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DECISION 08/2007/GB
OF THE GOVERNING BOARD OF THE EUROPEAN POLICE COLLEGE
**LAYING DOWN RULES GOVERNING THE ORGANISATION OF MEETINGS
AND THE REIMBURSEMENT OF EXPENDITURE FOR
ATTENDING AND ORGANISING MEETINGS
OF THE GOVERNING BOARD, COMMITTEES, WORKING GROUPS,
PROJET GROUPS, AD HOC WORKING GROUPS AND SUB GROUPS
AND HAND-OVER MEETINGS**

Adopted by the Governing Board
on 8 March 2007

Amended by:

- **M1** Decision 22/2007/GB of the Governing Board of the European Police College amending the rules for reimbursement of expenditure for organising meetings of committees, adopted by the Governing Board on 26.9.2007
- **M2** Decision 24/2007/GB of the Governing Board of the European Police College amending the rules for amending meeting calendars, adopted by the Governing Board on 26.9.2007
- **M3** Decision 28/2007/GB of the Governing Board of the European Police College amending the rules for the reimbursement of attending meetings of committees, adopted by the Governing Board on 27.11.2007

- ▶ **M4** Decision 34/2008/GB of the Governing Board of the European Police College amending Decision 8/2007/GB of the Governing Board of the European Police College laying down rules governing the organisation of meetings and the reimbursement of expenditure for attending and organising meetings, adopted by the Governing Board on 11.12.2008

- ▶ **M5** Decision 16/2009/GB of the Governing Board of the European Police College amending Decision 8/2007/GB of the Governing Board of the European Police College laying down rules governing the organisation of meetings and the reimbursement of expenditure for attending and organising meetings, adopted by the Governing Board on 26.5.2009

- ▶ **M6** Decision 27/2009/GB of the Governing Board of the European Police College amending Decision 8/2007/GB of the Governing Board of the European Police College laying down rules governing the organisation of meetings and the reimbursement of expenditure for attending and organising meetings, adopted by the Governing Board on 6.10.2009

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THE GOVERNING BOARD,

Having regard to Council Decision 2005/681/JHA ⁽¹⁾, and in particular Articles 1(2) and 10(6) and (10) thereof;

Having regard to Decision 22/2006/GB of the Governing Board of the European Police College adopting the Financial Regulation ⁽²⁾;

Having regard to Decision 8/2006/GB of the Governing Board of the European Police College concerning its rules of procedure ⁽³⁾;

Having regard to Decision 19/2006/GB of the Governing Board of the European Police College concerning the establishing and the rules governing the creation and functioning of Committees, Working Groups, Project Groups, Ad Hoc Working Groups and Sub Groups ⁽⁴⁾;

Having regard to the proposal from the Director;

Whereas:

- (1) The organisation of meetings should reflect that the European Police College (hereinafter referred to as “CEPOL”) shall function as a network.
- (2) Continuity between the terms of Presidencies should be assured.
- (3) The expenditure for organising meetings of the Governing Board, Committees, Working Groups, Project Groups, Ad Hoc Working Groups and Sub Groups should be borne by the budget of CEPOL regardless of the organiser.
- (4) The reimbursement of expenditure for attending meetings of the Governing Board, Committees, Working Groups, Project Groups, Ad Hoc Working Groups and Sub Groups should ensure equal conditions for the Member States, also taking into account the input in the network of the European Police College.
- (5) For the purpose of transparency it is desirable to lay down rules governing the organisation of and the reimbursement for organising and attending CEPOL meetings.

HAS ADOPTED THIS DECISION:

⁽¹⁾ OJ L 256, 1.10.2005, p. 63.

⁽²⁾ Adopted by the Governing Board in a written procedure on 31 August 2006.

⁽³⁾ Adopted by the Governing Board on 23.02.2006; decision as last amended by Decision 26/2006/GB of the Governing Board of the European Police College (adopted by the Governing Board on 27.09.2006).

