



Decision of the Executive Director 53/2018/DIR

Laying down rules governing the meetings of the management board, Cepol National Units, Research & Science Correspondents, e-Net managers, and Trio presidency handover

Adopted by the Executive Director

on 27 December 2018

Laying down rules governing the meetings of the Management Board, Cepol National Units, Research & Science Correspondents, E-Net Managers, and Trio Presidency Handover

Effective 01 January 2019

THE EXECUTIVE DIRECTOR,

Having regard to Regulation (EU) 2015/2219 of the European Parliament and of the Council of 25 November 2015 on the European Union Agency for Law Enforcement Training (CEPOL) and replacing and repealing Council Decision 2005/681/JHA¹ and in particular articles 9 and 12 thereof,

Having regard to Decision of the Management Board 13/2018/MB on the general provisions for implementing Articles 11,12 and 13 of Annex VII to the Staff Regulations of Officials (mission expenses) and on authorised travel,

Having regard to Decision 39/2017/MB of the Management Board on the Rules of Procedure of the Management Board of the European Union Agency for Law Enforcement Training (CEPOL);

Having regard to Decision 01/2014/GB of the Governing Board of the European Police College adopting the Financial Regulation and repealing Decision 28/2011/GB, dated 21 February 2014;

Having regard to Decision 20/2018/MB on repealing Decision 20/2014/GB laying down rules governing the organisation of meetings of the governing board, the network, presidency handover, working groups, other ad hoc and expert meetings and repealing decision 8/2007/GB, dated 31 July 2014;

Having regard to Decision 13/2012/GB of the Governing Board of the European Police College laying down the criteria and procedure for the creation and functioning of CEPOL working groups and repealing Decisions 10/2007 and 11/2007 of the CEPOL Governing Board, dated 23 May 2012;

Whereas:

- (1) Each year, CEPOL shall organise a number of meetings related in the broader sense of governance of the Agency. This includes the meetings of the CEPOL Management Board, the CEPOL National Units/CEPOL National Contact Points, meetings organised to ensure full information on on-going activities between the out-going and incoming Presidency Trios, e-Net managers meeting, the Research & Science Correspondents meeting and others as necessary.
- (2) CEPOL uses public money for the organisation of its meetings, rules for reimbursement of expenditure should reflect closely the practices laid down in Commission Decision C (2017) 5323 which on the basis of Management Board decision MB 13/2018/MB of 16 May 2018 shall be applied by analogy by CEPOL.

¹ OJ L319, 4.12.2015, p.1.

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- (3) Recently by its decision 20/2018/MB, the Management Board of CEPOL repealed existing rules on the subject matter and confirmed the need to adjust, simplify and bring more clarity to the envisaged new rules.
- (4) It is within the remit of powers of the Executive Director of CEPOL to put in place provisions governing the organisation of meetings,

HAS DECIDED:

CHAPTER 1 GENERAL PROVISIONS

Article 1 Scope

1. This decision shall govern the organisation and the covering of the costs for attending and organising meetings of the:
 - a) Management Board of CEPOL;
 - b) CEPOL National Units, Research and Science Correspondents, e-NET Managers, delegations meeting in the context of TRIO Presidency Handover ('TRIO Presidency Handover meeting');
 - c) By analogy with Article 1(1.b), other meetings organised by CEPOL.
2. Meetings of Working Groups/Audit Panels shall be regulated in line with the provisions of the Management Board Decisions establishing each time the respective Working Group/Audit Panel.

Article 2 Organisers

1. The meetings of the Management Board shall be organised by the Member State holding the Presidency of the Council of the European Union or by CEPOL.
2. The meetings of the CEPOL National Units, Research and Science Correspondents, e-NET Managers, as well as the TRIO Presidency Handover Meeting shall be organised by CEPOL.

Article 3 Meeting calendar

1. The meeting calendar covering the term of the incoming Presidency shall be approved each time by the Management Board in the course of duration of the sitting Presidency. The proposal for the meeting calendar shall be prepared by the CEPOL Executive Director's office, after having consulted the incoming Presidency. The meeting calendar shall list all the meetings and specify their date and duration.

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2. The meeting calendar may be amended by decision of the Executive Director following an agreement with the chair of the respective meeting. The Executive Director shall inform about any amending decision the Management Board via the CEPOL National Units.
3. Any amending decision shall follow the procedure laid down in Article 14 of the present decision.

CHAPTER 2 COVERING OF COSTS FOR ATTENDING MEETINGS

Article 4 **Organisation of International travel**

The organisation of international travel by air, rail or any other means of transport shall be governed by the provisions of the 13/2018/MB Decision of the Management Board as implemented to CEPOL by analogy.

