

DECISION 22/2010/GB
OF THE GOVERNING BOARD OF THE EUROPEAN POLICE COLLEGE
ADOPTING THE MULTI ANNUAL STAFF POLICY PLAN
2011 - 2013

Adopted by the Governing Board
on 25 May 2010

THE GOVERNING BOARD,

Having regard to Council Decision 2005/681/JHA of 20 September 2005 establishing the European Police College (CEPOL) ⁽¹⁾, and in particular Article 13 thereof;

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

Having regard to the proposal from the Director;

Having regard to the opinion of the joint meeting of the Budget and Administration Committee and the Strategy Committee ⁽³⁾;

Having regard to the opinion of the Commission ⁽⁴⁾;

Whereas:

- (1) According to Article 1(2) of Council Decision 2005/681/JHA CEPOL shall function as a network. Approximately 90% of all training activities are organised by national training institutes in the Member States, but not by the CEPOL Secretariat. In addition the majority of the activities of committees and working groups are organised by Member States.

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

- (2) The CEPOL Secretariat shall assist with the administrative tasks necessary for the network to function and implement the annual

⁽¹⁾ OJ L 256, 1.10.2005, p. 63.

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

⁽³⁾ Joint meeting of the 18th Budget and Administration Committee and 19th Strategy Committee, item 6.

⁽⁴⁾ Letter Jonathan Faull 18 February 2010 D2275

programme and, where appropriate, the additional programmes and initiatives pursuant to Article 12 of Council Decision 2005/681/JHA.

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

- (3) A minimum number of staff for financial and administrative tasks is required absolutely irrespective of the number of operational staff in order to comply with and to implement all regulations within the legal framework
- (4) CEPOL's network function, the tasks of the CEPOL Secretariat in general and the necessity to comply with and to implement all regulations within the legal framework have to be considered in any assessment of the balance between the number of administrative staff and operational staff. It is not CEPOL's intention to increase the number of operational staff exclusively for the purpose of matching the number of administrative staff.
- (5) The priority for 2010 is to ensure that all vacant posts are fulfilled. The CEPOL Secretariat is executing a recruitment plan to fill vacant posts as soon as possible.
- (6) That organisational growth, in terms of staff numbers should be kept to a minimum. In respect of this and also to address current organisational deficits, the need to increase the management capabilities will be achieved largely through the reallocation of existing posts.
- (7) That additional posts, two in 2011, one in 2012 and one in 2013, are required to ensure that appropriate capacity is in place to meet the administrative and operational demands of CEPOL.

HAS ADOPTED the Multi Annual Staff Policy Plan 2011-2013 as detailed in the Annex.

Done at Barcelona, 25 May 2010

For the Governing Board

*Francisco del Barrio
Chair of the Governing Board*

Multiannual Staff Policy Plan 2011-2013

1 - GENERAL OVERVIEW OF THE CURRENT SITUATION OF THE AGENCY.

1.1 General information on the Agency's activities.

1.1.1 Description of the agency, its mission and programmed tasks.

The European Police College (hereinafter referred to as “CEPOL”), as a community financed EU-agency, was established by Council Decision 2005/681/JHA of 20 September 2005 ⁽⁵⁾; the decision took effect on 1 January 2006. CEPOL was previously established by Council Decision 2000/820/JHA of 22 December 2000 ⁽⁶⁾ as a body financed directly by the Member States of the European Union.

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

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

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

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

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

⁽⁵⁾ OJ L 256, 1.10.2005, p. 63

⁽⁶⁾ OJ L 336, 30.12.2000, p. 1. Decision as last amended by Decision 2004/567/JHA (OJ L 251, 27.7.2004, p. 20).

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

CEPOL's organs are the Governing Board and the Director (Article 9 of Council Decision 2005/681/JHA). The Governing Board is composed of delegations from each Member State and representatives from the Commission, the General Secretariat of the Council and Europol as non-voting observers (Article 10(1), (3) of Council Decision 2005/681/JHA). Delegations from Iceland, Norway and Switzerland attend the Governing Board meetings as observers following co-operation agreements which have been concluded with the national police training institutes of those countries ⁽⁷⁾. In addition a representative of the Association of European Police Colleges is invited to attend the meetings of the Governing Board.

The CEPOL Secretariat, headed by the Director, assists CEPOL with administrative tasks necessary for CEPOL to function and to implement the annual work programme along with additional programmes and initiatives (Article 12 of Council Decision 2005/681/JHA). As CEPOL shall function as a network, committees and working groups composed of representatives and experts from the Member States and supported by the CEPOL Secretariat, develop and propose inter alia strategies, training concepts and tools ⁽⁸⁾. Activities are normally delivered by national police training

⁽⁷⁾ Decision 15/2006/GB of the Governing Board of the European Police College concerning the cooperation agreements between the Icelandic National Police College, the Norwegian Police University College, the Swiss Police Institute and CEPOL (adopted by the Governing Board on 10.5.2006).

