

DECISION 14/2009/GB
OF THE GOVERNING BOARD OF THE EUROPEAN POLICE COLLEGE
ADOPTING THE MULTI ANNUAL STAFF POLICY PLAN
2010 - 2012

Adopted by the Governing Board
on 26 May 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 13 thereof;

Having regard to Decision 22/2006/GB of the Governing Board of the European Police College adopting the Financial Regulation ⁽²⁾, and particular Article 27 (4) thereof;

Having regard to the proposal from the Director;

Having regard to the opinion of the Budget and Administration Committee ⁽³⁾

Having regard to the opinion of the Strategy Committee ⁽⁴⁾;

Having regard to the opinion of the Commission ⁽⁵⁾;

Whereas:

- (1) The basic principles of CEPOL's staff policy as defined by Decision 9/2008/GB of the Governing Board of the European Police College adopting the multi annual staff policy plan 2009 to 2011 ⁽⁶⁾ remain unchanged.
- (2) According to Article 1(2) of Council Decision 2005/681/JHA CEPOL shall function as a network. Approximately 90% of all training activities are organised by national training institutes in the Member States, but not by the CEPOL Secretariat. In addition the majority of the activities of committees and working groups are organised by Member States.

In each Member State a CEPOL National Contact Point has been established. Smaller units have a part time or full time function, bigger units have four to six officers implementing, preparing and evaluating CEPOL activities; inter alia organising courses, supporting other organisers, organising meetings, drafting budget proposals, developing programmes and taking part as delegates in meetings of committees and as experts in working groups. It is estimated that at least additional 50 to 60 officers are working with CEPOL's activities.

⁽¹⁾ OJ L 256, 1.10.2005, p. 63.

⁽²⁾ Adopted by the Governing Board in a written procedure on 31.8.2006; Decision as last amended by Decision 32/2008/GB of the Governing Board of the European Police College (adopted on 11.12.2008).

⁽³⁾ 12th meeting of the Budget and Administration Committee, item 6; 14th meeting of the Budget and Administration committee, item 8.

⁽⁴⁾ 13th meeting of the Strategy Committee, item 7.

⁽⁵⁾ Opinion without date, JLS/F3/FM/SB/nm D(2009)3303.

⁽⁶⁾ Adopted by the Governing Board in a written procedure on 6.5.2008.

- (3) The CEPOL Secretariat shall assist with the administrative tasks necessary for the network to function and implement the annual programme and, where appropriate, the additional programmes and initiatives pursuant to Article 12 of Council Decision 2005/681/JHA.

At least 50 % of the work carried out by programme officers is related to financial and administrative matters.

- (4) A minimum number of staff for financial and administrative tasks is required absolutely irrespective of the number of operational staff in order to comply with and to implement all regulations within the legal framework
- (5) CEPOL's network function, the tasks of the CEPOL Secretariat in general and the necessity to comply with and to implement all regulations within the legal framework have to be considered in any assessment of the balance between the number of administrative staff and operational staff. It is not CEPOL's intention to increase the number of operational staff exclusively for the purpose of matching the number of administrative staff.
- (6) In 2008 resignations have resulted in the need for rerunning recruitment procedures. The CEPOL Secretariat is doing its utmost to recruit staff for vacant functions as soon as possible.

HAS ADOPTED the multi annual Staff Policy Plan 2010 - 2012 as detailed in the Annex.

Done at Český Krumlov, 26 May 2009

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

EUROPEAN POLICE COLLEGE
MULTI ANNUAL STAFF POLICY PLAN 2010 - 2012

1. GENERAL OVERVIEW OF THE CURRENT SITUATION OF CEPOL

1.1 General information on CEPOL's activities

1.1.1 Description of CEPOL, its mission and programme tasks

The European Police College (hereinafter referred to as "CEPOL"), as a community financed EU-agency, was established by Council Decision 2005/681/JHA of 20 September 2005 ⁽¹⁾; the decision took effect on 1 January 2006. CEPOL was previously established by Council Decision 2000/820/JHA of 22 December 2000 ⁽²⁾ as a body financed directly by the Member States of the European Union.

Seat of CEPOL is Bramshill, United Kingdom. According to Article 1(2) of Council Decision 2005/681/JHA CEPOL shall function as a network, by bringing together the national training institutes in the Member States, whose tasks include the training of senior police officers.

The aim of CEPOL is to support the training of senior police officers of the Member States by optimising cooperation between the national training institutes. CEPOL therefore shall support and develop a European approach to the main problems facing Member States in the fight against crime, crime prevention, and the maintenance of law and order and public security, in particular the cross-border dimension of those problems (Article 5 of Council Decision 2005/681/JHA).

CEPOL's objectives are to increase knowledge of the national police systems and structures of other Member States and of cross-border police cooperation within the European Union; to improve knowledge of international and Union instruments – in particular regarding the institutions of the European Union, Europol and Eurojust – and to provide appropriate training with regard to respect for democratic safeguards, with particular reference to the rights of defence (Article 6 of Council Decision 2005/681/JHA).

