

DECISION 06/2011/GB
OF THE GOVERNING BOARD OF THE EUROPEAN POLICE COLLEGE
ADOPTING THE MULTI-ANNUAL STAFF POLICY PLAN 2012-2014

Adopted by the Governing Board
on 23 February 2011

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 Articles 10(9)(c) and 15(5) thereof;

Having regard to the proposal of the Director;

Having regard to the Work Programme 2012 ⁽²⁾;

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

HAS ADOPTED the estimate of revenues and expenditures for the financial year 2012.

Done at Basingstoke, 23 February 2011

For the Governing Board

József Boda
Chair of the Governing Board

⁽¹⁾ OJ L 256, 1.10.2005, p. 63

⁽²⁾ 23rd meeting of the Governing Board, item 6.1

⁽³⁾ 20th meeting of the Budget and Administration Committee, item 6.

Multiannual Staff Policy Plan 2012-2014

The European Police College (CEPOL)

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 ⁽⁴⁾; the decision took effect on 1 January 2006. CEPOL was previously established by Council Decision 2000/820/JHA of 22 December 2000 ⁽⁵⁾ 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;
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;

⁽⁴⁾ OJ L 256, 1.10.2005, p. 63

⁽⁵⁾ 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).

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 ⁽⁶⁾. 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 ⁽⁷⁾. Activities are normally delivered by national police training 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.

The CEPOL Secretariat will also coordinate an intensified Exchange Programme. ⁸

Based on the outcomes of negotiations so far, in 2011 CEPOL will also be charged with 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. ⁹

⁽⁶⁾ 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).

⁽⁷⁾ 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).

⁸ 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)

⁹ Stockholm Programme (Presidency version): 4.2.1. Forging a common culture:'(16-1—2009)

1.1.2 Posts filled in the current year and figures reflecting staff evolution. - Establishment plan posts

Category and grade	Establishment plan 2010		Posts actually filled at 31.12.2009		Posts filled in by external publication in 2010		Promotion / reclassification in 2010		Departures 2010		Posts actually filled at 31.12.2010	
	perm	temp	perm	temp	perm ¹⁰	temp ¹¹	perm	temp	perm	temp	perm	temp
AD 16												
AD 15												
AD 14												
AD 13		1		1		1				1		1
AD 12												
AD 11												
AD 10		2		2								2
AD 9												
AD 8												
AD 7		2		2		1				1		2
AD 6												
AD 5		9		5		4				1		8
Total AD		14		10		6				3		13
AST 11												
AST 10												
AST 9												
AST 8												
AST 7												
AST 6												
AST 5		2		0		2						2
AST 4		2		1								1
AST 3		8		6		2				3		5
AST 2												
AST 1												
Total AST		12		7		4				3		8
Total		26		17		10				6		21

1.1.2.2 Positions financed under administrative expenditure

¹⁰ Recruitment + transfer¹¹ All new contracts, including the inter-agency job market

Number of Contractual Agents							
	<i>Positions actually filled at 31.12.2009</i>	<i>Envisaged 2010</i>	<i>Positions actually filled at 31.12.2010</i>	<i>Envisaged 2011</i>	<i>Envisaged 2012</i>	<i>Envisaged 2013</i>	<i>Envisaged 2014</i>
GF IV							
GF III	1	2	2	2	2	2	2
GF II	4	7	3	7	7	7	7
GF I	1	1	1	1	2	2	2
TOTAL	6	10	6	10	11	11	11

Note to the table:

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

The following posts for Contract Agents are foreseen in 2011

:

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

1.1.2.3.

Number of Seconded National Experts						
<i>Positions actually filled at 31.12.2009</i>	<i>Envisaged 2010</i>	<i>Positions actually filled at 31.12.2010</i>	<i>Envisaged 2011</i>	<i>Envisaged 2012</i>	<i>Envisaged 2013</i>	<i>Envisaged 2014</i>
2	4	4	4,5	4,5	4,5	4,5

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 were recruited to oversee the Agency's Exchange programme until January 2011.

