



**ISO 9001:2015**

**Certified Management System for  
CEPOL Residential Activities**

## **Integrated Guidance Note (IGN) for CEPOL Residential Training Activities**

## INTRODUCTION

This Integrated Guidance Note is intended to provide guidance to organisers of CEPOL Residential Training Activities (RTAs). It aims to promote a harmonised approach across all organisational stages of RTAs and to provide assistance in the interpretation and application of financial rules. Organisers of CEPOL RTAs shall follow the provisions of this Guidance Note<sup>1</sup>.

The new version of the Integrated Guidance Note on CEPOL Residential Training Activities shall take effect for all activities foreseen in CEPOL's Work Programme for the year 2020 and onwards.

Budapest, 10 August 2020

Detlef Schröder  
Executive Director

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<sup>1</sup>These provisions are without prejudice to activities carried out within the context of project activities funded via specific Contribution Agreements financed by the European Commission, for which the IGN apply as interpretative guidelines whereas each individual project budget defines cost eligibility and related ceilings accordingly.



**INTEGRATED GUIDANCE NOTE  
FOR CEPOL RESIDENTIAL TRAINING ACTIVITIES**

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## LIST OF ABBREVIATIONS

ABAC	Accrual-based Accounting System
AM	Activity Manager
CEPOL	European Union Agency for Law Enforcement Training
CNU	CEPOL National Unit
CB	Compulsory Budget
DA	Daily Allowance
EEAS	European External Action Service
EMCDDA	European Monitoring Centre for Drugs and Drug Addiction
EU	European Union
EUR	Euro (currency)
Eurojust	European Union Agency for Criminal Justice Cooperation
Europol	European Union Agency for Law Enforcement Cooperation
FP	Framework Partner
FRA	Fundamental Rights Agency
Frontex	European Border and Coast Guard Agency
Interpol	International Police Organization
LEEd	Law Enforcement Education Platform
LMS	Learning Management System
MS	Member State
NLM	National LEEd Manager
NCP	National Contact Point (for CEPOL)
OCP	Organisation's Contact Point (for CEPOL)
RTA	Residential Training Activity
TP	Third Parties

## KEY WORDS

Activity Manager

Budget

CEPOL

Conference

Costs

Course

External Expert

Facilitator

Framework Partner

Line Manager

Moderator

Obligations

Organiser

Participant

Payment

Preparatory Meeting

Self-payer

Seminar

Subject Matter Expert

Residential Training Activity

Templates

Trainer

Training Catalogue

## ANNEXI - FINANCIAL GUIDANCE

*Blue: in line with the Financial rules for residential activities - Decision 03/2019/DIR and with the Standards for the ISO 29993:2017.*

**Black: guidance**

### Article 1: Definitions

**1.1 – Residential Training Activity (RTA): a physical gathering of Participants and Subject Matter Experts/Trainers for a certain number of days for the purpose of transfer of knowledge, expertise and skills between Subject Matter Experts/Trainers and Participants, facilitated by the Organiser, who is represented by the Activity Manager.**

The term “residential” refers to the fact that a physical venue is required. An RTA can be a course, a seminar, or a conference. The following definitions apply:

- a) **Course** is a training programme on a particular topic by means of learning/teaching activities like a specified number of lessons, practical exercises, study visits, discussions, group work, assignments, etc.
- b) **Seminar** is a meeting for an intensive exchange of knowledge, experience or views on a specific topic for the encouragement and improvement of cooperation. It is a discussion focused upon an expert(s) presentation(s), project report or paper(s).
- c) **Conference** is a large official meeting which may last several days and at which people with the same or similar work or interests come together to enhance their knowledge, experience, views and understanding.

**1.2 – Organiser: a Framework Partner (FP), or CEPOL itself, responsible for preparing all aspects of an RTA covering the content, budget planning, implementation and logistics while following the timeline for RTAs. The Organiser is free to organise the respective work as necessary by assigning an Activity Manager (AM) and staff to assist with the organisation of content and/or logistics.**

The term “Organiser” can apply to either CEPOL or, if a grant is awarded, an FP. The term “Organiser” is interpreted as including the AM and additional staff supporting the AM with regard to the content and/or the associated logistical tasks. This is at the discretion of the AM to organise internally.

**1.3 – Participants: natural persons who benefit from an RTA in terms of learning outcomes and in accordance with the defined target group for each activity.**

**Participants are nominated by the authorities to which they are affiliated. Such authorities can be from:**

- a) EU Member States participating in the CEPOL Regulation;**
- b) Other EU Member States;**
- c) Third parties having a working arrangement with CEPOL;**
- d) Third parties being beneficiary of CEPOL implemented capacity building projects; or,**
- e) Third parties on an ad-hoc basis.**

**Participants representing Member States shall be nominated via the respective CNUs, NCPs or OCPs. In case of joint activities organised together with partner agencies, nominations via non-CEPOL channels may be accepted.**

**Participants will be divided in the following categories:**

- a) Police;**
- b) Customs;**
- c) Border/Coast/Maritime Police;**
- d) Judiciary/Prosecutors;**
- e) Other.**

Participants whose costs are covered by CEPOL are those originating from EU MS participating in the CEPOL Regulation. These costs include the International Travel, Accommodation and Meals. CEPOL may also cover the costs with Transfers and Local Transport when requested and authorised by the Activity Managers from the FP.

The minimum number of Participants indicated in the CEPOL Training Catalogue refers to this category.

Increasing the number of Participants is desirable and recommended, in order to increase the efficiency and outreach of the activity. However, when an AM proposes to increase the number of participants, CEPOL must be consulted even if the overall budget does not need to be adjusted. This is necessary in order to assess if there is budget available to purchase the international travels, as these are purchased by CEPOL and not part of the draft budget sent by the Organiser. The increase of the number of participants may require the amendment of the grant decision. The number of Participants shall be kept manageable so not to compromise the quality of learning.

**1.4 – Facilitator: In line with the standards and definitions defined for the ISO 2993:2017[E] (Section 3), a facilitator is “a person who work with learners to assist them with learning”. In CEPOL’s context, these are Subject Matter Experts and Trainers but also a Moderator or Activity Manager who monitors and supports the learning process. Facilitators can also be involved in the design and development of the curriculum, programme and training material (ISO 2993:2017[E], 8.2).**

**1.5 – Subject Matter Experts/Trainers: natural persons who transfer their knowledge, expertise and skills before, during and after the RTA, and prepare and deliver the**

## **learning in cooperation with the Organiser and using the Learning Management System (LMS) on CEPOL's Law Enforcement Educational Platform (LEEd).**

- Subject Matter Experts are specialists on content;
- Trainers are specialists on delivery methods and facilitation of the learning process.

### **Subject Matter Experts/Trainers can be from:**

- a) Law enforcement agencies and training institutions;**
- b) EU Agencies or bodies;**
- c) the Framework Partners;**
- d) international or regional organisations and entities;**
- e) private sector;**
- f) academia;**
- g) other relevant entities.**

Subject Matter Experts/Trainers can also be External Experts who are included in the CEPOL Expert Database after participating in the Call for Experts.

The term "Subject Matter Experts/Trainers" refers to the persons who are the source of knowledge, and therefore it can apply to various profiles, such as presenters, lecturers, educationists or to any other substantive role in training, learning and transfer of expertise related to the RTA.

In addition, please note that:

- a) Subject Matter Experts/Trainers can be invited from any relevant country, preferably from a EU country or third countries;
- b) Subject Matter Experts/Trainers can represent law enforcement, other state organisations, private sector or academia or any entity relevant for the content of the RTA;
- c) It is possible that there are also Subject Matter Experts/Trainers who do not represent any entity, e.g. retired professionals, entrepreneurs or freelancers; these are part of the External Experts and should be in the Expert Database;
- d) Subject Matter Experts/Trainers' costs are covered by CEPOL except in the cases foreseen in Article 1.14;
- e) Subject Matter Experts/Trainers shall be present as deemed necessary for performing their tasks, such as giving presentation, facilitating group work, leading scenarios and alike;
- f) Whenever highly specialised skills are necessary for the moderation of group work or discussions, a Moderator may be considered as a Subject Matter Expert/Trainer at the discretion of the AM.

**1.6 – Activity Manager: natural person nominated by the Organiser, who is responsible for implementing the RTA, according to the Curriculum, Programme, Budget and ensuring all the necessary logistical aspects for its implementation; they can also be assigned to monitor and support the learning process in the role of a facilitator.**



The AM represents the Organiser and acts as counterpart for CEPOL. They are required to follow the applicable rules and guidelines for RTAs. Specific responsibilities of the AM are detailed in Annex 2. Name and contact details of the AM are to be communicated to [training@cepol.europa.eu](mailto:training@cepol.europa.eu) up to four weeks after the grant is signed.

The responsibilities of the AM encompass:

- a) Development of content - preparations resulting in the Curriculum, Programme, selection of Subject Matter Experts/Trainers, making available training material, setting up the LMS on CEPOL's LEEd, developing assessment tools, etc.;
- b) Organisation – sending out the invitation for the RTA, and managing communication resulting in securing the attendance of a group of Participants as well as Subject Matter Experts/Trainers;
- c) Logistics – manage and monitor provisions; this includes ensuring a venue, technical equipment, catering, transport, etc.;
- d) Administration - preparation and storing of relevant documents; drafting reports;
- e) Financial – monitoring and implementing the budget and collecting relevant documents for payments and reimbursement.

**1.7 – Assistant: natural person(s) designated by or assigned to the Activity Manager to assist in the preparation and implementation of an RTA, mainly with regard to logistical requirements.**

The AM shall be present in the classroom during the activities. Therefore it is recommended for an Assistant to be available to support the logistical requirements, such as managing transportation, ensuring the timing and quality of the meals and coffee breaks, accompanying the arriving or departing Subject Matter Experts/Trainers, Participants and Guests, printing certificates or necessary copies, etc. When duly justified, the AM can appoint more than one Assistant.

**1.8 – Invited Guest: natural person(s) representing Ministries and/or other institutions working on related aspects within the topic of the RTA.**

Guests can be high dignitaries, public officials, experts, members of the hierarchy of the Organiser or other persons who are relevant to the visibility of the event or for the purpose of expanding and cultivating professional networks.

**1.9 – Preparatory Meeting: a physical or virtual gathering for the purpose of preparing the content, programme and logistics of an RTA. For the reason of sound financial management, online preparatory meetings are recommended.**

A Preparatory Meeting shall preferably be held online or by appropriate and cost-efficient means of communication (video-conferencing, web-meetings, etc.). However, when other communication means are not suitable, physical presence meetings can be organised. In that case:

- a) The meeting venue can be either at the Organiser's premises or at CEPOL or, if more convenient, wherever Subject Matter Experts/Trainers are located, due to the fact that, for example, there is more than one of them located at that same place;
- b) It is recommended to benefit from events where Subject Matter Experts/Trainers are gathered for the purpose of another meeting, so that the Organiser can use their presence to save additional travel.

A Preparatory Meeting can take place at any stage before the RTA is implemented, for example prior to sending out the invitation, or one day prior to the RTA in order to coordinate the involvement of the Subject Matter Experts/Trainers. Timing can be adjusted to reflect the needs of the learning process and/or the availability of the Subject Matter Experts/Trainers.

### **1.10 – Timeline for RTAs: a list of milestones to be performed by the Organiser within the given deadlines and aiming for the described deliverables listed in Annex II.**

The timeline in Appendix A stipulates the steps of the activity where it is mandatory to communicate with CEPOL and/or the CNU, NCPs and OCPs. A more detailed timeline can be found as part 2 of this Integrated Guidance Note in order to assist the Organiser. It provides information on:

- a) The steps to be taken in chronological order;
- b) The templates to be used;
- c) The deliverables to be sent to the several functional mailboxes.