To achieve these objectives CEPOL undertakes in particular the following actions (Article 7 of Council Decision 2005/681/JHA) as prioritised and detailed in the particular work programme:

1. provide training sessions, based on common standards;
2. contribute to the preparation of harmonised programmes, help to set up advance training programmes and develop and provide training for trainers;

⁽¹⁾ OJ L 256, 1.10.2005, p. 63

⁽²⁾ OJ L 336, 30.12.2000, p. 1. Decision as last amended by Decision 2004/567/JHA (OJ L 251, 27.7.2004, p. 20).

3. provide specialists training for police officers playing a key role in combating cross-border crime, with a particular focus on organised crime;
4. disseminate best practice and research findings;
5. develop and provide training to prepare police forces of the European Union for participation in non-military crisis management;
6. develop and provide training for police authorities from candidate countries;
7. facilitate exchanges and secondments of police officers in the context of training;
8. develop an electronic network;
9. enable the senior police officers of the Member States to acquire relevant language skills

CEPOL's organs are the Governing Board and the Director (Article 9 of Council Decision 2005/681/JHA). The Governing Board is composed of delegations from each Member State and representatives from the Commission, the General Secretariat of the Council and Europol as non-voting observers (Article 10(1), (3) of Council Decision 2005/681/JHA). Delegations from Iceland, Norway and Switzerland attend the Governing Board meetings as observers following co-operation agreements which have been concluded with the national police training institutes of those countries ⁽¹⁾. In addition a representative of the Association of European Police Colleges is invited to attend the meetings of the Governing Board.

The CEPOL Secretariat, headed by the Director, assists CEPOL with administrative tasks necessary for CEPOL to function and to implement the annual work programme along with additional programmes and initiatives (Article 12 of Council Decision 2005/681/JHA). As CEPOL shall function as a network, committees and working groups composed of representatives and experts from the Member States and supported by the CEPOL Secretariat, develop and propose inter alia strategies, training concepts and tools ⁽²⁾. Activities are normally delivered by national police training institutes - with just a few mainly administrative courses and seminars delivered

⁽¹⁾ Decision 15/2006/GB of the Governing Board of the European Police College concerning the cooperation agreements between the Icelandic National Police College, the Norwegian Police University College, the Swiss Police Institute and CEPOL (adopted by the Governing Board on 10.5.2006).

⁽²⁾ Decision 10/2007/GB of the Governing Board of the European Police College establishing Committees, Working Groups, Project Groups and Sub-groups and laying down rules governing the creation of committees and groups (adopted by the Governing Board on 22.5.2007); Decision as last amended by Decision 6/2009/GB of the Governing Board of the European Police College (adopted by the Governing Board on 25.2.2009).

by the CEPOL Secretariat, financed from CEPOL's budget and with support of the CEPOL Secretariat.

In 2010 CEPOL will also be participating in the Commission's Regional MEDA-JHA II programme.

1.1.2 Posts filled at 31.12. 2008 (actual grades) and figures of career evolvments

Category and grade	Year 2008							
	Establishment plan 2008		promotion / reclassification in 2008		Actually filled 31.12.2008		vacancy notices published externally	
	perm	temp	perm	temp	perm	temp	Perm	temp
AD 16	-	-	-	-	-	-	-	-
AD 15	-	-	-	-	-	-	-	-
AD 14	-	-	-	-	-	-	-	-
AD 13	-	1	-	-	-	1	-	-
AD 12	-	-	-	-	-	-	-	-
AD 11	-	-	-	-	-	-	-	-
AD 10	-	2	-	-	-	1	-	1
AD 9	-	-	-	-	-	-	-	-
AD 8	-	-	-	-	-	-	-	-
AD 7	-	2	-	-	-	1	-	1
AD 6	-	-	-	-	-	-	-	-
AD 5	-	5	-	-	-	5	-	-
Total AD	-	10	-	-	-	8	-	2
AST 11	-	-	-	-	-	-	-	-
AST 10	-	-	-	-	-	-	-	-
AST 9	-	-	-	-	-	-	-	-
AST 8	-	-	-	-	-	-	-	-
AST 7	-	-	-	-	-	-	-	-
AST 6	-	-	-	-	-	-	-	-
AST 5	-	1.5	-	-	-	2	-	-
AST 4	-	2	-	-	-	1	-	-
AST 3	-	9	-	-	-	2	-	4
AST 2	-	-	-	-	-	-	-	-
AST 1	-	-	-	-	-	-	-	-
Total AST	-	12.5	-	-	-	5	-	4

Table cont'd

Category and grade	Year 2008							
	Establishment plan 2008		promotion / reclassification in 2008		Actually filled 31.12.2008		vacancy notices published externally	
	perm	temp	perm	temp	perm	temp	Perm	temp
Total	-	22.5	-	-	-	13	-	6
Total of staff	22.5		-		13		6	

Note to the table:

Due to an office oversight, in 2006 the Personnel and Administration Officer was recruited in AST 5 instead of the provided AST 4. As 0.5 posts in AST 5 had not been used for any defined function the Establishment Plan 2008 is short of 0.5 posts in AST 5 ⁽¹⁾.

