DECISION 05/2007/GB

OF THE GOVERNING BOARD OF THE EUROPEAN POLICE COLLEGE

ADOPTING THE MULTI ANNUAL STAFF POLICY PLAN

2008 - 2010

Adopted by the Governing Board
on 8 March 2007

THE GOVERNING BOARD,

Having regard to Council Decision 2005/681/JHA ([1]), and in particular Article 13 thereof;

Having regard to the proposal from the Director;

Having regard to the opinion of the Commission ([2]);

Whereas:

(1)   The first establishment plan of the European Police College (hereinafter referred to as "CEPOL") with 22.5 posts for the financial year 2006 as contained in Annex Part C-3-20-22 of Volume 1 of the 2006 general budget of the European Union ([3]) was proposed by the Commission early in 2005 before CEPOL had been established as an EU agency. For a start the establishment plan 2006 was confirmed at the beginning of 2006, when adopting the draft budget 2007 to be submitted to the Commission ([4]).

(2)   As regards temporary agents seven posts out of 16 posts (about 45 %) were occupied at the end of December 2006. Another five officers had been selected by 31 December 2006 and will take up their duties during the first quarter of 2007, what elevates the occupancy rate to 75 % (12 out of 16). The recruitment of the remaining four temporary agents is expected to be completed during the first half of 2007; due to regulations and natural circumstances the needed time can not be shortened.

(3)   Four out of six foreseen contract agents were recruited by 31 December 2006; two have taken up their posts and two more agents are starting in April.

(4)   Since the recruitment of 22 new functions has not been completed yet, it is not opportune to review the general staff policies, including classification and grading of posts, at this stage. When the set up phase has been finalised the entire personnel situation will be evaluated and the staff policy plan adapted as necessary.

(5)   According to Council Decision 2005/681/JHA CEPOL shall function as a network. Therefore approximately 90% of all CEPOL Activities are organised by national training institutes in the Member States, but not by the CEPOL Secretariat.

([1])   OJ L 256, 1.10.2005, p. 63
([2])   Opinion of xxx
([3])   OJ L 78, 15.3.2006, p. I/1
([4])   Decision 13/2006/GB of the Governing Board of the European Police College adopting the draft estimate of revenues and expenditures for the financial year 2007, adopted by the Governing Board on 24.2.2006

In each Member States a CEPOL unit or contact point has been established. Smaller units have a part time or full time function, bigger units have 5 to 6 officers implementing, preparing and evaluating CEPOL Activities; inter alia organising courses, supporting other organisers, organising meetings, drafting budget proposals, developing programmes. Estimating 1.5 to 2.0 officers as an average of the national units, additional 40 to 55 officers are working with CEPOL Activities.

If the CEPOL Secretariat would implement additional activities, additional staff for operational tasks would be needed.

(6)   During 2006, the first operational year, it has become apparent that the number of staff, particularly in the Administration Unit of the CEPOL Secretariat, is not sufficient to comply with and to implement all regulations within the new legal framework.

CEPOL does not have a choice whether to comply with these regulations or not. Naturally a minimum number of administrative staff is required absolutely irrespective of the number of operational staff. In respect of CEPOL's future work the number of staff of the CEPOL Secretariat therefore has to be adjusted accordingly.

(7)   CEPOL's network function and the necessity to comply with and to implement all regulations within the new legal framework should be considered regarding the balance between the number of administrative staff and operational staff.

(8)   In general highly qualified staff is required, specifically in the areas related to CEPOL's mandate and strategy. Also staff working in the administrative fields must generally be highly qualified as responsibilities are normally not shared between two persons, but specific sectors are in most cases covered by only one single person.

(9)   CEPOL does not offer a career system due to the limited time of service.

(10)   The general requirement for a high level of qualification and the lack of a career system should be taken into account for the grading of functions and when putting a specific regulation as regards this matter in place for CEPOL.

(11)   In the first place CEPOL recruits experts with high competencies and excellent knowledge and experiences and not officers working as national representatives. Due to the total number of staff which is lower than the total number of Member States of the European Union CEPOL will naturally not be able to employ citizens of all Member States.

(12)   The Commission Staff Working Document "Guidelines for the appointment of heads of Community agencies" (Commission Decision (2005)190 of 13 May 2005) is not applicable to CEPOL.

HAS ADOPTED the multi annual Staff Policy Plan 2008 - 2010 as detailed in Annex 1.

Done at Münster, 8 March 2007

For the Governing Board

Klaus Neidhardt
Chair of the Governing Board

EUROPEAN POLICE COLLEGE

MULTI ANNUAL STAFF POLICY PLAN 2008 - 2010

I. GENERAL OVERVIEW OF THE SITUATION OF THE AGENCY

1) Own tasks and requirements – current situation

a) Description of the Agency, its mission and programme tasks

The European Police College (hereinafter referred to as "CEPOL"), as a community financed EU-agency, was established by Council Decision 2005/681/JHA of 20 September 2005([1]); the decision took effect on 1 January 2006. CEPOL was previously established by Council Decision 2000/820/JHA of 22 December 2000 ([2]) as a body financed directly by the Member States of the European Union.

