

CAPACITY BUILDING AND TRAINING

Exchange Programme Terms of Reference

Coast Guard Cooperation Handbook and Capacity Building Project

(CGHandbook&CBT project)

Version 2 – 09.2024

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1. Background

The European Commission launched the Coast Guard Cooperation Handbook and Capacity Building Project¹ (CGHandbook&CBT project) to support the cooperation with the competent European Union (EU) Member States authorities involved in coast guard functions in two main areas:

- a) The maintenance and update of the “Practical Handbook” on European cooperation on coast guard functions, which was published through a Commission Recommendation², including the development of an online platform to make specific catalogues and country factsheets available online.
- b) The follow up of the European Coast Guard Academies Network Project (EFCGA Net), including the development of an academies and training network and the implementation of an exchange programme and the Sectorial Qualifications Framework (SQF).

The CGHandbook&CBT project is coordinated and implemented by the European Fisheries Control Agency (EFCA) in close cooperation with European Maritime Safety Agency (EMSA) and European Border and Coast Guard Agency (Frontex) and is financed by the European Maritime, Fisheries and Aquaculture Fund.³ The duration of the CGHandbook&CBT project is 60 months, from the 1 February 2022 until 31 January 2027.

The CGHandbook&CBT project’s overall aim is to support and enhance the cross-border and the cross-sectoral cooperation and exchange of theoretical and practical knowledge, best practices and lessons learned between national civilian and military authorities dealing with coast guard functions within the EU. As a further objective, it supports EU Member States authorities and entities preparing their staff for joint missions or operations abroad, *inter alia*, under the EFCA, EMSA or Frontex umbrella.

The CGHandbook&CBT project capacity building and training activity is relevant not only to the EU cooperation on coast guard functions, particularly to the Coast Guard authorities and entities, but also to other civilian and military authorities and entities. Hence, the CGHandbook&CBT project capacity building and training activity will also be relevant to EU Member States academies.

The current document provides the Terms of Reference for an exchange programme to be implemented through the project.

¹ Contribution Agreement “Implementation of the results of the coast guard qualifications Network and the Practical Handbook on European cooperation on coast guard functions” attributed to EFCA through Commission Implementing Decision of 4.6.2021 on the financing of the European Maritime, Fisheries and Aquaculture Fund and the adoption of the work programme for 2021, C(2021) 3870 final

² Commission Recommendation (EU) 2021/1222 of 20 July 2021 establishing a ‘Practical Handbook’ on European cooperation on coast guard functions, OJ L 268, 27.7.2021, p. 3–18

³ Regulation (EU) 2021/1139 of 7 July 2021 establishing the European Maritime, Fisheries and Aquaculture Fund and amending Regulation (EU) 2017/1004.

2. Capacity building and training exchange programme scope and main actors

The CGHandbook&CBT project capacity building and training exchange programme (CBTExPr) is planned to be inclusive and cover the widest possible scope in the coast guard function area: support cross-sectorial co-work and co-operations, strengthen common understanding and inter-agency cooperation. The CBTExPr may also give an opportunity to all authorities and entities in Member States, EFTA countries and Schengen associated countries, as well as academies, which are dealing with coast guard functions on daily basis, to participate in the CBTExPr as a facilitator (exchange host) or as an officer/expert or as a trainee (exchange participant).

The CBTExPr is divided into two areas:

- On-the-job training and work shadowing in other Member States Coast Guard authorities or entities and academies (core of the programme).
- Different coast guard function related courses held by other EU Member States Coast Guard authorities or entities and academies.

The main actors in the implementation of the CGHandbook&CBT project CBTExPr are the following:

Actor	Description
EFCA, EMSA, Frontex	Cooperating agencies
EFCA	Coordinator and implementing agency
EFCA point of contact (EFCA PoC)	EFCA's CGHandbook&CBT project officer
CBTPOCs	CGHandbook&CBT project capacity building and training activity PoCs, who are nominated by Member States Coast Guard authorities or entities and academies as a contact point for the CGHandbook&CBT project capacity building and training part.
Host	Member States Coast Guard authorities or entities and academies, which will provide/host exchanges.
Host point of contact (host PoC)	Contact point from the Member States Coast Guard authorities or entities and academies, that are hosting exchanges(s).
Sending organisation	Member States Coast Guard authority or entity belonging to the public administration or performing public functions, responsible for or involved in the performance of one or more coast guard functions.
Sending organisation point of contact (sending organisation PoC)	Contact point from the Member States Coast Guard authorities or entities and academies, that will send their staff to participate in the exchange(s).
Exchange participant candidate	A person who works in a Member States Coast Guard authority or entity, or person from an academy and is applying to the exchange(s).
Exchange participant	A person who works in a Member States Coast Guard authority or entity, or a person from an academy, is approved for the exchange program they applied for and will participate in the CGHandbook&CBT project exchange.
Line manager of the exchange participant	The responsible person to authorise exchange participant participation.

