



Call for Framework Partners

to implement CEPOL training activities and learning products
in 2017 -2020

1. Introduction

OBJECTIVES AND TASKS OF CEPOL

CEPOL's status

The European Union Agency for Law Enforcement Training (CEPOL) had been established¹ in order to foster a coherent European law enforcement training policy. The agency replaces and succeeds European Police College as established by Decision 2005/681/JHA.

Objectives (Article 3)

Objectives of CEPOL

1. CEPOL shall support, develop, implement and coordinate training for law enforcement officials, while putting particular emphasis on the protection of human rights and fundamental freedoms in the context of law enforcement, in particular in the areas of prevention of and fight against serious crime affecting two or more Member States and terrorism, maintenance of public order, in particular international policing of major events, and planning and command of Union missions, which may also include training on law enforcement leadership and language skills. More specifically, CEPOL shall:

(a) support Member States in providing training in order to raise awareness and knowledge of:

(i) the implementation and use of international and Union instruments on law enforcement cooperation;

(ii) Union bodies, in particular Europol, Eurojust and Frontex, their functioning and role;

(iii) police and judicial aspects of law enforcement cooperation and practical knowledge about access to information exchange channels;

¹ Regulations (EU) 2015/2219 of the European Parliament and of the Council of 25 November 2015 on the European Union Agency for Law Enforcement Training (CEPOL) and replacing and repealing Council Decision 2005/681/JHA(OJ L319/1, 4.12.2015)

- (b) *support Member States, at their request, in the development of regional and bilateral cooperation through law enforcement training between Member States, Union bodies and third countries;*
 - (c) *develop, implement and coordinate training addressing specific criminal or policing thematic areas;*
 - (d) *develop, implement and coordinate training which aims to support Member States and Union bodies in training law enforcement officials for participation in Union missions and law enforcement capacity-building activities in third countries;*
 - (e) *train trainers and assist in improving and exchanging best learning practices.*
2. *CEPOL shall develop and upgrade learning tools and methodologies and shall apply them in a lifelong learning perspective to strengthen the skills of law enforcement officials. It shall evaluate the results of such actions with a view to enhancing the quality, coherence and effectiveness of future actions at Union level.*
3. *CEPOL shall bring together a network of Member State training institutes for law enforcement officials and shall liaise with a single national unit in each Member State functioning within the network.*
4. *The learning activities referred to in paragraph 1 shall be carried out by CEPOL in cooperation with the network of Member State training institutes in accordance with the financial rules applicable to CEPOL.*

Tasks (Article 4)

1. *CEPOL shall prepare multi-annual strategic training needs analyses and multi-annual learning programmes.*
2. *CEPOL shall support, develop, implement and coordinate training activities and learning products, which include:*
- (a) *courses, seminars, conferences, as well as web-based, e-learning and other innovative and advanced training activities;*
 - (b) *common curricula for law enforcement training on specific subjects with a Union dimension;*
 - (c) *training modules graduated according to progressive stages or levels of complexity of skills needed by the relevant target group, and focussed either on a specific geographical region, a specific thematic area of criminal activity or on a specific set of*

professional skills;

(d) exchange and secondment programmes as well as study visits in the context of law enforcement training.

3. CEPOL's training activities and learning products may be supported, enhanced and completed by the operation of an electronic network.

4. CEPOL shall support Union missions and capacity-building in third countries by one or more of the following:

(a) assessing, in coordination with other relevant Union bodies, the impact of existing Union-related law enforcement training policies and initiatives;

(b) developing and providing training to prepare law enforcement officials for participation in Union missions, including to enable them to acquire relevant language skills, in coordination with the European Security and Defence College and existing initiatives in the Member States;

(c) developing and providing training for law enforcement officials from third countries, in particular from countries that are candidates for accession to the Union and the countries under the European Neighbourhood Policy;

(d) managing dedicated Union External Assistance funds to assist third countries in building their capacity in relevant law enforcement policy areas, in line with the established priorities of the Union.

5. CEPOL shall promote the mutual recognition of law enforcement training in Member States and the recognition by Member States of training provided at Union level with due regard to the principle of subsidiarity.

6. CEPOL may engage in communication activities on its own initiative in the fields within its mandate. Such communication activities shall not be detrimental to the tasks referred to in paragraph 1 and shall be carried out in accordance with relevant communication and dissemination plans adopted by the Management Board.