### **1.11 – Networking Event: an activity designed to increase motivation and promote networking and cooperation in the first place between the Participants of an RTA, and also with the Subject Matter Experts/Trainers and the Organiser. If the Organiser decides to implement a Networking Event, it shall be organised at the end of the training day and shall be indicated on the Programme.**

Networking events are generally considered to have a positive impact on learning and to foster the creation of long lasting and useful professional contacts. Therefore, a dedicated event can be part of the Programme of the RTA. It shall, however, take place outside the time outlined for the training activity itself. Some examples: Quiz games, table football or ping-pong tournaments, laser tag, etc.

### **1.12 – Venue of the RTA: the location or locations where the RTA takes place.**

RTAs shall, in principle, take place:

- a) On the premises of the Organiser, such as a law enforcement academy or university campus;
- b) At commercial premises (hotel, conference centre etc.). If commercial premises are used, it is advisable to choose a location as close as possible to the activity venue.

Multiple venues can be used if this is in line with the Activity Programme; in this case, part of the activities can take place at a main venue, and special sessions/parts of the Programme can take place at specific venues (e.g. forensic laboratory, computer room, container port, border police station, hotspot, etc.).

The venue shall have all necessary equipment relevant for a RTA, taking into account the size of the group, so that all Participants and Subject Matter Experts/Trainers can benefit from an appropriate learning environment conducive to fulfilling the purpose of the RTA.

**1.13 – Training Day: defined as a day having at least 6 training hours. A Training Day is divided in training segments. The lengths of training segments can be divided in various ways, however the total training time per day shall be at least 360 minutes.**

Unless there are specific reasons determined by the content of the activity, it is recommended that the activity is scheduled as follows:

- a) The first Training Day starts in the morning, for example in line with regular business hours of the Organiser. This allows to concentrate Participants and Subject Matter Experts/Trainers' travel on the day before.
- b) A Training Day is counted as 360 training minutes (e.g. 6 x 60 min) excluding lunch and coffee-break breaks; 60 minutes is one training unit.
- c) The last Training Day will cover at least a half day, thus 3 x 60 min, to allow travelling back on the same day. However, it can also be a full training day with departure on the next day.
- d) The number of days indicated in the Training Catalogue relates to Training Days, excluding the arrival day. For example, in the case of a three-day activity, this could mean arrival on Monday, full training days on Tuesday and Wednesday, and at least a half training day on Thursday, with departures also on Thursday.
- e) For activities exceeding five (5) days, it is up to the Organiser to decide whether there will be a weekend of 2 days in between or whether it will be reduced to one. For example, a activity over ten (10) days can begin with arrivals on Monday, then five (5) training days (Tuesday, Wednesday, Thursday, Friday, and Saturday). One free day shall be guaranteed (Sunday). The remaining full training days are Monday till Thursday, with a half day on Friday after which departures take place on the same day.

**1.14 – Self-payers: self-paying Participants and self-paying Subject Matter Experts/Trainers employed by EU bodies and Agencies or assigned to the RTA on the basis of Cooperation Agreements, Working Arrangements or Memoranda of Understanding with organisations and third parties, whose costs are paid for by their organisation or who bear their own cost of their participation.**

Participants or Subject Matter Experts/Trainers whose costs are not covered by CEPOL are called Self-payers. For the purpose of interpreting and applying the present article:

- a) Self-paying Participants are those Participants from countries other than the 26 EU MS participating in the CEPOL Regulation, or those Participants from other EU entities such as EU bodies, institutions, agencies, or from other international entities/organisations. This can include Participants from an EU candidate or associated country, or any other country with whom CEPOL has a working arrangement. The list of countries and organisations having a working arrangement with CEPOL is available on the CEPOL webpage<sup>2</sup>.
- b) In the case of Participants from EU candidate countries, CEPOL will cover the costs for international travel; however, they are still considered to be Self-payers. The list of EU Candidate Countries can be found on the webpage of the European Commission<sup>3</sup>;
- c) Self-paying Subject Matter Experts/Trainers are those representing entities, like EU agencies and other bodies, with whom CEPOL has a working arrangement stipulating that the signing entity will cover the costs for the Subject Matter Experts/Trainers they have assigned to contribute to an RTA. This category of Subject Matter Experts/Trainers shall pay their costs directly to the Organiser except in cases foreseen under Article 1.15;
- d) Subject Matter Experts/Trainers from Third Countries with whom CEPOL has a working arrangement can be covered by CEPOL, unless the working arrangement stipulates otherwise. As the content of working arrangements can vary from case to case, AMs are advised to contact CEPOL when in doubt as to whether a Subject Matter Expert/Trainer should be considered as a Self-payer or not;
- e) In case of Self-payers (both Subject Matter Experts/Trainers and Participants), Organisers shall inform the individuals concerning the provisions they will be charged for, if utilised. Where possible, Self-payers shall be offered a choice to opt in or out of those services/facilities.
- f) In case the Self-payer would like to stay in the same hotel as the rest of the group, The AM can provide information about the hotel or support their hotel booking, but this may not result in their reservation being at the responsibility of the Organiser or included in the final invoice of the hotel.

In some cases, Self-payers can benefit from a dedicated decision of CEPOL Executive Director to cover their costs. In this case, the Organiser will be informed about such Participants who presence entails budget implications.

**1.15 – Approved Costs Subject Matter Expert/Trainer: a Subject Matter Expert/Trainer who was expected to be a Self-payer but whose sending organisation has declared that due to financial constraints it would not be able to cover the costs. CEPOL may approve to cover such costs by exception, if the input of the Subject Matter Expert/Trainer is important to attain the objectives of the activity.**

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<sup>2</sup> <https://www.cepol.europa.eu/who-we-are/partners-and-stakeholders/external-partners>

<sup>3</sup> <http://ec.europa.eu/environment/enlarg/candidates.htm>

As Subject Matter Experts/Trainers are essential for facilitation of learning by transferring activity content, there is a degree of flexibility that can be utilised to help achieving the aim of the activity. Cases may include the following:

- a) If the Subject Matter Expert/Trainer is expected to be a Self-payer (see for example 1.14 d) above), the Organiser can accommodate the request of the Subject Matter Expert/Trainer, if the costs were an obstacle for their participation;
- b) In the case of EU partners, such as Europol, Eurojust, EMCDDA, Interpol, EEAS, etc., when these have financial constraints and would otherwise not be able to appoint a Subject Matter Expert/Trainer.

As the working time of a Subject Matter Expert/Trainer is considered a contribution by the sending partner, only direct costs can be covered either in full or in part, depending on the specific situation.

**1.16 – Certified copy: A hard copy of a document containing the text: ‘Certified Copy’ and the date, name and signature of the certifying authority. Any certified copy provided as a requirement for reimbursement, should, in addition, contain the following text: “the original document cannot be provided and reimbursement will not be received from any other source”.**

In case the original document cannot be provided, it can be replaced with a certified copy. This can be produced as follows:

- a) Creating a physical copy of the original document (photocopy);
- b) Adding the following elements: written text “Certified Copy”, date, name, signature of the person who is representing the authority who declares that the copy is identical to the original;
- c) Adding also: “the original document cannot be provided and reimbursement will not be received from any other source”;
- d) If necessary for the Organiser, the English text can be accompanied by the translation into their national language.

**1.17 – Feedback form: a form on the LMS to be completed at the end of the RTA by both Participants and Subject Matter Experts/Trainers in order to provide feedback about their experiences during the event. For Participants this is a prerequisite for obtaining their Certificate of Attendance.**

This feedback will be evaluated and the outcomes will be communicated by the AM to CEPOL. This information will be used to improve future RTAs.

It is mandatory that the feedback is given online using the forms provided in the LEEed.

**1.18 – Assessment: Individual exercise to be completed by the Participants of the Activity to assess the level of knowledge of the Participant and/or to evaluate the level of knowledge gained by the Participant.**

This assessment can be done in form of a quiz, a test or also a task, like a text or case study analysis etc. Whenever such an assessment is mandatory for a given RTA, it will be mentioned in the Training Catalogue. However, the responsible AM may decide to implement an assessment also in activities where this is not specifically indicated.

### **1.19 – Evaluation: Analysis of the outcomes of feedback and assessments.**

CEPOL analyses the results of feedback and assessment exercises on an annual basis and produces on this basis an annual Evaluation Report, which it presents to the Management Board.

Subject Matter Experts/Trainers will be informed individually about the feedback given to them by participants.

### **1.20 - Domestic Transfer: travel between the working place and the nearest international airport/station.**

This relates to a transfer within the country of origin of the nominated Participant or the invited Subject Matter Expert/Trainer before the departure to the organising country with the purpose to attend and the RTA, and also after return to their country of origin.

### **1.21 – Transfer: travel between the international airport/station and the place of accommodation /venue of the RTA on the days of arrival and departure.**

For arrivals and departures of Subject Matter Experts/Trainers and Participants in the organising country, the Organiser may opt to provide transfer service by using their own means or taxi service.

### **1.22 – Local Transport: travels between the place of accommodation and the venue of the activity or for study visit purposes and other activities included in the programme.**

When the venue of the activity and the accommodation are not in the same place, the Organiser may arrange local transport for the Participants and Subject Matter Experts/Trainers, using their own means of transport or by hiring bus/taxi services or purchasing public transportation tickets. The same provisions are applicable in case of study visits during the RTA.

### **1.23 – International travel: travel between the international airport/station of participant/trainer's country and the international airport/station of the country where the activity is implemented. It might also apply for the travel by car, under specific circumstances.**



**1.24 – Exchange rate: costs related to the activity organised by the Framework Partner which were paid out in local currency shall be calculated in EUR amount in the Financial Report (T44).**

The EUR equivalent shall be calculated according to the point 23.4 of the Grant Decision using the daily exchange rate published in the C series of the Official Journal of the European Union (available at <http://www.ecb.europa.eu/stats/exchange/eurofxref/html/index.en.html>) at the date of reporting.

If the currency is not listed there then the monthly infoeuro rate (available at [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/infoeuro/infoeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm)) shall be used unless the Grantee has their general accounts in euros and they convert costs incurred in other currency than euros based on their accounting rules.

