



# ECGFA NET II – Work Plan

## WP4 Drafting the final structure of the CGFSQF

### Table of Contents

<b>1</b>	<b><i>Introduction</i></b> .....	<b>2</b>
<b>2</b>	<b><i>Tasks of WP 4</i></b> .....	<b>2</b>
2.1	<i>Tasks and outcomes</i> .....	2
2.2	<i>Methodology to be followed</i> .....	3
<b>3</b>	<b><i>Timetable</i></b> .....	<b>8</b>
<b>4</b>	<b><i>Risk Management</i></b> .....	<b>9</b>

Approved by the Executive Group

17.1.2017

## Introduction

The project ECGFA-NET II is the direct continuation for the European Coast Guard Functions Academy Network Project – the ECGFA NET - (EASME/EMFF/2014/1.2.1.1./SI2.702063), implemented in 01/2015-02/2016, and designed to ensure that the results of the ECGFA NET are sustainable.

As a result of the ECGFA NET project (EASME/EMFF/2014/1.2.1.1./SI2.702063) and Work Package 4 (WP4), a plan for the further development of the CGFSQF was developed accordingly (document “Coast guard functions sectoral qualifications framework: basic elements, key recommendations and methodology”). As per this plan and recommendations, the work on the development of the CGFSQF is divided into 7 stages.

Out of these 7 stages, the first stage – definition of basic elements and key recommendations – was implemented as a result of the ECGFA NET project. The ECGFA NET II follow-up project includes stages 2 and 3, while Stages 4-7 should be implemented under the possible “ECGFA NET III”.

Given the above, one of the specific objective of the ECGFA-NET II is to advance the development of the Coast Guard Functions Sectoral Qualifications Framework (CGFSQF) by drafting the final structure of the CGFSQF and by completing stages 2 and 3 out of a total of 7 in the CGFSQF development process.

The development of the CGFSQF is a multi-year process where the end goal of the CGFSQF is to function as a set of common standards for CGF education to assure quality of training and teaching and to be applied on a voluntary basis.

## 1 Tasks of WP 4

### 1.1 Tasks and outcomes

According to the previous paragraph, the WP 4 will contribute to the general purpose of the project addressing, in particular, objective n. 3: “To advance the development of the CGFSQF by drafting the final structure of the CGFSQF and by completing stages 2 and 3 out of a total of 7 in the CGFSQF development process.”

The specific WP 4 **tasks** refer to:

1. Procurement of needed external expertise;
2. Identification of different players and development of the working plan for the development of the CGFSQF (Stage 2 out of the 7 stages in the CGFSQF development)
3. Development of the CGFSQF structure (Stage 3 out of the 7 stages in the CGFSQF development)

The **expected outcomes** of WP 4 are:

- SQF Working Group established;

- Different stakeholders at national and international level identified;
- Different qualifications mapped, number of levels identified and learning outcomes drafted;
- Final structure of the CGFSQF drafted.

## **1.2 Methodology to be followed**

In terms of methodology to be followed for achieving the mentioned objective:

- **External expertise** is needed from the academic world to reach the highest possible consistency. The expected support of the external experts for CGFSQF would mainly refer to provide their expertise in the field of EQF and Bologna/Copenhagen process.
- The **support of the EU Agencies** (namely EFCA, EMSA and FRONTEX) is considered very helpful in order to align this project with the several initiatives that have already been undertaken by the Agencies.
- The **SQF for Border Guard**, developed by Frontex – with the support of the Member States – is a useful example of SQF in the field of Coast Guard Functions and it should be considered as a starting point for further development of the work.
- A **SQF Working Group** will be appointed as body in charge of drafting the CGFSQF structure. This Working Group will be led by the WP4 leader and will be supported by the appointed external expert.
- The support of the **affiliated partners** in the development of the WP4 work is a key element in order to validate the work of the SQF Working Group.
- The **ECGFF Members** (other than the affiliated partners) will be involved in the development of the project activities (e.g. questionnaire) providing an added value for the drafting of CGFSQF structure.