1.1.3 Current annual staff-related expenditure, in absolute terms and as percentage overall annual expenditure

Expenditure	2009 EUR	2009 % of budget
Staff-related *	3 444 500	39.14
Other administrative	486 500	5.53
Operational	4 869 000	55.33
Grand Total	8 800 000	100.00

* Staff related costs include all salary costs and related overheads for all in-house staff.

The staff related expenditure include appropriations for three management posts in accordance with Article 44 of the Staff Regulations amounting to approximately € 420 000.

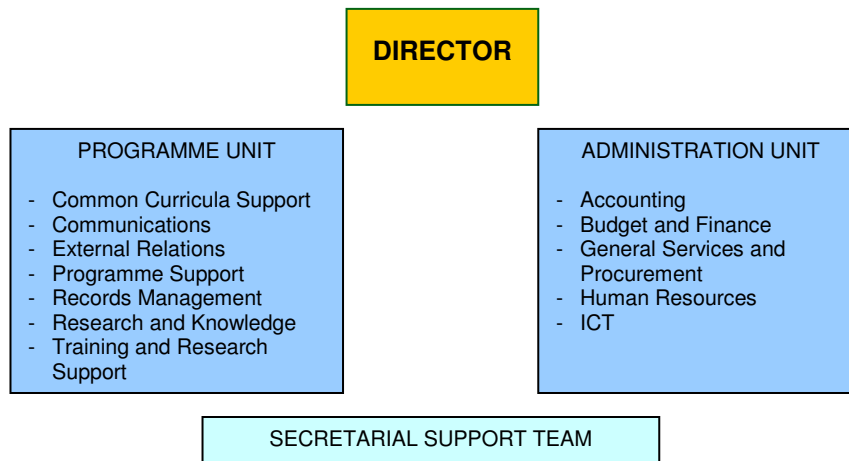
1.1.4 Organisation and organigramme

As agreed by the Governing Board on 13 January 2006 the CEPOL Secretariat is next to the Director composed of two main units, one taking care of the operational work (Programme Unit) and the other one responsible for the administrative work (Administration Unit). The Director and both units are supported by the Secretarial Support Team, which delivers project related support rather than being involved in the day to day work of the units.

Due to the high volume of records in the Programme Unit the Director rededicated during 2008 the function “Records Management Officer”, assigned to the Administration Unit, into “Programme Records Support Officer”, assigned to the Programme Unit. The function

⁽¹⁾ CEPOL’s Establishment Plan 2009 provides for two temporary posts in AST 5 (Decision 1/2009/GB of the Governing Board of the European Police College adopting the Budget for the financial year 2009; adopted by the Governing Board in a written procedure on 16.1.2009).

Programme Records Support Officer, reporting to the Programme Coordinator, will be responsible for providing administrative and document management support for training activities and support the Programme Support Officer (prior to the activity), the Learning & Training Support Officer (during and after the activity) and Research & Knowledge Management Support Officer (after the activity); in addition the function will be involved in maintenance of deadlines within the implementation process of training activities.



1.2 General presentation of the staff policy followed by CEPOL

1.2.1 Type of staff, type of employment and duration of employment required to fulfil the mission and task

- Officials/temporary agents on long term employment.

CEPOL does not apply long-term employment.

- Temporary agents on short term employment

Reflecting the networking nature of CEPOL and pursuant to Article 13(4) of Council Decision 2005/681/JHA, all functions for temporary agents have been defined as short-term; allowing for renewal of competencies and ideas through the continuous rotation of staff while maintaining the widest possible balance of geographical participation of EU Member States.

Number of Temporary Agents			
	2008 (actually filled as at 31.12.2008)	2009 (envisaged)	2010 (envisaged)
AD	8	14	14
AST	5	10	10

- Contract agents on long term employment

CEPOL does not apply long-term employment.

- Contract agents on short term employment

Reflecting the networking nature of CEPOL and implementing Article 13(4) of Council Decision 2005/681/JHA, all functions for contract agents have been defined as short-term; allowing for renewal of competencies and ideas through the continuous rotation of staff while maintaining the widest possible balance of geographical participation of EU Member States.

Contract agents are recruited for a shorter period of time if the function corresponds to the needs of time-limited activities or projects.

Number of Contract Agents			
	2008 (actually filled as at 31.12.2008)	2009 (envisaged)	2010 (envisaged)
GF IV	-	-	-
GF III	-	1	1
GF II	4	4	4
GF I	1	2	2

Note to the table:

Within the recruitment procedure for the function “Finance Assistant” during 2008, the function has been upgraded from GF II to GF III.

Number of Contract Agents (funded by the Commission's AGIS programme)			
	2008 (actually filled as at 31.12.2008)	2009 (envisaged)	2010 (envisaged)
GF IV	1	1	-
GF III	1	1	-
GF II	-	-	-
GF I	-	-	-

Note to the table:

The contracts for the project staff terminate during 2009.

