


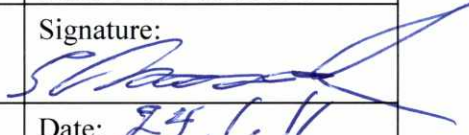




Frontex registration number for archiving purposes

<b>Title: Decision of the Executive Director on the training policy in Frontex</b>		Doc. no: <b>1228/25.01.2011</b> <b>ED decision 2011/07</b>
<b>Applies to: Frontex Temporary and Contract Agents that are subject to the Staff Regulations/CEOS and Seconded National Experts</b>		Enters into force on:
<b>Warsaw, 25 Jan 2011</b>  <b>Ilkka LAITINEN</b>		Review Date: Supersedes: ED Decision/2007/30 of 21.06.2007
<b>Proposed by Director of Administration</b>	<b>Checked in view of potential financial impact and compatibility with the FR (Head of Finance)</b>	<b>Checked for legal correctness (Chief Legal Advisor)</b>
Name: J. Carreira	Name: R. Woldhuis	Name: S. Vuorensola
Signature: 	Signature: 	Signature: 
Date: <b>19 January 2011</b>	Date: <b>20/1/2011</b>	Date: <b>24.1.11</b>

THE EXECUTIVE DIRECTOR,

Having regard to Frontex Regulation (Council Regulation (EC) No2007/2004 of 26 October 2004), and in particular Article 25(3) thereof,

Having regard to the opinion expressed by the Staff Committee of Frontex<sup>1</sup>

Whereas:

- 1) there is a need to establish guidelines and procedures for planning and organizing training courses for Frontex staff as well as to define clear procedures for applying for training courses,
- 2) there is a need of acknowledge Frontex as being a knowledge based organization
- 3) there is a need of acknowledges the importance of the training provided for its staff.

HAS DECIDED AS FOLLOWS:

<sup>1</sup> Frontex Staff Committee opinion of 4 June 2009



## **Article 1**

### **Purpose of the policy**

The purpose of this policy is to establish guidelines and procedures for planning and organizing training courses for Frontex staff as well as to define clear procedures for applying for training courses. Frontex being a knowledge based organization acknowledges the importance of the training provided for its staff.

## **Article 2**

### **Leading training budget principle**

For each Division, as well as Executive Support, budget resources shall be allocated annually for specific job-related training, whereas the Human Resources Sector (HR) will be allocated the general training budget for the management and organization of general courses, including courses in the framework of Service Level Agreement with DG HR and European Administrative School, general IT training, regular language training, awareness sessions and other universal training (not referring to specific job-related competencies). This approach for budget allocation shall be implemented as soon as possible taking into consideration the annual preparation of Frontex budget.

## **Article 3**

### **Applicability**

Frontex Training Policy applies to all Staff Members – Contract and Temporary Agents, as well as to Seconded National Experts.

## **Article 4**

### **Training principles**

1. Training is an integral part of the Human Resources Strategy and serves the interests of Frontex and its Staff Members.
2. Responsibility for training as part of organizational and professional development is shared between Frontex and its Staff Members. Line Managers should play a key role in encouraging their Staff Members to participate in training and professional development.
3. Training shall be planned and conducted according to the best practices in terms of achievement of the targeted results, sound administrative and financial management, as well as time and cost-effectiveness.

## **Article 5**

### **Training policy objectives**

1. The key objectives of Frontex Training Policy are:
  - a) To support effective functioning of Frontex by ensuring that all Staff Members possess, keep and develop the competencies and skills necessary for successful execution of their duties and can contribute optimally to fulfilling Frontex mission and goals;

- b) To increase the motivation of Staff Members by facilitating their personal and professional development.

