

DECISION 37/2007/GB
OF THE GOVERNING BOARD OF THE EUROPEAN POLICE COLLEGE
AMENDING THE FINANCIAL RULES FOR COURSES AND SEMINARS

Adopted by the Governing Board
on 28 November 2007

THE GOVERNING BOARD,

Having regard to Council Decision 2005/681/JHA of 20 September 2005 establishing the European Police College (CEPOL) ⁽¹⁾, and in particular Article 7 thereof;

Having regard to the proposal of the Budget and Administration Committee ⁽²⁾, submitted by the Portuguese Presidency of the European Police College;

Whereas:

- (1) Following the introduction of agreements for the organisation of CEPOL Activities the according financial rules need to be aligned.
- (2) It is therefore desirable to amend Decision 30/2006/GB of the Governing Board of the European Police College laying down Administrative Rules, Commitments and Guidelines for its Courses ⁽³⁾ accordingly.

HAS ADOPTED THIS DECISION:

Article 1
Amendment

Annex 1 to Decision 30/2006/GB of the Governing Board of the European Police College is amended as follows:

1. On page 2 the text “Reimbursement Rules” is replaced by the text “Financial Rules”.
2. No 3. is replaced by the following:

“3. Financial Rules

3.1 Introduction

In addition to the Annual Budget Document, the following rules are applicable in order to facilitate the financial commitments and the reimbursement process.

⁽¹⁾ OJ L 256, 1.10.2005, p. 63.

⁽²⁾ Draft outcome of proceedings of the 8th meeting of the Budget and Administration Committee, item 7.

⁽³⁾ Adopted by the Governing Board on 27.9.2006. Decision as last amended by Decision 14/2007/GB of the Governing Board of the European Police College (adopted by the Governing Board on 22.5.2007).

3.2 Costs for courses/seminars

3.2.1 Costs for experts

3.2.1.1 Budget Item 3100 – *Cost for accommodation and meals*

As a general rule, the courses and seminars are presumed to be arranged and accommodated at colleges or at a similar venue. Only in exceptional cases accommodation can be arranged at a hotel, and only after authorisation from the Director.

Costs for accommodation and meals for the trainers/experts, as well as costs for coffee, beverages and extra costs for farewell dinner, are paid by the organiser and reimbursed by CEPOL.

By means of network building and learning opportunities, cost for trainers/experts is calculated as arriving the day prior to and departing the day after the presentation in order to facilitate for participants to meet experts/trainers outside the classroom and support their network.

3.2.1.2 Budget Item 3100 – *Costs for travel*

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 tickets will be done based on economy class fare.

Own car can be used, and the cost will be reimbursed according to national rules, but cannot exceed the regular cost of public transport tickets for the same journey. The reimbursement claims has to be sent to the organiser and the organiser will then be reimbursed by CEPOL.

3.2.1.3 Budget Item 3101 – *Fees to experts/trainers or Salary compensation to sending organisation*

External Experts/Trainers and “Freelancers” are entitled to a fee (external experts and lecturers are defined as persons coming from outside the national police colleges/institutes).

The fee can be paid directly to the expert/trainer/freelancer or can be paid as a compensation for salary costs to the sending college/organisation.

The fee or the compensation for salary has to be based on a contract. The Director has to agree to the signing of such a contract.

A maximum of €50/hour can be paid for lecturers/experts. The total costs for lecturers/experts may only exceed €250 per day after a specific agreement with the Director.

3.2.2 Costs for participants

3.2.2.1 Budget Item 3110 – *Cost for accommodation and meals*

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, after obtaining prior authorisation from the Director.

Costs for accommodation and meals for the participants, as well as costs for coffee, beverages and extra costs for farewell dinner, 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 during the last course/seminar day and a course/seminar day is calculated for 6-8 lessons including working groups, discussions, case studies etc.

3.2.2.2 *Costs for travel*

Travel costs for participants are not paid by CEPOL. Travel costs for participants are paid by the sending country/college.

3.2.3 Budget Item 3120 – *Costs for Preparatory Group 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 €900, including accommodation and meals for two nights (€350).