3. Objectives and aim of the activity

The aim of the CBTEPr is to encourage EU Member States Coast Guard authorities or entities and academies, to share their experiences and working methods, present and exchange experience on their equipment, resources, capabilities, and infrastructure.

More specifically, the objectives of the CBTEPr are the following:

- To promote networking in the coast guard functions field, and, in particular, in the field of coast guard functions capacity building and training.
- To promote the exchange of knowledge, skills, experiences, and best practices in the coast guard functions field.
- To promote sharing information about resources and mutual assistance.
- To assist in filling certain training gaps, *i.e.*, for scarce and unusual skills, cutting edge know-how.
- To harmonize the knowledge and know-how of the European coast guard functions actors.
- To contribute to the creation of a European coast guard functions culture.
- To increase knowledge and understanding of the challenges faced in other EU countries.
- To promote sharing the knowledge of lessons identified and lessons learned.

During the CBTEPr exchanges the participants of the programme will also gain the experience on how to cooperate in an international environment which is crucial and also necessary for the joint missions or operations and exercises done and held at the EU level or even with third countries.

4. Requirements for hosts and exchange participants

4.1 Requirements for hosts

The host shall:

- Be an EU Member States, EFTA countries and Schengen associated countries Coast Guard authority, entity or academy.
- Be able to hold exchange(s) and provide it in English or in any another EU official language⁴, when appropriate for the specific exchange.
- Not earn any profit providing the exchange(s) nor request the reimbursement of ineligible costs as specified under the section 8.1.

4.2 Requirements for exchange participants

The exchange participant shall:

⁴ https://european-union.europa.eu/principles-countries-history/languages_en

- Be from EU Member States, EFTA countries and Schengen associated countries Coast Guard authority, entity or academy.
- Work for a sending organisation.
- Match all the specific requirements of the exchange detailed in the exchange/hosting plan where he/she is applying.
- Have a minimum of one year of work experience and expertise in the defined specialized category in the sending organisation.
- Have at least a minimum proficiency level in the language of exchange as indicated in the exchange information.
- Have a need and readiness for individual learning and have the support to participate in the exchange programme from his/her line manager.
- Have the ability and willingness to cascade newly gained knowledge and to share it with colleagues within the sending organisation.

The sending organization's PoC shall validate that the nominated exchange participant candidate meets the specified conditions before submitting their documents to the CBTEPr call for exchange participants. If, during the validation process, it becomes evident that the sending organization's PoC has not validated the exchange participant candidate(s)' documents, and/or those documents do not match the exchange(s) where he/she is applying, the exchange participant candidate(s) will be considered ineligible and relevant information will be provided.

5. Roles of different involved parties

5.1 The role of the project cooperating agencies

The cooperating agencies (EFCA, EMSA, Frontex) task is to decide and approve yearly the CBTEPr exchanges list and calendar, and estimated exchange participants number, as well as to discuss and approve all possible exceptions and have an updated overview of the CBTEPr.

The budget for each year's CBTEPr exchanges (incl. list of exchanges, estimated number of overall participants, etc.) will be approved by EFCA.

5.2 The role of the project coordinator and implementing agency

EFCA is the project coordinator and implementing agency. The tasks of EFCA include:

- Coordination of the calls of interest of finding CBTEPr hosts and exchange participants.
- Coordination of the matching and selection process.
- Coordination of the preparation process and feedback process for each exchange participant and host.
- Management of the attendance certification process and budget.
- Providing the necessary information to the project implementing bodies.

- Participate in some of the CBTEPr exchanges as an observer.
- Revise CBTEPr Terms of Reference and when needed update it.

All possible CBTEPr exchanges provided by Member States Coast Guard authorities or entities and academies, will be assessed by EFCA, considering the project overall budget for CBTEPr for the years 2024–2027, the yearly budget and number of applications.

5.3 The role of the EFCA Point of Contact

The EFCA PoC is the CGHandbook&CBT project officer in EFCA, who manages and coordinates capacity building and training topics, including the CBTEPr exchanges. All questions and proposals concerning CBTEPr should be submitted to cq.exchange@efca.europa.eu and will be answered as soon as practicable.

