

DECISION 30/2006/GB

OF THE GOVERNING BOARD OF THE EUROPEAN POLICE COLLEGE

LAYING DOWN ADMINISTRATIVE RULES, COMMITMENTS AND GUIDELINES

FOR ITS COURSES AND SEMINARS

AND REPEALING DECISION 20/2006/GB

OF THE GOVERNING BOARD OF THE EUROPEAN POLICE COLLEGE

Adopted by the Governing Board
on 27 September 2006

THE GOVERNING BOARD,

Having regard to the Council Decision 2005/681/JHA (¹), and in particular Article 7(a) thereof;

HAS ADOPTED THIS DECISION:

Article 1

The administrative rules, commitments and guidelines for courses and seminars of the European Police College as detailed in Annex 1 are adopted.

Article 2

Decision 20/2006/GB of the Governing Board of the European Police College concerning the reimbursement rules for courses and seminars is repealed.

Article 3

The decision shall enter into force on the day following that of its adoption.

Done at Helsinki, 27 September 2006

For the Governing Board



*Urpo Sarala
Chair of the Governing Board*

¹ OJ L 256, 1.10.2005, p. 63

**ADMINISTRATIVE RULES, COMMITMENTS
AND GUIDELINES
FOR COURSES AND SEMINARS**

1 Introduction

2 General information

3 Reimbursement rules

4 Timetable for preparing and organising courses/seminars

5 Surveys, Evaluations and Feedback processes

6 Reports

7 Guidelines for Organisers

8 Practical guidelines for course/seminar Manager

9 Templates

10 Annexes

10.1 Key Words and Definitions

1. Introduction

During 2003 the Governing Board adopted a proposal put forward by the Annual Programme Committee regarding “**Principles and priorities for the CEPOL training activities**”.

In 2003 the Governing Board also adopted a document put forward by the Learning Methods Working Group regarding the quality and standards for CEPOL training activities; called “**Quality in 13 Questions**”, also named “**Q 13**”.

Also in 2003 the Secretariat, in cooperation with the Management of Learning Committee, developed “**Guidelines for CEPOL courses and seminars**”, mainly to support the National Colleges and the course/seminar managers when implementing CEPOL activities.

In 2004 the Governing Board adopted a *developed version* of the “*Guidelines for CEPOL courses and seminars*” – nicknamed the “**Course Package**”.

In 2005 work started in order to develop the “Course Package”.

As a result of this work a new document is proposed, called “**Administrative Rules and Commitments for CEPOL Courses and Seminars**”.

2. General Information

2.1 Background to the Administrative Rules, Commitments and Guidelines

CEPOL's *core business* is to *organise learning activities* for senior police officers within the EU Member States and to *develop and support an effective learning environment*.

CEPOL also organises seminars and courses for *trainers and teachers* as well as *Exchange Programmes* for senior officers and teachers.

An additional task is to develop *Common Curricula* to be implemented into National Training and to organise activities to support the implementation.

The main purpose of these rules and commitments are:

- To **support the national managers** of courses and seminars by presenting a tool for the *preparation, implementation and evaluation* of the courses
- To **develop quality assurance** and to **ensure a European approach** to CEPOL courses and seminars.

2.2 Target Group for the Administrative Rules Commitments and Guidelines

The target group for the document are mainly **National Training Coordinators (NTC)**, **Course/Seminar Managers** and **Administrators**, assisting in financial and administrative matters.

2.3 Common Quality Standards

CEPOL *training and learning activities* are based on agreed standards presented in the document **Quality in 13 Questions** – also called **Q13**.

Some of the questions are to be answered by the Annual Program Committee (APC) and the Governing Board (GB) when deciding about the courses and seminars:

- What is the problem – what is the need?
- Who are the target group?
- Is training/education the proper solution?
- What is the aim and what are the main objectives to be met in order to solve the problems or to fulfil the need?

Several of the questions are to be answered by the Preparatory Group and the Organiser of the activities:

- How to get the proper *target group* to attend?
- Are the *teachers* and *experts* competent?
- Will proper *methods* and *material* be used?
- Is the *content* up-to-date and appropriate?
- Will the *learning environment* be properly organised?

2.4 The Annual Work-Programme

Yearly Calendar of Courses and Seminars

The Secretariat will disseminate a “Calendar of Courses and Seminars” in November each year for the following year. The Calendar will be launched on the CEPOL Web-site.