According to the general work plan of the project, **four WP 4 meetings** are planned, two of which will be arranged in Italy (April and July - TBC).

In addition, 3 SQF Working Group meetings are planned and some additional Video-conference Meeting of the SQF WG will be arranged as well.

Coordination meetings between ITCG and External Experts are planned throughout the project.

The WP 4 work will be developed according to the following **tasks** and **sub-tasks**:

**TASK n. 1: Procurement of needed external expertise**

<b>1.1. Procurement of external expertise in SQF development</b>	
<b>Outcomes</b>	➤ External expert procured (D 1.1.)
<b>Working methods</b>	<ul style="list-style-type: none"> <li>➤ Preparation of procurement procedure (M1)</li> <li>➤ Evaluation of tenders and selection of external expert (M2)</li> <li>➤ Finalisation of the agreement with the External Expert (M2)</li> </ul>
<b>Timetable</b>	<ul style="list-style-type: none"> <li>➤ Activities: M1-M2</li> <li>➤ Output ready: M2</li> </ul>

**TASK n. 2: Identification of different players and development of the working plan for the development of the CGFSQF**

<b>2.1. Identification of an international body for the formal discussion on the SQF</b>	
<b>Outcomes</b>	➤ Working paper identifying an international body entrusted with the management of the final framework (D.2.1)
<b>Working methods</b>	<ul style="list-style-type: none"> <li>➤ Preparation of working paper containing a proposal to define the “SQF apex body” (M2-M3)</li> <li>➤ Presentation of the working paper and discussion at the 1<sup>st</sup> Project Working Meeting – PWM (M4)</li> <li>➤ Drafting the working paper for the ECGFF Plenary Conference (M5-M6)</li> <li>➤ Presentation of the working paper at the 2<sup>nd</sup> PWM (M7)</li> <li>➤ Revision of the working paper according to feedback and comments from partners (M8 - M9)</li> <li>➤ Presentation of the revised working paper at the 3<sup>rd</sup> PWM (M10)</li> <li>➤ Presentation of final document at ECGFF Plenary Conference (M12)</li> </ul>
<b>Timetable</b>	<ul style="list-style-type: none"> <li>➤ Activities: M2-M12</li> <li>➤ Output ready: M12</li> </ul>

<b>2.2. Identification of a Working Group (WG) to define levels and learning outcomes (L.O.)</b>	
<b>Outcomes</b>	➤ SQF Working Group appointed (D 2.2.)
<b>Working methods</b>	<ul style="list-style-type: none"> <li>➤ Preliminary Assessment of SQF WG: identification of SQF WG members (M2-M3)</li> <li>➤ Presentation of the SQF WG members at the 1<sup>st</sup> PWM (M4) and start of the work of the SQF WG</li> </ul>
<b>Timetable</b>	<ul style="list-style-type: none"> <li>➤ Activities: M2-M4</li> <li>➤ Output ready: M4</li> </ul>



### 2.3. Definition of a work plan and different responsibilities of the SQF WG

<b>Outcomes</b>	➤ SQF WG Work Plan (D.2.3)
<b>Working methods</b>	<ul style="list-style-type: none"> <li>➤ Drafting SQF WG Work Plan (M2 - M3)</li> <li>➤ Presentation of SQF WG Work Plan at the 1<sup>st</sup> PWM (M4) and monitoring the implementation of SQF WG Work Plan</li> </ul>
<b>Timetable</b>	<ul style="list-style-type: none"> <li>➤ Activities: M2-M4</li> <li>➤ Output ready: M4</li> </ul>

