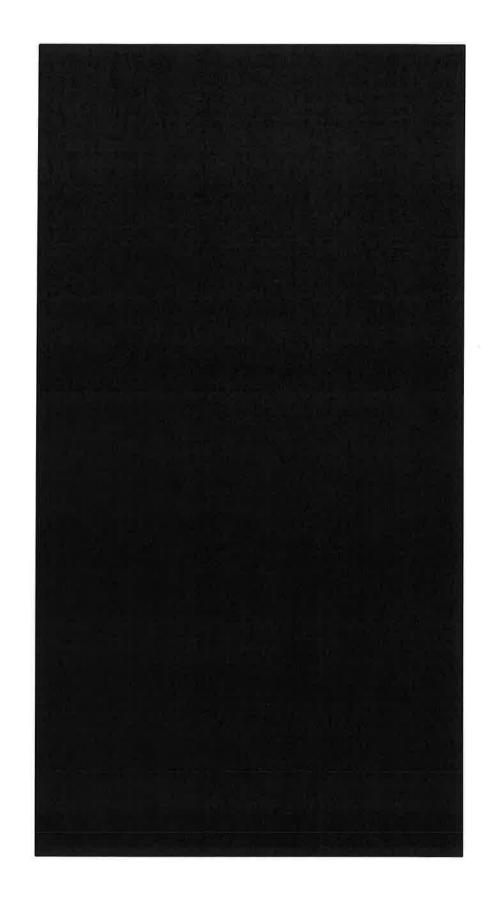
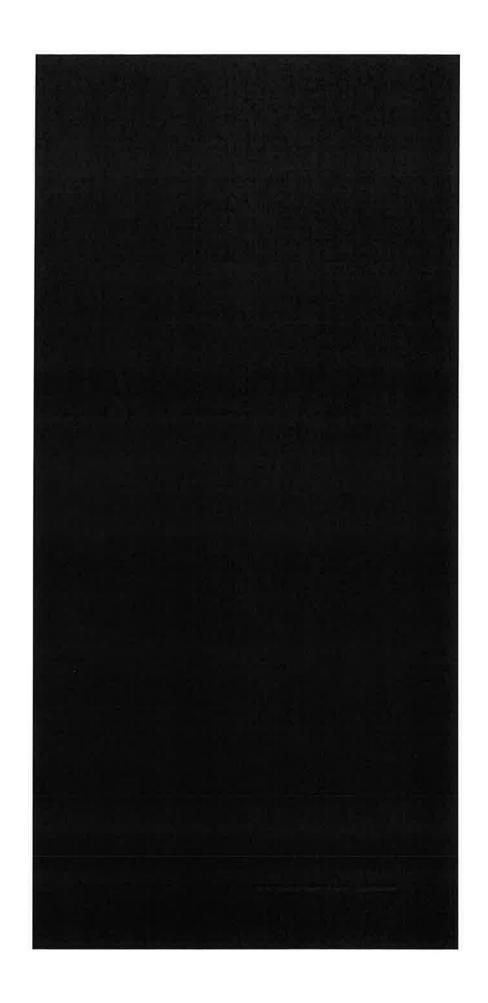
course of future operations. In light of the above the map is not disclosed pursuant to the exception laid down in the first indent of Article 4(1)(a) of information on the operational area and its disclosure would harm the ANNEX 1A- Operational area - The marked parts contain detailed Regulation No 1049/2001





ANNEX 1B - Operational area - The marked parts contain detailed information on the operational area and its disclosure would harm the course of future operations. In light of the above the map is not disclosed pursuant to the exception laid down in the first indent of Article 4(1)(a) of Regulation No 1049/2001







