

## **CEPOL KNOWLEDGE CENTRE IMPLEMENTATION MODEL**

### **Implementation of CKC activities**

Training activities (onsite training activities, online courses, webinars, etc.) designed by the CKCs shall be implemented by CEPOL in cooperation with hosting institutions in the 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 including centrally managed bookings, logistics and payments, 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. Under this model, no grants shall be awarded.

### **Hosting residential (onsite) training activities**

At the beginning of each year, CEPOL will launch via the CNU a request to host CKC activities in the relevant MS institutions. These institutions can be any MS entity as designated by CNU, following an internal consultation. CEPOL will make the process transparent and use the templates with the content elaborated by CKCs including all relevant criteria as stipulated by CKC per each activity.

The MS institution, when offering to implement an activity, shall fill in a template with the compulsory requirements (minimum criteria to be fulfilled) 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, local (non-paid) subject matter experts/trainers, advice on training implementation, etc.).

As part of the hosting responsibilities, the host MS will assign a contact person (MS Activity Coordinator) to support the CEPOL Activity Manager (minimum requirement). They can cooperate on the logistics, especially venue and catering in the host country. The hosting institution can also allocate an implementation adviser (MS Training Adviser) to additionally advise on the way the CKC-designed activities can be implemented in the context of the specific learning environment. The hosting country will be granted up to five additional seats<sup>1</sup>. Moreover, a press release will be drafted by the CEPOL Activity Manager mentioning the support by and involvement of the hosting institution for publication on the CEPOL website and in any national/institutional media.

If no hosting arrangement will be settled with an institution in a Member State, CEPOL will consider alternative options.

CEPOL shall be responsible for the implementation of the activity (assigning the activity manager, sending the invitation to the CNU for distribution and confirmation of acceptance

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<sup>1</sup> Any restrictions concerning the number of participants for safety reasons, e.g. due to a pandemic, will still need to be respected.



to participants; recruiting and contracting subject matter experts/trainers; booking flights and venues; setting up and managing the LMS, reporting, etc.).

A clear division of roles and responsibilities is specified in Annex 4 of item 6.1 to presented to the MB in November 2020.

### **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.