

DECISION 11/2011/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 10 March 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 7, 15, 16, 17 and 18 thereof;

Having regard to the proposal of the Director,

Having regard to the opinion of the Strategy Committee ⁽²⁾

Whereas:

- (1) Decision 30/2006/GB should be in compliance with the requirements of sound financial and administrative management.
- (2) It is therefore desirable to amend Decision 30/2006/GB of the Governing Board of the European Police College laying down administrative rules, commitments and guidelines for its courses and seminars accordingly, particularly its Annex 1;
- (3) Considering the Council Decision 2005/681/JHA particularly Article 18.3 it is necessary to add a reference to rights of the European Court of Auditors and OLAF to conduct on-the –spot checks among recipients of CEPOL’s funding.

⁽¹⁾ OJ L 256, 1.10.2005, p. 63.

⁽²⁾ 22nd Strategy Committee Meeting, UK, 22.02.2011

HAS ADOPTED THIS DECISION:

*Article 1
Amendment*

1. The following article shall be added as Article 2:
In order to combat fraud, corruption and other unlawful activities the European Court of Auditors and European Anti-fraud Office (OLAF) may, if necessary, conduct on-the-spot check among the recipients of CEPOL's funding.
2. Article 2 and Article 3 shall be renamed to Article 3 and Article 4 respectively.
3. Annex 1 to the Governing Board decision 30/2006/GB is being amended as follows.

The following paragraphs are added to Article 1:

In 2006, the Governing Board adopted decision 30/2006/GB "LAYING DOWN ADMINISTRATIVE RULES, COMMITMENTS AND GUIDELINES FOR ITS COURSES AND SEMINARS AND REPEALING DECISION 20/2006/GB. The decision has been amended two times in 2007 and once in 2008. With Governing Board decision 15/2009/GB, decision 30/2006/GB was amended with a new time line as a result of the development of the Course Managers' Tool.

Amendments to 30/2006/GB were necessary in 2010, following newly adopted procedures and developments and following the adoption of other relevant Governing Board decisions, 30/2006/GB was needed to be generally amended to be in compliance with the requirements of sound financial and administrative management, especially with justifications.

This decision also applies to symposia, workshops and all other gatherings aiming at learning and that are part of CEPOL's Calendar of Courses, Seminars and Conferences.

Article 2.2 will be replaced by:

Target Group for the Administrative Rules Commitments and Guidelines
The target groups of the document are mainly CEPOL National Contact Points, Course/Seminar/Conference Managers and Administrators/Assistants to Course/Seminar/Conference Managers, responsible for financial and administrative matters.

Article 2.4 will be replaced by:

The Annual Work-Programme

Yearly Calendar of Courses/Seminars/Conferences

The Secretariat will disseminate a “Calendar of Courses, Seminars and Conferences” in November each year for the following year. The Calendar will be launched on the CEPOL Web-site following approval of the Governing Board.

The CEPOL National Contact Points are responsible for disseminating the calendar to their potential target groups within their national police forces/institutions. CEPOL Secretariat will launch a call to the CEPOL NCP's in order to obtain data referring estimations of nominating how many participants to which kind of training activities/conferences.

Article 2.6 will be replaced by:

Support by the Programme Team

The Programme Team at the Secretariat can be contacted ~~by the Managers~~ for questions regarding preparation, implementation and evaluation of courses, seminars and conferences as well as regarding the final reports and financial matters.

Any communication regarding courses/seminars and conferences shall be sent to programme@cepol.europa.eu and regarding financial matters - to coursebudget@cepol.europa.eu

Article 3 will be replaced by:

3. Financial Rules

The following financial and reimbursement rules are applicable.

~~3.1 Grant Agreements and adjustment of estimated costs.~~

The Grant Agreements between CEPOL and its partners will be drawn up in accordance with the relevant terms of the framework partnership agreements.

