Terms of Reference for the EASO Training Curriculum

Introduction

The European Asylum Support Office (EASO) is an operational EU regulatory agency with the main mandate to help improve the implementation of the Common European Asylum System (CEAS), strengthen practical cooperation among Member States on asylum and support Member States whose asylum systems are under particular pressure. In this respect, one of the key practical tools contributing to the effective and harmonised implementation of the Common European Asylum System (CEAS) is training.

EASO’s core training instrument is its Training Curriculum, designed mainly for case officers and other asylum practitioners throughout the EU. It consists of a number of training modules covering the core aspects of the international protection procedure. EASO uses a blended learning methodology, enabling both theoretical and practical approaches to training by combining e-learning and face-to-face sessions. The training modules and materials are developed mainly in English and translated (mainly by EU+ States) into other EU languages.

EASO has adopted a Training Strategy, with the aim of outlining the principles and procedures that will guide the Agency in implementing its training mandate as provided for in Article 6 of its Regulation (EU) No 439/2010 (‘EASO Regulation’).

These Terms of Reference are an update to and therefore substitute the Terms of Reference for the EASO Trainer and Expert Pool from December 2014 and constitute a compilation of all relevant documents describing procedures related to the EASO Training Curriculum.

In response to specific needs and circumstances, EASO also develops materials, which are complementary to the Training Curriculum. This relates mainly to operational trainings, such as the training package for EASO experts deployed within the Hotspot Operating Plans.
Section I: Roles and Responsibilities

1. EASO Training National Contact Points

According to Article 6 of the EASO Regulation\(^1\), EASO shall establish and develop training available to members of all national administrations and courts and tribunals, and national services responsible for asylum matters in the Member States. Such training shall be developed in close cooperation with Member States' asylum authorities. In order to comply with this requirement, EASO has established a network of national contacts, called "EASO Training National Contact Points (‘Training NCPs’)", nominated by Member States to act as liaisons with their respective administrations and centralise communication between other national entities and EASO on training-related matters. EU+ countries, such as Switzerland and Norway also participate in EASO training activities and are also represented by their Training NCPs.

Main tasks and responsibilities of the EASO Training NCPs:

1) Support EASO in the management and development of the EASO Training Curriculum:
   - Regularly and timely update the EASO Trainer and Expert Pool.
   - Provide accurate responses to the calls for experts and deployment requests.
   - Support EASO in the preparation of its annual training plans and plans for regional train-the-trainers’ sessions.
   - Actively participate in the EASO Training NCPs meetings mainly to discuss recent developments related to EASO training activities, agree on the yearly training plans and decide on future developments, upgrades and updates.
   - Support EASO in identifying EU+ States’ training needs and target groups.
   - Support EASO in identifying methodologies for developing training modules/materials.
   - Liaise with the members of the Certification and Accreditation Working Group (CAWG) in maintaining the standards and quality of delivery of trainings as established by EASO.\(^2\)
   - Provide input for the Annual Training Report.

2) Support EASO in the continued implementation of the EASO Training Curriculum in the EU+ State\(^3\):
   - Disseminate information on and promote the use of the EASO Training Curriculum within their administration.
   - Closely cooperate with the national CAWG member in the implementation of the EASO certificate of qualification in national trainings.

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\(^2\) EASO Terms of Reference for the Certification and Accreditation Working Group

\(^3\) EU Member States, Switzerland and Norway
• Coordinate with EASO the organisation of national training sessions of the EASO Training Curriculum.
• Inform trainers and trainees who had participated in past training sessions about upgrades and updates of EASO training materials.
• Timely update translated versions of the EASO Training Curriculum.
• Register the EU+ States’ participants to the train-the-trainers’ sessions.
• Share with EASO national training plans on a yearly basis.

2. EASO Trainer and Expert Pool (The Pool)

For the purpose of delivering train-the-trainers’ sessions as well as the development, upgrade and update of its training modules (hereinafter ‘the modules’), EASO manages a Trainer and Expert Pool (hereinafter ‘Pool’). It is one of the key elements ensuring the provision of quality training as training will be conducted by experienced experts. This Pool also allows for content experts to secure highly professional development of EASO training modules/materials.

