



**ISEC/CEPOL Exchange Programme 2009/2010**  
3<sup>rd</sup> period (July-October 2010)

**Handbook for participants**  
Version 26 August 2010

**2010**

With financial support from the "Prevention of and fight against crime" programme  
European Commission's Directorate General for Justice, Freedom and Security



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## Introduction

This document provides general information about the ISEC/CEPOL Exchange Programme (Programme) being implemented in 2009 – 2010 and particularly the 3<sup>rd</sup> period. This Programme will be followed in 2011 by the Erasmus inspired European Police Exchange Programme.

It is of interest and support to everyone who is involved in the Programme and more specifically the exchangees and hosts. General information and the background of the Programme are briefly described to give the reader an overview of the objectives, structure and activities which found the basis of his/her participation.

This is followed by the guidelines for the exchangees and hosts. Although divided into different topics these parts should be read as a whole, as they are inter-connected and complement each other giving insight into the role of the exchangee and the host.

The Programme is integrated into the CEPOL structure and is interlinked with the other CEPOL activities as a part of the CEPOL Annual Programme 2010. Participants in the Exchange Programme may also take advantage of using CEPOL's e-Net services for the purpose of education, experience and knowledge exchange.

For your assistance there is an Exchange Programme team to help you from the CEPOL secretariat via your own National Exchange Programme Coordinator. (NEC)



## About CEPOL

### *Contributing to European police cooperation through learning*

CEPOL — the European Police College — is the European Agency tasked with organising training for senior police officers in the Member States of the European Union (EU). CEPOL brings together senior police officers across Europe to encourage cross-border cooperation in the fight against crime and maintenance of public security and law and order.

CEPOL began operating in 2001 and became an Agency of the European Union on 1 January 2006 (it was established following Council Decision 2005/681/JHA of 20 September 2005). CEPOL has an annual budget of EUR 7.8 million (2010) and is funded by the European Communities.

CEPOL operates as a network, with the activities — courses, seminars, conferences and meetings — implemented in and by Member States, mainly by the national senior police training colleges. CEPOL organises between 80 and 100 courses, seminars and conferences per year on key topics relevant to police forces in Europe. It also carries out specialised projects such as the CEPOL/AGIS exchange programme and the Euromed Police II project, creates common curricula relevant to all Member States, and operates a state-of-the-art electronic network.

In 2007, over 1 900 senior police officers attended CEPOL activities. More than 700 experts, lecturers and trainers contributed to CEPOL activities. A vast majority of the experts, lecturers and trainers were senior police officers, whom together with the participants form a competent and experienced network for future European police cooperation.

CEPOL particularly focuses on: combating cross-border crime through specialist training; disseminating best practice and research findings; facilitating exchanges and secondments between police forces; providing training for trainers; developing common curricula to harmonise training programmes; providing training for police authorities in candidate countries; and providing an electronic network for sharing knowledge and best practice.

The Agency cooperates with a wide range of partners, including other law enforcement agencies such as Europol, Frontex and Interpol. CEPOL has working agreements with non-EU countries (Norway, Iceland, Switzerland, Turkey and Croatia) and has built relationships with other non-EU countries and different universities and research institutes.

The CEPOL Secretariat, headed by Director Ferenc Banfi, is based in Bramshill in the United Kingdom. The Secretariat provides the network with administrative, budgetary and logistical support. The 37 staff members carry out the day-to-day work within two units: a Programme Unit and an Administration Unit.

The acronym CEPOL is French and stands for Collège Européen de Police — European Police College. For further information, please visit the CEPOL website at: <http://www.cepola.eu>



## About CEPOL Exchange Programme

CEPOL Exchange Programme is a multilateral exchange of senior police officers and police trainers from Member States of the European Union and Candidate Countries. The aim of the Programme is to promote mutual trust between training staff and senior police officers, resulting in the support and development of a European dimension to the police cooperation and training. It provides the participants with the opportunity to create a network of colleagues and familiarise with the working methods of other EU countries.

The Programme was set up in accordance with 2004 the Hague Programme followed by the Stockholm Programme adopted by the member States in 2009. The Hague and Stockholm Programmes aim at strengthening freedom, security and justice and emphasise the importance of developing systematic exchange programmes for police cooperation and training by the European Commission in close cooperation with CEPOL.

