



**ISO 9001:2015
Certified Management System for
CEPOL Exchange Programme**

**USER GUIDE FOR
THE CEPOL EXCHANGE
PROGRAMME**
Inspired by Erasmus

UG.EXPR.001-10

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1. Introduction

This document provides guidelines for participation in the CEPOL Exchange Programme (hereinafter CEP or Programme). It aims to assist exchangees, hosts, as well as the National Exchange Coordinators (NECs) and Single Point of Contacts (SPOC) in the context of exchanges. Participation in the programme is available for applicants of EU Member States¹, and those non EU Member States the CEPOL Executive Director has decided to include in the Programme.

2. About CEPOL

CEPOL, the European Union Agency for Law Enforcement Training, is tasked with organising training for law enforcement officials in the Member States of the European Union (EU). It began operating in 2001 and provided training for senior police officers and experts and in 2016 expanded its mandate to all law enforcement officials of all ranks (EU Regulation 2015/2219 of the European Parliament and the Council).

The aim of CEPOL is to support, develop, implement and coordinate training for law enforcement officials in particular in the areas of prevention of and fight against serious and organised crime, terrorism, public order including training in law enforcement leadership and language skills.

More specifically elements of its tasks are to:

- Develop, implement and coordinate law enforcement training addressing specific criminal or policing thematic areas;
- Facilitate exchanges, study visits and secondments for law enforcement officials;
- Raise awareness on Union bodies in particular Europol, Eurojust and Frontex;
- Train the trainers and assist in improving exchanging best learning practice;
- Develop common curricula on specific subjects with a Union dimension;
- Support web-based e-learning and other innovative and advanced training activities through an electronic network;
- Support Union missions and capacity building in third countries.

The Agency cooperates with a wide range of partners, including other European Union agencies such as EASO, EIGE, EMCDDA, eu-LISA, Eurojust, Europol, FRA and Frontex, other partners like EJTN and OLAF together with international organisations such as Interpol. CEPOL stipulates working arrangements with countries, in particular the candidate, potential candidate and neighbourhood partnership countries.

In reference to CEPOL's mandate (EU Regulation 2015/2219 of the European Parliament and the Council, Article 2 (1) (a) (b)), law enforcement officials means staff of police, customs and other relevant services, as defined by individual Member States, that are responsible for, and staff of Union bodies that have tasks relating to, the following:

(a) the prevention of and fight against serious crime affecting two or more Member States, terrorism and forms of crime that affect a common interest covered by a Union policy; or

(b) crisis management and public order, in particular international policing of major events.

For further information, please visit the CEPOL website at: <http://www.cepola.europa.eu>

¹ In line with the preamble (25) (26) of the EU Regulation 2015/2219 of the European Parliament and the Council, participation of Denmark in the Exchange Programme is not funded by CEPOL.

3. About the CEPOL Exchange Programme

The CEPOL Exchange Programme was originally set up in accordance with the Hague Programme (2004), followed by the Stockholm Programme² as adopted by the Member States in 2009. The latter as well as the Council Conclusions on 26 April 2010 invited CEPOL to develop and conduct an Erasmus-style Exchange Programme for police officers.

The CEPOL Exchange Programme fulfils CEPOL's mission to contribute to European law enforcement cooperation through learning to the benefit of European citizens through the following objectives:

- apply knowledge relevant to the exchangee's field of expertise in a multicultural environment within the framework of a practice-related training programme;
- disseminate and share good practice at European level;
- contribute to the creation of a European law enforcement culture;
- obtain and promote mutual learning and networking.

The CEPOL Exchange Programme is a CEPOL flagship activity started already in 2007, at that time financed via first AGIS then ISEC. Following Council Conclusions in 2010, CEPOL took over the financial section from its own budget allocations ensuring a smoother and more efficient administration of the programme.