### 2.4. Identification of different stakeholders at national and international levels

<b>Outcomes</b>	➤ List of Stakeholders (D.2.4)
<b>Working methods</b>	<ul style="list-style-type: none"> <li>➤ Drafting a survey to identify the stakeholders at national and international levels (M2 –M3)</li> <li>➤ Presentation and submission of the survey at the 1<sup>st</sup> PWM (M4)</li> <li>➤ Collecting replies and preparation of a draft “Stakeholders List” (M5 –M6)</li> <li>➤ Presentation of the draft “Stakeholders List” at the 2<sup>nd</sup> PWM (M7)</li> <li>➤ Revision/Updating of the draft “Stakeholders List” according to comments and feedback (M8 – M9)</li> <li>➤ Presentation of the final Stakeholders List at the 3<sup>rd</sup> PWM (M10)</li> </ul>
<b>Timetable</b>	<ul style="list-style-type: none"> <li>➤ Activities: M2-M10</li> <li>➤ Output ready: M10</li> </ul>

## **TASK n. 3: Development of the CGFSQF structure**

### 3.1. Defining of the architecture of the framework

<b>Outcomes</b>	➤ SQF grid model (D.3.1)
<b>Working methods</b>	<ul style="list-style-type: none"> <li>➤ Drafting the general elements of the CGF SQF architecture (M3)</li> <li>➤ Presentation of general elements of the CGF SQF architecture at the 1<sup>st</sup> PWM (M4)</li> <li>➤ Drafting “grid model” (M5-M6)</li> <li>➤ Presentation of “grid model” at the 1<sup>st</sup> SQF WGM &amp; 2<sup>nd</sup> PWM (M7) and monitoring consistency of the model</li> </ul>
<b>Timetable</b>	<ul style="list-style-type: none"> <li>➤ Activities: M3-M7</li> <li>➤ Output ready: M7</li> </ul>

### 3.2. Mapping of different qualifications

<b>Outcomes</b>	➤ Final Report on European Coast Guard Functions qualifications (D.3.2)
-----------------	---



<b>Working methods</b>	<ul style="list-style-type: none"> <li>➤ Preparation of an on-line questionnaire on existing qualifications within the partners (M1 – M3)</li> <li>➤ Presentation and submission of the questionnaire at the 1<sup>st</sup> PWM (M4)</li> <li>➤ Collecting and analysing data acquired through the questionnaire and drafting a report (M5 – M6)</li> <li>➤ Presentation of the final report at the 1<sup>st</sup> SQF WGM &amp; 2<sup>nd</sup> PWM (M7) and monitoring consistency</li> </ul>
<b>Timetable</b>	<ul style="list-style-type: none"> <li>➤ Activities: M1-M7</li> <li>➤ Outputs ready: M7</li> </ul>

### 3.3. Identification of the number of levels

<b>Outcomes</b>	➤ CGF SQF levels defined (D.3.3)
<b>Working methods</b>	<ul style="list-style-type: none"> <li>➤ Preparation of an on-line questionnaire (M1-M3)</li> <li>➤ Presentation and submission of the questionnaire at the 1<sup>st</sup> PWM (M4)</li> <li>➤ Analysis of levels responses and drafting a report to be presented at the 1<sup>st</sup> VWG (M5-M6)</li> <li>➤ Drafting the levels (M6)</li> <li>➤ Proposal of CGF SQF levels (M6-7)</li> <li>➤ Presentation of CGF SQF levels at 2<sup>nd</sup> SQF WGM &amp; 3<sup>rd</sup> PWM (M7) and monitoring consistency</li> </ul>
<b>Timetable</b>	<ul style="list-style-type: none"> <li>➤ Activities: M1 – M7</li> <li>➤ Outputs ready: M7</li> </ul>

