DECISION 19/2014/GB

OF THE GOVERNING BOARD OF THE EUROPEAN POLICE COLLEGE

ADOPTING PROVISIONS CONCERNING THE ADMINISTRATION OF THE E-NET

AND REPEALING DECISION 29/2008/GB

Adopted by the Governing Board
by written procedure
on 31 July 2014

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 Article 7(h) thereof;

Having regarding to Decision 11/2014GB regarding the administrative rules, commitments and guidelines for its webinars;

Whereas:

(1)   According to Article 7(h) of Council Decision 2005/681/JHA one of CEPOL's tasks is to develop an electronic network to provide back-up for CEPOL in the performance of its duties, ensuring that the necessary security measures are in place.

(2)   A revised platform has been developed and launched at the beginning of 2014 (description of functionalities and services - *Annex 1*).

(3)   The successful performance of the e-Net depends fundamentally on the Member - States, EU Agencies and other partners, in particular on the extent to which they promote the use of the system, provide relevant materials, administer registrations and provide resources for the e-Net work.

(4)   It is therefore desirable to lay down rules on the administration of the e-Net.

HAS ADOPTED THIS DECISION:

Article 1
Scope

This decision assigns roles and responsibilities for the administration of CEPOL's e-Net to participating Member - States, the CEPOL Secretariat, EU Agencies and other partners.

Article 2
Basic principles

Central administration and support for the e-Net shall be provided by the CEPOL Secretariat. Member - States shall provide national administration, resources and support for the e-Net, which shall not be financed from CEPOL's budget. The structure and organisation of the national e-Net tasks (Article 4) is the responsibility of the respective Member State.
The same obligations apply for EU Agencies and other partners, regarding their own needs.

Article 3
User Rights and User Roles

1. The rights and roles shall be: general user rights, restricted user rights (assigned by e – Net Managers) and special user roles.

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[1]   OJ L 256, 1.10.2005, p. 63. Decision as amended by Regulation (EU) No 543/2014 (OJ L 163, 29.5.2014, p. 5).

2. Granting rights and roles shall require prior registration of the user.

3. General user rights shall:

   (a) be granted to law enforcement officers and employees of law enforcement authorities and organisations;

   (b) allow access to CEPOL's e-Net.

4. Restricted user rights shall:

   (a) be granted to persons not eligible for general user rights;

   (b) allow access to the e-Library and other open knowledge resources (e.g. e-journal subscriptions) or

   (c) allow access to a course, platform, module or category on the LMS (when the technical solution is in place);

   (d) allow access to (b) and (c)

   Requests for provision of restricted user rights shall be assessed on a case by case basis.

5. Special user roles, which, notwithstanding the criteria as laid down in sub-paragraph 3(a) of this article, shall include general user rights and shall be:

   (a) e-Net Managers

   (b) Regarding the LMS: course organisers/administrators, participants in CEPOL activities, trainers and experts as well as other roles related to e-Learning and the European Police Exchange Programme

   (c)Regarding the DMS: Members of the Governing Board, Working Groups, Project Groups, ad-hoc Groups, National Common Curricula Coordinators, National Contact Points, Research and Science Correspondents and e-Net Managers;

   (d) Regarding the e-library: Submitter, Moderator, Authority for Collections and Collection Administrators.

Special user roles are usually assigned by CEPOL agency staff, in case of the LMS, DMS, and the e-library, where parts of these sub-systems concern particular national, organisational or activity areas, the assignment and administration of special roles can be delegated to respective e-Net Managers.

Article 4
Appointment of e-Net Managers

Each Member State shall appoint one responsible e-Net Manager, who shall work through the National Contact Point as referred to in Article 14 of Decision 2005/681/JHA. This e-Net Manager may be supported by additional staff in administrating user rights.

The same applies for EU Agencies and other partners regarding their own needs.

An official appointment has to be sent in writing to CEPOL Secretariat, using a nomination form through the Organisational or National Contact Point *(Annex 2).*

Article 5
Tasks of e-Net Managers

E-Net Managers shall in particular:

1. approve or reject applications for new registrations and to maintain their national or organisational user list at least once a year;

2. give rights to e-Net users (general or restricted);

3. provide training and support on a national or organisational level regarding the use of the e-Net and its components, academic resources and e-learning tools;

4. provide support for updating the national training institutes' information on CEPOL's website;

5. encourage users to use the e-Net tools and give support to users from their respective country or organisation through a help-desk;

6. promote the e-Net to key audiences;

7. act as collection administrators in the e-Library.

Article 6
Profile of e-Net Managers

The e-Net Manager shall:

1. be a police officer or have adequate knowledge of police work;

2. have good English language skills;

3. have sufficient computer and internet skills on an administrative level;

4. be able to fulfil the tasks as defined in (Art. 5) of this Decision;

5. have studied Regulation (EC) No 45/2001 of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data or any other future relevant Regulations, in order to be able to safely handle the users' data.

6. attend e-Net Managers' meetings.