During the years multiple changes were introduced to better tailor the training needs of European law enforcement authorities towards the challenges they face. In 2016 the target group of the Exchange Programme was extended to all law enforcement authorities by the new mandate of CEPOL. In accordance with the new regulation not only police but customs and tax authorities, border guard agencies as well as prosecutors enforcing the law can benefit from this training tool.

The Erasmus-style method is a learning activity, which provides exchangees the opportunity to create a network of colleagues and familiarise themselves with the working methods of other countries by exchanging experiences and sharing expertise. On a longer term it contributes to build trust and to establish a more efficient cooperation amongst not only the EU Member States, but all other involved countries, that fits well with the aspirations of the new EU Security Union Strategy. The Strategy focuses on three priority areas: fighting organised crime and human trafficking, countering terrorism and radicalisation and fighting cybercrime. It aims to build the tools, infrastructure and environment at EU level in which national authorities can work together effectively to tackle shared challenges. Within the Strategy there is a particular role for enhanced skills in law enforcement. The current and new technological threats calls for more investment in upskilling law enforcement personnel at the earliest stage and throughout their career, where the CEPOL Exchange Programme can contribute effectively and continue assisting Member States in this task.

In order to enhance inter-agency collaboration, as of 2020 CEPOL-EJTN joint exchanges are to be implemented in the area of judicial cooperation with interested officials. Law enforcement participants are funded by CEPOL while judiciary participants (non-law enforcement) are funded by EJTN.

CEPOL is also responsible for the implementation of various EU funded projects – coordinated by the International Cooperation Unit (ICU) - that also integrate exchanges in their learning portfolio. Such CEPOL ICU projects implemented exchanges are also regulated via this User Guide and include 3 projects: CT INFLOW, EUROMED Police and TOPCOP.

² As stipulated in the Stockholm Programme, Par. 1.2.6, p. C 115/7:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2010:115:0001:0038:en:PDF>

The overall objective of CT INFLOW project is to contribute to preventing and disrupting terrorist networks and the activities of recruiters to terrorism, cut off terrorist funding and bring terrorists to justice while continuing to respect human rights and international law, while supporting partner countries in Africa and the Middle East as well as international organisations to improve best practices for the exchange of information, cross-border investigations and prosecutions, in particular of foreign terrorist fighters and individuals suspected of planning or carrying out terrorist offences.

The overall objective of the European Union funded EUROMED Police action shall be to contribute to enhancing institutional capacity to protect EU neighbours' citizens against transnational serious and organized crime. The specific objectives are to enhance the operational capacities of the South Partner Countries (SPC), to fight serious and organized crime, and to strengthen strategic cooperation between national law enforcement authorities in SPC, as well as between SPC and EU MS and EU agencies.

The overall objective of the TOPCOP project shall be to improve effectiveness in fighting transnational organised crime in priority crime areas by strengthen strategic and operational cooperation between law enforcement authorities in the EaP countries, EU MS and EU agencies and build the capacity of relevant law enforcement services of the partner countries to fight against organised and serious international crime.

3.1 Coordination and Communication

The CEPOL Exchange Programme is coordinated by a team at CEPOL. A National Exchange Coordinator (NEC) or Single Point of Contact (SPOC) – in the context of ICU beneficiary countries - is appointed in each country. The NEC or SPOC is responsible for facilitating and coordinating the sending and hosting of exchangees, as well as contacts between the exchangees and the hosts. The NEC or SPOC also acts as the communication link with CEPOL.

All documents mentioned in this user guide are to be sent via the NEC to the CEPOL Exchange Team or respectively via the SPOC to the CEPOL ICU Project Teams in the context of Project led exchanges. Documents sent individually or not via the NECs or SPOCs will not be accepted.

3.2 Target Group

The programme is a bilateral exchange of law enforcement officials consisting of experts, leaders, trainers and researchers.

1. General Exchange Programme (including CEPOL-EJTN Joint Exchange Programme)

In the General Exchange Programme the following countries are funded by CEPOL: Member States of the European Union³, European Union Candidate Countries, Potential Candidate Countries, Eastern Partnership Countries⁴ and Western Balkan Countries. Associated countries such as Iceland, Lichtenstein, Norway and Switzerland can take part in the programme on their own cost.

