

# **Integrated Guidance Note (IGN) for CEPOL Residential Training Activities**

## INTRODUCTION

This Integrated Guidance Note is intended to provide guidance to organisers of CEPOL residential activities. It aims to promote a harmonised approach across all organisational stages of residential activities, and to provide assistance in the interpretation and application of financial rules. Organisers of CEPOL residential activities shall follow the provisions of this Guidance Note.

The Integrated Guidance Note is composed of three Annexes, and notably:

- Annex 1, named "Financial Guidance", contains provisions mainly of a financial nature and is meant to provide aid in the interpretation of Decision 42/2017/DIR amending the Decision of the Executive Director 33/2017/DIR on financial rules for CEPOL activities, adopted on 29 June 2017;
- Annex 2 named "Administrative Guidance", detailing the processes and timelines related to the administration of CEPOL residential activities;
- Annex 3, named "Template Repository", containing templates to be utilised during the whole process.

The Integrated Guidance Note on CEPOL residential activities shall take effect for all activities foreseen in CEPOL's Work Programme for the year 2018.

Budapest, January 1<sup>st</sup> 2018

A handwritten signature in blue ink, appearing to read "Aija Kalnaja".

Aija Kalnaja  
CEPOL Head of Operations a.i

**Integrated Guidance Note  
For CEPOL Residential Training Activities**

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## **List of abbreviations**

AM	Activity Manager
CEPOL	European Union Agency for Law Enforcement Training
CNU	CEPOL National Unit
CB	Compulsory Budget
CT	Compulsory Template
DA	Daily Allowance
EEAS	European External Action Service
EMCDDA	European Monitoring Centre for Drugs and Drug Addiction
EU	European Union
EUR	Euro (currency)
Eurojust	European Union's Judicial Cooperation Unit
Europol	European Union Agency for Law Enforcement Cooperation
FP	Framework Partner
FRA	Fundamental Rights Agency
Frontex	European Border and Coast Guard Agency
Interpol	International Police Organization
LMS	Learning Management System
LTRdb	Lecturers, Trainers and Researchers database
MS	Member State
NeM	National e-Net Manager
NCP	National Contact Point (for CEPOL)
OCP	Organisation's Contact Point (for CEPOL)
OF	Optional Form
PRM	Preparatory Meeting
RTA	Residential Training Activity
TP	Third Parties

## **KEY WORDS**

Activity Manager

Budget

CEPOL

Conference

Costs

Course

Framework Partner

Line Manager

Moderator

Obligations

Organiser

Participant

Payment

Preparatory Meeting

Self-payer

Seminar

Residential Training Activity

Templates

Training Catalogue

## Annex 1

### FINANCIAL GUIDANCE

**Red: original text of Financial rules for residential activities 42/2017/DIR**

**Black: guidance**

#### Article 1: Definitions

**1.1 Residential training activity:** a physical gathering of participants and trainers for a certain number of days for the purpose of transfer of knowledge, expertise and skills from trainers to participants, facilitated by the organiser. This may require a preparatory meeting.

The term “residential” refers to the fact that a physical venue is required. A residential activity can be a course, seminar, or conference. The following definitions apply:

- a) **Course** is a training programme on a particular topic by means of learning/teaching activities like a specified number of lessons, practical exercises, study visits, discussions, group work, and assignments to be studies, etc.
- b) **Seminar** is a meeting for an intensive exchange of knowledge, experience or views on a specific topic for the encouragement and improvement of cooperation. It is discussion focused upon an expert(s) presentation(s), project report or paper(s).
- c) **Conference** is a large official meeting which may last several days and at which people with the same or similar work or interests come together to enhance their knowledge, experience, views and understanding.

**1.2 Organiser:** a framework partner or CEPOL preparing all aspects of a residential training activity, covering the content and logistics, following the timeline for residential training activities. The organiser is free to organise the respective work as necessary by having an activity manager and staff meant to assist (moderators) with the organisation of content and/or logistics.

The term “Organiser” can apply to either CEPOL or, if a grant is awarded, a FP. The term “Organiser” is interpreted as including the AM and additional staff supporting the AM with regard to the content or the activity and/or the associated logistical tasks. This is up to the AM to organise internally.

The term “Activity Manager” refers to the person appointed by the Organiser for the implementation of a Residential Training Activity (RTA). The AM represents the

Organiser and acts as counterpart for CEPOL. S/He is required to follow the applicable rules and guidelines for CEPOL Residential Activities. Specific responsibilities of the AM are detailed in Annex 2. Name and contact details of the AM are to be communicated to [training@cepol.europa.eu](mailto:training@cepol.europa.eu)

**1.3 Participants:** natural persons who benefit from a residential training activity in terms of learning outcomes. Participants are nominated by the authorities to which they are affiliated. Such authorities can be from:

- EU Member States participating in the CEPOL Regulation,
- EU Member States,
- Third parties having a working arrangement with CEPOL, or
- Third parties on an ad-hoc basis.

Participants whose costs are covered by CEPOL are the EU MS participating in the CEPOL Regulation, therefore 26 EU MS (Denmark and the United Kingdom are not part of the CEPOL Regulation).

The minimum number of Participants indicated in the CEPOL Training Catalogue refers to this category.

Increasing the number of Participants is desirable and recommended, in order to increase the efficiency and outreach of the activity.

However, the number of Participants shall be kept manageable so not to compromise the quality of learning. The final decision on increasing the number of Participants rests with the AM's, who are encouraged to seek CEPOL's advice and guidance to that effect.

**1.4 Trainers:** natural persons who transfer their knowledge, expertise and skills, and prepare the learning in cooperation with the organiser. Trainers can be from:

- Law enforcement agencies and training institutions,
- EU Agencies or bodies,
- the framework partners,
- international or regional organisations and entities,
- private sector,
- academia, or
- other relevant entities.

The term "Trainers" refers to the persons who are the source of content, thus it can apply to various profiles, such as presenters, lecturers or any other substantive role in the training, learning and transfer of expertise related to the RTA. In addition please note that:

- a) The use of the term “Expert” should in principle be avoided, as it is expected that both Participants and Trainers are expected to be experts in their fields;
- b) Trainers can be invited from any relevant country, whether in Europe or worldwide;
- c) Trainers can represent law enforcement, or private sector or academia, or any entity as relevant for the content of the RTA;
- d) It is possible that there are also Trainers who do not represent any entity, e.g. retired professionals, entrepreneurs or freelancers;
- e) Trainers' costs are covered by CEPOL except in the cases foreseen in Article 1.11;
- f) Trainers shall be present as deemed necessary for performing their tasks, such as giving presentation, facilitating group work, leading scenarios and alike;
- g) Whenever highly specialised skills are necessary for the moderation of group work or discussions, a Moderator may be considered as a Trainer at the discretion of the AM.

**1.5 Facilitation:** represents a variety of organisational steps and coordination of tasks of all involved parties and logistics.

Facilitation can include the following:

- a) Content - preparations resulting in the Programme, Trainers, training material, etc.;
- b) Logistics - provisions ensuring venue, technical equipment, catering, transport, etc.;
- c) Organisation – invitation and communication resulting in securing the attendance of a group of Participants;
- d) Administration - preparation and storing of relevant documents;
- e) Financial – monitoring the budget and collecting relevant documents for payments and reimbursement.

**1.6 Preparatory meeting:** a physical gathering for the purpose of preparing the content of a residential training activity, in case the preparation cannot take place via a web conference.

PRM shall preferably be held online or by suitable and cost-efficient communication means (video conferencing, web meetings, etc.). However, when other communication means are not suitable, in-presence or physical meetings can be organised. To that effect:

- a) The meeting venue can be either at the Organiser's premises or at CEPOL or, if more convenient, wherever Trainers are located, due to the fact that, for example, there are more Trainers located at that same place;
- b) It is recommended to benefit from events where Trainers are gathered for the purpose of another meeting, so that the Organiser can use their presence to save additional travel;

A PRM can take place at any stage before the RTA is implemented, for example prior to sending out the invitation, or one day prior to the RTA in order to coordinate the Trainers.

Timing can be adjusted to reflect the needs. However, it shall not take place after the RTA.

**1.7 Timeline for residential training activities:** a list of milestones to be performed by the organiser within the given deadlines and having as an outcome the described deliverables listed in Annex I and further detailed in Annex 2.

The timeline in Appendix A stipulates the main steps of the activity. A more detailed timeline can be found as part 2 of this Integrated Guidance Note in order to assist the organiser. It provides information on:

- a) What should happen in chronological order
- b) Which compulsory and/or non-compulsory templates may be used
- c) What are the deliverables to be sent to [training@cepol.europa.eu](mailto:training@cepol.europa.eu)

**1.8 Networking event:** an activity designed to increase motivation and promote cooperation among the participants of a residential training activity. A networking event shall be organised after the training day, either before or after dinner. It shall be indicated on the agenda.

Networking events are generally considered to have positive impacts on learning and foster the creation of long lasting useful professional contacts. Therefore, a specific event can be part of the Programme of the RTA. It shall, however, take place outside the time dedicated to the training itself. For example, it can be scheduled on the arrival day in the afternoon or in the evenings (before or after dinner).

**1.9 Venue of the residential training activity:** the location or locations where the residential training activity takes place depending on the agenda as decided by the Organiser.

