

Internal guidance on access to EUAA's training

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1. Purpose and scope

This Internal Guidance aims to identify the different stakeholders who are entitled to participate in training activities of the European Union Agency for Asylum (the EUAA's training), as well as the conditions, if any, under which access to training can be granted.

The purpose of this IG is to:

- Ensure that the core objective of the EUAA's training, which is the provision of high-quality training to asylum and reception officials from EU Member States and associate countries (EU+ countries) and relevant third countries, remains the primary focus, while extending, where possible, participation to other actors;
- Ensure that training resources are used for the intended purpose, in accordance with the EUAA Regulation and all applicable legislation, and in the most efficient manner;
- Ensure that the criteria on which decisions on participation in the EUAA's training are made, are transparent and known in advance, and that the EUAA's discretion in deciding on such matters is not exercised in an arbitrary manner or in a way which leads to unjustified discrimination.

According to Article 8(1) of the EUAA Regulation¹:

'The Agency shall establish, develop and review training for members of its own staff and members of the staff of relevant national administrations, courts and tribunals, and of national authorities responsible for asylum and reception.'

The EUAA's approach to training is primarily to train national trainers who, in turn, will then train other asylum and reception officials during national training sessions in their home organisations, thereby replicating and maximising the impact of the EUAA's training.

According to Article 8(6) of the EUAA Regulation:

'The Agency shall take the initiatives necessary to verify and, where appropriate, ensure that the experts, including experts not employed by it, who participate in asylum support teams have received the training relevant to their duties and functions that is necessary for their participation in the operational activities organised by the Agency.'

'The Agency shall, where necessary and in advance of or upon deployment, provide the experts referred to in the first subparagraph with training which is specific to the operational and technical assistance provided in the Member State concerned (the 'host Member State').'

Moreover, according to Article 8(7) of the EUAA Regulation:

'The Agency may organise training activities on the territory of a Member State or a third country in cooperation with that Member State or third country.'

¹ Regulation (EU) 2021/2303 of the European Parliament and of the Council of 15 December 2021 on the European Union Agency for Asylum and repealing Regulation (EU) No 439/2010, (OJ L 468, 30.12.2021, p. 1).



Furthermore, according to Article 35(1) of the EUAA Regulation:

'In matters related to its activities and to the extent required for the fulfilment of its tasks, the Agency shall facilitate and encourage operational cooperation between Member States and third countries, within the framework of the Union's external policy, including with regard to the protection of fundamental rights, and in cooperation with the EEAS. [...]

Based on the abovementioned provisions, the main target groups for the EUAA's training and learning activities are staff from EU+ countries' asylum and reception authorities, including Member State experts who are deployed in the context of the EUAA's operational support activities, as well as officials from third-country authorities with whom the EUAA has concluded working arrangements.

The EUAA endeavours to maximise participation in its training activities. However, it should be recalled that there is no individual right to participate in the EUAA's training, and access to training remains at the discretion of the EUAA and training national contact points (TNCPs), in accordance with the EUAA's mandate and Member States' training needs as well as practical considerations, such as availability of resources.

2. Acronyms and abbreviations

CEAS	Common European Asylum System
EU+ countries	EU Member States and associate countries
EUAA	European Union Agency for Asylum
EUROPOL	European Union Agency for Law Enforcement Cooperation
FRONTEX	European Border and Coast Guard Agency
ICMPD	International Centre for Migration Policy Development
IOM	International Organisation for Migration
NGOs	Non-governmental organisations
TNCP	Training national contact point
UNHCR	United Nations High Commissioner for Refugees

3. Profiles

The following stakeholders may be entitled to participate in the EUAA's training, subject to the conditions specified hereunder.



3.1. Officials from EU+ countries' national asylum and reception administrations

In accordance with the EUAA's training mandate and its Training and Learning Strategy², officials working in EU+ countries' national asylum and reception administrations, who carry out tasks which are of direct relevance to the subject matter of the training, represent the main target group for the EUAA's training.

The provision by Member States of adequate training to their asylum and reception officials is a requirement in a number of legal acts included in the EU's asylum *acquis*:

- The Asylum Procedures Directive³ requires officials from Member States' responsible authorities to be properly trained. The Directive specifies that, when training their officials, Member States must take into account the relevant training established and developed by the EUAA. Officials from other authorities involved in receiving asylum applications or conducting personal admissibility interviews must also take into account training developed by the EUAA.
- The Reception Conditions Directive⁴ specifies that staff from all authorities and organisations involved in implementing the Directive must receive training. This applies in particular to officials working in accommodation centres and officials working with unaccompanied minors or with victims of torture, rape or other serious acts of violence.
- The Dublin Regulation⁵ likewise requires staff to have received appropriate training, particularly staff who work with unaccompanied minors.