2. CEPOL ICU Exchange Programme

The CEPOL ICU Exchange Programme is a bilateral exchange of law enforcement officials, prosecutors, tax and customs officials, Financial Investigation Unit (FIU) officials and judiciary officials on topics related to the respective projects.

³ with reference to the preamble (25) (26) of the EU Regulation 2015/2219 of the European Parliament and the Council, Denmark can take part in the programme on their own cost

⁴ Armenia, Georgia, Moldova and Ukraine

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All EU Member States and the Associated Countries⁵ can nominate participants for the CEPOL ICU Exchange Programme.

With reference to the preamble (25) (26) of the EU Regulation 2015/2219 of the European Parliament and the Council, Denmark as well as Norway, Iceland and Lichtenstein can take part in the programme on their own cost.

In the CT INFLOW project (Counter-Terrorism Information Exchange and Criminal Justice Responses) the following countries are funded by the European Union: Algeria, Jordan, Lebanon, Morocco, Tunisia, and organisations such as AFRIPOL, League of Arab States and African Union;

In the EUROMED Police project the following countries are funded by the European Union: Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine Authority, Tunisia, and organisations such as AFRIPOL and League of Arab States;

In the TOPCOP project (Training and Operational Partnership Against Organised Crime) project the following countries are funded by the European Union: Armenia, Azerbaijan, Georgia, Moldova, Ukraine (and Belarus: currently on hold).

4. Conditions for participation

CEPOL does not determine a maximum number of applications per country for the CEPOL Exchange Programme, however a fair distribution of nominations in line with budget availability will be ensured by the CEPOL Exchange Team and the respective CEPOL ICU Project Teams, giving priority to 1) thematic areas in line with the EMPACT Policy Cycle OAPs, 2) thematic areas prioritised at European level and 3) national/regional operational priorities. CEPOL together with EJTN will select those that belong under judicial cooperation. Exchangees belonging to ICU projects will be selected by the respective Project Teams. Beyond that, countries are encouraged to nominate **pre-matched exchanges** identified on the basis of above said priorities.

Candidates can be nominated if they:

- have a reasonable level of English (at least level B1⁶) which enables them to communicate with CEPOL and colleagues about enforcing the law on the selected topic;
- have a minimum of three (3) years of work experience and expertise in the defined specialised category;
- have not participated in the Exchange Programme during the last three years;
- have a need and readiness for individual learning;
- have the ability and willingness to cascade newly gained knowledge both on a European and on a national level.

Language

The main language is English, however, for an exchange it is possible to use other languages, including, but not limited to French, German, Spanish, Italian, Russian, Scandinavian languages as well as Turkish or Arabic etc. This is subject to agreement between the exchange partners, who both must have an adequate level of their chosen language in order for an effective exchange to take place. Therefore it is important to indicate in the application form which languages the exchangee can use.

However, all documentation and the feedback must be completed and communicated to CEPOL in English.

⁵ Iceland, Lichtenstein, Norway, Switzerland

⁶ European Language Pass: <http://europass.cedefop.europa.eu/en/home>

5. Use of the eLearning platform, LEEed

CEPOL's novel eLearning platform, LEEed (**L**aw **E**nforcement **E**ducation) is an online training system aimed at enhancing the online learning experience of users. Within this platform, the CEPOL Exchange Programme provides opportunity to the exchangees and their hosts to facilitate their communication with each other and with the CEPOL Exchange Programme Team and the respective CEPOL ICU Project Teams. The platform provides different training materials from CEPOL and other partners, such as webinars, online modules, e-lessons and other online training materials such as e-books and e-journals on specific topics.

The LEEed is available for EU MS and those countries with whom CEPOL has a working arrangement. CT INFLOW, EUROMED Police and TOPCOP projects' beneficiary countries will also be able to access the LEEed platform and access project-related materials (courses, webinars etc).