Number of Contract Agents (funded by the Commission's Regional MEDA-JHA II programme)			
	2008 (actually filled as at 31.12.2008)	2009 (envisaged)	2010 (envisaged)
GF IV	1	1	1
GF III	2	2	2
GF II	3	3	3
GF I	-	-	-

Note to the table:

The Contract Agent in GF IV works half time for CEPOL.

In order to guarantee continuity of business, an additional seven FTE were contracted through a local agency as Interimaires at 31 December 2008 working as Accounting Support Officer (one FTE), HR Support Officer (one FTE), Finance Assistant (four FTE) and Receptionist (one FTE).

Two National Seconded Experts were employed as at 31 December 2008 for advice and support to the Director and the development of e-Learning modules.

1.2.2 Type and number of posts, job titles, duration of employment, grade corresponding to the tasks and functions (explanation of Annex I)

Type and number of posts

Of the 26 posts in the Establishment Plan for the year 2009, 14 posts are in category AD and twelve in category AST. All posts in category AD and ten posts in category AST have been allocated for managerial and administrative tasks.

In addition to the 24 posts filled with temporary agents, CEPOL has allocated five functions filled with contract agents, for assistance tasks. Contract agents are also employed for time-limited activities and projects.

Duration of employment

Reflecting the network nature of CEPOL and pursuant to Article 13(4) of Council Decision 2005/681/JHA, both temporary agents and contract agents are offered a contract of four years, renewable for another fixed period of two years. A second renewal, which is automatically for an indefinite period, is basically not foreseen and may only be offered in exceptional circumstances with the prior agreement of the Governing Board. Contract agents working with projects are employed for the duration of the project, but no longer than the principle duration as offered to other staff.

All renewals of contracts will be subject to a thorough examination of the performance of the staff member and will be dependant upon available budgetary provisions.

The post of the Director is offered for a fixed period of four years, extendable once.

Grades, job titles

In general CEPOL requires highly qualified staff with highly specialised knowledge and experience for most of its activities, specifically in the areas related to CEPOL's mandate and strategy. This is also valid for staff working in administrative fields, as in most cases only one member of staff covers a specific sector of responsibility.

Based on the current structure and mission of the CEPOL Secretariat as agreed by the Governing Board on 13 January 2006, agents are in principle recruited at the following levels, also taking into account the temporary basis of all employments:

Temporary agents:

- Director in AD 13;
- Heads of Unit in AD 10;
- Officers with an extensive responsibility in AD 7;
- Officers with particular co-ordinating responsibilities in AD 5;
- Officers for exceptional administrative key functions in AST 5/AD 5;

- Officers for administrative functions in AST 3 – AST 4.

Contract agents (regular):

- Assistants with particular co-ordinating responsibilities in GF III;
- Assistants in GF II;
- Support staff in GF I.

Contract agents (projects):

- Project Managers in GF IV;
- Project Officers in GF III;
- Assistants, Secretaries in GF II.

CEPOL's job titles follow this classification.

1.2.3 Recruitment policy in regard to the different types of employment

The recruitment policy applicable to both temporary agents and contract agents has been agreed by the Governing Board on 13 January 2006. It is the intention of CEPOL to lay down these policies in the respective implementing rules to the Staff Regulations agreed by the Commission and adopted by the Governing Board.

Selection procedure

CEPOL's current selection procedure which is applicable to both temporary agents and contract agents is based on the following principles:

- Publication of a vacancy notice on CEPOL's website and on the EPSO website, indicating eligibility and selection criteria, indicating type and duration of contract as well as the recruitment grade.
- Appointing a selection panel, including at least the Head of Administration or the Personnel and Administration Officer respectively, and where the Head of Administration is not the one who will be directly responsible for the person to be recruited, the responsible Head of the Unit joins the panel in addition. When justified by the level or the required expertise of a post, an additional external member is appointed.
- Pre-selection of candidates by the selection panel on the basis of required documents, permitting the evaluation of defined application eligibility and selection criteria.
- Interview of candidates by the selection panel on the basis of pre-determined competency based questions covering the specific competencies in the area of expertise, knowledge of European Institutions, general aptitudes and language abilities as outlined in the published vacancy notice.

- The selection panel proposes a list of suitable candidates in a report sent to the Director acting as Appointing Authority or Authority authorised to conclude contracts respectively.
- The Director acting as Appointing Authority or Authority authorised to conclude contracts respectively makes the final selection.