Residential Activities shall, in principle, take place:

- a) On the premises of the Organiser, such as police/law enforcement academy or university campus.
- b) At commercial premises (hotel, conference centre etc). If commercial premises are used, it is advisable to co-locate the activity venue with the accommodation.

Multiple venues can be used if this is in line with the activity Programme; in this case, part of the activities can take place at a main venue, and special sessions/parts of the Programme can take place at specific venues (e.g. forensic laboratory, computer room, container port, border police station, hotspot, etc.).

The venue shall have all necessary equipment relevant for a RTA, taking into account the size of the group, so that all Participants and Trainers can benefit from an appropriate learning environment conducive to fulfilling the purpose of the RTA.

**1.10 Training day:** defined as a day having 6 training hours of 60 minutes. The lengths of training segments can be divided in various ways, however the total training time per day shall amount to 360 minutes.

Unless there are specific reasons determined by the content of the activity, it is recommended that the activity is scheduled as follows:

- a) The first training day shall start in the morning, for example in line with regular business hours of the Organiser. This allows to concentrate Participants and Trainers' travel to the day before;
- b) A training day shall have 360 training minutes (6 x 60 min) excluding lunch and coffee break breaks;
- c) The last training day shall be at least a half day, thus 3 x 60 min, to allow travelling back on the same day. However, it can be a full training day with travelling on the next day.
- d) The number of days indicated in the Training Catalogue relates to training days, excluding the arrival day. Hence, in the case of a 3-days activity, this could mean arrival on Monday, full training days on Tuesday and Wednesday, and at least a half training day on Thursday, with departures also on Thursday.
- e) For activities exceeding 5 days, it is up to the Organiser to decide whether there will be 2-days of a weekend in between or it will be reduced to one. For example a 10-days activity can have arrivals on Monday, then 5 training days Tuesday, Wednesday, Thursday, Friday, and Saturday. One free day shall be guaranteed (Sunday). The remaining full training days are Monday till Thursday, with a half day on Friday and departures on Friday, too.

**1.11 Self-payer Participant and Self-payer Trainer:** Participants and Trainers to residential training activities from EU bodies or on the basis of Cooperation Agreements, Working arrangements, or Memoranda of Understanding with organisations and third parties, who bear the cost of their participation on their own.

Participants or Trainers not covered by CEPOL are called Self-payers. For the purpose of interpreting and applying the present article:

- a) Self-payer Participants are those Participants from countries other than the 26 EU MS participating to the CEPOL Regulation, or those Participants from other EU entities such as EU bodies, institutions, agencies, or from other international entities /organisations. This can include Participants from an EU candidate or associated country, or any other country with whom CEPOL has a working arrangement. The list of countries and organisations having a working

arrangement with CEPOL is available on the CEPOL webpage<sup>1</sup>. They are not counted in the minimum number of Participants indicated in the CEPOL Training Catalogue;

- b) In the case of Participants from EU candidate countries, CEPOL will only cover costs for international travel. They are considered Self-payers. The list of EU Candidate Countries can be found on the webpage of the European Commission<sup>2</sup>;
- c) Self-payer Trainers are those representing the entities with whom CEPOL has a working arrangement stipulating that their Trainers will cover the costs themselves, for example Trainers coming from EU agencies and bodies or other entities. This category of Trainers shall pay their costs directly to the Organiser except in cases foreseen under Article 1.12;
- d) Trainers from Third Countries with whom CEPOL has a working arrangement can be covered by CEPOL, unless the working arrangement stipulates otherwise. As the content of working arrangements can vary from case to case, AM's are advised to contact CEPOL when in doubt as to whether a Trainer should be considered as Self-payer or not;
- e) In case of Self-payers (both Trainers and Participants), Organisers shall inform the individuals concerning what services/facilities they will be charged for, if utilised. As much as possible, Self-payers shall be offered a choice to opt in or out of those services/facilities.

Self-payers might benefit from a dedicated decision of CEPOL Executive Director covering their costs. In this case, the Organiser will be informed about additional Participants as it entails budget implications. Additional Participants are not counted in the minimum number of Participants indicated in the CEPOL Training Catalogue.

**1.12 Approved-costs Trainer:** a Trainer who was expected to be a self-payer but his/her sending organisation has declared that due to financial constraints it would not be able to cover the costs. CEPOL may approve to cover such costs exceptionally if the input of the Trainer is important to attain the objectives of the activity.

As Trainers are essential for the content of the activity, there is a degree of flexibility that can be utilised to facilitate achieving the aim of the activity. Cases may include the following:

- a) If the Trainer is expected to be a Self-payer (see for example 1.11 c above), the Organiser can accommodate the request of the Trainer, if the costs would be an obstacle for participation;
- b) In the case of EU partners, such as Europol, Eurojust, EMCDDA, Interpol, EEAS, etc, when these have financial constraints and would otherwise not be able to appoint a Trainer.

As the working time of a Trainer is considered a contribution, direct cost can be covered either in full or in part, depending on the specific situation.

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<sup>1</sup> <https://www.cepola.europa.eu/who-we-are/partners-and-stakeholders/external-partners>

<sup>2</sup> <http://ec.europa.eu/environment/enlarg/candidates.htm>

**1.13 Certified copy:** A hard copy of a document containing the text: 'Certified Copy' and the date, name and signature of the certifying authority. Any certified copy provided as a requirement for reimbursement, should, in addition, contain the following text: 'the original document cannot be provided and reimbursement will not be received from any other source.'

In case the original document cannot be provided, it can be replaced with a certified copy. This can be produced as follows:

- a) Creating a physical copy of the original document (photocopy);
- b) Adding the following elements: written text "Certified Copy", date, name, signature of the person who is representing the authority who declares that the copy is identical to the original;
- c) Adding also further text "the original document cannot be provided and reimbursement will not be received from any other source";
- d) If necessary for the Organiser, the English text can be accompanied by the translation into national language.

## **Article 2: List of costs and modalities of reimbursement**

The different costs occurring in relation to a residential training activity are to be reimbursed by different actors as follows:

	<b>Cost</b>	<b>For whom</b>	<b>Covered by</b>	<b>Remark</b>
<b>2.1</b>	Cost of transfer	Participant	Participant's sending authority up to 300 km	
<b>2.2</b>	Cost of transfer	Trainer	Framework partner reimbursed by CEPOL	Possible
<b>2.3</b>	International travel	Participant	CEPOL	
<b>2.4</b>	International travel	Trainer	Framework partner reimbursed by CEPOL	
<b>2.5</b>	Transport cost (at arrival and departure between airport/station and hotel/venue)	Participant Trainer	& Framework partner reimbursed by CEPOL or Participant's sending authority if Framework Partner does not provide such. In the latter case the costs are not reimbursed by CEPOL	Optional for Framework partner
<b>2.6</b>	Local transport to venue	Participant Trainer Organiser	& Framework partner & reimbursed by CEPOL	Possible
<b>2.7</b>	Accommodation	Participant Trainer Organiser	& Framework partner & reimbursed by CEPOL	

2.8	Meals	Participant Trainer Organiser	& &	Framework partner reimbursed by CEPOL	
2.9	Refreshments	Participant Trainer Organiser	& &	Framework partner reimbursed by CEPOL	
2.1 0	Networking event	Participant Trainer Organiser	& &	Framework partner reimbursed by CEPOL	Possible
2.1 1	Fee for trainers	Trainer		Framework partner reimbursed by CEPOL	Possible
2.1 2	Interpretation	Residential training activity		Framework partner reimbursed by CEPOL	Possible
2.1 3	Technical equipment	Residential training activity		Framework partner reimbursed by CEPOL	Possible
2.1 4	Lecture material	Residential training activity		Framework partner reimbursed by CEPOL	Possible
2.1 5	Service provider fees	Residential training activity		Framework partner reimbursed by CEPOL	Possible
2.1 6	Indirect costs	Residential training activity		Framework partner after having received the grant	
2.1 7	Self-payers	Participant Trainer	&	Participant's and Trainer's sending authority	
2.1 8	Approved costs	Approved Trainer		Framework partner reimbursed by CEPOL	Possible

The details of costs are described in chronological order as they occur.

**2.1 Cost of transfer for participants:** the cost of the transfer from the place of duty to the place of departure for international travel shall be covered by the participant's sending authority where the distance between the two places does not exceed 300 km. Where it exceeds 300 km, the travel becomes part of the cost of international travel (see item 2.3).

CEPOL does not cover the costs of transfers that might be necessary for Participants to reach the starting point of the international travel, as the journey from home to the airport (or station or similar) is expected to be the contribution of the sending authority. However, if the distance is higher than 300 km, CEPOL will treat it as part of the international travel and therefore book also this part of journey. This requirement shall be visible from the Travel Request of the Participants as the starting point of the travel.

**2.2 Cost of transfer for trainers:** the cost of the transfer from the place of duty to the place of departure for international travel shall be reimbursed by CEPOL to the party organising the residential training activity. Travel costs for domestic trainers from the host

country who do not belong to the organiser may also be reimbursed based on the same provisions.

The Organiser can book or reimburse the following costs based on the most effective route:

- a) 1<sup>st</sup> class train;
- b) Taxi up to EUR 60 (round trip);
- c) Use of private car under the conditions as in Article 2.3;
- d) Public transport;
- e) The same provisions apply also for return back home;

Items a), b), d, e) are reimbursed on the basis of travel documents/receipts.

