

DECISION 34/2015/GB

OF THE GOVERNING BOARD OF THE EUROPEAN POLICE COLLEGE

**ADOPTING THE CHANGE MANAGEMENT PLAN**

Adopted by the Governing Board  
by written procedure  
on 18 December 2015

THE GOVERNING BOARD,

Having regard to Council Decision 2005/681/JHA of 20 September 2005 establishing the European Police College (CEPOL)<sup>1</sup>, and in particular Articles 10(9)(c) and 15(5) thereof;

Having regard to the proposal for a Regulation of the European Parliament and of the Council establishing a European Union agency for law enforcement training (CEPOL), repealing and replacing Council Decision 2005/681/JHA (COM(2014)0465 – C8-0110/2014 – 2014/0217(COD));

Having regard to the proposal of the Director with regard to the Change Management Plan;

Having regard to the discussions held during the 34th Governing Board Meeting (17-18 November 2015 in Luxembourg,

HAS ADOPTED THIS DECISION:

*Article 1*

The Change Management Plan, as detailed in the Annex to this Decision, has been adopted.

Done in Luxembourg, 18 December 2015

*For the Governing Board*

*<Signature on file>*

*Christian Gatti*

*Chair of the Governing Board*

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<sup>1</sup> 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).



**CHANGE MANAGEMENT PLAN**

Measure	Main References <sup>2</sup>	Responsibility <sup>34</sup>	Timeframe
<b><i>1. Governance and Stakeholder Relations</i></b>			
1.1 Changing the Agency's visual identity and associated measures (stationery, corporate materials, etc.)	Art 1	Director (rebranding exercise) Governing Board (approval)	Ongoing November 2015

<sup>2</sup> Whenever an "Article" is cited, it is to be intended as the relevant article of the CEPOL draft new legal basis in the version available in August 2015

<sup>3</sup> For actions envisaged to take place on or after the date of application of the legal act, the Management Board has been identified as responsible entity; it needs to be noted that in the period between the entry into force and the date of application, the Governing Board exercises the functions of the Management Board (as per art.36.2). Same principle has been applied to the competencies of the Director/Executive Director

<sup>4</sup> It is to be understood that acts adopted by the Management Board are to be materially prepared by the Agency, and that the Governing Board can undertake the approval of the acts necessary to enable the application of the Regulation ex art. 36.2 (c)

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Measure	Main References <sup>2</sup>	Responsibility <sup>34</sup>	Timeframe
1.2 Establishing CEPOL National Units  1.2.b Exploring ways to support CEPOL National Units, considering the increase in numbers of customers and stakeholders will impact coordination at MS level and result in additional workload	Art 2(a), 3 (3), 6  Art 2(a), 3 (3), 6	MS <sup>5</sup>  MS supported by CEPOL	By 01 July 2016
1.3 Nominating the members and alternate members of the new Management Board	Art 7, 8	MS	By 31 March 2016
1.4 Election of the Chairperson of the MB	Art 11	MB	By 31 May 2016

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<sup>5</sup> Member States

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Measure	Main References <sup>2</sup>	Responsibility <sup>34</sup>	Timeframe
1.5 Approval of the Rules of Procedure of the Management Board, with specific attention to new voting mechanism	Art 9.1 (3), 13	MB <sup>6</sup> (approval)	By 31 May 2016
1.6 Delegation of Appointing Authority powers to the ED <sup>7</sup> and eventual sub-delegation	Art 9.1 (i), 9.2, 9.3	MB ED (for sub-delegation acts)	By 31 May 2016
1.7 Maintaining the Internal Audit Capability (comprised of the Internal Control Officer and the Internal Audit panel)	Art 9.1 (k)	MB	By 31 May 2016
1.8 Issue rules for the appointment, extension and removal of the ED	Art 9.1 (ka)	MB	By 31 December 2016

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<sup>6</sup> Management Board

