

Terms of Reference for the EUAA's Training Networks



Decision of the Executive Director No 56/2025

on the establishment of the Training Advisory Group and on the terms of reference for the EUAA's training networks

THE EXECUTIVE DIRECTOR,

HAVING REGARD to Regulation (EU) 2021/2303 of the European Parliament and of the Council of 15 December 2021 on the European Union Agency for Asylum¹ (the 'EUAA Regulation'), and in particular Articles 8 and 47(5) thereof,

WHEREAS:

- 1) Pursuant to Article 8(4) of the EUAA Regulation, the training offered by the Agency should be of high quality and should identify key principles and best practices with a view to ensuring greater convergence of administrative methods, decisions and legal practices, while fully respecting the independence of national courts and tribunals.
- 2) The Management Board adopted Decision No 102 of 7 March 2022 on the EUAA Training and Learning Strategy (the 'Strategy'), which outlines the manner in which the requirement laid down in Article 8(4) of the EUAA Regulation is to be applied across all stages of the training cycle. The Strategy also tasked the Executive Director with the implementation of the Strategy, and in particular with the adoption of a Training Quality Assurance Framework providing for the detailed policies and procedures necessary for the implementation of the Strategy.
- 3) The Executive Director adopted Decision No 59 of 1 April 2022 on the Training Quality Assurance Framework ('ED Decision No 59/2022') outlining the quality assurance system for the EUAA's training activities and detailing the procedures and methods in place to ensure that the training offered by the Agency is of the required quality, in accordance with the Standards and Guidelines for Quality Assurance in the European Higher Education Area².
- 4) As set out in subsections 2.6 and 2.7 of the annex to ED Decision No 59/2022, to comply with the requirements of the Agency's mandate and the principle of EU solidarity, the Agency has established training networks composed of experts from EU+ countries³. The experts are nominated by national asylum and/or reception authorities to act as liaisons with their respective administrations and centralise communication between other national entities and the EUAA on training-related matters.

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).

² Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG). (2015). Brussels, Belgium (weblink: https://enqa.eu/wp-content/uploads/2015/11/ESG_2015.pdf).

³ The EU+ countries include Member States and the associated countries that have concluded working arrangements with the EUAA in accordance with Article 34 of the EUAA Regulation, which include, *inter alia*, provisions relating to participation in training activities, financial contributions and staff.



- 5) Terms of reference for members of the EUAA's training networks have been developed by the Training and Professional Development Centre in consultation with the training national contact points and members of the Training Advisory Group. Those terms of reference should be formally established to specify in more detail the roles and responsibilities of these networks.
- 6) Extensive consultation has taken place with members of the EUAA's training networks, and the resulting terms of reference reflect their feedback,

HAS DECIDED AS FOLLOWS:

Article 1
Establishment of the Training Advisory Group

1. The Training Advisory Group (the 'TAG') is hereby established. It shall replace the Certification and Accreditation Working Group (the 'CAWG') and the Training Quality Assurance Advisory Group (the 'TQAAG').
2. Any reference to the CAWG or the TQAAG in any internal legal acts of the Agency and documents published by the Training and Professional Development Centre or the EUAA Academy shall be construed as referring to the TAG.

Article 2
Terms of reference for the EUAA's training networks

The terms of reference for the EUAA's training networks, as annexed to this Decision, are hereby adopted.

Article 3
Implementation

The Head of the Training and Professional Development Centre responsible for training and learning activities is tasked with ensuring the dissemination of this Decision among current and prospective members of the training networks.



Article 4 **Entry into force**

This Decision enters into force on the date of its signature.

Done at Valletta Harbour, on 9 October 2025

Signature on file

Nina Gregori
Executive Director

Annex: Terms of reference for the EUAA's training networks

Annex

Terms of reference for the EUAA's training networks

1. Introduction

As set out in Article 8 of the EUAA Regulation, the EUAA should establish, develop, and review training for members of its own staff and members of relevant national administrations, courts and tribunals, and of national authorities responsible for asylum and reception. The training offered should be of high quality and identify key principles and best practices with a view to ensuring greater convergence of administrative methods, decisions, and legal practices.

The [EUAA Training and Learning Strategy](#)⁴ further details the principles that guide the EUAA in the implementation of its mandate. The [EUAA Training Quality Assurance Framework](#)⁵ serves as the blueprint for the quality assurance system, as mandated by the Strategy.

2. Background information

The EUAA Academy develops and provides training targeted specifically at asylum and reception officials to equip them with the knowledge and skills required to perform their job tasks.