Financial support for the 2009 - 2010 programmes was provided by the European Commission's Directorate General for Justice, Freedom and Security in the framework of the "Prevention of and fight against crime" programme.

### Background

In 2006 CEPOL created a multilateral European Exchange Programme in order to promote mutual trust and to improve the quality of the police cooperation. Financial support for the 2007 and 2008 exchanges was provided by the European Commission's Directorate General for Justice, Freedom and Security in the framework of the AGIS Programme.

22 EU Member States participated in the first two years of exchanges (2007 and 2008). The results of the pilot project were summarised in a CEPOL/Agis publication.

AGIS Programme was followed by current Exchange programme funded by the European Commission in the framework of Prevention of and Fight against Crime (ISEC) Programme, which started in 2009. Two exchange periods were conducted: one in autumn 2009, the second in spring 2010. After collating the feedback from the participants it was decided to ask the European Commission to extend the Programme for the 3<sup>rd</sup> period and this request was accepted by the European Commission in June 2010. The third period is expected to take place from July to October 2010.

Further information regarding exchange experiences can be found in *"Exchanging places: Sharing police knowledge and practice in the European Union"* available at <http://www.cepola.eu>

## Objectives of the Exchange Programme

The Exchange Programme's objectives are the following:

- To promote and develop coordination, cooperation and mutual understanding among law enforcement agencies and other bodies in EU Member States and countries;
- To exchange knowledge, experience and best practices between Member States and third countries;
- To develop professional networks on specific topics identified by EU institutions and other bodies;
- To provide opportunity for improvement on a personal, organisational and European level;
- To promote cascading of knowledge on specific expertise areas at national level;
- To promote international police and training expertise on specific priority topics in Europe;
- To improve understanding of police practices and training in other European countries.

## Programme structure for the 3<sup>rd</sup> Period

The exchange is multilateral, and each sending country also functions as a hosting country. Each country can send as many participants as they have indicated earlier and which thereafter have become matched with a corresponding participant in another country.

Those taking part must:

- Speak at least one foreign language to allow the exchange to be effective;
- Have a certain level of experience and expertise in the defined specialised 'Priority Topic' area;
- Have a need and readiness for individual learning;
- Have the ability and willingness to cascade newly gained knowledge both on a European and on a national level.

The exchange period includes selection, preparation period, one exchange period and cascading activities.

Each exchangee goes to one country and is also expected to be the host of the colleague from the country he/she visited. Each exchange is organised around one specific 'Topic'. One of the most important features is the cascading of newly gained knowledge after the exchange periods.

### *Exchange period*

There is one exchange period in the third period, between July and 31 October. The length of an exchange for senior police officers and trainers is 12 days.

In order to intensify mutual learning, the exchanges will take place as much as possible on a one-to-one basis. This means that an exchangee will go to a hosting country and in return will receive the exchangee from that same country. As all exchangees are expected to be responsible for the tutoring, there will be no more tutors who are not exchangees at the same time.

As not all countries have the same amount of exchangees and the topics may not be the same, it can happen that some tutors have to receive more than one other exchangee. Please note that in the application form there is a possibility to indicate how many exchangees your country can host, and whether one at a time or rather in a group.

### *Management and coordination*

The CEPOL Exchange Programme is coordinated by a project team at the CEPOL Secretariat. A national exchange coordinator (NEC) is appointed in each country. The NEC is responsible for facilitating and coordinating the sending and hosting of exchangees, as well as contacts between the exchangees and the tutors. The NEC also acts as the communication link with the CEPOL Secretariat.

You can ask questions directly to the Exchange Programme project team through discussion forum at Learning Management System (see bellow).



### *Language*

The main language is English. However, received feedback has shown that it has also been possible to use some other languages, such as French, German, Spanish, Italian, Russian, etc. This is subject to agreement between the exchangees. Naturally both exchange partners need to have a sufficient level of language skills so that they can communicate adequately. Therefore it is important to indicate in the application form which languages the exchangee can use for communication.

Please note: The hosting plans, feedback forms and cascading plans will still have to be completed in English!