For the purposes of the implementation of the Exchange Programme a special platform is set up every year (Exchange Programme platform) on LEEed. Users can find there all the necessary templates of the Exchange Programme as well as useful information and instructions in relation to the different stages of the programme. Furthermore, exchangees are given the chance to exchange their experience and ask questions via various forums.

All surveys necessary for the implementation of the programme are also done using the LEEed platform.

Registration on LEEed site is required to join the CEPOL Exchange Programme platform. For this the registration form has to be completed on <https://leed.cepola.europa.eu> (click "registration" on the top right corner). In case of the General Exchange Programme, the exchangees' national LEEed manager will validate their account, and in the context of ICU Exchange Programme, the respective projects' team member will approve the exchangees' registration. The NECs or SPOCs can also provide the exchangees with a separate document explaining 'How to register' on CEPOL website in order to facilitate registration.

LEEed registration - for those who do not have a valid CEPOL LEEed account - shall be completed immediately after being selected for the Exchange Programme.

For further information on CEPOL's eLearning platform, LEEed, please visit CEPOL website: www.cepola.europa.eu.

6. The Exchange

6.1 Definitions

The terminology used here is "exchangee" and "host". The exchangee is the person who leaves to visit another country. The host is the person who receives the exchangee.

"Learning" implies the process of gaining new knowledge or insights either through studying but also through experiencing new things or being taught by others. This includes becoming aware of something by information or from observation.

"Cascading" of the knowledge means that exchangee shares with other colleagues the knowledge gained during the exchange, hence the period of cascading will follow after the exchange has taken place. The exchangees need to describe the activities they plan to do after implementing the programme, in order to share their newly gained knowledge with their colleagues in their home country and organisation.

6.2 Bilateral basis

The principle of the Exchange Programme is that the exchange should be done on a bilateral basis. Each sending country also functions as a hosting country, i.e. each exchangee goes to one country and is also expected to host the colleague from the country s/he visited. Each exchange is organised around one specific topic.

Moreover, as not all countries have the same amount of exchangees and the topics may not be identical, it can happen that some hosts may receive more than one exchangee. Please note that the application form contains the possibility to indicate how many exchangees you can host, be it one at a time or as a group.

A unilateral exchange can take place to a country, who can participate in the programme at their own cost.

6.3 Sections

The CEPOL Exchange Programme in 2021 is divided into three sections:

1. The General Exchange Programme
2. The CEPOL-EJTN Joint Exchange Programme
3. CEPOL ICU Exchange Programme

6.4 Thematic areas and sub-thematic areas

The Exchange Programme is divided into several thematic areas and sub thematic areas.

Exchangees can choose the topic that aligns with CEPOL thematic areas (as indicated in the application form). The thematic and sub thematic areas to choose from follow CEPOL priorities as determined by its Management Board through the Single Programming Document in line with the Justice and Home Affairs policies of the EU.

Dedicated sub thematic areas are defined for those applying under CEPOL-EJTN joint exchanges in the judiciary cooperation thematic area.

In section three (CEPOL ICU Exchange Programme) each project will offer participation in sub-thematic areas related to the objectives of the respective project.

6.5 The different steps

The exchange consists of the following stages:

- 1) Nomination process
- 2) Selection process
- 3) Preparation
- 4) Exchange period
- 5) Cascading activities
- 6) Feedback and narrative report
- 7) Certificate of participation

Please note: after Step 1 (Nomination process) the General Exchange Programme (including the CEPOL-EJTN Joint Exchange Programme) and the CEPOL ICU Exchange Programme manages their respective applications separately, including the implementation of the successfully selected candidates and the feedback process.

1. Call for Nominations

A call for nominations will be sent out by CEPOL, EJTN and ICU projects to its partners and the National Exchange Coordinators (NECs) and Single Point of Contacts (SPOCs) who will then distribute the information to the national bodies. A deadline will be given within which applications for participation in the specific categories must be received by CEPOL. Countries are encouraged to nominate pre-matched exchanges.

