



## ECGFA NET II – Work Plan

### WP 3 Running of a pilot ECGF Expert Exchange Programme

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**Approved by the Executive Group**

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## 1. Work package 3 objectives

The second specific objective of the project, and the objective directly concerned with Work Package 3 (WP3), is to launch a pilot ECGF Expert Exchange Programme in order to increase the sharing of knowledge and skills in the CGF sector and in order to assess the future needs of the Exchange Programme. In order to meet the specific objective the following activities are to be carried out under WP3:

- Activity 1. Preparation of the Work Plan for WP3
- Activity 2. Pre-arrangements for the running of a Pilot exchange programme
- Activity 3. Running and facilitation of a Pilot exchange programme
- Activity 4. Assessment of the development needs for the future running of the Exchange Programme

The activities with their respective indicators are detailed below in section 3.

## 2. Organization and responsibilities of WP 3

WP3 is led by The Finnish Border Guard. Persons participating are:

- Ms. Kati Heiska, Project Manager, The Finnish Border Guard
- Ms. Johanna Terva, Deputy Project Manager, The Finnish Border Guard
- Mr. Aleksi Mallea, Project Assistant, The Finnish Border Guard

The WP3 is led by the Project Manager from the Finnish Border Guard. The contribution is conducted by the Project Implementation Team of FBG, and led by the Project Manager. The Project Implementation Team is responsible to respect the project budget appointed to the work package, and to deliver relevant content for the project reporting. The day-to-day work will be carried out by the Deputy Project Manager and the Project Assistant.

WP3 is responsible for running the Pilot Exchange Programme. The activities leading to the successful completion of the Pilot are detailed below in section 3.

### 2.1 Tasks for other Contributors

Contributors of the ECGFA NET II -project and/or ECGFF-members who are planning to participate in the ECGF Training Network are required to nominate National Exchange Coordinators, or alternatively Institution Exchange Coordinators. They will be key actors in the Pilot, and will be in charge of the administrative tasks of their country's / institution's Exchangees that participate in the Pilot. They will also act as the focal point of communication concerning the Exchangees towards WP3 during the Pilot Exchange.

## 3. Activities

### Activity 1 - Preparation of the Work Plan for WP3

A detailed work plan (this document) for the duration of the project will be produced within two months from the beginning of the project. The Work Plan will be circulated within the project participants and presented for approval to the Executive Group.

## **Activity 2 - Pre-arrangements for the running of a Pilot exchange programme**

### *Sub-Activity 2.1 Preparation of the forms*

In order to implement the activity 2 a number of forms needs to be prepared:

- Declaration of Participation
- Application form including a CV
- Hosting Plan
- Cascading Plan

WP3 will produce the templates for the Hosting and Cascading plans, but it will be the exchange participants who are in charge of drafting the actual plans. The Hosting plan shall be written by the Host in cooperation with the Exchangee. The plan contains the learning objectives, the programme components, organisations and which experts the exchange shall meet. The Cascading Plan is a plan made by the Exchangee that shows how the Exchangee plans to share the information he gained during the exchange in his/her own organisation.

The templates will be produced within two months from the beginning of the project.

### *Sub-Activity 2.2. Nomination of national exchange coordinators or institution exchange coordinators*

For each participating country there will be appointed a National Exchange Coordinator (NEC), who is in charge of the following tasks: facilitating the sending of Exchangees, contacts between the Exchangee and the Host, and the follow-up project. Should some countries not want to appoint a National Exchange Coordinator, it will be possible to have an "Institution Exchange Coordinator" instead, who will have the same tasks in his/her institution.

The nomination of the Exchange coordinators will be done by contacting the organisations participating in the ECGF Training Network by Feb 2017.

### Indicators related to activity 2 Pre-arrangements for the running of a Pilot exchange programme:

- Work plan is prepared
- Required forms are prepared
- National and / institution exchange coordinators are nominated

## **Activity 3 - Running and facilitation of a Pilot exchange programme**

The pilot exchange will be organised for ca. 20 Exchangees for the duration of five working days / exchange.

The exchange can be organised in the following four ways: expert exchange on a bilateral<sup>1</sup> or unilateral<sup>2</sup> basis in a form of 'on the job training' (as opposed to a training course) or training course exchange on a bilateral or unilateral basis.

ECGF Training Portal will be used as a platform and the main technical tool to assist with the coordination.

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<sup>1</sup> Expert exchange on a bilateral basis, where the sending agency / educational institution functions also as a hosting agency. For example, each Exchangee goes to one country and is also expected to host the colleague from the country she/he visited.

<sup>2</sup> Expert exchange on a unilateral basis, where the sending agency / educational institution doesn't have to function as a hosting agency (or *vice versa*). For example, the sending agency is NOT expected to host colleagues from the country they had visited.