Seat of CEPOL is Bramshill, United Kingdom. According to Article 1(2) of Council Decision 2005/681/JHA CEPOL shall function as a network, by bringing together the national training institutes in the Member States, whose tasks include the training of senior police officers.

The aim of CEPOL is to support the training of senior police officers of the Member States by optimising cooperation between the national training institutes. CEPOL therefore shall support and develop a European approach to the main problems facing Member States in the fight against crime, crime prevention, and the maintenance of law and order and public security, in particular the cross-border dimension of those problems (Article 5 of Council Decision 2005/681/JHA).

CEPOL's objectives are to increase knowledge of the national police systems and structures of other Member States and of cross-border police cooperation within the European Union; to improve knowledge of international and Union instruments – in particular regarding the institutions of the European Union, Europol and Eurojust – and to provide appropriate training with regard to respect for democratic safeguards, with particular reference to the rights of defence (Article 6 of Council Decision 2005/681/JHA).

To achieve these objectives CEPOL undertakes in particular the following actions (Article 7 of Council Decision 2005/681/JHA) as prioritised and detailed in the particular work programme:

1. provide training sessions, based on common standards;

2. contribute to the preparation of harmonised programmes, help to set up advance training programmes and develop and provide training for trainers;

3. provide specialists training for police officers playing a key role in combating cross-border crime, with a particular focus on organised crime;

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[1] OJ L 256, 1.10.2005, p. 63
[2] OJ L 336, 30.12.2000, p. 1. Decision as last amended by Decision 2004/567/JHA (OJ L 251, 27.7.2004, p. 20).

4. disseminate best practice and research findings;

5. develop and provide training to prepare police forces of the European Union for participation in non-military crisis management;

6. develop and provide training for police authorities from candidate countries;

7. facilitate exchanges and secondments of police officers in the context of training;

8. develop an electronic network;

9. enable the senior police officers of the Member States to acquire relevant language skills.

CEPOL's organs are the Governing Board and the Director. The Governing Board is composed of delegations from each Member State and representatives from the Commission, the General Secretariat of the Council and Europol as non-voting observers. Delegation from Iceland, Norway and Switzerland attend the Governing Board meetings as non-voting observers following co-operation agreements which have been concluded with those countries.

The CEPOL Secretariat, headed by the Director, assists CEPOL with administrative tasks necessary for CEPOL to function and implements the annual work programme along with additional programmes and initiatives. As CEPOL shall function as a network, committees and working groups composed of representatives from the Member States and supported by the CEPOL Secretariat, develop and propose inter alia strategies, training concepts and tools. Activities are normally delivered by national police training institutes - with just a few administrative courses and seminars delivered by the CEPOL Secretariat -, financed from CEPOL's budget and with support of the CEPOL Secretariat.

CEPOL also participates in the Commission's AGIS (Exchange Programme for Senior Police Officers and Police Training Staff) and Regional MEDA-JHA II programmes.

b) Current establishment plan and posts filled at 31.12.n-1 (current grades) as stated in the last Budget

Category and grade	Posts filled as at 31.12.2006		EP 2007	
	Permanent	Temporary	Permanent	Temporary
AD 16	-	-	-	-
AD 15	-	-	-	-
AD 14	-	-	-	-
AD 13	-	1	-	1
AD 12	-	-	-	-
AD 11	-	-	-	-
AD 10	-	2	-	2
AD 9	-	-	-	-
AD 8	-	-	-	-
AD 7	-	1	-	2
AD 6	-	-	-	-
AD 5	-	-	-	5
Total AD	**-**	**4**	**-**	**10**
AST 11	-	-	-	-
AST 10	-	-	-	-
AST 9	-	-	-	-
AST 8	-	-	-	-
AST 7	-	-	-	-
AST 6	-	-	-	-
AST 5	-	1	-	1.5
AST 4	-	-	-	2
AST 3	-	2	-	9
AST 2	-	-	-	-
AST 1	-	-	-	-
Total AST	**-**	**3**	**-**	**12.5**
Grand Total	**-**	**7**	**-**	**22.5**

c) Current annual staff-related expenditure, in absolute terms and as percentage overall annual expenditure

Expenditure	2007 EUR	2007 % of budget
Staff-related	2 657 000	35.7 %
Other administrative	468 000	6.3 %
Operational	4 314 000	58.0 %
Grand Total	7 439 000	

Staff related costs include all salary costs and related overheads for all in-house staff;

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d) Organisation and organigramme

Next to the Director the CEPOL Secretariat is composed of two units, one taking care of the operational work (Programme Unit) and the other one responsible for the administrative work (Administration Unit). The Director and both units are supported by the Secretarial Support Team, which delivers project related support rather than being involved in the day to day work of the units.