Information twice a year by the National Contact Point (NCP)

The National Contact Point should provide the Secretariat with relevant information for the CEPOL Activity Calendar; dates and venues of activities, as well as of changes of dates and venues.

(Note: The Secretariat will provide with Template)

The information regarding dates and venues and other important matters should be provided to the Secretariat at the latest:

- **15 October** regarding activities during the first half year
- **15 April** regarding activities during the second semester.

Based on this information the Secretariat will disseminate the Activity Calendar.

- For the *first* half year, information will be distributed before **1st November**
- For the *second* half year, information will be distributed before **1st May**.

CEPOL Home-page

The Yearly Activity Calendar and additional relevant information about CEPOL Courses and Seminars, about EPKN (Knowledge and Good Practice database) and e-Doc (Research and Science data-base) will be launched also on the CEPOL Homepage.

2.5 Tasks of the course/seminar Manager

The course/seminar Manager should keep the Secretariat informed on a **regular basis** about relevant matters concerning the course/seminar; e.g.

- Preparatory Work (meeting and outcome; program, invitation, questions)
- Budget and Costs (preliminary and revised budget, and actual costs)

- Curricula Work
- Program and timetables
- Experts and Teachers (names, addresses, phone numbers)
(**Note:** The Secretariat will provide with Template)

2.6 Support by the Program team

The Program Support Team at the Secretariat can be *contacted* by the Manager for *questions* regarding preparation, implementation and evaluation of courses and seminars as well as regarding the final report and financial matters.

3. Reimbursement Rules

3.1 Introduction

In addition to the annual budget document the following rules are applicable in order to facilitate the reimbursement process.

3.2 Costs for board and lodging for experts/lecturers/teachers

As a general rule, the courses and seminars is *presumed to be arranged and accommodated at colleges or at a similar venue.*

Only in *exceptional* cases can accommodation be arranged at a *hotel*, and only after presenting a draft budget calculation and obtaining prior authorisation from the Secretariat.

3.3 Costs for external experts/lecturers

The sending college/organisation can claim for *salary compensation* or for *lecturing costs for experts/teachers/lecturers* not belonging to the National Police Colleges.

*/ External experts/lecturers are defined as persons coming from outside the national police colleges/institutes

The compensation is paid on a *written request* to the *sending college/institute*.

(Note: The Secretariat will provide a Template)

The salary compensation **cannot** be paid directly to the experts/lecturers.

It is permissible to pay “Freelancers” directly. The payment will be done by Secretariat after the approval of the Director.

(Note: The Secretariat will provide a Template)

The following guidelines are applicable (per hour) for lecturers/experts, to be paid to the sending organisation:

For police officers/experts	€ 20-30
For senior officers/senior experts	€ 30-40
For external experts/professors	€ 40-50
Exceptional cases **/	€ 50 and more

The total costs for all lecturers/experts per day may only exceed €250 after approval of the Secretariat.

**/ Involving experts after obtaining prior authorisation by the Secretariat.

3.4 Travel Costs for trainers, teachers, experts etc

Travel costs for economy and economy-flex tickets for teachers, experts and facilitators/moderators, are paid by the organising training institute/college and later reimbursed by CEPOL. *Business class* ticket will not be reimbursed

(Reimbursement for business class will be done based on economy class fare.)

(Note: The Secretariat will provide a Template)

3.5 Travel costs for participants

Travel costs for the participants are paid by the sending country or the sending organisation. Travel costs are not paid by CEPOL.

3.6 Costs for Accommodation and Meals for the Participants

Costs for *accommodation* and *meals* for the participants are paid by the organiser and later reimbursed by CEPOL.

*/ the budget calculation is based on *arrival* the day prior to the start of the course/seminar and on *departure* late afternoon the last course/seminar day;

A course/seminar day is calculated for 6-8 lessons including working groups, discussions, case studies etc.

3.7 Costs for Preparatory Meetings

The costs for *travel* (economy class) and *accommodation* for one person from each supporting college are covered by CEPOL to an *average cost* of € 800.

CEPOL will also cover *the meeting costs* for the preparatory meeting; coffee, beverages and meeting room cost (when hotel are used).

(Note: The Secretariat will provide a Template)

3.8 Costs for Interpretation

For courses and seminars where interpretation is requested a specific calculation has to be presented.

Costs for the interpretation are reimbursed by CEPOL to a *maximum* of € 1,500 for full-time interpretation day (two languages).

The cost for *rental of technical equipment* for the interpretation is calculated to a maximum of € 3.000 per course/seminar week.

