

DECISION 08/2013/GB

OF THE GOVERNING BOARD OF THE EUROPEAN POLICE COLLEGE

AMENDING DECISION 30/2006/GB OF THE GOVERNING BOARD

OF THE EUROPEAN POLICE COLLEGE

LAYING DOWN ADMINISTRATIVE RULES, COMMITMENTS AND

GUIDELINES FOR ITS COURSES AND SEMINARS

Adopted by the Governing Board
on 20 March 2013

THE GOVERNING BOARD,

Having regard to Council Decision 2005/681/JHA of 20 September 2005 establishing the European Police College (CEPOL) ⁽¹⁾, and in particular Articles 7, 15, 16, 17 and 18 thereof;

Having regard to the proposal of the Director,

Whereas:

- (1) Decision 30/2006/GB should be in compliance with the requirements of sound financial and administrative management;
- (2) Due to changes in the Grant Agreement process and the decision on the Secretariat booking all flights for participants a revision of 30/2006/GB is necessary. Costs for experts from cooperation partners attending preparatory meetings have been clarified and costs for local transport have been increased.
- (3) It is therefore desirable to amend Decision 30/2006/GB of the Governing Board of the European Police College laying down administrative rules, commitments and guidelines for its courses and seminars accordingly, particularly its Annex 1;

HAS ADOPTED THIS DECISION:

*Article 1
Amendment*

1. Annex 1 to the Governing Board decision 30/2006/GB is amended as follows.

Article 2.4

To be deleted:

The Secretariat will disseminate a “Calendar of Courses, Seminars and Conferences” in November each year for the following year. The Calendar will be launched on the CEPOL Web-site following approval of the Governing Board.

CEPOL Secretariat will launch a call to the CEPOL NCP’s in order to obtain data referring estimations of nominating how many participants to which kind of training activities/conferences.

Will be replaced by:

Yearly Calendar of Courses/Seminars/Conferences

The Governing Board adopts the Annual Work Programme in year n-2 and the list of activities in year n-1. The calendar with dates and organisers is distributed until the end of January of the year n.

Article 3.1.1

To be deleted

Adjustments of estimated costs

The submission of estimated costs form part of the Grant Agreement application procedure. Once the budget has been agreed by both parties, followed by the signing of the Grant Agreement, any subsequent change to the Grant Agreement must be communicated in writing to the CEPOL Secretariat, which may lead to an adjustment of the Grant Agreement.

The submission of estimated costs form part of the Grant Agreement application procedure. Once the budget has been agreed by both parties, followed by the signing of the Grant Agreement, any subsequent change to the Grant Agreement must be communicated in writing to the CEPOL Secretariat, which may lead to an adjustment of the Grant Agreement.

Will be replaced by:

Amendments to Grant Agreements

If any changes to the Grant Agreement are required a request must be immediately sent to the Secretariat via email to the functional email address: grants@cepol.europa.eu. Such a request will be assessed by the authorising officer on case by case basis.

If an organiser at any stage becomes aware of a budget under spending the Secretariat must be informed in writing to enable implementation of the budget.

Article 3.2.1.1

To be inserted:

In the case of a large event such as a conference, meal costs for additional supporting staff will be covered.

Costs for invited guests for dinner (e.g representatives of the ministries/academies) are permitted. Such invitations need to be documented in the submission claim.

“The regulations in the cooperation Agreements / Memoranda of Understanding with EU bodies, agencies and organisations and with Interpol, contain a provision that these partners will bear their own costs have to be applied.” As an exception these costs can be accepted if the attendance of such an expert is, 1) important to attain the objectives of the activity and 2) the sending organisation declares that due to financial constraints it is not able to cover these costs. A declaration must be signed using template CT15 and the Secretariat will then reimburse these costs to the organiser.

Travel by car:

To be deleted:

except attending CEPOL preparatory group meetings.

Will be replaced by:

Travel of an expert from the EU bodies and International organisation may be covered if the declaration as stipulated in article 3.2.1.1 section 9 is submitted.

Article 3.2.1.2

To be deleted:

Only in exceptional cases, Freelancers can be paid directly by CEPOL.

