MANAGEMENT BOARD DECISION 19/2017
of 18 September 2018

amending Annex II (Display of Planning Cycle - Programming Document) to
Management Board Decision 11/2017 of 30 March 2017

THE MANAGEMENT BOARD

Having regard to the European Border and Coast Guard Regulation1, in particular Article 62(2)(j) and (n) thereof,

Whereas:

2. The development and adoption of the programming document, including the multiannual plan, the annual work programme and the budget follows the planning cycle as laid down in Annex II to the Rules of Procedure of the Management Board.

3. Changes to the stages and phasing as well as the timing of the annual bilateral negotiations as part of the planning cycle necessitate the modification and amendment of the planning cycle as laid down in Annex II to the Rules of Procedure of the Management Board.

HAS DECIDED AS FOLLOWS:

Article 1
Amendment


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Article 2

Entry into force

This decision enters into force on the day following its adoption.

Done in Warsaw, 18 September 2018.

For the Management Board

[signed]
Marko Gašperlin
Chairperson

### Display of Planning Cycle – Programming Document

**Overview:**

**Abbreviations used (alphabetic order):**
- **COM** - European Commission
- **DB** - Draft Budget
- **DEU** - Draft Budget of the European Union
- **DPD** - Draft Programming Document
- **EP** - European Parliament
- **FDERE** - Final draft estimate of revenues and expenditures
- **HQ** - Headquarter
- **MS/SAC/MB** - Member State/Schengen; Associated Country; Management Board
- **MNITE** - Minimum number of items of technical equipment
- **PD** - Programming Document
- **PDERE** - Provisional draft estimate of revenues and expenditures
- **PWP** - Preliminary work programme

**Timeline:**

1. **HQ**:
   - Initial version DPD
   - Revised version DPD
   - Adoption PD
2. **COM**:
   - Preparation of elements of Programming Document (PD)
   - Core elements ‘portfolios’
   - Opinion
3. **EP**:
   - Consultation
4. **MS/SAC/MB**:
   - Adoption MNITE

**Annual Bilateral Negotiations**

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**August to December 2018**

- **September**: Finalise DPD
- **October**: Operational Plans
- **November**: Draft of the European Union
- **December**: Initial version of the European Parliament

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**Footnotes:**
- *Abbreviations used (alphabetic order):*
- *Display of Planning Cycle – Programming Document*
- *Annual Bilateral Negotiations*
Corporate development and planning (Programming Document)

The Programming Document is a framework, the elements of which outline the strategic directions Frontex is going to take. They ‘translate’ those directions into activities to be carried out multi-annually and/or annually (Multi Annual Programme and Annual Work Programme) and summarise the financial and human resources needed to carry out the activities (multi-annual and annual budget including the establishment plan).

The Programming Document is Frontex’ multi-annual and annual operative programme at corporate level, against which also reporting (assessing and evaluating operational activities initiated and implemented during the relevant year) for governance purpose will be done.

For the development of Frontex’ Programming Document and its elements, involving internal and external stakeholders at different levels, the following procedure is applied.

**Step 1: August until end November N-2**

Based on Frontex’ strategic direction as expressed in the Multi Annual Programme (MAP), considering the most recent risk assessments, linked policy developments, findings of closed or ongoing activities and input (proposals, requests, and expectations) received from Member States, the headquarters prepares the indicative elements of the portfolios for the year in question (N+2). Those elements are included in the draft annual work programme N+2 as part of the Programming Document.

The MAP and the annual work programme are grouped in Strategic Action Areas (SAA) and related activities. The descriptions of the activities of the MAP and the annual work programme should contain objectives, expected results, performance measures and a preliminary assessment of the financial and human resource allocated to each activity.

To enable the preparation of the development of the EU budget a draft version of the Programming Document containing the (preliminary) annual work programme N+2 and the provisional draft estimate of revenues and expenditures N+2 is presented to the Management Board for discussion. This also serves for the validation of the strategic directions as expressed in the MAP of the Draft Programming Document.

The Management Board adopts the provisional draft estimate of revenues and expenditures N+2 (Titles and Chapters) including the establishment plan, pursuant to Art 75 (5) of the European Border and Coast Guard Regulation¹.

**Step 2: Mid November N-2 until end January N-1**

The adopted provisional draft estimate of revenues and expenditures N+2 (Titles and Chapters) including the establishment plan are forwarded to the Commission before 31 January, enabling the Commission to include Frontex’ needs in the Draft Budget of the European Union (to be proposed by the Commission to the budgetary authorities).

The updates of ongoing (tailored) risk assessments and findings of closed and ongoing operational activities may lead to a revision and reprioritisation of the elements of the Programming Document, namely the Multi Annual Plan, the draft preliminary annual work programme N+1 and the draft estimate of revenues and expenditures N+2 including the establishment plan.

The finalised version of the revised Draft Programming Document including the preliminary work programme N+1 is forwarded to Frontex’ Management Board for discussion.

**Step 3: End January until end March N-1**

The draft preliminary work programme N+1 and the final draft estimate of revenues and expenditures are elaborated.

The revised Draft Programming Document is presented to the Management Board for discussion and decision making.

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The elements of the document contain or make reference to the conclusions and recommendations deriving from the Annual Risk Analysis.

The Annual Bilateral Negotiations are kicked off (timeline and action plan) and the initial hosting capacities of hosting Member States and Schengen Associated Countries as well as of hosting Third Countries are collected.

The minimum number of items of technical equipment (MNITE) is presented to the Management Board.

According to Art 75 (6) European Border and Coast Guard Regulation, the Management Board adopts Frontex’ preliminary work programme N+1 and the final draft estimate of revenues and expenditures (including establishment plan N+1) and forwards it to the Commission by 31 March every year.

**Step 4: March until end June N-1**

Pursuant to Art 39 (9) European Border and Coast Guard Regulation, based on recent and ongoing assessments of risks and evaluations of operational activities carried out, rules relating to technical equipment, including the required minimum number of items of technical equipment as well as on technical equipment for a rapid reaction equipment pool are being elaborated. By 30 June every year the Management Board discusses and adopts those rules proposed by the Executive Director.

A generic request for resource deployment during the year N+1 is sent to the Member States. The Member States provide their ‘generic offers’.

The annual call for the recruitment of seconded team members for year N is launched.

MNITE is adopted by the Management Board

**Step 5: April until end June N-1**

The indicative elements of the initial portfolios are revised, utilising available national operational concepts and priorities for the Year N+1 by assessing them against available Frontex’ Risk Analysis products.

The portfolios are presented and discussed by the Management Board becoming part of the Programming Document.

Pursuant to Art 64 (1) European Border Guard Regulation the Draft Programming Document is forwarded to the European Parliament for consultation on the Multi Annual Programme and to the European Commission enabling the Commission to issue its opinion on the Programming Document.

**Step 6: August until end November N-1**

The opinion of the Commission is taken into consideration and incorporated into the different elements of the Draft Programming Document.

Pursuant to Art 64 (1) European Border Guard Regulation the revised Draft Programming Document (Multi Annual Programme, annual work programme, multiannual and annual budget) is forwarded to and adopted by Frontex’ Management Board by 30 November each year.

The headquarter engages in further discussions and negotiations with the Member States and Schengen Associated Countries (Annual Bilateral Negotiations - technical meeting, pre-selection and confirmation of resources, preparatory meeting with Member States, bilateral negotiations with Member States, Schengen Associated Countries and Third Countries, final selection of resources for the first half of the operational period of year N) to finalise the elements of the portfolios for the upcoming year N.

The ABN process continues in year N with the selection and confirmation of the operational resources for the second half of the operational period of year N.