

**Decision of the Management Board 18/2017/MB**

**On the Amendment of the decision 13/2016/GB by CEPOL that lays down  
the administrative rules, commitments and guidelines for its webinars  
and online courses**

**Adopted by the Management Board**

**on 25 July 2017**

## 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/JHA1() and in particular Articles 3(1)(a), 3(1)(e) and 4(2)(a) thereof;

Having regard to Decision 14/2017 of the Management Board of the European Union Agency for Law Enforcement Training repealing decision 30/2006/GB;

Having regard to Decision 33/2017 of the Executive Director of CEPOL containing the financial rules for residential activities;

Having regard to Decision 13/2016 of the Governing Board of the European Police College amending decision 11/2014/GB laying down the administrative rules, commitments and guidelines for its webinars and online courses;

### Whereas:

- (1) The decision 30/2006/GB laying down administrative rules, commitments and guidelines for courses, seminars and conferences has been repealed by the decision 14/2017/MB taking effect for the implementation of activities contained in the work programme 2018 and onwards.
- (2) The financial rules to be applied for residential activities contained in the work programme of 2018 and onwards are contained in the decision 33/2017/DIR of the Executive Director of CEPOL.
- (3) The decision 13/2016/GB laying down administrative rules, commitments and guidelines for webinars and online courses contains references to the repealed decision 30/2006/GB. As a result, there is a need to amend accordingly the decision 13/2016/GB by referring to the decision 33/2017/DIR.
- (4) There is the need to remove some parts that by now are obsolete.
- (5) In addition, there is the need to add clarification regarding the way the length of the course is defined,

---

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

HAS ADOPTED THIS DECISION:

*Article 1*

The present decision amends Decision 13/2016/GB of the European Police College adopting the administrative rules, commitments and guidelines for its webinars and online courses, as described in Annex 1.

*Article 2*

2. Annex I, paragraph 2.3 point 5.b shall be amended as follows:

‘Fees of experts in online courses implemented in the course of 2017 are regulated by the decision 30/2006 GB, article 3.2.1.2., with the exception of the total maximum per day that may exceed EUR 300. For the subsequent years the rules of the 33/2017/DIR shall apply’.

3. Annex I, paragraph 2.3 point 5.d shall be amended as follows:

‘The related cost for webinars and online courses implemented in the course of the year 2017 are regulated in the decision 30/2006 GB, article 3.2.1.1. For the subsequent years the rules of the 33/2017/DIRMB shall apply’.

4. Annex I, paragraph 2.6.1 titled ‘Logistics and preparation’ is deleted.

5. Annex I, paragraph 2.6.2 is amended as follows:

‘a. Following the objectives of the online course the online course curriculum, structure, the content and the study load in hours of the online course shall be defined. This, which may vary per online course’.

6. Annex I, in paragraph 2.6.3 the part titled ‘Course Management tool’ is deleted.

7. Annex I, paragraph part titled ‘Support documents and resources on e-Net’ is amended as follows:

'The CEPOL e-Learning Team shall maintain and update the online course image and the webinar image on an annual basis to ensure that good practices and new developments regarding the online course events shall become available to online course managers, webinar organisers, trainers/experts and national e-Net managers. Resources about the use of the online course image and the webinars image shall be available on the Platform for Educators and the Webinar Resources on the LMS of the CEPOL e-Net'.

*Article 3*

The decision shall enter into force on the day following that of its adoption.

Done at Tallinn, 26 July 2017

*For the Management Board*

*<Signature on file>*

.....  
*Mr. Norbert Leitner*  
*Chair of the Management Board*

---

## **Annex 1: Administrative rules, commitments and guidelines for its webinars and online courses**

### **2. ONLINE COURSES**

#### **2.1 Scope**

To accelerate the competence development of law enforcement officers and knowledge sharing within and between different domains of law enforcement, CEPOL will accommodate its electronic Network or e-Net to host online courses.

Nature of online courses allow for increased flexibility for the organisers, managers, trainers and participants. Participants can access learning resources and training activities from anywhere at any time, allowing them to plan and organise their own learning in the online course and take stronger ownership of their learning process.

Online courses shall be structured in an interactive way where participants join an attractive environment in which learning content, engagement activities and self-evaluation are well-balanced. Online courses shall provide immediate feedback and reflection opportunities for an effective and efficient time-on-task. Depending on the nature of the online course, the ideal number of participants ranges between 40 to maximally 80.

Drivers of online courses:

1. Improve ability to customise learning for your audience;
2. Increase potential for planning and monitoring of individual learning progress;
3. Decrease training costs per person;
4. Improve students engagement and motivation;
5. Ability to improve learning conditions;
6. Manage the time pressure vs stretched resources;
7. Keep the knowledge in-house in combination with local good practises.

## **2.2 Target group for the administrative rules, commitments and guidelines for online courses**

The target group of this decision are CEPOL National Units, online course managers, experts and trainers involved into online course implementation, CEPOL content experts and system administrators.