The Pool is composed of experts nominated by EU+ States who have participated in train-the-trainers’ sessions organised by EASO, in activities related to updates of training modules and developments of new training materials, emergency and special support activities, or in the framework of external dimension. A request for nomination of experts is sent once a year by EASO to the Training NCPs in order to keep the Pool updated. The Training NCPs are requested to forward the CVs of experts together with the nomination notification, and inform EASO of any changes concerning the availability of their formerly nominated experts. The Pool remains open throughout the year for new nominations and EASO encourages and welcomes any new nominations to the Pool.

The Pool is composed of the following profiles:

• Content experts, with their expertise in particular subject-area, contribute to the update or upgrade of existing modules, and to the development of new modules or other training materials. EASO, in consultation with EU+ States continues to identify experts on content to support the development, upgrade and update of training modules/materials.

• Content trainers deliver trainings on the content of specific EASO Training Curriculum modules during the EASO train-the-trainers’ sessions. These expert trainers are called to support EASO in implementing the train-the-trainers’ sessions at the EU level. In order to ensure the quality of training, the content part of the train-the-trainers’ session should be delivered by two experienced content trainers. Furthermore, in order to expand the Pool and prepare new trainers for delivering the training, experienced trainers may be assisted on content matters by a junior trainer. Junior trainers are experts who have followed and completed a train-the-trainers’ session and preferably
have also been a trainer for national sessions, but do not have experience in delivering training in the framework of EASO’s train-the-trainers’ sessions.

- The Didactic trainers provide support to trainers and content experts in terms of didactic and e-learning. They also provide didactic expertise on the creation of training programs and they deliver training on didactics⁴.

3. Privacy Statement for the EASO Trainer and Expert Pool

A privacy statement concerning the processing of personal data in the Pool is provided (see Annex 1 and EASO website). The Head of the Department of Asylum Support (DAS) is identified as the data controller.

Experts’ CVs are archived and used for the purpose of the Pool until EASO receives a notification from the respective Training NCP that the expert is no longer available. Following this notification, the expert’s CV is removed from the Pool.

Experts may update or correct their identification data at any time and to do so they must re-submit their CV via their Training NCP, in particular when the data relate to qualifications and experience relevant for inclusion in the Pool. Data subjects may at any time ask to be removed from the Pool and their personal data to be erased, by submitting such a request in writing to EASO via their Training NCP.

4. Code of Practice for Members of the EASO Trainer and Expert Pool

The Code of Practice promotes professional values and establishes behavioural standards that should guide experts during the course of their contributions within EASO coordination. It is applicable to all members of the Pool, in particular content, training and didactic experts as defined in these Terms of Reference.

The content experts are required to:

- Create a “common” European training module/material, reflecting EU standards and regulations. EASO retains the intellectual property rights of all the material developed by content experts during the process. Content experts should refrain from reproducing the material for any other purpose.

⁴ Rules for the deployment of trainers, content and didactic experts are set in the EASO Terms of Reference for the Deployment of Experts within the EASO Trainer and Expert Pool (Revised) (EASO/CTQE/2015/058).
• Ensure that the content developed is in line with the general fundamental rights principles. Content experts should ensure gender sensitivity and adherence to non-discriminatory principles in their written communication and while developing case studies and exercises.

• Remain committed throughout the entire process to which they have accepted to contribute through their nomination to the Pool. To this end, content experts should allocate adequate time to the foreseen activities and seek the agreement of their respective administration before engaging in a module/training material development/upgrade/update.

• Attend all the meetings, participate actively, work in collaboration with other experts and deliver the work within the agreed time-frames. In case of unforeseen circumstances preventing the expert from fulfilling his/her tasks and further contributing to the process, he/she is requested to inform EASO through the respective Training NCP, in order for EASO to allow for the re-arrangements.

• Strictly adhere to the principle of confidentiality.

• Respect and follow the guidelines and procedures developed by EASO.

The trainers are required to:

• Provide information that is consistent with the training material and Trainers’ Manual, without exceeding the limitations of their scope of practice. When giving feedback or any other opinion, training experts should ensure that it is based on their expert knowledge, whose main objective is to deliver training in a “common” European module/material.

