

DECISION
OF THE GOVERNING BOARD OF THE EUROPEAN POLICE COLLEGE
2/2006/GB
CONCERNING THE ESTABLISHMENT AND
THE RULES GOVERNING THE CREATION AND FUNCTIONING
OF COMMITTEES, WORKING GROUPS, PROJECT GROUPS,
AD HOC WORKING GROUPS AND SUBGROUPS

Adopted by the Governing Board
on 13 January 2006

THE GOVERNING BOARD,

Having regard to the Council Decision 2005/681/JHA of 20 September 2005 establishing a European Police College (hereinafter referred to as “CEPOL”), and in particular Article 10(10) thereof;

Whereas:

- (1) The structure of committees and working groups as well as the rules governing the creation and functioning as organised by the Governing Board set up on the basis of Council Decision 2000/820/JHA have proved its worth and meet the requirements of CEPOL established on the basis of Council Decision 2005/681/JHA. CEPOL should therefore retain the structure and the rules.
- (2) The terms CEPOL established on the basis of Council Decision 2000/820/JHA used are different from the terms used in Council Decision 2005/681/JHA. CEPOL should therefore define the meaning of the terms used in the latter mentioned Council Decision for its own purpose.
- (3) A decision on the structure of working groups, on the rules governing the creation and functioning of the working groups and on the membership and chairmanship is desirable to ensure the continuity of CEPOL’s business.

HAS ADOPTED THIS DECISION:

Article 1
Definitions

1. For the purpose of this decision “committees” are working groups as referred to in Article 10(1) of the Council Decision 2005/681/JHA.
2. For the purpose of this decision “working groups” are permanent groups assigned to Committees.
3. For the purpose of this decision “project groups” are temporary groups assigned to Committees.
4. For the purpose of this decision “ad hoc working groups” are groups assigned to Committees for a closed object.
5. For the purpose of this decision “subgroups” are permanent groups assigned to working groups.

Article 2
Committees

There shall be the following committees assigned to the Governing Board

- (a) Strategy Committee (SC),
- (b) Finance and Budget Committee (FBC),
- (c) Training and Research Committee (TRC),
- (d) Annual Programme Committee (APC).

Article 3
Working Groups

1. There shall be the following working group assigned to the Strategy Committee:

External Relations Working Group (ERG)

2. There shall be the following working groups assigned to the Training and Research Committee:

- (a) Electronic Network Working Group (ENWG)
- (b) Working Group on Learning (WGL)

Article 4
Project Groups

1. There shall be the following project group assigned to the Finance and Budget Committee:

Transition Project Group (TPG)

2. There shall be the following project groups assigned to the Training and Research Committee:

- (a) Project Group “European Approach on Police Science” (PGEAPS)
- (b) Project Group “Competency Profile of Senior Police Officers in the Field of International Cooperation”

Article 5
Ad hoc Working Groups

There shall be the following ad hoc working groups assigned to the Training and Research Committee:

- (a) Common Curriculum Europol
- (b) Common Curriculum Police Ethics and Prevention of Corruption
- (c) Common Curriculum Counter-Terrorism
- (d) Common Curriculum European Police Cooperation – Methods and Instruments

Article 6
Subgroups

1. There shall be the following subgroups assigned to the Electronic Network Working Group:
 - (a) Homepage Subgroup
 - (b) Electronic Platform Subgroup
 - (c) e-Learning Subgroup
2. There shall be the following subgroups assigned to the Working Group on Learning:
 - (a) Subgroup I for Quality Assurance System, Evaluation Assessment, Post-course Learning Reinforcement
 - (b) Subgroup II for Train the Trainers, Certification, Competency Profile for Trainers, Language Courses
 - (c) Subgroup III for Exchange Programme, Implementation of the Bologna Declaration
 - (d) Subgroup IV for Electronic Network

Article 7
Chair and members of the Strategy Committee

- (1) The Strategy Committee shall be chaired by the chairperson of the Governing Board as referred to in sentence 3 of Article 10(1) of the Council Decision 2005/682/JHA.

(2) The Strategy Committee shall have the following members:

- (a) Former and incoming chairperson of the Governing Board as referred to in sentence 3 of Article 10(1) of the Council Decision 2005/682/JHA
- (b) deputy chair of the Finance and Budget Committee
- (c) chair and deputy chair of the Training and Research Committee
- (d) chair and deputy chair of the Annual Programme Committee
- (e) chair of the External Relations Working Group

Article 8

Chair and members of the Finance and Budget Committee

(1) The Finance and Budget Committee shall be chaired by the chairperson of the Governing Board as referred to in sentence 3 of Article 10(1) of the Council Decision 2005/682/JHA.

(2) The Finance and Budget Committee shall have the following members:

- (a) Former and incoming chairperson of the Governing Board as referred to in sentence 3 of Article 10(1) of the Council Decision 2005/682/JHA
- (b) Luxemburg (3)
- (c) Sweden (3)
- (d) United Kingdom (3)
- (e) Germany (2)
- (f) Denmark (2)
- (g) Slovakia (2)
- (h) Malta (1)
- (i) Ireland (1)

Article 9

Members of the Training and Research Committee

The Training and Research Committee shall have the following members:

- (a) Belgium (3)

- (b) Italy (3)
- (c) Latvia (3)
- (d) Estonia (2)
- (e) Finland (2)
- (f) Spain (2)
- (g) Cyprus (1)
- (h) Czech Republic (1)
- (i) Netherlands (1)

Article 10
Members of the Annual Programme Committee

The Annual Programme Committee shall have the following members:

- (a) Austria (3)
- (b) Poland (3)
- (c) Slovenia (3)
- (d) France (2)
- (e) Lithuania (2)
- (f) Portugal (2)
- (g) Greece (1)
- (h) Hungary (1)

Article 11
Rotation system

1. The digit in brackets after each Member State mentioned in Articles 8 to 10 of this Decision indicates the number of calendar years the Member States keeps the membership of that committee, beginning with the year this Decision enters into force.
2. Member States losing the membership of the Finance and Budget Committee become members of the Training and Research Committee.