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

Expenditure	2010 EUR	2010 % of budget
Staff-related *	3 600 000	46.15
Other administrative	400 000	5.1
Operational	3 800 000	48.7
Grand Total	7 800 000	99.95

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

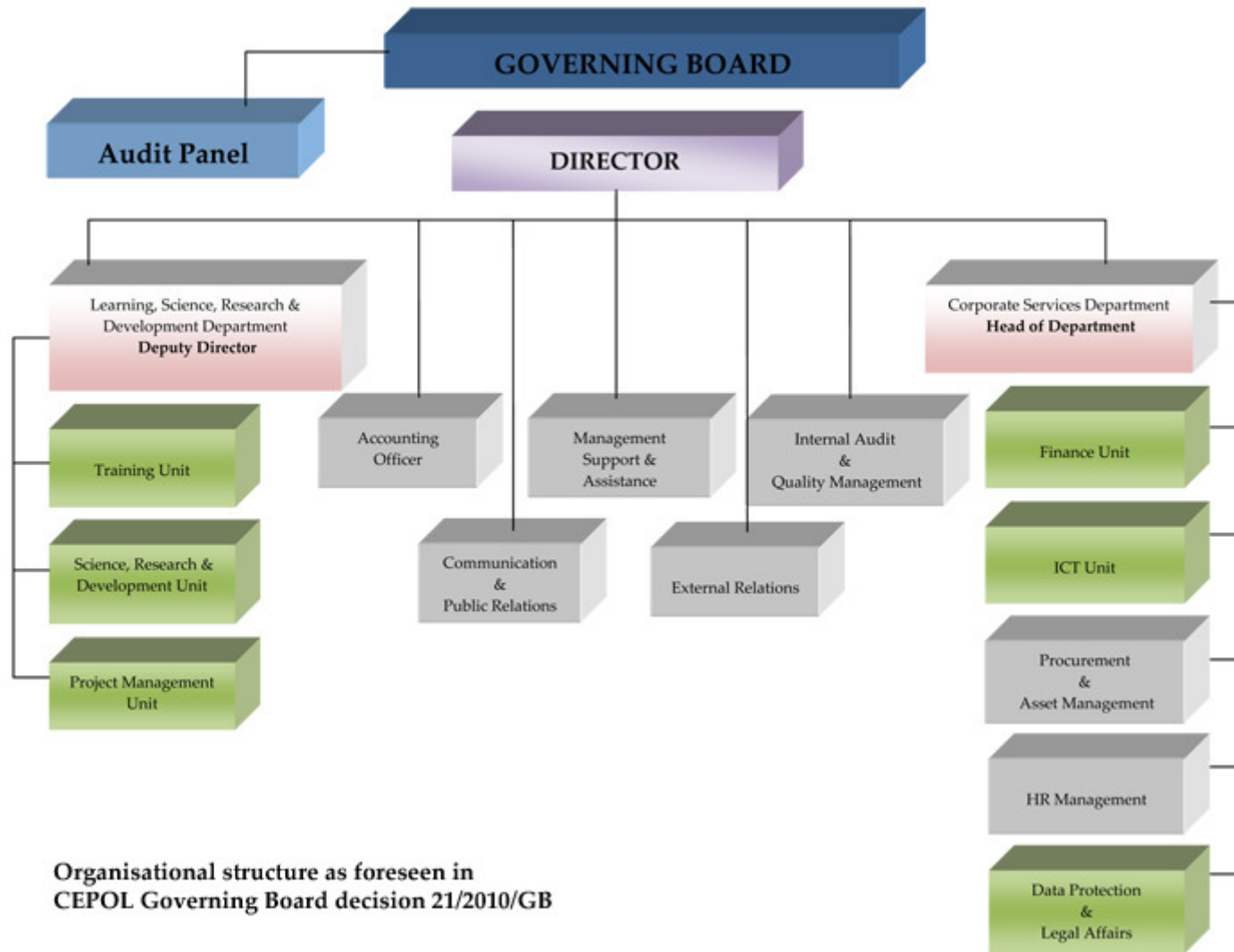
The staff related expenditure include appropriations for three management posts in accordance with Article 44 of the Staff Regulations amounting to approximately € 520 000.

1.1.4 Organisation and organisational chart at 31.12.2010.

As agreed by the Governing Board - Decision 21/2010/GB

The Programme Unit has be upgraded to become the Learning, Science, and Research & Development Department and headed by a Deputy Director.

Similarly, the Administration Unit has become the Corporate Services Department headed by a Head of Department.



