

DECISION 15/2009/GB
OF THE GOVERNING BOARD OF THE EUROPEAN POLICE COLLEGE
AMENDING DECISION 30/2006/GB OF THE GOVERNING BOARD
OF THE EUROPEAN POLICE COLLEGE
LAYING DOWN ADMINISTRATIVE RULES, COMMITMENTS AND GUIDELINES
FOR ITS COURSES AND SEMINARS

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 7 thereof;

Having regard to the proposal of the Director;

Whereas:

- (1) The future agreements to be concluded between the Director and the organisers of CEPOL activities require the timeline for organising activities to be amended.
- (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 and seminars⁽²⁾ 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. In No. 2.4, the words “(Note: The Secretariat will provide with Template)” are deleted.
2. In No. 2.4, the fifth paragraph is deleted.
3. In No. 2.5, the text is replaced by the following:

“The Course Manager should keep the Secretariat informed on a regular basis about relevant matters concerning the course/seminar; e.g.

- Preparatory Work (meeting and outcome, updated budget information, reports);
- Curricula Work;
- Program and timetables;
- Participants;
- Experts and Teachers (names, addresses, phone numbers)”

⁽¹⁾ OJL 256, 1.10.2005, p. 63.

⁽²⁾ Adopted by the Governing Board on 27.9.2006. Decision as last amended by Decision 25/2008/GB of the Governing Board of the European Police College (adopted by the Governing Board on 25.9.2008).

4. In No. 3.2.4.1, the text in the last indent is replaced by the following:

“other costs (gifts, sightseeing, social events).”

5. In No. 3.2.4.2, the first sentence is replaced by the following:

“For local transport to/from airports/stations CEPOL will reimburse a maximum of €50 per participant against an invoice.”

6. In No. 3.3, the text is replaced by the following:

“3.3.1 Estimated Costs

16 weeks prior to the activity, Course Managers shall be acquainted with the Budget Instructions. As requested in the procedure letter, estimated costs shall be prepared by the Course Manager and sent to the CEPOL Secretariat.

3.3.2 Discussions about the final budget commitment

16 to 14 weeks prior to the activity, further discussions – where applicable – between the CEPOL Secretariat and the National Contact Point and/or Course Manager on estimated costs shall take place.

3.3.3 Formal agreement with budget details

14 weeks prior to the activity, the Formal Agreement with budget details shall be sent to the Course Manager of the organising country. The agreement shall be signed by a relevant representative of the organising institute. The signed Agreement shall be forwarded to the CEPOL Secretariat within 1 week of receipt of the documents.

3.3.4 Pre-financing request – advance payment

8 weeks prior to the activity, once a Formal Agreement has been signed, including budget details, the Course Organiser has the possibility to request pre-financing. Normally 50 % of the agreed budget can be pre-financed. It is possible to pay more if the number of applicants is more than 75 % of the estimate.

In order to make the payment, the completed Legal Entity and Financial Identification Form with supporting documents have to be sent to the CEPOL Secretariat for validation.

If an advance payment is requested, the request, together with the relevant completed forms must be sent at the latest 8 weeks prior to the activity. Payments shall normally be made within 2 weeks.

3.3.5 Financial Report

10 weeks after the activity, the Course Manager shall send a complete Financial Report to the CEPOL Secretariat.

The report shall include all original invoices and boarding passes. If an original invoice or an original boarding pass cannot be provided, a specific declaration stating “The original document cannot be provided and 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.

The Course Manager shall arrange an English translation of headlines of all relevant invoices where applicable.

3.3.6 Reimbursement from CEPOL

Normally, within six weeks after receiving the Final Financial Report the 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.

All non-EURO transactions shall be carried out by using the monthly exchange rate of the Commission’s Accounting Officer. The organiser may ask for payment in their local currency.

3.3.7 Free air tickets for participants of CEPOL courses and seminars

Notwithstanding No. 3.2.2 of this Annex the CEPOL Secretariat shall provide free air tickets for up to ten participants per Member State per calendar year for the roundtrip between an airport at the place of duty of the participant and an airport at the place where the course or seminar takes place. The free air ticket shall be provided on request of the National Contact Point of the Member State. The request shall be submitted at least four weeks prior the desired departure day by using the provided template, which shall include information such as full name, passport details, postal and email address of the traveller; the confirmation letter of the organiser or a copy of the registration form sent by the National Contact Point of the sending country shall be attached to the request. The air ticket shall be booked in economy class or equivalent, at the lowest available rates, taking into account the times of the activity. Reimbursement of any travel costs to Member States, deviations from the routing and extensions of the journey time shall not be possible under any circumstances. If the attendance of the participant is cancelled for reasons other than the cancellation of the activity, the purchased ticket counts against the maximum of ten tickets.”