EFCA PoC main responsibility and task is to maintain and support CBTEPr smooth work, as well as to participate in some of the CBTEPr exchanges as an observer to provide support to the hosts.

All possible CBTEPr exchanges provided by Member States Coast Guard authorities or entities and academies, will be analysed by the EFCA PoC considering the criteria for the selecting hosts and presented to cooperating agencies for decision. After a call for exchange participants candidates, the EFCA PoC shall confirm that the exchange participant candidates match the host criteria and meet the professional standards and learning needs of the exchange to which they have applied. After every period of CBTEPr exchanges EFCA PoC will provide to the cooperating agencies the conclusion of the previous period exchanges. Conclusion can be shared also with the hosts involved in that period and CBTPOCs.

5.4 The role of the Member States capacity building and training activity Point of Contacts

The Member States capacity building and training activity PoCs (CBTPOCs) are nominated persons, to EFCA, for the capacity building and training activities of the project, from the Member States Coast Guard authorities or entities and academies.

The CBTPOCs are invited to support the CBTEPr activities – host exchanges, to share the information about the calls of interest of finding CBTEPr hosts and nominating the exchange participants within their communities and organisation, etc. As well as actively participate in all the CGHandbook&CBT project capacity building and training activities.

5.5 The role of the host

The host is responsible for the offered exchange(s). In addition, the host is responsible that the information provided to EFCA, on becoming an exchange host applying and selection process, will match to the exchange.

5.6 The role of the host point of contact

The host PoC is responsible for the performance of the exchange(s), facilitating and coordinating the hosting of the exchange participants, and the contacts between the host and the exchange participant, as well as with the EFCA PoC. The host PoC is responsible and needs to ensure that the submitted exchange documents are complete. The host PoC is also responsible for the timely submission of the applications. If necessary, the host PoC may appoint an alternate PoC, informing EFCA PoC immediately.

5.7 The role of the sending organisation point of contact

The sending organisation PoC is nominated by each sending organisation.

The sending organisation PoC is responsible for nominating exchange participant candidates, validating applications, facilitating and coordinating the sending of exchange participants and the contacts between the exchange participant and the host, as well as with the EFCA PoC. The sending organisation PoC organises the selection of the exchange participant candidates in its agency or entity (incl. institutions and academies) and sends the filled form(s) of the nominees to the EFCA PoC. The sending organization's PoC is responsible for ensuring that their organization's candidates' documents are filled out correctly and that the candidate(s) match the exchange target group and requirements. The sending organization's PoC is also responsible for the timely submission of the applications.

5.8 The role of the line manager of the exchange participant

The line manager of the exchange participant is a responsible person in the sending organisation, who authorises the participation of the exchange participant candidate (later exchange participant, after approval) in the exchange.

6. Conditions and rules of procedures (language, length, etc.)

The conditions of the CBTEPr and the rules of procedure are defined through the following points:

6.1 The exchange(s) offered by the project capacity building and training activities may be:

- Fully practical (on the job, work shadowing, participation on the missions/operations, exercises etc.).

- Mixed practical and theoretical.

6.2 Exchanges are valid to all Member States Coast Guard authorities or entities and academies. The exchange participant shall be from a Member States Coast Guard authority or entity and academy.

6.3 Member States' Coast Guard authorities, entities, and academies that express interest in participating as exchange providers by responding to a call for finding exchange programme hosts will be contacted individually by the EFCA PoC.

6.4 Exchange language

The languages of the CBTEPr are all official languages of the EU. To facilitate and promote the expansion of the CBTEPr, the host and the authority of the exchange participant may agree on the most adequate language to be used for the exchange. This is a subject to be agreed between the host and the authority of the exchange participant(s).

6.5 Length of the exchange

The CBTEPr exchange(s) minimum length is two (2) days and the maximum five (5) days.

In some cases, the exchanges length can be extended. This may occur in special occasions when the exchange(s) includes also, among others, patrolling at sea, participation in joint operations, missions or international exercises. All those cases will be analysed by the EFCA PoC and discussed separately on a case-by-case basis and approved by the cooperating agencies.

6.6 Feedback of the exchange

After every exchange, the host and all exchange participants shall provide to the EFCA PoC feedback via email: cq.exchange@efca.europa.eu using the specific form provided in Annex 3 and Annex 4 or the online survey, answering the same questions provided in the before mentioned annexes 3 and 4.

All feedback should be provided no more than 14 days after the end of the exchange.