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 Human Resources Officer respectively, and where the Head of Administration is not the one who will be directly responsible for the person to be recruited, the responsible Head of the Unit joins the panel in addition. When justified by the level or the required expertise of a post, an additional external member is appointed. For the selection of Heads of Unit the Director invites external members mostly from the NCP's 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 each.
- 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 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. And 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.

However, in order to guarantee continuity of service, return in investment and reduce recruitment overheads this provision is envisaged to be amended in 2011 to allow a maximum length of service of nine 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. So far no staff members have been offered a renewal for an indefinite period.

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.

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 Department in AD 10;
- Head of Unit in AD9
- 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.

- 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 – 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

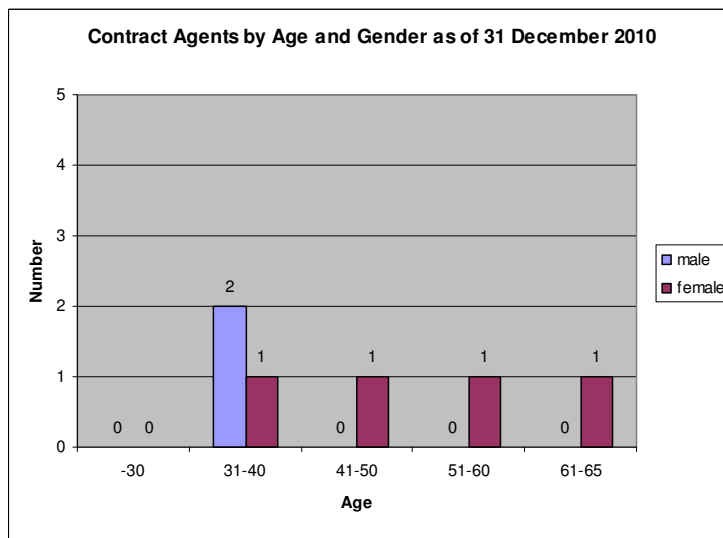
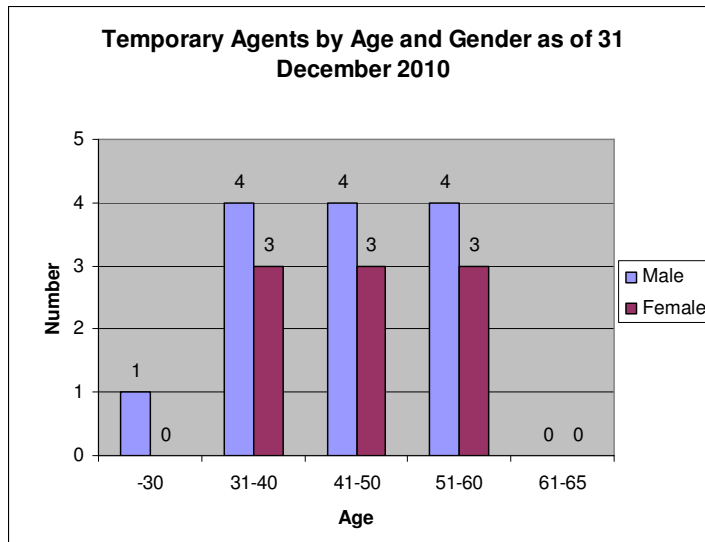
1.2.2 The agency's policy as regards performance appraisal and promotion/reclassification

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 beginning of the following year on the basis of the performance indicators of the development plan.

As contracts with CEPOL's staff are currently 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.