7. In No. 4, the text is replaced by the following:

“4.1 A letter to proceed

<p>20 weeks prior to the activity, a letter to proceed shall be sent to the Organising Institute by the CEPOL Secretariat for mutual recognition of the criteria for organising the training activity.</p>
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4.2 Appointment of Course Manager

18 weeks prior to the activity, a Course Manager shall be appointed by the Course Organiser and the information shall be forwarded by the National Contact Point to the CEPOL Secretariat.

The Course Manager shall be acquainted with and refer to

- Course Manager Recommendations,
- Guide to Course Evaluation,
- Course Descriptor.

Responsibilities of the Manager

The Manager is responsible for the:

- preparation
- implementation
- evaluation
- reports

Chair of the Preparatory Group

The Manager will normally chairing the Preparatory Group.

Cooperation with National Training Coordinator

The Manager should work in close cooperation with the National Training Coordinator (NTC) and/or the National Contact Point.

The NTC/National Contact Point is responsible for informing the Manager about guidelines and commitments for CEPOL activities. He/she shall also inform about procedures and general responsibilities of a Course Manager.

A short information paper about course-descriptors, former evaluation reports, research findings and already existing course-material as well as where to find relevant material and documents will be presented by the CEPOL Secretariat.

4.3 Preparatory work

16 weeks prior to the activity, Course Managers shall be acquainted with the Budget Instructions. As requested in the procedure letter, estimated costs shall be prepared by the Course Manager and sent to the CEPOL Secretariat. 16 to 14 weeks prior to the activity, further discussions – where applicable – between the CEPOL Secretariat and the National Contact Point and/or Course Manager on estimated costs shall take place.

15 weeks prior to the activity, the Course Manager shall send the Preparatory Group Meeting invitation to the National Contact Points of the supporting countries, the CEPOL Secretariat and to relevant external bodies and EU agencies, including;

- Course Descriptor,
- Registration Form,
- Travel Request,
- Preparatory Group Reimbursement,
- Agenda.

14 weeks prior to the activity, the Formal Agreement with budget details shall be sent to the Course Manager of the organising country. The agreement shall be signed by a relevant representative of the organising institute. The signed Agreement shall be forwarded to the CEPOL Secretariat within 1 week of receipt of the documents.

12 weeks prior to the activity, the Preparatory Group shall meet to prepare and plan the activity in detail. Outcomes of the Preparatory Group Meeting shall include:

- Course Curriculum,
- A meeting outcome report,
- Preparatory Group participant list,
- Course/Seminar Programme.

The Course Manager shall send the meeting outcome report of the preparatory group meeting to the supporting countries and the CEPOL Secretariat, as well as to contributing external bodies and EU agencies.

Preferable and possible actions prior to the preparatory meeting

2 weeks prior to the Preparatory Meeting the Course Managers are recommended to send a draft Structure of the Programme and other relevant documents to the Preparatory Group and to the CEPOL Secretariat in order to facilitate the preparatory work.

1 week prior to the Preparatory Meeting names of possible lecturers, experts and teachers are recommended to be sent to the Course Manager and to the CEPOL Secretariat.

Actions after the preparatory meeting

8 weeks prior to the activity, a request for advance payment could be forwarded. The request will normally be answered within one week. Payment will normally be done within additional two weeks.

4.4 Invitations to the courses/seminars

12 weeks prior to the activity, the Course Manager shall distribute an invitation to all National Contact Points asking them to nominate participants with a copy to the CEPOL Secretariat, including:

- Course Curriculum,
- Course/Seminar Programme,
- Information on Logistics,
- Invitation Response.

12 to 10 weeks prior to the activity, the Course Manager shall distribute an invitation to trainers/experts/lecturers with a copy to their National Contact Point and the CEPOL Secretariat, including:

- Trainers' C.V.,
- Final Course Curriculum,
- Course/seminar Programme,
- Information on Logistics,
- Recommendations for Trainers,
- Recommendations for Lecturers.

4.5 Activity reminder

8 weeks prior to the activity, the Course Manager shall send a reminder to all National Contact Points of those Member States whom have not responded to the invitation.

The reminder shall include:

- Invitation to National Contact Points to Nominate Participants,
- Invitation Response.

4.5 Decisions regarding programmes

8 weeks prior to the activity, the Course Manager decides on the programme.

4.6 Apologies and nomination overview participants

6 weeks prior to the activity, invitation responses shall be received from all Member States (including those not nominating participants). The Course Manager shall finalise the nomination overview list.