The European asylum curriculum (EAC)⁶ offers a range of modules for both learners and trainers. Under the new legislation stemming from the Pact on Migration and Asylum, Member States are required to incorporate the EAC into the training of their personnel, including in line with Articles 4, 14 and 15 of Directive 2013/32/EU⁷ and Article 29 of Directive 2013/33/EU⁸, and with Articles 4 and 13 of Regulation (EU) 2024/1348⁹ and Article 33 of Directive (EU) 2024/1346¹⁰. EAC modules may be integrated into national training plans or learners can be registered to follow training sessions organised by the EUAA.

The EUAA implements a 'train-the-trainer' approach to build capacity and sustainability in the EU+ countries. In adopting this approach, the Agency creates a multiplier effect and maximises the impact of its training at national level. Asylum and reception officials from national administrations are trained by the EUAA to become trainers. On successful completion of their training, these trainers are included in the EUAA Training Pool. They can then go on to train other asylum and reception officials of their

⁴ Management Board Decision No 102 of 7 March 2022 on the EUAA Training and Learning Strategy.

⁵ Decision of the Executive Director No 59 of 1 April 2022 on the Training Quality Assurance Framework.

⁶ Formerly referred to as the EASO Training Curriculum; renamed the European asylum curriculum following adoption of the EUAA Regulation.

⁷ 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 (recast), (OJ L 180, 29.6.2013, p. 60).

⁸ 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 (recast), (OJ L 180, 29.6.2013, p. 96).

⁹ Regulation (EU) 2024/1348 of the European Parliament and of the Council of 14 May 2024 establishing a common procedure for international protection in the Union and repealing Directive 2013/32/EU, (OJ L, 22.5.2024, p. 1).

¹⁰ Directive (EU) 2024/1346 of the European Parliament and of the Council of 14 May 2024 laying down standards for the reception of applicants for international protection, (OJ L, 22.5.2024, p. 1).



national administrations, in national or regional training sessions organised by their national authorities, or in EU-level sessions organised by the EUAA. Where possible, training national contact points (TNCPs) should nominate trainers from their national pools to support regional or EU-level training sessions when requested.

As a licensed qualifications provider¹¹, the EUAA Academy has an obligation to maintain a robust training quality assurance system that is implemented wherever EUAA training is delivered. To fulfil this obligation, the Agency has established the EUAA Training Quality Assurance Framework and the implementing guidance documents and procedures¹², in line with the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)¹³. The EU+ countries were actively involved¹⁴ in defining these guidance documents and procedures by advising on the manner in which they effectively apply in their national asylum and/or reception authorities.

To support the implementation of the EUAA's training and in line with the principle of EU solidarity and the EUAA's mandate, the Agency has established training networks composed of experts from EU+ countries¹⁵. The experts are nominated by national asylum and/or reception authorities to act as liaisons with their respective administrations and centralise communication between other national entities and the EUAA on training-related matters.

The training networks are composed of distinct entities, each with specific roles and responsibilities, as indicated below.

- **TNCPs** coordinate the implementation of the Agency's training. Depending on the country and the national set-up of the asylum and reception system, a TNCP may represent both asylum and reception authorities or separate TNCPs may be appointed for each area.
- The **Training Advisory Group (TAG)**: TAG members ensure that the training delivered in their national context adheres to the EUAA Training Quality Assurance Framework. They monitor the quality of training for asylum and reception officials and collaborate with the EUAA to enhance quality in line with the standards and guidelines in the European higher education area.

The terms of reference for the EUAA's training networks define the roles and responsibilities of network members, which should be carried out in accordance with the EUAA Training Quality Assurance Framework, and in cooperation with the Training and Professional Development Centre.

¹¹ Licensed by the Malta Further and Higher Education Authority under licence number 2024-027.

¹² Detailed in the Training Quality Assurance Handbook (see [Training publications and key documents | European Union Agency for Asylum](#)).

¹³ Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG), 2015. Brussels, Belgium (weblink: https://enqa.eu/wp-content/uploads/2015/11/ESG_2015.pdf).

¹⁴ Essentially via the Certification and Accreditation Working Group.

¹⁵ The EU+ countries include Member States and the associated countries that concluded working arrangements with EUAA in accordance with Article 34 of the EUAA Regulation, including provisions for, *inter alia*, participation in training, financial contributions and staff.

3. Reimbursement for members of training networks participating in meetings

The cost of travel, accommodation, and daily allowances relating to scheduled in-person meetings shall be reimbursed in accordance with the Decision of the Executive Director No 79/2024 of 19 February 2025 on the rules for reimbursement of expenses incurred by participants invited to attend the Agency's activities.