### **ANNEX 2**

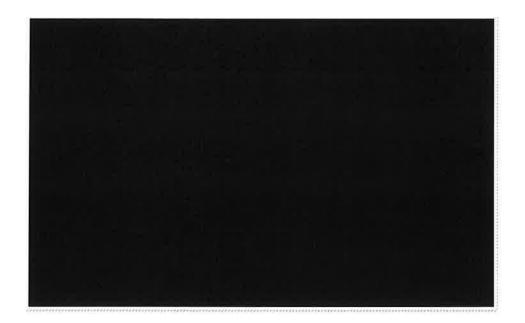
### **OPERATIONAL OBJECTIVES AND INDICATORS**

Objectives	Indicators			
Enhance border security	<ul> <li>Effective border control at external borders maintaining deterrent effects</li> <li>Enhanced detection and prevention of cross border crime</li> <li>Support to the national authorities in disclosing cases of smuggling of migrants and trafficking in human beings</li> </ul>			
Enhance efficiency of border security	<ul> <li>Detection of all targets enabling to intercept persons, to prevent unauthorized border crossings, to counter other cross-border criminality and to take measures against persons who have crossed the border illegally as well as to report the other illegal activities observed to respective authorities</li> <li>Carrying out border checks of all persons crossing the external maritime borders including means of transport and objects in possession</li> </ul>			
Enhance operational cooperation	<ul> <li>High level of MS/SAC participation in JOs</li> <li>Enhanced inter-agency cooperation and cooperation between national authorities of host MS as well as on EU level</li> <li>Seeking involvement of 3<sup>rd</sup> countries in operational activities</li> <li>Multi-character operational concept applied</li> </ul>			
Enhance exchange of information	Collection of operational information from all actors involved in order to obtain intelligence, thus improving the risk assessments that underpin the operational activities			
Enhance efficiency of the exchange of information	<ul> <li>Implementation of fully automated online reporting system;</li> <li>Seeking standardized format and quality of the reports and interviews</li> </ul>			
Identify possible risks and threats	Better knowledge about the irregular migration related criminal activities and networks operating in the area and higher identification of the risks and threats related			
Establish and exchange best practices	<ul> <li>Fostering practical cooperation between the authorities involved in prevention and tackling illegal migration as well as other cross-border crime</li> <li>Delivering workshops, briefings, operational meetings to participants</li> </ul>			
Support establishment of permanent structures	To continue the fostering cooperation/information exchange between MS NCC/ICC/LCC			
Support provision of trainings	Implementation of targeted specific training activities			

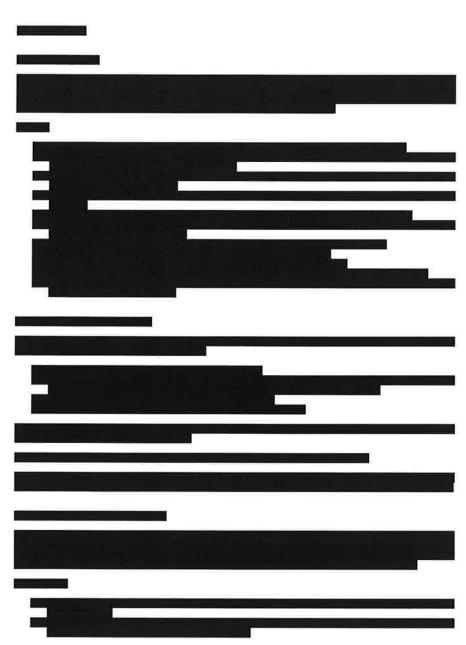


Commented [BW1]: The marked parts contain detailed information on the analytical findings, risk assessment and recommendations and its disclosure would harm the course of future operations, In light of the above the text is not disclosed pursuant to the exception laid down in the first indent of Article 4(1)(a) of Regulation No 1049/2001 relating to the protection of the public interest as regards public security