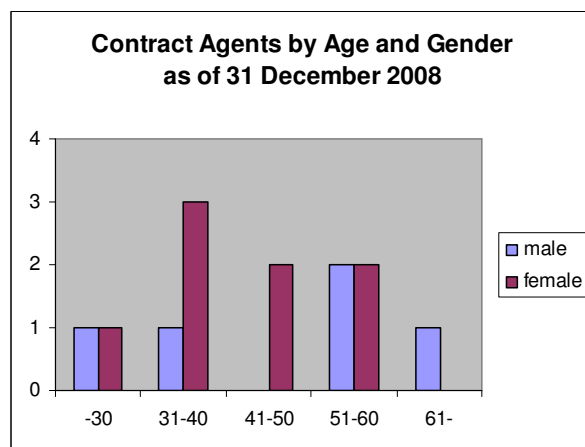
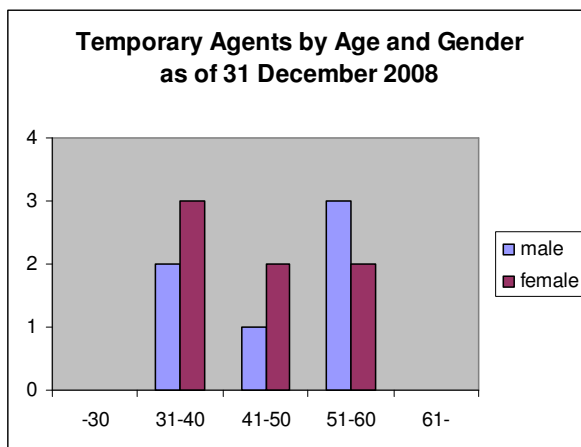
1.2.4 Career profiles with regard to the different types of employment

CEPOL is in the process of developing a career development programme. The intention is to agree individual development plans including training possibilities which would be drawn up at the beginning of the year laying down the objectives and the indicators of the staff member in relation to the work programme. An individual's appraisal would be done at the end of the year on the basis of the performance indicators of the development plan.

As contracts with CEPOL's staff are concluded for fixed periods only and not exceeding six years in total, the current policy as agreed by the Governing Board on 13 January 2006, does not allow for promotions/reclassifications. In case an indefinite contract has been concluded the model decision for agencies on promotion shall apply; any promotion/ reclassification shall be subject to the prior agreement of the Governing Board.

It is the intention of CEPOL to lay down these policies in the respective implementing rules to the Staff Regulations agreed by the Commission and adopted by the Governing Board.

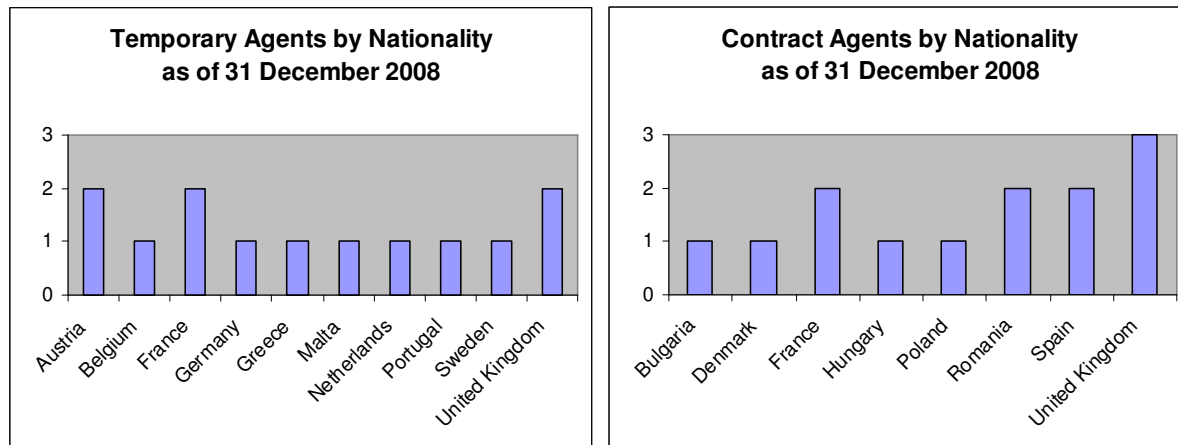
1.2.5 Statistics and general orientations to promote equal opportunities and concrete measures planned in order to ensure equal treatment among staff members, in particular between men and women



CEPOL's recruitment is based on a fair and open competition regardless of race, political, philosophical or religious beliefs, sex or sexual orientation, disability or age and without reference to marital

status or family situation. CEPOL intends to evaluate its policy and to introduce specific measures to ensure equal treatment.

1.2.6 Statistics on geographical balance



1.2.7 Mobility policy in regard to the different types of employment

Mobility within CEPOL

Vacancy notices are also accessible internally and members of staff may apply.

Mobility among Agencies (Interagency Job Market)

CEPOL will take into consideration the possibility to take part in the Interagency Job Market in accordance with the agreement between agencies. When doing so CEPOL will as a matter of course also take into consideration any impact on its general staff policy.

Three of CEPOL's posts are filled with staff coming from other agencies (at 31. December 2008).

Mobility between CEPOL and the institutions

CEPOL has currently no post occupied by an official from an institution; however, Article 13(4) of Council Decision 2005/681/JHA specifically mentions officials seconded by an institution as possible type of CEPOL's staff.

No contract agent has been recruited from an institution (at 31. December 2008).

2. OVERVIEW OF THE SITUATION OVER THE NEXT THREE YEARS

2.1 Turnover due to retirement or termination of employment

2.1.1 Turnover in CEPOL because of retirement

Not expected.