4. Roles and responsibilities of members of training networks

4.1 Role and responsibilities of training national contact points

The role of the TNCP is to act as the critical channel of communication and action between the EUAA Training and Professional Development Centre and the training entity of their EU+ country for all aspects related to training and professional development. They contribute to fostering existing cooperation in the field of asylum and reception and promoting best practices.

4.1.1 Tasks

Given the diversity of training needs across EU+ countries, the tasks of TNCPs vary considerably from one country to another. Depending on the type of training organised, TNCPs acting on behalf of their country are expected to carry out the following tasks:

- Identifying training needs within their organisations and, where necessary, assisting the EUAA in conducting training needs assessments¹⁶ (including train-the-trainer) at the beginning of the year or on an *ad hoc* basis;
- Liaising with the EUAA and relevant persons in the respective national authorities to develop national training delivery plans, explore opportunities for training cooperation, define the required EUAA training support, and identify learning pathways for specific profiles;
- Managing and monitoring the national pool of trainers, and identifying trainers – and, where relevant, assessors and verifiers – for national training delivery;
- Coordinating with the relevant national authorities to ensure availability of trainers and/or experts nominated to the EUAA's Training Pool¹⁷, and ensuring that the details and availability of national trainers in the pool are updated regularly;
- Supporting the delivery of EUAA training sessions through the timely nomination of trainers, including in their roles as assessors and verifiers;
- Contributing to the development, upgrading, or updating of training through the nomination of content experts;
- Disseminating information in relation to EUAA training at national level, including promoting the training, informing trainers and learners about upgrades and updates or continuing professional development opportunities;

¹⁶ Preferably using the [EUAA TNA methodology](#) for consistent and comprehensive collection of data.

¹⁷ Refer to the terms of reference annexed to the Decision of the Executive Director No 16 of 12 April 2024 on the terms of reference for experts in the EUAA's Training Pool (available [here](#)).



- Registering learners for training sessions within established deadlines to enable timely and efficient session launches and registering them for assessments, where relevant;
- Verifying eligibility criteria such as entry requirements for programmes or accredited modules;
- Notifying the EUAA of learner accessibility requirements and other special needs for training and/or assessment;
- Administering applications for recognition of prior learning;
- Organising the delivery of national training sessions and assessments, where relevant, ensuring the availability of suitable and well-equipped training rooms, and coordinating with trainers for the timely submission of feedback forms and attendance lists;
- Supporting the delivery of regional training sessions, as necessary, including liaising with other TNCPs;
- Participating in the training complaints¹⁸ and assessment appeals¹⁹ procedures in full compliance with data protection rules;
- Requesting translations, ensuring the quality of translated versions of the EAC modules, and monitoring their use;
- Communicating relevant learner and trainer feedback to the EUAA and liaising with the EUAA to address issues stemming from this feedback;
- Participating in the evaluation of EUAA training by providing learner and/or trainer feedback via surveys or focus groups, where relevant;
- Participating in periodic reviews of the EAC (every 4-5 years);
- Coordinating between trainers, learners, line managers, and other relevant stakeholders at national level;
- Briefing the hierarchy of the national authorities and the EUAA Management Board members about EUAA training matters, when necessary;
- Liaising with the national representative of the Training Advisory Group to coordinate a response when significant issues have been identified in relation to the quality of national training;
- Liaising with other relevant stakeholders at national level or other national contact points participating in the EUAA's activities.

4.1.2 Nomination procedure

All EU+ countries are invited to nominate TNCPs. They may choose to nominate one TNCP working in the area of asylum and one TNCP working in the area of reception. Where the volume of EUAA training sessions organised justifies it, a back-up TNCP may be nominated. The nomination of TNCPs shall remain open throughout the year. TNCPs should be nominated by their line managers.

The Training and Professional Development Centre manages the call for nominations for TNCPs sent to the EU+ countries and the coordination between TNCPs and the EUAA. The nominating authority is responsible for informing the Centre of any changes in the availability of the nominated TNCPs.

Personal data of TNCPs shall be processed in accordance with the applicable Data Protection Notice.

¹⁸ In accordance with the [EUAA Training Complaints Procedure](#)

¹⁹ In accordance with the [EUAA Assessment Appeals Procedure](#)

4.1.3 Requirements

TNCPs are expected to:

- Prepare for and actively participate in at least one TNCP meeting per year, held remotely, in-person, or in a hybrid format;
- Attend sub-group meetings as required and as agreed with their EU+ country; and,
- Attend bilateral meetings as appropriate and as agreed with their EU+ country.

TNCPs must comply with the code of conduct for participants in the EUAA's training activities²⁰.