2. Selection Process

For the selection process the following steps are required:

- 1) Potential exchangees **must submit an Application Form** including a Europass CV (*FO EXPR 001-10 Application Form*) **to the NEC or the SPOC respectively in case of ICU beneficiary countries.**
- 2) The NEC/SPOC will then make sure that the content is in accordance with the User Guide and will send a list of candidates from the country together with the application forms to the CEPOL Exchange Team/CEPOL ICU Project Teams within the deadline stipulated in the Call for Nominations. Applications received after the deadline will not be accepted.
- 3) The Exchange Team/ICU Project Teams at CEPOL will then enter into a matching process (for those, who have no counterpart indicated on the application form) in order to find hosting countries/counterparts fitting the requirements. As of 2018 the agency has in force target numbers for specific thematic areas.
Note: The target numbers do not apply to CEPOL ICU exchanges as all projects have specific sub-thematic areas.
- 4) After the matching process, the Exchange Team/ICU Project Teams at CEPOL will inform the NEC/SPOC about the selected exchangees and their counterparts. The NEC/SPOC then makes sure, that selected exchangees receive the host's contact details (if not pre-matched) so that they can discuss the details of their exchange programme, designate the exchange periods in both countries and prepare the activity plans and travel plans.
- 5) After being informed about the successful selection, exchangees must immediately register on the LEEed (ref. to section 5), unless this person already has a valid LEEed account.
- 6) Within 2 weeks after the dissemination of the matching outcome the selected participants are to contact their counterpart to discuss the details of their exchange programme, plan the exchange dates and prepare their activity plans.
- 7) 4 weeks after the confirmation of the successful selection, the NECs/SPOCs must submit the selected participants' Travel Request Form and Activity Plan (*please refer to page 10*) completed and signed or must inform the Exchange Team/ICU Project Teams about any contacting or other difficulty between the counterparts. In case no feedback is received within the 4-week deadline, s/he will be considered as step back from the Exchange Programme in the concerned year.

3. Preparation

After having received the information about their participation in the Exchange Programme, exchangees will have 4 weeks to take up contact with each other for three purposes:

- 1) To check whether the matching has been adequate and counterparts will be able to meet the professional standard and learning needs;
- 2) To combine the dates of the exchanges as an exchangee and as a host;
- 3) To agree on the details for the exchange and the programme components;
- 4) To send the Travel Request Form and the Activity Plan completed and signed (only in case of the Travel Request Form) to their NEC/SPOC.

After the contact has been made between the counterparts, exchangees have to duly inform their NEC/SPOC about the result and about the planned exchange dates.

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During the first contacts it is useful to define expectations in advance and preferably together with the line manager, the objectives of the stay abroad, in particular learning outcomes, specific topics and the way of working in the hosting country. This can be relevant during the cooperation with the host when preparing **Activity Plan** (*TE EXPR 003-9 Activity Plan*).

An even distribution of exchanges during the whole year is essential for good organisation and hence for the success of the Exchange Programme; therefore it is possible that exchangees can be asked to change the dates if it is planned in a particularly busy period. It is expected that all CEPOL exchanges will be finished by **19 November 2021**.

Latest 4 weeks after the notification of the successful selection, the exchangee is asked to submit – through the NEC – the following documents:

a) **Travel Request Form** (*FO EXPR 003-11 Travel Request Form*)

This document contains all technical details about the travel (personal data, exchange period, the date of departure and return travel, means of transportation, hotel proposals, etc.).

While giving hotel options, priority should be given to hotels in a reasonable distance from the place of activities during the exchange, offering breakfast (or half board service in case of ICU Exchange Programme) with a price under the hosting country's ceiling limit. It is, however not guaranteed that the suggested hotels will be booked as the Exchange Team/ICU Project Teams has to consider the financial regulations regarding costs.