7. Exchanges calendar

CBTEPr activities calendars with the tentative deadlines of the activities can be found in Annex 2.

CBTEPr next period exchanges catalogue and calendar with the exchanges will be approved by the project cooperating agencies taking into account the host offers and the available budget for the specific year/period the latest three months after the deadline of the call for hosts.

8. Costs and insurance

Since February 2024 and until September 2026, there will be a certain number of exchanges available financially covered by the project.

8.1 Covering the costs of the participation

Exchange participants can only start arranging their travel after they have received an invitation via Advanced Gateway to your Meetings⁵ (AGM) to the exchange they were selected to. A received invitation via AGM is a prerequisite for any travel arrangements. The AGM invitation contains also EFCA reimbursement rules. It is important that the exchange participants read the EFCA rules of reimbursement very carefully. Invitations via AGM are sent to exchange participants approximately six (6) weeks prior to the start of the exchange. The exchange participants have to accept the AGM invitations within 14 calendar days after receiving it, otherwise it will count as a withdrawal and his/her place will be offered to the reserve list candidate.

The costs are eligible based on the EFCA rules of reimbursement for travel and subsistence. The costs include travel and accommodation costs, and the daily allowance. Any cost incurred by the exchange participant or his/her sending organisation which is not eligible according to the EFCA rules of reimbursement will not be covered by EFCA.

Exchange participants flights

All flights have to be in Economy Class. While booking the flights, please consider the exchange starting and ending dates based on the information provided in the AGM invitation. The most economical and reasonable flight option shall be selected. Please be aware that flights must be back-to-back to exchange starting and ending times, otherwise they might not be reimbursable. Before making the final booking of flights, exchange participants have to inform EFCA about the cost of the flights via the email address provided to them in the AGM invitation.

Costs incurred by the host organisation

Any cost incurred (incl. eventual course and training fees) by the host is not covered by EFCA.

8.2 Insurance

Every exchange participant participating in the CBTEXPr is required to have a valid accident and health insurance covering the participation in the exchange programme.

⁵ AGM is an online tool for expert meetings organisation in the European Commission. The AGM tool brings together European Commission officers and experts from all around the world.

9. Personal data protection

Processing of personal data related to the context of management of the CGHandbook&CBT project CBTEPr, including its implementation is required to evaluate the application in accordance with the specifications of the call letter for exchanges or call letter for exchanges participants, and shall be processed solely for that purposes pursuant to EUDPR Regulation No. 2018/1725 on the protection of individuals with regard to the processing of personal data by the European Union institutions and bodies and on the free movement of such data.

The personal data collected in the context of management of the CGHandbook&CBT project CBTEPr will be also processed to cross-reference participants email addresses within the cooperating agencies.

The personal data collected and further processed is data necessary for the organisation and management of the CGHandbook&CBT project CBTEPr, for setting up and maintaining the exchange programme under the CGHandbook&CBT project.

Said data includes:

- Last name / First name / Nationality / Workplace / Workplace address and country / Rank – position – function / E-mail address / Phone number / Signature;
- Gender;
- Date of birth;
- Trainings and qualifications, languages, educational background, professional experience/background and skills, motivation;
- Travel requirements;
- Dietary requirements;
- Sharing of participants contact list, including portrait photo of the participants;
- Sharing photos and videos of exchanges with hosts and participants on the CG Online Portal or using for CGHandbook&CBT project promotional needs (volunteer, if agreed by exchange participant).

10. Steps of implementing capacity building and training exchange programme

The steps of the capacity building and training CBTEPr are the following:

10.1 Call for exchanges (hosts)

All CBTPOCs are invited to submit proposal to host exchanges. Further, in addition to coordinating agencies training related PoCs, encourage their Member States Coast Guard authorities and entities to provide exchange(s). While providing the exchange(s), hosts shall nominate their host PoC in the offer of exchange(s). If the host offers more than one exchange

the host PoC shall be the same for all the exchanges. For EMSA community, the identification of coast guard function area(s) of exchange can be determined each period in accordance with the EMSA harmonised training plan.

All the offers (Annex 5 with Annex 6) for exchanges shall be submitted by the host PoC, following the guidelines of the call for expression of interest of finding CBTEPr hosts, using the European Cooperation on Coast Guard Functions online platform (<https://coastguard.europa.eu/>). When a host offers several exchanges, every exchange has to be presented in a separated application form. Exchange dates should be marked concretely. If the host intends to offer the same exchange on different dates, they have to submit a separate application for each offer.