• Ensure, during the course of their work, that their behaviour is in line with the general fundamental rights principles and other non-discriminatory principles, and sensitive to the participants’ gender.

• Remain committed throughout the entire process to which they have accepted to contribute. To this end, trainers should allocate adequate time to the foreseen activities and seek the agreement of their respective administration before engaging in a training activity. In case of unforeseen circumstances preventing the expert from fulfilling his/her tasks and further contributing to the process, he/she is requested to inform EASO through the respective Training NCP.

• Actively coach trainees in a professional manner, monitor closely their learning progress and provide them with constructive feedback during the online phase and face-to-face sessions. During the online phase and face-to-face sessions, trainers should adhere to the Trainers’ Manual to ensure consistency and coherency in methodology.

• After a training session, provide general feedback to EASO, on the outcome of a training session and whenever deemed necessary.

• Ensure that the learning process is guided by the principle of confidentiality.

• Respect and follow the related guidelines and procedures developed by EASO.
The didactic experts are required to:

- Help to create and/or deliver training of a ‘common’ European module/material. During the course of their work, didactic experts should ensure that their behaviour is in line with the general fundamental rights principles and other non-discriminatory principles, and sensitive to the participant’s gender.
- Be responsible during didactic training for providing information that is consistent with the training material and the Trainers’ Manual without exceeding the limitations of their scope of practice.
- Remain committed throughout the entire process to which they have accepted to contribute. To this end, didactic experts should allocate adequate time to the foreseen activities and seek the agreement of their respective administration before engaging in a module/training material development/upgrade/update.
- Ensure that the learning process is guided by the principle of confidentiality.
- Respect and follow the related guidelines and procedures developed by EASO.

Section II: Processes

1. Development of EASO training modules/material

The development of new EASO modules/material is a process during which content experts cooperate with didactic experts to deliver interactive training materials with the aim of providing asylum officials from different EU+ States with high quality knowledge and expertise.

The decision on which new EASO modules/material will be developed is based on the needs of EU+ States. These choices are discussed during the EASO Training NCP meetings or, in exceptional circumstances, using alternative ways of coming to an agreement as appropriate. EASO proposes possible topics for the development of modules/materials and prepares concept notes in order to assist EU+ States in their discussions. During the meeting, EU+ States are invited to submit any different suggestions. Based on the results of the discussions at the EASO Training NCP meeting, EASO analyses the feedback received and, if feasible and necessary, prepares a survey to EU+ States asking them to select their preferred topic(s) for the development of the new modules/material based on their current needs. This process usually takes place in the first semester. A report summarising EU+ States’ needs is prepared and submitted to the Head of Department of Asylum Support for final approval. Following the approval of the report, EASO communicates the decision on the development of the new training modules/material to the EU+ States.

In the case of the development of a new module/material, EASO launches a call to EU+ States through the Training NCPs for nomination of content experts to develop the training material.
On average three to six EASO content experts from different EU+ States are eventually appointed, together with one to two didactic experts. If specialised knowledge is required, external experts can be contracted to be part of the content expert group. Members of the EASO Training Reference Group or other individual experts may also be part of the content expert group. An EASO focal point is nominated for each content expert group.

The entire process of development of a new module is spread over approximately **10 to 12 months**. During this period experts work closely together on content as well as on the didactic aspects of the module. In the kick-off meeting, the experts decide on the structure and content of the module, and distribute the work between them. The content expert group meets approximately once every 8 weeks for **two to three days** to discuss and decide upon the development of their work. Most of the work can be done individually, however EASO content experts are encouraged to communicate via email and/or phone or other means in order to share their progress and findings. Furthermore, the content expert group keeps regular contact with the EASO Training Reference Group, which also provide their expertise and ideas. Content experts are requested to provide individual replies to the EASO Training Reference Group on the comments received.

With the drafting process taking approximately 10 to 12 months, **the total number of days that each expert is expected to work on the development is approximately 40 working days** over the entire period.

The process of development of a new training material is the same as the process for the development of a module but might require a shorter period of time and the experts' commitment should be adjusted accordingly.

