

DECISION
OF THE GOVERNING BOARD OF THE EUROPEAN POLICE COLLEGE
19/2006/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 10 May 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 establishment and the rules governing the creation and functioning of Committees, Working Groups, Project Groups, Ad hoc Working Groups and Subgroups were laid down by Decision 02/2006/GB as last amended by Decision 10/2006/GB of the Governing Board of the European Police College.
- (2) Since CEPOL is financed from the general budget of the European Union and the Staff Regulations of Officials of the European Communities and the Conditions of employment of other servants of the European Communities apply to the Director and the staff of the CEPOL Secretariat, it has become apparent that the remit of the Finance and Budget Committee does not anymore meet the requirements of the Governing Board.
- (3) Therefore the Finance and Budget Committee should deal with all administration issues, which require actions by the Governing Board, and consequently be renamed as Budget and Administration Committee.
- (4) A working group assigned to the Annual Programme Committee should be established in order to deal with organisational difficulties encountered when setting up CEPOL's activities.
- (5) In order to reflect the change of mindset of the Governing Board regarding minutes and outcome of proceedings the Committees, Working Groups, Project Groups, Ad hoc Working Groups and Subgroups should be no longer produce reports but outcome of proceedings of their meetings.
- (6) The Committees are assigned directly to the Governing Board and are important bodies for preparing actions of the Governing Board. Therefore it is necessary to define the remit of each Committee.
- (7) Reimbursement rules for participants of meeting of the Committees, Working Groups, Project Groups, Ad hoc Working Groups and Subgroups should be defined.
- (8) As a result of these extensive modifications it is desirable to repeal Decision 02/2006/GB as last amended by Decision 10/2006/GB of the Governing Board of the European Police College and to replace it by a new Decision of the Governing Board of the European Police College.

HAS ADOPTED THIS DECISION¹:

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) Budget and Administration Committee (BAC),
- (c) Training and Research Committee (TRC),
- (d) Annual Programme Committee (APC).

¹ At the same time the Governing Board asked the Strategy Committee to develop in close cooperation with the Secretariat

- a new general paper with essential elements for the committees and working groups, project groups and subgroups, and
- an implementation paper on the basis of the general paper with details for the committees, individual working groups, ad-hoc working groups, project groups and subgroups which allows for changes whenever new developments in the structure, composition, make-up or concerning the remit occur.

The new papers shall replace the adopted document.

*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)
3. There shall be the following working group assigned to the Annual Programme Committee:

Working Group on “Analysis of CEPOL’s training activities” (ACTA)

*Article 4
Project Groups*

4. There shall be the following project group assigned to the Budget and Administration Committee:

Transition Project Group (TPG)
5. 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 for the development of common curricula assigned to the Training and Research Committee until the curriculum and study materials have been delivered to the Secretariat:

- (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
- (e) Common Curriculum Money Laundering
- (f) Common Curriculum Trafficking of Human Beings
- (g) Common Curriculum Domestic Violence

*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 Budget and Administration 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 Budget and Administration Committee

- (1) The Budget and Administration 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 Budget and Administration 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 Budget and Administration 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 Budget and Administration Committee.

Article 12

Chair and deputy chair of committees

1. The members of the Budget and Administration Committee elect among themselves one deputy chair.
2. The members of the Training and Research Committee elect among themselves one chair and one deputy chair.
3. The members of the Annual Programme Committee elect among 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 Budget and Administration 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 1 of this Decision.

*Article 17
Remit of Committees*

The remits of the Committees as established by this Decision are contained in Annex 2 of this Decision to be adopted by the Governing Board by the end of December 2006.

*Article 18
Reimbursement rules*

Reimbursement rules for participants of meetings of the Committees, Working Groups, Project Groups, Ad hoc Working Groups and Subgroups as established by this Decision are contained in Annex 3 of this Decision to be adopted by the Governing Board by the end of December 2006.

*Article 19
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 20
Repeal*

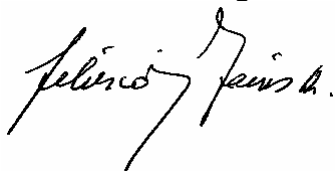
Decision 2/2006/GB of the Governing Board of the European Police College is repealed.

*Article 21
Entry into force*

This decision shall take effect on the day following that of its adoption.

Done at Vienna, 10 May 2006

For the Governing Board

A handwritten signature in black ink, appearing to read 'János Fehérváry', written over a horizontal line.

*János Fehérváry
Chair of the Governing Board*

Annex 1

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 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 an outcome of proceedings and to formulate in due time the proposals to the Governing Board.

(e) Outcome of proceedings

- The Chair is responsible for writing and distributing outcome of proceedings 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 outcome of proceedings. A simplified standard format could be used.
- The Chair is responsible for the dissemination of the outcome of proceedings 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 outcome of proceedings 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.