ECGFA NET II – Work Plan

WP2 Provision of support for the ECGF Training Network to enable the Network to function in an active and autonomous manner

Content

Approved by Executive Group
17.1.2017

1. Objectives

The first of the specific objectives of the project is to provide support for the European Coast Guard Functions Training Network (ECGF Training Network) and the ECGF Training Portal during their start-up phase in order to increase the number of members and to enable the Network to function in an active and autonomous manner, taking ownership on the Network, its activities and future development.

In order to meet this objective, the project facilitates the activities of the Governing Board (i.e. through organisation of board meetings, drafting of working documents, establishment of the Secretariat), actively advocates the membership of the Network and the use of the ECGF Training Portal (i.e. through contacting of stakeholders, participation at stakeholder events and use of media) and runs the ECGF Training Portal (i.e. through technical maintenance and by functioning as the Portal Coordinator).

In order to meet the specific objective 1, the following main activities are to be carried out under WP2:
- Activity 2.1. Preparation of the Work Plan for WP2
- Activity 2.2. Facilitation of the activities of the Governing Board
- Activity 2.3. Advocation of the membership of the ECGF Training Network and the use of the ECGF Training Portal
- Activity 2.4. Provision of support to the ECGF Training Portal

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

2. Organization and responsibilities

WP2 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 WP2 is led by the Deputy Project Manager from the Finnish Border Guard. The contribution is conducted and the day-to-day work will be carried out by the by the Project Team of FBG. The Project Team is responsible to respect the project budget appointed to the work package, and to deliver relevant content for the project reporting.

Project Assistant will act as Portal administrator user of the ECGF Training Portal. Portal administrator user has the overall responsibility of the controlling the content of the Training Portal, registering the Institutions of the Network, and creating the Portal Coordinator Users and Institution Administrator users. Portal content will be written and formulated with assistance of Project Team and WP leaders.

2.1 Tasks of Contributors

Main tasks of a Contributor include participation in the working meetings of the project as well as reviewing and commenting of project related documents.

As per the project plan and the Statement of Intent document of the ECGF Training Network, the ECGF Training Network is to be overseen by a Governing Board. This Governing Board is to be formally established in the first founding meeting. Organisation of the founding meeting of the Governing Board and the second meeting of the Governing Board is one of the activities of WP2. A main task of the Governing Board members is the monitoring of the results of the collaboration and formulation of recommendations for improvements.

Contributors of the ECGFA NET II -project and ECGFF-members who are participating or planning to participate in the ECGF Training Network are required to nominate Institution Administrator users. They will be key actors in the ECGF Training Portal and responsible to publish information on their training courses and other educational programmes that are open to participants from other members of the Network. According to the Statement of Intent of the ECGF Network the network members commit to seek to promote collaboration in order to enhance educational

cooperation and exchange of knowledge, skills and best practices in the field of coast guard functions. Active information flow on educational opportunities is essential for the existence and visibility of the Network and the Portal.

3. Activities

2. WP2 Activities: Provision of support for the ECGF Training Network to enable the Network to function in an active and autonomous manner

2.1. Preparation of the Work Plan for WP2

A detailed work plan for the duration of the project within two months from the beginning of the project will be prepared.

2.2. Facilitation of the activities of the Governing Board
2.2.1. Drafting of the Terms of Reference and an Annual Plan of the Governing Board

Project prepares a draft Terms of Reference of the Governing Board and also an Annual Work Plan (including a section on communication activities / "Communication Action Plan"), which are to be adopted by the Governing Board in their first founding meeting.

Draft versions will be discussed in the Kick-Off Working meeting of the Project.

2.2.2. Sub-activity Organisation of the founding meeting of the Governing Board and the second meeting of the Governing Board

Project calls and facilitates the first founding meeting of the Governing Board, which is to be established as per the Statement of Intent document of the Network. In the first founding meeting the Governing Board is to elect their Chair. Moreover, the draft ToR and Annual Plan which are prepared under Sub-activity 2.2.1, are to be adopted. Moreover, the Communication Guidelines which were prepared as a result of the ECGFA NET project are to be adopted as well. The founding meeting is to be organized at the beginning of the project in 2017 in Finland.

With the organization of the second meeting, the Chair is to take a leading role and the project provides assistance. Meeting can be organized in 2017 in the country of the Chair.