Note:

- In general, all Member States have one seat available at each course and 1-2 seats at each seminar
- If a seat is not used, the seat can be given to any other college
- There is a maximum of three participants from the same country in the same course.

4.7 Finalisation of trainer list

6 weeks prior to the activity, responses shall be received from trainers, experts, moderators and facilitators. The Course Manager shall finalise the trainer list.

4.8 Booking of tickets

6 weeks prior to the activity, the organiser should book the tickets for the selected lecturers and teachers (in case the teachers/trainers/experts are not known by name at that time, ticket bookings are accepted to be done at the latest 4 weeks prior to the course/seminar)

4.9 Confirmation of the participants

5 weeks prior to the activity, the Course Manager shall select the participants. A participant confirmation letter shall be sent to National Contact Points, selected participants and the CEPOL Secretariat together with;

- Information on Logistics,
- Participant List,
- Registration Form,
- Course/seminar Programme,
- Participants Profile and Expectations.

The Course Manager shall also supply their National e-Net Manager with a copy of the participant list (for assigning individuals to the course on the e-Net). If the organising Member State has no National e-Net Manager, the Course Manager shall liaise directly with CEPOL Communications.

A copy of the confirmation letter should be sent to relevant National Training Coordinators and a list of the participants should be sent to the CEPOL Secretariat.

An applicant not being selected shall be informed about the ground for the decision (too many participants, wrong target group, language barriers etc.). A copy of the letter should be forwarded to the relevant National Training Coordinator.

4.10 Cancellation or postponement

5 weeks prior to the activity, following the nomination overview, a decision shall be taken regarding cancellation or postponement of the activity before any confirmation letters have been sent out to the participants.

A decision can only be made after prior approval of the Director.

4.11 Confirmation trainers/experts

5 weeks prior to the activity, the Course Manager shall send to the trainers/experts a confirmation letter with a copy to the relevant National Contact Points and the CEPOL Secretariat

The letter to the trainers/experts shall include;

- Participant List,
- Trainer List,
- Information on Logistics,
- Trainer Agreement and Data Protection Declaration,
- Trainer Travel Request,
- Trainer Reimbursement;
- Participants Course Evaluation.

4.12 Pre-study material

2 weeks prior to the activity, the Course Manager shall inform the participants and trainers/experts that pre-study material has been uploaded on CEPOL's e-Net if applicable.

4.13 Participant's expectations

1 week prior to the activity, the Course Manager shall either summarise the participants' expectations and send the summary to the experts/trainers or send a copy of the actual completed forms.

4.14 Certificate

At the end of the course/seminar, the participants and the teachers/experts should receive a certificate as a confirmation of their participation in the activity. The objectives of the course/seminar should be printed on the reverse side of the certificate.

4.15 Summary of the most important deadlines

- 20 Twenty weeks prior to the activity, a letter to proceed shall be sent.
- 18 Eighteen weeks prior to the activity, a Course Manager should be appointed and information forwarded to the Secretariat.
- 16 Sixteen weeks prior to the activity, Course Managers shall be acquainted with the Budget Instructions.
- 15 Fifteen weeks prior to activity, the Course Manager shall invite to a Preparatory Meeting.
- 14 Fourteen weeks prior to the activity, the Formal agreement with budget details shall be sent to the Course Manager.
- 12 Twelve weeks prior to the activity, the Preparatory Group should meet for preparation and planning of the activity.
- 12 Twelve weeks prior to the activity, the Course Manager shall distribute an official invitation to all National Contact Points with a copy to the CEPOL Secretariat.
- 12 Twelve to ten weeks prior to the activity, the Course Manager shall distribute an invitation to trainers/experts/lecturers with a copy to their National Contact Point and the CEPOL Secretariat.
- 8 Eight weeks prior to the activity, the Course Manager shall send a reminder to all National Contact Points of those Member States whom have not responded to the invitation.
- 8 Eight weeks prior to the activity, a request for advanced payment could be forwarded.
- 8 Eight weeks prior to the activity, the Course Manager decides on the programme.
- 6 Six weeks prior to the activity, invitation responses shall be received from all Members States.
- 6 Six weeks prior to the activity, responses shall be received from trainers, experts, moderators and facilitators. The Course Manager shall finalise the trainer list.

