

DECISION 10/2010/GB  
OF THE GOVERNING BOARD OF THE EUROPEAN POLICE COLLEGE  
**ADOPTING THE ANNUAL REPORT 2009**

Adopted by the Governing Board  
on 25 May 2010



## **CEPOL - European Police College**

### **Annual Report 2009**

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## **FOREWORD**

**Detlef Schröder, Head of Programmes and Kate Armitage, Head of Administration**

We are pleased to present the CEPOL Annual Report for 2009, the fourth annual report since CEPOL began operating as an agency of the European Union and the first as the two new Heads of Units.

2009 was a challenging year for CEPOL in many ways. The Lisbon Treaty and adoption of the Stockholm Programme both came into force during 2009 and had a huge influence on CEPOL's planning.

The global economic climate undoubtedly had a knock-on effect on participation in CEPOL activities. Although the number of CEPOL activities has remained steady since 2007, we should be alerted to the fact that average participation and representation from Member States has fallen for the third year in a row. It is vital that CEPOL examines the quantity, quality and topics of its activities to ensure we are offering training opportunities of interest and relevance to police officers in Europe.

During 2009, CEPOL continued to formalise cooperation with key institutions. A Cooperation agreement with Frontex was signed in June 2009, the purpose of which is to support the harmonisation of police and border guard officers training and promoting their cooperation at European Union level.

A Memorandum of Understanding was signed with the European Network of Forensic Science Institutes (ENFSI) allowing both CEPOL and ENFSI to enhance cooperation in the areas of information exchange and training.

The continuous development of CEPOL's electronic network resulted in an increase in hits and unique visitors - nearly 1 million hits during 2009 - and a steady rise in registered users.

The Workspace (Document Management System) went live under the Swedish Presidency, which should continue to help the governance bodies of CEPOL work together more effectively.

With the help of the Estonian Police College, CEPOL started working with LimeSurvey for post-course evaluation and other key research areas.

The CEPOL Exchange Programme started in 2009 and will conclude next year. The first exchange period took place from October until December 2009. In the first exchange period 45 exchanges were implemented out of a planned 49. Work has already begun at CEPOL on preparations for a much larger exchange programme for 2011-2014.

The situation in the middle-east meant that the Euromed Police II project was put on hold between January-May 2009. Activities resumed in May with the pinnacle being the Director Generals' meeting organised in Madrid in November 2009. The project is moving steadily towards a successful conclusion in 2010.

**Helena Tomkova, Czech Republic**

**Chair of the Governing Board, January - June 2009**

During our Presidency, we fully supported the current status of CEPOL as an independent agency which functions as a network of all Member States.

Following on from the French Presidency initiative regarding the new governance and structure of CEPOL, two main issues were discussed: a call for stronger coordination of network's work and a call for strengthening the role of the CEPOL National Contact Points. We initiated the meetings of the National Contact Points and invited incoming Presidencies to continue to do so.

The prepared working document on 'Enhancing the CEPOL Governance and Structure' presented, in line with the Council Decision, tasks and roles for the different parts of the network. The National Contact Point meetings in November 2008 and April 2009 also dealt with issues related to support from the Secretariat and discussed the NCP role within the whole network.

We presented CEPOL through successful activities within the EU bodies and institutions (PCTF, ENLETS, PCWG and CATS meetings). The promotion of CEPOL at a European and national level was also an important topic at the NCP meetings.

The development of common curricula and its implementation is one of the CEPOL's core businesses. We were delighted with the fact that three finalised common curricula were adopted at the 16<sup>th</sup> Governing Board meeting and that the other developed Common curricula were near to finalisation.

During our Presidency, we appreciated that CEPOL became more open and flexible in reacting to actual requests and needs in the field of police training. The training for SIRENE contact officers was integrated with the CEPOL Annual Programme. CEPOL reacted also to a Council request to organise training on Tackling Illegal Motor Races. The cooperation between CEPOL and Interpol was discussed during the CATS Troika meeting in May 2009 (Brussels) and Interpol is prepared to support CEPOL activities.

In the field of external relations we welcomed the CEPOL Conference with Russia and supported it by hosting the preparatory meeting in Prague. We recommended that the cooperation agreement with Turkey should be further discussed and that the Memorandum of Understanding between CEPOL and ENFSI should be concluded during the Swedish Presidency.

Closer cooperation between CEPOL and ESRIF was initiated. On 22 – 24 January 2009 we organised a meeting between the representative of the European Security Research and Innovation Forum (ESRIF), Mr Sieber, and the CEPOL Governing Board Chair and Research and Science Working Group Chair. Mr Sieber invited CEPOL for close cooperation and underlined the importance of the development of common scenarios. ESRIF is prepared to support CEPOL activities in the field of research and science through attendance at its activities.

The Presidency fully supported all initiatives for development in the field of evaluation of CEPOL activities, but also evaluation of functioning of the whole network by discussing the issue on different levels.

**Ebba Sverne-Arvill, Sweden**

**Chair of Governing Board July-December 2009**

When I look back and try to summarise the six months of the Swedish Presidency, there are a few things that stand out.

We initiated the selection process of a new CEPOL Director who shall be in place as of in February 2010.

We approved Terms of Reference for the Five-year evaluation of CEPOL to be published in the Official Journal of the European Union in order to commence the tendering process. We also started the process to develop a CEPOL Strategy.

We enhanced the utilisation of the CEPOL website as a main tool of communication and the policy paper pertaining to the utilisation of the Document Management System is now in place.

We initiated a practice where the Presidency chair network conferences, which we believe is important in order to recognise the good work and ambitions of the CEPOL National Contact Points, Research and Science Correspondents, National Common Curricula Coordinators, National e-Net Managers and Exchange Programme Coordinators.

We initiated the disbandment of groups in the structure which have finalised their tasks. During our Presidency, the first Research and Science Bulletin and a book about Police Science were published.

We continued the practice of CEPOL performance in international forums, e.g. the Stockholm Criminology Symposium.

We tried to develop the procedures during Government Board meetings by introducing A, B and C points, even though the result has not been conspicuous.

The new Heads of Units at the Secretariat picked up their duties during the Swedish Presidency.

I would like to take the opportunity to express my appreciation for all the good efforts everyone in the network invested in CEPOL during our Presidency, and, in particular the very good cooperation we had with the incoming Presidencies of Spain and Belgium as well as with the Director and CEPOL Secretariat. It is my firm belief that CEPOL will be in good hands during 2010.

## TRAINING AND LEARNING ACTIVITIES

### Courses and Seminars

The 88 courses and seminars delivered in 2009 covered 59 topics. Thirteen activities were postponed until 2010.

All 27 Member States organised a CEPOL activity. Associated country Iceland hosted one activity. CEPOL Secretariat organised seven activities in support of the network.

Fourteen new activities took place: two conferences with Russia and America; three LMS training courses for Course Managers; two seminars for Sirene Officers; two seminars on police cooperation with European Security Defence College (ESDC) and neighbouring countries; five others seminars on Managing Airport Security, Police Cooperation and Schengen, Dealing with Crime Victims, Quality Management Systems and the Bologna Process.

	2006	2007	2008	2009
Scheduled activities	68	99	103	101
Implemented activities	62	85	87	88
Postponed activities	2	11	13	13
Cancelled activities	6	3	3	0

### Participants

The number of participants attending a CEPOL activity was 1,995, out of a potential number of 2,800 seats. Average attendance was 21 participants. Of the available places, 72% were used.

	2006	2007	2008	2009
Number of Participants	1,368	1,922	2,078	1,995

In 40% of the activities, the number of participants was more than two-thirds the estimated number.

### Participating Member States

On average, over 50% of the Member States were represented in a CEPOL activity; an average of 13 Member States per activity (compared to 14 in 2008).

Approximately 15% of the activities were represented by two-thirds or more of the Member States. Reasons for non-participation included: lack of financial and human resources; topic not a priority; insufficient English language skills or no expertise in the topic.

Despite the ten free air tickets offered by CEPOL to each Member State for participation in



its activities, the country representation in CEPOL activities did not rise in 2009.

### Experts and Trainers

A total of 832 experts and trainers contributed to CEPOL activities during 2009 with an average of ten experts/trainers on each activity.

658 experts/trainers were from the Member States, 25 experts/trainers were from non-EU countries and 149 were from EU bodies/agencies and other organisations.

On average, more than half of the trainers came from different Member States and EU organs. This contributes to a broader European approach to CEPOL activities by bringing expertise from different countries and EU organisations.

### Evaluation Results

In 2009, CEPOL evaluated its training activities followed by post-course evaluation 3-6 months after.