**2.3 Cost of international travel for participants:** the cost of travel by plane, train, bus, ferry or car in the most economical way, bringing the traveller to the venue of the residential training activity and back. The travel shall be organised in a manner allowing participants full participation at the event. The travel shall be organised by CEPOL based on Travel Requests collected by the organiser and the cost shall be borne directly by the Agency. It is the responsibility of the sending authority (CNU, NCP or OCP) to check whether the data provided in the Travel Request is correct. CEPOL may require the recovery of costs from the sending authority where the ticket is not used for the purpose of attending the residential activity, except if the cancellation reason is related to medical reasons (a medical certificate needs to be submitted to CEPOL), a serious emergency in the immediate family or a national calamity.

Participants who do not wish to use the central booking as provided by the Agency have to communicate this via the travel request form. In such cases, the reimbursement shall take place between CEPOL and the authorities to which the participants are affiliated to.

It shall be applied based on value for money principle, thus preventing the use of e.g. car travel if the train/flight would be cheaper. Travel time versus travel cost shall be considered too. It is expected that this will be used for short distances.

Travel by car, as indicated on the Travel Request form, will be reimbursed at € 0.22/km to which toll fees and parking costs can be added. The maximum reimbursement for car travel shall not exceed EUR 220 to which toll fees and parking costs can be added.

CEPOL ensures that the cost invested into the purchase of a travel ticket will result in attendance of a Participant, however:

- a) No recovery is required if there are medical reasons (a medical certificate needs to be submitted to CEPOL), a serious emergency in the immediate family or a national calamity, or in the case of emergency operations in response to natural or man-made disasters. No recovery is due also in cases of large scale mobilisation to prevent or react to a terrorist attack.

- b) No recovery is required if the sending authority arranges the participation of a replacement on their own costs.

Further relevant information:

- c) Participants can choose between flight, bus, ferry or other suitable transport options, including car travel, providing the principles of financial efficiency are followed. A maximum reimbursable amount of EUR 220 is foreseen for car travel, corresponding to a total of 1000 km for a round trip;
- d) Participants should be aware that some airlines cancel the return part of the flight if the incoming flight is not used;
- e) In case there is no suitable travel for the dates corresponding to the dates of the activity, thus additional hotel accommodation and meals are needed, these are also covered by CEPOL;
- f) Private detour or extensions of stay are not facilitated by CEPOL;
- g) In case of business detour, CEPOL will provide only one way ticket and leaves the return up to the other authority. However, in duly justified cases after assessing the reasons and comparing the prices, CEPOL may agree to book the return flight to the required destination;
- h) CEPOL shall not bear any responsibility nor will it reimburse the cost of travel ticket not booked by CEPOL central booking facility.

**2.4 Cost of international travel for trainers:** the cost of travel by plane, train, bus, ferry or car, bringing the traveller to the venue of the residential training activity and back. The travel dates shall, in principle, correspond to the dates of the residential training activity, notwithstanding the possibility for the trainers to indicate different dates, provided that the costs of the international travel are not higher. The booking of the tickets can be performed by the party organising the residential training activity.

Travel by plane shall be reimbursed by CEPOL only up to the rate of economy or flexi economy tickets.

Travel by train shall be reimbursed on the basis of first-class travel by the shortest and most effective route. The following expenses shall also be reimbursed: the cost of seat reservation with additional reimbursements allowed for fast trains and accommodation in a single sleeper where the journey includes not less than six hours of night travel between 22.00hrs. and 07.00hrs.

Travel by car shall be reimbursed on the basis of a fixed kilometre allowance at €0.22 per kilometre, for the shortest and most effective route. Other expenses, like toll charges, parking fees, ferry crossing etc., can also be reimbursed after submitting the corresponding supporting documentation. The reimbursement shall be done based on the vehicle log sheet which has to be completed and signed.

The Organiser is responsible for arranging the travel booking for Trainers (it is not part of the central booking provided by CEPOL). In this case:

- a) The Organiser can book and provide the Trainer with a ticket;
- b) The Organiser can agree with the Trainer that the ticket will be reimbursed by the Organiser;

In case the Trainer wishes to extend the stay on own costs, the Organiser can accept and book accordingly, providing the costs are not higher than those for a ticket covering the schedule without extension.

**2.5 Cost of transport** - the cost of transport from the airport/station to the place of accommodation. The organiser can decide whether to provide this or not. Where the party organising the residential training activity has decided to provide for this, it shall be reimbursed by CEPOL. Where the party organising the residential training activity has decided not to provide for such an option, the cost shall be borne by the sending authority. In the latter case, CEPOL will not reimburse the costs. The same provision shall apply for a traveller who needs to arrive directly to the venue where the residential training activity takes places.

The transport arrangement can be provided partially e.g. for persons arriving late or for the trainers. The party organising the residential training activity needs to take into account that the preferred option shall be to use public transport if there are sufficient public transport connections from the airport to the hotel.

CEPOL shall reimburse a maximum of EUR 60 per individual against an invoice. Where the venue where the residential training activity takes places is at a distance resulting in costs exceeding €60 per individual, a higher maximum amount can be agreed upon by the CEPOL Executive Director.

It is up to the Organiser to assess to which extent the transport will be provided. This saves the human resources of the Organiser and enables use of the budget for content related purposes. The main criteria to assess whether to provide or not provide transport are the quality/accessibility/safety of public transport, the profile of the activity and the arrival/departure times. The following can serve as examples:

- a) Organiser decides to provide transport for all Participants and Trainers;
- b) Organiser decides to provide transport for Trainers only;
- c) Organiser decides to provide transport for Participants and Trainers whose arrival or departure times are late in the evening or early in the morning;
- d) Organiser decides to provide transport for high ranked Participants;

Organiser decides other specification. In all cases the Organiser provides information about the provisions in order to inform the sending authorities accordingly about the transport cost. Moreover, in case where transport is not supplied, sufficient practical description of public transport shall be provided by the Organiser as part of information on logistics.

**2.6 Cost of local transport to venue:** if required, the transport by bus or car between the hotel and the venue where the residential training activity takes place shall be reimbursed by CEPOL up to EUR 300/ per day based on an invoice justified with the vehicle log sheet completed, dated and signed. Costs will be covered for bus transportation to a dinner if necessary.

In case the distance between the accommodation and the activity venue(s) so requires, bus transport can be organised for the group, either for each day or only for some days, as deemed necessary at the discretion of the Organiser.

**2.7 Cost of accommodation** to a hotel or equivalent, where accommodation in law enforcement facilities is not feasible, shall be reimbursed by CEPOL. Such costs cannot exceed the ceilings set by Article 13(2)(a) of Annex VII to the Staff Regulations<sup>3</sup> relevant to the country where the residential training activity takes place. Priority should be given to hotels with three-star standard.

The Organiser is responsible for determining accommodation for the activity, either on their own premises (e.g. police academy) or at a commercial accommodation (e.g. hotel):

- a) When choosing the accommodation the Organiser shall take into account the number of Participants, Trainers, but also additional Participants who are Self-payers;
- b) When choosing the accommodation the Organiser shall take into account that CEPOL activities are paid with public budget, therefore the Organiser shall aim at balancing value for money as well as ensuring the appropriate health and safety standards;
- c) For Self-payers a direct invoicing shall be arranged or if suitable, they can be offered the possibility to book themselves elsewhere, for example, in order to lower the costs or if no sufficient capacity of accommodation is available;
- d) If the circumstances require, also accommodation for the Organiser can be provided, in order to ensure his/her presence and availability.

**2.8 Cost of meals for participants, trainers, moderators, event manager and an administrative assistant,** covering breakfast, lunch, dinner shall be reimbursed by CEPOL on the basis of the following ceilings expressed in percentages of the daily allowance (DA) corresponding to the country where the residential training activity takes place: 15% of DA for breakfast, 30% of DA for lunch, 30% of DA for dinner. Notwithstanding this, flexible use of the percentage within the same day is allowed, though total ceilings per day (75% of DA) shall be kept.

Costs for invited guests for dinner (e.g. representatives of the ministries/academies) are permitted. Such invitations need to be documented in the submission.

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<sup>3</sup> Last amended by Commission delegated Regulation (EU) 2016/1611 of 7 July 2016.

In the case of a large event, such as a conference, meal costs for additional supporting staff will be covered.

Breakfast, lunch and dinner shall be provided as follows:

- a) Breakfast can be included in the accommodation price. In this case the ceiling for accommodation is topped up by 15% of the DA;
- b) Flexible use of the DA for lunch and dinner can be allowed within the same day, (for example lunch 10% and dinner 50%). This can be relevant when, for example, the cost for lunches provided at police academy are low, whereby the cost of dinners provided at the hotel are higher;
- c) Non-alcoholic beverages are included in the DA. Alcoholic beverages can be included to a moderate extent, meaning not exceeding 2 dcl of wine or 0.5 lit beer per person per dinner;
- d) Self-payers shall be offered the possibility to have their meals booked together with the group covered by CEPOL;
- e) Meals for the Organisers can be provided, in order to ensure their presence and availability;
- f) Definition of guests includes high dignitaries, public officials, experts, members of the hierarchy of the Organiser or other persons who are relevant to the visibility of the event or for the purpose of expanding and cultivating professional networks;

The same provisions are applicable for dinners and lunches alike.