## **Article 2: List of costs and modalities of reimbursement**

The different costs occurring in relation to a RTA can be reimbursed by different actors as follows:

	<b>Cost</b>	<b>For whom</b>	<b>Note</b>
<b>2.1</b>	Domestic transfer	Participants	CEPOL will cover the cost of transfer within the same country if the distance is more than 300 km
<b>2.2</b>	Domestic transfer	Subject Matter Experts/Trainers	Costs are reimbursed by CEPOL
<b>2.3</b>	International travel	Participants	Covered/administered by CEPOL
<b>2.4</b>	International travel	Subject Matter Experts/Trainers	Costs are reimbursed/covered and administrated by CEPOL
<b>2.5</b>	Transfer (at arrival and departure between airport/station and hotel/venue)	Participants & Subject Matter Experts/Trainers	Costs are reimbursed/ covered and administrated by CEPOL
<b>2.6</b>	Local transport	Participants & Subject Matter Experts/Trainers	Costs are reimbursed by CEPOL
<b>2.7</b>	Accommodation	Participants, Subject Matter Experts/Trainers & up to 2 members of the Organiser team	Costs are reimbursed by CEPOL
<b>2.8</b>	Meals	Participants, Subject Matter Experts/Trainers, Organiser team & Guests	Costs are reimbursed by CEPOL
<b>2.9</b>	Refreshments	Participants, Subject Matter Experts/Trainers, Organiser team & Guests	Costs are reimbursed by CEPOL
<b>2.10</b>	Networking event	Participants, Subject Matter Experts/Trainers, Organiser team & Guests	Costs are reimbursed by CEPOL
<b>2.11</b>	Fee for Subject Matter Experts/Trainers	Subject Matter Experts/Trainers/ Subject Matter Expert/Trainer sending Institution	Costs are reimbursed by CEPOL
<b>2.12</b>	Interpretation	Organiser	Costs are reimbursed by CEPOL
<b>2.13</b>	Technical equipment	Organiser	Costs are reimbursed by CEPOL
<b>2.14</b>	Lecture material	Organiser	Costs are reimbursed by CEPOL
<b>2.15</b>	Service provider fees	Organiser	Costs are reimbursed by CEPOL
<b>2.16</b>	Indirect costs	Organiser	Costs are not covered by CEPOL
<b>2.17</b>	Self-payers	Participants & Subject Matter Experts/Trainers	Costs are not covered by CEPOL
<b>2.18</b>	Approved costs	Approved Subject Matter Experts/Trainers	Costs are reimbursed by CEPOL
<b>2.19</b>	Assessment	Organiser	Costs are reimbursed by CEPOL



**2.1 – Cost of domestic transfer for Participants:** the cost of the transfer from the place of duty to the place of departure for international travel shall be covered by the participant's sending authority where the distance between the two places does not exceed 300 km. Where it exceeds 300 km, the travel becomes part of the cost of international travel (see item 2.3). In case a participant does not require international travel, because the training is organised in his/her country, CEPOL shall cover the costs for travel if it exceeds 300 km.

Whenever the distance from the place of duty and the nearest airport/station is higher than 300 km, CEPOL will treat it as part of the international travel and therefore book also this part of journey. This requirement shall be visible from the applicable Registration & Travel Request.

In case the participant does not need to travel internationally (only domestic travel), because the activity is taking place in their own country, he costs shall be borne by the sending institution if the distance between the place of duty and the venue of the activity is less than 300 km. If the distance exceeds 300 km, the Participant shall send the Registration & Travel Request to the Organiser and CEPOL shall book (or cover the costs for) the travel.

**2.2 – Cost of domestic transfer for Subject Matter Experts/Trainers:** the cost of the transfer from the place of duty to the place of departure for international travel shall be reimbursed by CEPOL to the Organiser of the RTA. Travel costs for domestic Subject Matter Experts/Trainers from the organising/hosting country who are not employed by or part of the Organiser's training institution, can also be reimbursed based on the same provisions.

Regardless of the distance from the place of duty and the nearest airport/station, CEPOL will reimburse all costs with the domestic transfers of the Subject Matter Experts/Trainers. CEPOL will also reimburse the transfers of Subject Matter Experts/Trainers when their place of duty and the venue of the activity are in the same country.

The Organiser can book or reimburse the following costs based on the most effective route; these costs are reimbursed on the basis of travel documents/receipts:

1. 1<sup>st</sup> class railway;
2. Taxi up to EUR 60 (round trip);
3. Public transport;
4. The same provisions apply also for the return trip;

The Organiser may also authorise the use of a private car under the conditions stipulated in Article 2.4.

**2.3 – Cost of international travel for Participants:**

- a) The cost of travel by aeroplane, train, bus, ferry or car in the most economical way, bringing the Participant to the venue of the RTA and back. The travel arrangements shall be made in a manner allowing participants their full participation in the event.

The travel shall be booked by CEPOL based on the data in the Registration & Travel Requests collected by the Organiser and the cost shall be borne directly by the Agency. It is the responsibility of the sending authority (CNU, NCP or OCP) to check whether the data provided in the Registration & Travel Request is correct and complete.

- b) For travel routes below 400 km, CEPOL will book transport by train (2<sup>nd</sup> class) or bus. Only where such a trip should take more than 6 hours, a flight can be booked. Where no such transport is available, travel by car may be authorised by CEPOL.
- c) CEPOL may require the recovery of costs from the sending authority where the ticket is not used for the purpose of attending the RTA or where the personal details provided on the Registration & Travel Request are not correct, except if the cancellation occurred for medical reasons (in which case a medical certificate needs to be submitted to CEPOL), a serious emergency in the immediate family or a national calamity or other type of crisis. In these cases, if CEPOL is aware of the situation in advance, a new ticket may be issued for a replacement participant when duly justified by supporting documents. Amendments of previously booked flights are only possible with CEPOL's authorisation.
- d) Purchase of the ticket(s) shall be based on value for money principle, e.g. favouring the use of car travel if the train/flight/bus would be cheaper. Travel time versus travel cost shall be considered as well.
- e) Travel by car, only after approval and as indicated on the Registration & Travel Request form, will be reimbursed at €0.28/km, to which toll fees and parking costs can be added after submitting the corresponding supporting documentation. The reimbursement shall be done based on the vehicle log sheet which has to be completed and signed. The maximum reimbursement for car travel shall not exceed €224 (800 km round trip) to which toll fees and parking costs can be added.
- f) CEPOL will only cover travel from the place which is indicated in the travel form to the place where the activity is organised or to the nearest international airport/train station/bus station and back to the place of indicated in the travel form. Extensions of the travel for private reasons are not allowed. Deviation from the approved travel form are only permitted with CEPOL's prior approval, in case of an impossibility of finding suitable travel options to the indicated place/time. In case a Participant has the need to travel from/to a different place than the usual working place, CEPOL may cover the costs for the travel only on the condition that the Participant's Line Manager presents a valid justification (work related).
- g) Changes made on issued tickets for personal reasons will not be covered by CEPOL.

CEPOL ensures that the cost invested in the purchase of a travel ticket will result in attendance of a Participant, however:

1. No recovery of travel costs is required if there are medical reasons (a medical certificate needs to be submitted to CEPOL), a serious emergency in the immediate family or a national calamity, or in the case of emergency operations in response to

natural or man-made disasters or pandemics. No recovery is due also in cases of large scale mobilisation to prevent or react to a terrorist attack.

2. No recovery is required if the sending authority arranges the participation of a replacement on their own costs.

Further relevant information:

1. Participants' tickets are purchased by CEPOL in accordance with the applicable rules of the agency;
2. Participants should be aware that some airlines cancel the return part of the flight if the incoming flight is not used;
3. It is responsibility of the traveller to comply with all visa, vaccination, security, clearance and other requirements applicable in the country where the activity takes place. Travellers are strongly advised to take a travel insurance, in particular from/for regions outside EU.
4. In case there is no suitable travel for the dates corresponding to the dates of the activity and therefore additional hotel accommodation and meals are required, these will also be covered by CEPOL;
5. Private detour or extensions of stay for private reasons are not facilitated or covered by CEPOL;
6. In case of a business detour, CEPOL will provide only a one way ticket while the other authority will need to cover costs for the return. However, in duly justified cases after assessing the reasons and comparing the prices, CEPOL may agree to book the return flight to the required destination;
7. CEPOL shall not bear any responsibility for nor will it reimburse the cost of travel ticket not booked by CEPOL's central booking service.
8. When two or more Participants are sharing a car, the maximum reimbursement may be adjusted to the number of Participants on the same travel. CEPOL shall pre-approve these exceptional travels. Example: one participant is travelling by car alone for a distance of 1000 km – in this case the maximum reimbursement is 224€ (correspondent to 800 km). If two participants are sharing a car for the same distance, then the total reimbursement would be 280€.

#### **2.4 – Cost of international travel for Subject Matter Experts/Trainers:**

- a) The cost of travel by plane, train, bus, ferry or car, bringing the **Subject Matter Expert/Trainer** to the venue of the RTA and back. The travel dates shall, in principle, correspond to the dates of the RTA. The booking of the tickets shall be performed by the party organising the RTA, except for the Self-payers. If agreed, the trainer can book their own travel and later be reimbursed by the organiser.
- b) Travel by plane shall be reimbursed by CEPOL only up to the rate of economy or flexi economy tickets.
- c) Travel by train shall be reimbursed on the basis of first-class travel (if available) by the shortest and most effective route. The following expenses shall also be reimbursed:

- (i) The cost of seat reservation with additional reimbursements allowed for fast trains and accommodation in a single sleeper where the journey includes not less than six hours of night travel between 22.00 and 07.00.
- (ii) Travel by car shall be reimbursed on the basis of a fixed kilometre allowance of €0.28 per km, for the shortest and most effective route, up to 800 km (round trip). Other expenses, like toll charges, parking fees, ferry crossing etc., can also be reimbursed after submitting the corresponding supporting documentation. The reimbursement shall be done based on the vehicle log sheet which has to be completed and signed.

The Organiser is responsible for arranging the travel booking for **Subject Matter Experts/Trainers** (it is not part of the central booking provided by CEPOL). In this case:

1. The Organiser can book and provide the Subject Matter Expert/Trainer with a ticket;
2. The Organiser can agree with the Subject Matter Expert/Trainer that the ticket will be reimbursed by the Organiser.

In case the Subject Matter Expert/Trainer wishes to extend the stay on own costs, the Organiser can accept and book accordingly, providing the costs are not higher than those for a ticket covering the schedule without extension.

## 2.5 – Cost of Transfer:

The organiser can decide whether to provide this or not. Where the party organising the RTA has decided not to provide for such an option, CEPOL will not reimburse the costs. The same provision shall apply for a traveller who needs to arrive directly to the venue where the RTA takes place.

- a) The transport arrangement can be provided by the Organiser partially for Subject Matter Experts/Trainers only, for persons arriving late, departing early or with special needs.
- b) CEPOL shall reimburse a maximum of €60 (for all transfers) per individual against an invoice provided by the Organiser. When the venue where the RTA takes place is at a distance resulting in costs exceeding €60 per individual, a higher maximum amount can be agreed upon by the CEPOL Executive Director, prior to the commencement of the activity.

It is up to the Organiser to assess to which extent the transport will be provided. This saves human resources of the Organiser and enables use of the budget for content related purposes. The main criteria to assess whether to provide or not provide transport are the quality, the accessibility and the safety of public transport, the profile of the activity and the arrival and departure times. The following can serve as examples:

- Organiser decides to provide transport for all Participants and Subject Matter Experts/Trainers;
- Organiser decides to provide transport for Subject Matter Experts/Trainers only;

- Organiser decides to provide transport for Participants and Subject Matter Experts/Trainers whose arrival or departure times are late in the evening or early in the morning;
- Organiser decides to provide transport for high-ranked Participants;
- Organiser decides other specification.

In all such cases, the Organiser shall provide information about the provisions in order to inform the sending authorities accordingly about the transport cost. Moreover, in case where transport is not supplied, sufficient practical description of public transport shall be provided by the Organiser as part of information on logistics.

**2.6 – Cost of local transport:** if required and duly justified, the transport by bus or car between the hotel and the venue where the RTA takes place shall be reimbursed by CEPOL up to €500 per day based on an invoice. Costs may be also covered for bus transportation for study visits, networking event and/or other activities mentioned in the Activity Programme.

In case the distance between the accommodation and the activity venue(s) so requires, bus transport can be organised for the group, either for each day or only for some days, as deemed necessary at the discretion of the Organiser.

When the transport is provided by the Organiser (no rental), CEPOL will reimburse up to €500 a day based on an invoice signed by the legal representative of the organising institution, mentioning the number of Km driven and the cost per km for the designated vehicle(s).