With all the exchanges offers, hosts shall also fill in the host description form (Annex 6). If the host offers more than one exchange, only one host description form shall be filled.

10.2 Call for nominations of exchange participants

A call for nominations for exchange participants will be sent by coordinating agencies to all CBTPOCs and coordinating agencies training related PoCs, who will be requested to distribute the information in their networks and communities.

All the potential applications (Annex 7) for the exchange participants with the declaration of the participation in CBTEPr (Annex 8) and cascading plan template (Annex 9) shall be submitted by their sending organisation PoC, following the guidelines of the call for nominations of exchange participants, using the European Cooperation on Coast Guard Functions online platform (<https://coastguard.europa.eu/>). The sending organisation PoCs have to ensure that the candidate matches the exchange criteria and that documents are filled in correctly.

10.3 Matching and selection process of exchanges and exchange participants

The EFCA PoC will conduct validity checks of the provided exchanges and a verification that all of them match the main criteria of selecting hosts indicated in point 10.3.1. The results will be sent to the implementing bodies for decision on the exchanges and approval of the exchanges calendar.

From the exchange participant side, the EFCA PoC will conduct a verification that all nominated exchange participants match the main criteria of selecting exchange participants indicated in point 10.3.2, meet the professional standard and learning needs, as well as agree on the dates and other details of the exchange. If the criteria are not fulfilled or participant application is not sufficiently motivated, the candidate participation will not be taken into consideration. Taking into account the CBTEPr available budget and to allow more people to participate in the CBTEPr, participants may participate in the CBTEPr only once. A person is considered as a CBTEPr participant if in a previous period:

- he/she has completed/finished an exchange;
- he/she was approved to an exchange but withdrew without providing a proper justification or made a last minute withdrawal, without a proper justification.

10.3.1 Main criteria for selecting hosts

- 10.3.1.1 All the forms (annexes 5 and 6) are filled in completely and correctly and submitted in time by the host PoC.
- 10.3.1.2 Hosts are EU Member States, EFTA countries and Schengen associated countries Coast Guard authority, entity or academy.
- 10.3.1.3 As a general rule, the minimum length for a host exchange offer is two (2) days, and the maximum length is five (5) days (see point 6.5).
- 10.3.1.4 Host exchange offer is minimum for two (2) participants. All the participants have to be hosted in the exchange at the same time. If there is only one nomination to the exchange or if there will be withdrawal(s) during the process, the exchange implementation will be discussed with the host.
- 10.3.1.5 Host offer(s) covering several coast guard functions (cross-sectoral offers) are prioritized and encouraged.
- 10.3.1.6 Hosts are clear in their exchange offer with the dates of the exchange (concrete exchange times).
- 10.3.1.7 Hosts are not requesting a financial contribution regarding the exchanges they offer (so called participation fee).
- 10.3.1.8 Does not have negative feedback from previous CBTEPr period exchanges.

10.3.2 Main criteria for selecting exchange participants

- 10.3.2.1 All the forms (annexes 7, 8 and 9) are filled in completely and correctly and submitted in time by the sending organisation PoC.
- 10.3.2.2 Applying participant / exchange participant candidate:
 - a) is from EU Member States, EFTA countries and Schengen associated countries Coast Guard authority, entity or academy;
 - b) as a priority, his/her sending organisation has submitted an application for host of the exchange programme;
 - c) has worked minimum one year in the sending organisation;

- d) is fulfilling all the host requirements for the participants to participate in the exchange (incl. language level, trainings and qualifications, etc.) where he/she is applying;
- e) has an approval of his/her line manager to participate in the exchange, where he/she is applying;
- f) has a clear view about cascading the knowledge gathered from the exchange within his/her agency or entity;
- g) can only apply for maximum two (2) different exchanges, clearly pointing out which is his/her first and second priority, as well as explaining his/her priorities and motivation;
- h) has a clear view and demonstrates good motivation to participate in the exchange he/she is applying for. If the person is applying for different exchanges for each exchange application, the motivation letter in Annex 7 and Annex 9 point 3 should align with the specific exchange being applied for, rather than being general and not specific for each exchange.
- i) as a priority, has not previously participated in CBTEPr exchange. In any case, it is not possible to participate in the same exchange as the year before.