ANNEX 3



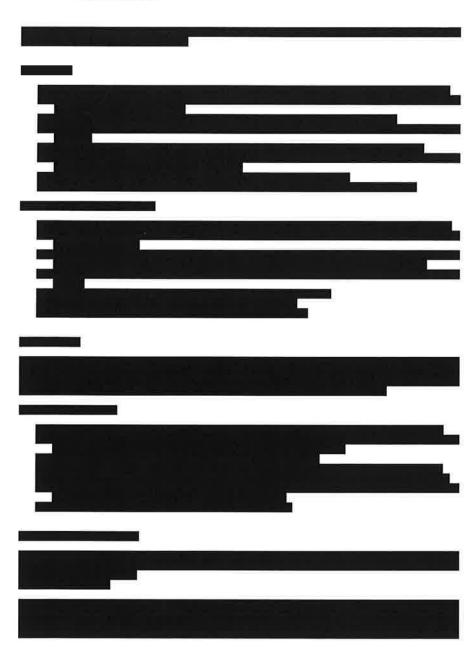






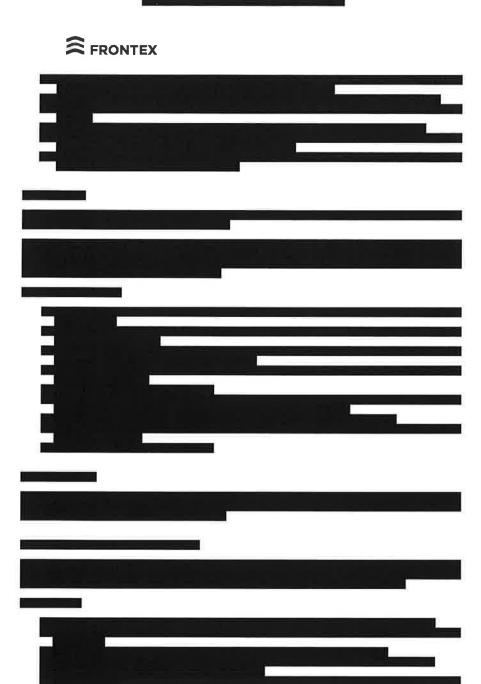


# FRONTEX



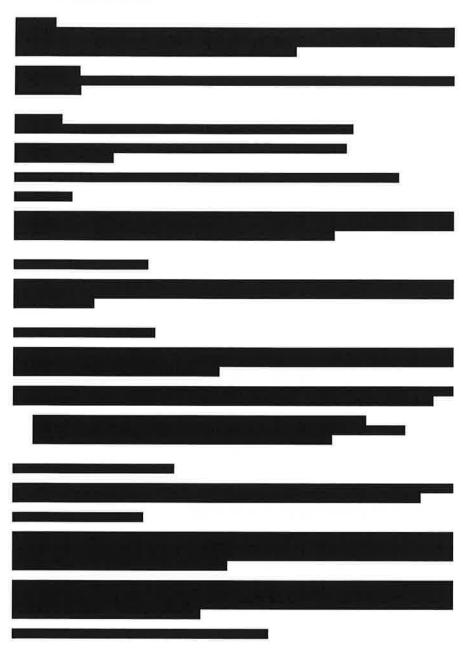




















ANNEX 4

### LIST OF PARTICIPATING RESOURCES

 Commented [BW1]: The marked parts contain detailed information on the analytical findings, risk assessment and recommendations and its disclosure would harm the course of future operations. In light of the above the text is not disclosed pursuant to the exception laid down in the first indent of Article 4(1)(a) of Regulation No 1049/2001 relating to the protection of the public interest as regards public security



# Annex 5

# Communication Table JO EPN-Hermes 2012

# (ICC/LCC / Intelligence Officer / Police Stations / Detention Centres, 3rd countries)

the above the text is not disclosed pursuant to the exception laid down in the first indent of Article 4(1)(a) of Regulation No 1049/2001 relating to the protection of the public interest as The marked parts contain detailed information on the analytical findings, risk assessment and recommendations and its disclosure would harm the course of future operations. In light of

Location, address Email Radio / Sat Com regards public security Fax Phone Name, Surname Different actors

## **CODE OF CONDUCT**

FOR ALL PERSONS PARTICIPATING IN FRONTEX ACTIVITIES

European Agency for the Management of Operational Cooperation at the External Borders of the Member States of the European Union

Frontex
Rondo ONZ 1
Warsaw, 00-124 Poland
Telephone +48 22 544 95 00
Fax +48 22 544 95 01
www.frontex.europa.eu

### Dear reader,

I am pleased to present you the Frontex Code of Conduct. This document is binding not only for Frontex staff, but also for all those who take part in our activities: operations, training and any other activities coordinated by this Agency.

I am happy to say that this document is the product of an extensive consultation process; a number of Member States' authorities and international organisations took active part in its drafting, including UNHCR and the Fundamental Rights Agency. The initial draft was then consulted with the Frontex Management Board giving an opportunity to the relevant bodies of the Member States to share their comments. Their contribution in the creation of the final text was truly invaluable.

I am proud to say that with this document Frontex fills an important gap. A comparative study commissioned by Frontex on existing codes of conduct used by the border guard services of the EU Member States conducted by the Centre for Global Ethics at the University of Birmingham has shown that while many EU Member States have Codes of Conduct that are used by border guards (23 of the EU and Schengen-Associated Countries), only three were written specifically for border guards. The vast majority were written for police or other services performing border management functions in the Member States concerned. This is perhaps surprising, given that border guards are often called upon to perform tasks that involve consideration of ethical and legal principles that are not normally faced during other types of police work.

Each organisation dealing with law enforcement must be guided by the highest standards and I am convinced that this document is yet another element contributing to one of our key aims — for Frontex to become the custodian of best practices for border control.