3.9 Other costs for lessons

Costs for lessons will be reimbursed by the CEPOL budget for following;

- *material* (lecture material, CD, booklet etc)
- *external meeting rooms* (when the venue is not a college)
- *coffee and beverages*,
- rental of technical *equipment* (except translation equipment)
- *translation* of document
- *domestic transport* for *study visits*

3.10 Overhead costs

Costs for general Overhead; *administration, extra personnel resources, stationery, printing*, and other similar costs will be reimbursed at a fixed rate of € 2.000 (equivalent to 10% of the average activity costs).

These costs will be reimbursed as a “lump sum” on request.

3.11 Other running costs

Costs for *domestic transport, gifts, sightseeing, social events*, extra costs for the *farewell dinner* etc. will be reimbursed based on an invoice and attached originals (or certified copies) to a maximum of:

- € 2.000 for a course/seminar of 2-7 days
- € 3.000 for courses/seminars of 8 days or more

(Exception to pay higher reimbursement can be approved by the Director).

3.12 Advance Payment

A maximum of 75% of the estimated budget can be paid in advance after a *written request* by the organising training college/institute.

The *draft budget* and an estimation of the *number of participants* should be attached the request.

If the number of participants is less than 50% or estimated to be less than 50% of the original calculated number of participants, the advance payment will be reduced to a maximum of 50% of the estimated budget.

(Note: The Secretariat will provide a Template)

3.13 Reimbursement claims

At the latest **6 weeks after** completion of the course/seminar the organising training institute has to forward a complete Financial Report to the Secretariat.

The claims should include:

- Original vouchers or certified copies
- A translation into English of all relevant “main words” of the claims, by using a specific template
- The Reimbursement Cover-Page

(Note: The Secretariat will provide a Template)

3.14 Postponed and cancelled courses/seminars

If a course/seminar is postponed or cancelled CEPOL cover the costs for the preparatory meeting, for prepaid tickets and similar costs for the participants, experts, teachers and other costs for the preparation of the course/seminar.

3.15 All claims should be forwarded to the organiser

To ensure that the organising college is fully informed about costs and reimbursement claims all travel invoices (trainers and experts) should be forwarded to the organiser – not to the CEPOL Secretariat – and the organiser will then forward the invoices to the Secretariat together with the final financial report.

4. Time Table for preparing and organising courses/seminars

4.1 Appointment of the course/seminar manager

18 weeks prior to the activity a course/seminar **Manager** should be appointed by the organising college/institute and information forwarded to the Secretariat.

Responsibilities of the Manager

The Manager is responsible for the:

- *preparation,*
- *implementation,*
- *evaluation,*
- *reports*

Chair of the Preparatory Group

The Manager will normally *chairing the Preparatory Group*.

Cooperation with National Training Coordinator

The Manager should work in *close cooperation* with the **National Training Coordinator (NTC)**.

The NTC is responsible for informing the Manager about guidelines and commitments for CEPOL activities. He/she shall also inform about procedures and general responsibilities of a course/seminar Manager.

A short information paper about course-descriptors, former evaluation reports, research findings and already existing course-material as well as where to find relevant material and documents will be presented by the Secretariat.

4.2 Preparatory work

At the latest **15 weeks prior** to activity the course/seminar Manager shall invite the supporting countries, relevant EU Agencies, the Secretariat and other relevant external organisations/bodies to a Preparatory Meeting

At the latest **12 weeks prior** to the activity the Preparatory Group should meet for preparation and planning of the activity. A draft Program and the content of the activity shall preliminary be decided.

Preferable and possible actions prior to the Preparatory meeting

2 weeks prior to the Preparatory meeting the *Manager* are recommended to send a **draft Structure of the Programme** and other relevant documents to the Preparatory Group and to the Secretariat in order to facilitate the preparatory work.

1 week prior to the Preparatory Meeting **names** of possible lecturers, experts and teachers are recommended to be sent to the course/seminar Manager and to the Secretariat.

Note: The Secretariat will provide a Template

Actions after the Preparatory meeting

2 weeks after the Preparatory meeting a **draft budget** should be sent to the Secretariat.

At the same time a request for **advanced payment** could be forwarded.

The request will normally be answered within one week.

Payment will normally be done within two weeks.