As developing an EASO training module/material is a complex process, advanced planning and commitment on following agreed milestones and deadlines both on the side of the deployed experts as well as on EASO's side is therefore crucial.

A training module is composed of the following elements:

(a) A Manuscript  
(b) A Trainer's Manual  
(c) A training handbook

The three above-mentioned products have to be developed and upgraded/updated as a package.

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5 Exceptionally, on case-by-case basis, EASO may decide not to develop a handbook for a particular training module.
Final approval of the module/material
After the completion of the new module/training material, a pilot training session is organised. Based on the evaluations received during the pilot training, the EASO focal point together with the content expert group proceeds with the finalisation of the new module/training material. The product is considered to be completed only after a module closing report is filled in by the EASO focal point and formally approved by the Head of Department of Asylum Support.

Timeline for the development of the EASO training materials
The general time-line to follow when developing EASO training modules/materials is outlined below. This time-line can be amended based on the specific circumstances under which the module/material is developed, such as the size of the module/material, size of the content group, etc.

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6 The template can be found in Annex 2 of these Terms of Reference.
2. Module Life Cycle

In order to ensure high quality of the EASO training material, every module or other training material is to be reviewed on a regular basis as appropriate. The proper time frame for the revision of every module/training material should be three years. The three years period is considered as a 'Life Cycle' of the module/training material. Revision of the module/training material can be triggered also by...
other factors than the end of the ‘life cycle’, such as substantial changes in the legislation, feedback from the trainers/trainees, etc.

The EASO focal point collects feedback throughout the Life Cycle of the training module and eventually submits a Module Life Cycle Report in which he/she makes a proposition on the future of the module (upgrade, update, no changes, or cancellation) to the Head of the Training Unit. The report is approved by the Head of Department of Asylum Support. Based on this process, EASO publishes on a yearly basis an indicative ‘Plan for module upgrades/updates’ identifying the modules/training materials to be reviewed during the upcoming year/s. This Plan for module upgrades/updates is shared with the NCPs for information.

3. Upgrade of EASO training modules/materials

An upgrade of an EASO training module or training material usually involves substantial changes such as restructuring, extensive changes in the content, learning outcomes or didactic elements. It should be distinguished from an update which involves lighter changes in certain sections of the module or training material.

Upgrades are based on the indicative Plan for module upgrades/updates issued yearly for the next year/s, following the module life cycle. A module life cycle report is proposed by the EASO focal point to the Head of the Training Unit and approved by the Head of Department for Asylum Support. In order to enable a proper evaluation and review of the module, this report compiles feedback and suggestions from learners, trainers, experts and the EASO Training Reference Group.

As a start of the upgrading process, EASO launches a call to EU+ States through the Training NCPs, for nomination of content experts to upgrade the training material. About three to five EASO content experts from different EU+ States are deployed, together with one didactic expert. Members of the EASO Training Reference Group or other individual experts may also be part of the content expert group. An EASO focal point for the upgrade of the module/material is to be appointed.

The experts work closely together on content as well as on the didactic elements of the module or training material. The experts examine jointly the current version of the module/material, taking into account all major changes in the subject (law, legal practice, case-law, etc.) as well as information compiled from the evaluations and other suggestions from learners, trainers and other experts collected during the years.

The entire upgrade process is spread over **8 to 10 months**. Most of the work is done individually but EASO content experts are encouraged to communicate via email, telephone, or any other means in harmonise order to share their knowledge and findings. Approximately once every 8 weeks, the content expert group meets for 2 to 3 days to discuss and decide upon the development of their work.
Throughout this process, the EASO focal point is in contact with the members of EASO Training Reference Group, which also provides its expertise and ideas. Content experts are requested to provide individual replies to the comments of the EASO Training Reference Group.

The main drafting takes approximately 8 to 10 months, however the total number of days that each expert is expected to work on the upgrade is approximately 30 days over the entire period.

The process of upgrading a training material might take a shorter period of time than the upgrade of a training module and the experts’ commitment should be adjusted accordingly.

