

Terms of Reference of the Governing Board of the European Coast Guard Functions Training Network¹

1. Background

As per the *Statement of Intent by the European Coast Guard Functions Educational Institutions on establishing the European Coast Guard Functions Training Network²*, the European Coast Guard Functions Training Network (ECGF Training Network) will be overseen by a Governing Board (GB). The purpose of this Terms of Reference document is to define the composition of the GB, its main tasks and responsibilities, as well as the tasks of the Chair of the Governing Board.

2. Composition of the Governing Board

The following guidelines are to be followed with regards the composition of the Governing Board (GB):

- 2.1. The GB comprises of voluntary representatives of ECGF Training Network members and representatives of the European Coast Guard Functions Forum (ECGFF);
- 2.2. GB consists of ten (10) members. GB's membership requires interest to becoming the Chair of the GB, a strong interest in the development of the Training Network and readiness for active participation;
- 2.3. In addition to the ten GB members, GB may also have members with an observer status. Observer members are expected to participate to the work of the GB, however, without decision making powers and participation at GB meetings will be at their own cost. Observer status is an option for those Network Members who are not interested in becoming the Chair of the Network and also for coast guard functions (CGF) related EU agencies;
- 2.4. The term of the GB membership for the same institution or agency will be four (4) years, unless there are no volunteers to become new members, and a minimum of two (2) years. GB membership can be renewed once the GB member has been outside the GB for two years; the organization chairing the GB is granted membership for a period of two (2) years after the completion of the chairmanship
- 2.5. In order to ensure a link between the ECGFF and the ECGF Training Network, at least one member of the GB should also be a representative of the ECGFF Chairmanship trio;
- 2.6. The term of the Chairmanship for the same institution or agency will be one year and can be renewed consecutively once-only by a decision of the GB.

¹ These terms of reference were approved during the founding meeting of the Governing Board on 8th March 2017

² The Statement of Intent is the founding document of the ECGF Training Network, outlining *inter alia* the purpose, guiding principles, tasks of members and governance of the Network. Document can be found online on the ECGF Training Portal: <http://ecgff-trainingportal.eu/uploads/store/librarydoc/15/file/64e65edb56.pdf>

3. Tasks and Responsibilities of the Governing Board and the Chair of the Governing Board

The main tasks and responsibilities of the Governing Board are to:

- 3.1. Promote collaboration within the Training Network in order to enhance educational cooperation and exchange of knowledge, skills and best practises in the field of coast guard functions;
- 3.2. Support the development, management and maintenance of the Coast Guard Functions Sectoral Qualifications Framework (CGFSQF);
- 3.3. Adopt the following documents: Terms of Reference for its work, Annual Work Plan, Communication Guidelines and Communication Action Plan;
- 3.4. Monitor the progress and results of the collaboration of the ECGF Training Network and formulate recommendations for improvements in the cooperation;
- 3.5. Decide on the general outlines with regard to the implementation of programmes and initiatives;
- 3.6. Affirm the memberships of the Network, or upon need, cancel the memberships;
- 3.7. Appoint – should the GB decide to do so - a small (3-5 people) Secretariat comprised of representatives of the Network to implement the activities agreed by the Governing Board;
- 3.8. Apply for external funding for its activities;
- 3.9. Decide on the need to amend and modify the Statement of Intent in consultation with the ECGFF and in agreement with the Network members;
- 3.10. Amend and modify this Terms of Reference upon need;
- 3.11. When deciding on issues, follow the following principles: at least half of the members have to be present and all decisions are to be made unanimously.

The main tasks of the Chair of the Governing Board are to:

- 3.12. Arrange Governing Board meetings at least twice a year;
- 3.13. Present an informal annual report on the activities and initiatives of the Network to the Plenary Conference of the ECGFF, which follows and discusses the network's activities and offers support to its members;
- 3.14. Circulate minutes or any other relevant documents to members of the Network and respective Points of Contact (POC).