### **2.7 – Cost of accommodation:**

- a) Accommodation at a hotel or equivalent, where accommodation in law enforcement facilities is not feasible, shall be reimbursed by CEPOL. Such costs shall not exceed the ceilings set by Article 13(2) (a) of Annex VII to the Staff Regulations<sup>4</sup> relevant to the country where the RTA takes place. A minimum of standard 3-stars Hotel is recommended.
- b) In exceptional cases the Executive Director may authorise the Framework Partner to contract a hotel for a higher price as long as the total reimbursable costs do not exceed the budget specified in the Grant Decision.
- c) CEPOL will cover the costs for the accommodation of Subject Matter Experts/Trainers in accordance with the Activity Programme.
- d) Amendment of accommodation is only possible with authorisation of CEPOL.

The Organiser is responsible for determining accommodation for the activity, either on their own premises (e.g. police academy) or at a commercial accommodation (e.g. hotel) taking into account that:

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<sup>4</sup> Last amended by Commission delegated Regulation (EU) 2016/1611 of 7 July 2016.



- a) When choosing the accommodation, the Organiser shall take into account the number of Participants, Subject Matter Experts/Trainers, but also additional Participants who are Self-payers;
- b) When choosing the accommodation, the Organiser shall take into account that CEPOL activities are paid with public budget, therefore the Organiser shall aim at balancing value and budget as well as ensuring the appropriate health and safety standards;
- c) For Self-payers a direct invoicing shall be arranged or if suitable, they can be offered the possibility to book themselves elsewhere, for example, in order to lower the costs or if no sufficient capacity of accommodation is available;
- d) If the circumstances require, also accommodation for the Activity Manager and/or one Assistant can be provided, in order to ensure their presence and availability.
- e) If for some reasons there are no available hotels within the designated ceiling for a given country, the CEPOL Executive Director may, by exception and in duly justified cases, authorise the Organiser to book a hotel at a higher price, as long as the total reimbursable costs defined in the grant are not exceeded.
- f) It is up to the AM to decide if a given Subject Matter Expert/Trainer is to attend the entire activity or just to deliver a lecture, taking into account that this will have a financial implication in terms of accommodation and meals.

**2.8 – Cost of meals for Participants, Subject Matter Experts/Trainers, Activity Manager, Assistant and Invited Guest** covering breakfast, lunch and dinner shall be reimbursed by CEPOL on the basis of the following ceilings expressed in percentages of the daily allowance (DA) corresponding to the country where the RTA takes place:

- a) 15% of DA for breakfast;
- b) 30% of DA for lunch;
- c) 30% of DA for dinner.

A small amount of flexibility within the percentages referred is allowed, though total ceilings per day (75% of DA) shall be kept.

Costs for Invited Guests for dinner are permitted. Such invitations need to be documented in the submission of the Financial Report as well as the signatures (on the signatures list) of the respective guest(s).

In the case of a large event, such as a conference, meal costs for additional supporting staff will be covered.

Breakfast, lunch and dinner shall be provided as follows:

- a) Breakfast can be included in the accommodation price. In this case the ceiling for accommodation is topped up by 15% of the DA;
- b) Flexible use of the DA for lunch and dinner can be allowed within the same day, (for example lunch 10% and dinner 50%). This can be relevant when, for example, the cost for lunches provided at police academy are low, whereby the cost of dinners provided at the hotel are higher;

- c) Non-alcoholic beverages are included in the DA. Alcoholic beverages can be included to a moderate extent;
- d) Self-payers shall be offered the possibility to have their meals booked together with the group covered by CEPOL;
- e) Meals for the Assistant(s) and Invited Guests can be provided and paid for, in order to ensure their presence and availability;

The same provisions are applicable for dinners and lunches alike.

**2.9 – Cost of refreshments** provided during the residential training activity shall be reimbursed by CEPOL up to 12.5% of the DA corresponding to the country where the RTA takes place.

Refreshment shall be provided as follows:

- a) Water shall be available in the meeting room at all times throughout the activity. This can be tap water or water fountain or any other means allowing access to drinkable water;
- b) At least one break in the morning and one in the afternoon with coffee, tea or with additional options such as non-alcoholic beverages, fruit or a light refreshment is recommended;
- c) Refreshment for the Assistant(s) and Invited Guests can be provided, in order to ensure their presence and availability.

**2.10 – Cost of a networking event** shall be reimbursed once per activity up to additional 15% of the DA relevant to the country where the RTA takes place. It can cover costs related to extension of meals (farewell dinner), consumables, small pieces of stationery, refreshments, tickets for cultural/sports events that involve the participants and if related to the networking event.

Costs for Invited Guests to a networking event are also reimbursable. Such invitations need to be documented in the submission of the Financial Report.

A Networking event can be organised at the discretion of the Organiser in line with the following:

- a) It shall be scheduled outside the core training time, thus for example during the arrival day or in the evenings after the training programme (before or after dinner);
- b) It must aim at enhancing the possibilities for networking among Participants and Subject Matter Experts/Trainers, in a less formalised setting;
- c) An active sport activity, a quiz, creative games could be some examples. In any event the Organiser shall, when devising the type of networking event, be mindful of the different cultural sensitivities that may be relevant as well as of the fact that CEPOL activities are financed by public funds;
- d) Costs occurred in relation to the networking event could be related to light refreshments, stationary needed for the preparation of the game, tickets for public

transport required for reaching the place of activity, etc. The use of the purchased item shall be described in a note attached to the receipt;

- e) CEPOL shall be able to monitor the use of the provisions in this article.

**2.11 – Fees for training services**, including for Subject Matter Experts/Trainers who are staff of the Framework Partner organising the RTA, may be paid by the Organiser, which will be later reimbursed by CEPOL.

***DISCLAIMER:***

***The contracting of Subject Matter Experts/Trainers is subject to further legal considerations. All contracts have to be settled in line with national procurement regulations. The following aspects are only applicable to reimbursement from CEPOL to costs incurred.***

- a) When the Subject Matter Expert/Trainer comes from a Framework Partner, if required and so agreed before the activity, the fee/salary compensation shall be paid to their institution. This fee/salary compensation has to be based on a Training Service Agreement, as provided in a template by CEPOL, between the Organiser and the Subject Matter Expert/Trainer.
- b) When the Subject Matter Expert/Trainer comes from private sector or from an institution who is not a CEPOL Framework Partner, the fee can be paid directly to their bank account as a natural person on the basis of a contract and the necessary financial documentation (LEF and BAF).
- c) A maximum of €75 per training unit (see section 1.13) can be paid (no taxes, nor insurance). The total cost of €450 per day per Subject Matter Expert/Trainer may only be exceeded with the prior approval of CEPOL's Executive Director. The fee can also cover work performed by the Subject Matter Expert/Trainer for an ex-ante or an ex-post part (online) of the learning.

Although the majority of Subject Matter Experts/Trainers is sharing their expertise without accepting any fee and their contribution is their country's law enforcement contribution to the fulfilment of CEPOL's mission, there are possibilities to pay a fee for a Subject Matter Expert/Trainer. These are as follows:

- a) More than one Subject Matter Expert/Trainer can be deployed during the same day, whereby the daily maximum of €450 applies for each person separately;
- b) Fee to a Subject Matter Expert/Trainer coming from a CEPOL FP shall be payed to the sending FP, thus not directly to the individual or the law enforcement agency.
- c) Fee to a Subject Matter Expert/Trainer coming from an institution who is not a CEPOL FP can be payed directly to the individual.
- d) Training services can be delivered before, during or after the RTA. Deadlines for training report or financial report are based on the dates of RTA.
- e) Subject Matter Experts/Trainers/Experts invited via the External Calls for Experts shall be payed accordingly with the provisions established in the respective call.



**2.12 – Cost for interpretation services** shall be reimbursed by CEPOL:

- a) To a maximum of €1,500 per activity for professional interpretation/day (English and a second language).
- b) Proof of professional activity as interpreter is to be sent to CEPOL along with the Financial Report.

**DISCLAIMER:**

*The contracting of Subject Matter Experts/Trainers is subject to further legal considerations. All contracts have to be settled in line with national procurement regulations. The following aspects are only applicable to reimbursement from CEPOL to costs incurred.*

CEPOL Residential Activities have English as working language, however due to the fact that some Subject Matter Experts/Trainers might be professionals who lack the sufficient command of English, interpretation can be provided as follows:

- a) The full amount of €1,500.00 per training day is only applied if two interpreters for simultaneous interpretation are deployed, interpreting between English and another language;
- b) In case only one interpreter is needed for only one session, for instance, the Organiser should make the necessary adjustments in the budget;
- c) If the interpretation is provided by a non-professional interpreter(s), for example if language assistance is provided, e.g. an experienced officer with the required command of language in particular professional vocabulary, these services shall not be reimbursed, as non-professional interpreters are considered to be staff of the Organiser.

**2.13 – Cost of rental of external technical equipment for interpretation** shall be reimbursed up to an average of €750 per day and to a maximum of €3,000 per activity.

This technical equipment is for the purpose of interpretation, usually cabin(s) for interpreters, headphones and related technical devices ensuring the acoustical transfer.

**2.14 – Cost of Lecture and Research Material:** costs for translation of documents, rental of external meeting rooms and of technical equipment (computers, projectors etc.) for the duration of the RTA, study visits in between the different venues of a RTA, stationery, printing, photographs, CD-ROMs, USB sticks, posters and displays are all costs eligible for reimbursement.

Various material related to the purpose of the activity can be purchased and used, whereby:

- a) The amount of lecture and research material shall be proportional to the size of the group and number of Participants and Subject Matter Experts/Trainers;
- b) The purpose of the material is to facilitate the training and learning only. Therefore, items having the nature of souvenirs, gifts or memorabilia are not permitted.
- c) In case a FP has the need to implement the activity in a rented venue, there is no limit for the reimbursement. However, the Organiser shall take into account that the total reimbursable costs shall not exceed the maximum defined by CEPOL for each activity.
- d) Rental of a venue that belongs to the implementing FP is not permitted, so it shall not be reimbursed.

**2.15 – Cost of service provider fees:** when the party organising the RTA, due to regulations, cannot be directly reimbursed by CEPOL and needs to use the service of a foundation or service provider for the implementation of the activity. The reimbursement of costs related to such a service can be up to 7% of the total eligible costs. This shall be indicated in the financial section of the Grant Decision.

**2.16 – Indirect costs** cover those costs which are not specific costs directly linked to the implementation of the activity and which therefore cannot be attributed directly to it. However, they are incurred by the Organiser in connection with the eligible costs for the activity such as salaries of staff, fuel for duty cars used by the organiser, electricity in the organiser's office, and similar. They may not include any costs identifiable or declared as eligible direct costs. These indirect costs might be accepted as part of the co-financing from the Framework Partner and does not require any documentation if not exceeding 5% of the eligible direct costs.

**2.17 – Self-payers** are Participants/Subject Matter Experts/Trainers whose costs for travel, accommodation, meals, refreshments and transport are covered by the natural person or sending institution. It is up to the Organiser to provide the necessary invoices against payment from the self-payer. The Organiser may choose to cover some of the costs (e.g. refreshments or transport) however, CEPOL will not reimburse these costs.

This includes individuals (Subject Matter Experts/Trainers or Participants) coming from other EU institutions, bodies or agencies or even other agencies having a working arrangement with CEPOL. In these cases, separate invoices shall be prepared for them covering the costs with accommodation, meals and transport.

Organisers may also invite other participants (national or foreign) to attend the RTA at their own costs, but ensuring that the final number of participants will not interfere with the expected quality of the training. Costs for transport, accommodation, meals and refreshments of these extra participants will not be covered by CEPOL and their names shall not be part of the Participants List to be sent to CEPOL.