Please note that in case the hotels listed on the Travel Request Form are not available, CEPOL is authorised to book an alternative, at least 3-star hotel in the vicinity of the proposed hotels.

b) **Activity Plan** (*TE EXPR 003-9 Activity Plan*)

First part of this document contains the agenda of activities during the exchange abroad (in the hosting country). This **must** be prepared in close cooperation with the host identifying also learning expectations of the exchange.

Second part of this document shows activities after the exchange period, called **cascading plan**. Here the exchangee has to identify how s/he plans to share gained experiences of the Exchange Programme with colleagues in the home country's organisation. Sharing of experience can be through delivering a presentation, write an article to a professional journal, e-learning, discussion forums, etc. Cascading of the knowledge can be done within your unit / academy, in national / international courses or conferences, on the internet, etc. If in doubt about how to identify Cascading options the NEC/SPOC can provide advise.

Above documents have to be sent via the National Exchange Coordinators or via the Single Point of Contacts in case of ICU project beneficiary countries to CEPOL Exchange Programme Team/CEPOL ICU Project Teams. Only the full pack of these documents will be accepted in order to start the booking procedure at CEPOL. In case of late submission of the documents, the Exchange Team/ICU Project Teams reserves the right to ask for the exchange to be rescheduled to a later date.

Visa

Exchangees might require a **visa** to travel to the country of their selected counterpart. The following issues are to be considered:

- The application and issuing procedure may take a considerable length of time. Exchangees have to ensure that any visa application has been submitted by them in line with the timeframe defined by the visa regulations valid in the country of residence/country of the application!
- There might be costs involved with obtaining a visa which cannot be covered by CEPOL. The sending country is expected to cover the costs of any required visa for exchangees.

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It is recommended to take up contact with the relevant Embassy/Consulate as soon as the exchangee receives the information which country s/he will be going to.

For hosting countries, a **model invitation letter** is often required for a visa and it can be found under the document named *TE EXPR 006-4 Invitation Letter for Visa or TE EXPR 008-1 Invitation Letter for Visa_ICU* (respectively for ICU exchanges). It will be needed to amend it to specific national requirements which must be clarified beforehand.

The hosting countries are kindly invited to liaise, as early as possible after the identification of the exchangees, with the relevant visa issuing and border/immigration authorities (of the sending and hosting countries respectively) in order to facilitate visa issuance and entry arrangements for the visiting officers. Written communications to the relevant authorities highlighting the relevance of swift visa processing to allow participation into the CEPOL Exchange Programme are highly recommended.

Timely application for a visa is responsibility of the sending country/exchangee. In case visa does not arrive on time before travelling due to a late application from the sending country CEPOL might recover any costs for bookings already made for the exchangee. This is not valid if the reason for the delay is connected with political or other circumstances within the issuing country.

Insurance

Neither CEPOL nor the hosting country takes any liability in case of any incident for which insurance is required. Also the flight booking does not include any travel insurance.

4. Exchange Period

The length of the exchange period covers 6 days / 5 nights, min. 5 working days, weekend not included. Deviation from this rule can be considered and approved by CEPOL Exchange Programme team in case operational reasons require so.

In order to ensure the working days are fully used, bookings will be made in such a way that the exchangee will be able to start with the exchange on Monday morning 9:00hrs; this involves travelling on Sunday. The return flight/train/bus/ferry will be arranged in such a way that the exchangee leaves the law enforcement premises not before Friday lunch time; this implies departure times no earlier than 14:00hrs.

The CEPOL Exchange Programme must be finalised by **19 November 2021**, which means all exchanges should be completed by this date.

5. Cascading of knowledge

Cascading of newly gained knowledge is one of the most important features of the programme.

Cascading of the knowledge means that exchangee shares with other colleagues the knowledge gained during the exchange, hence, the period of cascading will follow after the exchange has taken place. Your plan for cascading your knowledge is described in the **Activity Plan** (*TE EXPR 003-9 Activity Plan*).