Article 7
Tasks of the CEPOL Secretariat

The CEPOL Secretariat shall:

1. provide Help Desk support to e-Net Managers;
2. manage and oversee the central administration of the e-Net and its components (as mentioned in *Annex 1*);

3. provide applications and permissions for Special User Roles as referred to in Article 3 Paragraph 5 of this Decision to the persons mentioned in *Annex 3*;

4. organise (at least) one meeting per year for the e-Net Managers according to the Decision 8/2007/GB or any other Decision in place, governing the organisation of meetings.

Article 8
Delegation of administrator rights

E-Net Managers may delegate administrator rights. The CEPOL Secretariat shall be informed in writing about any delegation and its limits before it is implemented.

Article 9
Cooperation Partners

If a cooperation agreement concluded by CEPOL provides for access to CEPOL's e-Net, the provisions of this Decision shall apply by analogy to the cooperation partner.

Article 10
Entry into force

This decision shall take effect on the day following its adoption.

Done in Rome, 31 July 2014

For the Governing Board

Rossanna Farina
Chair of the Governing Board

The e-Net shall offer the following functionalities and services:

I.   Support to residential courses, seminars and conferences:

All residential activities that are part of the Annual Work Programme are listed in the Learning Management System (LMS) of the e-Net, in accordance with the categories of activities identified therein. The LMS support for each of the activities is carried out by means of a Course Image, which in turn is based on the administrative rules, commitments and guidelines for residential courses and seminars as set out in 30/2006/GB on the one hand and good practices from e-Net Managers and course managers on the other. Requirements for the Course Image are reviewed and updated annually by the e-Net Managers. This support is also part of CEPOL's e-Learning services.

II.   Support to European Police Exchange Programme:

The European Police Exchange Programme (EPEP) is supported by a dedicated platform on the LMS, in which all Exchangees, National Exchange Coordinators and EPEP staff at CEPOL, jointly provide the relevant information and communication tools, in order to enable the effective and efficient preparation, implementation and evaluation of exchanges. This support is also part of CEPOL's e-Learning services.

III.   Support to CEPOL webinars:

The CEPOL webinars are supported through an open platform on the LMS. It contains the webinar catalogue, as identified in the Annual Work Programme. In addition, it offers possibilities for webinar registration as well as a database of recorded webinars, where past events can be re-visited. The support to CEPOL webinars, forms part of CEPOL's e-Learning services.

IV.   Online Learning Modules:

All Online Learning Modules are hosted in a dedicated section on the LMS and provide knowledge landscapes for individual self-paced learning. Modules can also be used for professionalisation purposes in courses, seminars, conferences on national and CEPOL level. The Online Learning Modules form part of CEPOL's e-Learning services.

V.   Support to Communities of Practice and projects through Platforms:

In the LMS, a dedicated section is tailored towards the facilitation of sharing and building of knowledge, good practices and communication between groups of professionals in defined areas of policing and law enforcement.

The support to communities of practices forms part of CEPOL's e-Learning services.

VI.   Research, Science and Knowledge Management

The e-Library enables the archiving of scientific research results and knowledge documents, related to policing and law enforcement. The content is searchable and accessible through browsing, keywords and collections. Subscriptions to selected e-Journals are available through the e-Journals section of the e-Net.

VII.   Document Management:

The Document Management System (DMS) is a tool that enables the persons responsible in the Member - States, the CEPOL Secretariat and the CEPOL Network, to control the lifecycle of all the documents produced during CEPOL meetings, including how and when documents are created, reviewed, published, utilised, retained and removed.

VIII.   User administration:

The User administration includes the provision of tools for the e-Net Managers, in order to enable them to carry out their tasks and responsibilities, as indicated in Art. 5 of this Decision.

Annex 2

CEPOL eNet Manager (NeM) Nomination Form

NOMINATION OF:

First Name:		Last Name:	
Title / Function:		Mr/Ms/Mrs:	
Member State:		Postcode:	
Organisation: (Police Force / University / Other)			
Address (line 1):			
Address (line 2):			
Address (line 3):			
Office phone:	+	Office fax:	+
Mobile phone:	+	Email:	
Registered on e-Net?	YES ☐	NO ☐	

NOMINATED BY:

NCP/OCP Name:	
Member State/ Organisation/Institution	
NCP/OCP Signature and Date	

**Please return the completed form to CEPOL Secretariat
by sending a scanned copy to eNet_nominations@cepol.europa.eu**

Annex 3

Amongst other duties, CEPOL shall provide applications and permissions for Special User Roles to the following:

1. Director

2. Chair of the Governing Board

3. Governing Board Member

4. CEPOL staff

5. National Contact Points and Organisational Contact Points

6. European Police Exchange Programme

    6.1 National Exchange Programme Coordinator

    6.2 Exchangees / tutors

7. E-Net Manager

    7.1 National e-Net Manager

    7.2 Organisational e-Net Manager

8. Common Curricula Coordinator

9. Research and Science Correspondents

10. Framework Partners

11. Course Managers

12. Course administrators

13. Course/Seminar/Conference Experts/trainers

14. Course/Seminar/Conference Participants

15. Academics, Researchers and Scientists