### *Costs*

Costs for exchangees travel (except domestic), accommodation including breakfast and dinner are covered by the project budget. CEPOL will book the flights, hotels on half board basis (breakfast and dinner at the hotel) for the participants. To this extent the Travel Request form duly filled (Annex1) and accompanied by the confirmation letter from the Hosting organisation should be sent to the National Exchange Coordinator, who will transfer it to the Exchange Programme project team at CEPOL Secretariat (e-mail: [expro@cepol.europa.eu](mailto:expro@cepol.europa.eu)). These documents should be sent not later than three weeks before the exchange is due to being. It is advisable to suggest the location where the hotel should be booked. Bearing in mind tight time schedule for this extended project and in order to avoid delays related to the reimbursement all reservations or bookings for the 3<sup>rd</sup> Exchange Period will be conducted solely by CEPOL Secretariat.

Provided CEPOL is not covering the lunches and domestic transport, it is expected that the sending country is meeting the expenses for the lunches and domestic transport for its exchangees.

### *Topics*

We are aiming at organising exchanges on the topics prioritised by the Stockholm Programme (e.g. Crime Prevention; Counter-Terrorism; Money Laundering; Drug Trafficking; Trafficking in Human Beings, etc.). Also the priority topics of the first two exchange periods, Community Policing and Organised Crime (for Senior Police Officers) and Learning Environment (for Training Staff) will remain. In addition, if they see a need, countries may suggest other relevant exchange topic. As long as a country can be found which offers an exchange on a specific topic, we shall do our utmost to match the exchangees according to their preferred topics. Some flexibility is required here from the exchangees.

### *Certification*

After completion of the programme all participants will be awarded certificates by the CEPOL.

## Guidelines for exchangees

### *Where can I go?*

With 19 participating countries in the programme, you may state in your application the countries of your priority. However, the matching process considers your learning objectives in the first place and the possibility of a hosting country to offer an exchange to meet said objectives. Therefore you may be sent to a country which is not your own priority.

### *Why go?*

The real question is 'why not go?' You've everything to gain, from improving your knowledge and CV to acquiring an international network of new colleagues and friends.

- Improve your knowledge about the topic

You will have the opportunity to learn from the experience and practices of your colleagues from other countries as well as that of sharing your own experiences.

- Create a professional network

You will have the opportunity to be part of a newly created professional network. You will have direct personal contacts giving you the possibility to contact your colleagues any time if you have any professional questions or need for information.

- A different outlook

You will gain familiarity with different professional systems, working methods and structures. You will be able to gain understanding of policy issues in another country and identify similarities with your own. You'll be surprised by the different approach and the insights that colleagues from other countries can bring. It is both challenging and highly rewarding.

- Language skills

The Exchange Programme is a wonderful opportunity for improving foreign language skills. Language skills are required in every profession and at all levels of business. Several decades of research into being multi-lingual (i.e. competence in several languages, rather than just one) shows that there are considerable benefits for individuals and for society as a whole.

- Added value

Not only will you acquire a broader range of skills and knowledge on your topic, but you will have the opportunity to meet new people, make friends and explore a foreign culture and its habits. Although not required by the programme, many hosting countries included some cultural activities in their programme. 96% of the former exchangees say they managed to organise or take part in cultural activities during their exchanges.



## *How is the Programme organised in the Member States?*

In your country, a person is appointed as a National Exchange Coordinator (NEC). This person makes sure administrative support is provided and acts as the communication link between you, your tutor and the Project Team at the CEPOL Secretariat. They are also your contact point at home while you are abroad.

Your NEC spreads information about the programme to your unit or academy. They are responsible for the collection of nominations and making sure the selection criteria are met. The selection itself is at the discretion of your country in accordance with local selection criteria.

Your NEC sends a list of candidates from your country to the Project Team at the CEPOL Secretariat which finds two hosting countries fitting your requirements.

After the “matching process”, you are informed by the Project Team at the CEPOL Secretariat which hosting countries have been found for you. You also receive guidelines for a cascading plan.

The NEC then makes sure you receive your Tutor’s contact details so that together you can make a hosting plan and prepare for the exchange.

## *Use of Learning Management System*

The Learning Management System (LMS) of CEPOL’s e-Net will be the primary source for information and communication for all participants and the CEPOL Project Team.