⁽⁸⁾ Decision 10/2007/GB of the Governing Board of the European Police College establishing Committees, Working Groups, Project Groups and Sub-groups and laying down rules governing the creation of committees and groups (adopted by the Governing Board on 22.5.2007); Decision as last amended by Decision 37/2008/GB of the Governing Board of the European Police College (adopted by the Governing Board on 12.12.2008).

institutes - with just a few mainly administrative courses and seminars delivered by the CEPOL Secretariat, financed from CEPOL's budget and with support of the CEPOL Secretariat.

In 2011 it is very likely that the CEPOL Secretariat will also coordinate an intensified Exchange Programme.⁹

Based on the outcomes of negotiations so far, in 2011 CEPOL may also be involved in the further development, harmonisation and implementation of pre-deployment training for missions.

Although CEPOL's activities are already much in line with the draft Stockholm programme, it is expected that additional activities and/or realigning of existing activities are needed. E.g.: the position of crime victims, the prevention, detection and investigation of racism and xenophobia, the position of the vulnerable, cooperation with third countries etc.¹⁰

⁹ Commission's opinion on CEPOL's Work Programme 2010, Section 7 Exchange programme (30-06-2009)

Also: Stockholm Programme (Presidency version): 4.2.1. Forging a common culture:'(16-10-2009)

¹⁰ Stockholm Programme (Presidency version): 4.2.1. Forging a common culture:'(16-1—2009)

CEPOL – Multi Annual Staff Policy Plan 2011-2013

1.1.2 Posts filled in the current year and figures reflecting staff evolution.

1.1.2.1 Establishment plan posts

Category and grade	Establishment plan 2009		Posts actually filled at 31.12.2008		Posts filled in by external publication in 2009		Promotion / reclassification in 2009		Departures 2009		Posts actually filled at 31.12.2009	
	perm	temp	perm	temp	perm ¹¹	temp ¹²	per m	temp	perm	temp	perm	temp
AD 16												
AD 15												
AD 14												
AD 13		1		1								1
AD 12												
AD 11												
AD 10		2		1		2				1		2
AD 9												
AD 8												
AD 7		2		1		1						2
AD 6												
AD 5		9		5								5
Total AD		14		8		3				1		10
AST 11												
AST 10												
AST 9												
AST 8												
AST 7												
AST 6												
AST 5		2		2						2		0
AST 4		2		1								1
AST 3		8		2		4				1		6
AST 2												
AST 1												
Total AST		12		5		4				3		7
Total		26		14		7				4		17

¹¹ Recruitment + transfer

¹² All new contracts, including the inter-agency job market

CEPOL – Multi Annual Staff Policy Plan 2011-2013

1.1.2.2 Positions financed under administrative expenditure

Number of Contractual Agents							
	<i>Positions actually filled at 31.12.2008</i>	<i>Envisaged 2009</i>	<i>Positions actually filled at 31.12.2009</i>	<i>Envisaged 2010</i>	<i>Envisaged 2011</i>	<i>Envisaged 2012</i>	<i>Envisaged 2013</i>
GF IV							
GF III	0	1	1	2	2	2	2
GF II	4	4	4	7	7	7	7
GF I	1	1	1	1	1	2	2
TOTAL	5	6	6	10	10	11	11

Number of Contract Agents (funded by the Commission's Exchange programme)							
	<i>(positions actually filled at 31.12.2008)</i>	<i>Envisaged 2009</i>	<i>Positions actually filled at 31.12.2009</i>	<i>Envisaged 2010</i>	<i>Envisaged 2011</i>	<i>Envisaged 2012</i>	<i>Envisaged 2013</i>
GF IV	1	1	1	1	-	-	-
GF III	1	1	-	-	-	-	-
GF II	-	-	-	-	-	-	-
GF I	-	-	-	-	-	-	-

Number of Contract Agents (funded by the Commission's MEDA programme)							
	<i>(positions actually filled at 31.12.2008)</i>	<i>Envisaged 2009</i>	<i>Positions actually filled at 31.12.2009</i>	<i>Envisaged 2010</i>	<i>Envisaged 2011</i>	<i>Envisaged 2012</i>	<i>Envisaged 2013</i>
GF IV	1	1	1	1	-	-	-
GF III	2	2	2	2	-	-	-
GF II	3	3	3	3	-	-	-
GF I	-	-	-	-	-	-	-

The MEDA project is foreseen to end on 30 September 2010

Note to the table:

In order to guarantee continuity of business, an additional six FTE were contracted through a local agency as Interimaires at 31 December 2009 working as Accounting Support Officer a (one FTE), HR Support Officer (one FTE), Finance Assistant (two FTE) and Receptionist (one FTE).