Data was collected from participants via self-testified questionnaires and feedback forms from trainers completed at the end of the activity, as well as from participants via self-testified questionnaires 3-6 months after the activity. Observations and recommendations by the Course Managers were also taken into account in the analyses of the activities.

At the end of an activity, each activity was evaluated on 11 main categories:

- Organisation
- Learning and content
- Experts and trainers
- Course objectives
- Transfer of learning
- Networking
- Target group
- General satisfaction

The overall results from the evaluation carried out at the end of the activity are listed below. The percentages shown represent the average ratings given in each category from *Strongly Agree* and *Agree*, on a 6-point scale of *Strongly Agree* to *Strongly Disagree*.

Organisation	93%
Learning & Content	88%
Experts/Trainers	88%
Objectives Met	85%
Transfer of Learning	87%
Networking	88%
Target Group *	83%
General Satisfaction	93%

\* Feedback provided by trainers

Since 2008, CEPOL can report on how its training is being perceived and used by participants in the workplace 3-6 months after the activity. In 2009, the response was a positive 57% (compared to 42% in 2008).

The following illustrates the results from the post-course evaluation, with feedback from participants 3-6 months after the activity:

Post-course Evaluation 2009 Results	
Course aims achieved	81%
Relevance of the training on the job	81%
Felt able to apply learning on the job *	79%
Applied learning on the job **	66%
Outcome of activity beneficial to organisation **	65%
Performance at work improved after attending training **	55%
Professional network maintained and developed	42%
Continued learning after the activity	89%
Shared knowledge/experiences gained from the activity	93%

\* Results from 2<sup>nd</sup> quarter (pilot phase) not included

\*\* Results from 2<sup>nd</sup> quarter only – question amended/added and tested in the pilot phase

CEPOL courses and seminars are highly satisfactory, rated at 93% by participants on general satisfaction.

Most noted and appreciated by participants were the high level of organisation; good atmosphere created that facilitated interaction between participants and enhanced the learning process, and the sharing of experiences that provided insight and knowledge of the different police systems and good practice.

Overall, the activities were deemed to be informative, providing new perspectives and challenging old ways of thinking on the topics. Participants generally found the knowledge gained useful and applicable to their daily work.

Experts, trainers and lecturers contributing to CEPOL activities were highly rated by participants and were generally described as being professional, competent and knowledgeable.

Feedback received from trainers indicates that 1 of 5 participants does not meet the required level for participation; more attention could therefore be paid when selecting participants for CEPOL courses to ensure that these are within the intended target group.

The information gathered shows that, following a CEPOL activity, 4 out of 5 participants felt able to apply the training in their organisation. Learning is being shared predominantly with colleagues (89%) and line managers (66%) and continuation of learning is predominantly

being made by discussing the topic with others (71%) and re-reading course materials (52%). The results however show that only approximately 2 of 5 participants are actually networking with other colleagues in Europe, contrasting widely with 4 of 5 participants estimating at the end of the activity that they will use the network established during the course.

A pilot study was carried out during the 2<sup>nd</sup> quarter in 2009 to test direct questions on application of learning on the job, benefit to the organisation, and improvement of performance after attending CEPOL training.

Two thirds of the participants claim that they have applied what they have learned on the job and that the training was beneficial to the organisation, while over half of the participants claim that their performance has improved after attending CEPOL training.

The developed questionnaire for post-course evaluation will be implemented for all activities from January 2010.

## **COMMON CURRICULA**

The development work for the Common Curricula concentrated on finalising the Trainers Guides/Manuals, as well as the Study Guides for the existing curriculum descriptions. After the Educational Experts finalised their drafts, the texts were sent to the Member States for their comments in order to make sure that the guides/manuals fulfil their needs.

As a result, four common curricula were adopted, including Trainers Guides/Manuals and Study Guides, on the following topics:

- Europol
- Police Ethics and Prevention of Corruption
- Domestic Violence I and II
- Trafficking in Human Beings

Drafts of the following Trainers Guides/Manuals were also finalised; but they require some further amendments and will be presented to the Governing Board during 2010:

- European Police Cooperation
- Money Laundering
- Civilian Crisis Management
- Drug Trafficking

During 2009, an Educational Expert from Hungary was appointed for the Common Curriculum on European Police Education. The Module Adviser for Civilian Crisis Management from Lithuania was appointed and for Management of Diversity, a Module Adviser from the Czech Republic was selected.

In order to resolve the problem concerning contracts for the Educational Experts and Module Advisers (reference Annual Report 2008), a business case was adopted by the Governing Board in order to request the Commission for an exclusion from procurement. This would make it possible to bring the final two Common Curricula, Counter-terrorism and Management of Diversity, to finalisation as well. The development of all the guides/manuals is carried out in close cooperation with the Module Advisers for each topic.

### **Implementation**

In order to obtain information about implementation practice up until now and in the near future, a survey was undertaken among the Member States (National Implementation Survey 2009). Just over 60% responded. The outcomes gave an impression of the generally strong interest in the common curricula, as well good indicators for the support by the CEPOL Secretariat and the Module Advisers for the problems the countries expect and experience. The recommendations included stronger involvement of the Module Advisers; reinforced facilitation of exchange and cooperation between the Member States; focus on training for the senior target group; accelerated finalisation of the other common curricula.

Items concerning a reinforced implementation support strategy were included in the Policy Paper by the Common Curricula Working Group which led to an amendment of decision



## **RESEARCH AND SCIENCE**

CEPOL is committed to the goal of disseminating good practice and research findings throughout police organisations across Europe. The main objective is to raise common standards in policing supported by science and research-led strategies. To achieve this aim, CEPOL implemented or facilitated the following research and science activities.

### **2009 CEPOL European Police Research and Science Conference**

The 2009 CEPOL European Police Research and Science Conference took place in November. Hosted in the Netherlands, it was organised by the Dutch Police Academy and supported by Germany, the United Kingdom and the Research and Science Working Group. The programme focussed on contributions to the theme "Future policing in Europe: a shared agenda for research". More than 70 senior police officers, police trainers and police scientists attended.

### **CEPOL Research Symposium**

The first CEPOL Research Symposium was launched as an innovative learning forum. Hosted in Sweden, the main topic was "Policing major public events". Twenty-six researchers and scientists from police forces and police educational institutions involved in conducting or planning research projects on the topic from across Europe participated.

### **Publication of the Project "European Approach to Police Science"**

An edited and extended version of the final report on the project "European Approach to Police Science", together with contributions from the 2007 CEPOL European Police Research and Science Conference, was published in cooperation with the European Publications Office (OPOCE) in Luxembourg. The book is available to order via the EU-bookshop.

### **Police Science and Research Bulletin**

The first two issues of the "European Police Science and Research Bulletin" were published on CEPOL's website. The aim of the bulletin is to promote a European approach to police science, facilitate communication and exchange between police officers, students, teachers, trainers and researchers at police colleges, as well as police scientists working in universities, research institutes or governmental agencies. The editorial team met four times in 2009.

## EXTERNAL RELATIONS

During 2009, CEPOL continued to formalise cooperation with key institutions.

A Cooperation agreement with Frontex was signed in June 2009, the purpose of which is to support the harmonisation of police and border guard officers training and promoting their cooperation at European Union level.

A Memorandum of Understanding was signed with the European Network of Forensic Science Institutes (ENFSI) in November 2009 which allows both CEPOL and ENFSI to enhance cooperation in the areas of information exchange and training. CEPOL's focus on external relations will intensify in 2010. A Memorandum of Understanding was signed with Eurojust in October 2009 which will enter into force on 1 January 2010.

Eight training activities were carried out in the field of external relations during the year:

- A seminar on decision-making procedures was organised with the European Security Defence College (ESDC) in March 2009 (07/2009)
- A seminar for Police Authorities of Candidate countries took place in Poland in March 2009 (96/2009);
- A seminar for Police Authorities of Candidate countries took place Bulgaria in May 2009 (59/2009);
- A conference with North America was organised by CEPOL France in June 2009 (4/2009);
- A conference with Russia was organised by CEPOL Germany in June 2009 (5/2009);
- A seminar "Police Cooperation - Western Balkans" was organised by Bulgaria in September 2009 (2/2009);
- A seminar for Police Authorities of Candidate countries took place in Romania in November 2009(58/2009);
- A conference with the Neighbouring countries was organised for the first time by CEPOL Italy in December 2009 (6/2009).

