that operation only.

FOSS users are divided into “*User Groups*”: each group is granted a specific access level that enables group members to view, read or upload information, depending on the operational needs.

For each specific operation under the umbrella of the **Sea Borders Sector** user groups are divided into categories:

**a) Permanent access:**

- Frontex – all staff
- Frontex **Sea Borders Sector (SBS)**
- Frontex Situation Centre (FSC)
- National Frontex Point of Contact (NFPOC)
- National Authorities
- **Specific Sea Border Sector Contacts**

**b) Temporary access:**

- ICC/LCC staff, National Officials, Commanding Officers, Guest Officers, experts of the Host MS and other specific contacts (if so chosen by NFPOC/National Authorities).

Temporary access is limited to the duration of the operation; officers will be granted access before their deployment begins. Access will **expire 30 days** after the end of the deployment, depending on the level granted.

***FOSS content***

Authorized users have access to the following documents relevant to the respective operation:

Document	Editing (uploading to FOSS)	Access to view
General information	Frontex SBS	All
Meetings documents	Frontex SBS	All
Reporting templates	Frontex SBS	All
Operational plan	Frontex SBS	All
<b>Situation Operational reports</b>	FSC	All
<b>Analytical Products (Weekly Analytical Updates)</b>	FSC	All
Frontex Evaluation Report	Frontex SBS	All

### ***FOSS Access authorization***

Access to FOSS is given upon request. It is granted if the requestor meets the following conditions:

- Has an operational need
- Provides required details
- Is authorized by the relevant authority

Access is provided to **individuals** only, is personal, and should not be shared.

### **Required details:**

Access is granted upon receipt of the following data:

- Family Name<sup>1</sup>
- Name<sup>1</sup>
- E-mail address<sup>2</sup> (the e-mail address is the username used to log in to FOSS)
- Sending Institution's name
- Sending Institution's country
- Time frame during which access is requested<sup>3</sup>

### **Relevant Authorities:**

- 1<sup>st</sup> level authorization: NFPOC (User Coordinator)/National Authorities
- 2<sup>nd</sup> level authorization: "Area of Interest Owner" for Joint Operations (Frontex Project Manager).

They agree on, and decide, the access levels to be granted to deployed officers and other experts.

### **Access authorization procedure for Guest Officers:**

1. In the "*Accreditation form*"<sup>4</sup>, NFPOC/National Authority approves/disapproves the access request for their **Guest Officers** by ticking one of the relevant boxes displayed in the mentioned form.
2. NFPOC/National Authority sends the "*Accreditation form*", duly completed, to Frontex Project Manager.
3. The Project Manager sends the relevant data to the FSC User Administrator.

### **Access authorization procedure for other participants**

1. Representatives of the NFPOC/National Authority whose personnel or assets are deployed to the joint operation approves/disapproves the access request for their **National Officials, Commanding Officers, ICC/LCC staff, experts of host MS and other participants** by filling in the "*Specific FOSS User Access Request Form*" identifying the joint operation to be accessed.

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<sup>1</sup> The use of the real full name and surname is mandatory. If a "functional access" applies, the name and surname are the ones of the person responsible to manage the functional access at local level (log, registration, etc.).

