

GUIDELINES on the TRANSFORMATION of ONSITE ACTIVITIES to ONLINE ACTIVITIES in CASE of FORCE MAJEURE

I. General guideline

In case the Partner is not able to implement the onsite/residential training as proposed, the grant is cancelled or alternatively in case of *force majeure* the parties may agree to transform the onsite training to online training. In the latter case the Partner must request the change in advance. The Call for Proposal for Grant Agreements for the Implementation of CEPOL Onsite Training Activities 2022 provides this possibility to enable that EU law enforcement training is continued during 2022.

The Framework Partnership Agreement includes the legal basis to manage force majeure situations. Article II.9 states: “Force majeure shall mean any unforeseeable exceptional situation or event beyond the parties’ control which prevents either of them from fulfilling any of their obligations under the agreement, was not attributable to error or negligence on their part, and proves insurmountable in spite of all due diligence.” The Framework Partnership Agreement also includes the procedure to follow in these situations.

Procedure to follow:

1. The Partner informs CEPOL about the force majeure situation and requests to change the implementation from onsite to on-line training action by providing the details specified in point 2.
2. The Partner shall provide the following details on the proposed online activity:
 - dates;
 - format (e.g. online course, series of webinars, virtually broadcasted activity);
 - curriculum and detailed programme;
 - modified financial proposal;
3. CEPOL taking into account all circumstances in particular the training need in the specific law enforcement area, the quality of the proposal, the capacity of the agency examines the above request and decides upon the proposal of the Partner. If necessary CEPOL may request additional details on the proposal.
4. If CEPOL does not agree with Partner’s request, then the grant is to be cancelled.
5. If CEPOL approves the request then the activity shall be implemented in line with the modified implementing modalities and the new financial proposal. There is no need to change the grant decision.
6. The Partner remains fully responsible for the preparation, implementation and reporting of the activity nevertheless CEPOL shall provide limited administrative support. (course image, technical structure of the course)
7. General rules on the organisation of onsite activities shall be applied in analogy to the conduct of replacement online activities.

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See Annex 2 – Integrated Guidance Note – Appendix A – Timeline for Onsite Training Activities.

However due to lack of logistics arrangements the following schedule is acceptable:

- Invitation letter – to be sent 9 weeks in advance (instead of 12 weeks)
- Confirmation letter – to be sent 3 weeks in advance (instead of 5 weeks)
- Training Report – to be sent 6 weeks after activity – not changed
- Financial Report - to be sent 10 weeks after activity – not changed

Possible format of online activities:

Partners are strongly encouraged to transform onsite courses to online courses. **Please see the considerations for online course implementation that gives a detailed overview on the standard requirements for online courses.**

- Online courses – 2-4 weeks long activities designed and implemented on the virtual learning platform (LEEd) of CEPOL

Partners – in exceptional circumstances if online course implementation is not possible - may request to transform onsite activities to the following online activities:

- Virtual courses – activities that are broadcasted online to participants, using “GoTo” online tools available at CEPOL
- Series of webinars – 3 or more webinars revolving around the subject of the original onsite activity, using “GoToWebinar” online tool.

Specific activities that cannot be transformed to online activities:

Certain granted onsite activities cannot be transformed to online activities even in case of force majeure due to their specific nature. These activities are:

- ❖ 75-76/2022: “EU Law Enforcement Leadership Development - Future Leaders - Module 1 and 2”
- ❖ 81/2022: “Pan-European Football Security”
- ❖ 91/2022: “European Explosive Ordnance Disposal Network “

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II. Rules on the implementation of online activities

General rules on the organisation of onsite activities shall be applied in analogy to the conduct of replacement online activities. (See Annex 2 – Integrated Guidance Note – page 31 – Appendix A - Timeline for Residential Training Activities)

However due to lack of logistics arrangements the following schedule is acceptable:

- Invitation letter – to be sent 9 weeks in advance (instead of 12 weeks)
- Confirmation letter – to be sent 3 weeks in advance (instead of 5 weeks)
- Training Report – to be sent 6 weeks after activity – not changed
- Financial Report - to be sent 10 weeks after activity – not changed

Financial rules of online activities: CEPOL

Partner must provide the details on how they will implement the online activity and **submit a modified financial proposal once they request CEPOL to permit the transformation of granted onsite activity to online activity. This must be approved by CEPOL explicitly prior to the implementation.**

The overall budget of the online activity cannot exceed the financial proposal submitted for the implementation of the onsite activity during the Call for Grants 2022. Due to the fact that online activities does not require logistical arrangements like onsite courses, several types of costs such as accommodation and travel of participants do not apply in case of online activities.