2.2.3. Provision of assistance for the Chair of the Governing Board

As per the Statement of Intent document of the Network, the Chair will present an informal annual report on the activities of the Network to the Plenary Conference of the ECGFF. Project will assist the Chair in the preparation of this report. Moreover, project will assist the Chair in similar kind of reporting and / or presentation tasks.

2.2.4. Drafting of the Tor for the Secretariat, establishment of the Secretariat

As per the Statement of Intent document of the Network, the Governing Board can appoint a small Secretariat. Should the Governing Board decide to do so, the project drafts a Terms of Reference for the Secretariat and assists with its implementation so that the Secretariat would be established upon the finalization of the project.

Indicators related to Activities 2.1. and 2.2:

- Work plan is prepared
- Two meetings of the Governing Board are organised and participants take active part
- Governing Board is established and the Chair is selected
- Governing Board approves a Terms of Reference, Annual Work Plans and Communication Guidelines
- Chair of the GB reports to the ECGFF Plenary 2017
- Governing Board approves a Terms of Reference for the Secretariat and Secretariat is established (provided that the Governing Board decides to establish the Secretariat)

2.3. Advocation of the membership of the ECGF Training Network and the use of the ECGF Training Portal

In general, activity 2.3. is closely linked with the Activity 1.4. (WP1) Communication and visibility of the ECGFA NET II, and all activities are to be planned and implemented in coordination.

2.3.1. *Contacting of stakeholders*

In order to advocate the membership of the Network, the project contacts via email e.g. member agencies of the ECGFF, those national academies and their Points of Contact which were mapped during the ECGFA NET project and other CGF related potential ECGF Training Network members. Moreover, the project contacts already existing members in order to advocate the use of the ECGF Training Portal.

ECGF Training Portal will be used as the main reference platform for information.

2.3.2. *Participation at stakeholder events*

Project takes part in stakeholder events such as the European Maritime Day (in 2017 in Poole, UK), Annual Frontex Training Conference and European Day for Border Guards.

2.3.3. *Advocating through communication and media channels*

Project uses communication means and channels to promote the ECGF Training Network membership, i.e. through press releases, articles in stakeholder magazines. All of these activities are to be done in line with the draft ECGF Training Network Communication Guidelines which is to be adopted by the Governing Board.

Indicators related to Activity 2.3:

- Potential members of the Network have been contacted and informed about the membership of the ECGF Training Network
- The number of members has increased
- Project and the Network takes part in stakeholder events
- ECGF Training Portal is actively used by the non-members and members, and in particular, as a platform where members exchange information about courses which are open to participants form other institutions and agencies
- Membership has been promoted through different communication means and channels

2.4. Provision of support to the ECGF Training Portal

2.4.1. *Technical maintenance support to the ECGF Training Portal*

Ongoing and corrective technical maintenance of the ECGF Training Portal website is needed to keep the portal current, stable, continuously evolving and oriented to the needs and goals of the ECGF Training Network. Maintenance includes any changes to be made to the portal that are decided and requested by the project, including new developments and adjustments, and corrective maintenance tasks.

2.4.2. *Functioning as the Portal Coordinator of the ECGF Training Portal*

Project functions as the Portal Coordinator of the ECGF Training Portal, being responsible inter alia for updating information in the Portal, moderating discussion boards, reviewing and registering new applications of Training Portal users and maintenance of the Portal. Where possible, links will be established with the planned CG Operations Portal (project initiative under the ECGFF) in order to ensure the maximum of coherence among all CG related activities.

2.4.3. *Procurement of external expertise on technical maintenance*

Since the expertise within the beneficiary and project contributors is limited due to their specialization to coast guard functions, external expertise is needed to carry out the technical maintenance of the ECGF Training Portal.

Indicators related to Activity 2.4:

- Training Portal functions technically
- Information on the ECGF Training Portal is up-dated
- Applications for Training Portal users are reviewed and registered
- Needed external expertise is procured

4. Expected results:

As an outcome of Work Package 2:

- Governing Board is established and Chair is selected, Governing Board approves a Terms of Reference and Communication Guidelines
- Governing Board convenes a minimum of two times and agrees on an annual work plan
- Secretariat has a ToR and is established (provided that the Governing Board decides to establish the Secretariat)
- ECGF Training portal is updated and actively used, and in particular, as a platform where members exchange information about courses which are open to participants from other institutions and agencies
- Number of members in the Network has increased.