3.1.1 Adjustments of estimated costs

The submission of estimated costs form part of the Grant Agreement application procedure. Once the budget has been agreed by both parties, followed by the signing of the Grant Agreement, any subsequent change to the Grant Agreement must be communicated in writing to the CEPOL Secretariat, which may lead to an adjustment of the Grant Agreement.

3.2 Costs for courses/seminars/conferences

3.2.1 Costs for experts/trainers/lecturers/moderator/manager and administrator/assistant

3.2.1.1 Budget Item 3100 – Cost for accommodation and meals

As a general rule, the courses, seminars and conferences are presumed to be arranged and accommodated at colleges or at a similar venue. The costs for accommodation at police colleges cannot exceed the EU hotel ceiling and the costs for meals at police colleges cannot exceed 75% of the daily allowance ceiling. Only in exceptional cases accommodation can be arranged at a hotel, and only after authorisation by CEPOL Director.

In case the experts/trainers/lecturers/moderator/manager and administrator/assistant are accommodated in a hotel, the maximum expenditures that can be reimbursed are the following:

Hotel Accommodation	EU Ceiling relevant to the country where the event takes place.
Breakfast	15% of the Daily allowance 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.
<u>Coffee/tea break</u>	<u>12.5 % of the Daily allowance relevant to the country where the event takes place</u>

(Refer to template RG03 DSA/Hotel ceilings or Commission decision C(2008) 6215 final)

Costs for accommodation and meals for the trainers/experts/lecturers/moderator, manager and administrator/assistant, as well as costs for coffee, beverages are paid by the organiser and reimbursed by CEPOL.

The costs for the farewell dinner at the end of the activity including drinks cannot exceed maximum 1 ½ times the normal daily allowance rate for the evening meal per person.

A proportional balance between beverage and meal consumption should be adhered to.

For the purpose of network building and learning opportunities, cost for trainers/experts is calculated as arriving the day prior to and departing the day after the presentation in order to facilitate opportunities for participants to meet experts/trainers outside the training and support their network.

The regulations in 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 have to be applied.

3.2.1.2 Budget Item 3100 – Costs for travel

Travel by plane

Travel costs for economy and economy-flex tickets for experts/trainers/lecturers are paid by the organising institute/college and later reimbursed by CEPOL.

Business class ticket will not be reimbursed. Reimbursement for business class tickets will be done based on economy class fare.

Transfers to and from the airport in the country of origin shall not be reimbursed, except for external experts/trainers/lecturers.

Travel by train

Experts, trainers and lecturers are allowed to travel by train or car instead of by plane.

Travel by train 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.

Transfers to and from the station in the country of origin shall not be reimbursed, except for external experts/trainers/lecturers.

Travel by car

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. The reimbursement shall be done based on the vehicle log sheet completed and signed.

The sending organisation will submit a claim to the organising institute/college that will reimburse the sending organisation or the organising institute/college books the travel tickets directly.

All claims for reimbursements must be supplemented with the originals or certified copies of invoices, tickets, boarding passes or vehicle log sheets.

Travel costs for domestic experts, trainers and lecturers from the hosting country who do not belong to the organising police college can also be reimbursed based on the above principles.

The cooperation Agreements / Memoranda of Understanding with EU bodies, agencies and organisations, contain a provision that these partners will bear their own costs, except when attending CEPOL preparatory group meetings.

3.2.1.3 Budget Item 3101 – Fees/Salary compensation for training services

Experts/trainers/lecturers, who are entitled to a fee/salary compensation will be paid by .the organising institute, which will be later reimbursed by CEPOL. Only in exceptional cases, Freelancers can be paid directly by CEPOL.


The fee/salary compensation has to be based on the training service agreement (CT09) between the organising institute and the expert/trainer/lecturer. A maximum of €75 per hour can be paid.

Neither CEPOL nor the organising institute is responsible for taxation or insurance contributions of the expert/trainer/lecturer.

In exceptional cases, the CEPOL Director may approve a higher fee/salary compensation.