⁽⁴⁾ Adopted by the Governing Board on 10.05.2006; decision as last amended by Decision 28/2006/GB of the Governing Board of the European Police College (adopted by the Governing Board on 27.09.2006).

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CHAPTER 1
GENERAL PROVISIONS

Article 1
Subject matter

This decision shall govern the organisation of meetings and the reimbursement of expenditure for attending and organising meetings of the

- a. Governing Board of the European Police College (hereinafter referred to as “CEPOL”);
- b. Committees, Working Groups, Project Groups ► **M4** ◀ and ► **M4** Sub-groups ◀ as established by the Governing Board;
- c. ► **M6** Presidencies (hereinafter referred to as “Presidencies Meetings”). ◀

Article 2
Organisers

1. The meetings of the Governing Board and ► **M6** Presidencies Meetings ◀ shall be organised by the Member State holding the Presidency of the Council of the European Union.
2. The meetings of Committees shall preferably be organised by a Member State being member of the Committee.
3. The meetings of the Working Groups, Project Groups ► **M4** ◀ and ► **M4** Sub-groups ◀ shall preferably be organised by a Member State a member of the Group is citizen of.

Article 3
Meeting calendar

The Director, after having consulted the Presidency and the chairs of the Committees, Working Groups, Project Groups ► **M4** ◀ and ► **M4** Sub-groups ◀, shall present a meeting calendar covering the term of the incoming Presidency at the first meeting of the Governing Board of the current Presidency for approval. The meeting calendar shall list all meetings and specify date, duration and venue for each meeting.

CHAPTER 2
REIMBURSEMENT FOR ATTENDING MEETINGS

Article 4
Governing Board

CEPOL shall reimburse travel expenditure for attending meetings of the Governing Board for

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- a. up to two delegates per Member State;
- b. guests of the Presidency, if invited with the prior agreement of the Director.

*Article 5
Committees*

CEPOL shall reimburse travel expenditure for attending meetings of Committees for:

- a. one delegate per member of the Committee;
- b. one delegate per current and incoming Presidency, for attending meetings of Committees the respective Member State is not member of;
- c. one delegate per Member State, which is taking over the Presidency of the Council of the European Union following the incoming Presidency, for attending meetings of the Strategy Committee and the Budget and Administration Committee;
- d. chairs of Working Groups and Project Groups for attending meetings of the Committee the Group they are chairing is assigned to;
- e. guests of the chairs of Committees, if invited with the prior agreement of the Director.

*Article 6
Working Groups, Project Groups ► **M4** ◀ and ► **M4** Sub-groups ◀*

CEPOL shall reimburse travel expenditure for members of Working Groups, Project Groups ► **M4** ◀ and ► **M4** Sub-groups ◀, chairs of Committees the working group or project group is assigned to, and, if invited with the prior agreement of the Director, guests of the chairs of Working Groups and Project Groups.

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*Article 7
Presidencies Meetings*

CEPOL shall reimburse travel expenditure and accommodation costs for attending Presidencies Meetings for up to two delegates of the current Presidency, and for up to one delegate of the incoming Presidency and the former Presidency. Presidencies Meetings shall preferably be combined with other meetings.

CEPOL shall reimburse travel expenditure and accommodation costs for up to one delegate of other Member States or EU Agencies being invited by the Presidency for a specific Presidencies Meeting with the prior agreement of the Director.

The composition of the Presidencies Meetings is at the discretion of the current Presidency within the framework as defined in the first sentence of this article.

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*Article 8
Observers*

Observers are not entitled to reimbursement of travel expenditure.

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*Article 9
Staff of the Presidency, Chairs and Organisers*

▼ **M3**

1. Only in case the CEPOL Secretariat does not support a meeting, one member of staff of the Presidency or of chairs is entitled to reimbursement of travel expenditure.
2. Notwithstanding Paragraph (1) of this Article one member of staff of the Chair of the Governing Board and one member of staff of the incoming Chair of the Governing Board shall be entitled to reimbursement for attending meetings of the Strategy Committee and the Budget and Administration Committee in addition to the entitled delegate pursuant to Article 5(a) of this Decision.
3. Costs for salaries of staff of the Presidency and of chairs shall not be reimbursed.