<sup>7</sup> Executive Director

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Measure	Main References <sup>2</sup>	Responsibility <sup>34</sup>	Timeframe
1.9 Confirmation of Appointment of the CEPOL accounting officer	Art 9.1 (m)	MB	By 31 May 2016
1.10 Decision on the establishment of a Scientific Committee	Art 9.1 (n)	MB	By 31 December 2017
1.11 Review and update Governing Board decisions as pertinent	Art 36.2 (d), 40	MB	By end of 2016 <i>(this is to be intended as an ongoing exercise)</i>
1.12 Decision about internal language arrangements	Art 26.1	MB	By 31 December 2016

Measure	Main References <sup>2</sup>	Responsibility <sup>34</sup>	Timeframe
<b>2. Human Resources and Administration</b>			
2.1.a Definition of profiles/job descriptions for the new posts (2) attributed to CEPOL as of 2017	Art.21	Director/ED	By 1 November 2015
2.1.b Conversion of selected Seconded National Expert posts into Contract Agent posts to strengthen business continuity	LETS Communication <sup>8</sup> Art 23	Director Governing Board	By 1 July 2016

<sup>8</sup> In response to the call from the European Council in the Stockholm Programme to step up training on Union related issues and to make such training systematically accessible to law enforcement officials of all ranks, and to the request from the European Parliament for a stronger Union framework for judicial and police training, the objectives of CEPOL should, while putting particular emphasis on the protection of human rights and fundamental freedoms in the context of law enforcement, be structured in line with the following set of general principles: first, to support Member States in providing training in order to improve basic knowledge of the Union dimension of law enforcement; second, to support Member States, upon their request, in the development of bilateral and regional cooperation through law enforcement training; third, to develop, implement and coordinate training in specific thematic areas; and fourth, to develop, implement and coordinate training in relation to Union missions and law enforcement capacity-building activities in third countries. That set of general principles should represent the European Law Enforcement Training Scheme (LETS), which aims to ensure that Union level training for law enforcement officials is of a high quality, coherent and consistent. Those general principles reflect the four strands identified by the Commission on the basis of the mapping of training needs and delivery conducted by CEPOL in cooperation with Member States.

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Measure	Main References <sup>2</sup>	Responsibility <sup>34</sup>	Timeframe
2.2.a Re-assessment of existing job descriptions in the light of the new legal basis  2.2.b Adjustments of JDs including signatures and approval	LETS Communication <sup>9</sup>  Art 37.4	Director/ED	By 31 March 2016     By 30 June 2016
2.3 (Eventual) redefinition of CEPOL's organogram	Art 9.1 (p), 14.5 (b)	MB (upon ED proposal)	By 30 November 2016

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<sup>9</sup> Communication from the Commission to the European parliament, The Council, the European Economic and Social Committee and the Committee of the Regions "Establishing a European Law Enforcement Training Scheme", COM(2013) 172 final of 27.03.2013

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Measure	Main References <sup>2</sup>	Responsibility <sup>34</sup>	Timeframe
2.4 Seat Agreement with Hungary: Notification (diplomatic note) to the Hungarian Authorities about the name change and a reference to the need for providing European-oriented schooling at the seat of the Agency.	Art 34	ED (after approval by MB)	By 31 March 2016
2.5 Prepare Decision on EUCI and sensitive non-classified information	Art.36	ED/MB	By 01 July 2016
2.6 Prepare Decision on Access to Documents (Reg. 1049/2001)	Art. 37	MB	Within 6 months from MB 1 <sup>st</sup> meeting

Measure	Main References <sup>2</sup>	Responsibility <sup>34</sup>	Timeframe
<p>2.7.a Notification of the Director to the MB confirming his willingness and ability to perform responsibilities of ED</p> <p>2.7.b Assign the Director of CEPOL as Executive Director until end of his term</p>	<p>Art. 37.1 and 2</p>	<p>Director</p> <p>MB</p>	<p>By 01 July 2016</p>