**Upgrade methodology**

When upgrading an EASO training module or other training materials a certain methodology shall be followed. The upgrade shall be done either by *using track changes or by drafting the upgraded module/material in a new document*. It is important that changes in the internal links (to external documents, websites) are recorded. It should be kept in mind that besides the main document – the manuscript – several other documents shall be upgraded in line with the manuscript: the Trainer’s Manual and the assignment documents (if the exercises in the manuscript are changed/updated) and, when available, the Training Handbook. At times, the content expert groups might also be requested to develop the first Training Handbook for the upgraded module⁷.

**Final approval of the upgraded module/material**

Upon completion of the upgrade process, a pilot training session is organised. Based on the evaluations received during the pilot training session, the EASO focal point together with the content expert group proceed with the finalisation of the module material. The EASO focal point, together with the content experts, prepares the Module Upgrade report⁸ in order to ensure that all changes in the module are recorded. The Upgrade Report is shared with the NCPs and made available on the EASO training platform to all trainers of the related module.

Following the pilot training and finalisation of the module/material, a Module Closing Report is prepared by the EASO focal point, submitted to the Head of the Training Unit and formally approved by the Head of Department of Asylum Support. The Module Closing Report can be found in Annex 2 of these Terms of Reference.

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⁷ As not for all existing modules Training Handbooks exist yet.
⁸ Which can be found in Annex 2 of these Terms of Reference.
Time-line for the upgrade of EASO training modules/material

A general timeline to follow when upgrading EASO training material is outlined below. This timeline can be amended based on the specific circumstances, such as the size of the module/material, size of the content group, etc.

**Pre-Phase**
- Preliminary review by EASO focal point
- Collection of input from various sources, including the Reference Group
- Presentation of Life Cycle Report
- Call for nominations
- Selection of experts by EASO

**Month 1**
- Kick off meeting - initiation of the process and agreement on the structure, general objectives and task distribution.

**Month 4**
- Content group meetings (around 1-2 meetings will be organised during this period)
- Changes to the Trainer’s Manual
- Changes to the Module Training Handbook or development of a Module Handbook

**Month 5-8**
- Content group meetings (around 1-2 meetings will be organised during this period).
- Review of the content and exercises
- Draft manuscript to be sent to the EASO Training Reference Group
- Finalisation of the Trainers’ Manual
- Finalisation of Module Training Handbook
- Replies to the EASO Training Reference Group to be prepared

**Month 9**
- Final group meeting
- Final draft of the entire module/material
- Final draft of the Trainer’s Manual
- Final draft of the Training Handbook
- Final draft of the manuscript to be submitted for editing

**Month 10**
- Final review of the module after editing
- Further replies to the EASO Training Reference Group (if required)
- Submission of the upgraded version of the module/material for online building

**Pilot Phase**
- Pilot training
- Evaluation
- Final adjustments
4. Update of EASO training modules/material

Updates are based on the EASO Plan for module upgrades/updates, issued yearly for the next consecutive year, following the module life cycle. A module life cycle report is proposed by the EASO focal point to the Head of the Training Unit and approved by the Head of Department of Asylum Support. This report compiles feedback and suggestions from learners, trainers, experts and the EASO Training Reference Group to ensure a proper evaluation and review of the module.

In the case of an update, EASO does not initiate a new call for nomination of experts but launches a procedure to select experts who are already part of the Pool.

For the update of each training module or training material, three to five EASO content experts from different EU States are appointed. Members of the EASO Training Reference Group or other individual experts may also be part of the content expert group. Each expert group also has a didactic expert and an EASO focal point. The experts jointly examine the current version of the training module/material during a month period, taking into account all major changes in the subject (law, legal practice, case-law, etc.) as well as information compiled from the evaluations and other suggestions from learners, trainers and other experts collected during the year. During this period EASO content experts communicate via email and/or telephone, a process which enables them to share their knowledge and findings.

All experts meet for a two to three days meeting to discuss and eventually decide upon all necessary changes to be made in the training module/material. After this meeting, experts are expected to produce a draft document with the agreed changes within the stipulated time-frame. Throughout this process, the EASO focal point is in contact with the members of the EASO Training Reference Group, which also provide its expertise and ideas. Content experts are requested to provide replies to the EASO Training Reference Group.