Article 3.2.1.3

To be amended:

In the table in the section for preparatory meetings covering the following experts: “Contributing organisation: -based on Cooperation Agreement – other EU agencies/institution Commission” Y (yes) is changed to N (NO)

The table will be replaced by:

Trainers / experts / moderators Belonging to 9	Staff from Organising College ²	Staff from a Supporting College	Contributing organisation from CEPOL Network ³	Contributing organisation: -based on Cooperation Agreement – other EU agencies /institution Commission	Organisation outside CEPOL network ⁴ or free- lancers	Comments
Prep. meeting						
Travel: Aircraft, Train, car)	n	y	y	n	y	
Meals and accommodation	y	y	y	n	y	
Local transport at place of the meeting	y	y	y	n	y	
Course						
Travel Aircraft, Train, car)	n	y	y	n	y	
Local transport to Station / Airport in country of origin	n	n	n	n	n	Except for free lancers, who can be reimbursed
Meals and Accommodation	y	y	y	n	y	
Fees / Salary Compensation	n	n	n	n	y	<u>Maximum</u> EUR 75,- per effective hour. (No compensation for preparation.)
Local transport at place of the activity	n	y	y	n ⁵	y	

² This includes the course manager and one assisting person.

³ Network of CEPOL’s governance (e.g. working groups)

⁴ Outside network of CEPOL colleges (e.g. police organisation, private organisations, etc)

⁵ No objections against combined transport

Article 3.2.2.2

To be deleted:

Travel costs for participants are not paid by CEPOL. Travel costs for participants are paid by the sending country/college/institution.

Free air tickets for participants of CEPOL courses, seminars and conferences

Notwithstanding the first paragraph of Article 3.2.2.2, the CEPOL Secretariat shall provide upon request free air tickets for up to ten participants per Member State, Acceding country and Candidate country per calendar year for the return trip between an airport at the participant's place of duty and an airport near where the course, seminar or conference takes place.

These tickets are issued without travel insurance; CEPOL waver all responsibilities for any claim relating to the flight booked.

Free air tickets only apply to activities organised or hosted in the EU, Acceding countries, Associated countries and Candidate countries. A free air ticket shall be provided on the request of the National Contact Point of the Member State only. The request shall be submitted no later than 21 calendar days prior the set arrival date of the activity.

The form provided by the Secretariat (in the 'Other Templates' section of CEPOL's restricted website) must be used and shall include information such as full name of participant, passport and/or ID card details, email and postal address of the traveller; the confirmation letter of the organiser or a copy of the registration form sent by the National Contact Point of the sending country.

National Contact Points can send a free flight request for logging even when a confirmation letter has not yet been received. However, please note a flight shall only be booked once the confirmation letter has been received at the Secretariat confirming a participant has been awarded a place on the activity.

Member States can decide how many free flights they would like to use for a single activity. This is limited referring to the number of possible participants from one country in an activity.

Air tickets shall be booked in economy class or equivalent, at the lowest available rates, taking into account the start and end times of the activity. Reimbursement of any travel costs to Member States, deviations from the routing and extensions of the journey time shall not be permitted under any circumstances.

If a participant's attendance is cancelled for reasons other than the cancellation of an activity, the purchased ticket counts as one of the maximum ten free flight tickets awarded to each Member State.

CEPOL Secretariat no longer requires copies of boarding passes for any free flights booked by the Secretariat.

In exceptional cases:

a. travel by rail instead of by air can be allowed. A request containing the reasoning and costs needs to be sent to supportteam@cepol.europa.eu

The provision regarding travel by rail, laid down in article 3.2.1.2 applies.

b. travelling using the combination of rail and air can be arranged by the Secretariat in case this results in substantial lower costs. A potential inconvenience for the traveller will be taken into account.

Nevertheless, purchasing of railway tickets is the responsibility of the participant (participant's organisation). Reimbursement claims should be submitted to the Secretariat by participant's organisation. The claim should be supplemented with the original invoice and tickets or certified copies.

Will be replaced by:

Costs for travel for participants of CEPOL courses, seminars and conferences

CEPOL will provide a return flight ticket to participants from EU and candidate countries confirmed by course manager between an airport of the participants' normal place of duty and an airport near to where the course, seminar or conference takes place. Tickets are issued without travel insurance; CEPOL wavers all responsibilities for any claim relating to the flight booked.

The travel of a national participant attending a CEPOL activity will generally not be covered by CEPOL budget. If the distance from the participants' place of duty and the activity venue exceeds 300 km the travel can be covered.

A confirmed list of participants and the individual participants' registration/travel form shall be submitted by the course organiser as soon as possible but no later than 3 weeks prior to the official start date as determined in the organiser's confirmation letter.

Flight tickets will be booked in economy class or equivalent, at the lowest available rates, taking into account the start and end times of the activity. Reimbursement of any flight costs to Member States, deviations from the routing and extensions of the journey time shall not be permitted under any circumstances. CEPOL no longer requires copies of boarding passes for any flights booked directly by the Secretariat

The registration/travel form (CT14) provided by CEPOL must be used and shall include information such as full name of participant, passport and/or ID card details, email and postal address of the traveller.

