

DECISION 08/2007/GB

OF THE GOVERNING BOARD OF THE EUROPEAN POLICE COLLEGE

LAYING DOWN RULES GOVERNING THE ORGANISATION OF MEETINGS

AND THE REIMBURSEMENT OF EXPENDITURE FOR

ATTENDING AND ORGANISING MEETINGS

OF THE GOVERNING BOARD, COMMITTEES, WORKING GROUPS,

PROJET GROUPS, AD HOC WORKING GROUPS AND SUB GROUPS

AND HAND-OVER MEETINGS

Adopted by the Governing Board
on 8 March 2007

THE GOVERNING BOARD,

Having regard to Council Decision 2005/681/JHA ⁽¹⁾, and in particular Articles 1(2) and 10(6) and (10) thereof;

Having regard to Decision 22/2006/GB of the Governing Board of the European Police College adopting the Financial Regulation ⁽²⁾;

Having regard to Decision 8/2006/GB of the Governing Board of the European Police College concerning its rules of procedure ⁽³⁾;

Having regard to Decision 19/2006/GB of the Governing Board of the European Police College concerning the establishing and the rules governing the creation and functioning of Committees, Working Groups, Project Groups, Ad Hoc Working Groups and Sub Groups ⁽⁴⁾;

Having regard to the proposal from the Director;

Whereas:

- (1) The organisation of meetings should reflect that the European Police College (hereinafter referred to as “CEPOL”) shall function as a network.
- (2) Continuity between the terms of Presidencies should be assured.
- (3) The expenditure for organising meetings of the Governing Board, Committees, Working Groups, Project Groups, Ad Hoc Working Groups and Sub Groups should be borne by the budget of CEPOL regardless of the organiser.
- (4) The reimbursement of expenditure for attending meetings of the Governing Board, Committees, Working Groups, Project Groups, Ad Hoc Working Groups and Sub Groups should ensure equal conditions for the Member States, also taking into account the input in the network of the European Police College.
- (5) For the purpose of transparency it is desirable to lay down rules governing the organisation of and the reimbursement for organising and attending CEPOL meetings.

⁽¹⁾ OJ L 256, 1.10.2005, p. 63.

⁽²⁾ Adopted by the Governing Board in a written procedure on 31 August 2006.

⁽³⁾ Adopted by the Governing Board on 23.02.2006; decision as last amended by Decision 26/2006/GB of the Governing Board of the European Police College (adopted by the Governing Board on 27.09.2006).

⁽⁴⁾ Adopted by the Governing Board on 10.05.2006; decision as last amended by Decision 28/2006/GB of the Governing Board of the European Police College (adopted by the Governing Board on 27.09.2006).

HAS ADOPTED THIS DECISION:

CHAPTER 1
GENERAL PROVISIONS

Article 1
Subject matter

This decision shall govern the organisation of meetings and the reimbursement of expenditure for attending and organising meetings of the

- a. Governing Board of the European Police College (hereinafter referred to as “CEPOL”);
- b. Committees, Working Groups, Project Groups, Ad Hoc Working Groups and Sub Groups as established by the Governing Board;
- c. current and incoming Presidency (hereinafter referred to as “hand-over meeting”).

Article 2
Organisers

1. The meetings of the Governing Board and hand-over meetings shall be organised by the Member State holding the Presidency of the Council of the European Union.
2. The meetings of Committees shall preferably be organised by a Member State being member of the Committee.
3. The meetings of the Working Groups, Project Groups, Ad Hoc Working Groups and Sub Groups shall preferable be organised by a Member State a member of the Group is citizen of.

Article 3
Meeting calendar

The Director, after having consulted the Presidency and the chairs of the Committees, Working Groups, Project Groups, Ad Hoc Working Groups and Sub Groups, shall present a meeting calendar covering the term of the incoming

Presidency at the first meeting of the Governing Board of the current Presidency for approval. The meeting calendar shall list all meetings and specify date, duration and venue for each meeting.

CHAPTER 2 REIMBURSEMENT FOR ATTENDING MEETINGS

Article 4 Governing Board

CEPOL shall reimburse travel expenditure for attending meetings of the Governing Board for

- a. up to two delegates per Member State;
- b. guests of the Presidency, if invited with the prior agreement of the Director.

Article 5 Committees

CEPOL shall reimburse travel expenditure for attending meetings of Committees for:

- a. one delegate per member of the Committee;
- b. one delegate per current and incoming Presidency, for attending meetings of Committees the respective Member State is not member of;
- c. one delegate per Member State, which is taking over the Presidency of the Council of the European Union following the incoming Presidency, for attending meetings of the Strategy Committee and the Budget and Administration Committee;
- d. chairs of Working Groups and Project Groups for attending meetings of the Committee the Group they are chairing is assigned to;
- e. guests of the chairs of Committees, if invited with the prior agreement of the Director.

Article 6

Working Groups, Project Groups, Ad Hoc Working Groups and Sub Groups

CEPOL shall reimburse travel expenditure for members of Working Groups, Project Groups, Ad Hoc Working Groups and Sub Groups, chairs of Committees the working group or project group is assigned to, and, if invited with the prior agreement of the Director, guests of the chairs of Working Groups and Project Groups.

