DESIGN AND IMPLEMENTATION OF CKC TRAINING ACTIVITIES
DISTRIBUTION OF ROLES AND RESPONSIBILITIES

In the following, the roles and responsibilities of the members of the CEPOL Knowledge Centres (CKCs), the CEPOL Activity Managers and the staff assigned by the hosting institutions are described in detail.

1. TASKS AND OBLIGATIONS OF THE CEPOL KNOWLEDGE CENTRE EXPERTS

1.1 Tasks and obligations

CKC experts are to

- Contribute to the design of a multiannual training portfolio for the relevant thematic portfolio;
- Contribute with the EU, national and regional perspective, and not represent the needs of any particular agency or MS;
- Elaborate, in detail, curricula for particular activities;
- Elaborate expert profiles, target groups and special training methodology and learning environment requirements for particular activities;
- Advise on blended learning and best methodological approach;
- Provide input on the exchange / study trip requirements;
- Contribute to preparatory work on the operational and other training needs analyses related to the thematic area;
- Share the latest expertise and reflect on EU-level developments in the thematic area;
- Advise CEPOL on related thematic topics or latest developments, if need be;
- Support the quality assurance of the CKC portfolio by attending CKC activities in their implementation stage and providing assessment and additional recommendations re improvement of the design and implementation of the activity (by seeing it implemented in the real environment).

1.2 Optional activities

CKC experts can

- Attend the implemented activity as a non-paid expert, except for the activity where they would be assessing the quality;
- Be a non-paid expert or trainer in webinar and other online activities on CKC topics, as agreed by the CKC.

- Be a paid or non-paid expert in other CEPOL activities depending on the character of their position in the MS; as a paid expert, they must be registered in the CEPOL Expert Database.

1.3 Tasks that are not part of the remit of the CKC

CKC experts shall not

- Advise or contribute to the implementation of an activity other than via the quality assessment;
- Assess the quality of a CKC activity which is implemented in their MS to avoid a conflict of interest.

2. ROLE AND RESPONSIBILITIES OF THE CEPOL TRU AND THE CEPOL ACTIVITY MANAGER

2.1 CEPOL

CEPOL will

- Assign a CEPOL Activity Manager (AM);
- Send out an invitation to all CNUs, at the beginning of the year, to host the activity describing the minimum requirements and, in attachment, the Activity Curriculum as designed by the CKC for each activity as well as template for MS institution to apply;
- List the minimum and additional standards in the template in order to ensure that those MS who just want to provide logistical support and those who want to provide more services both considered in the process;
- Take care that its activities are implemented in as many MS as possible following the rule that all relevant CNU-confirmed institutions from the MS, not only those who signed a Framework Partner Agreement, can host the activities;
- Ensure that the hosting institutions comply with the minimal standards as defined by the CKC;
- Ensure that the selection procedure of the hosting offers is done in a fair and transparent manner following specified criteria;
- Communicate in a transparent manner the results of the process to all CNUs;
- In case of two competing applications, ensure the equal geographic distribution of activity implementation.

2.2 The CEPOL Activity Manager

The CEPOL Activity Manager is in charge of

- Implementing the training activities as designed by the CKC closely following their directions, in cooperation with the hosting MS institution;
- Managing the administrative and budgetary elements of the activity, including centrally managed bookings, logistics and payments, whilst ensuring that the activity is implemented within the allocated budget;
- Preparing and sending out the invitation for the training activity;

- Managing the nomination procedure and selecting participants while ensuring that the hosting country receives up to five additional seats[1];
- Preparing the training programme in line with the Activity Curriculum as designed by the CKC;
- Selecting and recruiting paid or non-paid experts/trainers who comply with the expert profiles in the Activity Curriculum as designed by the CKC; paid experts must be registered in the CEPOL Expert Database.
- Ensuring that bookings are made and logistical provisions are prepared and in place;
- Cooperating closely with the assigned staff of the hosting institution to ensure the best implementation in the context of the available learning environment;
- Being the main contact person for the participants;
- Finding an alternative solution in case the hosting organisation resigns from hosting;
- Drafting the final Training Report on the specific training activity, taking into consideration the results of the quality assessment as brought forward by the assigned CKC members, if applicable, as well as any comments by the assigned staff of the institution, if applicable;
- Drafting the report on the financial implementation of the specific training activity;
- Drafting a press release mentioning the support by and involvement of the hosting institution for publication on the CEPOL website, in social media and in any national/institutional media.

3. ROLE AND RESPONSIBILITIES OF THE HOSTING MS ORGANISATION

3.1 Minimum requirements

The hosting institution will

- State clearly in the relevant CEPOL template, when making a hosting offer, which conditions and type of support they can offer while clearly stating their hosting potential;
- Nominate a MS Activity Coordinator, who will liaise with the CEPOL Activity Manager, to ensure the efficient implementation of the activity in the MS venue;
- Provide information about suitable accommodation and restaurants, coffee breaks and lunches at or outside of the training venue and transport;
- Make available support also during the activity implementation.

The MS Activity Coordinator will

- Liaise with the CEPOL Activity Manager in all matters concerning the training activity to be implemented in their venue/country;
- Recommend suitable hotels and restaurants to the CEPOL Activity Manager;
- Support the booking and payments to made by the CEPOL Activity Manager of coffee breaks and lunches at the venue, in case it takes place in their academy/institution;
- Make sure the required and agreed technical equipment is in place and technical support is available;
- provide printing and copying services;

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

- Provide native language support where necessary, e.g. with bus companies, restaurants etc.

3.2 Additional possible services

<u>The hosting institution can</u>

- Nominate national/local non-paid experts to contribute to the activity in accordance with the expert profile described in the Activity Curriculum designed by CKC (including the language requirements);
- Additionally support the CEPOL Activity Manager by designating a training adviser to support the planning and implementation of the CKC activity in the context of the available learning environment.

<u>The MS Training Adviser will</u>

- Liaise with the CEPOL Activity Manager in all matters concerning the planning and implementation of the training activity to be implemented in their venue/country;
- Propose and ensure the contribution of specific (non paid) experts/trainers who comply with the expert profile described in described in the Activity Curriculum designed by CKC;
- Advise on training methodology and other training specific matters on the context of the available learning environment at the venue, including the technical equipment at hand;
- Contribute to all content related preparatory meetings and contribute to the Training Report.