**2.18 – Cost of approved-cost Subject Matter Experts/Trainers** shall be reimbursed only as an exception where the attendance of such a Subject Matter Expert/Trainer is crucial to attain the objectives of the activity and the sending organisation declares that, due to financial constraints, it is not able to cover the cost. A declaration must be signed, and CEPOL shall reimburse the related costs for travel, accommodation and meals.

Covering the cost of Subject Matter Experts/Trainers who are supposed to be Self-payers is possible as follows:

- a) It applies in order to secure the Subject Matter Experts/Trainers who are essential for the activity but whose sending authority is not able to bear the costs. This applies, for instance, where the organisations have Working Arrangement with CEPOL to that effect;
- b) Costs can be covered partially, for example: the sending authority pays the flight and CEPOL the accommodation. This should be reflected in the declaration;
- c) As this is usually not foreseen by the Organiser when preparing the budget, CEPOL can increase the grant in such a situation.

**2.19 – Costs for Assessment** are reimbursed by CEPOL up to a maximum of €2,000 per activity.

- a) In the case of activities where assessment by means of a test is mandatory, the costs for this shall be indicated in the Grant Decision and properly indicated in the Financial Report.
- b) In case the Organiser decides to implement such a test for the purpose of assessment of the effectiveness of a training activity, when it is not mandatory, this shall be indicated on the Activity Manager Report and the costs shall be included in the Financial Report.
- c) The Organiser may contract individual experts or external professional bodies to design/implement the test.

This type of assessment may be conducted by the Organiser's staff or by an external provider.

In those cases where it is conducted by the Organiser, there is no room for reimbursement and it will be considered as an Indirect Cost.

When assessment is mandatory, and the Organiser does not have the possibility to implement it with the help of their own staff and therefore needs to contract external individual experts or professional bodies, these costs shall be mentioned in the grant decision and reimbursed by CEPOL.

When assessment by means of a test is not mandatory, and an Organiser decides to implement it nevertheless, costs may be reimbursed by CEPOL if correctly and visibly included in the Financial Report and as long as the total reimbursable costs are not exceeded.

### **Article 3: Number of Participants and obligations of the Organiser**

- a) The minimum number of Participants is defined by CEPOL in the Training Catalogue/Grant Decision (Annex I).
- b) In case an activity does not have the minimum number of nominations as defined in the Training Catalogue/Grant Decision, the Organiser shall inform CEPOL about it; they can propose to still implement the activity, even with less participants, or to postpone or to cancel the activity. The decision to postpone or cancel an activity is at the discretion of CEPOL and shall be communicated to the respective Organiser.
- c) The Organiser may accept further participants (national or foreign) as observers, but the associated costs shall be covered by the Organiser.
- d) In addition to the stipulated number, self-paying Participants from Associated, Candidate or Third countries can be accepted as long as the number of Participants does not impede the learning and training process.

In those cases where the Activity Manager has enough nominations, even if less than the stipulated number, to implement the activity (more than 80% of the minimum number of participants), they can decide to still implement it. However, as most probably there will be underspending, CEPOL must be informed about this decision and a revised Draft Budget must be sent to CEPOL. The Grant decision will need to be modified accordingly.

The Organiser may accept a higher number of participants than the minimum defined by CEPOL in order to increase the impact of training. However, the maximum reimbursable costs as defined in the grant decision shall not be exceeded.

As the costs for the flights of the Participants are covered directly by CEPOL and not by the FP, whenever an Organiser decides to raise the number of participants, CEPOL needs to confirm first if there is available funding for the travels.

### **Article 4: Obligations regarding the content of the Financial Report**

4.1 – All claims for reimbursements must be supplemented with the originals or certified copies of invoices, tickets, boarding passes or vehicle log sheets.

4.2 – The Framework Partner, must provide CEPOL, electronically, with a Financial Report on the implementation of the Activity within 10 weeks following completion of the Activity. The Financial Report must be duly completed and be supplemented with:

- a) All the originals of invoices, tickets and boarding passes related to the activity. If an original invoice or boarding pass cannot be provided, a certified copy can be accepted;
- b) A complete list (original or certified copy) of all attendees (Participants, Subject Matter Experts/Trainers, organising staff, Guests, etc.) to the activity, signed by each attendee, using the designated template for the purpose;
- c) The Training Service Agreement(s);

- d) The Activity Programme;
- e) The Activity Manager Training Report.

4.3 – The Organiser shall arrange for an English translation of headlines of all relevant invoices where applicable.

## **Article 5: Payments**

5.1 – Payment procedures shall be as follows:

- a) The Framework Partner may submit a request for a pre-financing instalment (indicated in the Grant Decision) which does not exceed 90% of the total reimbursable costs of the activity;
- b) Payment requests shall be accompanied by Financial Reports presented in accordance with Article 4. Requests for payments shall be drafted in Euro unless otherwise agreed and stipulated in the Grant Decision. Except for the first pre-financing instalment, the payments shall be made upon approval of the payment request accompanied by a progress or final report. If the balance is negative, the payment of the balance takes the form of recovery;
- c) Approval of the requests for payment and of the accompanying reports shall not imply recognition of the regularity or of the authenticity, completeness and correctness of the declarations and information contained therein;
- d) CEPOL shall make payments into the bank account referred to in the financial identification form submitted by the Framework Partner;
- e) In case a Framework Partner delivers a Financial Report where the total reimbursable costs exceed those agreed in the Grant Decision, CEPOL shall reimburse the FP with the amount correspondent to the maximum reimbursable costs agreed in the Grant. The Framework Partner shall assume the remaining costs.

If an activity is cancelled and the FP asked for pre-financing, CEPOL will issue a recovery order.

CEPOL can recover the incurred costs from the sending authority, if the selected participant does not attend the full length of the activity.

In case of multi-step/module activities, CEPOL can recover all the costs of participation if the selected participant does not attend fully any of the steps/modules.

5.2 – Payments shall be made:

- a) Within 60 calendar days for all delegation agreements, contracts, grant decisions for which payment depends on the approval of a report or a certificate;
- b) Within 30 calendar days for all other delegation agreements, contracts, grant decisions [including pre-financing as 5.1 a)].

5.3 – As a general rule, no payment shall be initiated after the cut-off date set out in section 4.2. The CEPOL Executive Director may decide, on the basis of a reasoned and justified request from a Framework Partner, to give additional time for the completion of the payment file. Such a request has to be accompanied with a provisional claim.

### **Article 6: Intellectual property rights**

6.1 – Unless stipulated otherwise, ownership of the results of the RTA, including industrial and intellectual property rights, and of the reports and other documents relating to it, shall be vested in the FP.

6.2 – Without prejudice to point 6.1, the partner grants CEPOL the right to make free use of the results of a RTA as it deems fit, provided it does not thereby breach its confidentiality obligations or existing industrial and intellectual property rights.

## APPENDIX A - Timeline for Residential Training Activities

A list of milestones to be performed by the Organiser within the given deadlines and having as an outcome the described deliverables as follows:

<i>Description of milestone</i>	<i>Deadline</i>	<i>Template</i>	<i>Deliverable</i>
<b>Appointment of the Activity Manager</b>	4 weeks after signature of the Grant	T03	Information with contact details is to be sent to <a href="mailto:training@cepol.europa.eu">training@cepol.europa.eu</a>
<b>Quality control</b>	1 week before sending invitations	T05 T06	Draft Programme and Activity Curriculum is to be sent to CEPOL via <a href="mailto:training@cepol.europa.eu">training@cepol.europa.eu</a>
<b>Invitation for Participants</b>	12 weeks before activity	T05 T16 T06 T19 T14 (T38) <sup>5</sup> T15 T88	Invitation <b>package</b> is to be sent to all CNU, NCPs, OCPs and relevant entities with a copy to <a href="mailto:training@cepol.europa.eu">training@cepol.europa.eu</a>
<b>Invitation for Subject Matter Experts/Trainers</b>	12 to 2 weeks before activity	T05 (T38) T06 (T80) T22 (T81) T84 T(82) (T24) (T83) (T27) (T87)	Invitation <b>package</b> is to be sent to each Subject Matter Expert/Trainer and respective CNU, NCPs, OCPs, with a copy to <a href="mailto:training@cepol.europa.eu">training@cepol.europa.eu</a>
<b>Confirmation of participants</b>	5 weeks before activity	T18 T20	Confirmation Letter to Participants and Overview of the number of nominated/confirmed participants with initials of the name is to be sent to all CNU, NCPs and/or OCPs with a copy to <a href="mailto:training@cepol.europa.eu">training@cepol.europa.eu</a>
<b>Travel booking - for participants</b>	4 weeks before activity	T19 T37	List with all Participants whose travel is paid by CEPOL accompanied by the set of completed Registration & Travel Requests is to be sent to CEPOL via <a href="mailto:fm.travel-team@cepol.europa.eu">fm.travel-team@cepol.europa.eu</a>
<b>Financial overview</b>	1 week after activity	T02	Corrected Draft Budget is to be sent to <a href="mailto:training@cepol.europa.eu">training@cepol.europa.eu</a>
<b>Training Report</b>	6 weeks after activity	T43	Training report <b>package</b> is to be sent to <a href="mailto:training@cepol.europa.eu">training@cepol.europa.eu</a>

<sup>5</sup> The templates between brackets are optional or only to be sent if applicable.





<b>Financial Report</b>	10 weeks after activity	T44	Financial report <b>package</b> is to be sent to <a href="mailto:training@cepol.europa.eu">training@cepol.europa.eu</a> and in hardcopy to CEPOL correspondence address. It shall contain original documents or certified copies.
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## ANNEX II - ADMINISTRATIVE GUIDANCE

The CEPOL Executive Director awards the grants for Residential Activities. Following the awarding, grant decisions shall be provided to the relevant Framework Partners (FP). Communications in that regard are to be channelled via the functional mailbox [grants@cepol.europa.eu](mailto:grants@cepol.europa.eu). The value of grant is stipulated in the agreement with the FP and it is reflecting the “**Budget**” **T02**, as submitted by the FP with the applications for grants or as amended following the negotiations with the agency. For activities not awarded to FPs, the CEPOL Executive Director may consider other implementation options.

The following steps aim at ensuring a harmonised administrative approach that enables smooth activity planning and implementation, and assists in ensuring the quality of CEPOL Residential Training Activities (RTA), indicating at the same time steps and responsibilities for the organisation of each activity.

### 1. ROLE OF THE ACTIVITY MANAGER

The AM shall be appointed by the FP 4 weeks after the RTA has been awarded to the FP by CEPOL.

Information about the name and contact details of the Activity Manager shall be submitted by the FP to CEPOL, via the functional mailbox [training@cepol.europa.eu](mailto:training@cepol.europa.eu), using the template for the “**ACTIVITY MANAGER - APPOINTMENT**” **T03**.

Without prejudice to further steps in this guide, the AM holds overall responsibility for carrying out and/or coordinating all aspects of a RTA, also described in the User’s Guide for Participants (T88), in particular related to content, logistics and organisation as needed for preparation, implementation, evaluation and reporting of the RTA in line with this guide.

Responsibilities of AMs include, but may not be limited to, the following:

- Designing the RTA in terms of its curriculum, content and methods;
- Sending the Curriculum and Draft Programme to CEPOL for quality control;
- Sending out invitations to Participants and Subject Matter Experts/Trainers, and collecting nominations;
- Selecting activity Participants and Subject Matter Experts/Trainers;
- Coordinating Subject Matter Experts/Trainers to ensure logical flow and full complementarity of the content;
- Using CEPOL LEEed in the planning and implementation of the activity (mandatory).