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                    ┌─────────────────────┐
                    │     DIRECTOR        │
                    └─────────────────────┘

              ┌──────────────────────────────────┐
              │     SECRETARIAL SUPPORT TEAM      │
              └──────────────────────────────────┘

┌─────────────────────────────┐     ┌─────────────────────────────┐
│   PROGRAMME UNIT            │     │   ADMINISTRATION UNIT       │
│                             │     │                             │
│  Programme Support          │     │  Accounting                 │
│  Training and Research Support│   │  Budget and Finance         │
│  Research and Knowledge     │     │  Human Resources            │
│  External Relations         │     │  ICT                        │
│  Communications             │     │  Records Management         │
└─────────────────────────────┘     └─────────────────────────────┘
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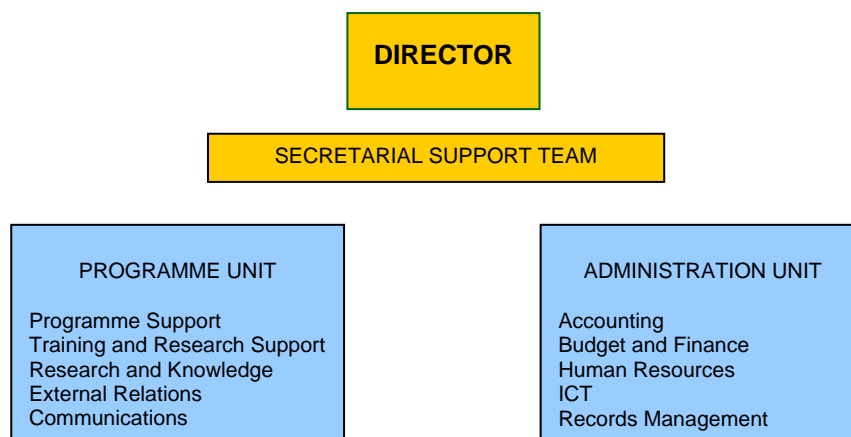
2) General presentation of the staff policy followed by CEPOL

a) Type and number of staff required to fulfil the missions and tasks

CEPOL's first establishment plan with 22.5 posts as contained in Annex Part C-3-20-22 of Volume 1 of the general budget of the European Union was proposed by the Commission early in 2005 before CEPOL had been established as an EU agency. None of the posts have been defined as permanent since Article 13(4) of Council Decision 2005/681/JHA only allows for staff on a temporary basis.

Of the 22.5 posts in the establishment plan for the year 2007, ten posts are in category AD and 12.5 in category AST. All posts in category AD and six posts in category AST have been allocated for managerial and administrative tasks. On 31 December 2006, seven posts in the establishment plan were occupied; additional five officers have been selected and will take up their duties during the first quarter of 2007. The recruitment for additional four posts is expected to be completed during the first half of 2007.

Two contract agents were employed by CEPOL on 31 December 2006, with an additional four contract agents expected to be employed within the first half of 2007. Further contract agents fully financed by and working for two Commission programmes (AGIS, MEDA II) will be recruited during 2007.

For strategic issues, coordination, communication and general support two National Seconded Experts are currently employed.

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In general CEPOL requires highly qualified staff with highly specialised knowledge and experience for most of its activities, specifically in the areas related to CEPOL's mandate and strategy. This is also valid for staff working in administrative fields, as in most cases only one member of staff covers a specific sector of responsibility.

Of CEPOL's 22 defined functions nine are assigned to the Programme Unit, seven to the Administration Unit and three to the Secretarial Support Team.

During the first operational year it has already become apparent that the number of staff, particularly in the Administration Unit is not sufficient to comply with and to implement all regulations within the new legal framework. Additional urgent needs in terms of staff are addressed in section III of this Staff Policy Plan.

When CEPOL's entire personnel situation will be examined after the CEPOL Secretariat has been all set up, it may appear that the grading of posts could be lower than appropriate. Such a conclusion could result in reclassification of posts which would have an impact on the establishment plan and staff related expenditure.

b) Type and number of posts, job titles, duration of employment, grade corresponding to the tasks and functions

See annex I.

c) Recruitment policy in regard to the different types of employment

The recruitment policy applicable to both temporary agents and contract agents has been agreed by the Governing Board on 13 January 2006. It is the intention of CEPOL to eventually lay down these policies in the respective implementing rules to the Staff Regulations agreed by the Commission and adopted by the Governing Board.

Selection procedure
The Agency's current selection procedure which is applicable to both temporary agents and contract agents is based on the following principles:

- Publication of a vacancy notice on CEPOL's website and on the EPSO website citing eligibility and selection criteria, indicating type and duration of contract as well as the recruitment grade.