**2.9 Cost of refreshments:** the cost of water, coffee, tea or similar refreshments provided during the residential training activity shall be reimbursed by CEPOL, up to 12.5% of the daily allowance (DA) corresponding to the country where the residential activity takes place.

Refreshment shall be provided as follows:

- a) Water shall be available in the meeting room at all times throughout the activity. This can be tap water or water fountain or by any other means allowing access to drinkable water;
- b) At least one break in the morning and one in the afternoon with coffee, tea or with additional possibilities such as non-alcoholic beverages, fruit or light refreshment shall be offered;
- c) Refreshment for the Organisers can be provided, in order to ensure their presence and availability.

**2.10 Cost of a networking event** shall be reimbursed once per activity up to 15% of the daily allowance (DA) relevant to the country where the residential training activity takes place. It can cover costs related to consumables, small pieces of stationery, refreshments, and public transport tickets if related to the team building event, for activities as follows:

- Intellectually challenging game – stationery may be needed and refreshments provided
- Sport activity – stationery may be needed and refreshments provided

It is not intended for meals or extension of meals. Character of the team building event shall be described in the agenda.

Costs for invited guests to a networking event (e.g. representatives of the ministries/academies) are permitted. Such invitations need to be documented in the submission.

A Networking event can be organised at the discretion of the Organiser in line with the following:

- a) It shall be scheduled outside the core training time, thus for example during the arrival day or during the evenings after the training Programme (before or after dinner);
- b) It shall enhance the possibilities for networking among Participants and Trainers, in a less formalised setting;
- c) Active sport activity, quiz, creative games could be some examples. In any event the Organiser shall, when devising the type of networking event, be mindful of the different cultural sensitivities that may be relevant, as well as the fact that CEPOL activities are financed by public funds;
- d) Costs occurred in relation to the networking event could be related to light refreshment, stationary needed for preparation of the game, ticket for public transport needed for reaching the place of sport activity, etc. – the use of the purchased item shall be described in a note attached to the receipt;
- e) CEPOL shall monitor the use of the provisions in this article.

**2.11 Fees for training services** of the trainers, including trainers who are staff of the framework partner organising the residential training activity, may be paid by the party organising the residential training activity, which will be later reimbursed by CEPOL. Where the trainer comes from a law enforcement institution, the fee shall be paid to his/her institution. The fee/salary compensation has to be based on the training service agreement, as provided in a template by CEPOL, between the organiser and the trainer. A maximum of EUR 75 per hour per person can be paid (no taxes, nor insurance). The total cost of EUR 450 per day per person may only be exceeded with the prior approval of CEPOL Executive Director. The fee can also cover work performed by the trainer for an ex-ante or an ex-post part (online) of the learning.

University academics engaged in the implementation of the CEPOL European Joint Master Programme EJMP can receive a fee up to EUR 100 per hour for direct lecturing, development of electronic material including coaching/advising/grading on assignments and the master thesis in line with the budget of the EJMP approved by CEPOL Management Board.

Although the majority of Trainers is sharing their expertise without accepting any fee and their contribution is their country's law enforcement contribution to the fulfilment of CEPOL's mission, there are possibilities to pay a fee for a Trainer. These are as follows:

- a) More than one Trainer can be deployed during the same day, whereby the daily maximum of EUR 450 applies for each person separately;
- b) Fee to a Trainer coming from law enforcement agency can be paid via CEPOL National Unit of the country, thus not directly to the individual or the law

enforcement agency. If the CNU is not in a position to receive the funds they shall notify the AM about the details of the legal entity to whom a payment shall be made, including the bank account details;

- c) Fee to a Trainer coming from the FP who is the Organiser of the activity shall be paid to the FP, not to the individual;
- d) Training services can be delivered before, during or after the RTA. Deadlines for training report or financial report are based on the dates of RTA.

**2.12 Cost for interpretation services shall be reimbursed by CEPOL to a maximum of EUR 1,500.00 for full-time interpretation/day for two interpreters (English and a second language).**

CEPOL Residential Activities have English as working language, however due to the fact that some Trainers might be professionals who lack the sufficient command of English, interpretation can be provided as follows:

- a) The full amount of EUR 1,500.00 per training day is applied if two interpreters for simultaneous interpretation are deployed, interpreting between English and another language;
- b) If the interpretation is provided by a non-professional interpreter(s), for example if consecutive language assistance is provided (without boots, interpreting sentence after sentence without cabin/headphones, which is arranged for example via a person who is not providing commercial professional interpretation services but is an experienced officer with the required command of language in particular professional vocabulary, Non-professional interpreters are considered to be staff of the Organiser.

**2.13 Cost of rental of technical equipment for interpretation shall be reimbursed up to an average of EUR 750.00/day and to a maximum of EUR 3,000.00 per week.**

This technical equipment is for the purpose of interpretation, usually cabin(s) for interpreters, headphones and related technical devices ensuring the acoustical transfer.

**2.14 Cost of Lecture and Research Material;** translation of documents; rental of external meeting rooms and of technical equipment (computers, projectors etc.) for the duration of the residential training activity; study visits in between the different venues of a residential training activity; stationery; printing; photographs, CD-ROMs, USB sticks; posters and displays are all costs eligible for reimbursement.

Various material related to the purpose of the activity can be purchased and used, whereby:

- a) The amount of lecture and research material shall be proportional to the size of the group and number of Participants and Trainers;
- b) The purpose of the material is to facilitate the training and learning only. Therefore, items having the nature of souvenirs, gifts or memorable value related rather to the venue of the event are not permitted.

**2.15 Cost of service provider fees** when the party organising the residential training activity, due to regulations, cannot be directly reimbursed by CEPOL and needs to use the service of a foundation or service provider for the implementation of the activity. The reimbursement of costs related to such a service can be up to 7% of the total eligible costs. This needs to be declared in the financial section of the Grant Agreement.

Paragraph is self- explanatory.

**2.16 Indirect costs** cover those costs which are not specific costs directly linked to the implementation of the activity and which therefore cannot be attributed directly to it. However, they are incurred by the organiser in connection with the eligible costs for the activity. They may not include any costs identifiable or declared as eligible direct costs. These indirect costs are considered to be the co-financing from the organiser (5%).

The 5% contribution of a Framework Partner does not require any documentation as it is considered to cover the indirect costs occurring in various forms, such as salaries of staff, fuel for duty cars used by the organiser, electricity in the organiser's office, and similar.

**2.17 Cost of approved-cost trainers as described in 1.12** shall be reimbursed only as an exception where the attendance of such a Trainer is important to attain the objectives of the activity and the sending organisation declares that due to financial constraints it is not able to cover the cost. A declaration must be signed and CEPOL shall reimburse the related costs for travel, accommodation and meals.

Covering the cost of Trainers who are supposed to be Self-payers is possible as follows:

- a) It applies in order to secure the Trainers who are essential for the activity but their sending authority is not able to bear the costs. This for example applies where the organisations have working arrangement with CEPOL to that effect, or when Trainers belong to an EU institution, body or agency;
- b) Cost can be covered partially, for example: the sending authority pays the flight and CEPOL the accommodation. This should be reflected in the declaration;
- c) As this is usually not foreseen by the Organiser, CEPOL can increase the grant in such a situation.

### **Article 3: Obligations regarding the content of the financial reports**

**3.1** All claims for reimbursements must be supplemented with the originals or certified copies of invoices, tickets, boarding passes or vehicle log sheets.

**3.2** The Framework Partner, shall provide CEPOL with a financial report on the implementation of the Activity within 10 weeks following completion of the Activity. The Report shall include the following:

- a) all the originals of invoices, tickets and boarding passes related to the Activity. If an original invoice or boarding pass cannot be provided, a certified copy can be accepted.

- b) a complete list (original or certified copy) of all attendees (participants, trainers, organising staff) to the Activity, signed by each attendee. As a minimum, this list shall contain the name of the participant/trainer/organising staff, accommodation and type and number of meals booked.
- c) the training service agreement
- d) the programme
- e) the training report.

3.3 The organiser shall arrange for an English translation of headlines of all relevant invoices where applicable.

Paragraph is self-explanatory.

## **Article 4: Payments**

4.1 Payment procedures shall be as follows:

4.2 The Framework Partner may submit a request for a pre-financing instalment (with the grant agreement) which does not exceed 75% of the total reimbursable costs of the Activity.

4.3 Payment requests shall be accompanied by financial reports presented in accordance with Article 3. Requests for payments shall be drafted in Euro unless otherwise agreed in the specific grant agreement. Except for the first pre-financing instalment, the payments shall be made upon approval of the payment request accompanied by a progress or final report. If the balance is negative, the payment of the balance takes the form of recovery.

4.4 Approval of the requests for payment and of the accompanying reports shall not imply recognition of the regularity or of the authenticity, completeness and correctness of the declarations and information contained therein.

4.5 CEPOL shall make payments into the bank account referred to in the financial identification form submitted by the Framework Partner.

4.6 Payments shall be made:

- (a) within 60 calendar days for all delegation agreements, contracts, grant agreements and decisions for which payment depends on the approval of a report or a certificate;
- (b) 30 calendar days for all other delegation agreements, contracts, grant agreements and decisions.