The following posts for Contract Agents are foreseen in 2010:

- Financial Initiators (2 posts currently covered by interim staff)
- Travel and Missions Assistant (1 post currently covered by interim staff)
- Administrative Support Assistant (1 post currently covered by interim staff)

An Accounting Support Officer will be recruited to fill an existing post at AST 3.

1.1.2.3.

Number of Seconded National Experts						
<i>Positions actually filled at 31.12.2008</i>	<i>Envisaged 2009</i>	<i>Positions actually filled at 31.12.2009</i>	<i>Envisaged 2010</i>	<i>Envisaged 2011</i>	<i>Envisaged 2012</i>	<i>Envisaged 2013</i>
2	2	2	4	6	4	4

Two National Seconded Experts were employed as at 31 December 2009 for advice and support to the Director and the development of e-Learning modules. In 2010 a further 3 SNE's will be selected to oversee the Agency's Exchange Programme until January 2011. In addition, in the period 2010-2011 an additional SNE will be appointed to support the need for legal advice, particularly in the field of Data Protection.

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

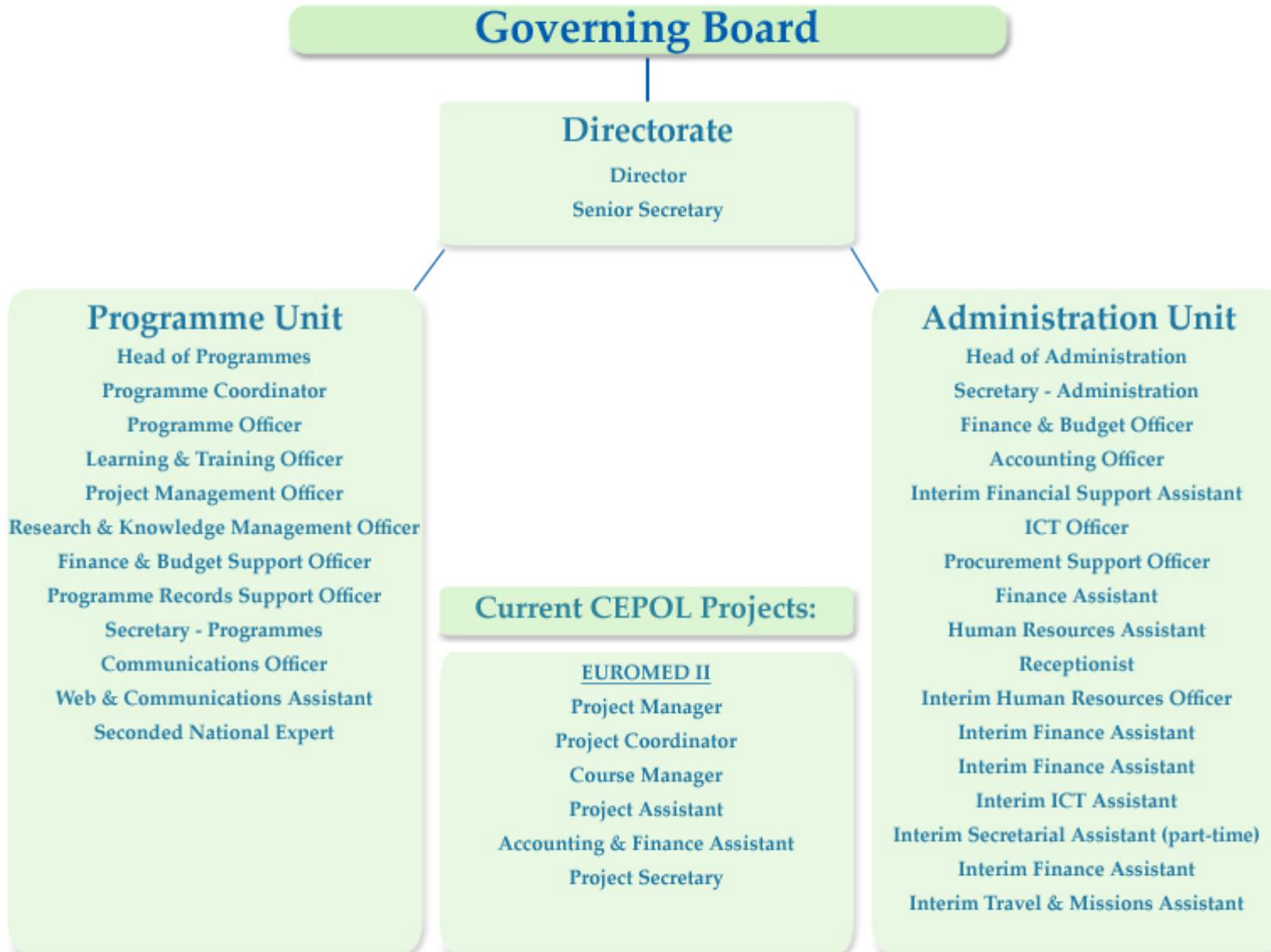
Expenditure	2009 EUR	2009 % of budget
Staff-related *	3 444 500	39.14
Other administrative	486 500	5.53
Operational	4 869 000	55.33
Grand Total	8 800 000	100.00