Article 5 ***International travel expenses of participants of the Management Board meetings and other costs***

1. CEPOL shall cover the expenditure of international travel for attending meetings of the Management Board for:
 - (a) the Chair and Deputy Chair of the Management Board;
 - (b) one person working for the Chair of Management Board;
 - (c) two delegates per country to whom the CEPOL regulation applies;
 - (d) guests of the Presidency, if invited with the prior agreement of the Chair of the Management Board;
 - (e) guests of the Management Board and/or the Executive Director invited to contribute to the agenda items under discussion.
2. CEPOL shall cover the costs for accommodation provided to the Chair and Deputy Chair, as well as to guests of the Presidency, if invited with the prior agreement of the Executive Director, and guests of the Management Board or the Executive Director, in line with Article 8(1) of the present Decision.
3. CEPOL shall cover the costs for meals provided to the participants as listed in Article 5(1) of the present Decision, as well as to the two delegates representing the European Commission, in line with Article 8(2) of the present Decision.

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Article 6

International travel expenses of participants of meetings of CEPOL National Units, Research and Science Correspondents, e-NET Managers, and other costs

1. CEPOL shall cover the expenditure of international travel for attending meetings of the CEPOL National Units, Research and Science Correspondents, and e-Net Managers for:
 - (a) one participant per country to whom the CEPOL regulation applies
 - (b) the chairs of the respective meetings,
 - (c) guests of the chairs if invited with the prior agreement of the Executive Director.
2. CEPOL shall cover the costs for accommodation of the participants of the meetings referred to in the present Article, in line with Article 8(1) of the present Decision.
3. CEPOL shall cover the costs for meals provided to the participants of the meetings referred to in the present Article, in line with Article 8(2) of the present Decision.

Article 7

TRIO Presidency Handover Meetings, international travel expenses for participants of TRIO Presidency Handover Meetings and other costs

1. At the end of the term of each TRIO Presidency, a handover meeting shall be organised by CEPOL, preferably in the margins of the last Management Board meeting of the out-going presidency. The composition of the agenda for the TRIO Presidency Hand-over meeting shall be at the discretion of the out-going and incoming Trio Presidency. The CEPOL Executive Director might add items to the agenda.
2. A study visit might be organised by CEPOL in Budapest, with the participation of the incoming Chair and Deputy Chair of the Management Board, and one person working for the incoming Chair and one person working for the incoming Deputy Chair of the Management Board. The expenditure of international travel, meals and accommodation costs linked to the study visit shall be borne by CEPOL in line with Articles 4 and 8 of the present Decision.
3. CEPOL shall cover the expenditure of international travel, meals and accommodation for the attendants of the Trio Presidency Handover meetings in line with articles 4 and 8 of this decision as follows:
 - Outgoing Chair and Deputy Chair of the Management Board
 - Incoming Chair and Deputy Chair of the Management Board
 - one person working for the Chair of Management Board

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- One delegate of the Member State of the out-going Presidency that does not hold the Chair or Deputy Chair of the Management Board
- One delegate of the Member State of the in-coming Presidency that will not hold the Chair or Deputy Chair of the Management Board.

Article 8 **Ceilings for hotel and meal costs**

1. Accommodation costs per night covered by CEPOL shall be up to the hotel ceilings as established by Article 13(2) of Annex VII to the Staff Regulations of officials of the European Union². The above shall also apply to guests, if invited with the prior agreement of the Executive Director.
2. Meal costs per participant covered by CEPOL shall be in line with the following ceilings. Flexible use of the percentage within the same day shall be allowed, nevertheless total ceilings per day shall be kept.

	Ceiling
Breakfast	15% of the Daily subsistence allowance ('DSA') relevant to the country where the event takes place.
Lunch (including beverages)	25% of the DSA relevant to the country where the event takes place.
Dinner (including beverages)	25% of the DSA relevant to the country where the event takes place.
Coffee/tea break	12.5% of for the DSA relevant to the country where the event takes place

Article 9

Local Transport of participants of Management Board meetings and TRIO Presidency Handover meetings

Local transport between the airport, railway or bus station or port shall be eligible for reimbursement by CEPOL. CEPOL shall reimburse the costs for this local transport up to € 60 per participant covered for international travel. This amount shall cover the local transport upon arrival and departure. In case the distance between point of entry in the country and the meeting venue results in costs exceeding € 60 per participant, the Executive Director may decide, on the basis of a reasoned proposal from the organiser, to increase this ceiling.

Where a collective transfer by bus/car between hotel and meeting or dining venue is organised, CEPOL shall reimburse related costs up to a maximum of € 500 per day on which this transfer takes place.

² OJ L 56, 4.3.1968, p. 1, as last amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council of 22 October 2013, OJ L 287, 29.10.2013, p.15.

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Article 10

Local Transport of participants of meetings of CEPOL National Units, Research and Science Correspondents, and e-NET Managers

Local transport shall not be covered by CEPOL nor be eligible for reimbursement, unless the principles of sound financial management require to do so.