4.7 As a general rule, no payment shall be initiated after the cut-off date set out in point 3.2 above. The CEPOL Executive Director may decide, on the basis of a reasoned and justified request from a partner, to give additional time for the completion of the payment file. Such a request has to be accompanied with a provisional claim.

Paragraph is self- explanatory.

## **Article 5: Intellectual property rights**

5.1 Unless stipulated otherwise, ownership of the results of the residential training activity, including industrial and intellectual property rights, and of the reports and other documents relating to it, shall be vested in the partner.

5.2 Without prejudice to point 5.1, the partner grants CEPOL the right to make free use of the results of a residential training activity as it deems fit, provided it does not thereby breach its confidentiality obligations or existing industrial and intellectual property rights.

Paragraph is self- explanatory.

## APPENDIX A

**Timeline for residential training activities:** a list of milestones to be performed by the organiser within the given deadlines and having as an outcome the described deliverables as follows:

<b>Description of milestone</b>	<b>Deadline</b>	<b>Deliverable</b>	<b>Templates to be used</b>
<b>Appointment of the Activity Manager</b>	4 weeks after award decision	Information with contact details is to be sent to <a href="mailto:training@cepol.europa.eu">training@cepol.europa.eu</a>	<b>T03</b>
<b>Preparatory meeting</b> – if face-to-face meeting is necessary	2 weeks after preparatory meeting	Outcomes of the preparatory meeting are to be sent to <a href="mailto:training@cepol.europa.eu">training@cepol.europa.eu</a>	<b>T11</b>
<b>Invitation package</b>	12 weeks before activity	<p>Invitation package is to be sent to all CNUs and relevant entities (NCPs, OCPs) with a copy to <a href="mailto:training@cepol.europa.eu">training@cepol.europa.eu</a>; it shall contain:</p> <ul style="list-style-type: none"> <li>• information (invitation letter, programme, curriculum, information about logistic)</li> <li>• forms (nomination form, travel request form, registration form)</li> </ul>	<b>T05, T06, T14, T15, T16, T19</b>
<b>Confirmed participants – overview</b> (no personal data)	6 weeks before activity	Overview of the number of nominated/ confirmed participants is to be sent to all CNUs and relevant entities (NCPs, OCPs) with a copy to <a href="mailto:training@cepol.europa.eu">training@cepol.europa.eu</a>	<b>T20</b>
<b>Confirmed participants – per country</b> (with names)	5 weeks before activity	<p>Information who is confirmed and/or refused is to be sent (individually) to the respective CNUs, NCPs, OCPs.</p> <p>List with all confirmed participants is sent to <a href="mailto:training@cepol.europa.eu">training@cepol.europa.eu</a></p>	<b>T18, T20</b>
<b>Confirmed trainers</b> – individual (with names)	5 weeks before activity	List with all confirmed trainers (experts, lecturers) is to be sent to <a href="mailto:training@cepol.europa.eu">training@cepol.europa.eu</a>	<b>T37</b>
<b>Travel booking</b> - for participants	4 weeks before activity	List with all participant whose travel is paid by CEPOL accompanied by the set of completed individual Travel	<b>T37, T25</b>

		requests is to be sent to CEPOL via <a href="mailto:FM.TRAVEL-TEAM@cepol.europa.eu">FM.TRAVEL-TEAM@cepol.europa.eu</a>	
<b>Final list of participants and final list of trainers</b>	1 week after activity	Final lists of participants (with line managers) and trainers (including organising team) are to be sent to <a href="mailto:training@cepol.europa.eu">training@cepol.europa.eu</a>	<b>T37</b>
<b>Training report</b>	6 weeks after activity	Training report package is to be sent to <a href="mailto:training@cepol.europa.eu">training@cepol.europa.eu</a> . It shall contain: <ul style="list-style-type: none"> <li>• Summary of feedback from participants and trainers,</li> <li>• Final programme, list of participants, list of trainers</li> </ul>	<b>T06, T37, T40/T41/T42</b>
<b>Financial report</b>	10 weeks after activity	Financial report package is to be sent to <a href="mailto:training@cepol.europa.eu">training@cepol.europa.eu</a> and in hardcopy to CEPOL correspondence address. It shall contain original documents (hardcopies): <ul style="list-style-type: none"> <li>• Original invoices, tickets, boarding passes (or certified copies)</li> <li>• Signed List of attendees</li> <li>• Training services agreement(s)</li> <li>• Programme</li> <li>• Training report</li> </ul>	<b>T06, T27, T37, T43</b>

## Annex 2

### ADMINISTRATIVE GUIDANCE

The CEPOL Executive Director awards the grants for Residential Activities. Following the awarding, specific grant agreements are concluded with the relevant Framework Partners (FP). Communications in that regard are to be channelled via the functional mailbox [grants@cepol.europa.eu](mailto:grants@cepol.europa.eu). The value of grant is stipulated in the agreement with the FP and it is reflecting the “**Budget**” template **T02**, as submitted by the FP with the applications for grants or as amended following the negotiations with the agency. For activities not awarded to FPs, the CEPOL Executive Director may consider other implementation options.

The following steps aim at ensuring a harmonised administrative approach that enables smooth activity planning and implementation, and assists in ensuring the quality of CEPOL Residential Activities, indicating at the same time steps and responsibilities for the organisation of each activity.

#### 1 – ROLE OF THE ACTIVITY MANAGER

The AM shall be appointed by the Framework Partner **4 weeks after** the Training Activity has been awarded to the FP by CEPOL.

Information about the name and contact details of the Activity Manager shall be submitted by the FP to CEPOL, via the functional mailbox [training@cepol.europa.eu](mailto:training@cepol.europa.eu), in the format of the “**ACTIVITY MANAGER - APPOINTMENT**” template **T03**

The AM shall inform CEPOL on the date of the activity.

Without prejudice to further articles in this guide, the AM holds overall responsibility for carrying out and/or coordinating all aspects of a RTA, in particular related to content, logistics and organisation as needed for preparation, implementation, evaluation and reporting of the RTA in line with this guide.

Responsibilities of AM's include, but may not be limited to, the following:

- Designing the RTA in terms of its curriculum, content and methods;
- Sending out invitations to Participants and Trainers, and collecting nominations;
- Selecting activity Participants and Trainers;
- Coordinating Trainers to ensure logical flow and full complementarity of the content;
- Using CEPOL LMS in the planning and implementation of the activity;
- If applicable, monitoring of the budget consumption;
- Coordinating the staff of the FP involved in the RTA as necessary;
- Organising all administrative and logistical aspects of the event;
- Preparing training and financial reports and supplementary documents;
- Conducting event evaluation.

AM's may liaise with the CEPOL National Unit in their MS to acquire further relevant information on CEPOL, to facilitate contacts to other CNU's or other FP's via CNU's, to get information on entities with whom CEPOL has a working arrangement, or any other CEPOL related information.

AM's are encouraged to seek the advice of the CNU's with regard to the law enforcement aspects of an activity.

For activities not implemented via FP's, the AM's might be appointed by CEPOL at any time.

## **2 - PREPARATION – LOGISTICS**

The Activity Manager shall ensure all necessary logistical arrangements as relevant for CEPOL residential activities and coordinates the involved staff.

## **3 - PREPARATION – ACTIVITY DESIGN**

At the latest **15 weeks prior** to the activity, the AM shall have consultations with relevant Trainers in order to design the activity. The composition of the Programme, selection of training methods and choice of Trainers shall result in a Residential Training Activity respecting the international nature of the event with blended learning methods applied. Residential Activities and their Curricula shall be designed in a manner that allows for the maximization of Learning Outcomes and their formative effects.

Towards this end, AM's are encouraged to utilise blended forms of learning that may include, aside from front lecturing, other learning techniques and methods. In particular, the use of case studies, group work, hands-on and practical exercises must be considered when designing an activity. Furthermore, the use of pre and post-course assignments, as well as the use of CEPOL's LMS and other IT-based learning tools such as online courses, webinars etc., shall also be taken into due consideration. It is recommended that the AM uses the "**ACTIVITY MANAGER - RECCOMENDATIONS**" template **T86** and other educational material available on CEPOL webpage such as CEPOL online module "Quality in 13 questions" available on CEPOL website (LMS section).

The AM is encouraged to liaise with Trainers from other countries. They shall be contacted through national representatives in the EU networks or through the CNU. It is recommended to use the pool of experts provided by CEPOL's Lecturers, Trainers and Researchers database (LTRdb) accessible via CNU.

In case of a set of activities, the AM should liaise with the cooperation partner(s) via the consortium leader, in order to make the individual activities complementary to each other.

The AM shall prepare the activity in line with the awarded application. If there was no grant awarded, the content shall respect the Training Catalogue in defining the aim, target group and learning outcomes and shall be prepared in the following format:

- **ACTIVITY DESCRIPTOR** template **T04**

The AM shall ensure that the detailed design of the activity is further elaborated and prepared in the following format:

- **ACTIVITY CURRICULUM** template **T05**
- **ACTIVITY PROGRAMME** template **T06**

#### **4 - PREPARATION – PREPARATORY MEETING**

Preparatory work and/or meeting shall help the AM to design the activity in collaboration with Trainers.

Depending on the nature of activity, there can be a coordination meeting prior to the start of the RTA (back-to-back with the RTA) at the same venue, replacing or complementing the PRM.

It is possible to organise an online or a residential PRM.