### 3.4. Drafting of the Learning Outcomes

<b>Outcomes</b>	➤ Learning Outcomes (L.O.) (D.3.4)
<b>Working methods</b>	<ul style="list-style-type: none"> <li>➤ Preparation of an on-line questionnaire (M1-M3)</li> <li>➤ Presentation and submission of the questionnaire at the 1<sup>st</sup> PWM (M4)</li> <li>➤ Collecting Learning Areas and preparation of “Guidelines for writing L.O.” (M5-M6)</li> <li>➤ Presentation of the “Guidelines for writing L.O.” at the 1<sup>st</sup> SQF WGM (M7)</li> <li>➤ Drafting L.O. and harmonization of L.O. to be discussed at the 2<sup>nd</sup> SQF VWG (M8)</li> <li>➤ Drafting and finalization of L.O. (M9)</li> <li>➤ Presentation of L.O. at the 2<sup>nd</sup> SQF WGM &amp; 3<sup>rd</sup> PWM (M10) and monitoring consistency</li> </ul>
<b>Timetable</b>	<ul style="list-style-type: none"> <li>➤ Activities: M4 –M10</li> <li>➤ Outputs ready: M10</li> </ul>

### 3.5. Drafting of the CGFSQF final structure

<b>Outcomes</b>	➤ Drafting the CGF SQF (D.3.5)
-----------------	--------------------------------



<b>Working methods</b>	<ul style="list-style-type: none"><li>➤ Drafting CGF SQF (M9)</li><li>➤ Presentation of the draft CGFSQF final structure at the 2<sup>nd</sup> SQF WGM &amp; 3<sup>rd</sup> PWM (M10)</li><li>➤ Revision of CGF SQF draft (M11-M12)</li><li>➤ Presentation of the revised CGF SQF draft at the 3<sup>rd</sup> SQF WGM (M13)</li><li>➤ Final revision and layout finalization (M14)</li><li>➤ Presentation of the CGF SQF final structure at the closing seminar/4<sup>th</sup> WGM (M15)</li></ul>
<b>Timetable</b>	<ul style="list-style-type: none"><li>➤ Activities: M9 –M15</li><li>➤ Outputs ready: M15</li></ul>

## 2 Timetable

A general timetable of WP 4 is presented below in Figure 1.

MEETING	WP 4			1° NCM		1° VWG (8) & 2° NCM		1° WGM (Italy, 19)	2° VWG (18)	3° VWG (20) 3° NCM	2° WGM (1 1)	4° NCM	3° WGM (18)		5° NCM	Closing Seminar & 4° EGM (Helsinki 14/15)		
	PROJECT	Frontex Annual Training Conference (4/5/6)		1° SCM (Lisbon 12)	KOM, 1° PWM & 1° EGM (Helsinki 17/18)	2° SCM (Warsaw 15)	GB Founding Meeting (Helsinki, 8)	2° PWM & 2° EGM (Italy, 20/21) 3° SCM (Vigo 5)	EMD (20) ED4BG (tbs)		3° PWM & 3° EGM (12/13)		ECGFF Plenary Conference (Lisbon 20/22) GB Meeting (tbs)					
MONTH		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15		
TASK		OCTOBER 16	NOVEMBER 16	DECEMBER 16	JANUARY 17	FEBRUARY 17	MARCH 17	APRIL 17	MAY 17	JUNE 17	JULY 17	AUGUST 17	SEPTEMBER 17	OCTOBER 17	NOVEMBER 17	DECEMBER 17		
4.1. Procurement of needed external expertise		Procurement Procedure and Selection of External Expert			Work of the External Expert													
4.2.1. Identification of an international body for the formal discussion on the SQF			Drafting working paper containing the proposal to define the apex body	Presentation of the working paper and discussion	Drafting working paper for ECGFF Plenary Conference	Presentation of the working paper and discussion	Working paper revision	Presentation of the working paper		Presentation of the final document to ECGFF								
4.2.2. Identification of a Working Group to define levels and Learning Outcomes (L.O.)			Preliminary Assessment of the SQF Working Group	Presentation of the Working Group Members	Work of the SQF Working Group													
4.2.3. Definition of a Work Plan and different responsibilities of the SQF WG			Drafting SQF WG Work Plan	Presentation of the SQF WG Work Plan	Monitoring SQF WG Work Plan													
4.2.4. Identification of different stakeholders at national and international levels			Drafting survey for the identification of stakeholders	Presentation and submission of the survey	collecting of replies and drafting of "Stakeholders list"	Presentation of "Draft Stakeholders list"	"Draft Stakeholders List" revision	Presentation "Stakeholders List"										
4.3.1. Defining Architecture of the Framework			Drafting general elements of the CGF SQF Architecture	Presentation general elements of the CGF SQF Architecture	Drafting "grid model"	Presentation "grid model"	Monitoring Consistency											
4.3.2. Mapping of different qualifications		Drafting on-line questionnaire		Presentation and submission of the questionnaire	data collection and analysis, drafting report & presentation at the 1° VWG	Presentation of the Report	Monitoring Consistency											
4.3.3. Identification of the number of levels					Levels responses analysis, drafting levels and report, presentation at the 1° VWG	Presentation of the report	Monitoring Consistency											
4.3.4. Drafting of the Learning Outcomes (L.O.)					Learning areas collection and analysis, drafting "guidelines on writing L.O."	Presentation of the "guidelines on writing L.O."	Drafting L.O. & harmonization of L.O. (2° VWG)	Drafting and finalization of L.O.	Presentation L.O.	Monitoring consistency								
4.3.5. Drafting of the CGFSQF final structure								Drafting CGF SQF and discussion at the NCM	Presentation of the CGF SQF draft	Revision of CGF SQF draft	Presentation CGF SQF draft revised	Final revision and layout finalisation	Presentation of CGF SQF final					

