

Annex 2: Training Centre support implementation team

Two main elements in the TC staff supporting the grant implementation

1. Trainers

English speaking trainers from the TC shall be nominated to support the delivery of the basic training, their actual number may be adjusted depending on the number of trainers provided by Member States to support the basic training for this batch.

1.1 Physical Education trainers

Two trainers of the training institution supporting the basic training throughout the duration of the basic training programme

1.2 Shooting trainers

Four trainers of the training institution supporting the basic training throughout the duration of Module 3 of the basic training programme

1.3 Tactical driving trainers

Two trainers of the training institution supporting the basic training throughout the duration of Module 3 of the basic training programme

2. Training Centre Coordination team

2.1 Educational Coordinator

A staff member of the training institution responsible for a defined range of educational administration matters in relation to the training programme delivery within the host training institution.

Role and responsibilities:

- a. Act as point of contact for Frontex staff, trainees and trainers on specific educational administration matters related to the delivery of the programme/module(s) within the host training institution, as defined herein;
- b. Liaise with the Frontex Training Commander on the spot and report to/take instructions from him/her to ensure a smooth delivery of the programme within the host training institution, within the scope of their role;
- c. Liaise with the management of the host training institution and the Administrative/Logistical Coordinator in order to ensure that all necessary educational measures related to the smooth implementation of the training programme are executed in due time and at the expected quality standards (including the regular activities, measures, recommendations and urgent actions, as they may arise); regularly informs the management of the host institutions on any issues pertaining to the programme delivery that requires management awareness and/or intervention;
- d. Collect the marking rubrics/assessment sheets signed by the authorised assessors, scans and keeps the electronic and hardcopy, and ensures accurate and timely implementation in Moodle of the grades (unless the assessment is administered online or implemented directly in Moodle by the trainers/assessors).

2.2 Administrative/Logistics Coordinator

A staff member of the training institution in charge of all administrative, logistical and organizational matters in his/her institution.

Role and responsibilities:

- a. Liaise with the Frontex Training Commander on the spot and report to/take instructions from him/her to ensure a smooth delivery of the programme within the host training institution;
- b. Liaise with the management of the host training institution and manage the appointed team of local staff assigned to the activity in order to ensure that all necessary measures related to the smooth implementation of the training programme are executed in due time and at the expected quality standards (including the regular activities, measures, recommendations and urgent actions, as they may arise);
- c. Regularly inform the management of the host institution on any issue pertaining to the programme delivery that requires management awareness and/or intervention. The local team will include a minimum of one administrative assistant;
- d. Act as a local point of contact for trainers, trainees and Frontex staff on all matters related to the delivery of the training programme in their institution, in respect to administrative, logistical and organizational issues;
- e. Strictly observe the financial regulations governing the project (grant agreement) and the Frontex Code of Conduct and ensures within the scope of their role that all persons involved in the programme delivery at the host training institution abide by the aforementioned financial and professional standards.

2.3 Other TC staff

It is expected that the 2 coordinators are adequately empowered by the management of the training institution to ensure that all necessary measures related to the smooth implementation of the training programme in the respective hosting training institution are executed in due time and respecting the expected quality standards. This may require that a team of relevant local staff is made available to the Educational & Administrative Coordinator to ensure the implementation of the regular activities, measures, recommendations and urgent actions, as they may arise.