This includes:

- Pre-course activities such as reading lists, recorded webinars, online modules;
- Uploading presentations and other material during the implementation of the activity;

- Post-course activities and/or reading material.
- If applicable, monitoring of the budget consumption;
- Coordinating the staff of the FP involved in the RTA as necessary;
- Organising all administrative and logistical aspects of the event;
- Inform CEPOL about the budget implementation one week after the activity;
- Preparing training and financial reports and supplementary documents;
- Conducting event evaluation [mandatory for Participants on the LEEd.

AMs may liaise with the CEPOL National Unit in their MS to acquire further relevant information on CEPOL, to facilitate contacts with other CNU's or other FPs via CNU's, to obtain information on entities with whom CEPOL has a working arrangement, or any other CEPOL related information.

AMs are encouraged to seek the advice of the CNU's with regard to the law enforcement aspects of an activity.

For activities not implemented via FPs, the AMs may at any time be appointed by CEPOL.

## **2. PREPARATION – LOGISTICS**

The Activity Manager shall ensure all necessary logistical arrangements as relevant for CEPOL Residential Training Activities and coordinates the involved staff.

## **3. PREPARATION – ACTIVITY DESIGN**

It is recommended, at the latest 15 weeks prior to the activity, the AM shall start consultations with relevant Subject Matter Experts/Trainers in order to design the activity. The composition of the Programme, selection of training methods and choice of Subject Matter Experts/Trainers shall result in an RTA respecting the international nature of the event with blended learning methods applied. RTAs and their Curricula shall be designed in a manner that allows for the maximization of Learning Outcomes and their formative effects.

To this end, AMs are encouraged to utilise blended learning which, aside from frontal lecturing, may include other learning techniques and methods. In particular the use of case studies, group work and practical exercises must be considered when designing an activity. Furthermore, the use of pre- and post-course assignments as well as the use of CEPOL LEEd and other IT-based learning tools, such as online courses, webinars etc., shall also be taken into due consideration. It is recommended that the AM uses the "ACTIVITY MANAGER - RECCOMENDATIONS" T86 and other educational material available on the CEPOL website such as the online module "Quality in 13 questions" (LEEd section).

The AM shall ensure that Subject Matter Experts/Trainers from other countries be invited to contribute to the activity in order to ensure the international character. They can be contacted through national representatives in the EU networks or through the CNU.

CEPOL specifies in the Grant Decision those external partners (e.g. EU Agencies that already offered support or Subject Matter Experts/Trainers to the activity). The AM shall make use of this offered support by consulting these external partners.

In case of a set of activities, the AM should liaise with the cooperation partner(s) via the consortium leader, in order to make the individual activities complementary to each other.

The AM shall prepare the activity in line with the awarded application. If no grant was awarded, the content shall respect the Training Catalogue in defining the aim, target group and learning outcomes.

The AM shall ensure that the detailed design of the activity is further elaborated and prepared in the following format:

- **ACTIVITY CURRICULUM T05**
- **ACTIVITY PROGRAMME T06**

#### **4. PREPARATION – PREPARATORY MEETING**

Preparatory work and/or meeting shall help the AM to design the activity in collaboration with Subject Matter Experts/Trainers.

Depending on the nature of activity, a coordination meeting can be held prior to the start of the RTA (back-to-back with the RTA) at the same venue, replacing or complementing the Preparatory Meeting.

It is possible and recommended to organise an online or a residential Preparatory Meeting.

- Online meetings can be supported by CEPOL by providing access to a dedicated *GoToMeeting* account for the EU MS's upon a request submitted by the AM to [training@cepol.europa.eu](mailto:training@cepol.europa.eu). Further options, such as skype or teleconferencing, are encouraged.
- For Preparatory Meetings, usually 15 weeks prior to the activity, the AM shall send the Invitation to the CNU's of the supporting countries, to CEPOL and to relevant external bodies and EU Agencies.

For a residential Preparatory Meeting, the AM invites the relevant members of the Organiser's team as well as national and international Subject Matter Experts/Trainers. The following documents shall be distributed:

- **PREPARATORY MEETING - INVITATION T07**
- **PREPARATORY MEETING – AGENDA T08**

Moreover, the following documents shall be distributed and asked to be completed, where applicable:

- **PREPARATORY MEETING – REGISTRATION & TRAVEL REQUEST T09**
- **PREPARATORY MEETING – REIMBURSEMENT T12**

The duration of a residential Preparatory Meeting shall not exceed 2 days.

## 5. CEPOL's LAW ENFORCEMENT EDUCATION PLATFORM (LEEd)

At the beginning of the calendar year, CEPOL creates the course/seminar/conference images on the LEEd where relevant documents shall be added. AMs shall register on the LEEd via <https://leed.cepola.europa.eu>, liaise with their National LEEd Manager (NLM) who can approve their registration and assign them to the activity on the LEEd. If AMs do not have access to a NLM, they can liaise directly with [lms@cepola.europa.eu](mailto:lms@cepola.europa.eu).

Considering the added-value towards both administration and the learning process, using the LEEd is mandatory for RTAs for the following purposes:

- Pre-course assignments;
- Upload activity materials;
- Activity evaluation;
- Post-course learning.

## 6. INVITATION OF PARTICIPANTS

At least **12 weeks prior** to the activity, the AM is recommended to distribute an Invitation Package to nominate Participants to the relevant CNU, NCPs and OCPs who represent the MS and third parties with whom CEPOL has a cooperation or working agreement allowing for the nomination of Participants<sup>6</sup>.

The AM shall invite CNU, NCPs and OCPs to nominate Participants for the RTA in line with the defined target group.

AMs are encouraged to ask for sufficient information to assess whether the nominated Participants comply with the profile required for the target group. However, the requested information shall be proportionate to the intended purpose, therefore a list of specific questions displaying the profile of a Participant in relation to the specific activity shall be sufficient. The questionnaire can be adjusted as necessary.

The AM shall reach the expected quality of the activity also with regard to the proportionate representation of various types of law enforcement.

The Invitation Package **(P1)** shall be copied to CEPOL via [training@cepola.europa.eu](mailto:training@cepola.europa.eu) and consists of the following:

- **PARTICIPANTS INVITATION LETTER T14**
- **ACTIVITY CURRICULUM T05**
- **ACTIVITY PROGRAMME T06**
- **PARTICIPANTS NOMINATION LIST T16**
- **PARTICIPANT – PROFILE T15**
- **PARTICIPANT - REGISTRATION & TRAVEL REQUEST T19**
- **REIMBURSEMENT T38 (if applicable)**

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<sup>6</sup> <https://www.cepola.europa.eu/who-we-are/partners-and-stakeholders/external-partners>

The Invitation Letter shall contain all necessary information assisting the Participant and the sending authority in their decision. This includes the financial modalities related to costs and logistics. If necessary, further logistical information may be provided (no specific template is foreseen in this case).

CNUs are to be requested to return the following completed forms, which are also part of the Invitation package 1, by the given deadline set as **6 weeks** prior to the activity:

- **PARTICIPANTS NOMINATION LIST T16**
- **PARTICIPANT - PROFILE T15** (optional)
- **PARTICIPANT - REGISTRATION & TRAVEL REQUEST T19**

## 7. INVITATION OF SUBJECT MATTER EXPERTS/TRAINERS

Around **12 to 10 weeks prior** to the activity, the AM shall distribute an Invitation Package to Subject Matter Experts/Trainers (P2) with a copy to the respective CNUs of the country associated with the sending authority of a Subject Matter Expert/Trainer, and preferably a copy to CEPOL via [training@cepol.europa.eu](mailto:training@cepol.europa.eu). The package consist of the following:

- **ACTIVITY CURRICULUM T05**
- **ACTIVITY PROGRAMME T06**
- **TRAINER – INVITATION LETTER T22**
- **TRAINER – PROFESSIONAL BACKGROUND T24** (optional)
- **TRAINER – SERVICE AGREEMENT (fees) T27** (if applicable)
- **REIMBURSEMENT T38** (if applicable)
- **BUDGET – FINANCIAL IDENTIFICATION T80** (if applicable)
- **BUDGET – LEGAL ENTITY (public orgs) T81** (if applicable)
- **BUDGET – LEGAL ENTITY (private orgs) T82** (if applicable)
- **BUDGET – LEGAL ENTITY (individuals) T83** (if applicable)
- **BUDGET INSTRUCTIONS T84**
- **TRAINER – RECOMMENDATIONS T87** (optional)

The Invitation Letter shall contain all necessary information assisting the Subject Matter Expert/Trainer and the sending authority in their decision. The letter shall include the topic the Subject Matter Expert/Trainer needs contribute to, the financial modalities related to costs, logistics, fee and reimbursement. If necessary, further logistical information may be provided (no specific template is foreseen in this case).

The Programme shall indicate the main focus, nature and timing of the required contribution(s). Further clarifications and details shall be communicated via phone calls, web meetings, emails, in addition or replacing a PRM.

The AM shall ensure the necessary coordination between the Subject Matter Experts/Trainers. It is recommended to describe briefly all Programme items so that the Subject Matter Experts/Trainers can adjust their input accordingly. This is to avoid duplicity, yet ensure blended learning.

The Subject Matter Experts/Trainers are to be requested to respond and provide assurance about their contribution at reasonable time by returning the **TRAINER – REGISTRATION & TRAVEL REQUEST T25**.

The registration part shall give the AM the information whether a fee is to be paid to the Subject Matter Expert/Trainer. In this case, an agreement has to be concluded at a later stage (after the Subject Matter Expert/Trainer is confirmed), in the format of a **TRAINER – SERVICE AGREEMENT T27**.

Concerning the payment of the fees for Subject Matter Experts/Trainers there are four options:

- 1) Subject Matter Expert/Trainer does not require a fee: in this case the Subject Matter Expert/Trainer does not have to send back the templates **T27, T80, T81/T82/T83**.
- 2) Subject Matter Expert/Trainer requires a fee and comes from a CEPOL Framework Partner, from an EU body or an international organisation; in this case the Subject Matter Expert/Trainer has to send back only **T27** as all FPs, Eu bodies and international organisations are already registered in the ABAC system; CEPOL will reimburse the sending institution.
- 3) Trainer requires a fee and comes from the private/public law body: in this case the Trainer has to send back the **T27** along with **T80** and **T82** duly filled in accordance with the instructions there mentioned. This procedure requires that all templates are duly completed and may take longer as first the registration in ABAC must be finalised before the payment can be done. If the Subject Matter Expert/Trainer is already registered in ABAC, there is no need for the **T80** and **T82**.
- 4) Subject Matter Expert/Trainer requires a fee and he/she is an external expert registered in the CEPOL Expert Database (not representing an institution): in this case the Subject Matter Expert/Trainer has to send back the **T27** along with the **T80** and **T83** duly filled with the instructions there mentioned. CEPOL will reimburse the Subject Matter Expert/Trainer directly to his/her bank account, once all the information on the templates is confirmed. If the Subject Matter Expert/Trainer is already registered in ABAC, there is no need to send the **T80** and **T83**.

The travel part shall give the AM the information whether the travel booking is to be done by the Organiser or by Subject Matter Expert/Trainer with a reimbursement required after in the format of a **REIMBURSEMENT template T38**.

## 8. ACTIVITY REMINDER

The AM collects the nominations arriving from CNU's and other entities and monitors the number of responses. If there is a low number of responses, a reminder shall be sent to those CNU's who have not responded within the deadline. A pre-emptive reminder can be sent prior to the expiry of a deadline. Available places may be re-distributed.



Between **8 and 6 weeks prior** to the activity, the AM shall send a reminder to those MS and other countries and organisations with whom CEPOL has a cooperation/working agreement who have not responded to the Invitation.