## **Article 6**

### **Admission to training courses**

1. Any request to attend training or to organize one for any group of Frontex staff shall be submitted by the Staff Member's Reporting Officer/Line Manager to the HR for evaluation.
2. Requests must reach HR at least one month before the starting date of the course or the final date for enrolment for the course (in case of external courses).
3. Only courses designed to ensure the acquisition, improvement or updating of job related competencies shall be considered as training courses.
4. Requests for all training courses shall be made on the form "Frontex Training Request Form" available in Annex 1 of this document and on the shared folder.
5. All requests shall be duly filled in by the Staff Member with all necessary information and justification to apply for a particular training. It is important to indicate clearly in the application if the training is related to competencies to be developed as identified during the performance appraisal and how the training is related to the current and future tasks (reference Staff Development and Appraisal Procedure).
6. All requests must be approved and signed by the Staff Member's immediate superior (Reporting Officer/Line Manager) before submitting to HR for evaluation (checking compliance with appraisal objectives, budgetary feasibility, contractual requirements etc.).
7. Training requests financed from the Division's training budget will be revised by HR who should report their advice and then the Director of the concerned Division will make the final decision taking into consideration the advice given by HR.
8. Training requests financed from Frontex general training budget will be revised by HR who should also make the final decision on approving or rejecting the request.
9. The approved and signed training request submitted to HR constitutes a commitment by the Staff Member to participate in requested training as well as by the Reporting Officer/Line Manager to enable the Staff Member to participate in the given training.

## **Article 7**

### **Criteria for assessing applications and eligibility for training courses**

1. The pre-requisite eligibility criteria for assessing training requests is that the training request is submitted on time (as stated in Article 4.2), duly filled in, approved and signed by the Reporting Officer/Line Manager.
2. Priority will be given to training requests which correspond to the competencies to be developed as identified in the job description or in the staff appraisal. This should be clearly indicated in the request and the relevant documents (including a copy of the relevant page of appraisal report) should be attached.



3. Unless there are special reasons, a request may be rejected if the applicant has already attended an identical, similar or equivalent course in the past.
4. Requests may be rejected for external training courses if equivalent courses are arranged by Frontex in-house.

#### **Article 8** **In-house training expertise**

1. Whenever possible, in-house expertise shall be utilized for creation and delivery of training courses. Staff Members shall be allowed and encouraged to conduct training courses for other colleagues.
2. Upon request from HR, it shall be the responsibility of the respective Line Manager to decide on the availability of his/her Staff Members to act as experts in training activities.

#### **Article 9** **Training for Staff Members on probation period**

1. Induction Training is a compulsory training for all Staff Members during their probation period.
2. Staff Members during the probation period may participate in language courses, IT trainings, ABAC trainings as well as other training organized in-house, if these courses are necessary to perform their duties.
3. No external courses for Staff Members during the probation period will be considered apart from exceptional cases, which shall be clearly justified by the Reporting Officer/Line Manager and endorsed by the Director of the concerned Division.

#### **Article 10** **Registration for courses**

1. For training courses organized by Frontex in house, the enrolment will be done by HR. These courses will be financed from the general training budget.
2. For external specific job related courses (which will be covered from the Divisions' or Executive Support's training budget), the registration shall be made by participants or assigned administrative staff within each Division. In these cases also all financial and contractual requirements shall be the responsibility of assigned administrative staff in individual Divisions.
3. In all cases, information about planned training should be sent to HR. Such information should include a justification, a detailed programme, the duration, venue as well as time and cost of the course.
4. If once enrolled, a Staff Member cannot attend a training (either general training organized in-house or external), he/she is obliged to inform HR as well as the assigned administrative assistant at Division level, as soon as possible, so that another person from a reserve list will take a vacant place. A detailed justification of resignation should be also provided.

**Article 11**  
**Failure to attend a training course after registration**

1. Participation in training is just like any other task and Reporting Officers/Line Managers are responsible for prioritizing in case of conflict. If the prioritization results in a Staff Member failing to attend a training course, the concerned Reporting Officer/Line Manager shall provide a proper justification to the Director as well as HR.
2. Any Staff Member registered for training but unable to attend must immediately inform HR as well as the assigned administrative staff at Division level, providing a proper justification and allowing HR to replace him/her in the training.

**Article 12**  
**Appeals against rejection of training requests**

1. In case of training requests financed from the Division's training budget, HR shall report their advice concerning a requested training to the Reporting Officer/Line Manager of the Staff Member as soon as possible from the date of reception of the request. The concerned Director makes the final decision taking into consideration the advice given by HR.
2. In case of training requests financed from Frontex general training budget, the final decision shall be made by HR.
3. Any negative advice on a request for training or negative decision must be justified and the Staff Member and her/his Reporting Officer must be informed. The staff member concerned has the right to appeal within one month from the information received, in written form, against a negative advice or decision, to the Director of Administration, who shall be responsible for dealing with settling and deciding on any dispute related to training in Frontex.