5. Timetable

October 2016	November	December	January 2017	February	March	April
Preparation of the Work Plan	Preparation of the Work Plan					
		Sub-activity 2.2.1. Drafting of the Terms of Reference and an Annual Plan of the Governing Board	**Sub-activity 2.2.1.** Drafting of the Terms of Reference and an Annual Plan of the Governing Board		Sub-activity 2.2.2. Organisation of the founding meeting of the Governing Board	
Sub-activity 2.3.1. Contacting member agencies of the ECGFF etc. **Sub-activity 2.3.2.** Frontex Annual Training Conference 4-6.10.2016 in Warsaw		**Sub-activity 2.3.1.** Contacting member agencies of the ECGFF etc. and updating the PoC list.	**Sub-activity 2.3.3.** Article to be published in Stakeholder´s magazine **Sub-activity 2.3.3.** Press release (joint activity with 1.4.)		**Sub-activity 2.3.3.** Press release on the founding meeting of the Governing Board	
Sub-activity 2.4.3. Preparation of the procurement process **Sub-activity 2.4.2.** Moderating discussion boards, updating information, creating new user rights, etc **during the duration of the project**	**Sub-activity 2.4.3.** Preparation of the procurement process, call for tenders	**Sub-activity 2.4.1.** Technical maintenance upon need during the duration of the project **Sub-activity 2.4.3.** Evaluation of tenders and selection of supplier				

May	June	July	August	September	October	November	December
	Sub-activity 2.2.4. Drafting of the Tor for the Secretariat, establishment of the Secretariat (TBC)			**Sub-activity 2.2.2.** Organisation of the 2nd GB meeting (by the Chair) **Sub-activity 2.2.3.** Reporting by the Chair at the 9th ECGFF Plenary Conference, Portugal			Contribution to the Final Report
Sub-activity 2.3.1. Contacting member agencies of the ECGFF etc. and updating the PoC list. **Sub-activity 2.3.2.** EMD in Poole UK and the ED4BG in Warsaw **Sub-activity 2.3.3**. Press release on the participation at the EMD			**Sub-activity 2.3.1.** Contacting member agencies of the ECGFF etc. and updating the list of PoCs.	**Sub-activity 2.3.2.** The 9th ECGFF Plenary Conference, Portugal (TBC) **Sub-activity 2.3.3.** Press release on the GB meeting	**Sub-activity 2.3.2.** Frontex Annual Training Conference in Warsaw (TBC)	**Sub-activity 2.3.1.** Contacting member agencies of the ECGFF etc. and updating the list of PoCs.	Contribution for the Final Report

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. WP2 must respect the project budget, and be responsible for the good management of their budgets.

7. Communication

WP2 does not have its own communication plan. As the aim of the Network´s communication is to offer educational opportunities, the content of Training Portal should be regularly updated. The main communication activities of the WP2 are related to update of the Training Portal, participation at stakeholder events and advocation the Training Network through communication and media channels. Internal communication will be mainly carried out by email. WP2 can be reached through the email address ecgfanet@raja.fi

Communication of the Network can be divided into internal flows and external flows directed at different target audiences. Internal communication helps the Network to keep all members connected and effectively informed. During the Project Internal communication activities of WP2 will be done by the Project Team. After the first founding meeting the Governing Board which is to elect their Chair, the Chair or appointed person, is responsible for other internal communications content that is delivered within the Network, including executive e-mails, reminders, minutes of the meetings, memos, and other materials.

The external communication of the project is the responsibility of WP1. WP2 will work together with and utilize the communications channels of WP1 in order to promote the ECGF Training Network and Training Portal. Primary target groups of external communication are visitors of the Training Portal, i.e. students, teachers of academies, institutions, universities, CGF experts, other stakeholders interested in Coast Guard Functions. Secondary target groups of External Communication are prospective Network members, representatives of European Commission and its Institutions and Agencies with related competencies in Coast Guard Functions. Key responsibilities in External communication from WP2 point of view are to publish, update, and edit the Portal content, to publish news on the Portal, to plan and implement promotional events (for example EMD, ED4BG), to write and edit press releases, newsletters, social media posts, annual reports and other messages for external target audiences, to maintain and moderate discussions in discussion forum in the Training Portal, and to implement, develop and manage other external communication activities and initiatives.

8. Risk Management

The risk management table (Please see Work Plan of WP 1) 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.