The reminder shall include the Invitation Package, as described in section 6.

CNUs are to be reminded to return the forms required in section 7 Nominations.

## 9. NOMINATION OF PARTICIPANTS

**6 weeks prior** to the activity, the CNUs shall respond to the AM by completing the following forms:

- **PARTICIPANTS NOMINATION LIST – By country T16**
- **PARTICIPANT – PROFILE T15**
- **PARTICIPANT – REGISTRATION & TRAVEL REQUEST T19**

CNUs are in charge of national nominations and shall submit the list of nominated Participants indicating their preference in order of nominations. However, the formal confirmation of participants is the responsibility of the AM.

CNUs shall check the correctness of the information provided in the templates, particularly the correct spelling of the name of nominee.

It is imperative that in the Registration and Travel Request, the nominee writes the same name as in their passport; this is important in order to avoid problems with the flight upon departure.

## 10. INCREASE OF THE NUMBER OF PARTICIPANTS

If the nominations result in higher number of nominated Participants than the minimum number of Participants expected and indicated in the Training Catalogue, and subsequently in the Grant Decision, the AM can consider an increase of the number of Participants. Such an increase is encouraged as long as it does not compromise the quality of activity and it is technically feasible. In such a case:

- CEPOL shall be contacted via [training@cepol.europa.eu](mailto:training@cepol.europa.eu) in order to approve the higher number of Participants who would be entitled to international travel booked by CEPOL. This is for cases where the AM can absorb the other related costs for additional Participant(s) within the awarded grant.
- CEPOL shall be contacted via [grants@cepol.europa.eu](mailto:grants@cepol.europa.eu) in order to approve an increase of a grant. This is for cases where the AM cannot absorb the other related costs for additional Participant(s) within the awarded grant. Additional international travel will be also approved. See item 11 Increase of Grant for further details.

## 11. INCREASE / DECREASE OF GRANT

The AM shall monitor the budget throughout all phases of a RTA. In principle, CEPOL does not increase the amount of a grant. However, there could be unforeseeable situations, for example if the number of Participants covered by CEPOL is to be increased or if *force majeure* affects the activity.

If such a situation occurs, the AM shall request CEPOL to consider increase of grant via [grants@cepol.europa.eu](mailto:grants@cepol.europa.eu) and provide an explanation of circumstances accompanied by an updated budget estimate submitted in the format of **ACTIVITY BUDGET T02**. If approved, an Amendment to the grant decision will be prepared by CEPOL in order to be concluded.

In an opposite situation, if the AM notices that there is a significant decrease of the budget estimate, CEPOL shall be informed via [grants@cepol.europa.eu](mailto:grants@cepol.europa.eu), whereby an updated budget estimate is submitted in the format of **ACTIVITY BUDGET T02**. This allows the release of unnecessary funds and their re-use during the same budgetary year.

## 12. CANCELLATION / POSTPONEMENT

If after the deadline for nominations and additional efforts, such as a reminder, the number of nominated Participants is lower than the minimum number of Participants stipulated in the grant decision, the AM shall approach CEPOL without delay via [training@cepol.europa.eu](mailto:training@cepol.europa.eu) in order to decide on further measures how to increase the number of Participants or agree on lower number. If the scheduled dates are not feasible the AM shall submit the **ACTIVITY CANCELLATION or POSTPONEMENT T21**.

A request regarding cancellation or postponement of the activity shall be sent to CEPOL before any confirmation letters are distributed. Moreover, the interest of those who are Self-payers and are booking their own travel, shall to be taken into consideration.

In case a request for the approval of a cancellation or postponement is sent to CEPOL, the AM shall immediately inform all activity supporter and involved sub-contractors. The CEPOL Executive Director decides upon cancellation or postponement of activities.

In case of a cancellation or postponement, the Subject Matter Experts/Trainers will be reimbursed for the cost of booked flights, on the condition that the booking did not take place before the Invitation.

Furthermore, cancellation and if the FP or Supporters have had any costs related to the cancelled activity, CEPOL will reimburse costs according to the financial rules.

Cancellation of the activity, for whatever reason, will lead to a amendment of the Grant Decision. Any prepaid amounts will be subject to a recovery order.

## 13. GROUP CONFIRMATION OF PARTICIPANTS

**6 weeks prior** to the activity, the AM shall collect the Nominations **T16** provided by MS and other invited entities (including negative answers).



The CNUs are encouraged to respond to the Invitation within the given deadline. In absence of a response, the AM shall ensure timely redistribution of the available place to another MS.

When assessing the nominations, the AM shall take into consideration at least the following:

- One seat is offered to every MS for each RTA, unless the number of Participants is limited to fewer due to pedagogical reasons (e.g. for train-the-Subject Matter Experts/Trainers activities);
- The nominated Participant shall comply with the target group requirements;
- Proportionate representation of various law enforcement types as relevant in the context of the activity should be considered;
- A maximum of three Participants from the same country can participate in the same training activity. Further Participants coming from the same country can only be accepted after prior approval by CEPOL.

If an offered seat is not used, it shall be re-allocated to another MS. Additional seats shall reflect the scale of the crime on the respective country, training needs, complexity of law enforcement and similar considerations related to the topic of the activity. Additional seats shall not be allocated based on the date of arrival of nominations (“first come – first served”).

In case the AM would see the reasons to modify the ranking order indicated in the **NOMINATION LIST T16** and select the second instead of the first nominee, it is recommended to initiate communication with the relevant CNU in order to find an agreement between the AM and the nominating authority. If the parties fail to reach the desired consensus, the AM shall contact CEPOL who will facilitate further communication resulting in a consensus. CEPOL shall be approached via [training@cepol.europa.eu](mailto:training@cepol.europa.eu).

When a consensus still cannot be reached after liaising with CEPOL, the provisions on Art. 1 of this Annex shall apply (Role of the AM), and the AM shall select the Participant.

The AM shall prepare the **PARTICIPANTS NOMINATION OVERVIEW T20** and send it to all CNUs and other entities who were addressed with the Invitation, copying CEPOL via [training@cepol.europa.eu](mailto:training@cepol.europa.eu).

**PARTICIPANTS NOMINATION OVERVIEW T20** does not contain any personal data related to individual Participant(s). However, it may contain the initials of the first and last name of the selected participant so the CNU can identify their selected Participant.

#### 14. CONFIRMATION OF PARTICIPANTS

**5 weeks prior** to the activity, the AM shall email the CNUs and other nominating parties informing them who of their nominated Participants have been confirmed using the

Participants Nomination Overview **T20** and that they are being informed by BCC in the current email. Also, an updated **ACTIVITY PROGRAMME T06** shall be sent by email.

- CC CEPOL via [training@cepol.europa.eu](mailto:training@cepol.europa.eu).
- BCC the selected participants attaching the Confirmation Letter **T18** AND THE User Guide for Participants **T88**.

CEPOL shall also receive (on a separate email) a list of all confirmed Participants via, in the format of **ACTIVITY - LIST OF ATTENDEES & SIGNATURES T37** whereby at least the section related to Participants is to be completed, including the contact details about their supervisors - Line Managers. The latter should be the official who can provide feedback to CEPOL in the context of the Post-course Evaluation about the performance of the Participant as a result of their participation in the activity.

It is recommended to use the “Who is who forum” in the **LEEd** for Participants introduction and expectations.

## 15. CONFIRMATION OF SUBJECT MATTER EXPERTS/TRAINERS

The AM shall use the time between **8 and 6 weeks prior** to the activity to finalise the List of Subject Matter Experts/Trainers based on responses of the Invitation collected from them. The number of days during which a Subject Matter Expert/Trainer performs tasks related to the activity is agreed with the AM (for example delivering a presentation, facilitating workshops, leading group work and similar as related to their expertise). Number of Subject Matter Experts/Trainers shall be decided during the design of the activity reflecting the concept of the activity and respecting principle of sound financial management.

If a Subject Matter Expert/Trainer declines the invitation, an appropriate replacement or change of the lesson in the Programme shall be arranged by the AM. It is recommended to contact other FPs, CEPOL’s Expert Database, EU professional networks or request assistance from CEPOL for the purpose of identification of new Subject Matter Experts/Trainers.

The AM collects the **Registration and Travel Requests T25** and acts upon it. It is recommended to communicate individually with the Subject Matter Experts/Trainers in order to agree on modalities related to costs and the way of booking:

- If applicable, the AM ensures the travel is booked accordingly, unless agreed that booking is done by the Subject Matter Expert/Trainer with a reimbursement afterwards. AM clarifies the conditions for reimbursement and provides the **REIMBURSEMENT T38** to the Subject Matter Expert/Trainer.
- If applicable, the amount of fee is to be agreed. In order to pay the fee an agreement has to be concluded in the format of an **TRAINER – SERVICE AGREEMENT T27**
- If applicable, pursuant to Article 7 the **TRAINER – PROFESSIONAL BACKGROUND T24** is collected for Subject Matter Experts/Trainers.

In case a Subject Matter Expert/Trainer who is expected to be a Self-payer, but whose sending organisation is prevented from sending them due to financial constraints, the AM can approach CEPOL via [training@cepol.europa.eu](mailto:training@cepol.europa.eu) with a request to approve the coverage of all or part of the costs. CEPOL may approve to cover such costs by exceptional, if the input of the Subject Matter Expert/Trainer is important to attain the objectives of the activity. If so, a declaration of the sending authority in the format of **TRAINER – DECLARATION T26** has to be submitted.

A list of all confirmed Subject Matter Experts/Trainers shall be sent to CEPOL via [training@cepol.europa.eu](mailto:training@cepol.europa.eu) in the format of the **ACTIVITY – LIST OF ATTENDEES & SIGNATURES** template **T37**, whereby at least the section related to Subject Matter Experts/Trainers shall be completed.

**5 weeks prior** the activity the AM shall confirm the Subject Matter Experts/Trainers by email or, if appropriate, by **TRAINER – CONFIRMATION LETTER & LOGISTICS T23**. It is recommended to send a single email to the whole group of Subject Matter Experts/Trainers and copy CEPOL via [training@cepol.europa.eu](mailto:training@cepol.europa.eu), whereby the following is provided:

- **ACTIVITY – LIST OF ATTENDEES & SIGNATURES T37** whereby the section related to both Participants and Subject Matter Experts/Trainers shall be completed
- **ACTIVITY – PROGRAMME T06** – updated version

## 16. TRAVEL BOOKING FOR SUBJECT MATTER EXPERTS/TRAINERS

The travel tickets for Subject Matter Experts/Trainers shall be booked as soon as possible after reception of the Registration and Travel Request **T25**, preferably **5 weeks prior** to the activity. AM shall book the tickets for the confirmed Subject Matter Experts/Trainers unless it was agreed that the reimbursement applies or they are self-payers.

If a cancellation or postponement is under consideration, the purchase of tickets should be postponed until a decision is taken.

## 17. TRAVEL FOR PARTICIPANTS

The AM shall be collecting and checking the completeness of the data in the **PARTICIPANT – REGISTRATION & TRAVEL REQUEST T19**. In case of insufficient clarity or discrepancies, the necessary communication with the relevant CNU shall be initiated. As the responsibility for nominations is with CNUs, they have to be involved in each communication if a direct contact to a Participant is preferred.

**4 weeks prior** to the activity, the AM shall submit the set of **PARTICIPANT – REGISTRATION & TRAVEL REQUEST T19** accompanied by the **ACTIVITY – LIST OF ATTENDEES & SIGNATURES T37** to CEPOL Travel Team via [FM.TRAVEL-TEAM@cepol.europa.eu](mailto:FM.TRAVEL-TEAM@cepol.europa.eu) whereby the section for Participants shall be completed.

