

Meeting for Capacity Building and Training activity, including to Capacity Building and Training Exchange Programme Points of Contact

“State of play of the second period of the CBTEPr call for exchange participants”

27 May 2025 (09:30–11:00 CET)

(Online meeting)

Meeting Report

Project: **Coast Guard Cooperation Handbook and Capacity Building Project**
(Implementation of the results of the Coast Guard qualifications Network and the Practical Handbook on European cooperation on coast guard functions)

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1. Background information

The second period of the Coast Guard Capacity Building and Training Exchange Programme (CBTEPr) was launched in October 2024 through a call for hosts covering the period September 2025 to September 2026. Subsequently, 42 exchange offers for up to 163 participants were received.

On 12 March 2025 the second period of the CBTEPr call for exchange participants was launched (see attached email with relevant documents). The filled participant application forms for the second period CBTEPr exchanges shall be submitted electronically through the European Cooperation on Coast Guard Functions online platform (<https://coastguard.europa.eu/>) or via email to cg.exchange@efca.europa.eu at the latest by 16 June 2025.

The meeting aim was to give to the Member States Capacity Building and Training designated Points of Contact, as well as to CBTEPr Points of Contact an overview of the state of play of the second period of the CBTEPr call for exchange participants and to address any questions or doubts the meeting participants might have.

2. Meeting agenda

- 09:15–09:30 Log in
- 09:30–10:00 Welcome and second period Capacity Building and Training Exchange programme call for exchange participants
- 10:00–10:30 Submitting documents via European Coast Guard Online Platform
- 10:30–10:50 Questions and answers, discussion
- 10:50–11:00 Summary and conclusion

3. Participants

In total, more than 30 persons from 12 Member States and Iceland participated in the meeting. Member State representatives came from following countries: Austria, Belgium, Croatia, Estonia, Finland, Ireland, Italy, Lithuania, Malta, Poland, Romania, Spain.

In addition, EFCA, EMSA and Frontex representatives participated in the meeting.

4. Content of the meeting

The meeting was opened by Rafael Duarte(EFCA) with a small introduction emphasised the importance of the following period before the due date of CBTEPr call for exchange participants for preparing applications and when needed additional consultations.

The opening was followed by a presentation from Marit Mätik (EFCA) on the “State of play of the second period of the CBTEPr call for exchange participants” (Annex 1).

Based on the presentation, the following overview was given:

- Second period CBTEPr activities timeline
- Outcome of second period CBTEPr call for Hosts
- Exchanges in 2025
- Exchanges in 2026
- Important information
- Covering the costs of the participation
- How to apply?

Under the topic “Important information” following points were highlighted:

- **One candidate** can apply for a maximum of **two (2) exchanges**.
- Applying is possible via **sending organisation point of contact**.
- Sending organisation point of contact is responsible for:
 - ensuring that their organisation’s candidates’ documents are filled out correctly and that the candidate(s) match the exchange target group and all requirements;
 - the timely submission of the applications.
- Applications for the **exchanges 2025/IT/2 and 2026/BE/1 can be submitted only via email to cq.exchange@efca.europa.eu**.
- **The filled participant application forms** for the second period CBTEPr exchanges shall be **submitted at the latest by 16 June 2025**.

Under the topic “How to apply” two different ways to submit documents were explained, mainly focusing to submitting documents via email cq.exchange@efca.europa.eu. Concerning submitting documents electronically through the European Cooperation on Coast Guard Functions online platform (<https://coastguard.europa.eu/>) Ioana Hartescu (EFCA) introduced and showed how to submit documents via European Coast Guard Online Platform more in depth after the presentation.

On European Coast Guard Online Platform Ioana Hartescu demonstrated how to:

- navigate in the European Coast Guard Online Platform,
- access the CBTEPr information,

- sending organisation points of contact can request an account needed to submit documents,
- download relevant documents,
- submit applications.

During the practical presentation Ioana Hartescu emphasised the importance of completing the form in one session. After submitting the application form, a confirmation e-mail will be sent to the sending organisation point of contact (the person filling out the form) and to EFCA. In case of any mistakes in the application, the person who submitted the form can forward the confirmation e-mail to Marit Mätik with a request to delete the incorrect submission and can submit again the new application form.

5. Questions and answers, discussion

Question 1 – “If the confirmation email will be sent to sending organisation point of contact, does the system itself know that the sending organisation point of contact is filling in the information in the form or should the email of sending organisation point of contact be filled in somewhere? In the application, will there be the email of the participant, or fill in the email of POC?”

It is foreseen that the sending organisation points of contact fill in and submit the forms. While filling the forms, it contains also the sending organisation point of contact data part. After submitting the forms, the confirmation email of a successful submission goes to EFCA, the sending organisation point of contact who's data was added in the form and also to the email of a person, who is filling it the form (platform account which is logged in and filling submitting exchange participant candidate nominations).

Question 2 – “If we will give only the e-mail of the point of contact, would it be relevant for the participants later on to find the information for himself or herself on the AGM platform?”

During filling in the forms sending organisation points of contact have to provide always their contact details as well as participant details. Sending organisation points of contact details will be used for the communication with EFCA and when needed with exchange participant exchange Host point of contact. On AGM platform we use only exchange participants contact details as this is connected directly to the reimbursement. It is not possible to use in AGM the sending organisations points of contact information.

Question 3 – “How does the prioritisation of candidates of the same organisation works? Is it compulsory to send prioritisation list? How will the selection work?”

On the second period of the CBTEPr one exchange participant can apply for a maximum of two (2) exchanges. If the sending organisation submits several of their exchange participant candidate nominations from the same exchange, they do not have to make the prioritisation. The final selection is done by the three Agencies.

During the first period of the CBTEPr several sending organisation points of contact gave us the feedback that this might raise questions from the sending organisation candidates on why someone was first and question the order. Therefore, if the sending organisation has its internal prioritisation of exchange participant candidates applying to the same exchanges already established and wants us to follow that order during the evaluation and approval process, the list shall be sent to EFCA by email.

In addition, we highly encourage sending organisations to nominate their exchange participant candidates to different exchanges. It would have more benefits for the sending organisation, as well as to the Host authority/entity. In the first period CBTEPr feedback also Hosts pointed out that for

them is important to have different authorities/entities, especially different Member States representatives participating in the exchanges.

Question 4 – “Some exchanges have several dates. Does that mean that exchange happens on all of those dates?”

Yes, some exchanges have different dates/times. That means that exchange will be happening in one of those times and exchange participant candidate has to be available to participate in all those times. Final date will be decided by Host.

6. AOB and conclusion

- In the end of the meeting, the Belgium Coast Guard and the Italian Coast Guard representative briefly presented and described their interesting host offers (2025/IT/2 and 2026/BE/1) for which exchange participant candidates have to have **security clearance**.
- Few important messages passed under the conclusion words:
 - Due date to submit exchange participant candidate documents is **16 June 2025**.
 - Please do not leave submitting documents in the last minute.
 - If there are more questions, concerns or need of additional information and additional consultations please do not hesitate to contact EFCA point of contact Ms. Marit Mätik via email marit.matik@efca.europa.eu and/or cq.exchange@efca.europa.eu.
- Kind reminder concerning the second period of the CBTEPr call for exchange participants will be launched in the end of May 2025, at the latest first days of June 2025.
- All the three agencies (EFCA-EMSA-Frontex) thanked second period CBTEPr exchange Hosts making their offers to Host exchanges from 09.2025–09.2026 and encouraged Coast Guard Function authorities and entities to nominate exchange participant candidates to the exchanges the benefits of exchanging experiences and knowledge.