Note: The Secretariat will provide with Templates

4.3 Invitations to the Courses/Seminars

12 weeks prior to the activity the *Manager* should distribute an *official invitation* to all **National Contact Points** and the **Secretariat; applications are only expected from National Contact Points.**

Note: The Secretariat will provide a Template

The Invitation shall include:

- a) curriculum or course/seminar descriptor
- b) target group(s)
- c) draft programme,
- d) information about the venue and about transportation
- e) timetable for the pre-course assignment(s)
- f) registration form,
- g) specific conditions for participants

4.4 Decisions regarding Programmes

8 weeks prior to the activity the course/seminar Manager decides on the programme.

4.5 Apologies

8 weeks prior to the course/seminar apologies are required from countries having decided not to send any participants. If possible, the apology should include the reasons why no applicants were nominated, in order to present the information to the ACTA-group

4.6 Reminders

8 weeks prior to the activity the Manager shall *send a reminder* to all Member States not having registered any participants to the course/seminar.

4.7 Last date for applications

6 weeks prior to the activity the *National Training Coordinator* shall *forward the applications* to the organiser.

Note:

- In general, all Member States have *one seat* available at each course and 1-2 seats at each seminar
- If a seat is not used, the seat can be given to any other college
- There is a maximum of three participants from the same country in the same course.

4.8 Decisions regarding teachers and experts

6 weeks prior the activity the Manager, if possible, appoints teachers and experts as well as moderators/facilitators and other persons who will *facilitate the learning process*.

The Manager should send a *formal invitation* and relevant information to teachers and experts.

Information or a *copy of the invitation* should be sent to relevant National Contact Points, EU institutions/agencies, relevant National Training Coordinators and the Secretariat.

4.9 Booking of Tickets

6 weeks prior to the activity the organiser should *book the tickets* for the selected lecturers and teachers (in case the teachers/trainers/experts are not known by name at that time, ticket bookings are accepted to be done at the latest 4 weeks prior the course/seminar)

Note: The Secretariat will provide a Template

4.10 Confirmation of the participants

5 weeks prior the activity the Manager shall select the participants and a *final confirmation* should be sent to the *participants*.

A copy of the confirmation letter should be sent to relevant *National Training Coordinators* and a *list of the participants* should be sent to the *Secretariat*.

A *draft final programme* (including a time plan for the lesson) should be attached to the confirmation.

An applicant not being selected shall be informed about the ground for the decision (too many participants, wrong target group, language barriers etc.). A copy of the letter should be forwarded to the relevant National Training Coordinator.

4.11 Cancellation of courses and seminars

At the latest 4 weeks prior to the activity a decision has to be taken regarding cancellation or postponement of an activity.

Such a decision has to be agreed between the organiser and the Director and shall be reported to the Annual Program Committee and the ACTA-Group.

4.12 Final Budget

3 weeks prior to the activity (if new information is available compared with the *preliminary budget*) the organiser shall forward a *revised Budget* to the Secretariat, including the latest information about the *number of participants*

Note: The Secretariat will provide a Template

4.13 Advance Payment

The college/institute has the possibility to forward a *request for an advance payment*.

Such a request can be forwarded after the Preparatory meeting.

The request will normally be answered within one week and payment will be done within two weeks after that the request is received at the Secretariat.

(**Note:** The Secretariat will provide a Template)

4.14 The participant's preparatory work

2 weeks prior to the start of the activity the participants might be required by the course/seminar Manager to *complete some preparatory work*

4.15 Documents and access to databases and the Discussion Net

1 week prior to the activity *documents which are finalised* (course material, booklets, articles, CD, transparencies, hand-outs etc) and relevant lists of participants and the teachers/experts should be distributed to the participants and the teachers/lecturers.

On a request by the course/seminar Manager, the Secretariat will provide the participants with an *individual access code* in order to use the Electronic Network (the Police Learning Net and the e-Doc Research database) and to form discussion- and e-learning groups.

4.16 Final documents and lecture material

If possible, **1 week prior** to the course/seminar final documents and address lists should be distributed as well as CD-ROMs and other lecture material.

Note: The Secretariat will provide Templates for address list of participants and teachers

4.17 Certificate

At the **end** of the course/seminar the participants **and the teachers/experts** should receive a certificate as a confirmation of their participation in the activity.

Note: The Secretariat will provide Templates for participants and teachers

A **common template** should be used. The objectives of the course/seminar should be printed on the reverse side of the certificate.