The total costs of €450 per day may only be exceeded with the prior approval of the CEPOL Director.

3.2.1.4 SUMMARY OF REIMBURSABLE COSTS FOR TRAINING STAFF (TRAINERS, EXPERTS, LECTURERS, MODERATORS etc.)

Trainers / experts / moderators Belonging to 	Staff from Organising College ³	Staff from a Supporting College	Contributing organisation from CEPOL Network ⁴	Contributing organisation: -based on Cooperation Agreement – other EU agencies /institution - Commission	Organisation outside CEPOL network ⁵ or free-lancers	Comments
Prep. meeting						
Travel: Aircraft, Train, car)	n	y	y	y	y	
Meals and accommodation	y	y	y	y	y	
Local transport at place of the meeting	y	y	y	y	y	
Course						
Travel Aircraft, Train, car)	n	y	y	n	y	
Local transport to Station / Airport in country of origin	n	n	n	n	n	Except for free lancers, who can be reimbursed
Meals and Accommodation	y	y	y	n	y	
Fees / Salary Compensation	n	n	n	n	y	Maximum EUR 75,- per effective hour. (No compensation for preparation.)
Local transport at place of the activity	n	y	y	n ⁶	y	

3.2.2 Costs for participants

³ This includes the course manager and one assisting person.

⁴ Network of CEPOL's governance (e.g. working groups)

⁵ Outside network of CEPOL colleges (e.g. police organisation, private organisations, etc)

⁶ No objections against combined transport

3.2.2.1 Budget Item 3110 – Costs for accommodation and meals

Article 3.2.1.1 is applicable

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.

3.2.2.2 Costs for travel

Travel costs for participants are not paid by CEPOL. Travel costs for participants are paid by the sending country/college/institution.

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

Notwithstanding the first paragraph of Article 3.2.2.2, the CEPOL Secretariat shall provide upon request free air tickets for up to ten participants per Member State, Acceding country 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, Acceding countries, 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 21 calendar days prior the set arrival date of the activity.

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 and/or ID card 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 permitted 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 in stead of by air can be allowed. A request containing the reasoning and costs needs to be sent to supportteam@cepol.europa.eu

The provision regarding travel by rail, laid down in article 3.2.1.2 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 (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.

3.2.3 Cost for Lessons

3.2.3.1 Budget Item 3120 – Costs for Preparatory Group Meetings

A Face-to-face Preparatory Group Meeting should only be implemented if there is a need in order to prepare the activity. Respecting the principles of sound financial management, the PGM should be considered to be organised through the Learning Management System or any other means of distance communication.

The costs for travel (economy class) and accommodation for one person from each supporting college are covered by CEPOL. Articles 3.2.1.1 and 3.2.1.2 shall apply.

If the preparatory meeting takes place in a hotel, the maxima as mentioned under 3.2.1.1 shall 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 authorised by the CEPOL Director.

Article 3.2.3.1 shall apply 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.

3.2.3.2 Budget Item 3121 – Costs for Interpretation and Rental of Technical Equipment for Interpretation

For courses, seminars and conferences where interpretation is requested a specific calculation has to be presented.

Costs for the interpretation are reimbursed by CEPOL to a maximum of €1,500 for full-time interpretation/day for two interpreters (English and a second language).

The cost for rental of technical equipment for interpretation is calculated to an average of €750/day and to a maximum of €3,000 per week.

In exceptional circumstances, the CEPOL Director may approve a higher expenditure than these maxima at the occasion of establishing the Grant Agreement.

3.2.3.3 Budget Item 3122 – Costs for Lectures and Research Material

Costs for lessons will be reimbursed by CEPOL for following:

- lecture material
- translation of documents
- external meeting rooms (when the venue is not a college)
- rental of technical equipment (computers, projectors etc.)
- study visits
- stationery
- printing
- photographs, CD-Roms, etc.