2.1.2 Turnover in CEPOL because of termination of employment

For six staff members the initial contract of four years is ending in 2010, for seven staff members in 2011 and for four staff members in 2012. The figures indicate the maximum turnover as in accordance with CEPOL's staff policy contracts may be extended for an additional period of two years.

2.2 Career developments in CEPOL: expected promotion and reclassification

No promotions or reclassifications are currently expected. However, CEPOL intends to evaluate its staff situation. If CEPOL comes to the conclusion to change the policy as outlined in 1.2.4 and to introduce a career system, this may result in reclassification of posts and have an impact on the Establishment Plans for the financial years 2011 onwards.

2.3 Workload

As a matter of principle CEPOL's tasks and workload correspond to latest political developments, for example priorities set by working groups of the Council and the EU task Force of Chiefs of Police, both expecting CEPOL to react at short notice. The staff structure of the CEPOL Secretariat basically allows CEPOL to respond to that.

No specific changes to the workload are expected over the next three years.

2.4 Consequences of 1. - 3. on the number of staff in the CEPOL Secretariat for the next 3 years

2.4.1 Corresponding to the PDB transmitted to the budgetary authority for the financial year 2010

No consequences to the establishment plan 2010 are expected.

Recruitment expenditure, including allowances and expenses on leaving and entering the service, amount to approximately € 0,2m.

2.4.2 Indicative for the 2011 and 2012

No consequences to the establishment plan are expected, aside from a possible reclassification of posts and introduction of a career

system, which might have an impact on the grading but not on the number of posts.

3. ADAPTATION OF THE ESTABLISHMENT PLAN FOLLOWING THE STAFF POLICY DEFINED IN 1. AND THE EVOLUTION FORESEEN FOR THE NEXT THREE YEARS IN 2.

See Annex II.

4. SCHOOLING

Due to its remote location and the limited total number of staff no particular action has been taken.

5. STATE OF PLAY OF IMPLEMENTING RULES ADOPTED BY CEPOL CONSISTENT WITH ITS STAFF POLICY

CEPOL is aware of the procedure of drafting implementing rules to the Staff Regulations as well as the provisions of Article 110 of the Staff Regulations, as highlighted in the comments of the Commission to the CEPOL 2010-2012 Staff Policy Plan. The Time Plan is presented in 5.2.

5.1 Implementing Rules agreed by the Commission and adopted by the Governing Board, which apply by analogy ⁽¹⁾:

- Commission decision on general implementing provisions for Article 4 of Annex VIII to the Staff Regulations concerning the taking into account, for purposes of calculating pension rights, of periods of activity previously completed by staff before they resume active employment (C(2004) 1364 of 15.04.2004)
- Commission decision on general implementing provisions for Articles 11 and 12 of Annex VIII to the Staff Regulations on transferring pension rights (C(2004) 1588 of 28.04.2004)
- Commission decision on general implementing provisions for Article 26 of Annex XIII to the Staff Regulations on transferring pension rights – transitional provisions(C(2004) 1588 of 28.04.2004)
- Commission decision on general implementing provisions for Article 22 (4) of Annex XIII to the Staff Regulations (C(2004) 1588 of 28.04.2004) (Pension rights)

⁽¹⁾ Decision 7/2007/GB of the Governing Board of the European Police College on the adoption of Implementing Rules to the Staff Regulations; adopted by the Governing Board on 8.3.2007.

- Commission decision on general implementing provisions on granting the household allowance by special decision (C(2004) 1364 of 15.04.2004)
- Commission decision on general implementing provisions concerning persons to be treated as dependent children (Article 2(4) of Annex VII to the Staff Regulations) (C(2004) 1364 of 15.04.2004)
- Commission decision on general implementing provisions for giving effect to Article 7(3) of Annex VII to the Staff Regulations on determining the place of origin (C(2004) 1364 of 15.04.2004)
- Commission decision on general implementing provisions for giving effect to Articles 67 and 68 of the Staff Regulations and Articles 1, 2 and 3 of Annex VII thereto (C(2004) 1364 of 15.04.2004) (payment of family and education allowances)
- Commission decision on general implementing provisions for the grant of education allowance (article 3 of annex VII to the Staff Regulations) (C(2004) 1313 of 07.04.2004)
- Commission decision general provisions giving effect to Article 8 of Annex VII to the Staff Regulations (C(2004) 1588 of 28.04.2004) (travel expenses)
- Commission decision on general implementing provisions for Article 42a of the Staff Regulations concerning parental leave (C(2004) 1364 of 15.04.2004)
- Commission decision on Article 42b of the Staff Regulations concerning family leave (C(2004) 1314 of 14.04.2004)
- Commission decision on transitional measures required by the revision of the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Communities (C(2004) 1613 of 28.04.2004) (special allowances)
- Commission Decision implementing Article 1d (4) of the Staff Regulations (C(2004) 1318 of 7.4.2004) (recruitment of disabled people)
- Commission Decision introducing implementing provisions on absences as a result of sickness or accident (C(2004) 1597 of 28.04.2004)
- Commission decision on introducing implementing provisions on leave (C(2004) 1597 of 28.04.2004)
- Commission decision on outside activities and assignments (C(2004) 1597 of 28.04.2004)
- Commission decision measures concerning leave on personal grounds for officials and unpaid leave for temporary and contract staff of the European Communities (C(2004) 1597 of 28.04.2004)