4.18 Summary of the most Important Deadlines

- 18 Eighteen weeks prior to the activity a **course/seminar manager should be appointed** by the organising college/institute and information forwarded to the Secretariat.
- 15 Sixteen weeks prior to activity the **manager shall invite to a Preparatory Meeting**
- 12 Twelve weeks prior to the activity the **Preparatory Group should meet** for preparation and planning of the activity.
- 10 Ten weeks prior the activity a **draft budget should be sent to the Secretariat** and a request for **advanced payment** could be forwarded.
- 10 Ten week prior to the activity the **Manager** should distribute an **official invitation** to all **National Contact Points** and the **Secretariat**
- 8 Eight weeks prior to the course/seminar **apologies** are required from countries having decided not to send any participants.
- 8 Eight weeks prior to the activity the Manager shall **send a reminder** to all Member States not having registered any participants to the course/seminar.
- 6 Six weeks prior to the activity the **applications** shall be **sent** to the organiser.
- 5 Five weeks prior to the activity the Manager shall select the participants and a **final confirmation** should be sent to the **participants**.
- 4 At least four weeks prior to the activity (if the venue is a **hotel**) and at least two weeks prior to the activity (if the venue is a **college/institute**) a **decision regarding cancellation** or postponement of an activity has to be taken.
- 3 Three weeks prior to the activity the organiser shall forward a **revised Budget** to the Secretariat, including the latest information about the **number of participants**
- 1 If possible, one week prior to the activity final documents and lecture materials should be sent to the participants.

-
- + 6 Six weeks after the activity a complete Financial Report shall be forwarded to the Secretariat.
 - + 10 At the latest ten weeks after the activity the **organiser** should present a **final training report**.
 - + 14 At the latest fourteen weeks after the activity the CEPOL **Secretariat** shall present a **final report** to the ACTA Working Group regarding the outcome and result of the activity.
 - 16-18 Three to four months after the course/seminar a **second evaluation survey** should be distributed by the Secretariat to the participants and the trainers.

5. Evaluation – Survey and Feedback processes

5.1 A written survey about “Expectations” to be send out before

Prior to the course/seminar (preferably **one** week before the activity) a written questionnaire regarding the participant’s expectations should be distributed.

(Note: The Secretariat will provide a Template)

Such an “Expectation Survey” gives the participants an opportunity to present his/her views and expectations of the course/seminar prior to the start but is also a tool for self evaluations.

Possible questions to be asked:

- **Why** are you *attending* the course/seminar?
- **Who** *nominated* you to the course/seminar?
- **Who** *appointed* you to participate in the course/seminar?
- **Which** are *your expectations*?
- **Which** are the *expectations of your line manager* who agreed to let you attend?

5.2 Daily oral feedback during the activity

The learning opportunities should be *evaluated* by the *participants* and the *trainers*.

A feedback process regarding the performance, methods used and material shall take place giving the participants an opportunity to present their views, feed back and time for questions/clarifications.

Such a feedback discussion will last around 15-20 minutes.

Important topics to be commented are:

- Did you learn anything *new* yesterday?
- Did the *teachers and experts* perform well, content and learning methods?
- Were the *documents*, material and handouts useful?
- Were the logistics good?

5.3 Written evaluation the last day

A written evaluation regarding the *organisation, environment/accommodation, logistics* as well as the *content* and *training* shall take place in the end of the course/seminar.

(**Note:** The Secretariat will provide a Template)

5.4 Pre-course expectations

The Manager shall invite the participants to reflect on the **pre-course** expectations and to what extent the course has met these expectations.

5.5 Cascading and information plan

During the course/seminar *it should be suggested all participants should work out a draft personal cascading plan* for workplace information when returning to work after the course or seminar.

If possible, the draft plan should be presented during the last day of the course/seminar.

Important topics for the Plan are:

- How to use the new knowledge in your *work place*?
- How to continue the contacts and communication *within the network* with your course/seminar colleagues?
- How are you planning to *cascade* the new information?
- Which information and new knowledge will you *provide your line manager* and *colleagues* with?

5.6 Written questionnaire after the course/seminar regarding the outcome and results

3-4 months after the course/seminar a *second evaluation survey* should be distributed by the Secretariat

Note: A common template will be used

The gathering of evaluation data should be based on **self evaluation** and **uniform instruments**.

6. Reports

6.1 Financial Report

6 weeks after the activity the organiser is required to forward a complete Financial Report to the CEPOL Secretariat

(Note: The Secretariat will provide Cover and Report Templates)

The Financial Report should *include all invoices* in original or by a *certified copy*.

A final list of participants and experts/lecturers should be attached.