The screenshot displays the CEPOL LMS interface in a Windows Internet Explorer browser window. The address bar shows the URL: <https://www.cepola.europa.eu/index.php?id=courses-elearning>. The page title is "Courses: CEPOL - European Police College". The main content area is titled "CEPOL > ISEC/CEPOL Exchange Programme 2010". On the left, there is a navigation menu with sections: "People" (containing "Participants"), "Search Forums" (with a search box and "Go!" button), and "Administration" (containing "Grades" and "Profile"). The main content area is divided into two columns. The left column contains "Announcements" with a sub-heading "From the Exchange Programme team" and a message: "On Monday 30 August it is a holiday in UK and the CEPOL Secretariat is unmanned." Below this is a section titled "Update your personal profile!" with instructions for updating profiles. The right column contains "Upcoming Events" (stating "There are no upcoming events") and "Online Users" (listing "Stefan Romell" as active "last 5 minutes"). At the bottom, there is a section for "Forum for the exchanges (tutors) and the National Exchange Coordinators (NEC)", with a sub-heading "Exchange matches overview (updated 24 Aug 2010)". This section includes "Exchangees and Tutors" and an "Update" notice: "Download and complete these forms and send them to your NEC up to 3 weeks prior to the start of the exchange." Below this are links for "Cascading Plan", "Travel Request Form", and "Hosting Plan". At the very bottom, a note states: "The Feedback form for an exchangee, Feedback form for a tutor and Follow up feedback form is now completed. After the exchange period, it will be available for..." The browser's status bar at the bottom shows "Done" and "Internet".



The Exchange Programme on the LMS is only accessible for you, your National Exchange Coordinator and the members around them to support your exchange period, and the Project Team at the Secretariat. You are able to post questions, suggestions, issues and good practices related to the Programme on the Forum for exchangees and tutors and also see if perhaps your question has already been answered. You can also get in touch with other exchangees.

As you will find all relevant information, forms to fill out and communication possibilities for the Exchange Programme in one place, you are required to register on CEPOL's e-Net. This is easily done. Go to [www.cepola.europa.eu](http://www.cepola.europa.eu), click register/login and fill out the application form. The National e-Net Manager of your Member State will validate your account. The CEPOL Secretariat can help out if need may arise.

For more information on CEPOL e-NET and LMS please visit CEPOL website: [www.cepola.europa.eu](http://www.cepola.europa.eu).

### *What is cascading?*

Cascading means sharing with other colleagues the knowledge you gained during your exchange.

In order to fulfil the aims of the Exchange Programme, it is essential that you share your new knowledge with others. Therefore, you are asked to put special effort into spreading to others what you have learned. You will also need to incorporate cascading in your learning objectives and also report your cascading activities to the Project Team at the CEPOL Secretariat.

### *Cascading Plan*

You will be asked to draft a 'Cascading Plan' before the exchanges.

The 'Cascading Plan' will show how you plan to share the information you gained with your colleagues and others including a timeframe. Means of cascading can be courses, articles, presentations, e-learning, discussion forums, etc. Cascading can be done within your unit/academy, in national/international courses or conferences, on the internet, etc. The template for the 'Cascading Plan' is to be found on the LMS. Cascading Plan should be prepared before the actual exchange takes place and sent to the Secretariat by the NECs: ([expro@cepola.europa.eu](mailto:expro@cepola.europa.eu))

### *How do you prepare for the Exchange period?*

Use the time before your exchange period to learn as much as possible about the different ways of approaching the Priority Topic, and prepare any questions you might have in order

to ask them during your visit. You should also study the information package you will have received from the Tutors and any relevant websites. For any further questions, you can contact your Tutor(s).

Define your expectations in advance and – preferably with your line manager – the objectives of your stay abroad, in particular what you want to learn and how you want to learn it. This will be useful when you cooperate with your Tutors in preparing the Hosting Plan.

### *What needs to be reported?*

The following documents need to be prepared by the hosting country and exchangees after the exchange period and sent to the Secretariat ([expro@cepol.europa.eu](mailto:expro@cepol.europa.eu)) or answered by a survey send by an email to the participants where you find a link to an "online survey". The feedback reports will include both your part as an exchangee and tutor.

- Feedback reports (obligatory; by the hosting country and the exchangees) – through on-line survey;
- Narrative reports (optional; by the hosting country and the exchange) – send in Word file or scanned via your NEC to the Exchange Programme project team.

### *Feedback reports*

These give a clear picture of whether and to which extent the objectives of the project have been achieved; furthermore, lessons can be learned from this for future exchange programmes.

### *Follow-up report*

these provide information about the long-term benefits of the exchange programme.