### *Sub-Activity 3.1. Call for Hosts*

All ECGF Training Network members are invited to commit to host one or more Exchangees. ECGF Training Network members willing to host Exchangees are to submit a standard form, indicating *inter alia*:

- the topic of the exchange
- main learning objectives
- estimated duration
- location
- estimated time period when the exchange could take place
- type of exchange wanted
- any specific professional requirements for the exchange
- costs covered by the host

The submitted form does not have to be a final hosting plan, but only an approximate estimation of the hosting period. A more thorough and detailed hosting plan will be produced together with the Exchangee following the propositions of this form.

### *Sub-Activity 3.2. Call for Nominations of Exchangees*

A call for nominations for Exchangees will be sent out by the project to National Coordinators / Institution Exchange Coordinators, who will distribute the information to ECGF Training Network members.

Potential Exchangees must submit an application to the National Exchange Coordinator / Institution Exchange Coordinator. The application includes *inter alia*:

- a declaration of participation including supervisor's approval
- an application form including a CV

Both the declaration of participation and the application form are templates produced by WP3 (see Sub-activity 2.1 Preparation of the forms).

Application can be done as a response to a Call for Exchangees, for example to country X's announcement on the readiness to host X number of Exchangees. Moreover it will be tested whether the response could be done as an "open application" – in this case the project will try to find a Host.

### *Sub-Activity 3.3. Matching and Selection Process*

For the selection and matching process the following steps are required:

- The National Exchange Coordinator / Institution Exchange Coordinator will send a list of candidates from each country / institution together with the application documents to the project within the stipulated deadline to WP3.
- Project will then enter into a matching process in order to match the Hosts with applications of suitable Exchangees.
- After the matching process, the project will inform the respective National Exchange Coordinators / Institution Exchange Coordinators which Hosts have been found for the Exchangees. The National Exchange Coordinator / Institution Exchange Coordinator then makes sure the Exchangee receives

the Host's contact details, after which the host and Exchangee can prepare together for the exchange.

#### *Sub-Activity 3.4. Preparation*

The Host and the Exchangee have 2-4 weeks to contact with each other for three purposes:

- To check whether the matching has been adequate and both the Host and the Exchangee meet the professional standard and learning needs;
- To agree on the dates;
- To agree on the details for the exchange components.

The following documents are to be submitted to the WP3 before the exchange period:

- Hosting Plan by the Host in cooperation with the Exchangee. The plan contains the learning objectives, the programme components, organisations and which experts the exchange shall meet. The hosting plan must be based on the earlier proposition presented by the host in the call for hosts.
- Cascading Plan by the Exchangee shows how the Exchangee plans to share the information which was gained.

#### *Sub-Activity 3.5. The exchange period*

During the pilot phase the exchange period is limited to five working days. The project covers the accommodation, meals and international travel for the Exchangees. However, Hosts are encouraged to provide accommodation free of charge.

#### *Sub-Activity 3.6. Cascading*

After the exchange period the Exchangee is to share with other colleagues the knowledge that was gained during the exchange. This can be done for example through the use of the Training Portal by sharing articles, presentations, pictures etc.

#### *Sub-Activity 3.7. Feedback*

Feedback is given by the Host and the Exchangee to give a clear picture of whether the objectives of the exchange have been achieved. Moreover, the feedback functions as a learning tool for the purposes of the future exchange programme.

#### *Sub-Activity 3.8. Certification*

After the completion of the Exchange Programme, the Exchangees who fulfilled all their obligations will be awarded with a joint certificate by the respective hosting national agency as well the ECGF Training Network.

#### *Sub-Activity 3.9 Reimbursement of travel expenses*

After the completion of the Exchange Programme sending institution claims reimbursement of travel costs as incurred in accordance with its internal rules. Coordinator reimburses from project budget travel costs to

participants of the Exchange Pilot on the basis of separate rules. The project team in cooperation with Finance and Planning Unit will check and finalize the claims of reimbursements.

Indicators related to activity 3:

- Hosts and Exchangees have been invited to take part in the programme
- Hosts are matched with Exchangee applications
- Hosts prepare for the exchange activities by the drafting of hosting plans and agree with the Exchangees on the dates and details of the exchange
- Exchangees prepare for the cascading activities by the drafting of cascading plans
- Exchangees and Hosting Agencies complete the five day exchange period as per the hosting plan
- After the exchange period, the Exchangee shares the knowledge that was gained during the exchange period as per the cascading plan
- Host and Exchangee give feedback on how the objectives of the exchange period were met and whether professional contacts were created and knowledge and skills in the CGF sector was increased
- Exchangees who fulfilled all their obligations will be awarded with a certificate

Activity 4 - Assessment of the development needs for the future running of the Exchange Programme

The ECGF Training Network Exchange Programme will be run as a pilot, after which the results and the development needs for the future running of the Exchange Programme will be assessed. One key issue which will be assessed is whether and to what extent the Exchange Programme could be run autonomously with the help of the ECGF Training Portal.