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

The staff related expenditure include appropriations for three management posts in accordance with Article 44 of the Staff Regulations amounting to approximately € 520 000.

1.1.4 Organisation and organisational chart at 31.12.2009.

As agreed by the Governing Board on 13 January 2006 the CEPOL Secretariat is next to the Director composed of two main units, one taking care of the operational work (Programme Unit) and the other one responsible for the administrative work (Administration Unit).



1.2 General presentation of the staff policy followed by the Agency.

1.2.1 The agency's recruitment policy as regards the selection procedures, the entry grades of different categories of staff, the type and duration of employment and different job profiles.

Recruitment policy in regard to the different types of employment

The recruitment policy applicable to both temporary agents and contract agents has been agreed by the Governing Board on 13 January 2006.

Selection procedure

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

- Publication of a vacancy notice on CEPOL's website and on the EPSO website, indicating eligibility and selection criteria, indicating type and duration of contract as well as the recruitment grade.
- Appointing a selection panel, including at least the Head of Administration or the responsible Head of the Unit. When justified by the level or the required expertise of a post, an additional external member is appointed. For the selection of Heads of Unit the Director invites external members mostly from the NCPs and two experts from the Governing Board. An equal number of selection panel members are also requested from the CEPOL Staff Committee, bearing in mind a gender balance and respecting the minimum grade requirement
- Pre-selection of candidates by the selection panel on the basis of required documents, permitting the evaluation of defined application eligibility and selection criteria.
- Interview of candidates by the selection panel on the basis of pre-determined competency based questions covering the specific competencies in the area of expertise, knowledge of European Institutions, general aptitudes and language abilities as outlined in the published vacancy notice. A written assessment test is set for all recruitments.
- The selection panel proposes a list of suitable candidates in a report sent to the Director acting as Appointing Authority or Authority authorised to conclude contracts respectively.
- The Director acting as Appointing Authority makes the final selection from a list of a minimum of 3 suitable candidates.

Entry Grades of different categories of Staff

Of the 26 posts in the current Establishment Plan, 14 posts are in category AD. 12 are in category AST. Grades AD7 to AD13 are reserved for managerial positions.

In addition to the 26 posts filled with temporary agents, CEPOL has allocated functions to contract agents, for assistance tasks. Contract agents are also employed for time-limited activities and projects.

Duration of employment

Reflecting the network nature of CEPOL and pursuant to Article 13(4) of Council Decision 2005/681/JHA, both temporary agents and contract agents are offered a contract of four years, renewable for another fixed period of two years. A second renewal, which is automatically for an indefinite period, is not foreseen and may only be offered in exceptional circumstances with the prior agreement of the Governing Board.

Contract Agents working within projects are employed for the duration of the project, but no longer than the principle duration as offered to other staff.

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

Grades, job titles

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

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

Temporary agents:

- Director in AD 13;
- Heads of Unit in AD 10;
- Officers with an extensive responsibility in AD 7;
- Officers with particular co-ordinating responsibilities in AD 5;
- Officers for exceptional administrative key functions in AST 5/AD 5;
- Officers for administrative functions in AST 3 – AST 4.

Contract agents (regular):

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

Contract agents (projects):

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

CEPOL's job titles follow this classification.

Recruitment policy in regard to the different types of employment

The recruitment policy applicable to both temporary agents and contract agents has been agreed by the Governing Board on 13 January 2006.

Selection procedure

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

- Publication of a vacancy notice on CEPOL's website and on the EPSO website, indicating eligibility and selection criteria, indicating type and duration of contract as well as the recruitment grade.
- Appointing a selection panel, includes, the Head of Administration or the responsible Head of the Unit joins the panel. When justified by the level or the required expertise of a post, an additional external member is appointed. For the selection of Heads of Unit the Director chairs the panel and invites two external members and two experts from the Governing Board.
- Pre-selection of candidates by the selection panel on the basis of required documents, permitting the evaluation of defined application eligibility and selection criteria.
- Interview of candidates by the selection panel on the basis of pre-determined competency based questions covering the specific competencies in the area of expertise, knowledge of European Institutions, general aptitudes and language abilities as outlined in the published vacancy notice.
- The selection panel proposes a list of suitable candidates in a report sent to the Director acting as Appointing Authority or Authority authorised to conclude contracts respectively.
- The Director acting as Appointing Authority or Authority authorised to conclude contracts respectively makes the final selection.