## **2.3 Annual Work Programme**

The needs for online courses shall be identified based on the training needs assessment. All identified online courses shall be added to the Single Programming Document. An online course shall have an implementation plan covering its main stages and milestones with details of responsible parties, set dates and associated costs. The key elements are:

1. Requirements for the learning environment shall be described and planned, particularly any requirement towards e-Net for the online course shall be in place by the time the online course is being prepared.
2. Online course curriculum with the learning outcomes, interactive learning methods, planning of activities and description of methods and means of evaluation of the participants.
3. Selection of training resources shall start from the objectives and learning outcomes and by identifying what is already available and what shall have to be produced. Rationalise the effort and make links to previous courses, online modules, study reports, e-Library and e-Journal entries, other reading materials, recorded webinars, etc.
4. Key accountabilities of everybody involved in the online course with clear identification of roles and responsibilities for the design, development, implementation and evaluation processes.
5. A budget with detailed breakdown of the costs shall be provided and is subject for approval by the CEPOL Authorising Officer. For online courses the following cost elements might occur:
  - a. The identification of appropriate plugins or add-ons shall occur in close cooperation with CEPOL's e-Learning team. Such identification shall be done 24 weeks prior to the start of the online course at the latest (see 2.6.1 Procurement, point b.). Following approval by the Authorising Officer. All costs for plugins or add-ons are covered by CEPOL, where possible procurement of these shall be conducted by CEPOL.
  - b. Fees of experts in online courses implemented in the course of 2017 are regulated by the decision 30/2006 GB, article 3.2.1.2., with the exception of the total maximum per day that may exceed EUR 300. For the subsequent years the rules of the 33/2017/DIR shall apply. The maximum cost of the defined expert fee (EUR 450) per day per

person may only be exceeded with the prior approval of CEPOL Executive Director. The input may be the calculation of hours/days for the design, development, implementation of content, revision of assignments including grading or testing. Feedback and the evaluation of the course shall be provided free of charge unless in justified cases approved by the Authorising Officer. The data and the length of the course will define the number of trainers, subject matter experts or instructional designer, their working hours and their subsequent fees. Rules for procurement shall apply, where

thresholds for procurement of external experts shall determine which procurement procedure shall be followed (see 2.6.1 Procurement, point d.).

- c. Licence fees of materials used in the online course.
- d. Preparatory meeting and train-the-trainer workshops. The related cost for webinars and online courses implemented in the course of 2017 are regulated in the decision 30/2006 GB, article 3.2.1.1. For the subsequent years the rules of the 33/2017/DIR shall apply.

## 2.4 Roles and responsibilities

The following roles are identified for the CEPOL online courses:

- a. **Online course manager:** the person who is responsible for the budget. This person is also in charge for the quality of the course that includes the performance of the experts and the delivery of the content. Also referred as organiser.
- b. **Subject Matter Expert (SME):** provides input to the content of the online course and is available to develop or review it. SMEs must have the required knowledge, skills and competencies for the objectives of the online course. They shall be committed to contribute and be available through the entire course development and implementation process.
- c. **Trainers/Experts:** Depending on the nature of the topic of the online course, expert trainers and facilitators or moderators are required. Moderation in online courses is crucial as it ensures that appropriate interaction between trainers, participants and the content takes place. This keeps the motivation of all involved in the online course high and supports the progress of the self-paced learning, communicates course related information, provides feedback and coaching. In many cases SMEs are acting as expert trainers.

- d. **CEPOL National Unit:** the channel to promote the course once it is available for the students. Also involved into the nomination process, all applications shall be submitted via them.
- e. **National e-Net Manager:** First line support for e-Net matters to the online course manager and the trainers is provided by the National e-Net Manager of the organising country.
- f. **Instructional designer:** Responsible for the design and setup of the online course in the LMS and in this role advises on methodologies or teaching techniques to be used in the online course and which are supported by e-Net and the LMS. The role of instructional designer may be performed by the National e-Net Manager, Trainer/Expert, SME or the Online Course Manager.

An online course shall not be an equivalent to a series of recorded presentations. It requires continuous moderation from a trainer. It is good practice to kick-off an online course with a webinar to introduce the structure of the course and the system with the time commitment requirements and submission deadlines of assignments. Online courses provide sufficient opportunity to test knowledge, practice the skills and competencies in the safe learning environment of the course, applying a variety of methods, coaching and moderation from the trainer and from peers. Online courses provide ample time for personal reflection and always supports high interaction of participants.

## **2.5 Representation on e-Net**

Online courses are hosted on the Learning Management System, categorised under 'Courses & Seminars'. Access is restricted to the online course manager, SME, trainers/expert, participants and the National e-Net Manager of the organising country. An instructional designer can be enrolled to the online course in the role of the National e-Net Manager. All need to be a registered users of e-Net. The course content for the participants can be accessed for as long as the course is open even after the closure of the event.