### *Support*

Throughout this process, you receive directives and support from your National Exchange Coordinator (NEC). The participating countries and their NEC are supported by NEC secretariat in Bramshill by the team for the exchange program. You can ask question to the Programme project team through the LMS discussion forum.

## Guidelines for tutors

### *What is a Hosting Plan?*

Each Tutor will require your cooperation in order to set up a plan for your stay based on your objectives. This plan will include opportunities for learning and for participating in police practice or training as well as visits to colleagues and experts. Together, you can discuss whether and when you would like to have the chance to deliver training yourself. See more at the template for the 'Hosting Plan' on the LMS. The Hosting Plan should be prepared before the actual exchange takes place and sent to the Secretariat by the NECs: ([expro@cepol.europa.eu](mailto:expro@cepol.europa.eu))

### *Role of the Tutors*

As a Tutor, you are a professional who has expertise in the specified 'Priority Topic' area and have been selected by your country to guide the Exchangee. You will be the primary contact person for the Exchangee in an environment which to them is mostly unknown. You will make it possible for them to meet and share information with colleagues who have the same professional competence, relevant experience and responsibilities. The Exchangee will follow your and other experts' work and will discuss best practice within the chosen topic area. If the Exchangee is a training staff member, you will also arrange for them the possibility to engage in training delivery.

You need to inform yourself thoroughly about the aims and the procedures of the Exchange Programme and to coordinate your work as a tutor with the NEC in your country.

### *Preparation*

The preparation phase begins after you have received the name and information of the Exchangee. It will include preparing information for and making a 'Hosting Plan' together with the Exchangee:

Prepare an information package including general information on the country, on the legal system and the police, on any other relevant organisations, on police education/training systems, police career possibilities and any other information that is relevant. The package should be sent to the Exchangee in the beginning of the preparation period before the exchange takes place. See the *Checklist* on the LMS.

Set-up a 'Hosting Plan' in cooperation with the Exchangee. The plan will include organisations and experts the Exchangee will meet, which conditions will be offered in the hosting country (tutor, languages, expertise and requirements, planning for the weekend and cultural and leisure activities).



### *Use of Learning Management System*

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For more information on CEPOL e-NET and LMS please visit CEPOL website: [www.cepola.europa.eu](http://www.cepola.europa.eu).

### *During the Exchange Period*

During the Exchange Period, the Exchangee will follow you at work and the work of colleagues in your country as well as meet experts in the 'Priority Topic' area.

In this phase, you must fulfil the following tasks:

Organise opportunities for the Exchangee to learn from colleagues and to participate in police practice and training activities as well as being engaged in real daily work as much as possible;

In the case of training staff, enable the Exchangee to engage in the delivery of vocational training in the police academy.

### *After the Exchange Period*

After the exchange period, you will have to share your experiences as a Tutor during the exchange.

Communicate your experience on the feedback form available on-line and a link to this possibility will be send by email to you. Please consider planning to use the last day of the exchange for filling the feedback forms, as both you as a tutor and exchangee shall provide the feedback. This would require use of two computers with Internet access.

**TRAVEL REQUEST FORM 3<sup>rd</sup> EXCHANGE PROGRAMME**

Name of traveller (as appearing on passport)			
First Name:		Last Name:	
Title/Function:		Ms/Mrs/Mr:	
Nationality:		Passport Number:	
Country:		Postcode:	
Organisation:			
Full address:			
Office phone:		Mobile phone:	
Email:			

Priority Topic:			
Tutor/Exchangee:			
Start date: <i>As agreed with Hosting Organisation</i>		Start time: <i>As agreed with Hosting Organisation</i>	
End date: <i>As agreed</i>		End time: <i>As agreed</i>	
Host Country:			
Host Organisation:			
Venue:			
Country:			

**TRAVEL DETAILS**

Departure Airport: <i>Normal place of duty</i>		Arrival Airport: <i>Host Country</i>	
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Postal address where <b>paper ticket</b> should be sent (if applicable)	
Email address where <b>e-ticket</b> should be sent (if applicable)	

Please forward completed form to [expro@cepol.europa.eu](mailto:expro@cepol.europa.eu) no later than **3 weeks** prior to the departure date together with a copy of the **confirmation letter** received from the Hosting Organisation



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European Commission’s Directorate General for Justice, Freedom and Security