- Setting up of a selection panel, including at least the Head of Administration or the Personnel and Administration Officer respectively, and where the Head of Administration is not the one who will be directly responsible for the person to be recruited, the Head of the Unit responsible. When justified by the level or the required expertise of a post, an additional external member is appointed. For the selection of Heads of Unit the Director chairs the panel and invites two external members and two experts from the Governing Board.

- Pre-selection of candidates by the selection panel on the basis of required documents, permitting the evaluation of recruitment and selection criteria.

- Interview of candidates by the selection panel on the basis of pre-decided questions covering the specific competences in the area of expertise, knowledge of European Institutions, general aptitudes and language abilities.

- The selection panel proposes a list of suitable candidates in a report sent to the Director acting as Appointing Authority or Authority authorised to conclude contracts respectively.

- The Director acting as Appointing Authority or Authority authorised to conclude contracts respectively makes the final selection.

Grade and function group corresponding to the tasks and to the level of the post
Based on the current structure and mission of the CEPOL Secretariat as agreed by the Governing Board on 13 January 2006, agents are recruited at the following levels, also taking into account the temporary basis of all employments:

Temporary agents:
Director in AD13
Heads of Unit in AD10
Officers with an extensive responsibility in AD7
Officers with particular co-ordinating responsibilities in AD5
Officers for exceptional administrative key functions in AST5
Officers for administrative functions in AST3 - AST4

Contract agents:
Assistants in function group II
Support staff in function group I

Duration of employment
Reflecting the network nature of CEPOL and pursuant to Article 13(4) of Council Decision 2005/681/JHA, both temporary agents and contract agents are offered a contract of four years, renewable for another fixed period of two years. A second renewal, which is automatically for an indefinite period, is basically not foreseen and may only be offered in exceptional circumstances with the prior agreement of the Governing Board.

All renewals of contracts will be subject to a thorough examination of the performance of the staff member and will be dependant upon available budgetary provisions.

The post of the Director is offered for a fixed period of four years, extendable once.

d) Career profiles with regard to the different types of employment.

<u>Evaluation and promotion or reclassification</u>

CEPOL is in the process of developing a career development programme. The intention is to agree individual development plans including training possibilities which would be drawn up at the beginning of the year laying down the objectives and the indicators of the staff member in relation to the work programme. An individual's appraisal would be done at the end of the year on the basis of the performance indicators of the development plan.

As contracts with CEPOL's staff are concluded for fixed periods only and not exceeding six years in total, the current policy as agreed by the Governing Board on 13 January 2006, does not allow for promotions/reclassifications. In case an indefinite contract has been concluded the model decision for agencies on promotion shall apply; any promotion/ reclassification shall be subject to the prior agreement of the Governing Board.

It is the intention of CEPOL to lay down these policies in the respective implementing rules to the Staff Regulations agreed by the Commission and adopted by the Governing Board.

e) Statistics and general orientations to promote equal opportunities and concrete measures planned in order to ensure equal treatment among staff members, in particular between men and women.