Raising and harmonising of ethical standards is key to providing a coherent and comprehensive response to the challenges of modern border control. I hope this document will be helpful to all those working in the field of border management.

Ilkka Laitinen

Frontex Executive Director

Ille Carmin

# CHAPTER I GENERAL PROVISIONS

### Article 1

### Objectives, scope and subject matter

- The present Code of Conduct aims to promote professional values based on the principles of the rule of law and the respect of fundamental rights and to establish the ethical behaviour standards that guide all persons participating in Frontex activities.
- 2. In this regard it sets out principles and rules which guide the conduct of all persons participating in Frontex activities, namely, Frontex staff, officers of border guard services of a Member State and other staff performing any actions in a Frontex activity.

### Article 2

### **Definitions**

For the purpose of the present Code, the following definitions apply:

- a) The term "participant" refers to any person participating in a Frontex activity.
- b) The term "Frontex activity" means any activity coordinated or led by Frontex within the framework of its tasks as described in the Frontex Regulation, including Joint Operations, Pilot Projects, Joint Return Operations, and Trainings.

- c) The term "Frontex staff" refers to the staff to whom Staff Regulations and the Conditions of Employment of Other Servants\* apply and includes also seconded national experts.
- d) The term "law enforcement officers" includes border guards and/or other public officials deployed from a Member State, who enjoy the prerogatives of public authority.
- e) The term "Member State" also includes the Schengen Associated Countries. As regards Joint Return Operations, the terms "home and host Member States" are understood as referring to "participating and organising Member States" respectively.
- f) The term "discrimination" means any unfair treatment or arbitrary action or distinction based on a person's 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.
- g) The term "harassment" means any improper and unwelcome conduct that might reasonably be expected or be perceived to cause offence or humiliation to another person. Harassment may take the form of words, gestures or actions which annoy, alarm, abuse, demean, intimidate, belittle, humiliate or embarrass another or which create an intimidating, hostile or offensive work environment.

Staff Regulations of Officials of the European Communities and the Conditions of Employment of Other Servants of the European Communities (CEOS), as laid down in Council Regulation (EEC, Euratom, ECSC) No. 259/68 and the amendments thereto, OJ L 56 of 4.3.1968, p. 1, as last amended.

# CHAPTER II PRINCIPLES

### Article 3

### Lawfulness

- Participants in Frontex activities serve the public interest and shall comply with international law, European Union law, the national law of both home and host Member States and the present Code of Conduct.
- 2. They shall also meet the obligations imposed upon them by the provisions stated in the Operational/Implementation Plan, or other similar agreed rules.

### 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 nonrefoulment, 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

- Confidential or sensitive information in the possession of a participant in Frontex activities shall not be publicly disclosed, including in social media or environment, unless the performance of duty or the needs of justice strictly require disclosure or 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

### Abuse of authority

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

### Article 12

### Discrimination

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

### Article 13

### Harassment

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

### Article 14

### 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.

### Article 15

### Use of narcotics and drugs

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

### Article 16

### Consumption of alcohol

- 1. The consumption of alcohol while on duty is forbidden.
- 2. The consumption of alcohol off duty may be moderate, unless the Operational Plan or other similar agreed rules prohibit it.
- 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 17

### **Sexual services**

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

- 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

- 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 reason 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**

 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.

#### ANNEX 7

RECOMMENDED RULES OF ENGAGEMENT (ROE)



Commented [BW1]: The marked parts contain detailed information on the analytical findings, risk assessment and recommendations and its disclosure would harm the course of future operations. In light of the above the text is not disclosed pursuant to the exception laid down in the first indent of Article 4(1)(a) of Regulation No 1049/2001 relating to the protection of the public interest as regards public security





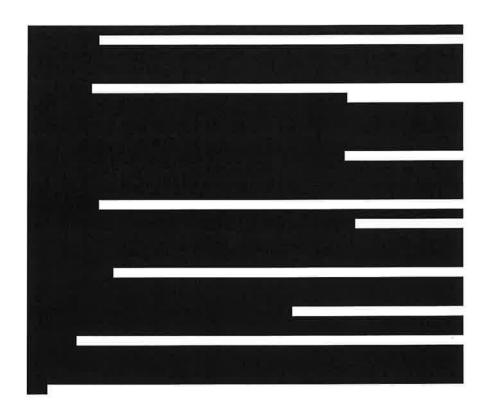
















#### **ANNEX 8**

#### JORA General information

#### 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 10.

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;
- Communication with external customers and Frontex entities;
- Management and maintenance of the SLA with ICT;
- Content & structural design management on application level;
- Managing change requests;
- Identifies training needs;
- Coordination of user training;
- Performance reporting to internal stakeholders;
- Reporting risks, statistics, issues to Business Owner;
- Initiating and executing new developments;
- Provide 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 (find it in the relevant annex). The feedbacks are collected, evaluated and analyzed by JORA change advisory board.