Article 11

Costs of participation of Self-payers and Observers

Travel, meal and accommodation costs for self-payers and observers shall not be paid by CEPOL nor be eligible for reimbursement. In the invitation letter, the organiser shall indicate the costs of accommodation and meals to be borne by self-payers and observers.

CHAPTER 3

COVERING OF COSTS FOR ORGANISING MEETINGS

Article 12

Costs for organisation of Management Board meetings

CEPOL shall cover the costs for meals, meeting rooms, printing, technical equipment and other administrative costs up to a total of €19.000, per meeting of the Management Board. Costs for translation and interpretation shall not be reimbursed.

Article 13

Costs for organisation of meetings of CEPOL National Units, Research and Science Correspondents, and e-NET Managers and TRIO Presidency Handover

In case the meeting of CEPOL National Units, Research & Science Correspondents, e-NET Managers, and TRIO Presidency Handover takes place outside CEPOL's premises, the costs for meeting rooms, printing, technical equipment and other meeting related costs shall not exceed €500 per half meeting day of at least four hours duration.

Article 14

Agreement for organising meetings

1. Within ten weeks after the approval of the meeting calendar, CEPOL shall send to the organiser a draft agreement containing:
 - (a) the specifications of the meeting;
 - (b) the estimated number of delegates, guests, observers and staff of the Presidency, Chairs and Organisers;
 - (c) a budget based on the applicable provisions of the present Decision.
2. The organiser may propose amendments or confirm the agreement within two weeks after its receipt.

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3. Where relevant, the agreement with the components, as listed in Article 14(1) of the present Decision, shall be signed by the Executive Director and an authorised representative of the organiser within fourteen weeks after the approval of the meeting calendar.
4. Any change of the venue shall be subject to the prior approval of the Executive Director and the Chair of the Management Board.

Article 15 **Salaries**

Costs for salaries of the staff of the Presidency and of the Chairs of the respective meetings shall not be paid by CEPOL nor be eligible for reimbursement.

CHAPTER 5 **REIMBURSEMENT PROCEDURE**

Article 16 **Beneficiaries**

1. The reimbursement for attending meetings, as referred to in Chapter 2 of this Decision, shall be claimed by an authorised representative of the representative's employer, who can be the representative himself/herself.
2. The reimbursement for organising meetings, as referred to in Chapter 3 of this Decision, shall be claimed by an authorised representative of the organiser.

Article 17 **Documentation**

1. The use of templates provided by CEPOL, facilitating the coverage of costs and reimbursement, shall be obligatory.
2. All expenditure and costs shall only be covered or reimbursed on presentation of appropriate documentation. In particular, the documentation shall include:
 - (a) Original claim for reimbursement, duly signed and dated by the authorised representative of the organiser, including date, amount, currency and reference.
 - (b) Justifying documents for costs incurred by the organiser:
 - i. Originals or certified copies of receipts;
 - ii. For travel by air/train/ferry/bus, originals or electronic copies of tickets and boarding passes;

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- iii. For travel by car (or other means of transport), originals or electronic copies of petrol receipts or copies of credit/debit card statements or other appropriate receipts proving the travel;
- iv. Where an organiser provides local transportation for participants, the request for reimbursement has to be accompanied by an invoice justified with a completed vehicle log sheet that has been signed and dated;
- v. A translation into the English language of the most relevant parts of receipts.

If an original document cannot be provided, a specific declaration *stating "The original document cannot be provided and the reimbursement will not be received from any other source"* shall be signed by an authorised staff member of the claimant and shall be provided with the claim.

Article 18
Advance Payment

1. On request of an organiser, CEPOL shall pay an advance of up to 75 % of the final budget for the organisation of a meeting. The advance payment shall be paid within 30 days from the receipt of the advance payment request, subject to financial provisions applicable to CEPOL and availability of funds.
2. No advance payments of costs for attending meetings shall be made.

Article 19
Reimbursement following amendments

In the event of an amendment to the meeting calendar, non-refundable expenditures for services which are eligible for reimbursement pursuant to the present *Decision* shall be reimbursed by CEPOL, provided that they took place prior to the approval of the amended calendar.

Article 20
Time limit for submitting a claim, Exchange Rate and Payment

All claims shall be sent to CEPOL, within two months after the meeting took place or was cancelled. All non-Euro transactions will be calculated in Euros using the monthly exchange rate as published on the InforEuro website³. Payment by CEPOL shall be made in the currency of the claim for reimbursement within 60 calendar days after the claim has been received.

³ http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm

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CHAPTER 6 FINAL PROVISIONS

Article 21 Exemption clause

In duly substantiated cases, the Executive Director may depart from the provisions laid down in the present Decision.

Article 22 Audits and checks

The Court of Auditors, OLAF and CEPOL representatives may, if necessary, carry out on-the-spot checks among the recipients of CEPOL's funding and the agents responsible for allocating it.

Article 23 Entry into force

This decision shall enter into force on the 1st of January 2019.

Done at Budapest, 27 December 2018



Detlef Schröder
Executive Director