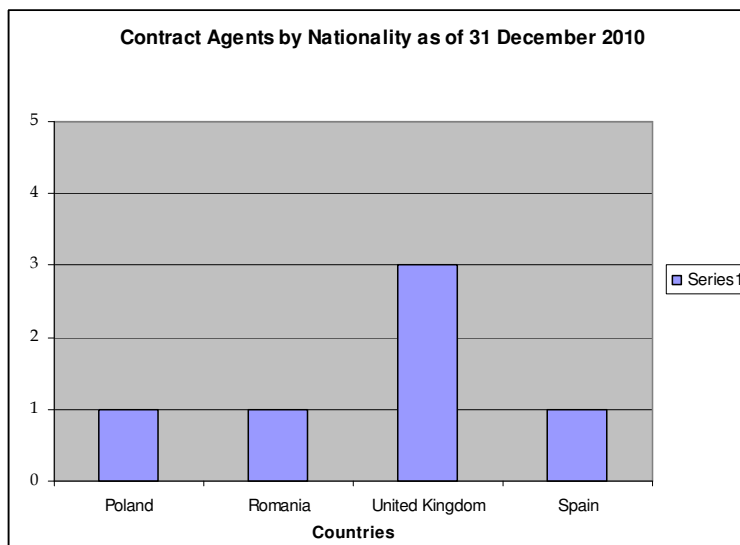
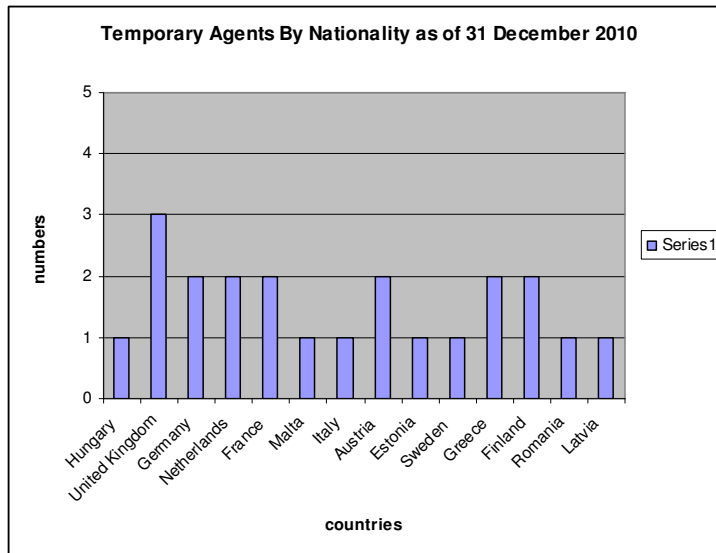
It is the intention of CEPOL to lay down these policies in the respective implementing rules to the Staff Regulations agreed by the Commission under Article 110 and adopted by the Governing Board.

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 16 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

Mobility between CEPOL and the institutions

CEPOL has currently 1 post occupied by an official coming from an institution; in line with, Article 13(4) of Council Decision 2005/681/JHA specifically mentions officials seconded by an institution as possible type of CEPOL's staff.

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 2011, 2 staff members will be reaching the pensionable age of 63..

2.1.2 Turnover in the agency because of termination of employment.

For three staff members the initial contract of four years is ending in 2010 and their contract has already been renewed, for seven staff members in 2011 and for four 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 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.

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

2012 would require the introduction of two new posts (AD9) to strengthen the management capacity of the agency. One post will be established as Project Management Head of Unit and the second new post will be established as Finance Head of Unit.

The Head of Projects is vital to enable the growth and development of the operational work of CEPOL; to develop and implement projects in line with new and emerging Commission policies and programmes as well as to better support and promote existing initiatives.

The Head of Finance is important to build upon the efforts to improve the financial management of the agency and to support the management in the continued maturing of the financial capabilities of the agency. In particular, this role is important in the strategic aim of ensuring alternative, additional funding sources for the agency to supplement and reduce reliance on community funding.

The requirement for these posts to be made available to the CEPOL Secretariat in 2012 is clear and the commitment of the CEPOL management and staff to improve and develop the agency is strong. Intensive efforts have been made to address the administrative problems and issues that arose during the preceding years, with positive results now becoming apparent. Both of these posts are clearly described in the CEPOL Multi-Annual Administrative plan (annexed to this document). This plan has been discussed with and welcomed by senior representatives of the Commission as well as being positively evaluated by the Internal Audit Service. The mutual expectation is that the plan will be successfully delivered and appropriately resourced.

For the sustainable implementation the European Police Exchange Programme as a task for CEPOL from the Stockholm Programme and from the decision taken by the Council of the European Union in 2010 the described AD9 posts are essential. These posts are absolutely necessary for the good and professional implementations of these programmes of high importance as a contribution to the further development of the international Police cooperation in Europe.

The policy of ensuring that the appropriate management capacity and competencies are in place to support the development of CEPOL foresees the introduction of three new posts in 2013; the Head of ICT Unit and the post of Head of Unit Research, Science and Development and Head of Unit Training (all AD9).

2014 will require an increase of five new posts in the Learning, Science, Research & Development Department and three new posts in the Corporate Services Department;

Learning, Science, Research & Development Department

All 5 posts foreseen are directly linked to the achievement of CEPOL's mission to contribute to European police cooperation through learning.