**Article 13**  
**Language courses**

1. Regular language courses shall take place in Frontex premises throughout the year, twice a week, either in the morning finalizing maximum at 10.00 or in the afternoon starting no earlier than 16.00. There shall be two terms of language courses per year.
2. Application for a language course shall be made on the form "Frontex Language Request Form" available in Annex 2 and on the shared folder.
3. Each Staff Member has the right to participate in one language course at a time only, so that he/she can satisfactorily combine his/her job duties with professional development.
4. Participation in a second language course shall be especially authorized and justified by the Reporting Officer/Line Manager and endorsed by the Director of the Division concerned.
5. The number of languages and number of groups shall be determined in the beginning of each term on the basis of identified training needs.

## **Article 14**

### **Annual Training Plan**

1. Frontex Annual Training Plan for the coming year shall be developed and drafted by HR each year, based on the priorities set by management and taking into account the identified needs outlined in the appraisal reports, as well as budgetary resources available.
2. Frontex Annual Training Plan shall include information on priorities for the coming year, classification of training according to type, budget forecast for specific types of training, as well as a tentative schedule of planned general training.
3. The Annual Training Plan shall be subject to the approval of the Executive Director in the Programme Board meeting. .

## **Article 15**

### **Partially funded studies**

1. Subject to availability of budget, Frontex may grant a contribution towards studies that are of a shared interest between the Staff Member and Frontex and that have been envisaged in the Personal Development Plan of the last appraisal exercise. All studies must relate to the post that the Staff Member is occupying at the time when the application is made. The relevant application has to be handed in to HR following the procedure mentioned in point 4, including full details of the studies programme together with the studies cost and date.
2. The Staff Member will only be reimbursed on the fees after the studies completion and upon production of the passed examinations (or certificate of attendance should there be no examination). Frontex will pay to the Staff Member a contribution of 60% of the fees of the studies, up to a maximum reimbursement of **1500 EUR**. Frontex reserves the right to revise this ceiling.
3. No partial refunds will be made during the studies. Reimbursement of the studies is made upon evidence of studies payment and successful studies completion (original receipted bill or invoice stating all the relevant elements of the course, confirmation of passed examinations). The original attendance certificate will be returned to the Staff Member if so requested.
4. Frontex will not accept studies requests in the last year of the contract unless there is a letter of contract renewal signed.
5. If the Staff Member leaves Frontex before the expiration date of his/her contract, Frontex will deduct the financial support from Staff Member's last salary.
6. No payment will be made towards travel or accommodation.
7. The assessment of the workload should be made by the Line Manager before making decision allowing staff member to participate in the studies.



**Article 16**  
**Evaluation of training courses**

Trainings shall be evaluated by the participants at the end of the course. HR shall evaluate and monitor this feedback as well as the Return on Investment (ROI) and reporting annually to Program Board.

**Article 17**  
**Authorized absences from work during participation in training courses**

1. No special leave will be granted for participation in training courses.
2. Training days will be considered as working days.
3. In well justified case unpaid leave may be granted for participation in training courses or studies.

**Article 18**  
**Responsibilities of Staff Members**

1. While identifying training needs and participating in trainings, all Staff Members shall keep in mind the provisions of Frontex's Training Policy.
2. Staff Members must take an active role in their professional development.
3. Staff Members shall be obliged to provide any additional and appropriate information or justification concerning their training application if requested so by HR.

**Article 19**  
**Responsibilities of Reporting Officers/Line Managers**

1. The duty of the Reporting Officer/Line Manager, together with his/her Staff Members, shall be to identify the training needs and classify them according to type and priority level in consultation with HR and in line with the Personal Development Plan outlined in the last appraisal report.
2. The Reporting Officers/Line Managers are responsible for monitoring the available training budget assigned to each Division before preparing any training request.

**Article 20**  
**Responsibilities of the Heads of Unit**

1. The Heads of Units shall be responsible for the development of annual training plans based on the analysis of the need for organizational development, as well as on the appraisals and in cooperation with HR.
2. The Heads of Units shall also decide on the availability of their Staff Members to act as experts in training activities.

**Article 21**  
**Responsibilities of Directors**

1. Directors are responsible for final approval of the plans and training priorities the respective staff. They are also responsible for controlling the training budget assigned to the respective Division.
2. The Director of Administration Division, in cooperation with the other Directors, shall be responsible for the evaluation and development of Frontex Annual Training Plan.
3. The Director of Administration Division shall be also responsible for dealing with any dispute related to training in Frontex, in order to decide in the most appropriate way to Frontex interest.

Annex 1 – Frontex Training Request Form

Annex 2 – Frontex Language Request Form