The following organisations contributed to CEPOL training activities during the year:

- Association of European Police Colleges (AEPC)
- European Crime Prevention Network (EUCPN)
- Academy of European Law (ERA)
- Eurojust
- Europol
- Frontex
- OLAF (European Anti-Fraud Office)
- Tispol (European Traffic Police Network)
- Interpol

It was agreed to develop cooperation agreements with Croatia and Turkey.

Work began on negotiations with three western Balkans countries: Montenegro, Albania and Bosnia Herzegovina.

## **ELECTRONIC NETWORK AND COMMUNICATIONS**

During 2009, the remaining systems of CEPOL's electronic network (e-Net) went live: Workspace (Document Management System); Courses (Learning Management System) and e-Library (previously read only). CEPOL Secretariat continued to provide helpdesk support to the National e-Net Managers and registered users.

### **Website, Discussion Forum and Chat**

Following the creation of a network of National e-Net Managers in 2008 (Governing Board Decision 29/2008/GB), a National e-Net Managers' training course was held in February and the 1st National e-Net Managers' annual meeting was held in December.

Many improvements in content and usability were made to the website (both public and restricted) during the year. For the first time for the Swedish Presidency, a specific section on CEPOL's website was developed where information could be posted both for internal and external publics. The plan is that future CEPOL Presidencies will follow suit.

The website statistics for January-December 2009 include:

- 76,633 unique visitors (an increase of over 74,000 on previous year)
- 944,534 hits (an increase of over 900,000 on previous year)
- 1647 registered users (an increase of 903 on previous year)

### **e-Library**

CEPOL's e-Library was launched in 2008 in read-only format. During 2009, the different stakeholders worked together to complement the technical functionalities with the establishment of an adequate structure and workflow. The National Research and Science Correspondents and National e-Net Managers were involved in the development process and were trained in how to fulfil their roles and use the systems during their respective annual meetings. As a result the e-Library structure concerning 'communities', 'collections' and 'workflows', was set-up and new submissions made on a regular basis.

### **Document Management System (DMS)**

CEPOL's Document Management System (DMS), more commonly referred to as "Workspace" was made available to the CEPOL Network in the second half of 2009. Following a Governing Board Decision in December 2009 establishing guidelines for its usage, this system can be considered fully operational. The purpose of the "Workspace" is to facilitate the work of all CEPOL Committees, Working Groups and Sub-groups by providing them with an electronic area to store and elaborate on CEPOL related documents, largely reducing the number of email exchanges prior and subsequent to CEPOL Meetings.

### **Learning Management System (LMS)**

In the first half of 2009, the LMS was set up to provide learning and administrative support to CEPOL course organisers. After successful pilots with the National e-Net Managers training, Q13 and Train the Trainers and to reflect the Course Managers' Tool (launched in April) an image for generic support for all CEPOL courses was designed and implemented

on the system. In order to respect CEPOL's strategies on learning and e-learning, the Working Group on Learning were also consulted. The system 'went live' in September with the implementation of 51 courses. To support this, three LMS training course were organised and a total of 45 course managers and National e-Net Managers attended.

In addition, the LMS was utilised to support other CEPOL activities, including the Exchange Programme and e-learning projects. In December the general image for LMS support of the 2010 courses has been upgraded to include other sections, including Preparatory Group meetings and Trainer/Expert feedback.

### **Course Managers' Tool**

In April 2009, the CEPOL Course Managers' Tool was launched to assist those in the network with the organisation of CEPOL courses and seminars. The tool consists of three main parts: the *Tool*, a *Timeline & Checklist* and the different *Forms and Templates* and is accessible on the restricted website. The Course Managers' Tool formed the basis for two Secretariat courses 'Managing and Organising CEPOL Activities and Meetings' during the year. A total of 38 course managers, course administrators and National Contact Points attended.

### **Communications**

Communications support to the network and Secretariat continued during 2009.

The communications team prepared and distributed 71 news releases (an increase of 25 on the previous year). A further 23 news items were posted on the website and distributed on behalf of the Swedish Presidency. Four email newsletters were distributed to keep members of the network and e-Net registered users informed of key issues and activities.

A number of media enquiries were received during the year, mainly relating to the discharge of CEPOL's 2007 budget.

Corporate gifts were supplied to Member States implementing CEPOL activities, to help consolidate CEPOL's image and help raise awareness. A new tender was launched in the latter half of 2009 in order to continue to provide Member States with a range of products.

Work continued on key corporate publications, including the Work Programme and Annual Report. The team also contributed to new publications, including the Research and Science Bulletin and Common Curricula manuals. In October 2009, work started on a new promotional brochure about CEPOL (to be published in early 2010).

The Communications team continued to partake in the Heads of Agencies Information Network and Web Managers' Network to increase cooperation with other agencies. Among the output during 2009 was a joint agency brochure. The Communications Officer attended the annual Europol PR Seminar to increase cooperation with other JHA agencies and police communications professionals.



## CEPOL PROJECTS

### CEPOL Exchange Programme

Based on the positive results of the pilot Exchange Programme in 2007 and 2008 funded by AGIS, the CEPOL Governing Board took a decision to continue the activity. The activities of the Exchange Programme 2009/2010 are co-financed by CEPOL and the European Commission, JLS, under the framework programme "Prevention of and Fight against Crime". The grant agreement was signed on the 24 June 2009 with duration of one year.

The aim of the Exchange Programme, as in previous years, is the reinforcement of professional networks and the understanding of police practice/training in other European countries as well as the exchange (and cascading) of knowledge, experience and best practices for the sake of the improvement of cross-border police cooperation in Europe.

This time twenty one Members States and one Candidate country (Turkey) signed partnership declarations. The topics were Community Policing and Organised Crime (for Senior Police Officers) and Learning Environment (Police Trainers). The total number of exchangees was 49 and the number of tutors was 46, out of which 32 had a double status.

The Reference Group supported the Project Team by discussing and adopting the Handbook, the Reimbursement Rules and the templates, it prepared the agenda for the Initial Conference and made the preliminary matching of exchangees and tutors.

An Initial Conference was held in Budapest, Hungary, on 29-30 September 2009 organised by the Hungarian CEPOL Team and the CEPOL Secretariat and hosted by the Ministry of Justice and Law Enforcement (MoJLe) International Training Centre of Hungary and was attended by 97 participants. It supported the development professional networks and the discussion of new developments in the fields of expertise. National Exchange Coordinators were informed about the new administrative regulations.

The first exchange period took place from October until December 2009. The length of an exchange for senior police officers was 12-14 calendar days and the length of an exchange for trainers 18-22 calendar days. In the first exchange period 45 exchanges were implemented out of 49 planned. Cascading activities were started as well. The received feedback was very positive and selected success stories written by exchangees and tutors were published in the Exchange Programme newsletter.

### **Euromed Police II Project**

Launched in spring 2007, the Euromed Police II Project has a budget of €5 million over a three-year period. Approximately €1.1 million was spent during 2009.

The objectives of the project are:

- The setting up of a Euro-Mediterranean network in the field of police;
- The development and reinforcement of the cooperation with MEDA countries in the field of police, thanks to a deeper dialogue, to legal convergence and to the setting up and consolidation of networks.

From 15 January 2009 until the end of May 2009, the implementation of the activities had to be postponed as a consequence of the events in the Gaza Strip.

<b>Date</b>	<b>Title</b>	<b>Place</b>	<b>Target Group</b>
20-24 July	Specialised seminar: Fight against Terrorism (Links between Terrorism and the Internet)	Rome, Italy	Senior police officers from MEDA countries
28 September - 2 October	Specialised seminar: Combating Drug Trafficking (Maritime Drug Trafficking)	Lisbon, Portugal	Senior police officers from MEDA countries
15 – 22 October	Study Visit: Trafficking in Human Beings	Lyon, France	Senior police officers from MEDA countries
26 – 30 October	General seminar: Trafficking in Human Beings	Bucharest, Romania	Senior police officers from MEDA countries
18 – 19 November	Director Generals Meeting	Madrid, Spain	Police Director Generals from MEDA and EU countries

## **ADMINISTRATION**

### **Budget**

CEPOL's budget for 2009 was for the first time fully implemented in Accrual Based Accounting (ABAC), allowing complete and reliable reporting. Financial procedures and monitoring of expenditure were put in place gradually. By the first quarter, the members of the network were engaged in the objectives of execution of the budget.

The necessary learning curve and the need to process past years transactions according to the new financial rules, although meant a low execution rate of 89% in commitments and 45% in payment appropriations, also allowed the reduction of financial risk of errors and irregularities.

### **Accounting and Asset Management**

The Accounting function was intensively engaged in the continued implementation of ABAC and resolving the anomalies arising from the transition to ABAC in the previous year.