3.2.4 Other Costs

3.2.4.1 Budget Item 3190 – Organisational Costs

An amount up to a maximum of 4% and for courses/seminars/conferences lasting more than 8 days up to a maximum of 3% of the total eligible costs can be reimbursed by CEPOL, based on external and or internal invoices concerning organisational costs.

As gifts / farewell presents are provided by the Secretariat claims for reimbursement for presents are not eligible.

Staff costs are also not eligible for reimbursement.

In exceptional circumstances the CEPOL Director may approve a higher expenditure of organisational costs.

In cases where the course organizer, due to the legal regulations on the national level, can not be directly reimbursed by CEPOL and needs to use the service of a foundation or service provider for the implementation of the activity a reimbursement for costs related to this service up to 7 % of the total eligible costs can be granted in addition to the above mentioned limit.

This needs to be declared in the process for the Grant Agreement.

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

3.2.5 Pre-financing request – advanced payment, Financial Report, Reimbursement

3.2.5.1 Pre-financing request – advance payment

Once the Grant Agreement has been counter signed, the Course Organiser can request pre-financing up to 75%.

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

If an advance payment is requested, the original or certified copy of the request, together with the completed forms referred to in paragraph 2 of this article, if necessary, shall be posted to the CEPOL Secretariat.

Payments shall be made to the partner's bank account or sub-account as already supplied to CEPOL Secretariat, denominated in Euros. However, the organiser may ask for payment in their local currency.

All non-EURO transactions shall be carried out by using the monthly exchange rate of the Commission's Accounting Officer (Inforeuro rate).

3.2.5.2 Financial Report

Within ten weeks after the activity, the Course Manager shall send a complete Financial Report to the CEPOL Secretariat. According to Governing Board decision 34/2010/GB, article 1, no reimbursement shall take place of claims received after the cut off date.

The report shall include all original invoices, tickets and boarding passes. If an original invoice or an original boarding pass cannot be provided, a certified copy that is in accordance with the requirements as stated in Article 10 (definition of certified copy) will be accepted.

Signed declarations regarding the contribution of 5% in kind shall be enclosed to the financial report in original or certified copy.

A final list of participants, experts/trainers/lecturers, moderator, manager, administrator/assistant and any other organising team participating at dinners/farewell dinner shall be attached to the financial report. Those lists need

to be signed by each participant, expert/trainer/lecturer, moderator, manager, administrator/assistant and any other organising team and be submitted in original or certified copy to the CEPOL Secretariat.

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

3.2.5.3 Reimbursement from CEPOL

Payments shall be made to the partner's bank account or sub-account as already supplied to CEPOL Secretariat, denominated in Euros. However, the organiser may ask for payment in their local currency.

All non-EURO transactions shall be carried out by using the monthly exchange rate of the Commission's Accounting Officer (inforEuro rate).

Payments shall be made according to Article 83 / IR Article 106 "*Payment time limits and default interest*" of the Financial Regulation and implementing rules applicable to the general budget of the European Communities.

Article 4 will be replaced by:

4. Time Table for preparing and organising courses/seminars/conferences

4.1 Course/Seminar/Conference Descriptors

The course/seminar/conference descriptors shall be submitted to the CEPOL Secretariat via the CEPOL National Contact Points or the Manager, at the latest 1 month prior the quarter of implementation of the activity.

4.2 Appointment of Course/Seminar/Conference Managers

Course/Seminar/Conference Managers shall be appointed by the Course Organisers and the information shall be forwarded by the National Contact Point to the CEPOL Secretariat, at the latest 1 month prior the quarter of implementation of the activity.

Responsibilities of the Manager

The Manager is responsible for the:

- preparation
- implementation
- evaluation
- reports

Chair of the Preparatory Group

As a principle the Manager chairs the Preparatory Group.

Cooperation with the CEPOL National Contact Point

The Manager should work in close cooperation with the CEPOL National Contact Point.