Single Programming Document

In order to fulfil CEPOL's purpose, to meet its objectives and to fulfil its tasks a Single Programming Document that includes multiannual and annual objectives is drawn up and formalised, based on which a list of training and learning actions is established.

The implementation of actions is conducted through CEPOL's Framework Partners whose tasks include the training and education of law enforcement personnel of the Member States.

According to the new mandate of CEPOL the agency shall provide training for officers of police, customs and other relevant services, including Union bodies, responsible for preventing and combating serious crime affecting two or more Member States, terrorism and forms of crime that affect a common interest covered by a Union policy and for crisis management and international policing of major events². Due to the extension of CEPOL's target group from police to all law enforcement it is required to issue this call for Framework Partnership Agreements.

2. What are the Framework Partnership Agreements?

To achieve the above-mentioned objectives and tasks as well as to comply with the Financial Regulation and the Rules of Application of the Financial Regulation, CEPOL intends to conclude Framework Partnership Agreements with EU law enforcement agencies³, training institutions, research institutes and public universities that have working agreements with EU law enforcement institutions whose tasks include the training of law enforcement personnel of the Member States and who are interested in implementing on a regular basis CEPOL's training and learning actions as laid down in the Single Programming Document. In order to provide for long term cooperation the framework is set up and is based on the provisions of Article 121 of the Financial Regulation and Article 178 of the Commission Delegated Regulation.⁴

Framework partnerships are foreseen in particular for those actions for which:

- **there is a need for flexibility and/or rapid action in urgent or crisis situations** due to the very nature of the action (for instance, an organiser of an activity can't implement it due to an unforeseen major

² Regulations (EU) 2015/2219 of the European Parliament and of the Council of 25 November 2015, Article 2

³ Or with the public body legally competent as signatory authority regarding the framework and grant agreements with CEPOL, established in the EU Member States.

⁴ Regulation (EU, Euratom) No 966/2012 on the financial rules applicable to the general budget of the Union, amended by Regulation (EU, EURATOM) 2015/1929 of the European Parliament and of the Council of 28 October 2015; Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union, Official Journal L298 of 31/12/2012

law enforcement operation that effects the availability of the premises);

- there is a need to work on a regular and stable basis with a network involving a certain number of beneficiaries: a network of 'key' players to work with CEPOL on a regular and stable basis guarantees continuity and an effective implementation;
- there is a need to award grants for recurring actions to a limited group of beneficiaries (or to those with a monopoly), with the main objective of streamlining the administrative procedures for awarding grants to the beneficiaries concerned.

The total maximum amount for individual grants to be awarded within framework partnership agreements 2017 – 2020 will be determined by CEPOL's respective adopted annual Single Programming Document.

Considering confidential nature of law enforcement work, grants for development and implementation of selected training activities and learning products may be subject to a requirement to ensure security clearance for implementing staff. This requirement, where applicable, will always be communicated during calls for applications for implementation of specific actions.

3. Eligible organisations

Due to the specific scope, content and target groups of CEPOL's training activities the framework partnerships will be concluded with **law enforcement agencies, training institutions, research institutes and public universities that have working agreements with law enforcement institutions of the Member States.**⁵ Eligible organisations shall have legal personality established in the EU Member States, they should be interested and have the operational capacity to carry out at least one CEPOL training activity per calendar year.

The future partner/s should either have responsibilities on a national or state level and they should have the competent resources to deal with:

- law enforcement personnel as main target group for the learning activities;
- specifically required law enforcement and judicial topics and content;

⁵ Or with the public body legally competent as signatory authority regarding the framework and grant agreements with CEPOL, established in the EU Member States.

- the broad European context of the latter.

Natural persons, international organisations, furthermore private and public bodies not involved in law enforcement training and not having working agreements with EU law enforcement institutions are not eligible to become framework partners.

4. Duration of the partnerships

The framework partnerships will be concluded for a period of four years. CEPOL is not committed to publishing further calls for proposals for framework partnerships before 2020. However, an earlier call is not excluded if relevant needs are identified. Such a need can be the extension of CEPOL's mandate and/or the widening of CEPOL's network as a result of the enlargement of the EU.

5. Areas of activities undertaken within the Framework Partnerships

All training activities and learning products in the CEPOL training portfolio as defined in the Single Programming Document, particularly – but not exclusively – residential activities, online learning tools, common curricula, training modules, exchange and secondment programmes.

Joint procurement:

Where a public contract or framework contract is necessary for the implementation of a joint action between CEPOL and the Framework Partner, a procurement procedure may be carried out jointly by CEPOL and the Framework Partner, in accordance with Article 104a of the Financial Regulation⁶ applicable to the General Budget of the European Communities.