The preparation for the implementation of a complete Asset Management system - ABAC Assets began in the third quarter of 2009. This heralded a period of intensive efforts to improve the recording and management of CEPOL's physical assets. The work was completed during 2009. The results include time saving in the preparation and calculation of the net book values of the assets, as well as consolidating the lists of Inventory and Capital assets.

### **Audit**

During 2009, CEPOL underwent two main audits; an external audit carried out by the European Court of Auditors and an internal follow-up audit carried out by the Internal Audit Services (IAS) of the European Commission. Following the audit observations, several actions were taken in order to improve and develop the administration of CEPOL to better fulfill the obligations of the Financial Regulation.

In 2009 CEPOL invested significant effort to improve the level of cooperation between the Secretariat and the main audit bodies.

Particular attention was given to the progression and implementation of the recommendations of the IAS.

### **Recruitment and Staffing**

2009 saw many changes and developments in the staffing of CEPOL. In February 2009, a Budget and Finance Officer was recruited. The finance function was further strengthened by the appointment of a Budget and Finance Support Officer, a Finance Assistant and a Procurement Support Officer.

In August 2009, new Heads of Administration and Programmes joined the organisation.

There were also departures from the organisation; in early 2009 the former Head of Programmes and the ICT Officer left and in September the Human Resources Officer left. All

left to take up new and more senior positions. In May 2009, the former Director of CEPOL also tendered his resignation to the Governing Board.

In the third quarter 2009, under the Swedish Presidency, the recruitment process to appoint the new Director of CEPOL was launched. The process was brought to a successful conclusion at 18<sup>th</sup> Governing Board meeting when the selection of a new Director was agreed by the voting members of the Governing Board.

#### **Procurement**

The most significant procurement conducted in the first half of 2009 was to contract a travel service to support the booking of missions for Secretariat Staff, members of the CEPOL network and activity attendees.

The appointment of a Procurement Support Officer enabled a period of intense effort to mature and improve the procurement and inventory capabilities, processes and procedures within CEPOL.

#### **Staff Committee**

The final quarter of 2009 saw the first CEPOL Staff Committee elections. This important development was welcomed by staff and management alike.

## **CEPOL GOVERNANCE**

CEPOL operates as a network of senior police training institutes and ministries of interior in the Member States. There are a wide variety of roles and responsibilities for those working within the network.

The main body of CEPOL is the Governing Board which is responsible for driving CEPOL's strategy and making organisational decisions. CEPOL Secretariat is headed by a Director who reports to the Governing Board. The Director runs the Secretariat which provides administrative, logistical and budgetary support to the network. In order to support its work, the Governing Board established four committees to support its work. Each committee is supported by a number of specialised working groups, project groups and sub-groups. In addition, the Member States, three associated countries (Iceland, Norway and Switzerland) and three candidate countries (Croatia, former Yugoslav Republic of Macedonia and Turkey) all established a 'CEPOL National Contact Point' with 'units' of varying sizes and staff numbers. These units are responsible for implementing and supporting CEPOL's activities.

### **Governing Board**

The CEPOL Governing Board is made-up of representatives from each EU Member State, usually the Directors of the national police training colleges or institutes with one voting member per country. The Chair of the Governing Board is a representative of the Member State holding the Presidency of the European Union (for 2009 Czech Republic and Sweden respectively).

Representatives from the European Commission, the Council of the European Union, Europol, CEPOL associated countries as well as the Association of European Police Colleges (AEPCC) attend the Governing Board meetings as permanent observers. During 2009, the Governing Board met four times and adopted 38 decisions. In addition, two Presidency Handover Meetings were held: Czech Republic to Sweden and Sweden to Spain.

### **Troika**

During 2009, two Troika meetings were hosted by Czech Republic and two hosted by Sweden. The meetings held in the Czech Republic were attended by the current Presidency, two past Presidencies and two incoming Presidencies. Two of the priorities of the Czech Republic Presidency were the Governance and Structure of CEPOL and SIRENE training and these items were among the topics discussed. The meetings held in Sweden and were attended by the current and two incoming Presidencies. Among the topics discussed were the role of the Troika (renamed to Presidency Meetings); the Five Year Evaluation of CEPOL; the establishment of an Audit Panel and the CEPOL strategy.

### **Strategy Committee**

The Strategy Committee provides the Governing Board with support, policy advice and information necessary for the development and monitoring of strategies to ensure the delivery of the objectives laid down in the Council Decision. This includes developing

future concepts and coordinating cross-committee matters, particularly in regard to matters of the Work Programme.

The Strategy Committee is chaired by a representative from the Member State holding the Presidency of the Council of the European Union (in 2009 a representative from Czech Republic and Sweden respectively). The Deputy Chair is the former Governing Board Chair (in 2009 Slovenia and France respectively).

Other members in 2009 included the incoming Chair of the Governing Board (Spain and Belgium respectively), the Chair and Deputy Chair of the Annual Programme Committee, the Chair and Deputy Chair of the Training and Research Committee, the Deputy Chair of the Budget and Administration Committee and the Chair of the External Relations Working Group.

The Strategy Committee met four times during 2009 and discussed, among other items, the Governance and Structure of CEPOL; CEPOL Strategy; Grant Agreements with colleges/institutes implementing CEPOL Activities and the Memorandum of Understanding with the European Network of Forensic Science Institutes. The Committee also discussed the process to develop the Five Year Evaluation of CEPOL.

#### **External Relations Working Group**

The External Relations Working Group is assigned to the Strategy Committee and implements CEPOL's External Relations policy. It advises the Presidency and the Director on matters arising from external requirements for cooperation.

During the year the group met three times and highlights of the work include the adoption by the governing board of five decisions relating to External Relations, including:

- Approving the appointment of three members of the External Relations Working Group;
- Authorising the director to conclude a Memorandum of Understanding with the European Network of Forensic Science Institutes (ENFSI);
- Authorising the Director to conclude a Memorandum of Understanding with Eurojust.

Proposals were brought forward by the working group to the Strategy Committee with regard to the implementation of the Stockholm Programme.

The working group also dealt with a number of requests from third countries expressing an interest in cooperating with CEPOL, including: Albania, China, UNHCR, (The Office of the United Nations High Commissioner for Refugees), ESRIF (European Security Research and Innovation Forum), SEPCA (Southeast Europe Police Chiefs Association) and ATLAS (a network composed of the intervention forces of Member States which was set up following the attacks of September 11, 2001 at the initiative of the Police Chiefs Task Force who were commissioned by the European Council and Justice and Home Affairs to improve coordination between Member States in combating terrorism).

### **Budget and Administration Committee**

The Budget and Administration Committee supports the CEPOL Governing Board by making proposals and recommendations on financial and administrative matters. During 2009, the members of the committee included representatives from 12 Member States: Czech Republic (Chair January-June), Sweden (Chair July-December), Spain (incoming Chair January-June 2010), Belgium (incoming Chair July-December 2010), Slovenia (Deputy Chair), Cyprus, France, Lithuania, Luxembourg, Netherlands, Poland and Portugal.

During the year, the Budget and Administration Committee welcomed the new Head of Administration who joined CEPOL in August 2009. Discussions focused on, among other items, the preliminary year-end results, provisional and final accounts for 2008, the draft action plan following the Internal Audit Service follow-up audit on "Implementation of Internal Control Standards", the carry-over procedure of appropriations from 2008 to 2009, the draft Estimate 2010 and 2011, the European Court of Auditors Special Report "The European Union Agencies: Getting Results", the multi-annual Staff Policy Plan 2010 – 2012, agreements for the implementation of CEPOL activities, the timetable for the work programme and budget 2011 and the Special Report No. 5/2008 of the European Court of Auditors and the governance and structure of the CEPOL network as far as related to the committee.

In addition, the committee was regularly informed of the status of the 2007 discharge and 2008 annual report from the Court of Auditors and of the implementation of the 2009 budget. In the last quarter, the committee participated in the monitoring of the operational expenditure and the establishment of the budget 2010.

### **Annual Programme Committee**

The Annual Programme Committee was composed of representatives from nine Member States: Belgium, Cyprus, Czech Republic, Estonia (Deputy Chair), Finland, Italy, Latvia, The Netherlands (Chair) and Spain.

The committee's approach in 2009 shifted towards more transparency, increased involvement of stakeholders, prioritising balance and de-prioritising and broadening the scope to activities other than courses and seminars. This included concentrating on e-Learning, exchange programme, common curricula, and so on.