Depending on the update, more meetings may be scheduled.

The total time required per expert for updating a training material is about 20 days over a period of four to six months. The exact length of an update depends mainly on the nature and substance (some materials only need minor updates while other need more changes); therefore the estimated time is communicated by EASO prior to each update.

Usually, for updates of modules there is no pilot training session organised since the changes are not of a substantial nature.
Update methodology
When updating EASO training modules the following methodology shall be respected. The update shall be done by using track changes. Besides the main document – the manuscript – several other documents shall be updated in line with the manuscript updates: the Trainers’ Manual and the assignment documents (if the exercises in the manuscript are changed/updated). If the internal links (to external documents, websites) are changed, these also need to be recorded.

Final approval of the updated module/material
Upon completion of the update process, the EASO focal point, together with the content experts, prepares the Module Update Report, to ensure that all changes in the module are recorded. The Update Report is shared with the NCPs and made available on the EASO training platform to all trainers of the module concerned.
A Module Closing Report is prepared by the EASO focal point, submitted to the Head of the Training Unit and approved by the Head of Department for Asylum Support.

Timeline for the update of the EASO training modules/material
A general time-line to follow when updating EASO training modules/materials is outlined below. This time-line can be amended based on the specifics of each update, including the size of the update, size of the content group, etc.

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9 The templates for both reports can be found in Annex 2 of these Terms of Reference.
Experts involved in the development/upgrade/update of the EASO training material

Within the context of a development/upgrade/update of EASO training materials, a number of experts are involved and it is important to underline the different responsibilities of these experts.
Short description of tasks and responsibilities of the experts involved:

| EASO FOCAL POINT | The EASO focal point is the main communicator for the EASO Content Group, EASO Training Reference Group, and within EASO. He/she is the only person authorised to communicate to any external stakeholder, including the EASO Reference Group.

The EASO focal point is not a drafter. He/she shall have content expertise on the subject matter for the purpose of reviewing the content throughout the whole process in order to make sure that the content is an EU product, in-line with the applicable legal framework and the EASO instructions on drafting such material.

The EASO focal point has also a role as timekeeper and facilitator. The EASO focal point is responsible for the logistical arrangements. |
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<tr>
<td>CONTENT GROUP COORDINATOR</td>
<td>The content group coordinator is selected among experts nominated by EU+ States, and he/she closely follows the process of the content development and facilitates the general discussion on the content. Together with the EASO focal point, he/she is managing the work and has the responsibility of ensuring that the content experts follow the deadlines. The content group coordinator can, but is not necessarily required to, draft content. The content group coordinator instead ensures that the views and opinions of all the experts involved are reflected and taken into consideration to the extent possible.</td>
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<td>CONTENT EXPERT</td>
<td>Content experts are nominated by EU+ States and selected by EASO. They should not act as representative of EU+ States but contribute with their expertise to the process for developing a common product. Each content expert drafts his/her part as agreed at the beginning of the drafting process and acts also as a back-up/reviewer of another content expert as agreed at the beginning of the drafting process.</td>
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<tr>
<td>DIDACTIC EXPERT</td>
<td>Didactic experts should focus on the didactic side of the development, i.e. mainly the exercises for the online part and the face-to-face session. The didactic expert is responsible for the methodology/consistency of</td>
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the e-learning and face-to-face components of the training module/material. He/she provides general expertise and methodology to the content experts during the drafting process.

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<tr>
<th>THEMATIC EXPERT</th>
<th>EASO can also invite an external and/or in-house expert with a specific area of expertise(^{10}), in order to support the work of content experts.</th>
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<tr>
<td>CONTENT GROUP REVIEWER</td>
<td>The Content Group Reviewer is not a standard role but can be applied on a case-by-case basis. EASO will in such a case appoint an additional content expert to contribute to the drafting process by reviewing the content.</td>
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<tr>
<td>EASO TRAINING REFERENCE GROUP</td>
<td>In each process, the EASO Training Reference Group is involved. The EASO Training Reference Group generally consists of different stakeholders from civil society and other international organizations/institutions/bodies(^{11}). The role of the EASO Training Reference Group is to review the material and suggest possible improvements. Furthermore, after the content is finalised by the content group, the EASO Training Reference Group provides a final review of the newly developed/updated version of the module/material.</td>
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5. **Conflict resolution during the development, upgrade or update process**

In case of disagreement during the development/upgrade/update process between the content experts or between the content expert group and the EASO Training Reference Group on the content, style or methodology and, where no solution can be reached between the experts or groups, the content expert group coordinator shall via the EASO focal point bring this to the attention of the Head of the Training Unit and the Head of Department of Asylum Support. Content of the products related is drafted by deployed EU+ States’ experts, but the final decision on content is always to be taken by EASO.