The attendees of online courses have the option to download and print their online course certificates. This provides a personalised information about the course objectives, targeted competencies and the performance of the participant. The certificates are issued on behalf of the Director of CEPOL.

## **2.6 Timeline for preparing, implementing and evaluating of online courses**

### **2.6.1 Preparation**

- a. The e-Learning Team of CEPOL shall provide each online course manager with a copy of the online course image for their event on the LMS by the beginning of the calendar year.



- b. The online course manager, together with the National e-Net Manager, shall map the LMS capabilities for the type of activities planned at the online course. (N - 24 weeks)
- c. In case the system requires additional plugins or add-ons (as stated under article 2.3 paragraph 5a), the online course manager shall specify the requirements in close cooperation with the e-Learning Team. A procurement procedure for these plugins or add-ons shall be launched upon approval by the authorising officer and managed by CEPOL. The contract resulting from the procurement procedure shall be managed by CEPOL. (N – 24 weeks)
- d. The online course manager selects the SME, trainers/experts, and, if required, the instructional designer. (N – 24 weeks)  
In those circumstances where the online course manager does not find the SME, trainers/expert or instructional designer from inside the CEPOL network, one procurement procedure shall be launched by the online course manager for all the external experts required for the online course applying procurement rules of the implementing Member State.

### **2.6.2 Implementation**

The length of the online course depends on the objectives, learning outcomes and training methods used in the online course. Therefore there is no single design for the CEPOL online courses. Elements to consider for the design of the CEPOL online course are the following:

- a. Following the objectives of the online course the online course curriculum, the content and the study load in hours of the online course shall be defined. This may vary per online course.
- b. It is strongly suggested to start the implementation of the online course with a kick-off webinar. At the webinar all trainers, experts, participants can meet with each other and the online course manager. At the kick-off session an introduction can be provided about the online course curriculum, the expected learning outcomes, the setup of the online course on the LMS with its assignments, forums, evaluation forms, etc. as well as that it offers the opportunity to address questions. Webinars for online courses need to be requested via the CEPOL National Contact Points.
- c. Additional webinars may be scheduled during online course when plenary presentation of content to and interaction with content by participants is required.
- d. An online course knowledge base can be developed. In these knowledge base, which is part of the online course and embedded in the online course image, participants are able to visit the

content of the online course at any time. Trainers have the opportunity to direct participants to the online course knowledge base for the purpose of feedback and reflection during the learning process.

- e. Each webinar for the online course can be recorded and the recorded webinars can be added to the online course knowledge base.
- f. Rating of resources in the online course's knowledge base would allow individual participants to interact with the content on a qualitative level.
- g. In addition to reading and study assignments, it is encouraged to provide regular additional assignments to participants through which they need to interact with the content individually, collaboratively with other participants or with trainers.
- h. Given the absence of face-to-face communication and interaction between trainers, course managers and the participants, direct is essential. The online course shall regularly provide participants with feedback about their learning process and reflection on the learning outcomes.
- i. It is advised to utilise the benefits of the announcements forum for the communication and notification purposes. Any upload of new material, assignments, feedback, evaluation, webinar registration, etc. would need to be communicated to the participants and trainers.
- j. The adopted provisions concerning the administration of the e-Net stipulate support which online course managers can receive within the member state from the national e-Net manager. Online course managers are encouraged to include the national e-Net manager in the preparatory and implementation stages of the online course. All national e-Net managers form a community of practice from where tips, tricks and solutions for online courses become available for the online course manager.

Further developments, suggestions and good practices shall be collected and shared on the Platform for Educators on the LMS of e-Net.

### **2.6.3 Evaluation, certification**

The evaluation methodology as adopted by Governing Board Decision 12/2016/GB "Training Evaluation Methodology", is applicable to online courses. Certification is based on the appropriate means of evaluation of participants, selected by the online course manager and trainers, for the online course. This may include the outcomes of summative evaluation tests and grading of submitted assignments. The participants of online courses have the option to download and print their online course certificates. This provides a personalised information

about the course objectives, targeted competencies and the performance of the participant. The certificates are issued on behalf of the director of CEPOL.

### **3. COMMON QUALITY STANDARDS**

CEPOL's training and learning activities are based on agreed standards.

#### **Evaluation**

In addition the criteria for evaluation of webinars and online courses are laid down in Governing Board Decision 12/2016/GB "Training evaluation methodology".

#### **Support documents and resources on e-Net**

Further support documents and online resources to equip the online course managers, trainers at online courses, webinar organisers and webinar presenters are: the online module "Quality in 13 Questions", "Recommendations for trainers" and guidelines. These are maintained and regularly updated and are available on the learning management system of the CEPOL e-Net.

The CEPOL e-Learning Team shall maintain and update the online course image and the webinar image on an annual basis to ensure that good practices and new developments regarding the online events shall become available to

online course managers, webinar organisers, trainers/experts and e-Net managers. Resources about the use of the online course image and the webinars image shall be available on the Platform for Educators and the Webinar Resources on the LMS of the CEPOL e-Net.