Temporary Agents by Nationality as of 15 January 2007

Contract Agents by Nationality as of 15 January 2007

Temporary Agents by Age and Gender as of 15 January 2007

Contract Agents by Age and Gender as of 15 January 2007
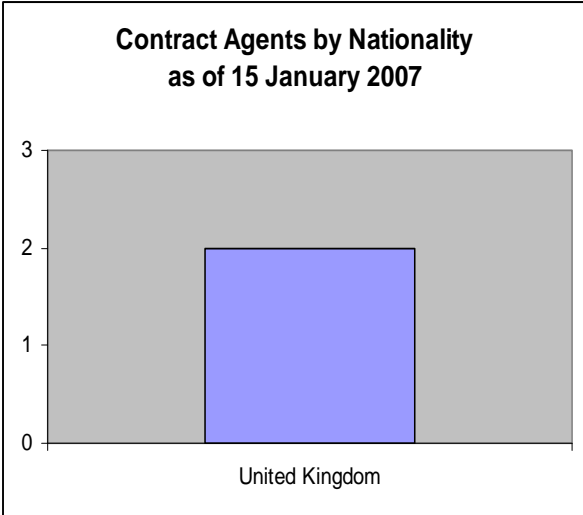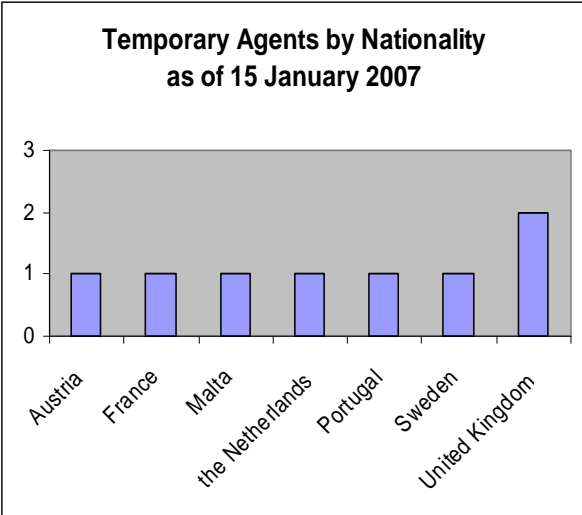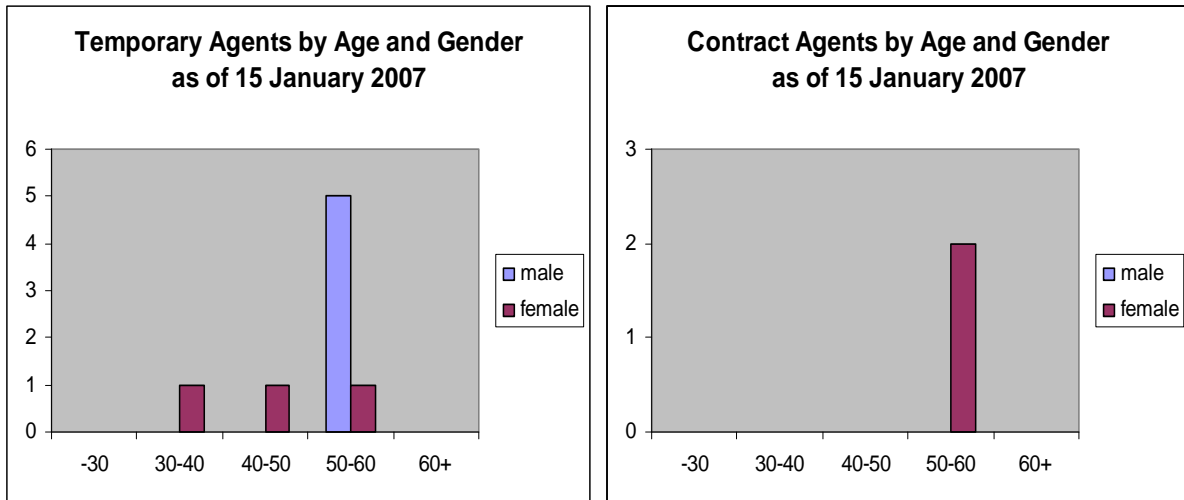
CEPOL's recruitment is based on a fair and open competition regardless of race, political, philosophical or religious beliefs, sex or sexual orientation, disability or age and without reference to marital status or family situation. After the recruitment has been completed CEPOL intends to evaluate its policy and to introduce specific measures to ensure equal treatment.

f) Mobility policy in regard to the different types of employment

<u>Mobility within the Agency</u>

Vacancy notices are also accessible internally and members of staff may apply.

<u>Mobility among Agencies</u>

CEPOL will take into consideration the possibility to take part in the interagency job market in accordance with the agreement between agencies as is yet to be signed in this respect.

<u>Mobility between the agency and the institutions</u>

CEPOL has currently no post occupied by an official from an institution; however, Article 13(4) of Council Decision 2005/681/JHA specifically mentions officials seconded by an institution as possible type of CEPOL's staff.

3. **Various types of employment deriving from the analysis of the tasks and requirements of the Agency.**

   a) Officials/temporary agents on long term employment.

      CEPOL does not apply long-term employment.

   b) Temporary agents on short term employment

      Reflecting the networking nature of CEPOL and pursuant to Article 13(4) of Council Decision 2005/681/JHA, all posts have been defined as short-term;

allowing for renewal of competencies and ideas through the continuous rotation of staff while maintaining the widest possible balance of geographical participation of EU Member States. Staff for functions corresponding to the needs of time limited activities or projects are recruited as contract agents.

For 2007 a total of 16 temporary agents on short term employment are planned.

c) Contract agents on long term employment

CEPOL does not apply long-term employment.

d) Contract agents on short term employment

Reflecting the networking nature of CEPOL and implementing Article 13(4) of Council Decision 2005/681/JHA, all posts have been defined as short-term; allowing for renewal of competencies and ideas through the continuous rotation of staff while maintaining the widest possible balance of geographical participation of EU Member States. A contract agent is recruited for a shorter period of time if the function corresponds to the needs of time limited activities or projects.

For 2007 a total of 6 contract agents on short term employment is planned; plus additional contract agents for time limited projects.

II. OVERVIEW OF THE SITUATION OVER THE NEXT THREE YEARS

The development of CEPOL's multi annual Staff Policy Plan reflects that CEPOL has gained important experiences during its first year of operating as an EU agency. It is CEPOL's primary intention to manage resources in a responsible way and not to request more staff than actually needed. However, the number of staff allocated for 2007, as it was planned long in advance, does not allow CEPOL to meet its tasks and demands as required by the financial and staff regulations and requested by the Governing Board and committees.