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4. In case a meeting is not organised by a Member State being a member of that Committee or by a Member State a member of that group is citizen of, one member of staff of the organiser is entitled to reimbursement of travel expenditure.

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*Article 10
Travel by air*

1. Air travel shall be reimbursed on the basis of travel in economy class.
2. Transfers to and from the airport shall not be reimbursed.

*Article 11
Travel by rail*

1. Travel by rail shall be reimbursed on the basis of first-class travel by the shortest and most effective route.
2. The following expenses shall also be reimbursed:
 - (a) the cost of seat reservation;
 - (b) supplements for fast trains;
 - (c) supplements for accommodation in a single sleeper where the journey includes not less than six hours of night travel between 22.00 and 07.00.
3. Transfers to and from the station shall not be reimbursed.

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Article 12
Travel by car

Travel by car shall be reimbursed on the basis of a fixed kilometre allowance at €0.22 per kilometre, for the shortest and most effective route. Other expenses, like way tolls, parking, ferry crossing etc., can also be reimbursed on presentation of the corresponding supporting documentation.

CHAPTER 3
REIMBURSEMENT FOR ORGANISING MEETINGS

Article 13
General provisions

1. Meetings of Committees, Working Groups, Project Groups ► **M4** ◀ and ► **M4** Sub-groups ◀ shall preferably be organised in Police Colleges.
2. Notwithstanding Articles 10(2) and 11(3) of this Decision CEPOL shall reimburse the costs for transport up to €► **M6** 50 ◀ per participant, in case the organiser provides transport to and from the airport or station at the place of the meeting for free to participants of meetings of Committees, Working Groups, Project Groups ► **M4** ◀ and ► **M4** Sub-groups ◀ and ► **M6** Presidencies Meetings ◀.
3. Costs for translation and interpretation shall not be reimbursed.

Article 14
*Governing Board ► **M1** ◀*

1. CEPOL shall reimburse the costs for meeting rooms, printing, technical equipment, other administrative costs and costs for meals, if provided for free to participants, up to a total of
 - (a) €17.000, in case one meeting of the Governing Board per term of a Presidency is organised;
 - (b) €34.000, in case two meetings of the Governing Board per term of a Presidency are organised;

► **M1** ◀

2. Notwithstanding Articles 10(2) and 11(3) of this Decision CEPOL shall reimburse the costs for transport up to €► **M6** 50 ◀ per participant, in case the organiser provides transport to and from the airport or station at the place of the meeting for free to participants of meetings of the Governing Board, within the total amount given in Subparagraphs (a) and (b) of Paragraph (1) of this Article.
3. CEPOL shall reimburse the costs for accommodation provided for free to guests of the Presidency ► **M1** ◀, if invited with the prior agreement of the Director, within the total amounts given in Paragraph (1) of this Article.

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4. The organiser shall indicate the costs of accommodation and meals to be borne by the participants in the invitation letter.

▼ **M6**

*Article 15
Committees, Working Groups, Project Groups,
Sub-groups and Presidencies Meetings*