- Online meetings, which is the recommended option, can be supported by CEPOL by providing access to a dedicated *GoToMeeting* account for the EU MS's upon a request submitted by the AM to [training@cepol.europa.eu](mailto:training@cepol.europa.eu). Further options, such as skype or teleconferencing, are encouraged.
- For residential meetings, usually 15 weeks prior to the activity, the AM shall send the Preparatory Group Meeting Invitation to the CNUs of the supporting countries, to CEPOL and to relevant external bodies and EU Agencies.

For a residential PRM the AM invites the relevant members of the Organiser's team as well as national and international Trainers. The following documents shall be distributed:

- **PREPARATORY MEETING - INVITATION** template **T07**
- **PREPARATORY MEETING – AGENDA** template **T08**
- **ACTIVITY DESCRIPTOR** template **T04**

Moreover, the following documents shall be distributed and asked to be completed, where applicable:

- **PREPARATORY MEETING – REGISTRATION & TRAVEL REQUEST** template **T09**
- **PREPARATORY MEETING – REIMBURSEMENT** template **T12**

Afterwards, the AM shall send the PRM outcomes to the supporting countries and partners.

Furthermore, the following shall be sent to the CEPOL functional mailbox [training@cepol.europa.eu](mailto:training@cepol.europa.eu) :

- **PREPARATORY MEETING – OUTCOMES** template **T11**
- **PREPARATORY MEETING – LIST OF ATTENDEES & SIGNATURES** template **T10**

The duration of a residential PRM shall not exceed 2 days.

## 5 – LEARNING MANAGEMENT SYSTEM (LMS)

At the beginning of the calendar year, CEPOL creates the 'course/seminar/conference images' on the LMS of e-Net where relevant documents shall be added. AM's shall register on e-Net via [www.enet.cepola.europa.eu](http://www.enet.cepola.europa.eu), liaise with their National e-Net Manager (NeM) who can approve their e-Net registration and assign them to the 'course' on the LMS. If AM's do not have access to a National e-Net Manager, they can liaise directly with [lms@cepola.europa.eu](mailto:lms@cepola.europa.eu). Maybe we could attach the list of NeM's or put the link to the list of NeM's on the CEPOL website

Considering the value-added towards both administration and the learning process, using the LMS is highly recommended.

## 6 - INVITATION OF PARTICIPANTS

**At least 12 weeks prior** to the activity, the AM shall distribute an Invitation Package to nominate Participants to the relevant CNU's, NCPs and OCPs who represent the MS's and third parties with whom CEPOL has a cooperation or working agreement allowing for the nomination of Participants<sup>4</sup>.

The AM shall invite CNU's, NCPs and OCPs to nominate Participants for the RTA in line with the defined target group.

AM's are encouraged to ask for sufficient information to assess whether the nominated Participants comply with the profile required for the target group. However, the requested information shall be proportionate to the intended purpose, therefore a list of specific questions displaying the profile of a Participant in relation to the specific activity shall be sufficient. The questionnaire can be adjusted as necessary. Requests for professional *curriculum vitae* with full job history and education are not considered proportionate to the intended purpose.

The AM shall reach the expected quality of the activity also with regard to the proportionate representation of various types of law enforcement representatives.

The Invitation Package shall be copied to CEPOL via [training@cepola.europa.eu](mailto:training@cepola.europa.eu) and consists of the following:

- **PARTICIPANTS INVITATION LETTER** template **T14**

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<sup>4</sup> <https://www.cepola.europa.eu/who-we-are/partners-and-stakeholders/external-partners>

- **ACTIVITY CURRICULUM** template **T05**
- **ACTIVITY PROGRAMME** template **T06**

The Invitation Letter shall contain all necessary information assisting the Participant and the sending authority in their decision. This includes the financial modalities related to costs and logistics. If necessary, further logistical information may be provided (no specific template is foreseen in this case).

CNUs are to be requested to return the following completed forms, which are also part of the Invitation package, by the given deadline set as **6 weeks** prior to the activity:

- **PARTICIPANTS NOMINATION LIST** template **T16**
- **PARTICIPANT - PROFILE** template **T15**
- **PARTICIPANT - REGISTRATION & TRAVEL REQUEST** template **T19**

## 7- INVITATION OF TRAINERS

**At least 12 to 10 weeks prior** to the activity, the AM shall distribute an Invitation Package to Trainers with a copy to the respective CNUs of the country associated with the sending authority of a Trainer, and a copy to CEPOL via [training@cepol.europa.eu](mailto:training@cepol.europa.eu). The package consist of the following:

- **TRAINER – INVITATION LETTER** template **T22**
- **ACTIVITY CURRICULUM** template **T05**
- **ACTIVITY PROGRAMME** template **T06**
- **TRAINER – RECOMMENDATIONS** template **T87**

The Invitation Letter shall contain all necessary information assisting the Trainer and the sending authority in their decision. The letter shall include the topic the Trainer needs contribute to, the financial modalities related to costs, logistics, fee and reimbursement. If necessary, further logistical information may be provided (no specific template is foreseen in this case).

The Programme shall indicate the main focus, nature and timing of the required contribution(s). Further clarifications and details shall be communicated via phone calls, web meetings, emails, in addition or replacing a PRM.

The AM shall ensure the necessary coordination between the Trainers. It is recommended to describe briefly all Programme items so that the Trainers can adjust their input accordingly. This is to avoid duplicity, yet ensure blended learning.

The Trainers are to be requested to respond and provide assurance about their contribution by the given deadline set as **8 weeks before** the activity by returning the following:

- **TRAINER – REGISTRATION & TRAVEL REQUEST** template **T25**

The registration part shall give the AM the information whether a fee is to be paid to the Trainer. In this case, an agreement has to be concluded at a later stage (after the Trainer is confirmed), in the format of an **TRAINER – SERVICE AGREEMENT** template **T27**

The travel part shall give the AM the information whether the travel booking is to be done by the Organiser or by Trainer with a reimbursement required after in the format of a **TRAINER – REIMBURSEMENT** template **T38**

Trainers who receive training fees and whose attendance costs are covered by CEPOL, except those coming from EU Bodies and international organisations, are to be requested to return also the following:

- **“TRAINERS – PROFESSIONAL BACKGROUND** template **T24**

**TRAINER – SERVICE AGREEMENT** template **T27** if the fee to be paid by the AM ensures that an agreement is concluded with the Trainer.

## 8 – ACTIVITY REMINDER

The AM collects the nominations arriving from CNU's and other entities and monitors the number of responses. If there is a low number of responses, a reminder shall be sent to those CNU's who have not responded within the deadline. A pre-emptive reminder can be sent prior to the expiry of a deadline. Available places may be re-distributed.

Between **8 and 6 weeks prior** to the activity, the AM shall send a reminder to those MS's and other countries and organisations with whom CEPOL has a cooperation/working agreement who have not responded to the Invitation.

The reminder shall include the Invitation Package, as described in section 6.

CNU's are to be reminded to return the forms required in section 7, Nominations.

## 9 - NOMINATION OF PARTICIPANTS

**6 weeks prior** to the activity, the CNU's shall respond to the AM by completing the following forms:

- **PARTICIPANTS NOMINATION LIST** template **T16**
- **PARTICIPANT – PROFILE** template **T15**
- **PARTICIPANT – REGISTRATION & TRAVEL REQUEST** template **T19**

**5 weeks prior** to the activity the CNU's shall submit the completed **Registration & Travel** Forms, if they were prevented from doing so, together with the **Nomination**.

CNU's are in charge of national nominations and shall submit the list of nominated Participants indicating their preference in order of nominations. However, the formal confirmation is the responsibility of the AM.

CNU's shall check the correctness of the information provided in the “Registration & Travel Request”, particularly the correct spelling of the name of nominee.

## 10 – INCREASE OF PARTICIPANTS

If the nominations result in higher number of nominated Participants than the minimum number of Participants expected and indicated in the Training Catalogue, and subsequently in the grant agreement, the AM can consider an increase of the number of Participants. Such increase is encouraged if it does not compromise the quality of activity and it is technically feasible. In such a case:

- CEPOL shall be contacted via [training@cepol.europa.eu](mailto:training@cepol.europa.eu) in order to approve the higher number of Participants who would be entitled to international travel booked by CEPOL. This is for cases where the AM can absorb the other related costs for additional Participant(s) within the awarded grant.
- CEPOL shall be contacted via [grants@cepol.europa.eu](mailto:grants@cepol.europa.eu) in order to approve an increase of a grant. This is for cases where the AM cannot absorb the other related costs for additional Participant(s) within the awarded grant. Additional international travel will be also approved. See item 11 INCREASE OF GRANT for further details.

## 11 – INCREASE / DECREASE OF GRANT

The AM shall monitor the budget throughout all phases of a RTA. In principle, CEPOL does not increase the amount of a grant. However, there could be unforeseeable situations, for example if the number of Participants covered by CEPOL is to be increased or if *force majeure* affects the activity.

If such a situation occurs, the AM shall request CEPOL to consider increase of grant via [grants@cepol.europa.eu](mailto:grants@cepol.europa.eu) and provide an explanation of circumstances accompanied by an updated budget estimate submitted in the format of **ACTIVITY BUDGET** template **T02**. If approved, an Amendment to the specific agreement on grant will be prepared by CEPOL in order to be concluded.