1. Turnover due to retirement or termination of employment

a) Turnover in the agency because of retirement

No retirement of staff is expected.

b) Turnover in the agency because of termination of employment

No termination of employment is expected.

2. Career developments in the agency: expected promotion and reclassification

No promotions or reclassifications are expected in 2007 and 2008 as long as the recruitment process continues. However, CEPOL intends to evaluate its staff situation after recruitment has been completed. If CEPOL comes to the conclusion to change the policy as outlined in I.2e) and to introduce a career system, this may result in reclassification of posts and have an impact on the establishment plans for the financial years 2009 and 2010.

3. Workload

CEPOL's tasks and workload correspond to latest political developments, for example priorities set by working groups of the Council and the EU task Force of Chiefs of Police, both expecting CEPOL to react at short notice.

The first year of operating as an EU agency has shown that the current number of staff, in particular staff dealing with administrative matters, is not sufficient. Regardless of the number of staff or the amount of appropriations, the CEPOL Secretariat must comply with and implement the same rules and regulations as all EU agencies.

a) Human Resources Assistant (FGII)
It has become apparent that only one function for the overall management of CEPOL's staff is not sufficient. Work in the field of human resources involves a lot of time consumptive technical work inter alia for administering the payroll system and managing the personnel files. The new function will also carry out the administration of missions (preparation of travel) and the settlement of reimbursement claims, which need to be reallocated in order to ensure the segregation of duties in terms of the

financial management. The Human Resources Assistant will be line managed by the Personnel and Administration Officer.
The main key accountabilities of the function will be as follows:

1. Assistance for the administration of the HR filing system and the leave management system;

2. Administration of preparation of mission and reimbursement claims;

3. Preparation and follow up pertaining to commitments and payments of Title 1 funds of CEPOL's budget, including coordination with the Commission's PMO regarding any updates or changes in entitlements.

b) ICT Support Officer (AST3)
CEPOL's ICT system cannot be run with only one function for the overall management. The workload caused by CEPOL's ICT structure does not only depend on the number of staff, but also on general administrative requirements and, more importantly, on requirements by regulations CEPOL must follow since it became an EU agency (e.g. budget system). Furthermore secure links to the Commission's ICT system must be put in place and permanently maintained. User support must be available at all times, what cannot be ensured by only one ICT officer.
From 2007 CEPOL's new electronic network for training, eLearning and research will be operational. The new electronic network has to be maintained every day as it also consists of discussion and eLearning groups.
The ICT Support Officer will be line managed by the ICT Officer.

The main key accountabilities of the function will be as follows:

1. Helpdesk Support for end users;

2. Development of applications for internal information systems;

3. Development and maintenance of CEPOL's web sites, both internet and intranet.

c) Procurement and Facilities Officer (AST3)
Though hosted by Centrex (the English national police training institute), it is necessary to have a function responsible for the overall running of the CEPOL Secretariat, including centralised procurement and facilities management. These tasks have been delivered by various members of staff in addition to their actual tasks, without actually fitting in any defined competency profile. Since general service issues have become more demanding and comprehensive they need to be centralised in one function. Especially procurement issues require enhanced expert knowledge; hence a particular function ensuring the required knowledge must be created.
The Procurement and Facilities Officer will report directly to the Head of Administration.

The main accountabilities of the function will be as follows:

1. Administration of all tenders and contracts, including preparation, monitoring and evaluation;

2. Facility management;

d) Management Support Officer (AST4)
During its first operational year as an EU agency the CEPOL Secretariat has discovered a lot of new tasks and requirements, mainly within the financial and administrative areas. Among those are also some which have an impact on the functioning of CEPOL's network (e.g. agreements for delivery of activities). This leads to a considerable increase of new tasks for the Directorate.
The Management Support Officer is urgently needed to support in the communication with and coordination of CEPOL's vast network structure and the EU institutions, to support in the monitoring of internal projects and follow-up work of external audits as well as introducing and monitoring internal control standards. The Management Support Officer will also deliver competent administrative support to the Director. The function requires broad knowledge of the relevant EU regulations and excellent developed personnel and technical skills.
The Management Support Officer will be line managed by the Director.

The main accountabilities of the function will be as follows:

1. Support in strategic planning as well as in monitoring and follow-up actions of internal projects and external audit;

2. Support in the communication with the EU institutions, EU agencies and CEPOL's bodies and organs, including coordination and preparation of meetings;

3. Support in establishment and implementation of the work programme and the budget.

e) Finance Support Officer (AST3)
Due to the nature of CEPOL's expenditure it is necessary to decentralise the management of the budget by delegating responsibilities for the operational appropriations (more than 50 % of the total budget) to the Programme Unit. Since officers of the Programme Unit are first of all supposed to be experts in the specific fields they are responsible for, it is inevitable to support the Programme Unit with financial knowledge and expertise. Due to the required segregation of duties this support cannot be delivered by the Finance and Budget Officer or the Finance Assistant of the Administration Unit, who are involved in CEPOL's financial workflow at a different stage.
The Finance Support Officer will be line managed by the Head of Programme.