The 2010 Programme of Courses and Seminars was finalised by end October, meeting the objective to have it ready for distribution and publication before the end of the calendar year.

The committee advised the Training and Research Committee on topics for e-Learning modules to be developed in 2011. The committee submitted its opinion on the Stockholm Programme and proposed a way forward for CEPOL. A proposal for CEPOL to have a key position in Europe on mission training was presented to the CEPOL Governing Board in the second half of 2009; discussions with the Council were initiated. The Committee discussed the expanded exchange programme as stipulated in the Stockholm Programme with a view that CEPOL should implement such a programme.

### **Working Group Analysis of CEPOL's Training Activities (ACTA)**

Assigned to the Annual Programme Committee, ACTA was composed of representatives from five Member States: Germany, Italy, Poland, Portugal and Slovakia. The Working Group did not meet in 2009, however ACTA were invited to the Annual Programme Committee meeting in May 2009 to give advice on the analysis of CEPOL training activities. In September 2009, the Governing Board disbanded this group (23/2009/GB), assigning its tasks to the Annual Programme Committee.

### **Training and Research Committee**

The Training and Research Committee makes proposals and recommendations to the Governing Board on the development of CEPOL's learning, training and research strategy. In 2009, the Training and Research Committee consisted of the following members: Germany (Chair), United Kingdom (Deputy Chair), Austria, Bulgaria, Denmark, Ireland, Malta, Slovakia, and Sweden.

During the year the Training and Research Committee held four meetings. The number of working groups assigned to the committee was reduced by one, as the Electronic Network Working Group had largely fulfilled its remit. The Project Group "Development of a Concept for Consolidating, Updating and Publishing SEPE" (DGECSPE) was disbanded and a new Sub-group to the Research and Science Group established: Survey on European Police Education and Bologna (SEPEB).

At the beginning of 2009, the Training and Research Committee finalised the Final Report on the European Dimension which was published on CEPOL's restricted website. The committee asked the Secretariat to organise a Post-course Evaluation pilot phase and supported the development of the e-Learning Modules and the Learning Management System.

The working groups assigned to the committee were tasked to assess the recommendations in the European Dimension Report and provide input for the Work Programme and Budget 2011. The Working Group on Learning was tasked to revise the Q-13, to develop a template containing a structured overview on police education per country, to analyse the current development in the harmonisation of vocational and educational training within the EU and assess the values for CEPOL, and to cooperate with the Secretariat on the issue of course evaluation. It tasked the Research and Science Working Group to present a solution for minimum standards and criteria for input to the e-Library, to organise a second Research Symposium in 2009 and to develop a concept for the Quality Management for the e-library as well as an e-Net access policy for academic users.

### **Electronic Network Working Group**

Assigned to the Training and Research Committee, the Electronic Network Working Group did not meet during 2009 and was disbanded by at the 15<sup>th</sup> Governing Board meeting (Governing Board decision 6/2009/GB).



### **Common Curricula Coordination Working Group**

Reporting to the Training and Research Committee, the Common Curricula Coordination Working Group coordinates the development and implementation of the ten CEPOL Common Curricula:

1. Counter Terrorism
2. Europol
3. Police Ethics and Prevention of Corruption
4. Drug Trafficking
5. Money Laundering
6. Domestic Violence
7. European Police Cooperation
8. Trafficking in Human Beings
9. Civilian Crisis Management
10. Management of Diversity

The Common Curricula Coordination Working Group met three times during the year and mainly focused on the structure for the common curricula guides. Guidelines for the writing of the guides were developed by the Secretariat for the Educational Experts. It was decided that both Trainers' Guides and/or Manuals could be developed, depending on the requirement dictated each of the topics.

A concept for the function of the National Common Curricula Coordinators, as well as a revised policy paper including an organisation structure, was developed and proposed to the Training and Research Committee. The group prepared the programme of the 1<sup>st</sup> annual National Common Curricula Coordinators meeting.

The Common Curricula Sub-groups did not meet during 2009, as after finalisation of the curricula descriptions, the chairs of the ten Common Curricula Sub-groups were replaced in the Common Curricula Coordination Working Group by Module Advisers (Governing Board decision 29/2007/GB).

### **Research and Science Working Group**

The Research and Science Working Group consists of ten experts and is assigned to the Training and Research Committee. The group deals with the relations between police experience, scientific studies and research findings in order to contribute towards better police training and better policing. The group met four times in 2009. The main discussions focussed on the Work Programmes 2009, 2010 and 2011. The group worked on the preparation of publications, including "European Approach to Police Science" and the "Police Science and Research Bulletin". The group was involved in the preparations and delivery of the CEPOL Annual Research and Science Conference and the CEPOL Research Symposium.

### **Sub-group European Police Education Systems and Bologna (SEPEB)**

The SEPEB Sub-group was tasked to establish an online survey on the situation of education and training programmes in the field of police and policing in national police training institutes in the Member States and in relevant cooperation partners, which are open to non-national police officers. The aim of the survey is to form an improved basis for bringing

together national police training institutes and relevant cooperation partners in the Member States, by developing possibilities for the participation in police training in other countries. The Sub-group for the SEPEB project reports to the Research and Science Working Group. Results and a final report are expected during 2010.

### **Working Group on Learning**

During 2009, the Working Group on Learning met four times and four new Members were appointed. The focus of the group was led by CEPOL's Work Programme 2009.

The implementation of common educational quality standards was improved by partly redesigning the Train-the-Trainer course, now also dealing with using the Learning Management System by trainers and with intercultural communication. A mini-course was made available on the LMS on how to write educational objectives. The aim of the mini-course is to ensure written objectives are measurable and have observable learning outcomes, in order to truly assess the learning outcomes in the different stages of evaluation.

At the end of 2009, the structure and main content areas for Q-13 Volume II were agreed. Members of the group delivered training in both the Train-the-Trainer and Q-13 courses. Research as a learning strategy now has more emphasis in both courses. It has also been identified as a topic to be dealt with in Q-13 volume II. Regarding the use of learning technologies, the working group was involved in the educational aspects of the LMS templates and in the approaches towards learning to be applied in the e-Learning Modules.

The developments within the Bologna and Bruges Copenhagen process were followed. The working group contributed to the seminar on the Bologna process (74/2009). A first exploration on possibilities to award CEPOL activities with ECVETS and/or ECT's took place.

The working group provided advice and views to the Training and Research Committee about the following issues:

- The proposed new Governance Structure;
- Key Performance Indicators;
- Quality assurance in education;
- A CEPOL database of trainers;
- Involvement of line managers in the evaluation process.

Assigned to the Working Group on Learning (WGL) are three Sub-groups: Sub-group 1: *Quality Assurance System, Evaluation Assessment and Post-course Learning Reinforcement*; Sub-group 2: *Train the Trainers, Certification, Language Courses and Competency Profile for Trainers*; and Sub-group 3: *Exchange Programme, Implementation of the Bologna Declaration*. None of the sub-groups met during 2009.

### **e-Learning Module Development**

Three e-Learning Project Groups were established in 2009 (Governing Board decision 2/2009/GB) with the aim to develop e-Learning modules to be available in the Learning Management System on CEPOL's e-Net:

1. e-Learning Project Group Prüm Treaty

2. e-Learning Project Group Police English Language
3. e-Learning Project Group Europol

Each Project Group met twice in 2009 to design and develop the modules as well as regularly online in the 'Project Spaces' on the Learning Management System. The meetings were used to discuss structure and approach to the development of content for each of the e-learning modules. The projects have led to a common instructional design of CEPOL's e-learning modules for learning of skills and knowledge. In addition, content for all the e-learning modules have been described and clustered into meaningful sections for each of the modules. The instructional design and the e-learning modules' contents make up the terms of reference for the tender to produce the modules. An ex-ante publication for this tender process has been published on CEPOL's website at the end of 2009.

## **NETWORK GROUPS**

### **National Contact Points**

Two National Contact Point (NCP) meetings took place in 2009. The first took place on 2-3 April 2009 in Prague during the Presidency of the Czech Republic. It was the second official meeting (the first was held in December 2008) of the NCPs during which, they were introduced to the new Course Managers' Tool and discussed CEPOL governance structure in detail. The third NCP meeting took place under the Swedish Presidency in Solna on 26-28 October 2009. Among the discussions were CEPOL's electronic network, marketing CEPOL in the Member States, free flights and reimbursements for courses and meetings from the Secretariat.