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

4.3 Preparatory work

4.3.1 Learning Management System (LMS)

CEPOL Secretariat creates every calendar year 'course/seminar/conference images' on the LMS of e-Net where relevant documents will have been added. Course Managers shall register on e-Net via www.cepola.europa.eu, liaise with their National e-Net Manager who can approve their e-Net registration and assign them to the 'course' on LMS. If Course Managers do not have access to a National e-Net Manager, they can liaise directly with lms@cepola.europa.eu. Considering the value-added towards both administration and the learning process, using the LMS is highly recommended.

4.3.2 Adjustment of estimated costs and request for advanced payment

Estimated costs (Compulsory Budget: CB14) shall be prepared by the Course Manager and sent via email to coursebudget@cepola.europa.eu in case budget related matters have changed after signature of the Grant Agreement.

After the Grant Agreement had been signed by both parties, and, if applicable, discussions referring to the adjustment of estimated costs have taken place, a request for advance payment can be submitted.

4.3.3 Preparatory Group Meeting (PGM)

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

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

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

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

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

4.4 Invitations to the courses/seminars

4.4.1 Invitation to MS to nominate participants

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

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

4.4.2 Invitation to experts/trainers/lecturers

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

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

4.4.3 Activity reminder

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

The reminder shall include:

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

4.5 Apologies and nomination overview participants

6 weeks prior to the activity, invitation responses shall be received from all Member States (including those not nominating participants). The Course Manager shall finalise the nomination overview list and send a copy via email to programme@cepol.europa.eu

Note:

In general, all Member States have one seat available at each course/seminar. If a seat is not used, the seat can be given to any other Member State.

Maximum of three participants from the same country can participate in the same course. Further participants coming from the same country can only be accepted after prior approval of the CEPOL Director.

4.6 Finalisation of trainer list

6 weeks prior to the activity, responses shall be received from trainers, experts and lecturers. The Course Manager shall finalise the trainer list. Trainers/experts/lecturers cannot be at the same time participants. The number of trainers/experts/lecturers shall be decided according to the principle of sound financial management.

4.7 Cancellation / Postponement

5 weeks prior to the activity, following the receipt of invitation responses, a decision shall be taken regarding cancellation or postponement of the activity before any confirmation letters are issued. In case the maximum number of participants is not reached, the nomination overview shall be sent to programme@cepol.europa.eu. Decision regarding postponement or cancellation can only be made by the CEPOL Director. Following Governing Board decision 33/2010/GB, courses, seminars and conferences that are not implemented in the scheduled calendar year shall not be postponed to the next year, unless in a situation of force majeure subject of approval of the CEPOL Director.

In case a request for the approval of a cancellation or postponement is sent to the Director the course organiser shall immediately inform all partners involved in the delivery of the activity, especially those partners as mentioned under Article 4.9 involved in the delivery of the activity.

In case of a cancellation or postponement, the partners mentioned in article 4.10 (3) 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 provisions of Article 4.10 (2) do not apply.

In case of cancellation and if the organiser, supporters or any other applicants have had any costs related to the cancelled activity, CEPOL will reimburse costs according to the financial rules.

The CEPOL Secretariat will inform all relevant parties of the decision and amend the activity in the calendars and on LMS.

4.8 Confirmation Letter Participants

5 weeks prior to the activity a participant confirmation letter (Optional Form: OF12) shall be sent to National Contact Points, selected participants and to the CEPOL Secretariat (programme@cepol.europa.eu) together with the information on logistics (Optional Form: OF09), participants and line managers list (Compulsory Template: CT07), registration form (Compulsory Template: CT14), course/seminar programme (Optional Form: OF06) and participants profile and expectations (Optional Form: OF14).

4.9 Confirmation Letter Experts/Trainers/Lecturers

5 weeks prior to the activity the Course Manager shall send to the trainers/experts/lecturers a confirmation letter (Optional Form: OF17) together with the participants and line managers list (without line managers' details) (Compulsory Template: CT07), trainer list (Compulsory Template: CT08), information on logistics (Optional Form: OF09), experts/trainers agreement (Compulsory Template: CT09), experts/trainers travel request form (Optional Form: OF18), experts/trainers reimbursement form (Optional Form: OF19) and the participants course/seminar evaluation (Compulsory Template: CT10). National Contact Points and programme@cepol.europa.eu should be carbon copied (cc). The travel tickets for trainers/experts shall be booked as soon as possible after receipt of the travel request form if applicable.

