

DECISION 2/2009/GB
OF THE GOVERNING BOARD OF THE EUROPEAN POLICE COLLEGE
**CLARIFYING RESPONSIBILITIES FOR THE DEVELOPMENT
OF E-LEARNING MODULES
AND AMENDING DECISION 27/2008/GB**
OF THE GOVERNING BOARD OF THE EUROPEAN POLICE COLLEGE

Adopted by the Governing Board
on 25 February 2009

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(a) thereof;

Having regard to Decision 27/2008/GB of the Governing Board of the European Police College adopting the Action Plan e-Learning ⁽²⁾;

Having regard to Decision 22/2008/GB of the Governing Board of the European Police College adopting the Work Programme 2008 ⁽³⁾, and in particular No 3.4 thereof;

Having regard to the proposal from the Training and Research Committee ⁽⁴⁾, submitted by Germany;

Whereas:

- (1) For the development of e-Learning modules various experts are required from different areas of expertise. For ensuring the needed flexibility in having the right experts available at the right time, the Director should be responsible for the selection and appointment procedure for experts for content, learning and ICT matters, after consultation with the Chair of the Working Group on Learning.
- (2) The e-Learning modules should be developed in close cooperation with the Working Group on Learning to ensure the effective use of the e-Learning facilities by trainers, teachers and course managers. Furthermore the Working Group on Learning should advise on the production and implementation on self-paced e-Learning modules, proposed by the Annual Programme Committee.
- (3) Regarding the content and educational approach of e-Learning modules the entire network should be involved in the development. Therefore National Contact Points should be given the possibility to comment on content descriptors and learning methodologies, before the e-Learning modules are presented to the Governing Board.
- (4) The Training and Research Committee should advise the Governing Board on the adoption of e-Learning modules by taking into account the comments provided by the National Contact Points.

⁽¹⁾ OJ L 256, 1.10.2005, p. 63.

⁽²⁾ Adopted by the Governing Board on 26.9.2008.

⁽³⁾ Adopted by the Governing Board on 25.9.2008.

⁽⁴⁾ 12th meeting of the Training and Research Committee, item 6.6.1.

- (5) The various responsibilities for the activities in the development process of e-Learning modules should be clarified.
- (6) It is therefore desirable to amend Decision 27/2008/GB of the Governing Board of the European Police College accordingly.

HAS ADOPTED THIS DECISION:

Article 1

The Annex of Decision 27/2008/GB of the Governing Board of the European Police College is amended as follows:

1. In No. 2.1 the text of the paragraph “Step 2: Defining the content” is replaced by the following:

”Given the input from the Annual Programme Committee, experts, preferably from CEPOL’s network now need to define content and educational approaches. A parallel can be found with the process of the Common Curricula experts.

Two deliverables can be defined:

- a. Structure of global content, methods, pictures (graded needed to know / have and nice to know / have); including the assessment of the availability of the described content;
- b. Detailed text proposals, including actual pictures graphs etc.

The Director submits a call for nominations to all National Contact Points and is responsible for selection and appointment, after consultation with the Chair of the Working Group on Learning.

The Working Group on Learning participates in defining the appropriate learning methodologies.

Once the content and learning methodologies are described, National Contact Points are given the opportunity to comment on these. The Training and Research Committee provides advice to the Governing Board on the adoption of e-Learning modules taking into account the comments provided by the National Contact Points.”

2. In No. 2.1 the following words are deleted in the paragraph “Step 3: Defining the script”:

“e.g. from the Project Group”

3. In No. 2.1 the following sentence is added to the paragraph “Step 5: Identifying a contractor”:

“The Director is in charge of this process.”

4. In No. 2.1 the following sentence is added to the paragraph “Step 6: Beta version of the Module”:

“Experts taking part in the project participate in the testing.”

5. In No. 2.1 the following table shall be added:

“Detailed overview of the seven steps with activities and matching responsibilities:

Step	Action	Activity	Responsibility
1	Defining the topic	Not only is the topic defined by the Annual Programme Committee, but also the target group and the global objectives. The latter gives directions to the content of the e-Learning module. The topics are also be part of CEPOL's Work Programme. Further more, a realistic budget needs to be allocated to the topics. Both, choice for the topics and allocated budget need the approval of the Governing Board.	Annual Programme Committee. Governing Board.
2	Defining the content	Given the input from the Annual Programme Committee, content experts from CEPOL's network now need to define content. A parallel can be found with the process of the Common Curricula experts.	(Content) Experts supported by SNE. Director to be mandated selecting and appointing experts based on nominations. Cooperation with the Working Group on Learning regarding educational approach. Described content and learning approaches to be disseminated to all National Contact Points; recommendation by Training and Research Committee for decision of the Governing Board.
3	Defining the script	Making a detailed description what happens in the module screen by screen, the so called screenplay. The script contains all single details.	Content Experts, supported by SNE. Cooperation with the Working Group on Learning regarding educational approach.
4	Proofreading the script	Making the content easily readable and understandable for learners for whom the English language is not their mother tongue.	Contractual outsourcing; responsibility of the Director
5	Identifying a contractor	Procurement process, based on the script. (Selection of Producer ,Signing Contract with Producer)	Contractual outsourcing; responsibility of the Director

Table cont'd

Step	Action	Activity	Responsibility
6	Beta version of the Module	Within the contractual term, the contactor will deliver a so called Beta version of the module, to be tested on its technical, content and look and feel qualities. Deficiencies will be 'repaired' within the framework of the contract.	Contractor.
		Assessment of the Beta Version.	(Content) Experts / SNE.
7	Final Version	Assessment of the Final Version.	(Content) Experts
		Acceptance of the Final Version.	The Director (as contracting partner) based on the advice of the content experts and SNE.
		Technical Implementation.	Secretariat (ICT and SNE)
		Promotion.	Annual Programme Committee (implementation of the Programme); Training and Research Committee (supporting the development of e-Learning modules); National Contact Points; Common Curricula Coordination Working Group, in case the topic concerns a Common Curriculum; Secretariat (Communications)."

Article 2

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

Done at Prague, 25 February 2009

*For the Governing Board
Helena Tomková
Chair of the Governing Board*