

DECISION 34/2010/GB
OF THE GOVERNING BOARD OF THE EUROPEAN POLICE COLLEGE
**ENFORCING THE CUT OFF DATES FOR REIMBURSEMENT
OF CLAIMS**

Adopted by the Governing Board
on 29 September 2010

THE GOVERNING BOARD,

Having regard to

1. the Council Decision 2005/681/JHA (1), and in particular Article 11 (4.b and 4.d) thereof;
2. decision 30/2006/GB of the Governing Board and in particular Article 3.3.5 thereof¹;
3. decision 08/2007/GB of the Governing Board and in particular Article 21 thereof²;
4. the proposal of the Head of Administration.
5. the advise of the Strategy Committee³

Whereas

1. The cut off dates for reimbursement of costs have never been enforced;
2. There is no substantial improvement in adhering to these cut off dates;
3. Exceeding cut off dates is one of the major hindering factors for sound financial management

HAS ADOPTED THIS DECISION:

Article 1

Definitions in the framework of this decision

- Enforcement: No reimbursement will take place of claims received after the cut off date.
- Received: The date of the postage stamp determines the date of reception of a claim.
- Two Months:⁴ Eight calendar weeks.

Article 2

Actions

- (1) To support the director in the enforcement of cut-off dates for the reimbursement of costs;

1 10 weeks after the activity, the Course Manager shall send a complete Financial Report to the CEPOL Secretariat

2 All claims shall be sent to the CEPOL Secretariat within two months after the meeting has been closed or was cancelled or postponed

3 20th Meeting, 3rd September 2010

4 Time period determining the cut off date as mentioned in decision 08/2007/GB

CEPOL- Enforcing the cut off dates for reimbursement of claims

- (2) To mandate the Director to make an exception in situations beyond the control of the claimant under the condition that the request for an exception and a provisional cost claim has been submitted before the cut off date.

*Article 3
Transitional provision*

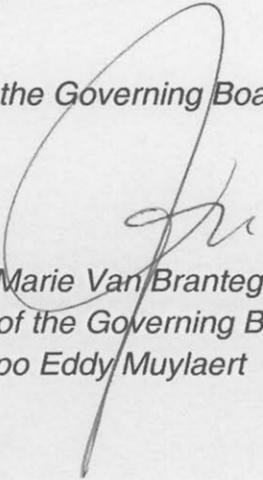
Claims that have already exceeded the cut off period on the date this decision takes effect are eligible for payment up to four calendar weeks after the day of entry into force of this decision.

*Article 4
Entry into force*

This Decision shall take effect on the day following that of its adoption.

Done Ghent, 29 September 2010

For the Governing Board


*Jean-Marie Van Branteghem
Chair of the Governing Board
po Eddy Muylaert*

Policy on Payment of Reimbursement Claims

Introduction

Last year's operation catching up with the back log of payments by reallocating resources, and re-engineering processes has resulted in a substantial improvement of the payment process.

The next necessary step in achieving a situation of sound financial management is ensuring that claims are submitted in time for the following reasons:

- For each activity a commitment needs to be raised. As costs can't be exactly forecasted these commitments are usually higher than the actual costs. In order to make the under spent money unavailable for following or other activities a decommitment needs to be made. However, generally one can only decommit if one knows the consumption of the commitment.
- Reimbursement of costs related to activities taken place in the last quarter of a calendar year need to be processed as soon as possible in order to close that financial year.

The cut off date for course claims is already mentioned in Article 3.3.5 of decision 30/2006/GB (10 weeks after the activity); the one for claims concerning meetings is mentioned in Article 21 of decision 08/2007/GB (two months after the activity)

Proposal

As the financial effect of applying the cut off dates can have quite some impact, the support of the Governing Board to enforce the existing rules on this matter is sought.

It is preferred that the Director has the mandate to allow exceptions in cases that exceeding the cut off date are beyond the influence of claimant. Such a situation may occur if one depends on a third party to complete the file.

If such a situation occurs and the claimant asks for an exception before the cut off date, there is a ground granting an exception, under the condition that a provisional claim will be submitted in order to be able to decommit in time.

It is also desirable to create a transitional provision of four weeks for those claimants who will have exceeded the period for reimbursement at the moment the proposed decision enters in force.

To provide some insight some examples regarding respecting the deadlines for sending in cost claims are attached.

ENCLOSURE 1

2010 examples⁵

Meetings

Strategy Committee – Reimbursement of travel costs			
Meeting	Open claims	Cut-off date	Number of days overdue
18 th in Madrid	1	March 1st	162
19 th in Bramshill	5	June 30th	41

Budget & Administration Committee – Reimbursement of travel costs			
Meeting	Open claims	Cut-off date	Number of days overdue
19 th in Bramshill	2	June 30th	41

Courses

	Number of implemented courses obliged to have sent the course claim	Number of claims received after the cut-off date	Number of claims not even received after the cut-off date
	21	12	2
Exceeding days			
Average		30	38
Lowest		3	8
Highest		77	67

⁵ Situation: 10th August 2010