- Officials

CEPOL does not employ any officials

- Temporary agents on long term employment

All contracts at CEPOL employees, in both categories, Temporary agents and Contract Agents are on short term contracts

- Temporary agents on short/medium term employment

Temporary agents employed on short term contracts at CEPOL range from Director level at AD13 to Assistants in AST3.

Typical example of a job profile:

JOB SUMMARY – Head of Programmes

The post holder will be responsible to the Director for all aspects of the CEPOL's core business, which is the coordination, development and evaluation of an effective training programme for law enforcement officers in EU Member States.

He/She will be responsible for the implementation of CEPOL's quality training and evaluation standards, the training of trainers programme, the development of common curricula and the coordination of the Exchange activities. The post holder will also have responsibility for maintaining and developing the electronic network and the research databases, which support CEPOL's activities; will have a specific responsibility to the Annual Programme Committee and to the Training and Research Committee and their associated working groups. He/she will have responsibility to the External Relations Working Group. In order to meet these requirements the post holder will lead a team, which will market the organisation and ensure that training and learning needs are properly assessed, that the most appropriate delivery method to address the learning is identified, that a core curriculum is developed and maintained, ensuring a harmonised approach to police training where possible, and that proper evaluation of each learning event is carried out.

The post holder is answerable to the Director for whom the post holder may, from time to time, require to deputise.

- Contract agents on long term employment

CEPOL does not currently employ any Contract Agents on long term employment

- Contract agents on short/medium term employment

Job Summary – Finance Assistant

The post holder will contribute to the effective running of the financial management function within the CEPOL Secretariat and will report directly to the Budget and Finance Officer.

The Finance Assistant provides support for the initiation of all financial transactions related to the overall implementation of the annual budget of CEPOL. He/she will be involved in the preparation of financial files.

Key Accountabilities

- Assist in the overall management of the annual budget, including its planning, implementation and adequate reporting.
- The initiation and preparation of supporting files for financial commitments, payment requests, payment orders, recovery orders, financial identification forms and legal entities.
- Assist in the monitoring of expenditures against approved budgets.
- Liaise with CEPOL's Units for all financial and budget issues.
- Filing all financial and budget documentation in an appropriate manner.

- Seconded national experts

Job Summary – Seconded National Expert

The role of Seconded National Experts for the Exchange Programmes is to support the implementation and finalisation of the ongoing Exchange Programme and the support of the comprehensive project planning for the new Exchange Pilot Project 2011 - 2014. While reporting to the Head of Programmes, the Seconded National Experts daily work shall be carried out in cooperation with the Programme Coordinator and the officer in charge for the Exchange project.

Key Accountabilities

- To do the necessary administrative and financial support work within the ongoing Exchange Project.
- To support the comprehensive project preparation of the new Exchange Pilot Project 2011 - 2014.
- To support the cooperation with the Exchange Programme Reference Group.
- To draft a risk assessment report and assess the way the project develops.
- To be involved in auditing activities.
- To prepare reports to the EU Commission / CEPOL Governing Board / CEPOL Secretariat with a focus on both the organizational and financial aspects.
- To organize activities in accordance with agreed CEPOL quality standards.
- To collect reports from participants and data for evaluation
- To provide support to the European Police Exchange Programme Project Group and the European Police Exchange Programme Working Group

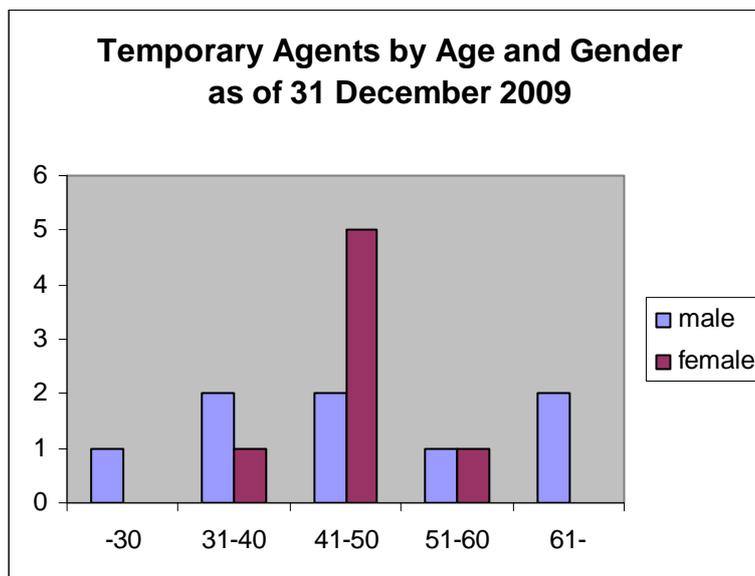
1.2.2 The agency's policy as regards performance appraisal and promotion/reclassification.