- 6 Six weeks prior to the activity, the organiser should book the tickets for the selected lecturers and teachers.
- 5 Five weeks prior to the activity, the Course Manager shall select the participants and a participant confirmation letter shall be sent to National Contact Points, selected participants and the CEPOL Secretariat.
- 5 Five weeks prior to the activity, a decision regarding cancellation or postponement of an activity has to be taken.
- 5 Five weeks prior to the activity, the Course Manager shall send to the trainers/experts a confirmation letter with a copy to the relevant National Contact Point and the CEPOL Secretariat.
- 2 Two weeks prior to the activity, the Course Manager shall inform the participants and trainer/experts that pre-study material has been uploaded on CEPOL's e-Net, if applicable.
- 1 One week prior to the activity, the Course Manager shall either summarise the participants' expectations and send the summary to the experts/trainers or send a copy of the actual completed forms.
- 1 One week prior to the activity, the Course Manager shall prepare the evaluation forms for the participants, experts/trainers feedback forms and if applicable the daily feedback.

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- + 1 One week after the activity, the Course Manager shall prepare a news release about the activity for CEPOL's website and send to the CEPOL Secretariat.
 - + 6 Six weeks after the activity, the Course Manager shall send the organiser's training report to the CEPOL Secretariat.
 - + 10 Ten weeks after the activity, the Course Manager shall send a complete Financial Report to the CEPOL Secretariat.

Three to six months after the activity, a post-course evaluation form shall be distributed by the CEPOL Secretariat to participants.

Six to eight months after the activity, the CEPOL Secretariat shall summarise the post-course evaluation and send the summary to the Course Manager for comments.

Eight to nine months after the activity, the Course Manager is invited to comment on the post-course evaluation summary and send comments/remarks to the CEPOL Secretariat.

Nine months after the activity, post course evaluation summary and the Course Manager comments shall be posted on the e-Net."

8. In No. 5.1, the first paragraph is replaced by the following:

"One week prior to the activity, the Course Manager shall prepare the evaluation forms for the participants, experts/trainers feedback forms and if applicable the daily feedback."

9. In No. 5.1, the second paragraph is deleted.

10. In No. 5.3, the second paragraph is deleted.

11. No 5.6. is replaced by the following:

“5.6 Post-course evaluation

3–6 months after the activity, a post-course evaluation form shall be distributed by the CEPOL Secretariat to participants.

The gathering of evaluation data shall be based on self evaluation and uniform instruments.

6–8 months after the activity, the CEPOL Secretariat shall summarise the post-course evaluation and send the summary to the Course Managers for comments.

8–9 months after the activity, the Course Manager is invited to comment on the post-course evaluation summary and send comments/remarks to the CEPOL Secretariat.

9 months after the activity, the post-course evaluation summary and the Course Manager comments shall be posted on the e-Net, with restricted access only for the Course Manager and future course organisers.”

12. In No. 6.1, the second paragraph is deleted.

13. In No. 6.1, the third paragraph is replaced by the following:

“The report shall include all original invoices and boarding passes. If an original invoice or an original boarding pass cannot be provided, a specific declaration stating “The original document cannot be provided and 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.”

14. No. 6.2 is replaced by the following:

“6.2 Training Report

6 weeks after the activity, the Course Manager shall send the organiser’s training report to the CEPOL Secretariat.

The training report shall include;

- Participants Course/seminar Evaluation,
- Trainers/experts Feedback,
- Tool for Compulsory Evaluation,

- Final Participant List,
- Final Trainer List,
- Course Curriculum,
- Course/Seminar Programme.

Course Managers can also include;

- Participants' Daily Feedback,
- Tool for optional evaluation,
- Organiser's Additional Reflections and Observations.”

15.No. 6.3 is deleted.

16.In No. 8.1, the following text is added:

“The Course Manager is encouraged to distribute a course folder to all participants and trainers which includes;

- Welcome Letter,
- Course/seminar Programme,
- Course Material (that the trainers wish to distribute ahead of the activity),
- Participant List,
- Trainer List,
- Participants Course/seminar Evaluation,
- Post-course Evaluation Information.

The folder may also include:

- Information on Logistics,
- Personal Reflections,
- Daily Feedback.

Each participant shall also be given a CEPOL notepad, pencil, pen, post it note, lanyard and pin.”

17.No. 8.3 is replaced by the following:

“8.3 Opening the Activity

When opening the activity, the Course Manager is encouraged to supply administrative information.

The CEPOL Awareness presentation, EU Awareness presentation and Evaluation Information have been developed for Course Managers to utilise when opening an activity

The Course Manager shall arrange a group photograph (a copy of the group photograph shall be given to participants with their certificates on the final day).”

18.After No. 8.3, the following text is inserted:

“8.3a During the Activity

The Course Manager shall invite the participants to verbally reflect on their pre-course expectations and to what extent the course has met these expectations

The Course Manager shall suggest participants to work out a draft personal cascading plan for when they return to their workplace

The Course Manager shall distribute and collect the completed feedback forms from each expert/trainer.