Actions key	
	To start or ongoing
	Complete

Abbreviations					
EGM	Executive Group Meeting	NCM	National Coordination Meeting	VWG	SQF Videoconference Working Group
GB	ECGFA-NET Governing Board	PWM	Project Working Meeting	WGM	SQF Working Group Meeting
KOM	Kick Off Meeting	SCM	Steering Committee Meeting/ECGFF Secretariat		

Figure 1: Timetable WP 4

### 3 Risk Management

The table below contains the anticipated main practical/administrative as well as content/substance related risks of WP 4. Risks and risk management will be followed up by the steering group and the risk management table will be continuously updated throughout the project action if needed.

Risk	Mitigation Strategy	Probability (1-5)	Impact (1-5)	Significance (0-25)
<b>The coast guard SQF drafting process is too complex for 11 recognized coast guard functions</b>	<ul style="list-style-type: none"> <li>➤ Composing a working group of experts coming from different countries - and supported by an external expert – in order to draft the SQF. The experts cover all the coast guard functions.</li> </ul>	4	4	16
<b>L.O. writing from the SQF working group experts should be difficult and inhomogeneous</b>	<ul style="list-style-type: none"> <li>➤ WP4 external expert will provide a Guidelines for the compiling of L.O. giving instructions to SQF WG members</li> <li>➤ The work made by Frontex (SQF for border control function) could be considered as an example</li> <li>➤ Periodic videoconferences and meetings are organized to ensure a common approach and uniformity of language</li> </ul>	4	4	16
<b>In the development of Qualification Frameworks there should be a not inclusive approach, having regard and taking into consideration national experience</b>	<ul style="list-style-type: none"> <li>➤ It has been considered the involvement of ECGFF Member States with the collection of contributes from Questionnaire</li> <li>➤ It has been created a SQF working group composed by experts from different areas of Europe in order to guarantee a wide and inclusive approach;</li> <li>➤ They have been planned SQF working meetings in order to share and confront experts' work, ensuring a wide approach</li> </ul>	3	4	12
<b>The support of external expert is not quite satisfactory for the development of CGSQF structure</b>	<ul style="list-style-type: none"> <li>➤ The expert has a documented experience on EQF and SQF and EU/international project;</li> <li>➤ The expert will work with coast guard experts in order to develop a structure tailored for coast guard functions</li> </ul>	3	3	9

Figure 2: Risk Management Table WP 4