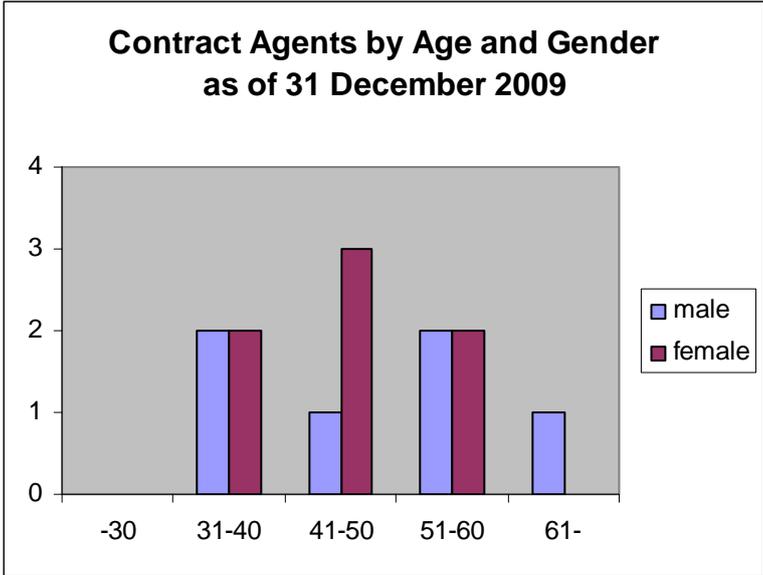
CEPOL is currently reviewing the implementing rules to establish performance appraisal procedures for all staff including the implementation of the common understanding under article 43 of the Staff Regulations. Also, in the process is the development of a career development programme. The intention is to agree individual development plans including training possibilities which would be drawn up at the beginning of the year laying down the objectives and the indicators of the staff member in relation to the work programme. An individual's appraisal would be done at the end of the year on the basis of the performance indicators of the development plan.

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

It is the intention of CEPOL to lay down these policies in the respective implementing rules to the Staff Regulations agreed by the Commission under Article 110 and adopted by the Governing Board.

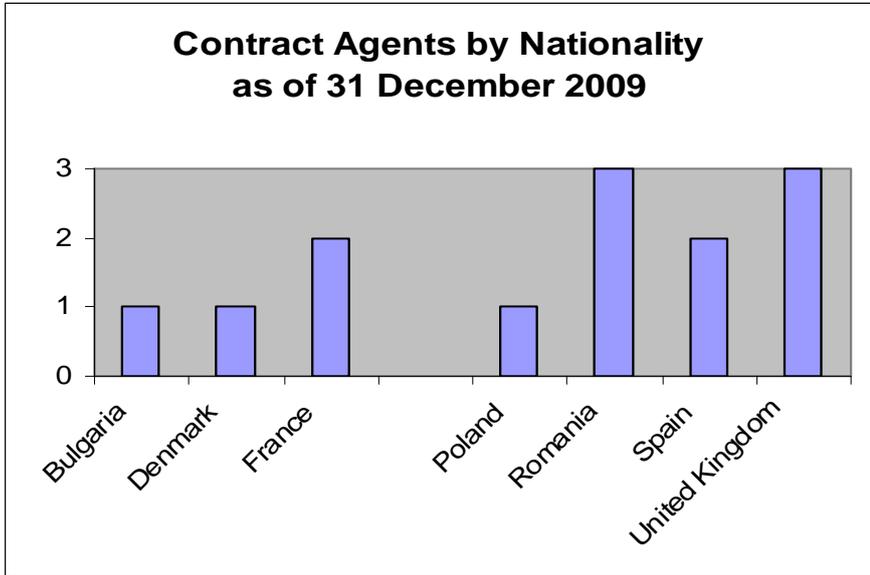
1.2.3 Statistics and general orientations to promote equal opportunities and concrete measures planned in order to ensure equal treatment among the staff members.





CEPOL’s recruitment is based on a fair and open competition regardless of race, political, philosophical or religious beliefs, sex or sexual orientation, disability or age and without reference to marital status or family situation. CEPOL ensures a gender balance in all its recruitment selection panels and will introduce specific measures to ensure equal treatment.

