

DECISION 12/2012/GB
OF THE GOVERNING BOARD OF THE EUROPEAN POLICE COLLEGE
ADOPTING THE MULTI-ANNUAL STAFF POLICY PLAN 2013-2015

Adopted by the Governing Board
on 22 May 2012

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 2013 ;

HAS ADOPTED the Multi-Annual Staff Policy Plan 2013-2015

Done at Copenhagen, 22 May 2012

For the Governing Board

*Joergen Harlev
Chair of the Governing Board*

⁽¹⁾ OJ L 256, 1.10.2005, p. 63



CEPOL: The European Police College

Multi-annual Staff Policy Plan 2013-2015

Multi-annual Staff Policy Plan 2013-2015

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.

CEPOL's current mission and tasks are defined by Council Decision 2005/681/JHA of 20.09.2005² establishing CEPOL. These core tasks are unchanged and are described in Annex I to this document.

Although in line with the tasks defined in the Council Decision, CEPOL has been implementing training activities in addition to those of previous years without its budget being increased. The recent and future increase in CEPOL tasks is primarily defined by the Stockholm Programme calling for fostering a genuine European law enforcement culture, which shall be achieved by stepping up Union response in providing training in systematic way and accessible to a significant number of law enforcement personnel.

On the basis of the Stockholm Programme and Council conclusions³ CEPOL has successfully implemented an Exchange Programme for Police Officers inspired by Erasmus as part of its core business. CEPOL has organised and coordinated exchange of almost 300 police officers in 2011 alone

On the basis of the Stockholm Programme, the European Commission intends to come forward with the Communication on European Training Schemes (ETS) as it is provided for in the Stockholm Programme, aiming at the provision of training to one third of law enforcement professionals involved in international cooperation.

The Commission is already reviewing CEPOL's legal mandate and it can be anticipated that the results of the Communication on the European Training Scheme will have an impact on the scope of the future task for CEPOL.

² Official Journal of the European Union L256/63 of 01.10.2005.

³ Council of the European Union "Council conclusions on Exchange Programme for police officers inspired by Erasmus" adopted at 3010th General Affairs Council meeting, Luxembourg, 26 April 2010

1.1.2 Figures reflecting staff population and evolution.

Staff population (category, grade, function)		Staff population actually filled at 31.12.2010	Staff population envisaged in 2011	Staff population actually filled at 31.12.2011	Staff population envisaged in 2012	Staff population envisaged in 2013 ⁴	Staff population envisaged in 2014 ⁵	Staff population envisaged in 2015 ^{6,7}
Officials	AD							
	AST							
TA	AD	13	14	13*	16	16	18	18
	AST	8	12	10	12	12	12	12
Total AD+AST		21	26	23	28	28	30	30
CA GFIV								
CA GF III		2	2	1	2	2	2	2
CA GF II		3	7	6	7	7	7	7
CA GF I		1	1	1	1	1	1	1
Total CA ⁸		6	10	8	10	10	10	10
SNE		5	2.5	7	5,5	5,5	5,5	5,5
<i>Prestataires de services</i> <i>(e.g. IT service providers)</i>		3.8 FTE	4.25 FTE	2 FTE	2.7 FTE	2.7 FTE	2 FTE	2 FTE

* One post (AD5) became vacant on 16 December 2011.

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

Expenditure	2011	2011
	EUR	% of budget
Staff-related	3851000	46.17%
Other administrative	427000	5.12%
Operational	4063000	48.71%
Grand Total	8341000	100.00%

⁴ The figures for 2013, 2014 and 2015 should reflect the staff cut policy presented by the Commission (to the agency's best estimate).