#### JORA Administrator

- Nominated FSC staff member by FSC Head of Unit
- Authorized to manage JORA for all roles in all processes
- Define/modify/delete operation in JORA
- Acting as incident template approver and validate and publishing incident template in JORA.

#### JORA Frontex access manager (SBS)

- Nominated in Annex 10 of the operational plan
- Initiating the operation and creating its structure in JORA system according to Annex 9 of the Operational Plan
- Selecting and assigning the incident template creator in JORA system and approves the incident template
- Managing the access requests from member of EU Institutions, Frontex, and other authorities participating regarding this operation,
- Assigning and managing the National Access Managers to the operation in the JORA system as it mentioned in Annex 9
- Delegating responsibilities to other Frontex Project Team members authorized to act on behalf of JO Project Manager / Frontex JORA Access Manager as it mentioned in Annex 10 of Operational Plan
- Acting as incident template verifier,
- Managing users concerning this operation



#### Delegated JORA Frontex access manager (SBS)

- Nominated in Annex 10 of the operational plan
- All the roles and responsibilities are applicable for delegated Frontex access manager as listed under JORA Frontex access manager.

#### **Deployed Support Officers to FSC**

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

#### JORA National Access Manager

National Access Managers are nominated by MS / National Authority and named in Annex 10 of the Operational Plan.

#### Responsibilities:

- Approving or rejecting the access requests from member of national entities participating in Frontex operations and defining the operational access rights;
- Creating and approving Initial Access Requests from member of national entities participating in Frontex operations and defining the operational access rights;
- Managing users' accounts for this operation.

#### JORA Incident Reporter

A Member of BCP or surveillance unit is responsible for incident reporting.

The incident reporters' main responsibilities to create, modify, and forward incident for LCC level data validation.

#### JORA Local Incident Verifier

A Member of Local Coordination Centre responsible for incident validation at local level and nominated in Annex 5 of the Operational Plan. Local incident verifiers' main responsibilities are verify, modify and forward incident to ICC level data validation.

If the ICC level does not exist, the Local incident verifier shall forward the incidents, upon verifying and modifying them, to selected authorities especially to Frontex Situation Centre as defined in the operational structure of this operation in JORA system.

#### JORA International Incident Verifier

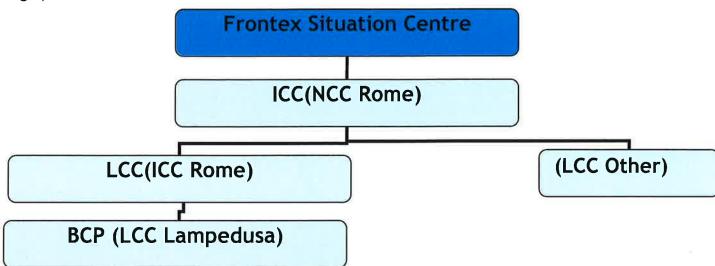
A Member of International Coordination Centre or member of other authorities responsible for incident validation on international level. The ICC incident verifiers' main responsibilities are to verify, modify and forward incident to selected authorities especially to Frontex Situation Centre as defined in the operational structure of this operation in JORA system.



### **ANNEX 9**

### JORA INFORMATION FLOW SCHEME

The following operational structure shall be defined in JORA by Frontex Access Manager (JOU Project Manager):



Note: When referring to FSC, NCC, ICC, LCC and BCP in connection to JORA, they represent the reporting/validation levels as described in JORA general information.



**ANNEX 10** 

Commented [MP1]: The blacked out passages contain personal data. Their non-disclosure is thus justified pursuant to Article 4(1)(b) of the Regulation 1049/2001. phone e-mail Institution / Unit JORA Actors Member State / EU Name ROLE

NOTE: Detailed roles and responsibilites of the different actors are described in JORA policy and process business documents





# ANNEX 11 JORA Incident template attribute list

The Incident Template defined in JORA system shall contain the following attributes in order to fulfill Frontex data collection requirements regarding operational data collection within this joint operation.