- Commission decision on the general implementing provisions on the conduct of administrative inquiries and disciplinary procedures (C(2004) 1588 of 28.04.2004)
- Commission decision on general implementing provisions on the early retirement of officials and temporary agents without reduction of pension rights (C(2004) 1588)
- Commission decision on general implementing provisions concerning the criteria applicable to classification in grade and step on appointment or engagement (C(2004) 1313 of 07.04.2004)
- Commission decision on Article 55a and Annexe IVa of Staff Regulations concerning part-time work (C(2004) 1314 of 14.04.2004)

5.2 Other Implementing Rules:

- Mission Guidelines ⁽¹⁾
- Setting up a Staff Committee ⁽²⁾

CEPOL is in the process of preparing further implementing rules to the Staff Regulations as well as a general schedule on the preparation of implementing rules.

In particular the following topics will be addressed in the course of 2009:

- | | |
|-----------------------------------|----------------|
| - Recruitment Policy; | September 2009 |
| - Disciplinary Procedure; | September 2009 |
| - Code of Conduct; | October 2009 |
| - Harassment in the Work Place; | October 2009 |
| - Middle Management; | November 2009 |
| - Temporary Management; | December 2009 |
| - Probationary Periods; | December 2009 |
| - Performance Appraisal; | February 2010 |
| - Internal Staff Training Policy; | March 2010 |

⁽¹⁾ Decision 23/2008/GB of the Governing Board of the European Police College laying down the Mission Guidelines; adopted by the Governing Board on 25.9.2008.

⁽²⁾ Decision 24/2008/GB of the Governing Board of the European Police College setting up a Staff Committee; adopted by the Governing Board on 25.9.2008.

Annex I - Staff Policy = type and level of employment corresponding to the tasks and the functions

CEPOL's activities and tasks	Function / Job title	Type and duration of employment / contract	Function Group and Grade of recruitment	Number of Staff employed
Directorate	Director	TA short-term (4 + 4 years)	AD13	1
	Quality Management Office	TA short-term (4 + 2 years)	AD 5	1
	Internal Control Standards Coordinator	TA short-term (4 + 2 years)	AD 5	1
	Management Support Officer	TA short-term (4 + 2 years)	AST4	1
Programme Unit	Head of Programmes	TA short-term (4 + 2 years)	AD10	1
	Programme Coordinator	TA short-term (4 + 2 years)	AD7	1
	Programme Support Officer	TA short-term (4 + 2 years)	AD5	2
	Learning and Training Support Officer	TA short-term (4 + 2 years)	AD5	1
	Project Support Officer	TA short-term (4 + 2 years)	AD5	1
	External Relations Officer	TA short-term (4 + 2 years)	AD5	1
	Research and Knowledge Management Officer	TA short-term (4 + 2 years)	AD5	1
	Communications Officer	TA short-term (4 + 2 years)	AST4	1
	Administrative and Common Curricula Support Officer	TA short-term (4 + 2 years)	AST3	1
	Finance Support Officer	TA short-term (4 + 2 years)	AST3	1
	Programme Records Support Officer	TA short-term (4 + 2 years)	AST3	1
	Web and Communications Assistant	CA short-term (4 + 2 years)	FGII	1
	Administration Unit	Head of Administration	TA short-term (4 + 2 years)	AD10
Finance and Budget Officer		TA short-term (4 + 2 years)	AD7	1
Accounting Officer		TA short-term (4 + 2 years)	AD5	1
ICT Officer		TA short-term (4 + 2 years)	AST5	1
Personnel and Administration Officer		TA short-term (4 + 2 years)	AST5	1
ICT Support Officer		TA short-term (4 + 2 years)	AST3	1
Procurement and Facilities Officer		TA short-term (4 + 2 years)	AST3	1
Finance Assistant		CA short-term (4 + 2 years)	FGIII	1
Human Resources Assistant		CA short-term (4 + 2 years)	FGII	1
Secretarial Support Team	Senior Secretary	TA short-term (4 + 2 years)	AST3	1
	Secretary	CA short-term (4 + 2 years)	FGII	2
	Receptionist	CA short-term (4 + 2 years)	FGI	1
	Driver	CA short-term (4 + 2 years)	FGI	1

CEPOL's activities and tasks	Function / Job title	Type and duration of employment / contract	Function Group and Grade of recruitment	Number of Staff employed
MEDA II Project Team (3 year project)	MEDA II Project Manager	CA short-term (3 years)	FGIV	1
	Project Coordinator	CA short-term (3 years)	FGIII	1
	Course Manager	CA short-term (3 years)	FGIII	1
	Project Assistant	CA short-term (3 years)	FGII	1
	Accounting and Finance Assistant	CA short-term (3 years)	FGII	1
	Secretary	CA short-term (3 years)	FGII	1