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\(^{10}\) E.g. gender, vulnerable groups, children.

\(^{11}\) ECRE, UNHCR, EC and/or organisations with specific expertise — e.g. on COI, minors, gender.
In case an expert does not meet the essential requirements as a trainer/content experts in the particular module for which he/she was nominated, EASO has the right to contact the Training NCP and together discuss the way-forward - ending of the deployment and possibly requesting for a substitute expert.

6. Consequences of the upgrade/update of the EASO training modules/material

After the upgrade/update of the training module/material, EASO and the EU+ States will ensure that trainers and trainees who have undergone past trainings are aware of the changes. They will also ensure that the changes are reflected in the available language versions.

Updating the trainers and participants to the national training sessions

The trainers and trainees who have undergone past trainings should be informed of the changes made in the upgraded/updated version of the training material. In this regard:

- The EASO focal point together with the content expert group prepares the upgrade or update report with a summary of changes introduced in the revised version of the module or training material and shares it with the NCPs. Additionally the upgrade or update report is uploaded on the EASO training platform and all trainers and participants to national training sessions will be granted access to the demo version of the upgraded/updated module/training material.
- It is the responsibility of national trainers and EASO Training NCPs to arrange for the update of participants who completed the national trainings in the old version of the module.
- EASO may also organise a Trainers' Network Meeting\(^{12}\) in order to allow all trainers in the respective module/material to be offered the possibility to keep their knowledge and skills abreast.
- EASO may also organise a webinar or design any other appropriate instrument to inform the trainers and trainees who had undergone past trainings of the changes made in the module/material.

Translation of the upgraded/updated versions of the modules/material

The modules/material of the EASO Training Curriculum are developed in English. They are then translated into national languages of the EU+ States and into other languages in view of the EASO cooperation with third countries. The modules/material are generally translated by EU+ States or, by now on exceptional basis, by EASO. Other stakeholders, such as UNHCR, may also translate modules/material following an agreement with EASO. All translations are made available to the EASO Training Platform.

\(^{12}\) National trainers participating at this meeting (approximately two experts per Member State, unless organisational reasons allow differently) will be compensated under the Category A as detailed in the Decision of the Executive Director of EASO detailing the rules concerning the reimbursement of the costs incurred by persons invited to meetings organised by EASO in support of its functioning or operational activities (EASO/ED/2014/306). Participants need to be fluent in English.
Considering the number of language versions that have been translated and are available, the mechanism presented below shall be followed:

- EU+ States make efforts to translate the upgraded/updated versions of the modules/training material as soon as the upgrade/update has been finalised. EASO will not open national training sessions in the outdated version of the module/training material after 12 months from the finalisation of the upgrade/update. On a case-by-case basis, this period may be extended upon duly justified request received from a Member State.
- In order to allow EU+ States to plan further translations of EASO training modules, EASO will share on yearly basis a plan on module upgrades/updates. If necessary and upon a specific request from EU+ States, EASO may provide recommendations on translation of the EASO modules.

Section III: Learning path for asylum officials and other target groups

Together with the NCPs, EASO identified five primary target groups of the EASO Training Curriculum:

1) case officers,
2) managers of asylum units,
3) reception officers,
4) COI researchers,
5) policy officers.

A special Learning Path has been adopted for the target group of case officers. The Learning Path recommends a set of 'core' modules, which are key for the basic job performance of this specific role and strongly recommended by EASO to be followed by all asylum officials. Furthermore ‘advanced’ and ‘optional’ groups of modules have been identified, which may help the user to increase the level of specialisation in the field. In the group of advanced and optional modules the system of “pick and choose” applies.