CEPOL will also cover meeting costs; coffee, beverages and cost for meeting room (when hotel are used) to a maximum of €200/day.

3.2.4 Budget Item 3121 – *Costs for interpretation and rental of technical equipment*

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

Costs for the interpretation are reimbursed by CEPOL, based on a contract between the Organiser and the company/interpreter(s) to a maximum of €1,500 for full-time interpretation/day for two interpreters (English and a second language).

The cost for rental of technical equipment for interpretation is calculated to an average of €750/day and to a maximum of €3,000 per week.

3.2.5 Budget Item 3122 – *Costs for lectures and research material*

Costs for lessons will be reimbursed by CEPOL in accordance with the committed budget for following:

- material (lecture material)
- translation of document
- external meeting rooms (when the venue is not a college)
- rental of technical equipment
- study visits

3.2.6 Budget Item 3190 – *Organisational and administrative costs (lump sum)*

The following costs will be reimbursed at a fixed rate of €3,000. The lump sum for activities lasting more than 8 days is €4,000, covering:

- general overhead
- cost for administration
- extra personnel resources
- stationery
- printing
- other costs

3.2.7 Budget Item 3191 – *Local transport*

For local transport to/from Airport/Station CEPOL will reimburse maximum €40/participant. If transported by bus/car between the hotel and the venue for the activity, CEPOL will reimburse the costs up to €300/day.

3.2.8 Budget Item 3199 – *Other running costs*

(n/a)

3.3 Financial and reimbursement rules

3.3.1 Basic budget information

20 weeks prior to the Activity, a basic budget should be prepared.

The information should be sent to the CEPOL Secretariat.

(Template available)

3.3.2 Committed budget

14 weeks prior to the Activity, a budget for the activity will be signed by the Director and sent to the Organiser for signature.

12 weeks prior to the Activity, the committed budget, with the signature of the organiser, has to be returned to CEPOL Secretariat via fax and post.

The committed budget lines cannot be exceeded.

(Template available)

3.3.3 Advance payment request

2 weeks after the Preparatory Group Meeting, a request for advance payment should be sent to CEPOL Secretariat.

(Template available)

Normally an advance payment of 50% will be paid after a written request by the organising college/institute, including an estimation of the number of participants.

Up to 75% can be paid in advance if the number of participants is confirmed to be more than 75% of the calculated number.

The request will normally be answered within one week and payment within additional two weeks.

3.3.4 Financial rules in case of postponement and/or cancellation

If an activity is postponed or cancelled, the costs for preparatory meeting as well as for prepaid tickets and similar costs for trainers, experts and participants will be covered by CEPOL.

3.3.5 Revised budget

2 weeks prior to the Activity, a revised budget should be forwarded to the Secretariat including new information.

The committed budget lines cannot be exceeded.

(Template available)

3.3.6 Preliminary report on costs

2 weeks after the Activity, updated information regarding the costs should be communicated to CEPOL Secretariat via email or fax when the under spending, compared with the committed budget, is €2.000 or more.

(Template available)

3.3.7 Final Financial Report – reimbursement claims

10 weeks after the Activity, a final financial report should be forwarded to the CEPOL Secretariat.

(Template available)

A final list of participants and trainers should be attached.

A translation into English should be done of the “head-lines” of all relevant invoices in order to understand the front page of the Report. In order to ensure that the organising college is fully informed about the costs and the reimbursements, all travel claims for trainers and experts should be forwarded to the organiser (claims shall not be sent to the CEPOL Secretariat by the experts/trainers). The organiser will reimburse the experts/trainers and will then be reimbursed by CEPOL Secretariat by sending the invoices together with the final Financial Report.

3.3.8 Reimbursement from CEPOL

Normally, within six weeks after receiving the Final Financial report CEPOL Secretariat will reimburse the organiser. During the period December-March payment may be pending when many claims are received in a short period of time.

The organiser may ask for payment in their local currency.”

Article 2 Entry into force

This Decision shall take effect on 1 January 2008.

Done at Loures, 28 November 2008

*For the Governing Board
Carla Falua
Chair of the Governing Board*