3. Member States losing the membership of the Training and Research Committee become members of the Annual Programme Committee.
4. Member States losing the membership of the Annual Programme Committee become members of the Finance and Budget Committee.

Article 12

Chair and deputy chair of committees

1. The members of the Finance and Budget Committee elect under themselves one deputy chair.
2. The members of the Training and Research Committee elect under themselves one chair and one deputy chair.
3. The members of the Annual Programme Committee elect under themselves one chair and one deputy chair.
4. If applicable the chair of each committee informs the Governing Board about the elected chair and deputy chair.

Article 13

Chair and members of working groups, project groups and ad hoc working groups

Chair and members of working groups and project groups are to be determined by the Committee the working group, project group or ad hoc working group is assigned to. The Governing Board shall ratify the decision of the Committee.

Article 14

Chair and members of subgroups

Chair and members of subgroups are to be determined by the working group the subgroup is assigned to.

Article 15

Limit of committees and groups one Member State can chair

A Member State holding the Presidency of the European Union or a representative of that Member State shall not hold the chairmanship of any committee, working group, project group, ad hoc working group or subgroup apart from the Strategy Committee and the Finance and Budget Committee and resign the chairmanship if necessary. In that case the current deputy chair in that committee, working group, project group, ad hoc working group or subgroup will take the chair of the Committee.

Article 16

Rules governing the creation and functioning of the working groups

The rules governing the creation and functioning of the working groups are contained in the Annex of this Decision.

Article 17

List of composition

Whenever the membership of a committee changes in accordance with Articles 7, 8, 11 and 12 of this Decision the Secretariat shall draw up an up-dated list of the composition of the committees.

Article 18

Entry into force

This decision shall enter into force on the day of its adoption and shall apply as of 1 January 2006.

Done at Brussels, 13 January 2006

For the Governing Board

*János Feherváry
Chair of the Governing Board*

Annex

Rules of Procedure Committees and Working Groups

1. General Principles

The Governing Board of CEPOL establishes the role, competence and the composition of the Committees according to the criteria of transparency and efficiency.

The Governing Board may also decide to establish Working Groups, Project Groups, Ad hoc Working Groups and Subgroups (hereinafter referred to as “Working Groups”).

The Committees and Working Groups should be open to all Members States and Acceding Countries.

The Committees and Working Groups work on a mandate of the Governing Board, but they are not entitled to take decisions on behalf of the Board.

The Committees and Working Groups develop, work out and present proposals to the Governing Board on request of the Governing Board in accordance with the guidelines laid down by the Governing Board.

The Committees under their own initiative may present proposals to the Presidency and the Administrative Director of CEPOL for their consideration and possible reaction.

2. Procedure

(a) Invitation

- Invitation letter shall be sent by the Chair to all members of the Committee or Working Group and for information to the official contact point of the Member States and the Acceding Countries no later than *two weeks* before the meeting.
- The Presidency and the CEPOL Secretariat shall always be invited to the Committee and working group meetings. The Chair may invite Europol to relevant Agenda topics.

(b) Participation

Any CEPOL Member State, even if not a member of a specific Committee or Working Group, may participate as observer at their own expenses.

(c) Agenda and Documents

- The agenda and related documents to be discussed at a meeting shall be disseminated to members of a Committee or a Working Group, and for information, to all contact points of the Member States no later than one week before the meeting.

- The agenda should fit the time available to discuss all the issues proposed.

(d) Procedure of a meeting

- The Chair begins the meeting with announcements. The Chair and the delegates have a joint responsibility to ensure that the meeting achieves the planned results and that all items on the Agenda are dealt with within the timeframe set for the meeting.
- The Committees and Working Groups should try to arrive at a unanimous conclusion.
- The Chair is responsible for expressing decisions or conclusions of each item in order to ease the writing of a report and to formulate in due time the proposals to the Governing Board.

(e) Reports

- The Chair is responsible for writing and distributing a report of the meeting, taking into account the most important discussions and conclusions of the different issues and reflecting the different positions. If so agreed, the CEPOL Secretariat may assist the Chair writing the report. A simplified standard format could be used.
- The Chair is responsible for the dissemination of the report to the members of the Committees or Working Groups and for information to the formal contact persons of the Member States and Acceding Countries no later than three weeks after the meeting.
- Participants of the meeting should be given one week to send observations about the report and also to inform the other participants about the observations/comments.

3. Further Tasks

The Chairs are committed and responsible for:

- the *cooperation* with other committees and working groups on common and interconnected issues
- drafting a *budget* for the committees activities
- the conception, preparation and distribution of a draft *Annual Report*
- the timely information to the Presidency and the Secretariat about ongoing activities outside the meetings.