

**Decision of the Management Board 09/2020/MB**

**ON THE AMENDMENT OF THE OPERATIONAL TRAINING NEEDS  
ANALYSIS METHODOLOGY**

**Adopted by the Management Board**

**on 29 May 2020**

## THE MANAGEMENT BOARD,

Having regard to Regulation (EU) 2015/2219 of the European Parliament and of the Council of 25 November 2015 on the European Union Agency for Law Enforcement Training (CEPOL) and replacing and repealing Council Decision 2005/681/JHA<sup>1</sup>, and in particular Article 4(1) thereof,

Having regard to the Decision of the Management Board 07/2020/MB amending Decision 23/2019/MB, 33/2019/MB and 03/2020/MB on the CEPOL Single Programming Document 2020-2022, of 16 April 2020,

Having regard to the Decision of the Management Board 32/2017/MB on CEPOL Operational Training Needs Analysis methodology, of 15 November 2017,

Having regard to the outcomes of the workshop on Approaching training needs analysis held at the 7th CNU meeting in Budapest on 30 September – 02 October 2019,

### Whereas:

- (1) CEPOL should ensure that the training provided by CEPOL is evaluated and CEPOL's programming shall be informed by Strategic and Operational Training Needs assessments and analyses to enhance the effectiveness of future actions;
- (2) By virtue of Article 4(1) of its mandate, CEPOL shall prepare multi-annual strategic training needs analyses and multi-annual learning programmes;
- (3) According to Article 5(1) of its mandate, CEPOL shall contribute to and encourage the development of research relevant for training activities within the scope of its objectives and shall disseminate research findings. For that purpose, CEPOL may carry out relevant surveys and may develop repositories of available research as well as law enforcement training needs;
- (4) By its decision of 15 November 2017, the Management Board approved a methodology consisting in a series of 7 steps encompassing close and dynamic cooperation with the Member States, in particular the CEPOL National Units, and involving CEPOL Knowledge Centres in the design of training portfolio. The overall Operational training Needs Analysis process entails data

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<sup>1</sup> OJ L319, 4.12.2015, p.1.

collection and analysis, conducted via and corroborated by introductory surveys, detailed questionnaires and expert interviews.

- (5) In the context of the workshop held in the 7<sup>th</sup> CNU meeting, it was discussed that the OTNA methodology as well as the OTNA questionnaire should be simplified, more specific and provided on a user-friendly surface.
- (6) Based on the experience CEPOL has gathered so far after having conducted 8 Operational Training Needs Analyses, it is noted that the involvement of CEPOL Knowledge Centres or expert groups in the design of the questionnaire improves its quality. Furthermore, the OTNA process can be enhanced by the distribution of the questionnaire via experts enhances response rate and that OTNA reports shall not be adopted by the Management Board but shall be approved by the Executive Director and form part of CEPOL's training portfolio in the upcoming year.
- (7) There is a need thus to amend the methodology used so far in order to improve the quality and the efficiency of the process and address the points raised by the CNUs,

HAS ADOPTED THIS DECISION:

*Article 1*

Management Board Decision 32/2017 is hereby amended by the adoption of the Operational Training Needs Analysis methodology as detailed in the Annex to this decision.

The present Decision shall take effect on the day following of its adoption.

Done at Tampere, 02 June 2020

*For the Management Board*  
*<< Signature on file >>*

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*Dr Kimmo Himberg*  
*Chair of the Management Board*