Article 7

Hand-over meetings

CEPOL shall reimburse travel expenditure for up to three delegates of the current and the incoming Presidency and for one delegate of the Member State, which is taking over the Presidency of the Council of the European Union following the incoming Presidency, for attending hand-over meetings.

Article 8

Observers

Observers are not entitled to reimbursement of travel expenditure.

Article 9

Staff of the Presidency and Chairs

Only in case the CEPOL Secretariat does not support a meeting, one member of staff of the Presidency or of chairs is entitled to reimbursement of travel expenditure. Costs for salaries of staff of the Presidency and of chairs shall not be reimbursed.

Article 10

Travel by air

1. Air travel shall be reimbursed on the basis of travel in economy class.
2. Transfers to and from the airport shall not be reimbursed.

Article 11
Travel by rail

1. Travel by rail shall be reimbursed on the basis of first-class travel by the shortest and most effective route.
2. The following expenses shall also be reimbursed:
 - (a) the cost of seat reservation;
 - (b) supplements for fast trains;
 - (c) supplements for accommodation in a single sleeper where the journey includes not less than six hours of night travel between 22.00 and 07.00.
3. Transfers to and from the station shall not be reimbursed.

Article 12
Travel by car

Travel by car shall be reimbursed on the basis of a fixed kilometre allowance at €0.22 per kilometre, for the shortest and most effective route. Other expenses, like way tolls, parking, ferry crossing etc., can also be reimbursed on presentation of the corresponding supporting documentation.

CHAPTER 3
REIMBURSEMENT FOR ORGANISING MEETINGS

Article 13
General provisions

1. Meetings of Committees, Working Groups, Project Groups, Ad Hoc Working Groups and Sub Groups shall preferably be organised in Police Colleges.
2. Notwithstanding Articles 10(2) and 11(3) of this Decision CEPOL shall reimburse the costs for transport up to €40 per participant, in case the organiser provides transport to and from the airport or station at the place of the meeting for free to participants of meetings of Committees, Working Groups, Project Groups, Ad Hoc Working Groups and Sub Groups and hand-over meetings.

3. Costs for translation and interpretation shall not be reimbursed.

Article 14

Governing Board and Committees

1. CEPOL shall reimburse the costs for meeting rooms, printing, technical equipment, other administrative costs and costs for meals, if provided for free to participants, up to a total of
 - (a) €17.000, in case one meeting of the Governing Board per term of a Presidency is organised;
 - (b) €34.000, in case two meetings of the Governing Board per term of a Presidency are organised;
 - (c) €1.500 per meeting of Committees.
2. Notwithstanding Articles 10(2) and 11(3) of this Decision CEPOL shall reimburse the costs for transport up to €40 per participant, in case the organiser provides transport to and from the airport or station at the place of the meeting for free to participants of meetings of the Governing Board, within the total amount given in Subparagraphs (a) and (b) of Paragraph (1) of this Article.
3. CEPOL shall reimburse the costs for accommodation provided for free to guests of the Presidency or of chairs of the Committees, if invited with the prior agreement of the Director, within the total amounts given in Paragraph (1) of this Article.
4. The organiser shall indicate the costs of accommodation and meals to be borne by the participants in the invitation letter.

Article 15

*Working Groups, Project Groups, Ad Hoc Working Groups, Sub Groups
and hand-over meetings*

1. CEPOL shall reimburse the costs for providing accommodation per night per entitled delegate as defined in Articles 6 and 7 of this Decision up to the hotel ceiling as established by Article 13(2) of Annex VII to the Staff Regulations of officials of the European Union ⁽¹⁾.

⁽¹⁾ OJ L 56, 4.3.1968, p. 1. Regulation as amended by Regulation (EC, Euratom) No 1895/2006 (OJ L 397, 30.12.2006, p. 6).

2. CEPOL shall reimburse costs for providing meals per entitled delegate as defined in Articles 6 and 7 of this Decision and, if invited with the prior agreement of the Director, per guests of the chair up to the equivalent of
 - (a) 15% per breakfast;
 - (b) 30 % per lunch;
 - (c) 30 % per dinner;of the daily allowance as established by Article 13 (2) of Annex VII to the Staff Regulations of officials of the European Union.
3. In case the meeting of the Working Group, Project Group, Ad Hoc Working Group or Sub Group or the hand-over meeting takes place in a college, notwithstanding Paragraphs (1) and (2) of this Article, CEPOL shall reimburse the costs for accommodation and for meals per entitled delegate as defined in Article 6 and 7 of this Decision at the regular rates of the College.
4. CEPOL shall reimburse costs for meeting rooms, printing, technical equipment and other administrative costs up to €500 per meeting.

Article 16

Agreement for organising meetings

1. Within one month after the approval of the meeting calendar as referred to in Article 3 of this Decision CEPOL shall send to the organiser a draft agreement containing of
 - (a) the specifications of the meeting as referred to in sentence 2 of Article 3 of this Decision;
 - (b) the estimated number of delegates, guests, observers and staff of the Presidency on the basis of Articles 4 to 9 of this Decision;
 - (c) a budget on the basis of the applicable provisions of this Decision.
2. The organiser may either propose amendments or confirm the agreement within two weeks after receipt thereof.

