

STM

PRACTICAL GUIDELINES
FOR SECONDED EBCG
TEAM MEMBERS



What is a seconded EBCG Team Member?

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

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

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

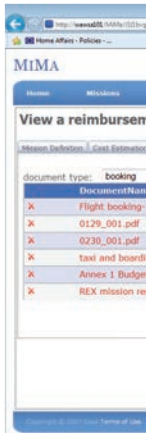
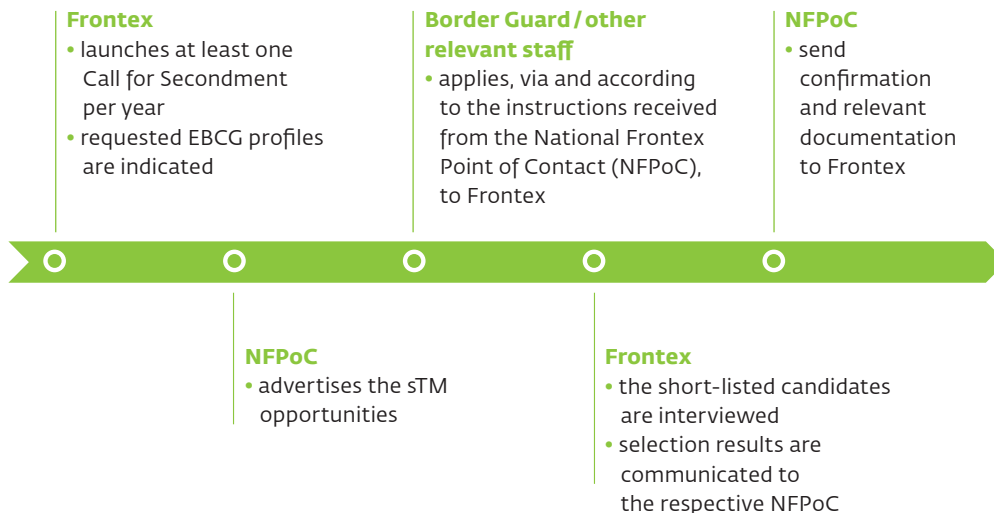
SNE Seconded National Expert	sTM seconded Team Member	TM Team Member
<ul style="list-style-type: none"> national expert seconded by MS to Frontex, after being selected by Frontex period of secondment: a maximum of eight years tasks: according to the job description of the position 	<ul style="list-style-type: none"> border guard or other relevant staff member assessed and selected in response to a specific application call to be deployed in Frontex's operational activities period of secondment: three to twelve months or more tasks and powers: border control and surveillance related profiles: EBCG profiles 	<ul style="list-style-type: none"> border guard or other relevant staff member selected and nominated by MS to be deployed in Frontex's operational activities period of deployment: variable but regularly not less than 30 days and not longer than three months tasks and powers: border control and surveillance related profiles: EBCG profiles

How to become a seconded Team Member

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

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

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

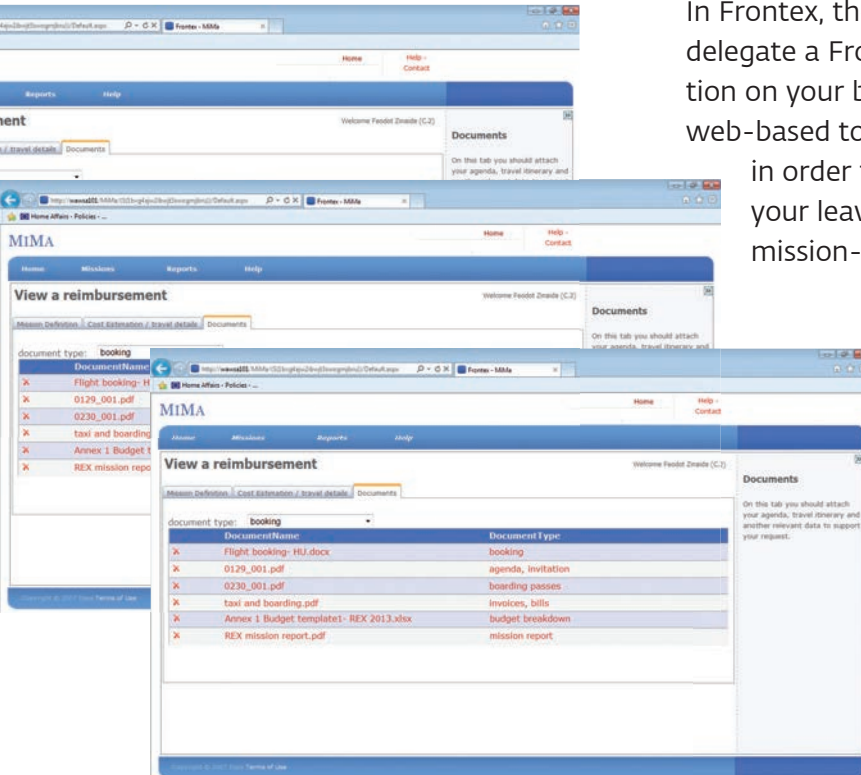


How to plan your secondment to Frontex

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

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

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



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

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

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

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

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



How to obtain more information about your operational duties

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

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

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



Allowances and expenses

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

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

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

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

All mission costs



Advance payment

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

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

Reimbursement

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



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

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

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

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

What are the benefits you are entitled to?

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

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



Financial entitlements while on CTO

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

Social security and additional insurance

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

Code of Conduct and Code of Conduct for Return Operations

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



Other issues you need to know about

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

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



Plac Europejski
00-844 Warsaw, Poland

frontex@frontex.europa.eu
www.frontex.europa.eu

© Frontex, 2017
All rights reserved



Publications Office

Print ISBN 978-92-9471-024-6 doi:10.2819/559113 TT-06-17-069-EN-C
PDF ISBN 978-92-9471-023-9 doi:10.2819/856431 TT-06-17-069-EN-N

© Frontex 2015

