

DECISION 29/2008/GB  
OF THE GOVERNING BOARD OF THE EUROPEAN POLICE COLLEGE  
**CONCERNING THE ADMINISTRATION OF THE E-NET**

Adopted by the Governing Board  
on 26 September 2008

THE GOVERNING BOARD,

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

Having regard to the proposal of the Training and Research Committee <sup>(2)</sup>, submitted by Italy;

Having regard to the opinion of the Strategy Committee <sup>(3)</sup>;

Whereas:

- (1) According to Article 7(h) of Council Decision 2005/681/JHA one of CEPOL's tasks is to develop an electronic network to provide back-up for CEPOL in the performance of its duties, ensuring that the necessary security measures are in place.
- (2) A new platform has been developed and the new electronic network (e-Net) will be fully useable in the second half of 2008.
- (3) The e-Net will in particular offer the following functionalities:
  - a. Public and restricted website  
The public part of CEPOL's website will allow users to access a series of general information on CEPOL's activities, its organisation, etc. The restricted part of CEPOL's website, which will only be accessible to registered users having their own usernames and passwords, will provide more detailed information on CEPOL's activities; such as dates of, and reports on the various meetings, scheduled courses and seminars, etc. Member States will have possibilities for presenting their national training institutes and may include links to their websites.
  - b. Discussion Forum (with Chat Facilities)  
The Discussion Forum and Chat functionalities will provide an area where users can discuss key topics, either in the relevant discussion forum, or in a 'live-chat' window. The Discussion Forum offers the possibility to have topics open to all users, or closed, and only visible to groups of users with special access rights (special users).

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<sup>(1)</sup> OJ L 256, 1.10.2005, p. 63.

<sup>(2)</sup> 10<sup>th</sup> meeting of the Training and Research Committee, item 5.5.2.

<sup>(3)</sup> 12<sup>th</sup> meeting of the Strategy Committee, item 11.

c. e-Library

The new e-Library will enable archiving of scientific research results and knowledge documents related to policing.

Members with basic access rights will have automatic access to the e-Library and see all 'unrestricted' documents. The contents will be searchable and accessible by browsing keywords, collections, etc. However, particular documents may be stored in 'restricted' collections, and then be visible only to groups of users with special access rights (special users).

d. Workspace (Document Management System)

The Workspace is a tool that will enable the persons responsible in the Member States, the CEPOL Secretariat and the CEPOL Network (i.e. National Contact Points, chair persons, members of the Governing Board, Committees and Working/Project Groups) to control the lifecycle of all the documents produced during CEPOL meetings, including how and when documents are created, reviewed, published, utilised, retained and destroyed.

e. e-Learning

The e-Learning functionality is a tool to be used either in combination with classroom learning (blended learning), or as self-paced learning.

Users with basic access rights will have automatic access to this tool, and be able to participate in all open courses. However, access to particular sections of this tool may be 'restricted', and then visible only for groups of users with special access rights (special users).

(4) The successful performance of the e-Net depends fundamentally on the Members States, in particular on the extent to which they promote the use of the system, provide relevant materials, administer registrations and provide resources for the national e-Net work.

(5) It is therefore desirable to lay down rules on the administration of the e-Net.

HAS ADOPTED THIS DECISION:

*Article 1*  
*Scope*

This decision assigns roles and responsibilities for the administration of CEPOL's e-Net to participating Member States and to the CEPOL Secretariat.

*Article 2*  
*Basic principles*

Central administration for the e-Net shall be provided by the CEPOL Secretariat. Member States shall provide national administration for the e-Net, which shall not be financed from CEPOL's budget. The structure and organisation of the national e-Net work is a decision of the respective Member State.

*Article 3*  
*Appointment of National e-Net Managers*

Each Member State shall appoint a National e-Net Manager, who shall work through the National Contact Point as referred to in Article 14 of Decision 2005/681/JHA. The National e-Net Manager may be supported by additional staff.

*Article 4*  
*Tasks of National e-Net Managers*

National e-Net Managers shall in particular

1. approve or reject applications for new registrations;
2. give basic rights and assign roles to users to the different parts/tools;
3. support their national course managers and trainers in using the e-Net for distributing course material and in using the Discussion Forum;
4. edit content of the national training institutes' information on CEPOL's website;
5. encourage users to use the e-Net tools and give support to the national users through a national help-desk;
6. promote the e-Net to key audiences;
7. encourage and support senior police officers to share best practise and knowledge using the e-Library;
8. assess and approve content uploaded to the "knowledge collection" of the e-Library;
9. organise training for national users.

*Article 5*  
*Profile of National e-Net Managers*

National e-Net Managers shall

1. be a police officer or have adequate knowledge of police work;
2. have good English skills;
3. be confident using basic internet functionalities;
4. be able to fulfil the tasks as defined in Article 4 of this Decision;
5. be available to attend annual meetings.

*Article 6*  
*Basic User Rights and Special User Roles for restricted functionalities*

1. The rights and roles as referred to in Article 4(2) of this Decision shall be basic user rights and special user roles.
2. Basic user rights shall be granted to all registered users and allow access to the restricted area of CEPOL's website, general Discussion Forum, general Chat, e-Library and e-Learning tool.
3. Special User Roles shall be
  - (a) member of the Governing Board, a Committee, Working Group, Project Group, Sub-group;
  - (b) moderator of closed forum and chat;
  - (c) participant in CEPOL activities, trainers and experts as well as other roles related to the e-Learning tool;
  - (d) contributor to the Knowledge Collection and to the Research and Science collection of the e-Library;

*Article 7*  
*Tasks of the CEPOL Secretariat*

The CEPOL Secretariat shall:

1. provide Help Desk support to National e-Net Managers;

2. manage and oversee the central administration of the e-Net and manage the setting up of new groups and topics for the Discussion Forum as well as e-Learning;
3. provide applications and permissions for Special User Roles as referred to in Article 6(3)(a) of this Decision;
4. organise one annual meeting, of two days for the National e-Net Managers.
5. The organisation and reimbursement of the training meetings and the information seminar shall be in accordance with the applicable provisions for Working Groups of 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 of the Governing Board, Committees, Working Groups, Project Groups, Ad Hoc Working Groups and Sub Groups and Hand-over Meetings (<sup>1</sup>), which shall apply by analogy.

*Article 8*

*Delegation of administrator rights*

1. The CEPOL Secretariat as central administrator will provide support; giving access rights to users from those countries that will not be able to setup this new role during the early stages of implementation of the new e-Net.
2. National e-Net Managers may delegate administrator rights. The CEPOL Secretariat shall be informed in writing about any delegation and its limits before it is implemented.

*Article 8*

*Cooperation Partners*

If a cooperation agreement concluded by CEPOL provides for the participation in CEPOL's e-Net, the provisions of this Decision shall apply by analogy to the cooperation partner.

*Article 9*

*Entry into force*

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

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<sup>1</sup>) Adopted by the Governing Board on 8.3.2007; Decision as last amended by Decision 28/2007/GB of the Governing Board of the European Police College (adopted by the Governing Board on 27.11.2007).

Done at Paris, 26 September 2008

*For the Governing Board  
Emile Pérez  
Chair of the Governing Board*