10.3.2.3 Applications to participate in exchanges outside one's own geographical area are prioritised at all times.

10.4 Selected hosts and participants

Information of selected hosts and confirmations to selected participants will be sent out by EFCA with official letters, also informing other cooperating agencies (EMSA and Frontex). Selected participants will also receive the exchange invitation via AGM with the EFCA reimbursement rules approximately six (6) weeks prior to the exchange they were selected and approved for. The selected participants should ideally accept the AGM invitation 7 days after he/she has received it. Not accepting the AGM invitation in 14 days after receiving it, will be read as withdrawal from the CBTEPr and his/her place will be offered to the reserve list candidate.

10.5 Reserve list candidates

The exchange participant candidates who are not approved for the exchange, but meet the criteria's set in point 10.3.2, might be added to the reserve list of the exchange where they applied to.

10.6 The exchange period

The length of exchange(s) is minimum two (2) days and maximum five (5) working days. Flexibility applies to the maximum duration and for more detailed information see section 6.5.

10.7 Cascading

After the exchange period the exchange participant shall share with the colleagues from the sending organisation the knowledge that was gained during the exchange. For the cascading, please use cascading plan template (Annex 9).

Filled in cascading plan template shall be submitted together with exchange participant application (Annex 7) and the declaration of the participation in CBTEPr (Annex 8) by their sending organisation PoC, following the guidelines of the call for nominations of exchange participants.

10.8 Feedback

In order to assess whether the objective of the exchange has been met, the host and the exchange participant shall submit feedback. For more detailed information see above section 6.6.

10.9 Certification of participation

After the completion of the CBTEPr period, the hosts and exchange participants, who fulfilled all their obligations, will be awarded a certificate of participation in the programme. During the exchanges hosts may provide to their exchange participants also their own certifications.

Annex. 1. Abbreviations

AGM	Advanced Gateway to your Meetings
CBTExPr	capacity building and training exchange programme
CBTPOC	capacity building and training point of contact
CGHandbook&CBT project	Project <i>"Implementation of the results of the coast guard qualifications Network and the Practical Handbook on European cooperation on coast guard functions"</i>
EFCA	European Fisheries Control Agency
EMSA	European Maritime Safety Agency
EU	European Union
Frontex	European Border and Coast Guard Agency
Member States	including EFTA countries and Schengen associated countries
PoC	Point of Contact

Annex. 2. Capacity building and training exchange programme activities calendar

First period 02.2024–01.2025 CBTEPr activities calendar is:

ACTIVITY	DEADLINE
Call for exchange hosts (EFCA-EMSA-Frontex)	June 2023
Exchanges (hosts) nomination	June – July – August – September 2023
Selection of exchanges (hosts)	September – October 2023
Approving of the exchanges (hosts)	September – October 2023
Approved calendar of exchanges (hosts)	October 2023
Information to selected exchange hosts	October 2023
Call for exchange participant candidates (EFCA-EMSA-Frontex)	October 2023
Exchange participant candidates nomination	October – November – December 2023
Matching exchange participant candidates	January – February 2024
Information to selected exchange participants and hosts	February / March 2024
Exchange period starts	February / March 2024
Maintaining the Capacity building and training exchange programme 1 st period exchanges	February 2024 – January 2025
Exchange period ends	31 January 2025
Exchanges previous period conclusions	Two months after the end of exchange period

Second period 09.2025 – 09.2026 CBTEPr activities calendar is:

ACTIVITY	DEADLINE
Call for exchange hosts (EFCA-EMSA-Frontex)	October 2024
Exchanges (hosts) nomination	October – November – December 2024
Selection of exchanges (hosts)	January – February 2025
Approving of the exchanges (hosts)	January – February 2025
Approved calendar of exchanges (hosts)	February 2025
Information to selected exchange hosts	February 2025
Call for exchange participant candidates (EFCA-EMSA-Frontex)	March 2025
Exchange participant candidates nomination	March – April – May 2025
Matching exchange participant candidates	June – July – August 2025
Information to selected exchange participants and hosts	August 2025
Exchange period starts	September 2025
Maintaining the Capacity building and training exchange programme 2 nd period exchanges	September 2025 – September 2026
Exchange period ends	30 September 2026
Exchanges previous period conclusions	Two months after the end of exchange period

Annex. 3. Host feedback form

Separate Microsoft Word document.

Annex. 4. Exchange participant feedback form

Separate Microsoft Word document.

Annex. 5. Exchange provision form for hosts

Separate Microsoft Word document.

Annex. 6. Host description form

Separate Microsoft Word document.

Annex. 7. Exchange application form

Separate Microsoft Word document.

Annex. 8. Declaration of the participation

Separate Microsoft Word document.

Annex. 9. Cascading plan template

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