

CEPOL KNOWLEDGE CENTRE

EXPERT GROUP COMPOSITION AND TASKS

CEPOL Knowledge Centre: Co-Chairs and Members

The main aim of the CKC concept will be to bring together professionals originating from Member States and relevant EU bodies (depending on the profile of the CKC), who are experts in a given thematic area, to elaborate a holistic multiannual training portfolio, composed of on-site and on-line activities as well as follow-up activities, specifically the Exchange Programme component, in the spirit of blended learning.

Each CKC is to be composed of a minimum of six and a maximum of ten representatives, with max. one expert per MS, as well as representatives of relevant EU JHA Agencies and bodies, with expertise on the specific topic and in line with the criteria listed in the call for experts. In exceptional cases, two (2) experts from one MS or EU JHA institution can be allowed. The group will be co-chaired both by CEPOL as well as by an expert from the Member State. Co-chairs should be mainly responsible for guiding and facilitating the CKC discussions when a) designing the training portfolio, b) ensuring the delivery of a final coherent package and of detailed requirements for each activity, c) ensuring the quality of the overall package and particular activities, d) ensuring contribution of up-to-date knowledge by relevant stakeholders (the latest developments in thematic areas, in-depth professional expertise also from professional networks), e) establishing links with the relevant EMPACT group(s). Experts shall have the necessary expertise in the thematic subject area and preferably also experience in training design/methodology. Additionally, an equal geographic distribution will be taken into consideration as well as gender-balance whenever possible when selecting CKC members.

As a rule experts shall not be paid for their CKC-related work. However, CEPOL will cover their travel and accommodation costs for their attendance of formal CKC meetings and implemented CKC activities.

A call for experts as well as for a co-chair shall be published by CEPOL via the CNUs in order to select a co-chair and members, and to establish a reserve list of experts in case replacement becomes necessary.

Tasks

The CKC shall create a holistic multiannual training portfolio for each thematic area, based on strategic and operational training needs assessments, as available, as well as on other relevant expertise. The portfolio should be multiannual but is to be revised on an annual basis at CKC meetings in order to react to emerging threats, new developments at the strategic and operational level and accommodate the evolving training needs.

The portfolio will include an elaborated curriculum for each activity and detailed requirements including learning outcomes, detailed and appropriate description of the target group, detailed expert profiles, necessary equipment and specific teaching aids as well special venue requirements, e.g. professional labs, practical exercises, tests, etc. It will also give advice as to consider and include scientific research outcomes and particular methodological approach or tools.



The experts are furthermore asked to cooperate on the development of online activities and identification of priority areas for the professional exchanges, secondments and study visits.

In addition, the CKC experts will be engaged to help ensure the quality of the implemented activities. To this end, selected activities will be attended by one CKC member each for the purpose of quality assessment of how the designed activity is implemented and what are the lessons learned for the future.

A maximum of six online and onsite CKC meetings per year are envisaged to be hosted by CEPOL or a MS/EU body. The expenses and administration of these meetings will be covered by CEPOL (hotel, flights, catering). In exceptional cases, further meetings will be enabled, also using the online mode. Due to the pandemic, online meetings can be held, which enable more frequent and focused meetings. The remaining coordination work is expected to take place over email and online meetings. A new platform on the LEEd can be used to facilitate storage of and access to documentation, and to provide space for communication.

Agreement between the sending institution and CEPOL

An agreement will be concluded between the experts' sending institution and CEPOL, whereby the expert's obligations towards CEPOL will be elaborated. This will include relevant measures to avoid a possible conflict of interest between the expert, the sending Institution and CEPOL. The CKC will not be in any way engaged in the implementation of CKC-designed activities. The implications will be that the sending institutions will not automatically implement one of the CKC activities. However, they will also not be excluded from implementing a CKC activity, should they pass the selection criteria and requirements, as shall be the case for any other MS institution designated by CNU. CKC experts will be able to attend the activity for the purpose of quality assessment in case and when needed (by definition not in the country of their origin). They can also act as CEPOL non-paid trainers in CKC and as paid and non-paid experts in other CEPOL activities, depending on the character of their position in the MS. As paid experts, they must be registered in the CEPOL Expert Database.

Intellectual Property Rights

All outcomes of the CKC Expert Groups shall be CEPOL's intellectual property. Experts shall retain rights to use the material for educational, non-commercial purposes upon proper quoting of CEPOL.