6. Conditions and modalities

Funding Conditions

- a) The maximum duration of the Framework Partnership Agreements will be 4 years, after which a new call will be launched for the following four-year long cycle.

⁶ Regulation (EU, Euratom) No 966/2012 on the financial rules applicable to the general budget of the Union, amended by Regulation (EU, EURATOM) 2015/1929 of the European Parliament and of the Council of 28 October 2015

- b) For actions to be undertaken by framework partners, co-funding of up to 95% of the total costs will take place. However, the 95% co-funding will not exceed the total costs reimbursable under CEPOL Governing Board decision 30/2006 (consolidated version)⁷.

Every framework partner funds at least 5% of the total costs.

Eligibility criteria

To be eligible, applications for framework partnerships must meet the following criteria:

- a) **Law enforcement agencies; training institutions; research institutions and public universities** which have existing and ongoing cooperation with respective national law enforcement agencies or law enforcement training institutions of more than 3 years; with a legal personality or with the public body legally competent as signatory authority regarding the framework and grant agreements with CEPOL, established in the EU Member States. Applications from natural persons, international organisations, private-sector bodies and public bodies not involved in law enforcement training are not eligible.
- b) Applicants must be interested and have the expertise and operational capacity to implement **one or more CEPOL training activities, learning products per calendar year**.
- c) Applications must be submitted on the **application form** for framework partners attached to this document; no other form will be accepted; all sections of the form must be completed and it must be accompanied by all documents listed in Section 7.
- d) Applications must be posted to CEPOL by the **deadline** for the applications.

With regard to the first criteria CEPOL reserves the right to conclude a single Framework Partnership Agreement if more than one application is received from subordinate parts of the same legal entity. CEPOL will liaise with this legal entity beforehand.

⁷ Decision 30/2006/GB: Laying down administrative rules, commitments and guidelines for its courses, seminars and conferences and repealing the decision 20/2006/GB of the Governing Board of the European Police College; adopted on 27 September 2006

Exclusion criteria

Applicants shall be excluded from participating in this call for applications if they are in one or more of the situations listed in Articles 106 or 107 of the Financial Regulation.⁸ On the application form (section 4) applicants shall declare on their honour that they are not in one of these situations. The CEPOL Executive Director may request selected applicants to provide material evidence in this regard before the signature of Framework Partnership Agreement.

Selection criteria

Proposals for framework partnerships shall be evaluated on the basis of the following criteria:

- (a) **operational responsibilities** of the applicant organisation, with a particular view to its statutory responsibilities and their conformity with the majority of training activities and learning products as included in CEPOL's Single Programming Document.
- (b) **professional capacity and experience of the applicant organisation** required for a long-term cooperation with CEPOL for implementing the relevant actions; evidence into the latter can be provided by submitting an overview of training programmes for an international audience of law enforcement officers from the last calendar year(s).

Framework partners will be selected on the basis of the information in the application form and annexed documents provided by the applicants. CEPOL may contact applicants to request additional proof or clarification of supporting documents accompanying the application or to validate the correction of a manifest error.

Signature of the Framework Partnership Agreement by the parties shall not give rise to any obligation on CEPOL to award a specific grant. Specific grant agreements will be concluded with framework partners for grants in the areas of interest. Such specific grants will be awarded under the procedures described in the Single Programming Document.

⁸ REGULATION (EU, EURATOM) No 966/2012 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002, Official Journal L298 of 26/10/2012

7. Practical information about submitting an application

The complete set of documentation must be sent to CEPOL HQ by mail or hand delivery while the scanned documentation must be sent to the CEPOL National Contact Point (NCP).

7.1. Documents to be submitted for Framework Partnership

The following documents must be submitted in one original and two copies:

- the application form for framework partnerships (Annex 1), duly completed, dated and signed by the person authorised to enter into legally binding commitments on behalf of the applicant;

A single copy of the following documents is required for all applicants (if not already submitted to CEPOL in the past):

- the Legal Entities Form (LEF – Annex 2), dated and signed by the applicant
- Financial Identification Form (BAF- Annex 3)
- a copy of the resolution, law, decree or decision establishing the entity in question and laying down its (statutory) responsibilities;

For research institutions and public universities:

- confirmation letter from the cooperating law enforcement agency proving that it has existing and ongoing cooperation of more than 3 years with the applicant

Applicants are free to provide any other documentation which they consider appropriate in support of their application.