The main accountabilities of the function will be as follows:

1. Coordination of the Programme Unit's contributions to the establishment of the budget and coordination of the implementation of the Programme Unit's budget, including providing information linking budget and work programme;

2. Initiation of commitments and payments for activities of the Programme Unit;

3. Establishment of financial reports and statements for the budget of the Programme Unit.

f) Administrative and Common Curricula Support Officer (AST3)
One of CEPOL's core activities is to develop and provide Common Curricula. Three Common Curricula developed in 2005 are currently being introduced for implementation in the Member States. The development of another four Common Curricula has started in 2006. In 2007 and onwards the development of Common Curricula will continue.
The actual development of Common Curricula is delivered by ad hoc working groups composed of experts from the Member States. Once the common curricula have been delivered to the Governing Board, a module advisor from the Member States will be responsible for evaluation and up-dating.
Comprehensive support by the Secretariat for the ad hoc working groups and the module advisors is essential, especially for the implementing part of the projects and also for the administrative work related to the Common Curricula, e.g. technical matters like layout and presentation as well as coordinating the translation.
Furthermore the amount of work for reports and statistics grows steadily following the increase of the number of activities delivered by CEPOL's network. The Administrative and Common Curricula Support Officer will be responsible for the coordination of the follow up work of activities delivered by Member States.
The Administrative and Common Curricula Support Officer will be line managed by the Programme Coordinator.

The main key accountabilities of the function will be:

1. Follow-up of activities, including processing and general analysis of reports and preparation of statistics;

2. Administrative Support to the Ad Hoc Common Curricula Working Groups and Module Advisor, including editing and coordination of the translation of trainer's and trainee's handbooks;

3. Coordination of the Member States' implementation of Common Curricula.

4. Consequences of 1, 2 and 3 on the number of staff in the agency for the next 3 years

a) Corresponding to the PDB transmitted to the budgetary authority for the first following year

No change of CEPOL's establishment plan as adopted for the financial year 2007 is needed in order to cover the additional functions as of the financial year 2008. Following CEPOL's policies as outlined above staff for administrative functions will be recruited as temporary agents and support staff as contract agents, both on short term employment. Even though the total number of posts does not change, CEPOL needs to cover the additional functions in title 1 of the budget.

As outlined in I.2.a) of this Staff Policy Plan not all 22.5 functions of CEPOL's establishment plan were defined, since the Governing Board decided early in 2006 to type six functions as contract staff, leaving the corresponding posts available for the now urgently needed additional functions.

The annual expenditure for the additional functions amounts to approximately EUR 450 000. Recruitment expenditure, including allowances and expenses on entering the CEPOL Secretariat, amount to approximately EUR 180 000.

b) Indicative for the new consecutive years (N+1 and N+2)

No further consequences are expected.

III. ADAPTATION OF THE ESTABLISHMENT PLAN FOLLOWING THE STAFF POLICY DEFINED IN I AND THE EVOLUTION FORESEEN FOR THE NEXT 3 YEARS IN II

See annex II.

CEPOL – Multi annual Staff Policy Plan 2008 - 2010

Staff Policy = type and level of employment corresponding to the tasks and the functions

Agency's activities and tasks	Function / Job title	Type and duration of employment / contract	Functions Group and Grade of recruitment	Number of Staff employed
Director	Director	TA short-term (4 + 4 years)	AD13	1
Programme Unit	Head of Programmes	TA short-term (4 + 2 years)	AD10	1
	Programme Coordinator	TA short-term (4 + 2 years)	AD7	1
	Programme Support Officer	TA short-term (4 + 2 years)	AD5	1
	Training and Research Support Officer	TA short-term (4 + 2 years)	AD5	1
	Research Officer	TA short-term (4 + 2 years)	AD5	1
	External Relations Officer	TA short-term (4 + 2 years)	AD5	1
	Knowledge Management Officer	TA short-term (4 + 2 years)	AD5	1
	Communications Officer	TA short-term (4 + 2 years)	AST4	1
	Web and Communications Assistant	CA short-term (4 + 2 years)	FGII	1
Administration Unit	Head of Administration	TA short-term (4 + 2 years)	AD10	1
	Finance and Budget Officer	TA short-term (4 + 2 years)	AD 7	1
	ICT Officer	TA short-term (4 + 2 years)	AST5	1
	Personnel and Administration Officer	TA short-term (4 + 2 years)	AST5	1
	Accounting Officer	TA short-term (4 + 2 years)	AST3	1
	Records Management Officer	TA short-term (4 + 2 years)	AST3	1
	Finance Assistant	CA short-term (4 + 2 years)	FGII	1
	Receptionist	CA short-term (4 + 2 years)	FGI	1
	Driver	CA short-term (4 + 2 years)	FGI	1
Secretarial Support Team	Senior Secretary	TA short-term (4 + 2 years)	AST3	1
	Secretary	CA short-term (4 + 2 years)	FGII	2