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1. CEPOL shall reimburse the costs for providing accommodation per night per entitled delegate as defined in Articles ► **M1** 5 to ◀ 7 ► **M3** and 9 ◀ of this Decision up to the hotel ceiling as established by Article 13(2) of Annex VII to the Staff Regulations of officials of the European Union ⁽¹⁾.
2. CEPOL shall reimburse costs for providing meals per entitled delegate as defined in Articles ► **M1** 5 to ◀ 7 ► **M3** and 9 ◀ of this Decision and, if invited with the prior agreement of the Director, per guests of the chair up to the equivalent of
 - (a) 15% per breakfast;
 - (b) 30 % per lunch;
 - (c) 30 % per dinner;of the daily allowance as established by Article 13 (2) of Annex VII to the Staff Regulations of officials of the European Union.
3. In case the meeting of the ► **M1** Committee, ◀ Working Group, Project Group ► **M4** ◀ or ► **M4** Sub-group ◀ or the ► **M6** Presidencies Meetings ◀ takes place in a college, notwithstanding Paragraphs (1) and (2) of this Article, CEPOL shall reimburse the costs for accommodation and for meals per entitled delegate as defined in Article ► **M1** 5 to ◀ 7 ► **M3** and 9 ◀ of this Decision at the regular rates of the College.

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4. CEPOL shall reimburse costs for meeting rooms, printing, technical equipment and other meeting related costs up to €250 per half meeting day of at least four hours duration.

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*Article 16
Agreement for organising meetings*

1. Within ► **M6** ten weeks ◀ after the approval of the meeting calendar as referred to in Article 3 of this Decision CEPOL shall send to the organiser a draft agreement containing of
 - (a) the specifications of the meeting as referred to in sentence 2 of Article 3 of this Decision;

⁽¹⁾ OJ L 56, 4.3.1968, p. 1. Regulation as amended by Regulation (EC, Euratom) No 1895/2006 (OJ L 397, 30.12.2006, p. 6).

▼ **M6**

(b) the estimated number of delegates, guests, observers and staff of the Presidency, Chairs and Organisers on the basis of Articles 4 to 9 of this Decision;

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(c) a budget on the basis of the applicable provisions of this Decision.

2. The organiser may either propose amendments or confirm the agreement within two weeks after receipt thereof.
3. The agreement with the components as listed in Paragraph 1 of this Article shall be signed by the Director and an authorised representative of the organiser within ► **M6** fourteen weeks ◀ after the approval of the meeting calendar as referred to in Article 3 of this Decision.
4. In case the meeting is not organised by the Member State chairing the Committee or the Member State the chair is citizen of, the agreement as referred to in Paragraph 3 of this Article shall be presented to the chair for approval within two weeks after receipt thereof.
5. Any increase of the number of guests and any change of the venue shall be subject to the prior approval of the Director and, if applicable, to the procedure as laid down in Paragraph 4 for this Article.

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CHAPTER 4
AMENDMENTS TO THE MEETING CALENDAR

Article 17
Amending procedure

1. An approved meeting calendar as referred to in Article 3 of this Decision may be amended by decision of the Director after an agreement with the chair of the committee or working group. The Director shall inform all national contact points as referred to in Article 14 of Council Decision 2005/681/JHA ⁽¹⁾ about any amending decision.
2. Any amending decision shall implicate a revision of corresponding agreements for organising meetings which shall follow the procedure laid down in Article 16 of this Decision. In case a meeting is added to the meeting calendar an agreement shall be concluded by following the procedure laid down in Article 16 of this Decision.
3. Article 16(5) of this Decision shall remain unaffected.

⁽¹⁾ OJ L 256, 1.10.2005, p. 63.

▼ **M2**

Article 17a
Reimbursement following amendments

In the event of an amendment to the meeting calendar, non refundable expenditures for services which have lapsed and which are reimbursable pursuant to this Decision shall be paid by CEPOL, if not made before the corresponding meeting calendar as referred to in Article 3 of this Decision has been approved by the Governing Board and if not made after a Decision by the Director has been announced as referred to in Article 17(1) of this Decision.