7.2 Deadline and means for submitting applications

Applications and accompanying documents must be submitted by **31 March 2016**.

Original documents must be sent to CEPOL HQ while scanned documents must for information be sent electronically to the CEPOL National Contact Point (NCP) of their respective country. Contact details of the CEPOL National Contact Points are listed in Annex 5.

7.2.1 Sending original documents to CEPOL HQ:

Original application documents may be submitted in the following way:

- Either by **registered post or by courier service**, dispatched no later than **Thursday 31 March 2016**, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip.

Please submit the documents to the following address:

Attn: Training and Research Unit
 European Police College (CEPOL)
 1903 Budapest
 Pf. 314
 Hungary

- Or by **hand delivery** to CEPOL HQ premises no later than **31 March 2016** 15:30 (Budapest time), directly or by a representative of the applicant. In this case, a receipt must be obtained as proof of submission, signed and dated by the CEPOL official taking delivery.

The envelope must carry the following information:

To CEPOL Training and Research Unit	
Call for Framework Partners	
APPLICATION - NOT TO BE OPENED BY THE RECEPTION	
Name of the Applicant:	-----
Address of the Applicant:	-----

7.2.2 Sending scanned documents to CEPOL NCP:

Applicants must send the scanned application documentation to the relevant CEPOL National Contact Point (NCP) of their respective country for information in parallel with the postal/hand delivery of the original documents to CEPOL HQ. Contact details of the CEPOL National Contact Points are listed in Annex 5.

7.3 Further information

7.3.1 Questions may be sent by e-mail to the address or number listed below, indicating clearly the reference of the Call for Framework Partners:

7.3.2. E-mail address: grants@cepol.europa.eu

- 7.3.3. This invitation to apply for a framework partnership is in no way binding on CEPOL. CEPOL's contractual obligation commences only upon signature of the partnership agreement with the successful applicant.
- 7.3.4. CEPOL retains ownership of all applications received under this call for grant applications. Consequently the applications cannot be returned to the applicants.
- 7.3.5. All cost incurred in preparing and submitting grant applications are borne by the applicants and cannot be reimbursed.
- 7.3.6. All applicants will be informed whether or not their application has been successful.
- 7.3.7. Processing a reply to the invitation to apply for a grant will involve the recording and processing of personal data (such as names, addresses and CVs). Such data will be processed pursuant to Regulation (EC) No 45/2001⁹ on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, replies to the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the invitation to apply for a grant and will be processed solely for that purpose by CEPOL. Applicants are entitled to obtain access to their own personal data on request and to rectify any such data that is inaccurate or incomplete. If applicants have any queries concerning the processing of personal data, this can be addressed to CEPOL. Applicants have the right of recourse at any time to the European Data Protection Supervisor for matters relating to the processing of own personal data.
- 7.3.8. Applicants are informed that for the purposes of safeguarding the financial interest of the EU personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).
- 7.3.9. Data of economic operators which are in one of the situations referred to in Articles 106 or 107 of the Financial Regulation¹⁰ may be included in a central database and communicated to the designated persons of the European Commission. This refers as well to the persons with powers of representation, decision making or control over the said economic

⁹ Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000

¹⁰ REGULATION (EU, EURATOM) No 966/2012 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002, Official Journal L298 of 26/10/2012

operators. Any party entered into the database has the right to be informed of the data concerning it, up on request to the accounting officer of the Commission.

8. Examination of applications

CEPOL may contact applicants to request additional information at any time prior to taking decision. Failure to respond to such requests by the deadline set may lead to disqualification of the application. Applicants must take the necessary steps to ensure that they can be contacted rapidly up to the end of the selection process. Where CEPOL contacts an applicant, this does not in any way constitute or reflect a pre-selection of the proposal on the part of CEPOL.

CEPOL expects to offer framework partnerships to successful applicants by mid-April 2016. The signature procedure of the Framework Partnership Agreements is expected to be concluded by 30 June 2016.

9. Timeline of the procedure

Launch of the Call for Framework Partners	22 January 2016
Deadline for applications	31 March 2016
Examination of applications	15 April 2016
Signature of Framework Partnership Agreements	30 June 2016

Yours sincerely,



Dr Ferenc Bánfi
CEPOL Director

Enclosures:

- Annex 1: Application Form
- Annex 2: Legal Entities Form
- Annex 3: Financial Identification Form
- Annex 4: Framework Partnership Agreement template
- Annex 5: CEPOL National Contact Point (NCP) contact list