Eligible costs of online activities:

- Fee / salary compensation for trainers (online course design and implementation)
- Preparatory meeting for trainers
- Lecture and research material
- Rent of technical equipment
- Testing related costs

Financial report **package** is to be sent to training@cepol.europa.eu and in hardcopy to CEPOL correspondence address in 10 weeks after the activity. It shall contain original documents or certified copies.

Intellectual Property Rights of transformed activities:

Please note that intellectual property rights (IPR) to the training material for onsite training are with the Partner, whereas the IPR for the online training implemented via CEPOL LEEd platform is with CEPOL. The reasons for this is that one of the objectives of LEEd is to establish collection of online law enforcement training at CEPOL. For practical administration all LEEd training material should have the same IPR status. This is formalised in the respective legal documents concerning the LEEd platform.

Considerations for online course implementation:

Online courses are designed and implemented on the virtual learning platform (LEEd) of CEPOL and the learning content and the instructions of the trainers are available in the virtual learning environment. They have a clear start and end date and selected nominated learners shall go through the activities and perform the tasks required for the certification.

In order to successfully apply for online course implementation please confirm the following elements:

I understand that:

yes no need more info <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	the implementation of online courses are managed fully virtually, there is no face-to-face session included at all
yes no need more info <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	the learning content shall be stored on the Learning Management System of CEPOL (LEEd) that runs on MOODLE platform
yes no need more info <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	the course page is defined by CEPOL and the online course image template shall guide the delivery
yes no need more info <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	the content and instructions shall reflect the online delivery method and needs to be adjusted accordingly and trainers need to have the capability to use MOODLE for educational purposes

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<p>yes no need more info</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>the online course shall be designed in a way that a non-enrolled visitor can follow clearly the course flow and order of activities and has a logical flow with instructions to all activities implemented inside or outside of the learning environment. If a graded activity is set outside of the course page manual grading shall be applied to track and register achieved results.</p>
<p>yes no need more info</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>only registered users of LEEd platform can access the content of the online course and the registration/approval procedure takes time and local CEPOL National Units are involved</p>
<p>yes no need more info</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>in order to convert content into online format the design and development of an online course takes at least 4 weeks</p>
<p>yes no need more info</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>online course gives more flexibility to learners to progress at their own pace and no lengthy, real time/ synchronous sessions are planned</p>
<p>yes no need more info</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>clear structure and regular moderation is applied by the assigned online course manager by defining the compulsory and optional study materials. The format of those materials can be varied, pre-recorded sessions in video format, parts or full recorded webinars, chapters or full online modules, any existing learning assets, available presentations, guides, websites or other references.</p>
<p>yes no need more info</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>CEPOL can't offer additional help in the preparation of new learning content but any learning resources stored on the LMS can be of use</p>
<p>yes no need more info</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>the online course manager can organise limited live sessions where the experts and trainers are meeting the virtual class to present their topics, allowing learners to ask questions. These sessions shall be referenced in the learning environment however the technical set up, software and all logistical arrangements shall be done by the online course manager without the involvement of CEPOL. For consultation CEPOL's e-Learning team is available.</p>

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<p>yes no need more info</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>according to CEPOL's quality standards an online course shall cover minimum 30 study hours but it shall include time for discussion, reflection and share own practices.</p>
<p>yes no need more info</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>in order to meet the certification criteria the online course shall contain _____ evidence _____ for: active participation and contribution by using the Forum Moodle activity with defined number of posts and/or replies; good performance by achieving minimum 70% threshold using any of the Moodle assessment tools; mandatory submission of the Participants' feedback template, that shall be provided by CEPOL as part of the online course image.</p> <p>Only if all above criteria met, learners can access thier electronic certificate, the template of that shall also be provided by CEPOL as part of the online course image.</p>
<p>yes no need more info</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>the content of the online course shall be ready and tested by the activity manager 1 week before the launch and graded activities can't be changed after the kick off</p>
<p>yes no need more info</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>the online course manager shall adjust the financial implications together with the submission of the application</p>
<p>yes no need more info</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>a training report shall be submitted to CEPOL by the online course manager in the defined format within 6 weeks to assess lessons learnt and suggestions for improvements</p>
<p>yes no need more info</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p>a full package of financial report shall be submitted to CEPOL by the online course manager in the defined format within 10 weeks after the activity to training@cepol.europa.eu and in hardcopy to the CEPOL correspondence address.</p>