Measure	Main References <sup>2</sup>	Responsibility <sup>34</sup>	Timeframe
<b>3. Core Business</b>			
<p>3.1.a Identify potential Framework partners within national law enforcement structures and relevant research institutes<sup>10</sup></p> <p>3.1.b Enhance CEPOL outreach by implementing a new call for Framework Partners (FPs), reflecting the widened target group of the Agency</p> <p>3.1.c CEPOL to promptly communicate selection criteria for the new FPs</p>	<p>Preamble 14,15, Art.3, 5, 6</p>	<p>NCPs</p> <p>Director</p> <p>Director</p>	<p>By 30 June 2016</p> <p>By 29 January 2016</p> <p>Contained in SPD 2016- Grant Agreements-Selection, Evaluation, Award and Financing Criteria</p>

<sup>10</sup> Research institutions and universities must have existing cooperation with respective national law enforcement agencies or law enforcement training institutions

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Measure	Main References <sup>2</sup>	Responsibility <sup>34</sup>	Timeframe
<p>3.2.a Establish a list of key thematic areas where CEPOL Centres of Excellence (CEPOL CoEs) need to be formed</p> <p>3.2.b Establish CEPOL Centres of Excellence by way of consortia (CEPOL CoEs) for key thematic areas</p>	<p>LETS Communication, Art.3, Art.20 European Agenda on Security, European Agenda on Migration</p>	<p>MB</p> <p>ED, FPs</p>	<p>By 30 November 2016</p> <p>By 31 March 2017</p>
<p>3.3 Sign of multiannual 2018-2020 consortia agreements with CEPOL CoE enabling direct grants to CEPOL CoEs</p>	<p>LETS Communication, sections 5.1, 5.2, Art. 20</p>	<p>ED, CEPOL CoEs (Consortia)</p>	<p>By 30 June 2017</p>
<p>3.4 Develop STNA methodology</p>	<p>LETS Communication, Art. 4</p>	<p>European Commission/CEPOL</p>	<p>By 30 June 2016</p>
<p>3.5 Presentation of first STNA</p>	<p>LETS Communication, Art. 4</p>	<p>CEPOL (and stakeholders)</p>	<p>By 31December 2017</p>

Measure	Main References <sup>2</sup>	Responsibility <sup>34</sup>	Timeframe
<p>3.6 Promote mutual recognition of law enforcement training in MS and the recognition by MS of training provided at Union level respecting the principle of subsidiarity:</p> <ul style="list-style-type: none"> <li>- manage and maintain European Joint Masters Programme</li> <li>- explore additional areas, e.g. EU leadership development, pre-deployment training</li> </ul>	<p>LETS Communication, Art.4.4</p>	<p>MB, ED</p>	<p>By 30 November 2017</p>

Measure	Main References <sup>2</sup>	Responsibility <sup>34</sup>	Timeframe
3.7 <sup>11</sup> Establish specific TNA methodology. The following key steps will be taken: - following STNA findings establish competency frameworks for specific subjects (describing: skills, knowledge, competencies) - establish, review and adopt TNA methodology	Preamble 6, LETS Communication	CEPOL, relevant EU bodies and institutions, MS, MB	By 31 May 2017
3.8 Implement specific TNA	Preamble 6, LETS Communication	CEPOL, relevant EU bodies and institutions, MS, MB	By 30 November 2017

<sup>11</sup> This timeframe covers the whole range of the envisaged actions

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Measure	Main References <sup>2</sup>	Responsibility <sup>34</sup>	Timeframe
<p>3.9 Develop further learning tools particularly online learning and make them available for CEPOL CoEs and FPs:</p> <ul style="list-style-type: none"> <li>- Broaden offer of online learning modules and shorten production/update time</li> <li>- improve quality of webinars</li> <li>- offer new technological solutions for online learning</li> <li>- offer online courses</li> </ul>	<p>Art.3, 4</p>	<p>ED/MB</p>	<p>By 31 May 2017</p>