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CHAPTER 5
REIMBURSEMENT PROCEDURE

Article 18
Beneficiary/Payees

1. The reimbursement for attending meetings as referred to in Chapter 2 of this Decision shall be claimed by an authorised representative of the representative's employer, who can be the representative himself/herself.
2. The reimbursement for organising meetings as referred to in Chapter 3 of this Decision shall be claimed by an authorised representative of the organiser.
3. Reimbursements shall not be paid to individuals.
4. On request of an organiser CEPOL shall pay on behalf of the organiser directly to a supplier, on the basis of an invoice verified by the organiser. ► **M4** Together with the request, the organiser shall provide a completed Legal Entity Form (LEF) and a completed Financial Identification Form (BAF) along with the required supporting documents for any supplier who is not already registered. ◀

Article 19
Documentation

1. The use of templates facilitating the reimbursement procedure, provided by the CEPOL Secretariat, shall be obligatory.
2. All expenditure and costs shall only be reimbursed on presentation of appropriate documentation. In particular the documentation shall include
 - (a) originals ► **M5** ◀ of receipts;
 - (b) for travel by air, originals ► **M5** ◀ of boarding passes;
 - (c) for travel by car, originals ► **M5** ◀ of petrol receipts or other appropriate receipts proving the travel;
 - (d) a translation into the English language of all relevant words of receipts.

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If an original document cannot be provided, a specific declaration stating “The original document cannot be provided and the reimbursement will not be received from any other source.” shall be signed by an authorised staff member of the claimant and provided with the claim.

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3. In case the organiser provides for participants accommodation and/or meals for free, a confirmation of the participants shall be attached to the reimbursement claim of the organiser, stating that the participants will inform the sending organisation about the received benefits.

*Article 20
Advance Payment*

1. On request of an organiser CEPOL shall pay an advance of up to 50 % of the final budget as referred to in Article 16(3) of this decision. The advance payment shall be paid at the earliest one month before the meeting takes place, subject to financial provisions applicable to CEPOL and availability of funds.
2. No advance payments for costs for attending meetings shall be made.

▼ **M5**

*Article 21
Preclusion Period, Exchange Rate and Payment*

All claims shall be sent to the CEPOL Secretariat within two months after the meeting has been closed or was cancelled or postponed. All non-Euro transactions shall be carried out by using the monthly exchange rate of the Commission’s Accounting Officer. The payment shall be made in the national currency of the beneficiary within two months after the claim has been received.

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CHAPTER 6
FINAL PROVISIONS

*Article 22
Exemption clause*

1. In duly substantiated cases the Director may depart from the provisions laid down in this Decision.
2. If in the predominant interest of CEPOL, the Director may reimburse missions of the former, current or incoming Presidency for attending meetings with the EU Institutions or with the CEPOL Secretariat on the basis of the regulations applicable to CEPOL staff pursuant to Article 13(1) of Council Decision 2005/681/JHA ⁽¹⁾, except daily allowances.

⁽¹⁾ OJ L 256, 1.10.2005, p. 63.

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Article 23
Combating fraud

The Court of Auditors and OLAF may, if necessary, carry out on-the-spot checks among the recipients of CEPOL's funding and the agents responsible for allocating it.

Article 24
Settlement of disputes

Any dispute concerning the implementation of this Decision, which cannot be settled amicably, shall be referred for final decision to the Governing Board.

Article 25
Meeting calendar

The first meeting calendar as referred to in Article 3 of this Decision shall be adopted by the Governing Board at its second meeting in 2007 applicable for the second half of 2007. Meetings which take place within the period starting with the day of the entry into force of this Decision until 30 June 2007 shall be confirmed by the Director prior to sending an invitation and/or making any expenditure which is reimbursable pursuant to this Decision.

Article 26
Repeal

Article 13 of Decision 8/2006/GB of the Governing Board of the European Police College concerning its rules of procedure ⁽¹⁾ shall be repealed.

Article 27
Entry into force

This decision shall enter into force on 1 July 2007. However, Article 25 shall apply from the day of adoption of this decision.

Done at Münster, 8 March 2007

For the Governing Board
Klaus Neidhardt
Chair of the Governing Board

⁽¹⁾ Adopted by the Governing Board on 23.02.2006; decision as last amended by Decision 26/2006/GB of the Governing Board of the European Police College (adopted by the Governing Board on 27.09.2006).