

## CEPOL KNOWLEDGE CENTRE – EXPERT GROUP COMPOSITION

### 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 minimum six and maximum ten representatives with max. one expert per MS, as well as representatives of relevant EU JHA Agencies and entities, 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 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) establish links with the relevant EMPACT group(s). Experts shall have the necessary expertise in the thematic subject area and / or also experience in training design/methodology. An equal geographic distribution will be taken into consideration as well as gender-balance whenever possible.

As a rule experts shall not be paid. 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 CNU's 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 CEPOL's Operational Training Needs Assessment (OTNA), 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 and training needs.

The portfolio will include an elaborated curriculum for each activity and detailed requirements (e.g., learning outcomes, detailed and appropriate description of the target group, detailed expert profiles, necessary equipment and specific teaching aids as well locations, e.g. professional labs, practical exercises, tests, etc.). It will also stipulate 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 Exchange Programme.

In addition, the CKC experts will be engaged to help to ensure the quality of the implemented activities. To this end, each activity will be attended by at least one CKC EG member.

Two formal 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. 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 a conflict of interest/impartiality agreement between the expert, the sending Institution and CEPOL. The CKC will not be in any way engaged in the implementation of activities. CKC experts will only attend the activity for the purpose of quality assessment in case and when needed. The implications will be that the sending institutions will not automatically implement one of the CKC activities. However, it will also not be excluded from implementing a CKC activity, should it pass the selection criteria and requirements.

#### 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.

## CKC Implementation Model

### Role of CKC

The current pilot phase of the CEPOL Knowledge Centres on Counter-Terrorism and CSDP Missions will expire on 31 December 2019. The new approach, as proposed by CEPOL, envisages the establishment of CKCs from 2020 onwards. The CKC will aim to bring together professionals from Member States and relevant EU bodies (depending on the topic of the CKC) on selected thematic priorities. They will be asked to elaborate a holistic multiannual training portfolio for the specific topic they are assigned to and support quality assurance during the implementation of activities.

### Implementation of CKC Activities

Training activities (residential training activities, online courses, webinars etc.) designed by the CKCs shall be implemented by CEPOL in cooperation with Member States.

In the case of residential training activities, the institutions from Member States will be offered a hosting function. The agency will take over all administrative and financial responsibilities as well as delegate an activity manager who will implement the programme as designed by the CKC. CKC experts shall support the quality assurance for implemented activities.

CEPOL shall take overall financial and administrative tasks, including centrally managed bookings, logistics and finances. Under this model, no grants shall be awarded.

### Hosting residential training activities

Following the course planning, CEPOL will invite Institutions from Member States to host activities. CEPOL shall be responsible for the implementation of the activity (sending the invitation to the CNUs for distribution and confirmation of acceptance to participants; finding subject matter experts/trainers; booking flights and venues; assigning the activity manager, setting up and managing the LMS, etc.). CEPOL will consult CNUs each year for the implementation of those activities in the MS.

The specific requirements will be based on the curriculum and requirements outlined by the CKC. MS, when offering to implement an activity, shall fill in a template with the compulsory requirements and propose a location, to be indicated in the invitation, as well as additional services they are prepared and able to offer (i.e. free venue, transport, drinks, subject matter experts/trainers etc.). The MS involvement will be formalised between the hosting MS institution and CEPOL (a template will be elaborated).

As part of the hosting responsibilities, the host MS will provide a contact person to support the CEPOL training manager. They can cooperate on the logistics, especially venue and catering in the host country. However, the CEPOL will be fully responsible for all reporting and contracting.

If no hosting arrangement will be settled with an institution in a Member State, CEPOL may consider to host the activity.

### Central management of logistics and finance

All bookings and payments shall be done by CEPOL centrally. CEPOL shall book the hotel, the venue, meals, and flights, and arrange/monitor all respective payments in relation to these activities. CEPOL will be responsible for financial reporting and will control, monitor and administer all course finances centrally. This is to enable CEPOL CKCs to respond more quickly and in a more flexible way to emerging threats and training needs and counteract underspending.

### Human Resources

CEPOL will assign staff members with the implementing of the training portfolios designed by CKC including all tasks described above. Key precondition to realise this concept will be the availability of sufficient human resources to CEPOL. The current staffing level is not sufficient for this challenge.

The MS hosting the event will appoint a contact person for coordination purposes.

The CKC will nominate one expert for each implemented activity to assess and support quality assurance and assist with advice in relation to the content of the activity.

### Quality control

For each activity, that is implemented as part of the CKC Portfolio, one CKC expert will be assigned to attend at CEPOL's cost (flights, meals and hotel, no fee will be paid). This expert cannot originate from the hosting country, as there is a risk of a conflict of interest. Apart from the joint planning mechanism and regular quality assurance responsibility of the manager(s), additional quality control measures shall be applied in line with CEPOL's quality assurance system. Activity manager will need to assure in cooperation with the CKC expert delegated to a given activity that quality-related recommendations are formulated and then communicated to the CKC and also taken into consideration in the future edition of the activity.