### **National Common Curricula Coordinators**

The 1<sup>st</sup> annual National Common Curricula Coordinators meeting, representatives from twenty three Member States attended. The meeting was chaired by the Swedish Presidency. The history of the common curricula development, as well as their structure and rationale, were described by the Secretariat and each Module Adviser present gave an outline of their common curriculum. The participants discussed their role in this context in groups, as well as the anticipated challenges. Raising awareness was a key topic. The possibilities for support of their work by CEPOL were listed. At the end the National Common Curricula Coordinators agreed to send a planning report concerning implementation of the common curricula in their countries as a basis for further work.

### **National e-Net Managers**

In December 2009, the Secretariat hosted the 1st annual National e-Net Managers' meeting. Attended by 23 Member States, the meeting allowed for fruitful discussions related to the various systems and tools on e-Net, as well as practical "hands-on" sessions in the e-Library, LMS and DMS (Workspace). Outcomes showed that the participants found the meeting useful for consolidating their knowledge of e-Net, as well as illustrating the potential of the various systems for future developments. Concrete suggestions for future improvements were given regarding e-Net's registration processes and usage of the Discussion Forum. A further outcome is the possible need for "DMS specific" training courses, similar to those offered by the Secretariat covering LMS.

### **Research and Science Correspondents**

During 2009, nearly all Member States nominated a Research and Science Correspondent to serve as a facilitator to link research projects and scientific expertise between the national level and CEPOL's various stakeholders. The National Research and Science Correspondents were invited to two meetings in order to provide information about their tasks, exchange experiences and share good practice.

**Annex 1: Courses and Seminars Delivered**

Reference	Organiser(s)	Activity Title	No. of Training Days	No. of Participants	Dates
91/2009 (04/2008)	Finland	Northeast Europe Organised Crime Organisations	4	22	12-16 January
92/2009 (23/2008)	Italy	Fraud against EU and European Institutions (including Euro counterfeiting)	4	19	26-30 January
93/2009 (29/2008)	Spain	Public Order & Crowd Management – Public Order Evaluation	4	25	3-6 February
52/2009	Sweden	Trafficking in Human Beings	2	37	11-12 February
45/2009	Netherlands	European Police & Judicial Systems – Study Tour	5	19	15-20 February
69/2009	United Kingdom	English Language Seminar for Members of Governing Board, Committees and Working Groups	4	8	16-20 February
84/2009	CEPOL Secretariat	National e-Net Managers' Training Course	3	9	24-27 February
94/2009 (71/2008)	Germany Secretariat	The Use of Police Science and Research within Police Training & Education	3	17	3-6 March
31/2009	Portugal	Public Order & Crowd Management – Hooliganism	3	40	9-12 March

26/2009	Hungary	Crime Control and Traffic Safety – International Comparison of Integrated Projects	4	19	9-13 March
95/2009	France	Knowledge of European Police Systems	4	20	9-13 March
15/2009	France	Atlas-Hermes Seminar	3	23	16-19 March
27/2009	Cyprus	Trafficking in Stolen Artwork	4	15	16-20 March
96/2009 (59a/2008)	Poland	Seminar for Police Authorities of Candidate Countries	4	30	16-20 March
44/2009	Lithuania	Police Cooperation and Prüm Treaty Awareness Seminar	3	28	17-20 March
23/2009	Slovakia	Economic & Financial Crime Seminar – Financial Investigators	4	30	23-27 March
68/2009	Ireland	English Language Seminar for Members of Governing Board, Committees and Working Groups	4	10	23-27 March
7/2009	Secretariat ESDC	ESDP – Seminar on Decision Making Procedures	3	47	29 March – 1 April
54/2009	Portugal	TOPSPOC Module 1: Top Management Seminar	4	22	30 March - April
16/2009	France	Managing Airport Security	3	25	31 March – 3 April
76/2009	Slovenia	Seminar Quality Management System	3	19	20-23 April
65/2009	Austria Germany	Information Seminars,	20	15	20 April – 9 May

		Instruments & Systems of European Police Cooperation (German)			
89/2009	Luxembourg	Police Cooperation & Schengen: Europe & Schengen – 10 years of Schengen	2	21	22-24 April
39/2009	Germany	Knowledge of European Police Systems	4	25	26-30 April
60/2009	United Kingdom	Information Seminars, Instruments & Systems of European Police Cooperation (English)	20	18	26 April – 15 May
18/2009	Lithuania	Trafficking in Human Beings & Illegal Immigration	4	30	4-8 May
12/2009	France	Joint Investigation Team	4	24	11-15 May
28/2009	Slovakia	Firearms Trafficking	4	19	11-15 May
59/2009	Bulgaria	Seminar for Police Authorities of Candidate Countries	4	12	17-21 May
49/2009	Latvia	Community Policing	4	22	25-29 May
75/2009	Cyprus	Train the Trainers Seminar Step 1 – Learning Methods	4	26	25-29 May
66/2009	Spain	Information Seminars, Instruments & Systems of European Police Cooperation (Spanish)	20	16	25 May – 6 June

37/2009	Germany	Domestic Violence – International Aspects & Experience	4	16	1-5 June
54/2009	Estonia	TOPSPOC Module 2: Top Management Seminar	4	21	1-5 June
4/2009	France	Conference with North America	3	39	2-5 June
29/2009	Portugal	Nature & Environmental Crime Awareness Seminar	3	13	2-5 June
57/2009	Hungary	Leadership Development & Management of Change Seminar	3	19	2-5 June
53/2009	Finland	OCTA & ECIM – Strategic Planning in the Fight against Organised Crime - Closed Workshop	3	5	8-11 June
79/2009	CEPOL Secretariat	Managing and Organising CEPOL Activities and Meetings	4	19	15-19 June
5/2009	Germany	Conference with Russia	3	30	16-19 June
20/2009	Italy	Dealing with Crime Victims	3	26	16-19 June
55/2009	Belgium	Human Rights & Police Ethics – Training Harmonisation	4	15	22-26 June
85/2009	Sweden Secretariat	Research Symposium	3	21	23-26 June
63/2009	Ireland	Information Seminars, Instruments & Systems of European Police Cooperation	20	15	28 June – 17 July



		(English)			
38/2009	Germany	Road Safety Awareness Seminar	3	17	29 June – 2 July
61/2009	United Kingdom	Information Seminars, Instruments & Systems of European Police Cooperation (English)	20	20	2-21 August
97/2009	CEPOL Secretariat	Course Managers LMS Training	1.5	13	1-2 September
98/2009	CEPOL Secretariat	Course Managers LMS Training	1.5	8	3-4 September
34/2009	Austria	Senior Police Officer Planning and Command Course for Crisis Management Operations/Missions (SPOPCOP)	20	22	6-25 September
74/2009	Slovenia	Seminar Bologna Process	3	32	7-10 September
43/2009	Slovakia	Police Cooperation in Europe and Schengen	4	22	9-11 September
2/2009	Bulgaria	Police Cooperation – Western Balkans	3	29	15-17 September
67/2009	Denmark (hosted by UK)	English Seminar for English Language Trainers	5	17	21-25 September
77/2009 (75/2008)	CEPOL Secretariat	Q13 Quality and Common Training Standards	4	8	21-25 September
33/2009	Lithuania	Disaster of Large Scale – EU Guidelines Seminar	3	23	22-25 September
22/2009	Ireland	Fraud & Confiscation of Assets Seminar	3	18	28 September – 1 October

62/2009	United Kingdom	Information Seminars, Instruments & Systems of European Police Cooperation (English)	20	20	4-23 October
64/2009	France	Information Seminars, Instruments & Systems of European Police Cooperation (French)	20	17	4-23 October
46/2009	Belgium	European Police & Judicial Systems – Study Tour	5	28	5-9 October
54/2009	Austria	TOPSPOC Module 3: Management Seminar	4	20	6-9 October
53/2009	Finland (hosted by Iceland)	OCTA & ECIM – Strategic Planning in the Fight Against Organised Crime (Future Crime Trends)	4	32	11-14 October
10/2009	Italy	Southeast Europe Organised Crime Organisations	4	18	13-16 October
50/2009	Finland	Community Policing	4	20	13-16 October
35/2009	Latvia	Undercover Operations	3	25	13-16 October
36/2009	Portugal	Witness Protection	4	29	19-23 October
75/2009	Spain	Train the Trainers Seminar Step 2 – Learning Methods	4	23	19-23 October
19/2009	Spain	Trafficking in Human Beings & Illegal Immigration	4	17	20-23 October
30/2009	France	Public Order &	4	30	20-23