In the event that a Member State has nominated more than one participant, an organiser will be able to accept these participants if other countries have not nominated participants (ref section 4.5). If nomination requests exceed the number of participants as indicated in the Grant Agreement, and the organising country is able to implement the activity with a higher number of participants, the Secretariat must be contacted in order to determine if an amendment of the existing Grant Agreement is required and equally to identify if further budget is available to accommodate an increase in travel costs. Any increase in the number of participants is subject to a decision of the Secretariat.

If a participant's attendance is cancelled for reasons other than the cancellation of an activity or illness/serious emergencies within the participants' immediate family, the cost of the purchased ticket will result in a recovery order being issued to the sending authority.

In exceptional cases and if it is possible for CEPOL's travel supplier to accommodate tickets;

- a) Travel by rail instead of by air can be allowed. A request containing the reasoning needs to be described in the registration/travel form. The provision regarding travel by rail, laid down in article 3.2.1.2 applies.
- b) Travelling using the combination of rail and air can be arranged by CEPOL in case this results in substantial lower costs. A potential inconvenience for the traveller will be taken into account.

If the travel supplier of CEPOL is not able to provide rail tickets it is then possible for tickets to be purchased by the participant and this purchase will be reimbursed by CEPOL via the participant's sending organisation. Reimbursement claims should be submitted within 4 weeks to CEPOL by the participant's sending organisation. The claim should be supplemented with the original invoice and tickets or certified copies.

In exceptional cases and by prior approval of the Secretariat travel by car can be allowed. Travel by car shall then be reimbursed on the basis of a fixed kilometer allowance at €0.22 per kilometre, for the shortest and most effective route. Other expenses, like toll charges, parking fees, ferry crossing etc., can also be reimbursed after submitting the corresponding supporting documentation. The reimbursement shall be done based on the vehicle log sheet completed, dated and signed.

The sending organisation must within 4 weeks of the travel submit a claim to CEPOL.

All claims for reimbursements must be supplemented with the originals or certified copies of invoices, tickets, boarding passes or vehicle log sheets.

Article 3.2.3.1

To be deleted:

A Face-to-face Preparatory Group Meeting should only be implemented if there is a need in order to prepare the activity. Respecting the principles of sound financial management, the PGM should be considered to be organised through the Learning Management System or any other means of distance communication

Article 3.2.3.1 shall apply to representatives with the status of 'contributor', even when the contributor is representing an organisation with which CEPOL has signed a Cooperation Agreement or a Memorandum of Understanding.

Will be replaced by:

If included in the awarded Grant Agreement a face-to-face Preparatory Group Meeting can be implemented if there is a need in order to prepare the activity. Respecting the principles of sound financial management, the PGM should be considered to be organised through the Learning Management System or any other means of distance communication

To be deleted:

CEPOL will also cover meeting costs; coffee, beverages and cost for meeting room (when hotel are used) and local transport in the organising country up to a maximum of €50 per participant. In case the venue for the preparatory meeting is a college and the distance between the airport and the college results in costs for local transport that exceed €50,- per participant a higher maximum can be authorised by the CEPOL Director.

Will be replaced by:

CEPOL will also cover meeting costs; coffee, beverages and cost for meeting room (when hotel are used) and local transport in the organising country up to a maximum of €60 per participant.

In case the venue for the preparatory meeting is a college and the distance between the airport and the college results in costs for local transport that exceed €60 per participant a higher maximum can be authorised by the CEPOL Director.

Article 3.2.3.2

To be deleted:

For courses, seminars and conferences where interpretation is requested a specific calculation has to be presented.

Article 3.2.3.3

To be deleted:

Costs for lessons will be reimbursed by CEPOL for following:

Will be replaced by:

Costs for Lectures and Research Material will be reimbursed by CEPOL for following:

To be added in the list of bullet points is:

- posters / displays.

Article 3.2.4.1

To be deleted:

An amount up to a maximum of 4% and for courses/seminars/conferences lasting more than 8 days up to a maximum of 3% of the total eligible costs can be reimbursed by CEPOL, based on external and or internal invoices concerning organisational costs.

Organisational costs will be reimbursed by CEPOL for following:

- Costs for the bus transport to the farewell dinner if necessary.
- Costs for posters / displays.
- Costs for invited additional guests for the farewell dinner (e.g. representatives of the ministries and / or academies).
- In case it is a bigger event like a conference: costs for the meals provided to additional supporting staff

Will be replaced by:

In cases where the course organiser, due to the national legal regulations, cannot be directly reimbursed by CEPOL and needs to use the service of a foundation or service provider for the implementation of the activity a reimbursement for costs related to this service up to 7 % of the total eligible costs can be granted.