Towards the end of the activity, the Course Manager shall allow 45-60 minutes for participants to complete their Evaluation Forms.

It is important to ensure that all forms are collected from participants.

8.3b Closing the Activity

When closing the activity, a Course Certificate shall be given to the participants.

A copy of the group photograph shall be given to the participants together with the certificate.

The Course Manager is also encouraged to provide each expert/trainer with a Letter of Appreciation.

The Course Manager shall provide participants and trainers with details of the departure transfers.”

19. In No. 9.1, the text is replaced by the following:

“CT01	COURSE DESCRIPTOR
CT02	COURSE MANAGER APPOINTMENT
CT03	COURSE CURRICULUM
CT04a	PREPARATORY GROUP MEETING REPORT
CT04b	PREPARATORY GROUP MEETING PARTICIPANT LIST
CT05	INVITATION RESPONSE
CT06	CANCELLATION OR POSTPONEMENT
CT07	FINAL PARTICIPANT LIST
CT08	FINAL EXPERT/TRAINER LIST
CT09	EXPERT/TRAINER AGREEMENT & DATA PROTECTION DECLARATION

CT10	PARTICIPANTS COURSE/SEMINAR EVALUATION
CT11	FEEDBACK FROM EXPERTS/TRAINERS
CT12	TOOL FOR COMPULSORY EVALUATION
CT13	ORGANISER'S TRAINING REPORT
CB14	ESTIMATED COSTS
CB16	PRE-FINANCING REQUEST
CB18	FINANCIAL REPORT
CB19a	LEGAL ENTITY – PUBLIC ORGANISATION
CB19b	LEGAL ENTITY – INDIVIDUAL
CB19c	LEGAL ENTITY – PRIVATE COMPANY
CB20	FINANCIAL IDENTIFICATION
OF01	TIMELINE AND CHECKLIST
OF02	PREPARATORY GROUP MEETING INVITATION
OF03	PREPARATORY GROUP MEETING TRAVEL REQUEST
OF04	PREPARATORY GROUP MEETING REIMBURSEMENT
OF05	PREPARATORY GROUP MEETING AGENDA
OF06	COURSE/SEMINAR PROGRAMME
OF07	PREPARATORY GROUP MEETING REGISTRATION
OF08	INVITATION TO MEMBER STATES TO NOMINATE PARTICIPANTS
OF09	INFORMATION ON LOGISTICS
OF10	REMINDER
OF11	NOMINATION OVERVIEW
OF12	PARTICIPANT CONFIRMATION LETTER
OF13	PARTICIPANT REGISTRATION FORM
OF14	PARTICIPANT PROFILE AND EXPECTATIONS
OF15	EXPERTS/TRAINERS INVITATION LETTER
OF16	EXPERTS/TRAINERS C.V.
OF17	EXPERTS/TRAINERS CONFIRMATION LETTER

OF18	EXPERTS/TRAINERS TRAVEL REQUEST FORM
OF19	EXPERTS/TRAINERS REIMBURSEMENT FORM
OF20	WELCOME LETTER
OF21	PARTICIPANTS CERTIFICATE
OF22	EXPERTS/TRAINERS APPRECIATION LETTER
OF23	PARTICIPANTS PERSONAL REFLECTIONS
OF24	PARTICIPANTS DAILY FEEDBACK
OF25	TOOL FOR OPTIONAL EVALUATION
OF26	ORGANISER'S ADDITIONAL REFLECTIONS AND OBSERVATIONS
RG01	COURSE MANAGER RECOMMENDATIONS
RG02	BUDGET INSTRUCTIONS - TO BE DEVELOPED
RG04	RECOMMENDATIONS FOR TRAINERS
RG05	RECOMMENDATIONS FOR LECTURERS
RG06	GUIDE TO COURSE EVALUATION
RG07	NEWS RELEASE FOR CEPOL WEBSITE
RG08	NATIONAL NEWS RELEASE
AI01	LETTER TO PROCEED - TO BE DEVELOPED
AI02	FORMAL AGREEMENT WITH BUDGET DETAILS
AI03	CEPOL AWARENESS PRESENTATION
AI04	EU AWARENESS PRESENTATION
AI05	EVALUATION PRESENTATION
AI06	POST-COURSE EVALUATION INFORMATION
AI07	POST-COURSE EVALUATION FORM “

Article 2
Entry into force

This Decision shall take effect on 1 June 2009.

Done at Český Krumlov, 26 May 2009

For the Governing Board

*Helena Tomková
Chair of the Governing Board*