A translation into English should be done of the “head-lines” of all relevant invoices in order to understand the summary (cover page) of the Financial Report.

6.2 Content and training report

At the latest **10 weeks** after the activity the *organiser* should present a *final training report* to the CEPOL Secretariat, including content, methods used, lecture material, evaluation reports etc

(Note: The Secretariat will provide a Template)

The report should include the final programme and a summary of the content, the lecturer material and CD-ROMs used in the course/seminar, outcome, content, pedagogical methods, conclusions and the result of the evaluation.

6.3 Final report

At the latest **12 weeks** after the activity the CEPOL Secretariat shall present a *final report* to the ACTA Working Group regarding the outcome and result of the activity.

Note: A common template will be used

A summary of all reports regarding the courses and seminars for previous year will be presented to the ACTA Group and the Annual Program Committee (APC) and as a part of the Annual Report each year.

7. Guidelines for organisers

7.1 Tasks of the Manager

The tasks of the course/seminar manager is as follows

- a. To *develop a project plan* including:
 - a *draft time-plan* for the whole process; preparing, implementing, evaluating and reporting
 - a *check-list* for organisational and logistical matters
 - a *suggestion* for the *venue*
 - a list of *general administrative tasks*
 - a *preliminary budget* and a *cost plan*
- b. To contact the supporters and the college organising the second seminar/course of the same topic (if applicable).
- c. To invite to the Preparatory meeting.
- d. To study all relevant documents regarding;
 - *curricula,*
 - *evaluation reports,*
 - *list of teachers and experts,*
 - *list of participants*
 - *list of course material; booklets, CD's etc.*
 - *integration of CEPOL e-learning tools (website, e-DOC and EPLN)*
- e. To forward all relevant information regarding the preparatory work and the development of the activity to the CEPOL Secretariat.

7.2 Choice of Venue for the Courses and Seminars

CEPOL activities should preferably be organised within the facilities of **senior police colleges and training institutions.**

If any organiser of a CEPOL course/seminar cannot organise the activity within these facilities, the Director has to give his/her approval if the alternative choice of the venue will exceed the budget or CEPOL's rate.

7.3 Cancellation and postponement of courses/seminars

As a general rule, a course/seminar should always be organised when there are at least 10 countries participating and when there are more than 15 participants.

If any organiser suggests a course/seminar to be *cancelled* the Secretariat should forward the information to all other colleges inviting them to take the leading role and become the new organiser.

If any organiser suggests a course/seminar to be *postponed* the Secretariat should forward the information to all colleges. The Director can decide to postpone the activity or, if agreed with the organiser, ask another college to be the new organiser.

If the organiser, the supporters or any of the applicants have had any costs for a cancelled or postponed course/seminar, CEPOL will reimburse the costs.

7.4 Apologies and Vacancies – extra seats

Each Member State is entitled to one seat on each *course* and 1 - 2 seat(s) on each *seminar*.

Following agreements and decisions of the Governing Board applicable Candidate-, Acceding and Associated Countries are invited to participate in a course/seminar at their own cost.

The course/seminar Manager shall make the decision regarding the seats in consultation with the Preparatory Group. If there is a conflict of interest regarding participating countries the Secretariat (Program Team) may be consulted.

8. Practical guidelines for course/seminar Manager

8.1 Starting the Course/Seminar

At the beginning of the course/seminar the Manager should inform the participants about the:

- envisaged outcome
- curriculum
- time-table
- organisational items
- evaluation processes
- list of participants
- list of teachers, lecturers, experts

8.2 Presentation of the Participants

The participants should present themselves in a short **CV** in which a summary of their function, professional background, competencies etc is presented. This CV should preferably be distributed one week prior to the start of the activity. (Template).

The participants could also be asked to present a short paper with basic facts about their national police system (Template).

Prior to the activity a questionnaire about the expectations of the participants should be distributed (Template).

8.3 Presentation of European police cooperation at courses and seminars

Information about the European dimensions, European police cooperation and the CEPOL network, its aims, objectives and general activities should be presented as an introduction to all participants. The information should be provided as a *pre-study* “module” or at the *beginning of each course/seminar*.

The lecturer could preferably be the Manager or any other person with a broad knowledge and experience of police cooperation; for example a Governing Board member or a member of a CEPOL Committee.

A *standard* (Power Point) *presentation*, provided by the Secretariat, can be used as a support tool.