1.2.4 Statistics on geographical balance.





CEPOL aims to have a wide variation of staff employed based on geographical balance. Currently CEPOL employs a total of 28 staff as temporary and contract agents and has representation from 14 member states of the European Union.

1.2.5 Mobility policy in regard to the different types of employment.

Mobility within CEPOL

Although CEPOL does not have a promotion system in place, internal candidates are encouraged to apply for suitable positions within the agency. Vacancy notices are made accessible internally to all staff via the website.

Mobility among Agencies (Interagency Job Market)

CEPOL currently posts all Vacant Notices internally onto its website and also on the EPSO website. In 2010, CEPOL will be looking at signing the agreement on the Interagency Job Market in accordance between agencies. When doing so CEPOL will as a matter of course also take into consideration any impact on its general staff policy.

Mobility between CEPOL and the institutions

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

1 contract Agent has been recruited from an institution (at 31. December 2009).

2 - OVERVIEW OF THE SITUATION OVER NEXT THREE YEARS.

2.1 Turnover due to retirement or termination of employment.

2.1.1 Turnover in the agency because of retirement.

In 2010, 2 staff members will be reaching the age of 60, and may be eligible to take early retirement.

2.1.2 Turnover in the agency because of termination of employment.

Two staff members the initial contract of four years will end in 2010. Five staff members in 2011 and for one staff members in 2012. In accordance with CEPOL's staff policy these contracts may be extended for an additional period of two years.

2.2 Workload.

As a matter of principle CEPOL's tasks and workload correspond to latest political developments, for example priorities set by working groups of the Council and the EU Task Force of Chiefs of Police, both expecting CEPOL to react at short notice.

Changes to the workload are realistically anticipated over the next three years. It is expected that key initiatives such as the Stockholm Programme and the Exchange Programme will result in an increased workload for CEPOL.

It is a matter of priority for CEPOL to ensure that adequate resources are available to enable CEPOL to respond to increased demand. New tasks for CEPOL will include extra demand for training in areas directly linked with Programmes above. This increase in demand will further lead to an increase in workload for both executing staff and support staff.

The Financial workflow is already overstretched as a third of the staff are interims. To this end, CEPOL will turn these roles into Function Group grades. This will

ensure continuity and also that the complete workflow is run in accordance with the Financial Rules and Regulations.

Due to staff departures, the Exchange Programme will be delivered with the help of three Seconded National Experts between 2010 April and January 2011.

The emphasis of the CEPOL staffing policy in 2010 will be to ensure that posts laid down in the Establishment Plan for that year are filled. To this end, intense effort will be devoted to recruitment in 2010. The successful implementation of the CEPOL Recruitment Plan will ensure that vital staff capacity becomes available to support the improvement and maturing of the organisation as well as the development and promotion of its core business.

2010 will also see the CEPOL Multi-Annual Action Plan 2011 -2014 be implemented. This plan, developed to improve the administration of the agency will see intensive effort to improve and mature the running of the agency.

In 2011 the anticipated implementation of the Exchange Programme, will introduce additional operational demands upon CEPOL.

2.3 Consequences of 2.1. and 2.2. on the number of staff in the agency for the next 3 years.

Corresponding to the PDB transmitted to the budgetary authority for the financial year 2011

Changes to the establishment plan in 2011 are required. Taking into account the Commissions comments on additional Staff CEPOL will only make a request for the absolute minimum number of staff required.

Whereas 2010 will see an emphasis on recruitment to ensure vacant posts are filled and the reliance on interimairees is reduced; 2011 will see the introduction of two new posts (AD9) to strengthen the management capacity of the agency. One post will be established as Head of Project Management Unit. The other new post will be established as Head of Finance Unit to strengthen the financial management of the agency. The introduction of these two posts will not only ensure the appropriate capacity to improve the operation and administration of the agency, but it will also address a current shortfall in appropriately graded managerial posts.

It is anticipated that in 2012, the reclassification of 2 posts will be required. One AD7 post, (currently the Programme Coordinator), will be transformed to the Head of Training unit and upgraded accordingly to AD9. In addition, the post of Accounting Officer will be reclassified with the post being upgraded from AD5 to AD7. This change will be required to ensure the consistency of grading with other comparable, responsible posts within the organisation.

Starting in 2010 and by 2013 the structural changes will be completed and consolidated. The Programme Unit will be upgraded to become the Learning, Science, Research & Development Department and headed by a Deputy Director.

This strengthening of the management structure will be initiated in 2010 with the revision of the title of the Head of Programme Unit to Deputy Director and will be concluded by upgrading the post to AD 12 by 2013. Similarly, the Administration Unit will become the Corporate Services Department headed by a Head of Department. The revision of the status of the Head of Administration unit will be concluded by upgrading the post to AD11 by 2013.