		Crowd Management – Public Order Evaluation			October
25/2009	Portugal	Money Laundering	4	22	26-30 October
86/2009	France	Seminar for SIRENE Officers	5	36	26-30 October
48/2009	Lithuania	Crime Intelligence & Risk Assessment & Intelligence Led Policing	4	24	27-30 October
41/2009	Austria	Police Cooperation & Europol	4	21	2-5 November
24/2009	Malta	Fraud against EU and European Institutions (including Euro counterfeiting)	4	17	3-6 November
58/2009	Romania	Seminar for Police Authorities of Candidate Countries	4	12	9-11 November
80/2009 (79/2008)	CEPOL Secretariat	Managing and Organising CEPOL Activities and Meetings	4	19	9-13 November
11/2009	Cyprus	Fighting against Drugs in EU	4	21	16-20 November
40/2009	France	Knowledge of European Police Systems	4	22	16-20 November
32/2009	Germany	Public Order & Crowd Management – Security during Summits	4	21	17-20 November
70/2009	Netherlands	Police Research and Science Conference	3	41	18-20 November
9/2009	Portugal	Southwest Europe Organised Crime Organisations (Maritime drug	4	17	24-27 November

		trafficking)			
73/2009	Greece	European Police Education Systems Seminar	3	25	30 November – 2 December
8/2009	Finland	Northeast Europe Organised Crime Organisations	4	18	30 November – 4 December
54/2009	France	TOPSPOC Module 4: Top Management Seminar	4	19	30 November - 4 December
3/2009	Czech Republic	Conference on New Technologies to Fight Cyber Crime involving the Private Sector	3	30	2-4 December
87/2009	France	Seminar for SIRENE Officers (Advanced)	5	31	14-18 December
1/2009	Sweden	Crime, Police and Justice in 21st Century – Presidency Seminar (Top Management Activity)	3	89	15-16 December
6/2009	Italy	Conference with the European Neighbouring Countries	3	34	16-18 December
99/2009	CEPOL Secretariat	Course Managers LMS Training	1.5	22	17-18 December

**Annex 2: Postponed Courses and Seminars**

Reference Number	Organiser(s)	Course Title	Rescheduled
56/2009	Germany	Changes in EU Society – Human Resources Management Consequences	27 September – 1 October 2010
13/2009	United Kingdom	Counter Terrorism – Strategic Course	11-22 January 2010
47/2009	Cyprus	Management of Diversity	TBA
51/2009	Sweden	Crime Prevention	07-10 September 2010
72/2009	Germany	Innovation Workshop Cooperation Private Sector	25-29 October 2010
21/2009	Denmark	Child Abuse – Cyberspace	12-16 April 2010
71/2009	Ireland	The Use of Police Research and Science within Police Training and Education	TBA
42/2009	Poland	Police Cooperation & Europol: Dismantling of Synthetic Drugs Laboratories	6-10 September 2010
14/2009	Greece	Counter Terrorism – Awareness Seminar	4-7 October 2010
78/2009	CEPOL Secretariat	Q13 Quality and Common Training Standards (Advanced)	27 September – 1 October 2010
17/2009	France	New Technologies used in the Fight Against Terrorism Combined with Forensic Science	22-26 March 2010
88/2009	Spain	International Police Cooperation Course-Module 1	TBA
88/2009	France	International Police Cooperation Course-Module 2	20-24 September 2010

**Annex 3: Participation 2006-2009 (by country)**

Country	Participants				+ / - Participants on 2008
	2006	2007	2008	2009	
Austria	45	42	48	51	+3
Belgium	54	63	60	93	+33
Bulgaria*	30	80	90	70	-20
Cyprus	32	61	40	36	-4
Czech Republic	72	82	109	85	-24
Denmark	34	42	70	84	+14
Estonia	37	46	29	34	+5
Finland	26	39	57	53	-4
France	81	130	144	156	+12
Germany	72	101	113	117	+4
Greece	39	42	18	30	+12
Hungary	53	62	78	85	+7
Ireland	27	34	45	33	-12
Italy	62	105	143	98	-45
Latvia	62	75	81	25	-56
Lithuania	70	106	147	59	-88
Luxemburg	13	9	2	11	+9
Malta	5	17	21	26	+5
Netherlands	36	55	49	70	+21
Poland	73	85	70	35	-35
Portugal	39	82	71	60	-11
Romania*	53	70	64	49	-15
Slovakia	41	50	94	39	-55
Slovenia	34	53	36	48	+12
Spain	67	90	100	143	+43
Sweden	40	43	43	99	+56
United Kingdom	72	101	105	116	+11
Iceland	4	17	8	8	-
Norway	17	19	21	14	-7
Switzerland	19	24	19	14	-5
Croatia	0	11	7	12	+5
former Yugoslav Republic of Macedonia	0	12	11	6	-5
Turkey	2	17	22	42	+20

Europol	3	10	7	6	-1
Interpol	0	4	7	7	-

\*Not yet Member States in 2006



**Annex 4: Trainer Contribution 2007-2009 (by country)**

Organising Country	2007	2008	2009
Austria	31	42	48
Belgium	24	20	25
Bulgaria	35*	9	33
Cyprus	2	11	18
Czech Republic	14	11	4
Denmark	2	7	2
Estonia	12	2	8
Finland	15	9	29
France	61	29	55
Germany	60	54	61
Greece	13	21	5
Hungary	23	10	16
Ireland	21	16	28
Italy	53	30	35
Latvia	3	8	8
Lithuania	11	9	27
Luxemburg	1	0	2
Malta	9	4	5
Netherlands	34*	34	30
Poland	24	16	18
Portugal	73	30	34
Romania	10	7	13
Slovakia	6	15	20
Slovenia	12	6	6
Spain	39	35	36
Sweden	14	19	26
United Kingdom	38	71	66
Iceland	3	0	1
Norway	2	6	3
Switzerland	5	12	2
Croatia	0	0	0
former Yugoslav Republic of Macedonia	0	0	0
Turkey	0	4	0
Others	7	3	19
Eurojust	6	14	5
Europol	39	37	30
Frontex	4	6	6



Interpol	7	8	9
Other Organisations*	61	128*	57

\* Includes experts from eight organisations in Kosovo during the European Mission Study Visit (Ref: 33b/2008)

## **Annex 5: Governing Board Decisions**

1/2009/GB	ADOPTING THE BUDGET FOR THE FINANCIAL YEAR 2009
2/2009/GB	CLARIFYING RESPONSIBILITIES FOR THE DEVELOPMENT OF E-LEARNING MODULES (AMENDING DECISION 27/2008/GB)
3/2009/GB	APPOINTING MODULE ADVISERS FOR THE COMMON CURRICULUM "CIVILIAN CRISIS MANAGEMENT" AND THE COMMON CURRICULUM "MANAGEMENT OF DIVERSITY"
4/2009/GB	ESTABLISHING A NETWORK OF NATIONAL COMMON CURRICULA COORDINATORS
5/2009/GB	ADOPTING THE ESTIMATE OF REVENUES AND EXPENDITURES FOR THE FINANCIAL YEAR 2010
6/2009/GB	ESTABLISHING A SUB-GROUP "SURVEY ON EUROPEAN POLICE EDUCATION AND BOLOGNA"; APPROVING THE APPOINTMENT OF THREE MEMBERS OF THE EXTERNAL RELATIONS WORKING GROUP; APPROVING THE APPOINTMENT OF THE CHAIR, THE DEPUTY CHAIR AND FOUR MEMBERS OF THE WORKING GROUP ON LEARNING; DISBANDING THE ELECTRONIC NETWORK WORKING GROUP AND THE ELECTRONIC PLATFORM SUB-GROUP; DISBANDING THE PROJECT GROUP "DEVELOPMENT OF A CONCEPT FOR CONSOLIDATING, UPDATING AND PUBLISHING SEPE" (AMENDING DECISION 10/2007/GB)
7/2009/GB	APPROVING THE MEETING CALENDAR FOR THE SECOND HALF OF 2009
8/2009/GB	ADOPTING THE ANNUAL REPORT 2008
9/2009/GB	ADOPTING THE COMMON CURRICULUM ON EUROPOL
10/2009/GB	ADOPTING THE COMMON CURRICULUM ON POLICE ETHICS AND PREVENTION OF CORRUPTION
11/2009/GB	ADOPTING THE COMMON CURRICULUM ON DOMESTIC VIOLENCE I
12/2009/GB	ADOPTING THE POLICY PAPER - COMMON CURRICULA (CONSOLIDATED VERSION)
13/2009/GB	ESTABLISHING AN AUDIT PANEL (AMENDING DECISION 10/2007/GB)
14/2009/GB	ADOPTING THE MULTI ANNUAL STAFF POLICY PLAN 2010 - 2012

