FRONTEX

B R I E F I NG

National escort officers

Escort leaders

PIC/Crew

Briefing / Groupwork task

- 3 groups

TASK 1 -10 min

- What is important to carry out a proper briefing ?

TASK 2 – 15 min

- Briefing content and bullet points
  1 National briefing
  2 EL Briefing
  3 PIC/Crew Briefing

- Outcomes on metaplan cards – one keyword each card

Briefing - Recommendations

- Standing Position – Briefing leader
- Speak loud and clear
- Use common words
- Tools eg.
  - Power point presentation
  - Handout
  - Whiteboard
  - Flipchart

- Underline – point out important issues
- Question or remarks from Participants

National Briefing

- Introduction and welcome
- Schedule of operation
- Bullet points from Implementation plan
- Code of Conduct
- Rules to use restraints and coercive meassures
- Reporting rules for incidents
- Checking equipment of escorts

- Number of returnees
- Special cases and history and criminal record of returnees
- Health status / fit for fly
- Information about Monitors, Observers, Medic team……
- Task assignement
- Seating plan
- Introduction of BUT

- Pick up procedure e.g. Detention centre
- Handover procedure

Escort leader Briefing

- Introduction and welcome
  - Introduce PMS, Monitors, Observer, Interpreter, Doctor, BUT Leader
- Schedule of operation
- Collecting Numbers of Retrurnees, Escorts, Luggage (Nr. and weight)
- Share Information about special cases, restraints, health status – fit to fly

- Bullet points from Implementation plan
- Code of Conduct
- Inflight procedures (Lavatory, movemet,service)
- Rules to use restraints and coercive meassures
- Reporting rules for incidents

- Boarding procedure
- Seating plan (Position Doc, BUT, Obs, Mon)
- Handover procedure

Briefing PIC

- Introduction
- Get permission for power (Tokyo Convention)
- Number of returnees and staff
- Number and weights of lugguages
- Use of restraints
- Boarding procedure
- Disembarking procedure
- Boarding procedure
- Disembarking procedure

Briefing Crew

- Introduction
- Number of returnees and staff
- Cartering
- Expected behavior from crew members
- Announcements
- Entertainment
- Boarding procedure
- Disembarking procedure