This learning path is aimed at reinforcing the CEAS through the provision of common training for EU officers performing the same tasks. This will in turn contribute towards a common level playing field for asylum officials irrespective of their national training culture, as stipulated in the Article 4 (3) of the Asylum Procedures Directive, which clearly indicates that 'Member States shall take into account the relevant training established and developed by the European Asylum Support Office (EASO)'.

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The Learning Path for case officers consists of the following modules:

**CORE MODULES**
- Inclusion
- Interview Techniques
- Evidence Assessment

**ADVANCED MODULES**
- Interviewing Vulnerable Persons
- Interviewing Children
- Country of Origin Information
- Common European Asylum System
- Fundamental Rights and International Protection in the EU
- Gender, Gender Identity and Sexual Orientation
- Exclusion

**OPTIONAL MODULES**
- End of Protection
- Asylum Procedures Directive
- Dublin III Regulation
- Reception
- Module for Managers

Additionally, EASO together with the NCPs identified the following core modules for the target group of managers, reception officers, COI researchers and policy officers:

<table>
<thead>
<tr>
<th>Managers</th>
<th>Module for Managers</th>
<th>CEAS</th>
<th>Third module depends on the type of management area</th>
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<tbody>
<tr>
<td>Reception Officers</td>
<td>Reception Module</td>
<td>Gender, Gender Identity and Sexual Orientation</td>
<td>Interviewing Vulnerable Persons</td>
</tr>
<tr>
<td>COI Researchers</td>
<td>COI</td>
<td>Inclusion</td>
<td>Fundamental Rights &amp; International Protection in the EU</td>
</tr>
<tr>
<td>Policy Officers</td>
<td>Fundamental Rights &amp; International Protection in the EU</td>
<td>CEAS</td>
<td>Inclusion</td>
</tr>
</tbody>
</table>
Section V: Guidelines for Reimbursements

Reimbursement of experts participating in EASO training-related activities is provided in accordance with the rules on the costs incurred by persons invited to meetings organised by EASO.

Document history

Document prepared by: Training Unit, DAS
Approved by: Patricia Van de Peer, Head of Department of Asylum Support

<table>
<thead>
<tr>
<th>Date</th>
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<td>02/03/2017</td>
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Annexes

Annex 1 – Privacy statement concerning the processing of personal data in the EASO Trainer and Expert Pool
Annex 2 – Templates:
  Annex 2.2 – Template: EASO training module upgrade/update report
  Annex 2.3 - Template: Module Closing Report
Section IV: Organisation of train-the-trainers’ sessions and national trainings

Multiplier effect

EASO delivers its trainings following a train-the-trainer methodology. The methodology supports development of knowledge, skills and competences of national trainers, who upon completion of a train-the-trainers’ session in one of EASO modules are able to train the personnel in their national administrations, thus creating the multiplier effect.

1. Organisation of train-the-trainers’ sessions

The train-the-trainers’ sessions are organised by EASO in a specific EASO training module, with an additional session on didactics and the e-learning platform.

EASO aims at organising at least one train-the-trainers’ session in each of its training modules per year. EASO consults with the Training NCPs to develop its annual Training Plan, which is adopted at the end of each year and published on the EASO website.

Twice a year EASO sends a survey to the Training NCPs in order to analyse their additional training needs. On the basis of the outcome of the surveys EASO organises regional train-the-trainers’ sessions.

On a case-by-case basis EASO can exceptionally approve the organisation of a train-the-trainers’ session organised by one EU+ State. The request needs to be duly justified and the Member State needs to be able to deploy EASO trainers to deliver this session. The session should be open to all EU+ States. EASO is flexible to organise more sessions if, in the course of the year, needs to do so come up.

2. Organisation of national trainings

The national sessions are organised by the EU+ States and they do not include additional session on didactics and the e-learning platform as it is in the case for EASO train-the-trainers’ sessions. The Training NCPs provide EASO with participants’ list two weeks in advance of the planned start of the online phase. EASO registers users for the national trainings, provides the online sessions and manages these sessions on the EASO e-learning platform.