In order to fulfil the aims of the Exchange Programme, it is essential that the exchangees share the new knowledge with other colleagues after the completion of the exchange period. Cascading is needed to be incorporated in the learning objectives.

In case the cascading plan has changed after the completion of the programme, a revised cascading plan is required to be submitted – through the National Exchange Coordinator/Single Point of Contact - to the Exchange Programme Team/ICU Project Teams.

6. Feedback and Narrative Report

Two weeks after the implementation of the exchange period as an exchangee is requested to provide feedback and to prepare a **Narrative Report** (*RP EXPR 001-9 Narrative Report*).

Feedback is given on the electronic survey based in the LEEd. It gives a clear picture of whether and to which extent the objectives of the project have been achieved; furthermore, lessons can be learned from this information for future exchange programmes.

The Narrative Report gives detailed information on how individual exchangeees experienced their stay in the hosting countries; which lessons they have learned and which best practices they have managed to exchange. The aim of the Narrative Report is to make this information available for all those taking part in the Exchange Programme and to build up an e-learning environment for the future. It is not possible to step back from submitting a Narrative Report, but for operational reasons it is possible to request not publishing and/or sharing the report.

7. Certificate of Participation

After completion of the programme, exchangeees who fulfilled all their obligations and submitted full documentation as well as provided feedback in the LEEed will be awarded a certificate. The certificate can be downloaded from the LEEed platform.

7. Costs

CEPOL covers the following costs for the exchange:

- **International transport**

CEPOL will pay for the return transport (flight, international train, bus or ferry) from the main international airport/train station/bus station/ferry station that is situated closest to the place of duty to the main international airport/train station/bus station/ferry station that is situated closest to the place of the main activities in the hosting country, while respecting the principle of sound financial management. If the distance in the sending country is more than 300 km to the nearest international airport/train station/bus station/ferry station CEPOL will cover this domestic transportation if requested. Please note that the closest international airport can be in a different country.

Please note that private detour or extensions of stay for private reasons are not facilitated by CEPOL. In case of business detour, CEPOL will provide only one way ticket and leave the return to the other authority. 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.

Travel by car can also be one of the transportation options. This has to be requested when submitting the travel request form and it is subject of CEPOL Management Approval.

The cost of travelling by car 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 (800km round trip) to which toll fees and parking costs can be added.

Request for reimbursement has to be submitted to CEPOL using the appropriate **Reimbursement forms for car travel** (*FO EXPR 005-3 Individual Reimbursement Form Finance* and *FO EXPR 007-2 Participant Reimbursement Form for Car Travel*) and other relevant supporting documents, which will be checked by the CEPOL Exchange Programme Team/CEPOL ICU Project Team. The originals of the documents (including originals of toll fee payment) must be sent to CEPOL Headquarter by mail before CEPOL can initiate the reimbursement.

Exchangeees should be advised that CEPOL will not reimburse individuals by transferring money to private bank accounts. Reimbursement is only possible to law enforcement organisations (sending authorities) who are registered in CEPOL's accounting system, ABAC.

Reimbursement requests for car travel will only be processed within the year when the exchange took place. All documents, claims should therefore be submitted through the National Exchange Coordinator/Single Point of Contact within 4 weeks after the completion of the exchange.

As CEPOL does not provide lunches, dinners (except in case of ICU Exchange Programme) and domestic transport, it is expected that the sending country covers these expenses for its exchangeees.

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Equally, CEPOL does not cover any expenses to the host related to the hosting activities in the host's country, neither the costs related to insurance or visa.

Please note: Bookings are made based on the offers of the travel agency, taking into consideration the best available transport option, the agenda of the activity and CEPOL's financial guidelines. Please note that CEPOL is NOT required to consult with participants on possible travel options and CEPOL is authorised to book alternative flight/train/bus/ferry option in case the preferred option does not fulfil the above criteria.

Tickets sent electronically or by surface mail by the travel agency are already purchased, and they are not refundable and not changeable.