- 15/2009/GB LAYING DOWN ADMINISTRATIVE RULES, COMMITMENTS AND GUIDELINES FOR ITS COURSES AND SEMINARS (AMENDING DECISION 30/2006/GB)
- 16/2009/GB LAYING DOWN RULES GOVERNING THE ORGANISATION OF MEETINGS AND THE REIMBURSEMENT OF EXPENDITURE FOR ATTENDING AND ORGANISING MEETINGS (AMENDING DECISION 08/2007/GB)
- 17/2009/GB ADOPTING THE ADVERTISEMENT FOR THE VACANT POST OF DIRECTOR
- 18/2009/GB CONCERNING TRAVEL REIMBURSEMENT FOR CEPOL ACTIVITY 6/2009 CONFERENCE WITH EUROPEAN NEIGHBOURING COUNTRIES
- 19/2009/GB ESTABLISHING THE ANALYSIS AND ASSESSMENT OF THE AUTHORISING OFFICER'S 2008 ANNUAL ACTIVITY REPORT
- 20/2009/GB DELIVERING AN OPINION ON THE FINAL ACCOUNTS 2008
- 21/2009/GB AUTHORISING THE DIRECTOR TO CONCLUDE A MEMORANDUM OF UNDERSTANDING WITH EUROJUST
- 22/2009/GB AUTHORISING THE DIRECTOR TO CONCLUDE A MEMORANDUM OF UNDERSTANDING WITH THE EUROPEAN NETWORK OF FORENSIC SCIENCE INSTITUTES
- 23/2009/GB DISBANDING THE WORKING GROUP "ANALYSIS OF CEPOL'S TRAINING ACTIVITIES" (AMENDING DECISION 10/2007/GB)
- 24/2009/GB CHANGING THE COMPOSITION OF THE AUDIT PANEL (AMENDING DECISION 10/2007/GB)
- 25/2009/GB ESTABLISHING A PROJECT GROUP "FIVE YEAR EVALUATION PREPARATIONS" (AMENDING DECISION 10/2007/GB)
- 26/2009/GB APPROVING THE APPOINTMENT OF THE DEPUTY CHAIR AND ONE MEMBER OF THE RESEARCH AND SCIENCE WORKING GROUP (AMENDING DECISION 10/2007/GB)
- 27/2009/GB LAYING DOWN RULES GOVERNING THE ORGANISATION OF MEETINGS AND THE REIMBURSEMENT OF EXPENDITURE FOR ATTENDING AND ORGANISING MEETINGS (AMENDING DECISION 08/2007/GB)
- 28/2009/GB ADOPTING THE POLICY PAPER – COMMON CURRICULA (AMENDING DECISION 12/2009/GB)

- 29/2009/GB *ADOPTING THE COMMON CURRICULUM ON TRAFFICKING IN HUMAN BEINGS*
- 30/2009/GB *ADOPTING THE COMMON CURRICULUM ON DOMESTIC VIOLENCE II*
- 31/2009/GB *CONCERNING USER RIGHTS OF THE E-NET (AMENDING DECISION 19/2008/GB)*
- 32/2009/GB *CHANGING THE REMIT OF THE TRAINING AND RESEARCH COMMITTEE (AMENDING DECISION 10/2007/GB)*
- 33/2009/GB *LAYING DOWN THE MISSION GUIDELINES*
- 34/2009/GB *APPROVING THE MEETING CALENDAR FOR THE FIRST HALF OF 2010*
- 35/2009/GB *ADOPTING THE WORK PROGRAMME 2010*
- 36/2009/GB *LAYING DOWN THE DOCUMENT MANAGEMENT SYSTEM (DMS) POLICY*
- 37/2009/GB *LAYING DOWN THE BUSINESS CASE FOR EXCLUSION FROM PROCUREMENT RELATING TO CONTRACTS WITH COMMON CURRICULA MODULE ADVISERS AND EDUCATIONAL EXPERTS*

# **Annex 6: Governance and Network Meetings**

Meeting (in date order)	Place	Dates
10 <sup>th</sup> Common Curricula Coordination Working Group	Spain	13 - 14 January
<u>13<sup>th</sup> Budget and Administration Committee</u>	Czech Republic	14 January
2 <sup>nd</sup> Troika Meeting	Czech Republic	15 January
12 <sup>th</sup> Training and Research Committee	Germany	29 - 30 January
13 <sup>th</sup> Annual Programme Committee	United Kingdom	3 - 4 February
1 <sup>st</sup> Research and Science Correspondents	Austria	3 - 4 February
14 <sup>th</sup> Strategy Committee.	Czech Republic	5 February
9 <sup>th</sup> External Relations Working Group	France	10 February
15 <sup>th</sup> Governing Board	Czech Republic	24 - 25 February
14 <sup>th</sup> Working Group on Learning	United Kingdom	4 - 5 March
8 <sup>th</sup> Research & Science Working Group	France	26 - 27 March
11 <sup>th</sup> Common Curricula Coordination Working Group	Greece	30 - 31 March
2 <sup>nd</sup> National Contact Points	Czech Republic	2 - 3 April
e-Learning – Europol	The Netherlands	5 - 8 April
14 <sup>th</sup> Budget and Administration Committee	United Kingdom	21 April
3 <sup>rd</sup> Troika	United Kingdom	22 April
13 <sup>th</sup> Training and Research Committee	Slovakia	22 - 23 April
e-Learning Module Development - Prüm Treaty	United Kingdom	22 - 24 April

e-Learning Module Development - Police English Language	United Kingdom	27 - 30 April
Exchange Programme Reference Group	United Kingdom	6 May
14 <sup>th</sup> Annual Programme Committee	Finland	6 - 7 May
15 <sup>th</sup> Strategy Committee	United Kingdom	7 May
1 <sup>st</sup> Survey on European Police Education and Bologna Sub-group (SEPEB)	Germany	7 - 8 May
16 <sup>th</sup> Governing Board.	Czech Republic	26 - 27 May
9 <sup>th</sup> Research & Science Working Group	Finland	4 - 5 June
Presidency Handover (Czech Republic - Sweden)	Czech Republic	17 June
15 <sup>th</sup> Working Group on Learning	Estonia	17 - 18 June
10 <sup>th</sup> External Relations Working Group	Turkey	6 - 7 July
14 <sup>th</sup> Training and Research Committee	Sweden	8 - 9 July
4 <sup>th</sup> Troika	Sweden	27 August
15 <sup>th</sup> Annual Programme Committee	Malta	3 - 4 September
<u>15<sup>th</sup> Budget and Administration Committee</u>	Sweden	8 September
16 <sup>th</sup> Working Group on Learning	Slovenia	9- 10 September
1 <sup>st</sup> National Common Curricula Coordinators	United Kingdom	9- 10 September
10 <sup>th</sup> Research & Science Working Group	Slovenia	10 - 11 September
12 <sup>th</sup> Common Curricula Coordination Working Group	United Kingdom	11 September
16 <sup>th</sup> Strategy Committee	Sweden	17 September

17 <sup>th</sup> Governing Board	Sweden	6 - 7 October
2 <sup>nd</sup> Research and Science Correspondents	Hungary	12 - 13 October
3 <sup>rd</sup> National Contact Points	Sweden	26 - 28 October
e-Learning - Police English Language	United Kingdom	26 - 30 October
5 <sup>th</sup> Troika	Sweden	5 November
e-Learning Module Development - Prüm Treaty	France	3 - 6 November
16 <sup>th</sup> Annual Programme Committee	The Netherlands	4 - 5 November
17 <sup>th</sup> Working Group on Learning	Spain	5 - 6 November
15 <sup>th</sup> Training and Research Committee	Bulgaria	10 - 11 November
16 <sup>th</sup> Budget and Administration Committee	Sweden	12 - 13 November
11 <sup>th</sup> External Relations Working Group	former Yugoslav Republic of Macedonia	12 - 13 November
11 <sup>th</sup> Research & Science Working Group	Netherlands	16 - 17 November
e-Learning - Police English Language	United Kingdom	16 - 20 November
17 <sup>th</sup> Strategy Committee	Sweden	24 November
e- Learning Module Development – Europol	The Netherlands	24 - 27 November
18 <sup>th</sup> Governing Board	Sweden	9 - 11 December

2 <sup>nd</sup> Survey on European Police Education and Bologna Sub-group (SEPEB)	United Kingdom	9 - 11 December
1 <sup>st</sup> National e-Net Managers'	United Kingdom	14 - 16 December
Presidency Handover (Sweden-Spain)	Sweden	16 December