This needs to be declared in the Grant Agreement financial section.

In exceptional circumstances the CEPOL Director may approve a higher expenditure of organisational costs.

Non eligible costs:

- Gifts / farewell presents.
- Staff costs.

Article 3.2.4.2

To be deleted:

For local transport to/from airports/stations CEPOL will reimburse a maximum of €50 per participant against a specified invoice. In case the venue of the course, seminar, conference is a college and the distance between the airport and the college results in costs for local transport that exceed €50 per participant a higher maximum can be agreed by the CEPOL Director. If transported by bus/car between the hotel and the venue for the activity, CEPOL will reimburse the costs up to €300/day.

If an organiser provides local transportation for participants this reimbursement shall be done based on an invoice justified with the vehicle log sheet completed, dated and signed.

Costs will be covered for bus transportation to the farewell dinner if necessary

To be inserted:

For local transport to/from airports/stations CEPOL will reimburse a maximum of €60 per participant against a specified invoice. In case the venue of the course, seminar, conference is a college and the distance between the airport and the college results in costs for local transport that exceed €60 per participant a higher maximum can be agreed by the CEPOL Director.

If transported by bus/car between the hotel and the venue for the activity, CEPOL will reimburse the costs up to €300/day.

If an organiser provides local transportation for participants this reimbursement shall be done based on an invoice justified with the vehicle log sheet completed, dated and signed.

Costs will be covered for bus transportation to a dinner if necessary.

Article 3.2.5.1

To be deleted:

In order to make the payment, the completed Legal Entity and Financial Identification Form with supporting documents shall be sent to the CEPOL Secretariat for validation.

Will be replaced by:

Any change in legal entity and/or bank account must immediately be reported and the completed Legal Entity and Financial Identification Form with supporting documents shall be sent first to the functional mailbox grants@cepol.europa.eu and by post.

Article 3.2.5.3

To be deleted:

Payments shall be made according to Article 83 / IR Article 106 "*Payment time limits and default interest*" of the Financial Regulation and implementing rules applicable to the general budget of the European Communities.

Will be replaced by:

Payments shall be made according to EU Financial Regulation⁶ Article 92/Rules of application 111 within 60 calendar days for all other delegation agreements, contracts, grant agreements and decisions for which payment depends on the approval of a report or a certificate.

Article 4.3.3

To be deleted:

discussions referring to the adjustment of estimated costs have taken place,

Article 4.4.1

To be inserted:

- Registration/travel Form

National Contact Points are to be requested to submit the completed registration forms together with the invitation response for the nominated participants.

Article 4.4.3

To be inserted:

- Registration/travel Form

⁶ Regulation no. 966/2012 of the European Parliament and of the Council of 25 October 2012

Article 4.5

To be inserted under “note” after the first sentence:

Unless the activity for pedagogical reasons is limited to few participants.

Article 4.8

To be inserted:

The course organiser must collect all the participant registration forms and ensure that following the dead-line all participants on the participant list have submitted the form. The organiser must then send all registration forms and the list of participants as soon as possible to the Secretariat support team using the following email address; support-team@cepol.europa.eu. The Secretariat will commence booking the travels for the participants and when a travel is booked the Secretariat will send the ticket directly to the participant. The organiser as well as the NCP of the sending country will receive a copy of the travel details.

Article 4.10

To be inserted after the sentence under section 3):

Travel of an expert from the EU bodies and International organisation may be covered if the declaration as stipulated in article 3.2.1.1 section 9 is submitted.

Article 4.15

To be inserted:

This report shall include in original: contribution in kind with salary costs (OF 27) and organisers training report (CT13) together with documents mentioned under item 4.13.

Article 4.17

Rephrasing of templates:

CT14: Registration/travel Form

New template:

CT15: Declaration

Forms not applicable:

OF13, AI01, AI02 and AI07

To be inserted:

CT = COMPULSORY TEMPLATE
CB = COURSE BUDGET
OF = OPTIONAL FORM
RG = RECOMMENDED GUIDENCE
AI = ADDITIONAL INFORMATION

Article 2
Entry into force

This Decision shall enter into force on the day of its signature and be applicable to all CEPOL training activities taking place after 1 January 2013.

Done in Dublin, 20 March 2013

For the Governing Board

Fintan Fanning
Chair of the Governing Board