4.10 Booking of tickets for experts/trainers/lecturers

(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, it is acceptable that ticket bookings are made 4 weeks prior to the course/seminar/conference at the latest).

(2) If a cancellation or postponement is foreseen, the purchase of tickets should be postponed until the decision as referred to in Article 4.7 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.

4.11 Preparation using Learning Management System (LMS)

If applicable, Course Managers shall assign the participants and trainers to the course in the Learning Management System (LMS) of CEPOL's e-Net.

4.12 News release

The Manager shall prepare a news release (Recommended Guidelines: RG07) about the activity for CEPOL's website. The news release shall be sent via email to communications@cepol.europa.eu at the latest one week after the activity.

4.13 Signed lists of participants/line managers and experts/trainers/lecturers and organising team

At the latest one week after the activity, the Course Manager shall send the final participants and line managers list and the final experts/trainers/lecturers list (Compulsory Template: CT07 and Compulsory Template CT08) to CEPOL Secretariat email via email to programme@cepol.europa.eu. The signed versions of the lists shall be converted into pdf format and also submitted via email to programme@cepol.europa.eu. The originals or certified copies of the signed lists shall be attached to the financial report.

4.14 Training Report

At the latest 6 weeks after the activity, the Course Manager shall send the organiser's training report (Compulsory Template: CT13) to CEPOL Secretariat

(evaluation@cepol.europa.eu). The training report shall include the participants course/seminar evaluation (Compulsory Template: CT10) **either** inputted into the tool for compulsory evaluation (Compulsory Template: CT12) **or** if the evaluation was done on LMS, attach the excel sheet exported from LMS. The trainer/expert feedback (Compulsory Template CT11) **either** added to the tool for compulsory evaluation (Compulsory Template CT12) **or** if the trainer/expert feedback was done on LMS, attach the excel sheet exported from LMS. Also included with the training report shall be the course programme (Optional Form: OF06) and course curriculum (Compulsory Template: CT03). Course Managers may, if they wish, also include the participants' daily feedback (Optional Form: OF24) inputted into the tool for optional evaluation (Optional Form: OF25) and organiser's additional reflections and observations

4.15 Financial report

Within 10 weeks after the activity, the Course Manager shall send a completed and signed Financial Report via post (Compulsory Budget: CB18) to CEPOL Secretariat. (Article 3.2.5.2 shall apply)

4.16 Reimbursement

CEPOL Secretariat shall reimburse the claimed eligible costs to the organising institute.
(Article 3.2.5.3 shall apply)

4.17 Overview of Templates

CT01	COURSE DESCRIPTOR
CT02	COURSE MANAGER APPOINTMENT
CT03	COURSE CURRICULUM
CT04a	PREPARATORY GROUP MEETING REPORT
CT04b	PREPARATORY GROUP MEETING PARTICIPANT SIGNATURE LIST
CT05	INVITATION RESPONSE
CT06	CANCELLATION OR POSTPONEMENT
CT07ab	FINAL PARTICIPANTS & LINE MANAGER LIST / SIGNATURE LIST
CT08ab	FINAL EXPERT/TRAINER LIST / SIGNATURE LIST
CT09	EXPERT/TRAINER AGREEMENT
CT10	PARTICIPANTS COURSE/SEMINAR EVALUATION

