

**DECISION 27/2010/GB**  
**OF THE GOVERNING BOARD OF THE EUROPEAN POLICE COLLEGE**  
**AMENDING DECISION 30/2006/GB OF THE GOVERNING BOARD**  
**OF THE EUROPEAN POLICE COLLEGE**  
**LAYING DOWN ADMINISTRATIVE RULES, COMMITMENTS AND**  
**GUIDELINES FOR ITS COURSES AND SEMINARS**

Adopted by the Governing Board  
on 26 May 2010

## THE GOVERNING BOARD,

Having regard to Council Decision 2005/681/JHA of 20 September 2005 establishing the European Police College (CEPOL) <sup>(1)</sup>, and in particular Article 7 thereof;

Having regard to the proposal of the Director,

Having regard to the opinion of the Budget and Administration Committee <sup>(2)</sup>

Whereas:

- (1) There is a need to make this decision also applicable to conferences in order to have a formal basis for reimbursements and free flights.
- (2) The choice and use of means of travel should be more flexible and the financial interest of contributors should be safeguarded in case of cancellation of an activity.
- (3) Decision 30/2006/GB should be in compliance with the requirements of sound financial management, especially with justification.
- (4) It is therefore desirable to amend Decision 30/2006/GB of the Governing Board of the European Police College laying down administrative rules, commitments and guidelines for its courses and seminars<sup>(3)</sup> accordingly.

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<sup>(1)</sup> OJ L 256, 1.10.2005, p. 63.

<sup>(2)</sup> Adopted by the Governing Board on 27.9.2006. Decision as last amended by Decision 15/2009 of the Governing Board of the European Police College (adopted by the Governing Board on 26.5.2009).

HAS ADOPTED THIS DECISION:

*Article 1  
Amendment*

The title will be replaced by:

**ADMINISTRATIVE RULES, COMMITMENTS AND GUIDELINES FOR ITS COURSES, SEMINARS AND CONFERENCES.**

Article 3.2.2.1 Budget Item 3110 will be replaced by:

3.2.2.1 Budget Item 3110 – Cost for accommodation and meals

As a general rule courses, seminars and conferences are presumed to be arranged and accommodated at colleges or at a similar venue. Only in exceptional cases can accommodation be arranged at a hotel, after obtaining prior authorisation from the Director.

Costs for accommodation and meals for the participants, as well as costs for coffee, beverages and extra costs for farewell dinner, are paid by the organiser and later reimbursed by CEPOL.

In case the participants are accommodated in a hotel, the maximum expenditures that can be reimbursed are the following:

Hotel Accommodation	EU Ceiling <sup>4</sup> relevant to the country where the event takes place.
Breakfast	15% of the Daily allowance <sup>5</sup> relevant to the country where the event takes place.
Lunch (including beverages)	30% of the Daily allowance relevant to the country where the event takes place.
Dinner(including beverages)	30% of the Daily allowance relevant to the country where the event takes place.

Only in exceptional cases the Director can decide that the expenditure exceeds the above maxima.

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<sup>4</sup> (COUCIL REGULATION for missions by officials and other servants of the European Communities in the Member States)published on CEPOL's website

<sup>5</sup> IBID

The budget calculation is based on arrival the day prior to the start of the activity and on departure late afternoon during the last day of the activity. A course/seminar/conference day is calculated for 6-8 lessons including working groups, discussions, case studies etc.

Article 3.2.3.1 Budget Item 3120 will be replaced by:

#### 3.2.3.1 Budget Item 3120 – Costs for Preparatory Group Meetings

The costs for travel (economy class) and accommodation for one person from each supporting college are covered by CEPOL. In case travel will be by rail or car, article 4.8.4 is applicable.

If the preparatory meeting takes place in a hotel, the maxima as mentioned under 3.2.2.1 apply.

CEPOL will also cover meeting costs; coffee, beverages and cost for meeting room (when hotel are used) and local transport in the organising country up to a maximum of €50 per participant.

In case the venue for the preparatory meeting is a college and the distance between the airport and the college results in costs for local transport that exceed €50,- per participant a higher maximum can be agreed by the Director.

Article 3.2.3.1 also applies to representatives with the status of 'contributor', even when the contributor is representing an organisation with which CEPOL has signed a Cooperation Agreement or a Memorandum of Understanding.

3.2.4.2 Budget Item 3191 will be replaced by:

#### 3.2.4.2 Budget Item 3191 – Local Transport

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

In case the venue for the preparatory meeting is a college and the distance between the airport and the college results in costs for local transport that exceed €50,- per participant a higher maximum can be agreed by the Director.

If transported by bus/car between the hotel and the venue for the activity, CEPOL will reimburse the costs up to €300/day.