The attributes in bold and marked with an asterisk (\*) are mandatory fields<sup>1</sup>, which means that without filling these fields the system will not let the incident reporter to submit the report (sending it for validation).

General Information	Persons Information	Additional Information		
1. Incident Number	17. Country of Departure*	33. Number of transport Means		
2. Reporting Unit*	18. Place of Departure	34. Transport Type		
3. Operational Area*	19. Time of Departure	35. Transport Hiding Place		
4. Incident Type*	20. Date of arrival*	36. Boat Destroyed by		
5. Date of Reporting	21. Country of Destination	37. Comments*		
6. Detection Date	22. Disembarkation	38. Modus Operandi		
7. Detected by	23. Migrants Deterred	39. Additional Vessel Information		
8. Latitude Detection*	24. Victims of Trafficking	40. Heading		
9. Longitude Detection*	25. Death Cases	41. Vessel Type		
10. Interception Date	26. Nationality Information*	42. Departure Point Relief		
11. Intercepted by	27. Migrants Information	43. Vessel Length		
12. Interception Place	28. Documents Alerts Information	44. "Vessel width" (pending to be		
13. Place of Interception	29. Asylum Requests Information	included in JORA)		
Comments	30. Smuggling Activities	45. Number of Engines		
14. Latitude*	31. Smuggling of number			
15. Longitude*	32. Market Value			
16. Reference to Op. Area*				

<sup>&</sup>lt;sup>1</sup> It is possible that at the beginning of JO Hermes 2012, the Incident Template defined in JORA system will show temporarily only one **attribute mandatory (Incident Type\*)** due to some technical problems in the system. Once the problem is solved, the Incident Template will contain all the mandatory fields mentioned in this Annex.



# ANNEX 12 JORA end user feedback template

Please fill in the following feedback template and send it to JORA product management via e-mail (<a href="mailto:jora@frontex.europa.eu">jora@frontex.europa.eu</a>). In case you are reporting an error message which appeared in JORA please save the log and send it as an attachement of your e-mail together with this form.

NAME of reporter					
Frontex Unit / Sector					
Members State					
Duty station					
<sup>1</sup> Name of the operation					
	Frontex Access Manager	☐ Frontex Template	Frontex Template Creator 🗆		
<sup>2</sup> Users role in the	National Access manager	□ BCP/BCU Incident reporter □			
operation	LCC incident verifier □	ICC incident verifi	er □		
	FSC incident approver □	No specific role in	the system □		
Reported issue					
Log-in problem □	³Error message □	Attribute⁴ □	Drop-down list □		
Data input □	Validation process □	Data modification □	Data loss □		
Export function □	Attaching docs, image, video □	Dashboard □	Development requirement □		
User friendliness □	Other				
[Please describe the situation or provide some explanation about the reported issue]					

<sup>&</sup>lt;sup>1</sup> As defined in the JORA system

<sup>&</sup>lt;sup>2</sup> Please mark the box according to your role

<sup>&</sup>lt;sup>3</sup> If an error message appears in JORA please save the log and send it as an attachment.

<sup>&</sup>lt;sup>4</sup> Attribute in this document means the different fields for collecting information and also mentioned in drop down lists.





## EPN-Hermes 2012 - Incident Report

## GENERAL INFORMATION

Name of the operation:	l		EPN-Hermes	2012		
Incident No:			IR_0_1_1900			
Local Coor. Centre:	/ Rep Points	Out Rep. Pts				
Date of interception:						
Time of interception:	ĺ					
Intercepted by:	ĺ					
Place of interception:						
Latitude:	decimals				degrees/min/sec	
Longitude:	decimals				degrees/min/sec	
Reference to OP. Area;						
	INI	FORMATION	ON PERSONS			
Total Migrants: 0	Male: 0	Female:	0	Minors:	0	
Ad	ults	Minors		Adı	ılts	Minors
Nationality: Male	Female Male	Female	Nationality:	Male	Female Mal	e Female
TO ADD OTHER-PRES	SS HERE			-	Country cod	es
Place of departure:		]	Country of depar	ture:		
Place of destination:			Date of arrival:			
Migrants deterred:		]	Death cases:			
Migrants arrived:		]	Data on Asylum	seekers		
Asylum requests:	0	i	_		I	
			Document A			_
Facilitators arrested:		<u> </u>	Documents alerts			4
Nationality facilitator:		]	Victims of traffic	king:	,	4
INFORMATION ON TRANSPORT						
Nr. of transport means:			SAR involved:			
Means of transport:		]				
COMMENTS						

