SESSION TEMPLATE
Basic Training for European Border and Coast Guard Standing Corps (Category 1)

Module: MODULE 4: Border checks and return **Chapter: BC&R 11 2.7 Return** **Session: BC&R 11/3 Return operations** **M1 S2(8)C2.7.3** **Session 2(8): Pre-departure phase**	
Session 2: Return operations (theory) - Pre-departure phase	
Session Aim: *Upon successful completion the learner will be able to outline and describe the procedures applicable in the pre-departure phase as well as the roles and responsibilities of all members within the ground support team.*	

Chapter/Subject	Learning outcomes	
2.7.3 Return Operations	10	Outline specific procedures carried out in the pre-departure phase (K)
2.7.3 Return Operations	11	Describe roles and responsibilities of all members in the ground support team (K)

Training environment and facilities: 1 classroom (U shape)	
Training equipment: 1 computer, 1 projector, pointer, 1 flipchart, 1 whiteboard, kit with markers, magnets, sticky notes, coloured cards, tape	

Planned max. number of learners 20 learners	Planned min. number of trainers and their specific expertise: 1 FRONTEX EL or Multiplier

Trainer needs	
Learner needs Paper, pen, markers	
Duration of the session 45 minutes	

Description of learning activities and the time for each activity

Introduction
An introduction of the session to present and explain the learning outcomes and all the activities to be performed. **5'**

Group Work
Topic:
   1) Specific procedures carried out in the pre-departure phase. **15'**

Learners actively participate in group work based on the presentation of a task. Class is divided in 4 groups of five learners each.

Tutor gives **5'** task to each group to fill in cards with a specific "Procedure" during the "Pre-departure phase" and, afterwards, to organize the correct sequence of the cards on a white board, flipchart or tape it on the wall. Each group will have a different color card pack.

Tutor will ask each group to present the results and after all have finished, he/she will guide them through the correct order, explaining the standards aligned with the "Guide for RO by air coordinated by Frontex" and Frontex Code of Conduct for RO and RI.

Tutor may use PPT to support this explanation and to organise a short discussion for fixing knowledge. **(10')**

Procedures and sequence:
- Briefings (EL, EO, PIC, crew)
- First contact with the returnee
- Body search
- Handling of personal belongings and luggage (search and labelling)
- Search of designated areas
- Lavatory procedure
- Boarding (transport and seating)

Explanation
Tutor crosscheck information and learners work results, fixing knowledge about the topic

Topic:
2) Roles and responsibilities of all members in the ground support team (GST) **25'**

Lecture
2a) Topic: roles and responsibilities of the ground support team
Tutor will explain the role of the ground support team leader and officers, main responsibilities, chain of command, team work and cooperation with/support to the escort officers and the back-up team.
- Briefing (EL, EO, PIC, crew) – EL
- First contact with the returnee – GST or EL
- Body search – GST or EO
- Handling of personal belongings and luggage (search and labelling) – GST or EO
- Search of designated areas – GST
- Lavatory procedure at the airport - GST or EO
- Boarding (transport and seating) – GST or EO/BUT

The tutor may use PPT, flipchart or white board. **(10')**

Interactive Lecture
2b) Topic: safety and security **(10')**
Tutor will explain the main tasks and responsibilities of the ground support team regarding safety and security
- Communication (information to the returnee, dynamic risk assessment)
- Cultural awareness
- Fundamental rights
- Human dignity (especially with regard to body search, lavatory procedure, use of restraints)
- Right to property (personal belongings)

- Special attention for vulnerable persons, cultural and gender awareness

Interactive Lecture and Discussion
2c) Topic: Tactics applicable to different types of RO **(5')**
Tutor will explain the tactical differences for each type of RO with regard to the ground support team:
- Joint return operation (JRO)
- National return operation (NRO)
- Collecting return operation (CRO)
- Return operation by scheduled flights (RSF), in particular during transit

Discussion
Learners collect theoretical knowledge and information
Learners listen actively

Summary and feedback
A sum up of the session at the end.

Learner Support and Feedback to learners
Formative feedback

Assessment
The LOs of this Session are assessed in:
Theoretical Test

Learning material
PPT n° 2.7.3_Session 2

Essential
- EBCG Regulation 2019/1896
- Code of Conduct for Return Operations and Return Interventions coordinated or organised by Frontex

Recommended
- Guide for Return Operations by Air organised or coordinated by Frontex
- Council Decision 2004/573/EC on organisation of joint flights for removals from the territory of two or more Member States of third-country nationals who are subjects of individual removal orders (together with Annex: Common Guidelines on security provisions for joint removals by air)
- Directive 2008/115/EC on common standards and procedures in Member States for returning illegally staying third-country nationals (Return Directive)
- Council Directive 2003/110/EC on assistance in cases of transit for the purposes of removal by air
- Charter Of Fundamental Rights Of The European Union (2000/C 364/01)
- Convention for the Protection of Human Rights and Fundamental Freedoms 1953
- Tokyo Convention on offences and Certain Other Acts Committed on Board Aircraft 1963
- Chicago Convention on International Civil Aviation 1944

Note:
Using a white board, flipchart paper sheets, taping cards on the wall or using PPT slides depending on the resources available.

If any trainer for any reason cannot deliver the session, another trainer will substitute them.