According to the second paragraph of Article 8(3) of the EUAA Regulation:

'Member States shall develop appropriate training for their staff pursuant to their obligations under Union law on asylum on the basis of the European asylum curriculum and shall include core parts of that curriculum in that training.'

It should also be recalled that asylum and reception officials can be nominated by their Member States to be included in the asylum reserve pool from which experts are drawn to be deployed as part of asylum support teams, in the context of the EUAA's operational support activities. Furthermore, the abovementioned Article 8(6) of the EUAA Regulation extends the Agency's obligation to train experts forming part of asylum support teams, including the Agency's staff members.

National asylum and reception administrations differ in the way they are organised and the way in which they function. Individuals carrying out tasks on those authorities' behalf may be employed as permanent or temporary staff, on a contractual basis or as self-employed individuals providing specific services such as, for example, freelance interpreters. They could also be representatives of non-

² Management Board Decision No 102 of 7 March 2022 on the EUAA Training and Learning Strategy.

³ Directive 2013/32/EU of the European Parliament and of the Council of 26 June 2013 on common procedures for granting and withdrawing international protection, (OJ L 180, 29.6.2013, p. 60).

⁴ Directive 2013/33/EU of the European Parliament and of the Council of 26 June 2013 laying down standards for the reception of applicants for international protection, (OJ L 180, 29.6.2013, p. 96).

⁵ Regulation (EU) No 604/2013 of the European Parliament and of the Council of 26 June 2013 establishing the criteria and mechanisms for determining the Member State responsible for examining an application for international protection lodged in one of the Member States by a third-country national or a stateless person, (OJ L 180, 29.6.2013, p. 31).



governmental organisations (NGOs) contracted to provide services to national authorities, particularly on reception matters. Member States should therefore be able to determine who is included in this category, in accordance with their administrative setup and culture.

Individuals falling in this category are nominated to participate in the EUAA's training by their respective TNCPs.

3.2. Officials from EU+ countries' national administrations, other than asylum and reception authorities

According to the abovementioned Article 8(1) of the EUAA Regulation, officials from authorities other than asylum and reception administrations are also included in the EUAA's training mandate.

It should be recalled that the EUAA's training is vocational in nature and is designed on the basis of the European Sectoral Qualifications Framework (ESQF) for asylum and reception officials⁶, which aligns occupational standards with relevant educational standards and learning outcomes. Therefore, officials from EU+ countries' relevant national administrations, other than asylum and reception authorities, are also expected to apply the knowledge and skills gained as a result of the training to their everyday tasks.

In the event that the nomination of the individuals has not been submitted by the TNCPs, the EUAA needs to keep the TNCPs informed about any registration of individuals falling within this category.

3.3. EUAA staff and staff from other EU institutions, agencies, and bodies

EUAA staff, as well as staff from other EU institutions, agencies, and bodies, may also on occasion participate in the EUAA's training.

EUAA staff are often deployed alongside Member State experts as part of asylum support teams. In line with the above-mentioned Article 8(6) of the EUAA Regulation, deployed EUAA staff require training in the EUAA curriculum same as deployed Member State experts.

EUAA staff also participate in training as part of their continuous professional development (refer to Article 8(1) of the EUAA Regulation above). For this purpose, a training plan is adopted on an annual basis for EUAA staff. Occasionally, however, EUAA staff may also participate in 'train-the-trainer' sessions alongside other stakeholders, including officials from the Member States and from other EU institutions, agencies, and bodies.

As regards staff from other EU agencies and bodies, according to Article 37(1) of the EUAA Regulation:

'The Agency shall cooperate with the Union bodies, offices and agencies which carry out activities relating to its field of activity, in particular the bodies, offices and agencies in the field of justice and home affairs which are competent in matters covered by this Regulation.'

⁶ [ESQF Occupational and Educational Standards](#)



Such cooperation is to take place in accordance with working arrangements concluded with those bodies and aim to create synergies between the EUAA and those bodies and prevent any duplication of effort. Where working arrangements concluded by the EUAA with EU agencies and bodies provide for training cooperation, staff from those agencies and bodies may participate in the EUAA's training.