The policy of ensuring that the appropriate management capacity and competencies are in place to support the development of CEPOL foresees the introduction of one new post in 2012 and one new post in 2013; the Head of ICT Unit will be appointed by 2012 and the post of Head of Unit Research, Science and Development (AD9) by 2013.

3. SCHOOLING.

Due to the limited total number of staff within CEPOL the demand for schooling does not justify any measures to be implemented. The nearest European School or international school to CEPOL is more than 30 km away from the CEPOL location. CEPOL is within the catchment area for many high-quality schools. However, the allocation of places in state-funded schools means that CEPOL staff are often obliged to take up places at private schools. In general, the private education sector offers better access to the teaching of European languages than the state sector. The fees for places, although comparable to the costs of a place in a European School, are higher than the current Education Allowance.

4. STATE OF PLAY OF IMPLEMENTING RULES ADOPTED BY THE AGENCY CONSISTENT WITH ITS STAFF POLICY.

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

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

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

5.2 Other Implementing Rules:

- Mission Guidelines (¹³)
- Setting up a Staff Committee (The staff committee took up office on 19 December 2009 and has since commenced its duties.)

As mentioned in this document CEPOL is in the process of preparing further implementing rules to the Staff Regulations as well as a general schedule on the preparation of implementing rules. CEPOL is well aware not only of the procedure of drafting implementing rules to the Staff Regulations but also of the provisions of Article 110 of the Staff Regulations.

In particular the following topics will be addressed in the course of 2010:

- Probationary Periods;
- Engagement and use of temporary agents
- Engagement and use of contract agents
- Performance Appraisal and Probationary Period of the Director
- Recruitment Policy;
- Performance Appraisal;
- Internal Staff Training Policy;
- Harassment in the Work Place;

(¹³) Decision 23/2008/GB of the Governing Board of the European Police College laying down the Mission Guidelines; adopted by the Governing Board on 25.9.2008.

- Reclassification
- Middle management
- Job-sharing
- Re-imburement of medical costs
- Temporary management posts

CEPOL – Multi Annual Staff Policy Plan 2011-2013

Grade	2011			Year 2012												
	Establishment plan			Staff evolution						Organisational evolution			Establishment Plan 2012			
	Requested (Provisional Draft Budget)			Promotion / Career advancement in global figures			Turn-over in global figures (departures/arrivals)			New posts			Provisional planning			
	PERM	TEMP	TOTAL	Officials	TA - LT	TA - ST	Officials	TA - LT	TA - ST	Perm	Temp - LT	Temp - ST	Perm	Temp	Total	
AD16															0	
AD15															0	
AD14															0	
AD13		1	1											1	1	
AD12															0	
AD11															0	
AD10		2	2											2	2	
AD9		2	2			1					1			4	4	
AD8															0	
AD7		2	2			1								2	2	
AD6															0	
AD5		9	9			-1								8	8	
Total AD	0	16	16	0	0	1	0	0	0	0	0	0	0	17	17	
AST11															0	
AST10															0	
AST9															0	
AST8															0	
AST7															0	
AST6															0	
AST5		2	2											2	2	
AST4		2	2											2	2	
AST3		8	8											8	8	
AST2															0	
AST1															0	
Total AST	0	12	12	0	0	0	0	0	0	0	0	0	0	12	12	
Overall Total	0	28	28	0	0	1	0	0	0	0	0	0	0	29	29	

CEPOL – Multi Annual Staff Policy Plan 2011-2013

Grade	2012			Year 2013													
	Establishment plan			Staff evolution						Organisational evolution			Establishment Plan 2013				
	Provisional planning			Promotion / Career advancement in global figures			Turn-over in global figures (departures/arrivals)			New posts			Provisional planning				
	PERM	TEMP	TOTAL	Officials	TA - LT	TA - ST	Officials	TA - LT	TA - ST	Perm	Temp - LT	Temp - ST	Perm	Temp	Total		
AD16															0		
AD15															0		
AD14															0		
AD13		1	1											1	1		
AD12								1						1	1		
AD11								1						1	1		
AD10		2	2					-2						0	0		
AD9		4	4									1		5	5		
AD8															0		
AD7		2	2											2	2		
AD6															0		
AD5		8	8											8	8		
Total AD		17	17	0	0	0	0	0	0	0	0	0	0	18	18		
AST11															0		
AST10															0		
AST9															0		
AST8															0		
AST7															0		
AST6															0		
AST5		2	2											2	2		
AST4		2	2											2	2		
AST3		8	8											8	8		
AST2															0		
AST1															0		
Total AST		12	12	0	1	0	0	0	0	0	0	0	0	12	12		
Overall Total	0	29	29	0	0	0	0	0	0	0	0	0	0	30	30		