Annex II - Adaptations to the Establishment Plan in the Year 2010 and Indicative Adaptations in 2011 and 2012

Grade	Year 2009						Year 2010											
	Staff			Establishment plan			Staff evolution						Organisational evolution			Establishment Plan		
	Employed on 31.12 2008 (current grade)			authorised			Promotion / Career advancement			Turn-over			New posts (per grade)			Requested (Provisional Draft Budget)		
	Officials	TA_LT	TA_ST	PERM	TEMP	TOTAL	Officials	TA - LT	TA - ST	Officials	TA - LT	TA - ST	Perm	Temp - LT	Temp - ST	Perm	Temp	Total
AD16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AD15	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AD14	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AD13	-	-	1	-	1	1	-	-	-	-	-	-	-	-	-	-	1	1
AD12	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AD11	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AD10	-	-	1	-	2	2	-	-	-	-	-	-	-	-	-	-	2	2
AD9	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AD8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AD7	-	-	1	-	2	2	-	-	-	-	-	-	-	-	-	-	2	2
AD6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AD5	-	-	5	-	9	9	-	-	-	-	-	-	-	-	-	-	9	9
Total AD	-	-	8	-	14	14	-	-	-	-	-	-	-	-	-	-	14	14
AST11	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AST10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AST9	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AST8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AST7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AST6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AST5	-	-	2	-	2	2	-	-	-	-	-	-	-	-	-	-	2	2
AST4	-	-	1	-	2	2	-	-	-	-	-	-	-	-	-	-	2	2
AST3	-	-	2	-	8	8	-	-	-	-	-	-	-	-	-	-	8	8
AST2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AST1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total AST	-	-	5	-	12	12	-	-	-	-	-	-	-	-	-	-	12	12
Overall Total	-	-	13	-	26	26	-	-	-	-	-	-	-	-	-	-	26	26

Grade	Year 2010			Year 2011											
	Establishment Plan			Staff evolution						Organisational evolution			Establishment Plan		
	Requested (Provisional Draft Budget)			Promotion / Career advancement in global figures			Turn-over in global figures			New posts (per grade)			Provisional planning		
	Perm	Temp	Total	Officials	TA - LT	TA - ST	Officials	TA - LT	TA - ST	Perm	Temp - LT	Temp - ST	Perm	Temp	Total
AD16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AD15	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AD14	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AD13	-	1	1	-	-	-	-	-	-	-	-	-	-	1	1
AD12	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AD11	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AD10	-	2	2	-	-	-	-	-	-	-	-	-	-	2	2
AD9	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AD8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AD7	-	2	2	-	-	-	-	-	-	-	-	-	-	2	2
AD6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AD5	-	9	9	-	-	-	-	-	-	-	-	-	-	9	9
Total AD	-	14	14	-	-	-	-	-	-	-	-	-	-	14	14
AST11	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AST10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AST9	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AST8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AST7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AST6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AST5	-	2	2	-	-	-	-	-	-	-	-	-	-	2	2
AST4	-	2	2	-	-	-	-	-	-	-	-	-	-	2	2
AST3	-	8	8	-	-	-	-	-	-	-	-	-	-	8	8
AST2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AST1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total AST	-	12	12	-	-	-	-	-	-	-	-	-	-	12	12
Total	-	26	26	-	-	-	-	-	-	-	-	-	-	26	26

Grade	Year 2011			Year 2012											
	Establishment Plan			Staff evolution						Organisational evolution			Establishment Plan		
	Provisional planning			Promotion / Career advancement in global figures			Turn-over in global figures			New posts (per grade)			Provisional planning		
	Perm	Temp	Total	Officials	TA - LT	TA - ST	Officials	TA - LT	TA - ST	Perm	Temp - LT	Temp - ST	Perm	Temp	Total
AD16	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AD15	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AD14	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AD13	-	1	1	-	-	-	-	-	-	-	-	-	-	1	1
AD12	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AD11	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AD10	-	2	2	-	-	-	-	-	-	-	-	-	-	2	2
AD9	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AD8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AD7	-	2	2	-	-	-	-	-	-	-	-	-	-	2	2
AD6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AD5	-	9	9	-	-	-	-	-	-	-	-	-	-	9	9
Total AD	-	14	14	-	-	-	-	-	-	-	-	-	-	14	14
AST11	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AST10	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AST9	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AST8	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AST7	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AST6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AST5	-	2	2	-	-	-	-	-	-	-	-	-	-	2	2
AST4	-	2	2	-	-	-	-	-	-	-	-	-	-	2	2
AST3	-	8	8	-	-	-	-	-	-	-	-	-	-	8	8
AST2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
AST1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total AST	-	12	12	-	-	-	-	-	-	-	-	-	-	12	12
Total	-	26	26	-	-	-	-	-	-	-	-	-	-	26	26