To effectively fulfil the above-mentioned tasks, TCNPs are expected to meet the following nomination criteria:

- Be in a position to plan and organise the provision of national training for asylum and/or reception officials on behalf of the EU+ country they represent;
- Have a thorough knowledge of the national training processes and procedures in the fields of asylum and/or reception;
- Have a good understanding of the EAC; and,
- Have a working knowledge of both spoken and written English.

4.2 Roles and responsibilities of the Training Advisory Group

Members of the TAG play a key role in continuous enhancement of the quality of training, acting as training quality focal points between the EUAA Training and Professional Development Centre and the training entities of the EU+ country they represent on all matters related to training and professional development. In accordance with the EUAA Training Quality Assurance Framework, the role of the TAG is to oversee training quality indicators and make specific recommendations to consistently maintain or improve training standards.

The TAG is also responsible for ensuring compliance with training quality standards. To this end and in close liaison with their respective TNCPs, members of the TAG review quality-related aspects of training and communicate any relevant issues or recommendations to the Training and Professional Development Centre. TAG recommendations are instrumental in ensuring that the EUAA's training meets the requirements for continued accreditation.

4.2.1 Tasks

Members of the TAG are expected to carry out the following tasks:

- Supporting the national administration and the EUAA Training and Professional Development Centre in the implementation of the EUAA Training Quality Assurance Framework;

²⁰ Decision of the Executive Director No 76 of 30 May 2022 on the Code of Conduct for participants in the EUAA's training activities (available [here](#)).

- Evaluating and contributing to the implementation of guidance documents and procedures, including detailed workflows that involve the EU+ countries;
- Identifying the support required by national authorities to implement the guidance documents and procedures detailed in the EUAA Training Quality Assurance Handbook;
- Contributing, as appropriate, to training-related initiatives or projects supporting convergence across national asylum and reception systems;
- Participating in further development, implementation, and periodic review of the European Sectoral Qualifications Framework for asylum and reception officials;
- Contributing to the periodic evaluation of the EUAA's training guidance documents, procedures, and workflows to improve their efficiency and identify any potential barriers to their implementation in the national context;
- Soliciting and communicating the views and concerns of national authorities in relation to the EUAA's training guidance documents, procedures, workflows, and any associated requirements;
- Liaising effectively with the EUAA, TNCPs, other EUAA network members, and relevant national stakeholders regarding quality assurance processes and procedures;
- Supporting the EUAA in developing and implementing initiatives for the continuous improvement of the quality of the EUAA's training;
- Reviewing reports on quality indicators, including for assessments, evaluations, registrations, withdrawals, complaints, and assessment appeals in full compliance with data protection rules;
- Providing and validating information for the publicly available EUAA annual report on training standards;
- Issuing recommendations to align national with EUAA training standards.

On a voluntary basis, TAG members may participate in *ad hoc* expert panels to address emerging or specific issues such as oversight of periodic reviews (every 4-5 years).

4.2.2 Nomination procedure

All EU+ countries are invited to nominate members to the TAG. They may choose to nominate at least one member from the area of asylum and at least one member from the area of reception. The nomination process shall remain open throughout the year for new nominations.

TAG members should be nominated by TNCPs after consultation with the management of the relevant national authority. Where TAG members are not also TNCPs, they are expected to liaise with the TNCP of their country.

The Training and Professional Development Centre manages the call for nominations for members of the TAG sent to the EU+ countries and the coordination between the TAG and the EUAA. The nominating authority is responsible for informing the Centre of any changes in the availability of the nominated TAG members.

Personal data of TAG members shall be processed in accordance with the applicable Data Protection Notice.

4.2.3 Requirements

Nominated TAG members are expected to:

- Prepare for and actively participate in between one and three working group meetings per year, held either remotely, in-person, or in a hybrid format; when requested, prepare input to meetings in advance of meeting dates and submit by electronic means if unable to attend meetings;
- Attend sub-group meetings as required and as agreed with their EU+ country; and,
- Attend bilateral meetings as appropriate and as agreed with their EU+ country.

Members of the TAG must comply with the code of conduct for participants in the EUAA's training activities²¹.

To effectively fulfil their tasks, TAG members are expected to meet the nomination criteria indicated below.

- Be responsible for the management of national training activities or be in a position to liaise with the responsible person;
- Have a thorough understanding of national training processes and procedures in the fields of asylum and/or reception;
- Have a thorough understanding of the EAC;
- Have a thorough understanding of the European standards and guidelines in the area of higher education; and,
- Have a working knowledge of both spoken and written English.

²¹ See footnote 20.