Staff from other EU agencies and bodies also participate alongside the EUAA and deployed Member State experts in operational support activities. The implementation of the hotspot approach to assist frontline Member States that are facing disproportionate migratory pressures at the EU's external borders has put into further focus the need to ensure synergies and minimise duplication of efforts during operational support activities. The participation of staff of EU agencies and bodies such as the European Border and Coast Guard Agency (Frontex), the European Union Agency for Law Enforcement Cooperation (Europol) and the European Union Agency for Criminal Justice Cooperation (Eurojust) in the EUAA's training could therefore contribute to ensure a consistent interpretation of the Common European Asylum System (CEAS) by all the agencies and bodies concerned. This rationale is further strengthened with the adoption of the Frontex Regulation⁷ and the related provisions in the EUAA Regulation⁸, which provide for migration management support teams providing technical and operational reinforcement to Member States at hotspot areas, composed of Member State experts deployed by Frontex or by the EUAA, as well as staff from Frontex and Europol and other relevant EU agencies and bodies.

European Commission staff whose day-to-day tasks are related to asylum matters may also participate in the EUAA's training.

Nominations are submitted to the EUAA via established channels by the specific agencies.

3.4. Officials from third-country national authorities

As outlined above, the EUAA's training is also delivered as part of capacity building in the context of support for the external dimension of the CEAS. The participation of third-country officials in the EUAA's training activities is therefore possible in accordance with the EUAA external dimension plans⁹ and the working arrangements concluded with the authorities of the countries concerned. These participants are nominated to participate in the EUAA's training by their national authorities.

The training of officials from third countries with whom the EUAA has not concluded working arrangements would require prior authorisation from the Head of the Training and Professional Development Centre.

3.5. Representatives of international organisations

Relevant international organisations, such as the United Nations High Commissioner for Refugees (UNHCR), the International Centre for Migration Policy Development (ICMPD), the International Organisation for Migration (IOM) and others, play an important role in the process of developing EUAA

⁷ Regulation (EU) 2019/1896 of the European Parliament and of the Council of 13 November 2019 on the European Border and Coast Guard and repealing Regulations (EU) No 1052/2013 and (EU) 2016/1624, (OJ L 295, 14.11.2019, p. 1).

⁸ Pursuant to Article 21 of the EUAA Regulation.

⁹ [EUAA External Cooperation Strategy | European Union Agency for Asylum \(europa.eu\)](#).



training material. They often also operate alongside the EUAA during operational support activities and provide various forms of support to the Member States.

On occasion, representatives of those organisations express an interest in participating in the EUAA's training activities as trainees. Their participation is based on Article 38 of the EUAA Regulation:

'The Agency shall cooperate with international organisations, in particular the UNHCR, in areas governed by this Regulation, within the framework of working arrangements concluded with such organisations, in accordance with the Treaties and the instruments setting out the competence of such organisations [...].'

Their participation in the EUAA's training activities could be of benefit to the EUAA and to EU+ countries in fostering an increased understanding of the CEAS within those international organisations.

Nominations are submitted to the EUAA via established channels by the specific organisations.

3.6. Representatives of NGOs active in the field of asylum, reception, or fundamental rights

NGOs active in the fields of asylum, reception, migration, and fundamental rights also often operate alongside and support national officials in the discharge of their duties. Where those organisations are contracted to provide services on behalf of national administrations, such as for example on reception matters, TNCPs may register them for training alongside their own staff (see Section 3.1).

As regards representatives of NGOs that do not provide services to national authorities in the field of asylum or reception, there could still be a benefit in allowing their participation in the EUAA's training activities, particularly in order to foster a uniform interpretation of the CEAS and the EU's asylum *acquis*. However, in this case participation are limited to national training sessions, and requests for participation should be addressed to and be validated by the relevant TNCP.

3.7. Representatives of academia

Academics play an important role in the development or upgrading and quality review of the EUAA's training material through their participation in the EUAA's Training Reference Group. As such, their input to the EUAA's training activities is primarily focused on the design stage.

Given the vocational nature of the EUAA's training, and its focus on the responsibilities of asylum and reception officials, it is unlikely that the EUAA's training would be of significant value to academics. For this reason, requests from individual members of academia for participation in the EUAA's training are rejected.

3.8. Individual professionals

On occasion, the EUAA has received requests from individual professionals, such as legal practitioners, to participate in the EUAA's training. The participation of individual members of the public who do not form part of Member States' administrations and play no role in the EUAA's activities would go against



the spirit of the EUAA's training mandate, as laid down in its founding Regulation and outlined in its Training and Learning Strategy. For this reason, requests from individual members of the public, even if members of professions, are rejected.

4. Communication with stakeholders

The conditions outlined in this document for participation in the EUAA's training will be made publicly available on the EUAA's website.

When requests for participation are rejected, this guidance should be brought to the attention of the individual concerned.

5. Summary of changes

Version no.	Changes
01	New IG.