8.4 Preparatory meeting

Envisaged outcome of the preparatory meeting could be:

- curriculum (aims, content, methods, materials)
- a draft programme
- a draft budget
- timetable for the administrative and organisational preparation
- selection of lecturers, experts and teachers
- guidelines for the preparation of lecturers, experts and teachers
- a draft list of material and documents

8.5 Deadlines for Lecture material

In order to facilitate the learning process by distributing the documents as pre-study material, it is important that the Manager informs the lecturers/teachers in advance about the **deadlines** for material and presentations.

8.6 Organisational and Technical support and request for equipment

Based on experiences, the technical equipment should be up to date and include the possibility to present lecture material on computers.

To ensure good working conditions for the lecturers, experts and facilitators of the courses/seminars a “teacher’s office” should be established.

Pedagogical material, in particular such material based on IT tools (power point presentations, e-DOC tables, e-learning modules) should be tested prior to the start of a course.

8.7 CEPOL Administrative Seminars and Q 13 Seminars

The course/seminar Managers are invited to attend the Q13 Seminars and the Administrative Seminars, in order to be updated and informed about the:

- procedures and processes,
- preparatory work,
- methods and standards,
- administrative regulations,
- reimbursement rules,
- evaluation
- reports of CEPOL activities

9. Templates and presentations

9.1 Templates

- 1 Information to be presented on the CEPOL *Activity Calendar*
- 2 *Invitation* - general information

- 3 Draft *budget*
- 4 *Advance Payment*
- 5 Revised *Budget*
- 6 *Travel* Reimbursement – booking of tickets
- 7 List of reimbursement *claims*
- 8 Complete *Financial Report*

- 9 Presentation of participants
- 10 Presentation of teachers/experts
- 11 Address List participants
- 12 Address list teachers and experts

- 13 Survey regarding “Expectations” – before the activity
- 14 Evaluation about learning and organisation – during the activity
- 15 Survey on the outcome – after the activity
- 16 Questionnaire to the teachers/experts and the organiser/manager

- 17 Certificate for participants
- 18 Certificate for teachers/experts/trainers

- 19 Final report of the activity

9.2 Presentations and Reports

- 20 Presentation of European police cooperation and CEPOL
- 21 Draft “Press release” with basic information regarding CEPOL
- 22 Report to the ACTA Working Group

10 Annexes

- I Key words / definitions**
- II Curriculum (guidelines)**
- III Lesson plan/Course programme (guidelines)**
- IV Guidelines and Recommendations for Teachers**
- V Preparatory Meetings**

KEY WORDS and DEFINITIONS

The following definitions of frequently used words should be viewed as applicable in the CEPOL context. The definitions may not cover all aspects in the field of individual national training systems.

1. Activity related terms

Education

A process and a series of activities which aim at enabling an individual to assimilate and develop knowledge, skills, values and understanding that are not simply related to a narrow field of activities but allow a broad range of problems to be defined, analysed and solved.

Education usually provides more theoretical and conceptual frameworks designed to stimulate analytical and critical abilities.

Training

Training is a process of gaining knowledge, skills and attitudes, which are needed to perform specific tasks. Training is a planned and systematic effort to modify or develop knowledge/skill/attitude through learning experience, to achieve effective performance in an activity or range of activities. Its purpose in the work situation is to enable an individual to acquire abilities in order that he or she can perform a given task or job

Basic training

Basic training usually consists of initial vocational training to acquire knowledge, skills and attitudes and behaviour, which are required for the fulfilment of the task of a law enforcement officer at a specific level, normally concluding with an examination and a certificate.

Continuation training (= further training)

Continuation training is supplementary to basic training. It could include:

- Specialist training: i.e. focusing on a specific area, subject or issue
- Refresher training: i.e. updating or enhancing knowledge or skills in a particular area
- information gathering on the occasion of specific operational events (eg international sport events, international summits, violent demonstrations)
- preparation for new functions,
- training to cascade knowledge, skills and attitudes,
- training to improve professional competence,

- training to familiarise officers with new developments (eg management, leadership, IT-techniques, training methods, European institutions, European regulations and rules)

This list is not exhaustive.

Course

A training programme on a particular topic by means of learning/teaching activities like a specified number of lessons, lectures, practical exercises, study visits, discussions, group work, assignments to be studied, etc.

Seminar

Seminar is a meeting for an intensive exchange of knowledge, experience or views on a specific topic for the encouragement and improvement of co-operation. It is discussion focused upon an expert(s) presentation(s), project report, or paper(s).

