

DECISION 25/2008/GB
OF THE GOVERNING BOARD OF THE EUROPEAN POLICE COLLEGE
AMENDING THE FINANCIAL RULES FOR COURSES AND SEMINARS
AND AMENDING DECISION 30/2006/GB
OF THE GOVERNING BOARD OF THE EUROPEAN POLICE COLLEGE

Adopted by the Governing Board
on 26 September 2008

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 thereof;

Having regard to the final report of the Project Group “Administration of Travel Reimbursement for Participants of CEPOL Activities” ⁽²⁾;

Having regard to the proposal of the Director;

Having regard to the opinion of the Budget and Administration Committee ⁽³⁾;

Having regard to the opinion of the Annual Programme Committee ⁽⁴⁾;

Having regard to the opinion of the Strategy Committee ⁽⁵⁾;

Whereas:

- (1) Taking into account national administrative conditions organisers should be made available the option of requesting CEPOL to pay to suppliers on their behalf. For implementing such a request the CEPOL Secretariat needs to be provided with Legal Entity Forms and Financial Identification Forms, if the supplier is not already registered.
- (2) As a general principle travel costs for participants are not paid by CEPOL in accordance with No 3.2.2.2 of 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 ⁽⁶⁾.
- (3) However, it is desirable to promote the attendance of participants from Member States by providing support for travel costs.
- (4) There is no suitable administrative procedure for CEPOL for partly or fully reimbursing travel expenses. Administrative difficulties can be avoided with the CEPOL Secretariat providing air tickets to Member States on their request for free.
- (5) Ten tickets per Member State per calendar year represent a balanced quantity for guaranteeing the attendance to the most important activities by also taking

⁽¹⁾ OJ L 256, 1.10.2005, p. 63.

⁽²⁾ Final Outcome of Proceedings of the 11th meeting of the Governing Board, item 10.

⁽³⁾ 11th meeting of the Budget and Administration Committee, item 9.

⁽⁴⁾ 11th meeting of the Annual Programme Committee, item 7.

⁽⁵⁾ 12th meeting of the Strategy Committee, items 12, 15.

⁽⁶⁾ Adopted by the Governing Board on 27.9.2006; Decision as last amended by Decision 37/2007/GB of the Governing Board of the European Police College (adopted by the Governing Board on 28.11.2007).

into account the total number of implemented activities as well as the number of police officers in Member States.

- (6) The structure of chapter 3 of Decision 30/2006/GB of the Governing Board of the European Police College should be changed for increasing the usability.
- (7) Taking into account the preliminary observation of the Court of Auditors ⁽¹⁾ that the form of the standard legal commitments for the organisation of activities does not provide sufficient legal guarantees, agreements for the organisation of activities should be introduced.
- (8) The deadlines for the preparatory meeting and for concluding an agreement for the organisation of activities should be aligned.
- (9) It is therefore desirable to amend Decision 30/2006/GB of the Governing Board of the European Police College accordingly.

HAS ADOPTED THIS DECISION:

Article 1

Annex 1 of Decision 30/2006/GB of the Governing Board of the European Police College is amended as follows:

1. In No. 2.5 the second indent is replaced by the following:

"• Budget and costs (basic budget information, agreement, updated budget information, reports)"

2. After No 3.2.2.2 the following heading is inserted:
"3.2.3 Cost for Lessons"

3. In No. 3.2.3 the heading is replaced by the following:

"3.2.3.1 Budget Item 3120 – Costs for Preparatory Group Meetings"

4. In No. 3.2.4 the heading is replaced by the following:

"3.2.3.2 Budget Item 3121 – Costs for Interpretation and Rental of Technical Equipment"

⁽¹⁾ Preliminary observations with a view to a report on the annual accounts of the European Police College for the financial year 2007, adopted by the Court of Auditors in Luxembourg at its meeting of 5.6.2008.