In an opposite situation, if the AM notices that there is a significant decrease of the budget estimate, CEPOL shall be informed via [grants@cepol.europa.eu](mailto:grants@cepol.europa.eu), whereby an updated budget estimate is submitted in the format of **ACTIVITY BUDGET** template **T02**. This allows the release of unnecessary funds and their re-use during the same budgetary year.

## 12 – CANCELLATION / POSTPONEMENT

If after the deadline for nominations and additional efforts, such as a reminder, the number of nominated Participants is lower than the minimum number of Participants stipulated in the grant agreement, the AM shall approach CEPOL without delay via [training@cepol.europa.eu](mailto:training@cepol.europa.eu) in order to decide on further measures how to increase the number of Participants or agree on lower number. If the scheduled dates are not feasible the AM shall submit the **ACTIVITY CANCELLATION or POSTPONEMENT** template **T21**

A decision regarding cancellation or postponement of the activity shall be taken before any confirmation letters are distributed. Moreover, the interest of those who are Self-payer, thus they are booking their own travel, shall to be taken into consideration.

In case a request for the approval of a cancellation or postponement is sent to CEPOL, the AM shall immediately inform all activity supporter and involved sub-contractors.

In case of a cancellation or postponement, the Trainers will be reimbursed for the cost of booked flights, on the condition that the booking did not take place before the Invitation.

In case of cancellation and if the FP or Supporters have had any costs related to the cancelled activity, CEPOL will reimburse costs according to the financial rules.

CEPOL will inform all relevant parties of the decision and amend the activity in the calendars and on the LMS.

### 13 – GROUP CONFIRMATION OF PARTICIPANTS

**6 weeks prior** to the activity, the AM shall collect the “Nominations” provided by MS’s and other invited entities (including negative answers).

The CNUs are encouraged to respond to the Invitation within the given deadline. In absence of a response, the AM shall ensure timely redistribution of the available place to another MS.

When assessing the nominations, the AM shall take into consideration at least the following:

- One seat is offered to every MS for each training activity, unless the number of Participants is limited to fewer due to pedagogical reasons (e.g. for train-the-trainers activities);
- The nominated Participant shall comply with the target group;
- Proportionate representation of various law enforcement types as relevant in the context of the activity;
- A Maximum of three Participants from the same country can participate in the same training activity. Further Participants coming from the same country can only be accepted after prior approval of the CEPOL Executive Director.

If an offered seat is not used, it shall be re-allocated to another MS. Criteria for re-allocation shall be communicated with the overview of confirmed Participants. Additional seats shall reflect the scale of the crime on the respective country, training needs, complexity of law enforcement and similar considerations related to the topic of the activity. Additional seats shall not be allocated based on the date of arrival of nominations (“first come – first served”).

In case the AM would see the reasons to modify the ranking order indicated in the “**Nomination List**”, it is recommended to initiate communication with the relevant CNU in order to find an agreement between the AM and the nominating authority. If the parties fail to reach the desired consensus, the AM shall contact CEPOL who will facilitate further communication resulting in a consensus. CEPOL shall be approached via [training@cepol.europa.eu](mailto:training@cepol.europa.eu). When a consensus still cannot be reached after liaising with CEPOL, the provisions on art. 1 of this Annex shall apply (Role of the AM) and the AM shall select the Participant.

The AM shall prepare the **PARTICIPANTS NOMINATION OVERVIEW** template **T20** and send it to all CNUs and other entities who were addressed with the Invitation, copying CEPOL via [training@cepol.europa.eu](mailto:training@cepol.europa.eu).

**PARTICIPANTS NOMINATION OVERVIEW** template **T20** does not contain any personal data related to individual Participant(s).

## 14 – INDIVIDUAL CONFIRMATION OF PARTICIPANTS

**5 weeks prior** to the activity, the AM shall perform the following:

CNUs and other nominating parties shall be informed which of their nominated Participant has been confirmed. It is recommended to perform this in individual emails, usually by answering to their nomination emails.

Afterwards, a group email to all CNUs and other parties who were addressed in the Invitation is to be sent to inform them that the confirmation phase has been finalised and that direct contact is established with the group of confirmed Participants. Furthermore, a confirmation package consisting of the following shall be sent to CEPOL via [training@cepol.europa.eu](mailto:training@cepol.europa.eu) :

- **PARTICIPANT – CONFIRMATION LETTER & LOGISTICS** template **T18**
- Updated **ACTIVITY PROGRAMME** template **T06**

Participants shall be informed on their confirmation by receiving the following documents via their emails indicated in the “Nomination” or in “Registration and Travel” if available: It is recommended to address all Participants with a single email to the whole group and copy CEPOL via [training@cepol.europa.eu](mailto:training@cepol.europa.eu):

- **PARTICIPANT – CONFIRMATION LETTER & LOGISTICS** template **T18**
- Updated **ACTIVITY PROGRAMME** template **T06**

CEPOL shall receive also a list of all confirmed Participants via [training@cepol.europa.eu](mailto:training@cepol.europa.eu), in the format of **ACTIVITY - LIST OF ATTENDEES & SIGNATURES** template **T37** whereby at least the section related to Participants is to be completed, including the contact details about their supervisors - Line Managers.

It is recommended to use course image ‘**who is who forum**’ in the LMS for Participants introduction and expectations.

## 15 – CONFIRMATION OF TRAINERS

The AM shall use the time between **8 and 6 weeks prior** to the activity to finalise the List of Trainers based on responses of the Invitation collected from Trainers. The number of days during which a Trainer performs tasks related to the activity is agreed with the AM (for example delivering a presentation, facilitating workshops, leading group work and similar as related to their expertise). Number of Trainers shall be decided during the design of the activity reflecting the concept of the activity and respecting principle of sound financial management.

If a Trainer declines the invitation, an appropriate replacement of a Trainer or the item in the Programme shall be arranged by the AM. It is recommended to contact other FP's, CEPOL's LTR database, EU professional networks or request assistance from CEPOL for the purpose of identification of new Trainers.

The AM collects the **"Registration and Travel Requests"** and acts upon it. It is recommended to communicate individually with the Trainers in order to agree on modalities related to costs and the way of booking:

- If applicable, books the travel accordingly, unless agreed that booking is done by the Trainer with a reimbursement afterwards. AM clarifies the conditions for reimbursement and provides the **TRAINER – REIMBURSEMENT T38** to the Trainer.
- If applicable, the amount of fee is to be agreed. In order to pay the fee an agreement has to be concluded in the format of an **TRAINER – SERVICE AGREEMENT T27**
- If applicable, pursuant to Article 7, the **TRAINER – PROFESSIONAL BACKGROUND T24** is collected for Trainers.

In case a Trainer who is expected to be a Self-payer, but whose sending organisation is prevented from sending the Trainer due to financial constraints, the AM can approach CEPOL via [training@cepol.europa.eu](mailto:training@cepol.europa.eu) with a request to approve the coverage of all or part of the costs. CEPOL may approve to cover such costs exceptionally if the input of the Trainer is important to attain the objectives of the activity. If so, a declaration of the sending authority in the format of **TRAINER – DECLARATION T26** has to be submitted.

A list of all confirmed Trainers shall be sent to CEPOL via [training@cepol.europa.eu](mailto:training@cepol.europa.eu) in the format of the **ACTIVITY – LIST OF ATTENDEES & SIGNATURES** template **T37**, whereby at least the section related to Trainers shall be completed.

**5 weeks prior** the activity the AM shall confirm the Trainers by email or, if appropriate, by **TRAINER – CONFIRMATION LETTER & LOGISTICS** template **T23**. It is recommended to send a single email to the whole group of Trainers and copy CEPOL via [training@cepol.europa.eu](mailto:training@cepol.europa.eu), whereby the following is provided:

- **ACTIVITY – LIST OF ATTENDEES & SIGNATURES** template **T37** whereby the section related to both Participants and Trainers shall be completed

**ACTIVITY – PROGRAMME T06** – updated version

## 16 – TRAVEL BOOKING FOR TRAINERS

The travel tickets for Trainers shall be booked as soon as possible after reception of the "Registration and Travel Request", preferably **5 weeks prior** to the activity. AM shall book the tickets for the confirmed Trainers unless it was agreed that the reimbursement applies or they are self-payers.

If a cancellation or postponement is under consideration, the purchase of tickets should be postponed until a decision is taken.

## 17 - TRAVEL FOR PARTICIPANTS

The AM shall be collecting and checking the completeness of the data in the **PARTICIPANT – REGISTRATION & TRAVEL REQUEST T19**. In case of insufficient clarity or discrepancies, the necessary communication with CNU shall be initiated. As the responsibility for nominations is with CNUs, they have to be involved in each communication if a direct contact to a Participant is preferred.

**4 weeks prior** to the activity, the AM shall submit the set of **PARTICIPANT – REGISTRATION & TRAVEL REQUEST T19** accompanied by the **ACTIVITY – LIST OF ATTENDEES & SIGNATURES** template **T37** to CEPOL Travel Team via [FM.TRAVEL-TEAM@cepol.europa.eu](mailto:FM.TRAVEL-TEAM@cepol.europa.eu) whereby the section for Participants shall be completed.

The CEPOL Travel Team will commence booking for Participants. Travel tickets will be sent directly to the Participant, whereby the AM and the CNU of the sending country will be copied, or, in case of Candidate countries, the respective NCP.