By the end of the project an assessment report will be prepared along with recommendations. The report will be based on practical experiences from the Pilot, and will partly rest upon the Exchangees' feedback.

Indicators related to activity 4:

- Final report and recommendations on the further development and possible extension of the ECGF Exchange Programme

#### **4. Expected results:**

Benchmarks in the launching of a pilot ECGF Expert Exchange Programme and in assessing the future needs of exchange activities:

- Hosts are matched with Exchangee applications
- Hosts and Exchangees prepare for the exchange activities by the drafting of respective planning documents
- Exchangees and Hosting Agencies complete the five day exchange period as per the hosting plan
- After the exchange period, Exchangees share the knowledge that was gained during the exchange period as per their respective cascading plans
- Hosts and Exchangees give feedback on how the objectives of the exchange period were met



- Exchangees who fulfilled all their obligations will be awarded with a certificate
- A final report and recommendations on the further development and possible extension of the ECGF Exchange Programme is drafted

Use of the results after the project:

Continuation and scope of exchange activities depends from the results of the pilot, i.e., to what extent activities can be run with the help of the ECGF Training Portal and whether there will be a need for an exchange coordinator. However, as a minimum can be estimated that there will be a need to cover costs related to the sending costs of Exchangees (travel, accomodation).

## 5. Timetable

A call for hosts will commence in Jan 2017 and continue until the end of February 2017. A call for the nomination of Exchangees will begin in February 2017 and end in March. After the calls a matching and selection process will take place, which will finish by May 2017. When the hosts and Exchangees have been chosen and matched, the preparations for the actual exchange period. The exchange period will commence in May 2017 and continue throughout June, July and August.

After the exchange the participants will carry out the cascading activities as per their cascading plans, which they are required to produce when applying to the exchange.

October and November will be the feedback gathering period. The exchange pilot will be thoroughly monitored in order to be able to produce recommendations for the actual exchange programme. The participants will also receive certificates of having completed the exchange during October and November.



### WP3 Timetable

October 2016	November	December	January 2017	February	March	April	May	June	July	August	September	October	November	December
Drafting of Work Plan														
<b>Sub-Activity 3.2.1.</b> Preparation of the forms	<b>Sub-Activity 3.2.2.</b> Nomination of national exchange coordinators or institution exchange coordinators													
		<b>Sub-Activity 3.3.1.</b> Call for Hosts	<b>Sub-Activity 3.3.1.</b> Call for Hosts <b>Sub-Activity 3.3.2.</b> Call for Nominations of Exchangees	<b>Sub-Activity 3.3.2.</b> Call for Nominations of Exchangees	<b>Sub-Activity 3.3.3.</b> Matching and Selection Process	<b>Sub-Activity 3.3.3.</b> Matching and Selection Process	<b>Sub-Activity 3.3.4.</b> Preparation	<b>Sub-Activity 3.3.5.</b> The exchange period	<b>Sub-Activity 3.3.5.</b> The exchange period	<b>Sub-Activity 3.3.5.</b> The exchange period	<b>Sub-Activity 3.2.6.</b> Cascading	<b>Sub-Activity 3.2.7.</b> Feedback <b>Sub-Activity 3.2.8.</b> Certification <b>Sub-Activity 3.2.9.</b> Reimbursement of travel expenses	<b>Sub-Activity 3.2.7.</b> Feedback <b>Sub-Activity 3.2.8.</b> Certification <b>Sub-Activity 3.2.9.</b> Reimbursement of travel expenses	
											Drafting an assessment report	Drafting an assessment report	Assessment report, presentation	

## 6. Project Budget and Financial Management

The financial overall management of the project is the responsibility of WP1. The project budget is enclosed to the Grant Agreement as Annex III. WP3 must respect the project budget, and are responsible for the good management of their budgets. Any budget transfers between budget categories must be discussed with WP 1.

## 7. Communication

WP3 does not have its own communication plan.

Internal communication will be mainly carried out by email. WP3 can be reached through the email address [ecgfanet@raja.fi](mailto:ecgfanet@raja.fi)

The external communication of the project is the responsibility of WP1. WP3 will work together with and utilize the communications channels of WP1 in order to promote the Pilot Exchange.

## 8. Risk Management

The risk management table (please see WP 1 Work Plan) shows the perceived risk for successfully implementing the project. In addition to the identified risks, the Risk management table includes the time limits considering WPs work and estimation of limits for results and reports which should be achieved.