5. In No. 3.2.5 the heading is replaced by the following:

“3.2.3.3 Budget Item 3122 – Costs for Lectures and Research Material”

6. After No. 3.2.5 the following heading is inserted:

“3.2.4 Other Costs”

7. In No 3.2.6 the heading is replaced by the following:

“3.2.4.1 Budget Item 3190 – Organisational and Administrative Costs

8. In No. 3.2.7 the heading is replaced by the following:

“3.2.4.2 Budget Item 3191 – Local Transport”

9. In No. 3.2.8 the heading is replaced by the following:

“3.2.4.3 Budget Item 3199 – Other Running Costs”

10. No. 3.3.2 is replaced by the following:

“3.3.2 Agreement

12 weeks prior to the activity, an agreement for organising the activity shall be signed by the Director and sent to the organiser for signing.

10 weeks prior to the activity, the agreement, with the signature of the organiser, shall be returned to the CEPOL Secretariat via fax and post.

The agreed budget cannot be exceeded.”

11. No. 3.3.5 is replaced by the following:

“3.3.5 Updated Budget Information

2 weeks prior to the activity, updated budget information shall be forwarded to the CEPOL Secretariat.

The agreed budget cannot be exceeded.”

12. In No. 3.3.6 the word “committed” is replaced by “agreed”.

13. In No. 3.3.8 the following sentences are added:

“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. Together with

the request the organiser shall provide a completed Legal Entity Form (LEF) and a completed Financial Identification Form (BAF) along with the required supporting documents for any supplier who is not already registered.”

14. In No. 3.3 the following paragraph is added:

“3.3.9 Free air tickets for participants of CEPOL courses and seminars

Notwithstanding No. 3.2.2 of this Annex the CEPOL Secretariat shall provide free air tickets for up to ten participants per Member State per calendar year for the roundtrip between an airport at the place of duty of the participant and an airport at the place where the course or seminar takes place. The free air ticket shall be provided on request of the National Contact Point of the Member State. The request shall be submitted at least four weeks prior the desired departure day by using the provided template, which shall include information such as full name, passport details, postal and email 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 shall be attached to the request. The air ticket shall be booked in economy class or equivalent, at the lowest available rates, taking into account the 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 possible under any circumstances. If the attendance of the participant is cancelled for reasons other than the cancellation of the activity, the purchased ticket counts against the maximum of ten tickets.

(Template available)”

15. In No. 4.2 the text of the third frame is replaced by the following:

“12 weeks prior to the activity, an agreement for the activity will be signed by the Director and sent to the organiser for signing.

10 weeks prior to the activity, the agreement, with the signature of the organiser, has to be returned to the CEPOL Secretariat via fax and post.”

16. In No. 4.12 the heading is replaced by the following:

“4.12 Updated Budget Information”

17. In No. 4.12 the words “a revised budget” are replaced by the words “updated budget information”.

18. In No. 4.18 the fourth paragraph is replaced by the following:

“-12 Twelve weeks prior to the activity, an agreement for the activity will be signed by the Director and sent to the organiser for signing.”

19. In No. 4.18 the fifth paragraph is deleted.

20. In No. 4.18 the following paragraph is inserted after the sixth paragraph:
“-10 Ten weeks prior to the activity, the agreement, with the signature of the organiser, has to be returned to the CEPOL Secretariat via fax and post.”
21. In the fourteenth paragraph of No. 4.18 the words “a revised budget” are replaced by the words “updated budget information”.
22. In the sixteenth paragraph of No. 4.18 the word “committed” is replaced by the word “agreed”.
23. In No. 9.1 the following item is inserted after item 2:
“2a Request for free air ticket”
24. In No. 9.1 item 3a is replaced by the following:
“3a Agreement”
25. In No. 9.1 item 5 is replaced by the following:
”5 Updated budget information”

Article 2

This Decision shall take effect on 1 January 2009. However, Article 1(13) shall apply from the day following that of the adoption of this Decision.

Done at Paris, 26 September 2008

*For the Governing Board
Emile Pérez
Chair of the Governing Board*