## 18 - Learning Management System (LMS)

The AM's shall assign/enrol the Participants and Trainers to activity image (i.e. course image) in the LMS of CEPOL's e-Net. It is recommended to use the LMS before, during and after the training activity to maximise the learning effect. Additional guidance on how to use the LMS for training activities can be found in CEPOL online module: Course support with LMS<sup>5</sup>.

## 19 - IMPLEMENTATION

The AM or a dedicated member of staff of the Organiser coordinates all logistical aspects in order to ensure appropriate environment facilitating the learning during the RTA. The AM's are encouraged to apply the following good practice:

- The final version of the Programme shall be printed for all Participants and Trainers, whereby the names of Trainers are added to the entities they are representing as indicated with their time slots.
- Table cards and badges indicating the names and country shall be provided for all Participants, Trainers and Activity Manager's team, as well as guests.
- CEPOL provides corporate items which arrive usually 2 weeks prior to the activity. If it is not the case a query shall be sent to: [communications@cepol.europa.eu](mailto:communications@cepol.europa.eu)

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<sup>5</sup> [https://enet.cepol.europa.eu/index.php?id=online-learning-modules&no\\_cache=1](https://enet.cepol.europa.eu/index.php?id=online-learning-modules&no_cache=1)

- Certificates of attendance are handed over to all Participants (including self-payers) and Trainers (including self-payers), whereby the template **PARTICIPANT – CERTIFICATE T36** and **TRAINER – APPRECIATION LETTER T31** are to be used to ensure consistent corporate identity of CEPOL.

## 20 - FEEDBACK

At the end of the activity the AM invites Participants and Trainers to complete the Feedback Forms in the format of **TRAINER – FEEDBACK T32** and **PARTICIPANT FEEDBACK T33, T34 or T35**

- If feedback is provided via LMS, the AM shall ensure that summary excel files are as generated from LMS (one for Participants, one for Experts).
- If feedback is provided on hardcopies, the AM shall ensure that it is converted into electronic format of an excel file in format of **"Feedback Summary"**.

This Feedback summary is source of information for the **ACTIVITY MANAGER – TRAINING REPORT T43**. It also feeds into the two-steps evaluation of the activity, whereby the second part is performed after the activity.

## 21 – TESTING

Summative or formative testing shall be arranged by the AM in line with the provisions of Decision 12/2016/GB on CEPOL Training Evaluation Methodology. AM's may choose to engage testing designers and pay their fees in line with the same provisions as for Trainers.

## 22 – NEWS RELEASE

**1 week after** the activity the AM shall prepare a **ACTIVITY – NEWS RELEASE T45** based on **"Guidelines on a news release"** on the activity to be published on CEPOL's website. The news release shall be sent via email to [communications@cepol.europa.eu](mailto:communications@cepol.europa.eu), if possible a picture can be attached providing a consent of persons on the picture was obtained.

## 23 – FINAL LIST

**1 week after** the activity the AM shall submit the final List of Participants, Trainers, AM's team and guests in the format of **ACTIVITY – LIST OF ATTENDEES & SIGNATURES T37** to CEPOL, only on electronic version, via [training@cepol.europa.eu](mailto:training@cepol.europa.eu).

## 24 - APPRECIATION LETTERS

It is recommended that **1 week after** the activity the AM distributes personalised Appreciation Letters to Trainers, in particularly to those who did not require any fee. It shall be addressed to the hierarchy appointing the Trainer. The purpose of the letter is to highlight the contribution of the Trainer, appreciate the commitment of the authority appointing the Trainer, and secure further good professional contacts.

## 25 – TRAINING REPORT

At the latest **6 weeks after** the activity, the AM shall send electronically the Training Report package to CEPOL via [training@cepol.europa.eu](mailto:training@cepol.europa.eu).

The Report consists of:

- **ACTIVITY MANAGER – TRAINING REPORT T43**
- **ACTIVITY EVALUATION – DATA COLLECTION T40, T41 or T42**
- **Summary of TRAINER – FEEDBACK T32**
- **ACTIVITY – PROGRAMME T06**

## ACTIVITY CURRICULUM T05

## 26 – GRANT OPERATIONAL VERIFICATION

As part of the reimbursement process CEPOL verifies operationally whether the grant conditions have been fulfilled and prepares an **ACTIVITY – GRANT OPERATIONAL VERIFICATION T46** report.

## 27 – FINANCIAL REPORT

Within **10 weeks after** the activity, the AM shall send a completed and signed “**Financial report package**” via post to CEPOL’s correspondence address in accordance with the financial rules for CEPOL Residential Activities<sup>6</sup>, **as well as information on the final expenditure by email to [training@cepol.europa.eu](mailto:training@cepol.europa.eu)**

This report shall include originals or certified copies as follows:

- **BUDGET – FINANCIAL REPORT T44**
- **Signed ACTIVITY – LIST OF ATTENDEES & SIGNATURES T37**
- **TRAINER – SERVICE AGREEMENTS T27**, if applicable

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<sup>6</sup> Executive Director’s decision 42-2017-DIR Amending financial rules for CEPOL residential activities

- **ACTIVITY PROGRAMME T06**

- Training report package (Activity Manager's report and all attachments) – only via post as the electronic version was already sent to [training@cepol.europa.eu](mailto:training@cepol.europa.eu) 6 weeks after the activity.

If the Organiser is prevented from submitting the "Financial report package" within the given deadline, a request to CEPOL via [training@cepol.europa.eu](mailto:training@cepol.europa.eu) shall be submitted at the earliest opportunity, to postpone the deadline. The reasons shall be explained in order to provide sufficient substance for a decision making.

## **28 – REIMBURSEMENT TO FP**

**60 days after** receiving the Financial report package, CEPOL shall reimburse the claimed eligible costs to the FP in line with the financial rules for CEPOL Residential Activities<sup>7</sup>.

## **29 – EVALUATION Post-activity evaluation**

**4-14 months after** the activity, all Participants (**T47**) and their Supervisors/Line Managers – (**T48**) indicated in their Travel and Registration will be contacted via the emails provided to CEPOL. They will be requested to answer a set of questions related to the benefit of the CEPOL activity for the professional development of the person as well as organisational impact of the activity.

### ***Functional inboxes:***

[grants@cepol.europa.eu](mailto:grants@cepol.europa.eu) – for grants, grant agreements and amendments to grants

[training@cepol.europa.eu](mailto:training@cepol.europa.eu) – for majority of communication related to a residential activity

[communications@cepol.europa.eu](mailto:communications@cepol.europa.eu) – for press release and corporate items

[FM.TRAVEL-TEAM@cepol.europa.eu](mailto:FM.TRAVEL-TEAM@cepol.europa.eu) – for travel for Participants covered by CEPOL

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<sup>7</sup> Executive Director's decision 42-2017-DIR Amending financial rules for CEPOL residential activities

### Annex 3 Template Repository

There will be a list of templates added later

<b>(Template number)</b>	<b>(Template name)</b>
T01	Timeline & Checklist
T02	Budget Template
T03	Activity Manager – Appointment
T04	Activity Descriptor
T05	Activity Curriculum
T06	Activity Programme
T07	Preparation Meeting – Invitation
T08	Preparatory Meeting – Agenda
T09	Preparatory Meeting – Registration & Travel Request
T10	Preparatory Meeting – List of Attendees & Signatures
T11	Preparatory Meeting – Outcomes
T12	Preparatory Meeting – Reimbursement
T13	Activity – News Release (pre-activity)
T14	Participants Invitation Letter
T15	Participant – Profile
T16	Participants Nomination List (by country)
T17	Activity Reminder
T18	Participant – Confirmation Letter & Logistics
T19	Participant – Registration & Travel Request
T20	Participants Nomination Overview (by organiser)
T21	Activity Cancellation or Postponement
T22	Trainer – Invitation Letter
T23	Trainer – Confirmation Letter & Logistics
T24	Trainer – Professional Background
T25	Trainer – Registration & Travel Request
T26	Trainer – Declaration (in costs are supported by CEPOL)
T27	Trainer – Service Agreement (fees)
T28	Participant – Welcome Letter
T29	Participant – Personal Reflections
T30	Participant – Daily Feedback
T31	Trainer – Appreciation Letter
T32	Trainer – Feedback
T33	Participant Feedback – Course
T34	Participant Feedback – Seminar
T35	Participant Feedback – Conference
T36	Participant – Certificate
T37	Activity – List of Attendees & Signatures
T38	Trainer – Reimbursement
T39	Activity – Tool for Optional Evaluation
T40	Activity Evaluation – Data Collection (course)
T41	Activity Evaluation – Data Collection (seminar)

T42	Activity Evaluation – Data Collection (conference)
T43	Activity Manager – Training Report
T44	Budget – Financial Report
T45	Activity – News Release (post-activity)
T46	Activity – Grant Operational Verification
T47	Participant – Post Course Evaluation
T48	Line Managers – Post Course Evaluation
T80	Budget – Financial Identification
T81	Budget – Legal Entity (public orgs)
T82	Budget – Legal Entity (private orgs)
T83	Budget – Legal Entity (individuals)
T84	Budget Instructions
T85	Budget – Regulation 2016_1611
T86	Activity Manager – Recommendations
T87	Trainer – Recommendations