Module

An independent unit or subject that is part of an additive group or total activity, that is applicable to teaching, learning or development activity.

Conference

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.

Exchange programme

Exchange Programme is an international programme for exchange and secondment of senior police officers and training professionals in the context of training.

2. Institutional / organisational terms

Police training institute

Police training institute is an authority/organisation for the initial, further and continuation of training of police staff. This can be a police college, a police academy or even a governmental authority that organises police training and may be involved in police research.

Police College

A police college is a training institute that is responsible for the education, training and/or development of police staff and may operate as the equivalent of a

university. Such an institution usually focuses upon the vertical career development of police officers and may be involved in police research.

Police Academy

A school specialised in police training on different levels in the different countries.

Organiser - Organising institute/College

The college or institute that is responsible for organising a training activity (independent of the location).

Supporter - Supporting Institute/College

The college or institute which supports the organising institute in the preparation, implementation and evaluation of the training activity with the purpose of achieving a European approach

National Contact Point*

The contact point (postal and electronic address) in each country, to which all official CEPOL documents, papers, agendas and minutes are disseminated

Preparatory Group

A group consisting of the organiser and the supporter and working on the joint preparation, implementation and evaluation of a training activity

3. Terms related to persons involved in training activities

Senior police officer

A police officer in the higher categories of ranks within the national police service

Participant

A participant is any person who is taking part in a training activity of CEPOL, normally a senior police officer.

Training Professionals

Trainer

Any person who teaches or educates police officers to perform effectively in their police role

Lecturer

Any (normally) academically qualified person or expert who gives a lecture

Expert

Any person with a high degree of competence, skills or experience in a particular area, who may not be academic, but can be quite a respected practitioner

Facilitator

A facilitator is any person who assists individuals or groups in the generation of learning and outputs, particularly in the process of self-directed learning. Such a person supports someone else to do something more easily by discussing problems, giving advice, etc. rather than directing them what to do.

Mentor

A mentor is a confidential coach and sounding-board, accustomed to identifying and enabling areas for individual improvement, and to developing positive and effective approaches to management, organisational and change issues, many of which can be controversial and involve risk.

Moderator

Any person who oversees the discussion process and encourages effective interaction

Organising Staff

Manager¹

Any person, appointed by the organising college to be responsible for the design, planning, organisation and management of a training course or seminar (normally also chairing the Preparatory Group).

National Training Coordinator*

Any person appointed in a particular country in charge of securing the exchange of training information (e.g. invitations, reports, results of evaluations) to other contact points and to the CEPOL Secretariat.

National Coordinator for EPLN*

Any person appointed in a particular country in charge of coordinating the activities of EPLN in that country in co-operation with the CEPOL Secretariat and who decides upon the access to EPLN in that country.

¹ The Course/Seminar Manager normally chairs the Preparatory Group.

- The Manager should normally have competencies and experience in the design and implementation of training.
- The Manager should have a good command of English (communication and reports are in English).
- The National Training Coordinator can be appointed and act as the manager for a course or seminar.

National Correspondent for eDoc*

The person appointed to be the link between the national system of police training institutes for senior police officers, the respective country's scientific community, and the CEPOL Secretariat in terms of police science and research.

4. Other terms

Guidelines

Recommendations for procedures and activities which should be followed (Q13, guidelines Managers etc.)

Rules

Binding decisions which have to be followed (e.g. budget, financial regulation, annual programme, rules of procedure).

Target group

Any particular group of law enforcement officers appropriate to participating in a training activity

Evaluation

The process of gathering information which allows decisions to be made about the selection, modification, merit and/or worth of particular training activities

Evaluation might focus upon the aims of the course and whether they have been achieved, or the process of the course (structure and methods) and how it has been received, or the products of the course and the extent to which they are able to perform what is required of them.

Competence

There is still considerable debate in the academic arena about the definition of “competency”.

A competency can be described as a certain degree of effective performance of a task or role with a certain degree of natural ease. This performance is based on acquired knowledge and skills.

Competencies are not the tasks of the job – they are what **enable** people to do the tasks – the “how” rather than the “what”.

Another useful definition for the term **competence**:

- 1) the level of knowledge, skills and attitude, necessary to perform work efficiently, according to the standards accepted by a profession or occupation at a given time
- 2) the ability to perform at an agreed level of proficiency, consisting of knowledge, skills, attitudes and professional values

Contact addresses

- * National Contact Point
- * National Training Coordinator
- * National Co-ordinator for EPLN
- * National Correspondent for eDoc