

ABT 2013

MS/SAC guideline for the use of the Common Resources Template regarding Human Resources

1. Introduction

The Common Resources Template (CRT) is mainly self explanatory. However, to meet possible upcoming questions, this guideline shall explain the functionality of the CRT's most important parts in more detail.

2. Columns and Rows

Frontex sends you together with this guideline the human resources requested by the agency for the conduct of its activities. The 7 columns of **Green** cells and the 1 column of **Olive Green** cells are designed for your use as MS/SAC. These columns are marked in the screenshot below by red circles  (please zoom the document to get a clearer look):

The screenshot shows a Microsoft Excel spreadsheet titled "ABT 2012_Common Resources Template". The spreadsheet is organized into columns with the following headers: Program of Front Operations, Authority, Resource Type, Category, Qty deploying requested by Frontex, Qty deploying offered by MS/SAC, Resource Name, Mark MS/SAC, Location, Start of mission, End of mission, Duration, Personnel Hours Planned (Technical Resources), Remarks/ requests by Frontex, Remarks/ requests by MS/SAC, Qty hardware inputs requested by Frontex, Qty hardware inputs offered by MS/SAC, Remarks/ requests by Frontex, Remarks/ requests by MS/SAC, To be filled in by MS/SAC, and To be filled in by Frontex. The spreadsheet contains several rows of data, with the 'Qty deploying offered by MS/SAC' column highlighted in green. A red dashed circle is drawn around a cell in this column, indicating a specific offer.

There is no obligation for you to fill in all green cells. While for practical reasons it does not make much sense to leave cells empty e.g. in the column “Qty deploying offered by MS/SAC” you might for instance decide not to fill in cells in the columns “Remarks/ requests by MS/SAC” - for the simple reason that you have nothing to remark. Nevertheless it makes sense to provide as much information as possible to create a full picture. E.g. if you do not want to offer Frontex resources in the above mentioned column “Qty deploying offered by MS/SAC” you can write simply “0” to indicate this. Or if you want to offer more of a certain type of resource for a JO you can do so as well, e.g. offering 3 instead of the 1 resource requested by Frontex (see the graphic display below and especially the red circle). However, from this offer from MS’/SAC’s side no obligation for Frontex deduces to accept or use these resources for its activities.

The CRT you have received might look similar to this fictional example (please zoom if necessary):

BASIC_ABT_2012_Common Resources Template - Microsoft Excel

Programme/ Joint Operation	Participating MS/SAC	Authority	Resource Type	Category	Qty deploying requested by Frontex	Qty deploying offered by MS/SAC	Resource Name	Host MS/SAC	Location	Start of mission	End of mission	Days	Patrolling Hours Planned (Technical Equipment)	Remarks/ requests by Frontex	Remarks/ requests by MS/SAC	Qty exported
JO Hephæstus	XYZ	abc	Second-line Interview Expert	EXP	4	4										
JO Hephæstus	XYZ	abc	First-line Officer	EXP	3	3										
JO Hephæstus	XYZ	abc	OPV	SEA	2	2										
JO Hephæstus	XYZ	abc	Airplane	AIR	1	1										
JO Hephæstus	XYZ	abc	Field Press Officer	EXP	1	2										
JO Eos	XYZ	abc	Patrol Vehicle	LAND	2	0										
JO Eos	XYZ	abc	Second-line Airport Officer	EXP	3	0										
JO Eos	XYZ	abc	Frontex Support Officer (FSO)	EXP	4	4										
JO Eos	XYZ	abc	Liaison Officer	EXP	5	5										
JO Chloris	XYZ	abc	First-line Officer	EXP	6	6										
JO Chloris	XYZ	abc	Patrol Vehicle	LAND	1	1										
JO Chloris	XYZ	abc	Border Surveillance Officer	EXP	2	2										
JO Chloris	XYZ	abc	ICC staff	EXP	3	3										

The **White** cells might have been filled in by Frontex, indicating the agencies' needs. However, if white cells have been left blank it was done so on purpose and does not indicate any mistake.

How to proceed?

After having attended the Annual Bilateral Talks, please fill in the Deployments Overview based on the discussions you had with the Operational sectors and send it back to Frontex (abt@frontex.europa.eu or pooled.resources@frontex.europa.eu), until 13 December COB.