Article 3.3.7 will be replaced by:

3.3.7 Free air tickets for participants of CEPOL courses, seminars and conferences.

Notwithstanding No. 3.2.2 of this Annex the CEPOL Secretariat shall provide free air tickets for up to ten participants per Member State and Candidate country per calendar year for the return trip between an airport at the participant's place of duty and an airport near where the course, seminar or conference takes place.

These tickets are issued without travel insurance; CEPOL waver all responsibilities for any claim relating to the flight booked.

Free air tickets only apply to activities organised or hosted in the EU, Associated countries and Candidate countries. A free air ticket shall be provided on the request of the National Contact Point of the Member State only. The request shall be submitted no later than three weeks prior the desired departure date.

The form provided by the Secretariat (in the 'Other Templates' section of CEPOL's restricted website) must be used and shall include information such as full name of participant, passport details, email and postal address of the traveller; the confirmation letter of the organiser or a copy of the registration form sent by the National Contact Point of the sending country.

National Contact Points can send a free flight request for logging even when a confirmation letter has not yet been received. However, please note a flight shall only be booked once the confirmation letter has been received at the Secretariat confirming a participant has been awarded a place on the activity.

Member States can decide how many free flights they would like to use for a single activity. This is limited referring to the number of possible participants from one country in an activity.

Air tickets shall be booked in economy class or equivalent, at the lowest available rates, taking into account the start and end times of the activity. Reimbursement of any travel costs to Member States, deviations from the routing and extensions of the journey time shall not be possible under any circumstances.

If a participant's attendance is cancelled for reasons other than the cancellation of an activity, the purchased ticket counts as one of the maximum ten free flight tickets awarded to each Member State.

CEPOL Secretariat no longer requires copies of boarding passes for any free flights booked by the Secretariat.

In exceptional cases:

a. travel by rail instead of by air can be allowed. A request containing the reasoning and costs needs to be sending to [supportteam@cepol.europa.eu](mailto:supportteam@cepol.europa.eu). The provision regarding travel by rail, laid down in article 4.8.4 applies.

b. travelling using the combination of rail and air can be arranged by the Secretariat in case this results in substantial lower costs. A potential inconvenience for the traveller will be taken into account.

Nevertheless, purchasing of railway tickets is the responsibility of the participant ('s organisation). Reimbursement claims should be submitted to the Secretariat by participant's organisation. The claim should be supplemented with the original invoice and tickets or certified copies.

#### 4.8 Booking of tickets

- 1) 5 weeks prior to the activity, the organiser shall book the tickets for the selected lecturers and teachers (in case the teachers/trainers/experts are not known by name at that time, ticket bookings are accepted to be done at the latest 4 weeks prior to the course/seminar).
- 2) If a cancellation or postponement is foreseen, the purchase of tickets should be postponed until the decision as referred to in 4.9 has been taken.
- 3) The cooperation Agreements / Memoranda of Understanding with EU bodies, agencies and organisations and with Interpol, contain a provision that these partners will bear their own costs. They therefore will book the flights for their trainers/experts.
- 4) Teachers, trainers and experts are allowed to travel by rail or car instead of by air.

**Travel by rail** shall be reimbursed on the basis of first-class travel by the shortest and most effective route.

The following expenses shall also be reimbursed: the cost of seat reservation, supplements for fast trains and supplements for accommodation in a single sleeper where the journey includes not less than six hours of night travel between 22.00 and 07.00. However, the rail fare should not exceed airfare.

Transfers to and from the station in the country of origin shall not be reimbursed.

**Travel by car** shall be reimbursed on the basis of a fixed kilometre allowance at €0.22 per kilometre, for the shortest and most effective route. Other expenses, like toll charges, parking fees, ferry crossing etc., can also be reimbursed after submitting the corresponding supporting documentation. Travel costs for teachers, trainers and experts from the hosting country who do not belong to the organising police college can also be reimbursed based on the above principles.

In case of travelling by rail or by car, the sending organisation will submit a claim to the organising college that will reimburse the sending organisation. A claim for reimbursement of rail fares should be supplemented with the original invoice and tickets or certified copies.

4.9 Cancellation or postponement will be replaced by:

#### **4.9 Cancellation or postponement**

- 1) 5 weeks prior to the activity, following the nomination overview, a decision shall be taken regarding cancellation or postponement of the activity before any confirmation letters have been sent out to the participants. A decision can only be made after prior approval of the Director.
- 2) In case a request for the approval of a cancellation or postponement is send to the Director the course organiser shall immediately inform all partners as mentioned under 4.8 3) involved in the delivery of the activity.
- 3) In case of a cancellation or postponement, these partners will be reimbursed for the cost of booked flights, on the condition that the booking did not take place earlier than 4 weeks prior to the activity and 4.9 2 does not apply.

#### *Article 2 Entry into force*

This Decision shall take effect on 1 June 2010

Done at Barcelona, 26 May 2010

*For the Governing Board*

*Francisco del Barrio  
Chair of the Governing Board*