CEPOL – REIMBURSEMENT OF COURSES AND SEMINARS

CT11	FEEDBACK FROM EXPERTS/TRAINERS
CT12	TOOL FOR COMPULSORY EVALUATION
CT13	ORGANISER'S TRAINING REPORT
CT14	PARTICIPANTS REGISTRATION FORM
CB14	ESTIMATED COSTS
CB16	PRE-FINANCING REQUEST
CB18	FINANCIAL REPORT
CB19a	LEGAL ENTITY – PUBLIC ORGANISATION
CB19b	LEGAL ENTITY – INDIVIDUAL
CB19c	LEGAL ENTITY – PRIVATE COMPANY
CB20	FINANCIAL IDENTIFICATION
OF01	TIMELINE AND CHECKLIST
OF02	PREPARATORY GROUP MEETING INVITATION
OF03	PREPARATORY GROUP MEETING TRAVEL REQUEST
OF04	PREPARATORY GROUP MEETING REIMBURSEMENT
OF05	PREPARATORY GROUP MEETING AGENDA
OF06	COURSE/SEMINAR PROGRAMME
OF07	PREPARATORY GROUP MEETING REGISTRATION
OF08	INVITATION TO MEMBERS STATES TO NOMIINATE PARTICIPANTS
OF09	INFORMATION ON LOGISTICS
OF10	REMINDER
OF11	NOMINATION OVERVIEW
OF12	PARTICIPANT CONFIRMATION LETTER
OF13	N/A

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OF14	PARTICIPANT PROFILE AND EXPECTATIONS
OF15	EXPERTS/TRAINERS INVITATION LETTER
OF16	EXPERTS/TRAINERS PROFESSIONAL BACKGROUND
OF17	EXPERTS/TRAINERS CONFIRMATION LETTER
OF18	EXPERTS/TRAINERS TRAVEL REQUEST FORM
OF19	EXPERTS/TRAINERS REIMBURSEMENT FORM
OF20	WELCOME LETTER
OF21	PARTICIPANTS CERTIFICATE
OF22	EXPERTS/TRAINERS APPRECIATION LETTER
OF23	PARTICIPANTS PERSONAL REFLECTIONS
OF24	PARTICIPANTS DAILY FEEDBACK
OF25	TOOL FOR OPTIONAL EVALUATION
OF26	ORGANISERS' ADDITIONAL REFLECTIONS & OBSERVATIONS
OF27	CALCULATION MODEL 5% IN KIND
RG01	COURSE MANAGER RECOMMENDATIONS
RG02	BUDGET INSTRUCTIONS
RG03ab	HOTEL CEILINGS & DAILY ALLOWANCES
RG04	RECOMMENDATIONS FOR TRAINERS
RG05	RECOMMENDATIONS FOR LECTURERS
RG06	GUIDE TO COURSE EVALUATION
RG07	NEWS RELEASE FOR CEPOL WEBSITE
RG08	NATIONAL NEWS RELEASE
AI01	EMPTY
AI02	GRANT AGREEMENT

AI03	CEPOL AWARENESS PRESENTATION
AI04	EU AWARENESS PRESENTATION
AI05	EVALUATION PRESENTATION
AI06	POST-COURSE EVALUATION INFORMATION
AI07	POST-COURSE EVALUATION FORM

Articles 7, 8 and 9 will be deleted

Article 10 will amended by inserting the following definitions and will be renamed to Article 6:

Invoice:

A bill issued by one who has provided products and/or services to a customer.

For an invoice to be in compliance with the Financial Regulations, it should contain the following information:

Date of issue,

Sequential Number,

VAT identification number,

Name and address of the taxable person and customer,

Quantity and nature of goods supplied / services rendered,

Date on which supply/services were completed,

The taxable amount,

Vat rate applied,

VAT amount payable.

Certified copy:

A hard copy of a document containing the text: 'Certified Copy' and the date, name and signature of the certifying authority.

Any certified copy provided as a requirement for reimbursement, should in addition contain the following text: 'the original document can not be provided and reimbursement will not be received from any other source.'

Article 2
Entry into force

This Decision shall take effect on the day of its adoption.

Done in Budapest, 10 March 2011

For the Governing Board

József Boda
Chair of the Governing Board