3. The agreement with the components as listed in Paragraph 1 of this Article shall be signed by the Director and an authorised representative of the organiser within two months after the approval of the meeting calendar as referred to in Article 3 of this Decision.
4. In case the meeting is not organised by the Member State chairing the Committee or the Member State the chair is citizen of, the agreement as referred to in Paragraph 3 of this Article shall be presented to the chair for approval within two weeks after receipt thereof.
5. Any increase of the number of guests and any change of the venue shall be subject to the prior approval of the Director and, if applicable, to the procedure as laid down in Paragraph 4 for this Article.

CHAPTER 4 POSTPONEMENT AND CANCELLATION OF MEETINGS

Article 17 *Postponement and cancellations of meetings*

1. Meetings shall only be cancelled or postponed for inevitable reasons and with the prior agreement of the Director and, in case the meeting is not organised by the Member State chairing the Committee or the Member State the chair is citizen of, by the chair.
2. In case a meeting has been cancelled or postponed, non refundable expenditures, which are reimbursable pursuant to this Decision, shall be paid by CEPOL, if not made before the corresponding meeting calendar as referred to in Article 3 of this Decision had been approved by the Governing Board.

CHAPTER 5 REIMBURSEMENT PROCEDURE

Article 18 *Beneficiary/Payees*

1. The reimbursement for attending meetings as referred to in Chapter 2 of this Decision shall be claimed by an authorised representative of the representative's employer, who can be the representative himself/herself.

2. The reimbursement for organising meetings as referred to in Chapter 3 of this Decision shall be claimed by an authorised representative of the organiser.
3. Reimbursements shall not be paid to individuals.
4. On request of an organiser CEPOL shall pay on behalf of the organiser directly to a supplier, on the basis of an invoice verified by the organiser.

Article 19
Documentation

1. The use of templates facilitating the reimbursement procedure, provided by the CEPOL Secretariat, shall be obligatory.
2. All expenditure and costs shall only be reimbursed on presentation of appropriate documentation. In particular the documentation shall include
 - (a) originals or certified copies of receipts;
 - (b) for travel by air, originals or certified copies of boarding passes;
 - (c) for travel by car, originals or certified copies of petrol receipts or other appropriate receipts proving the travel;
 - (d) a translation into the English language of all relevant words of receipts.
3. In case the organiser provides for participants accommodation and/or meals for free, a confirmation of the participants shall be attached to the reimbursement claim of the organiser, stating that the participants will inform the sending organisation about the received benefits.

Article 20
Advance Payment

1. On request of an organiser CEPOL shall pay an advance of up to 50 % of the final budget as referred to in Article 16(3) of this decision. The advance payment shall be paid at the earliest one month before the meeting takes place, subject to financial provisions applicable to CEPOL and availability of funds.
2. No advance payments for costs for attending meetings shall be made.

Article 21
Preclusion Period and payment

All claims shall be sent to the CEPOL Secretariat within two months after the meeting has been closed or was cancelled or postponed. The payment shall be made in the national currency of the beneficiary within two months after the claim has been received.

CHAPTER 6
FINAL PROVISIONS

Article 22
Exemption clause

1. In duly substantiated cases the Director may depart from the provisions laid down in this Decision.
2. If in the predominant interest of CEPOL, the Director may reimburse missions of the former, current or incoming Presidency for attending meetings with the EU Institutions or with the CEPOL Secretariat on the basis of the regulations applicable to CEPOL staff pursuant to Article 13(1) of Council Decision 2005/681/JHA ⁽¹⁾, except daily allowances.

Article 23
Combating fraud

The Court of Auditors and OLAF may, if necessary, carry out on-the-spot checks among the recipients of CEPOL's funding and the agents responsible for allocating it.

Article 24
Settlement of disputes

Any dispute concerning the implementation of this Decision, which cannot be settled amicably, shall be referred for final decision to the Governing Board.

⁽¹⁾ OJ L 256, 1.10.2005, p. 63.

Article 25
Meeting calendar

The first meeting calendar as referred to in Article 3 of this Decision shall be adopted by the Governing Board at its second meeting in 2007 applicable for the second half of 2007. Meetings which take place within the period starting with the day of the entry into force of this Decision until 30 June 2007 shall be confirmed by the Director prior to sending an invitation and/or making any expenditure which is reimbursable pursuant to this Decision.

Article 26
Repeal

Article 13 of Decision 8/2006/GB of the Governing Board of the European Police College concerning its rules of procedure ⁽¹⁾ shall be repealed.

Article 27
Entry into force

This decision shall enter into force on 1 July 2007. However, Article 25 shall apply from the day of adoption of this decision.

Done at Münster, 8 March 2007

For the Governing Board

Klaus Neidhardt
Chair of the Governing Board

⁽¹⁾ Adopted by the Governing Board on 23.02.2006; decision as last amended by Decision 26/2006/GB of the Governing Board of the European Police College (adopted by the Governing Board on 27.09.2006).