- **Accommodation, including meals**

Accommodation and breakfast (in the context of General Exchange Programme) are paid for in advance by CEPOL; beyond these costs any extra private consumption and charges in the hotel will be the responsibility of the exchangee. Should there be a matter of discussion, the service provider (travel agency) issuing the ticket/booking confirmation and/or CEPOL Exchange Team/CEPOL ICU Project Teams must be contacted immediately.

Note: Based on the different funding of the exchanges for the ICU projects, exchangees of the ICU Exchange Programme will be facilitated by accommodation including breakfast and dinner, paid in advance.

Information for Dog Handlers

In case a service dog is involved, the dog handler has to make arrangements and cover the costs for this him/herself. CEPOL cannot cover any costs nor be held liable for any other requirements or incidents with regard to service dogs.

Exchangees have to be aware of the following issues:

- Countries have different requirements for bringing a dog into another country including evidence of vaccinations etc.
- Most hotels do not accept animals in the rooms. Exchangees will have to clarify whether the hosting organisation has facilities where the dog can stay overnight.
- Different airlines have different provisions for transporting of animals, either on board or in the luggage compartment. Also costs for transportation vary.

Dog handlers have to make sure that they obtain all the relevant information on time and check whether the hosting country is prepared to receive and support an exchangee with a dog.

7.1 Stepping back from the Programme

Stepping back from the Exchange Programme must be **avoided as far as possible** as this not only has logistical consequences but also has an impact on the counterpart.

If it becomes necessary to step back the Exchange Team/ICU Project Teams must be informed as early as possible via the NEC or in case of ICU projects via the SPOC. In case of a step-back, the sending country is welcome to nominate a suitable replacement that fulfils the requirements of the step backed person and pending approval of the Exchange Team/ICU Project Teams.

If this happens AFTER CEPOL has committed funds and these cannot be reimbursed, the exchangee can be requested to reimburse CEPOL for its costs unless due to serious illness (medical certificate is required) or other force majeure situation. If the sending country covers the cost for an approved replacement's travel, CEPOL will not request recovery of committed funds.

Please note all replacements are subject to approval of the Exchange Programme Team/ICU Project Teams and the approval of the counterpart.

8. Documents to be submitted

In order to ensure that all documents are submitted to the CEPOL Exchange Team please take note of them as listed below.

1. **Application Form** (including Europass CV) (*FO EXPR 001-10 Application Form*)
This document is to be sent to the Exchange Team through the NEC/SPOC in accordance with the deadline stipulated in the call for nominations. Applications received after the deadline will not be accepted.
2. **Activity Plan** (*TE EXPR 003-9 Activity Plan*)
This document – together with the travel request form - must be sent to the Exchange Team via the NEC/SPOC latest 4 weeks after the notification of the successful selection.
3. **Travel Request Form** (*FO EXPR 003-11 Travel Request Form*)
This document – together with the activity plan - must be sent to the Exchange Team via the NEC/SPOC latest 4 weeks after the notification of the successful selection.
4. **Narrative Report** (*RP EXPR 001-9 Narrative Report*)
The narrative report should be sent to the Exchange Team/ICU Project Teams via the NEC/SPOC no later than two weeks after completion of the exchange period as an exchangee. It will be asked if the narrative report can be fully or partly used for the publication made at the end of the year. CEPOL reserves the right to edit the reports before publication.
5. **Invitation Letter for Visa** (*TE EXPR 006-4 Invitation Letter for Visa or TE EXPR 008-1 Invitation Letter for Visa_ICU*)
This template serves as a supporting document to those countries, where visa is required for the exchangee.
6. **Feedback form** is to be completed on the LEEd platform. Feedback should be given by the exchangee two weeks after completion of the exchange.

9. Privacy Statement

All personal data collected by the Agency are processed in accordance with the provisions of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

A dedicated Privacy Statement for the CEPOL Exchange Programme is available on the CEPOL website www.cepola.europa.eu.

10. Time line (in 2021)