Adaptations to the establishment plan in the first year (N) and indicative adaptations in the following years (N+1 and N+2)

Grade	Year N-1 (2007)							Year N (2008)											
	Staff				Establishment Plan			Staff evolution						Organisational evolution			Establishment Plan		
	Employed on 31.12 (current grade)				Authorised			Promotion / Career advancement			Turn-over			New posts			Requested (Provisional Draft Budget)		
	Officials	TA - LT	TA - ST	Total	Perm	Temp	Total	Officials	TA - LT	TA - ST	Officials	TA - LT	TA - ST	Perm	Temp - LT	Temp - ST	Perm	Temp	Total
AD16				0			0										0	0	0
AD15				0			0										0	0	0
AD14				0			0										0	0	0
AD13			1	1		1	1										0	1	1
AD12				0			0										0	0	0
AD11				0			0										0	0	0
AD10			2	2		2	2										0	2	2
AD9				0			0										0	0	0
AD8				0			0										0	0	0
AD7			1	1		2	2										0	2	2
AD6				0			0										0	0	0
AD5				0		5	5										0	5	5
Total AD	**0**	**0**	**4**	**4**	**0**	**10**	**10**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**10**	**10**
AST11				0			0										0	0	0
AST10				0			0										0	0	0
AST9				0			0										0	0	0
AST8				0			0										0	0	0
AST7				0			0										0	0	0
AST6				0			0										0	0	0
AST5			1	1		1.5	1.5										0	1.5	1.5
AST4				0		2	2										0	2	2
AST3			2	2		9	9										0	9	9
AST2				0			0										0	0	0
AST1				0			0										0	0	0
Total AST	**0**	**0**	**3**	**3**	**0**	**12.5**	**12.5**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**12.5**	**12.5**
Overall Total	**0**	**0**	**7**	**7**	**0**	**22.5**	**22.5**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**22.5**	**22.5**

Grade	Year N (2008) Establishment Plan Requested (Provisional Draft Budget)			Year N+1 (2009) Staff evolution Promotion / Career advancement			Turn-over			Organisational evolution New posts			Establishment Plan Provisional planning		
	Perm	Temp	Total	Officials	TA - LT	TA - ST	Officials	TA - LT	TA - ST	Perm	Temp - LT	Temp - ST	Perm	Temp	Total
AD16			0										0	0	0
AD15			0										0	0	0
AD14			0										0	0	0
AD13		1	1										0	1	1
AD12			0										0	0	0
AD11			0										0	0	0
AD10		2	2										0	2	2
AD9			0										0	0	0
AD8			0										0	0	0
AD7		2	2										0	2	2
AD6			0										0	0	0
AD5		5	5										0	5	5
Total AD	**0**	**10**	**10**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**10**	**10**
AST11			0										0	0	0
AST10			0										0	0	0
AST9			0										0	0	0
AST8			0										0	0	0
AST7			0										0	0	0
AST6			0										0	0	0
AST5		1.5	1.5										0	1.5	1.5
AST4		2	2										0	2	2
AST3		9	9										0	9	9
AST2			0										0	0	0
AST1			0										0	0	0
Total AST	**0**	**12.5**	**12.5**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**12.5**	**12.5**
Total	**0**	**22.5**	**22.5**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**22.5**	**22.5**

Grade	Year N+1 (2009)			Year N+2 (2010)											
	Establishment Plan			Staff evolution						Organisational evolution			Establishment Plan		
	Provisional planning			Promotion / Career advancement			Turn-over			New posts			Provisional planning		
	Perm	Temp	Total	Officials	TA - LT	TA - ST	Officials	TA - LT	TA - ST	Perm	Temp - LT	Temp - ST	Perm	Temp	Total
AD16			0										0	0	0
AD15			0										0	0	0
AD14			0										0	0	0
AD13		1	1										0	1	1
AD12			0										0	0	0
AD11			0										0	0	0
AD10		2	2										0	2	2
AD9			0										0	0	0
AD8			0										0	0	0
AD7		2	2										0	2	2
AD6			0										0	0	0
AD5		5	5										0	5	5
Total AD	**0**	**10**	**10**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**10**	**10**
AST11			0										0	0	0
AST10			0										0	0	0
AST9			0										0	0	0
AST8			0										0	0	0
AST7			0										0	0	0
AST6			0										0	0	0
AST5		1.5	1.5										0	1.5	1.5
AST4		2	2										0	2	2
AST3		9	9										0	9	9
AST2			0										0	0	0
AST1			0										0	0	0
Total AST	**0**	**12.5**	**12.5**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**12.5**	**12.5**
Total	**0**	**22.5**	**22.5**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**22.5**	**22.5**