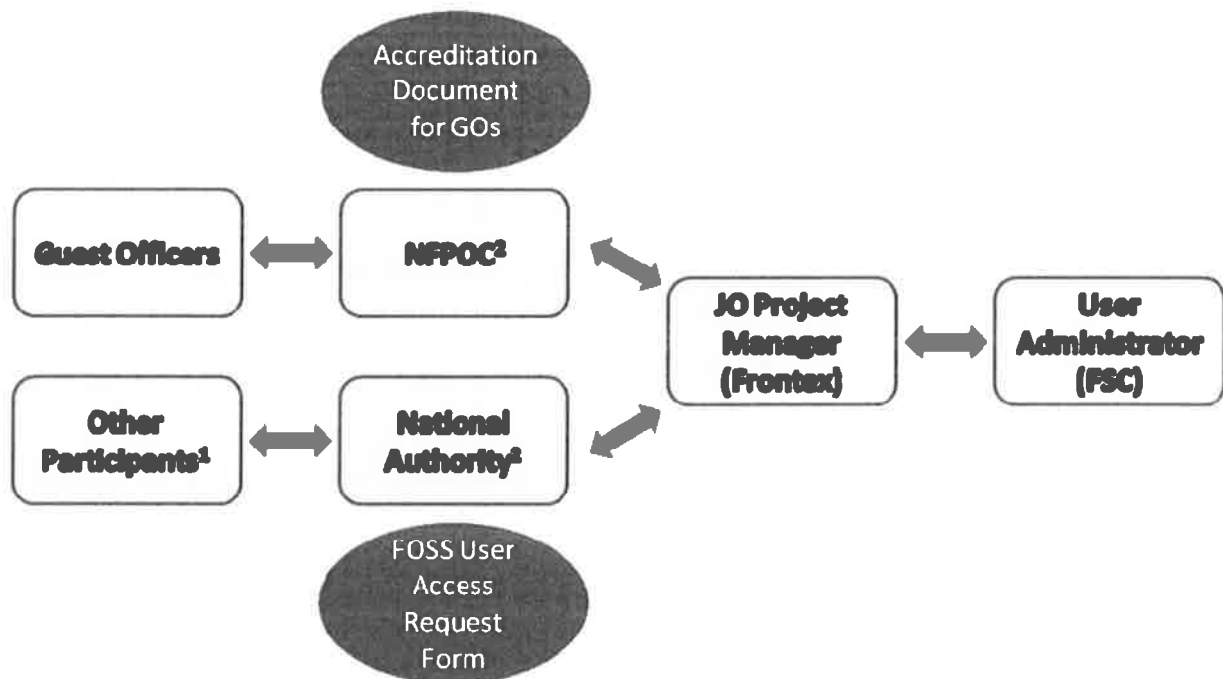
<sup>2</sup> An official business e-mail address should be provided to check incoming messages during the deployment. If a "functional access" applies, The person managing the functional access at local level is **responsible for the secure use of such access and dissemination of related information**.

<sup>3</sup> For deployed personnel: please indicate initial and final date of deployment.

<sup>4</sup> "**Accreditation form**" is attached to the Operational Plan

Steps 2 and 3 are the same as in the procedure for the Guest Officers.

Below is displayed the flow diagram describing the access request mechanism.



**1 National Officials, Commanding Officers, ICC/LCC staff, experts of host MS and other participants**

**2 User Coordinators**

### **FOSS – Description of roles & responsibilities**

#### User Coordinator

This function is assigned to the relevant Member State's NFPOC / National Authority

Responsibilities:

- Gathers user data
- Validates access
- Provides user data to the “Area of Interest Owner” (Frontex Project Manager)

#### Area of Interest Owner

This function is assigned to the Project Manager in charge with the Joint Operation

Responsibilities:



## ANNEX P

### User Access Request Form – FOSS Access to view<sup>1</sup>

To be used by FOSS Member State User Coordinator

Request for ☐ Access / ☐ Change / ☐ Termination<sup>2</sup>

<b>First Name</b> <sup>3</sup>	
<b>Last Name</b> <sup>4</sup>	
<b>Email</b>	
<b>Member State/ Organisation</b>	
<b>User Signature and Date</b>	

<b>User Group</b> <sup>5</sup> :		<b>Choose relevant</b>	<b>Justify the need of access</b> <sup>6</sup>	<b>Start date</b>	<b>End date</b>	<b>Unlimi ted</b>
<b>National Frontex Point of Contact</b>		<input type="checkbox"/>				
<b><u>National Authorities:</u> – overview of all related activities.</b>  <b>Please indicate if:</b>	<i>Air Border Sector</i>	<input type="checkbox"/>				
	<i>Land Border Sector</i>	<input type="checkbox"/>				
	<i>Return Operations Sector</i>	<input type="checkbox"/>				
	<i>Sea Border Sector</i>	<input type="checkbox"/>				
	<i>Other (e.g. R&amp;D; Pooled Resources)- please specify:</i>	<input type="checkbox"/>				

1 Read and download

2 Choose one only

3 Use capital letters when filling out (preferably electronically)

4 Use capital letters when filling out (preferably electronically)

5 Choose relevant user group which should have access to view the Information on FOSS

6 Provide short justification what is your need to have access and what are your activities you are involved in



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**Other  
activities/projects  
and related  
content (please  
specify):**



Validation/ Sign-off	Date	Signature
FOSS MS User Coordinator		
FOSS Area of Interest Owner		

Data Protection Statement: these data are compiled solely for the purpose of access management to FOSS. Individual data are kept for one year after the access to the portal is terminated. Data subjects are entitled to have access to their data and to have those data corrected. Service requests should be directed to the FOSS User Administrator. Any concern can be addressed to the FOSS User Administrator or the Frontex Data Protection Officer.