The CEPOL Travel Team will commence booking for Participants. Travel tickets will be sent directly to the Participant, whereby the AM and the CNU of the sending country will be copied, or, in case of Candidate countries, the respective NCP.

**On the Law Enforcement Education Platform (LEEd)**, the AMs shall assign/enrol the Participants and Subject Matter Experts/Trainers to activity image in CEPOL's Learning Management System (LMS), which is the LEEd. It is mandatory to use the LMS before, during and after the training activity to maximise the learning effect. The activity programme, curriculum, information on logistics, welcome letter, pre-course and post-course activities or reading material shall be uploaded to the LMS. Also, all the presentations and outcomes of working groups during the RTA shall be uploaded. Family photo and other photos may also be uploaded and the Participants Feedback shall be performed on the LMS. The Participants Certificate will be available for download once the activity evaluation is completed on the LMS.

Additional guidance on how to use the LMS for training activities can be found in CEPOL online module: Activity support with LMS.

## 18. IMPLEMENTATION

The AM or a dedicated member of staff of the Organiser coordinates all logistical aspects in order to ensure appropriate environment facilitating the learning during the RTA. The AMs are encouraged to apply the following good practice:

- The final version of the Programme shall be printed for all Participants and Subject Matter Experts/Trainers, whereby the names of Subject Matter Experts/Trainers are added to the entities they are representing as indicated with their time slots.
- Table cards and badges indicating the names and country shall be provided for all Participants, Subject Matter Experts/Trainers and AM team, as well as Invited Guests.
- CEPOL provides corporate items which arrive usually 2 weeks prior to the activity. If it is not the case, a query shall be sent to: [communications@cepol.europa.eu](mailto:communications@cepol.europa.eu).
- Certificates of attendance for Participants are self-retrieved from the LMS (future LEEd) after the Evaluation is concluded. Activity Managers may also deliver Certificates to Subject Matter Experts/Trainers whereby the template **CERTIFICATE T36** and **TRAINER – APPRECIATION LETTER T31** are to be used to ensure consisted corporate identity of CEPOL.

## 19. FEEDBACK/EVALUATION

At the end of the activity the AM invites Participants and Subject Matter Experts/Trainers to complete the Feedback Forms in the format of **TRAINER – FEEDBACK T32** and **PARTICIPANT FEEDBACK T33, T34** or **T35** [on the LMS].

- Feedback from Participants is mandatory on the LMS. It shall be performed on the last day of the activity. In case there are technical problems, the AM can define a posterior deadline for all participants to complete the evaluation.

- Preferably, the feedback from Subject Matter Experts/Trainers shall also be performed on the LMS.
- The AM shall ensure that summary excel files are as generated from LMS - one for Participants, one for Subject Matter Experts/Trainers.
- If feedback by Subject Matter Experts/Trainers is provided on hardcopies, the AM shall ensure that it is converted into electronic format of an excel file in format of **FEEDBACK SUMMARY T40** (Courses), **T41** (Seminars) or **T42** (Conferences).

This Feedback summary is source of information for the **ACTIVITY MANAGER – TRAINING REPORT T43**. It also feeds into the two-steps evaluation of the activity, whereby the second part is performed after the activity.

## 20. ASSESSMENT

For assessment, summative or formative testing shall be arranged by the AM in line with the provisions of the current Decision and 12/2016/GB on CEPOL Training Evaluation Methodology. AMs may choose to engage test designers and pay their fees in line with the same provisions as for Subject Matter Experts/Trainers.

## 21. NEWS RELEASE

**1 week after** the activity the AM shall prepare an **ACTIVITY – NEWS RELEASE T45** based on “**Guidelines on a news release**” on the activity to be published on CEPOL's website. The news release shall be sent via email to [communications@cepol.europa.eu](mailto:communications@cepol.europa.eu), if possible a picture can be attached providing a consent of persons on the picture was obtained.

## 22. BUDGET OVERVIEW

1 week after the implementation of the activity, the AM shall inform CEPOL about the budget implementation, giving an overview on whether the draft budget and the actual expenses are in accordance, even if some invoices are missing, via [training@cepol.europa.eu](mailto:training@cepol.europa.eu).

## 23. FINAL LIST

1 week after the activity the AM shall submit the final list of Participants, Subject Matter Experts/Trainers, Organiser's team and guests in the format of **ACTIVITY – LIST OF ATTENDEES & SIGNATURES T37** to CEPOL, only on electronic version, via [training@cepol.europa.eu](mailto:training@cepol.europa.eu).

## 24. APPRECIATION LETTERS & FEEDBACK TO SUBJECT MATTER EXPERTS/TRAINERS

A copy of feedback from participants [retrieved from the LMS] shall be sent by the AM to all the Subject Matter Experts/Trainers. In case the Subject Matter Experts/Trainers are enrolled to the activity, they shall be informed on how they can directly access the Evaluation Summary on the LMS – Course Image (in this case, there is no need to send the feedback).

It is recommended that **1 to 4 weeks after** the activity, together with the feedback, the AM distributes personalised Appreciation Letters to Subject Matter Experts/Trainers. It may be addressed to the hierarchy appointing the these if it applies. The purpose of the letter is to highlight the contribution of the Subject Matter Expert/Trainer, appreciate the commitment of the authority appointing the Subject Matter Expert/Trainer, and secure further good professional contacts.

## 25. TRAINING REPORT

At the latest **6 weeks after** the activity, the AM shall send electronically the Training Report package **(P3)** to CEPOL via [training@cepol.europa.eu](mailto:training@cepol.europa.eu).

The Report consists of:

- **ACTIVITY – LIST OF ATTENDEES & SIGNATURES** **T37**
- **ACTIVITY MANAGER – TRAINING REPORT** **T43**
- **ACTIVITY EVALUATION** – excel file retrieved from the LMS.
- **ACTIVITY – PROGRAMME** **T06**
- **ACTIVITY CURRICULUM** **T05**

## 26. GRANT OPERATIONAL VERIFICATION

As part of the reimbursement process CEPOL verifies operationally whether the grant conditions have been fulfilled and prepares an **ACTIVITY – GRANT OPERATIONAL VERIFICATION** **T46** report.

## 27. FINANCIAL REPORT

Within **10 weeks after** the activity, the AM shall send a completed and signed “**Financial report package**” **(P4)** via post to CEPOL’s correspondence address in accordance with the financial rules for CEPOL Residential Activities, **as well as information on the final expenditure by email to** [training@cepol.europa.eu](mailto:training@cepol.europa.eu).

This report shall include originals or certified copies as follows:

- **BUDGET – FINANCIAL REPORT** **T44**
- Signed **ACTIVITY – LIST OF ATTENDEES & SIGNATURES** **T37**
- **TRAINER – SERVICE AGREEMENTS** **T27**, if applicable



- **ACTIVITY PROGRAMME T06**
- **PREPARATORY MEETING LIST OF ATTENDEES T10** (If applicable)
- Training report package (Activity Manager's report and all attachments) – only via post as the electronic version was already sent to [training@cepol.europa.eu](mailto:training@cepol.europa.eu) 6 weeks after the activity.

If the Organiser is prevented from submitting the “Financial report package” within the given deadline, a request to CEPOL via [training@cepol.europa.eu](mailto:training@cepol.europa.eu) shall be submitted at the earliest opportunity, to postpone the deadline. The reasons shall be explained in order to provide sufficient substance for a decision-making.

## **28. REIMBURSEMENT TO FRAMEWORK PARTNERS**

**60 Days after** receiving the financial report package, CEPOL shall reimburse the claimed eligible costs to the FP in line with the financial rules for CEPOL Residential Activities.

## **29. EVALUATION POST-ACTIVITY EVALUATION**

**4-14 months after** the activity, all Participants (**T47**) and their Supervisors/Line Managers – (**T48**) indicated in their Travel and Registration will be contacted via the emails provided to CEPOL in the context of the Post-Evaluation procedure. They will be requested to answer a set of questions by means of an online survey related to the benefit of the CEPOL activity for the professional development of the person as well as organisational impact of the activity.



**Functional Mailboxes:**

- [grants@cepol.europa.eu](mailto:grants@cepol.europa.eu) – for grants, grant decisions and amendments to grants
- [training@cepol.europa.eu](mailto:training@cepol.europa.eu) – for the majority of communication related to a residential activity
- [communications@cepol.europa.eu](mailto:communications@cepol.europa.eu) – for press release and corporate items
- [fm.travel-team@cepol.europa.eu](mailto:fm.travel-team@cepol.europa.eu) – for travel for Participants covered by CEPOL

### ANNEX III - TEMPLATE REPOSITORY

(Template number)	(Template name)
T01	Timeline & Checklist
T02	Budget Template - <b>mandatory</b>
T03	Activity Manager – Appointment - <b>mandatory</b>
T05	Activity Curriculum - <b>mandatory</b>
T06	Activity Programme - <b>mandatory</b>
T07	Preparation Meeting – Invitation
T08	Preparatory Meeting – Agenda
T09	Preparatory Meeting – Registration & Travel Request
T10	Preparatory Meeting – List of Attendees & Signatures
T11	Preparatory Meeting – Outcomes
T12	Preparatory Meeting – Reimbursement
T13	Activity – News Release (pre-activity)
T14	Participants Invitation Letter- <b>mandatory</b>
T15	Participant – Profile
T16	Participants Nomination List (by country) - <b>mandatory</b>
T17	Activity Reminder
T18	Participant – Confirmation Letter & Logistics - <b>mandatory</b>
T19	Participant – Registration & Travel Request - <b>mandatory</b>
T20	Participants Nomination Overview (by organiser) - <b>mandatory</b>
T21	Activity Cancellation or Postponement
T22	Subject Matter Expert/Trainer – Invitation Letter
T23	Subject Matter Expert/Trainer – Confirmation Letter & Logistics - <b>mandatory</b>
T24	Subject Matter Expert/Trainer – Professional Background
T25	Subject Matter Expert/Trainer – Registration & Travel Request
T26	Subject Matter Expert/Trainer – Declaration (in costs are supported by CEPOL)
T27	Subject Matter Expert/Trainer – Service Agreement (fees)
T28	Participant – Welcome Letter
T29	Participant – Personal Reflections
T30	Participant – Daily Feedback
T31	Subject Matter Expert/Trainer – Appreciation Letter
T32	Subject Matter Expert/Trainer – Feedback – on the LMS - <b>mandatory</b>
T33	Participant Feedback – Course – on the LMS - <b>mandatory</b>
T34	Participant Feedback – Seminar – on the LMS - <b>mandatory</b>

T35	Participant Feedback – Conference- on the LMS - <b>mandatory</b>
T36	Certificate
T37	Activity – List of Attendees & Signatures - <b>mandatory</b>
T38	Reimbursement
T39	Activity – Tool for Optional Evaluation
T40	Activity Evaluation – Data Collection (course)
T41	Activity Evaluation – Data Collection (seminar)
T42	Activity Evaluation – Data Collection (conference)
T43	Activity Manager – Training Report - <b>mandatory</b>
T44	Budget – Financial Report - <b>mandatory</b>
T45	Activity – News Release (post-activity)
T80	Budget – Financial Identification
T81	Budget – Legal Entity (public orgs)
T82	Budget – Legal Entity (private orgs)
T83	Budget – Legal Entity (individuals)
T84	Budget Instructions
T85	Budget – Regulation 2016_1611
T86	Activity Manager – Recommendations
T87	Subject Matter Expert/Trainer – Recommendations
T88	User Guide for Participants - <b>mandatory</b>
	COVID-19 Safety Guidelines