2 posts will be allocated to the Training Unit – Education & Science Officer (AD 5) and Senior Officer in serious and organized crime (AD 6).

Education & Science Officer will increase CEPOL's training capacity in line with the latest developments in the academia by focusing on further development of the learning approaches and adult training for delivering quality training courses.

Senior Officer in serious and organized crime will be contributing to the achievement CEPOL's objective on supporting and developing a European approach to the main problems facing Member States in the fight against crime (in particular the cross-border dimension) by supporting their crime fighting efforts.

2 posts will be allocated to the Science, Research & Development Unit – Scientist in Police Science (AD 5) and e-Learning Officer (AD 5).

Scientist in Police Science will help CEPOL to further develop the knowledge base in the police science by bringing in the necessary expertise and networking skills obtained in Europe and worldwide.

e-Learning Officer will support CEPOL's strategic change towards higher professionalism by integrating instructional excellence with innovative digital media tools by developing further and easier access to e-learning systems.

1 post will be allocated to the Project Management Unit – Project Officer (AD 5).

Project Officer will be specialized on project management tasks involving planning, implementation and follow-up to ensure optimization of cooperation between CEPOL and its external stakeholders by promoting, facilitating and developing cooperation in projects.

Corporate Services Department

1 post will be allocated to the ICT Unit - Business Applications Officer (AD5)

This ICT related post is required to support the development and enhancement of the CEPOL business applications. Prior to 2014, the organizational Information Management and ICT Strategies will be developed and adopted as part of the CEPOL strategic framework. The Business Applications Officer will be a key actor in the elaboration and implementation of those strategies. The continued development of CEPOL will require that the timely and appropriate application of information technology to support both operational and administrative aspects of the organization.

1 post will be allocated to the Procurement & Asset Management Unit - Procurement Officer (AST 4)

Prior to 2014, the CEPOL Establishment plan implementation allocates one officer to the procurement and asset management function. It is foreseen that in 2014 the organization will require enhanced capacity in this area of the administration to meet the increasing operational requirements of the organization and to ensure continuity of service for this important administrative function.

1 post will be allocated to the HR Management Unit - HR Assistant (AST3)

The requirement for additional assistance in HR area is anticipated in 2014, this modest increase is foreseen to support the continued maturing and development of all aspects of the administration and management of staff deployed within CEPOL. In particular this need is linked to the approved strategic objective to implement competency management.

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 is 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 ⁽¹²⁾
- 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;
- Code of Conduct;
- Harassment in the Work Place;
- Reclassification
- Middle management
- Job-sharing
- Re-imbusement of medical costs
- Temporary management posts

⁽¹²⁾ 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.

CEPOL MASPP 2012 – 2014

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	2		
AD8															0		
AD7		2	2											2	2		
AD6															0		
AD5		9	9											9	9		
Total AD	0	14	14	0	0	0	0	0	0	0	0	0	0	16	16		
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	26	26	0	0	0	0	0	0	0	0	0	0	28	28		

CEPOL MASPP 2012 – 2014

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															0		
AD11															0		
AD10		2	2											2	2		
AD9		2	2									3		5	5		
AD8															0		
AD7		2	2											2	2		
AD6															0		
AD5		9	9											9	9		
Total AD		16	16	0	0	0	0	0	0	0	0	0	0	19	19		
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	28	28	0	0	0	0	0	0	0	0	0	0	31	31		

CEPOL MASPP 2012 – 2014

Grade	2013			Year 2014													
	Establishment plan			Staff evolution						Organisational evolution			Establishment Plan 2014				
	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															0		
AD11															0		
AD10		2	2										2	2			
AD9		5	5										5	5			
AD8															0		
AD7		2	2										2	2			
AD6														1	1		
AD5		9	9										5	14	14		
Total AD		19	19	0	0	0	0	0	0	0	0	0	0	25	25		
AST11															0		
AST10															0		
AST9															0		
AST8															0		
AST7															0		
AST6															0		
AST5		2	2										2	2			
AST4		2	2										1	3	3		
AST3		8	8										1	9	9		
AST2															0		
AST1															0		
Total AST		12	12	0	1	0	0	0	0	0	0	0	0	14	14		
Overall Total	0	31	31	0	0	0	0	0	0	0	0	0	0	39	39		