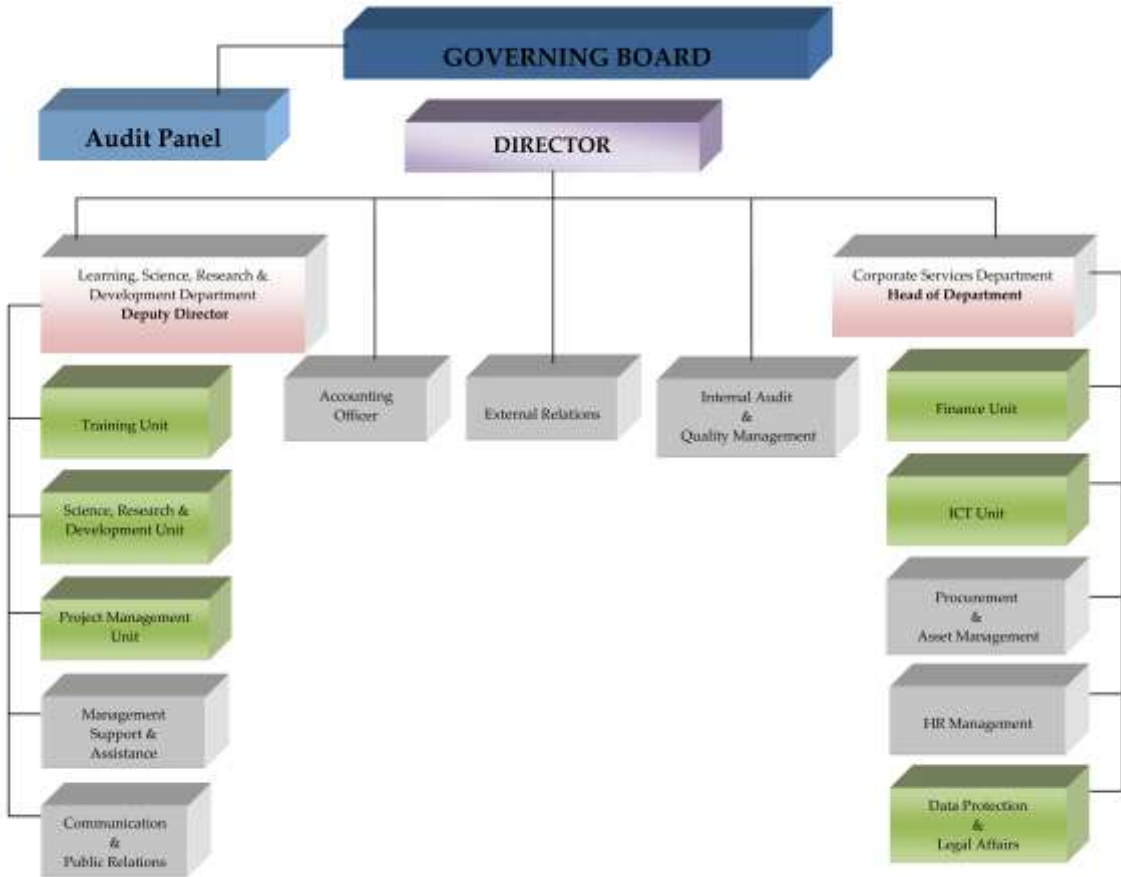
⁵ Ibidem

⁶ Ibidem

⁷ Figure is in the level of 2014, but is subject to envisaged change of CEPOL legal base

⁸ FTE/Headcounts

1.1.4 Organisation and organisational chart at 01.02.2012.



Entity post distribution CEPOL as from 01.02.2012

Office of the Director		Corporate Services Department		Learning Science Research & Development Department	
TA AD	5	TA AD	3	TA AD	8
TA AST	2	TA AST	5	TA AST	5
CA	0	CA	8	CA	2
SNE	0	SNE	1	SNE	4
Total	7	Total	17	Total	19

The following table provides a detailed overview of the human resource allocation of the agency on departmental and unit basis. This includes the description of posts planned within the period until 2015.

Office of the Director			
	Director	TA AD	The Director is the Authoring Officer by delegation for CEPOL. According to the Council decision he is legally representing CEPOL. He works closely with the CEPOL Governing Board and Committees on defining CEPOL's strategy and Annual Work Programme. Mandatory position.
	Accounting Officer	TA AD	This post is mandatory according to the Financial Regulations The duties of this post include Treasury Management, the preparation of Annual Accounts and Periodic Management Accounts.
	Assistant Accounting Officer	TA AST	This post provides support and assistance to the Accounting Officer, especially in the processing of payments. In addition, this post is required to ensure business continuity and support for the mandatory post of Accounting Officer.
	Senior Secretary	TA AST	This post provides secretarial support to the Director and his staff
	External Relations Officer	TA AD	This post is concerned with managing the Agency's external relations under the coordination and supervision of the Director
	Quality Management Officer and Data Protection Officer	TA AD	This post is responsible for CEPOL's quality management development, especially the Balanced Scorecard. The role of Data Protection Officer is considered to be mandatory to enable compliance with the Data Protection Regulations. One officer fulfills both roles at present
	Internal Control Officer	TA AD	This post is primarily concerned with ensuring compliance with the Commission Internal Control Standards. Specifically to provide advice and support to the Director in all aspects of internal and external auditing, controlling, reporting obligations and tasks. Providing assurances advice in management and policy areas within the Agency

Corporate Services Department			
	Head of Corporate Services	TA AD	Department manager and Head of Administration. Overall management responsibility for all functions within the department: Finance, HR, Procurement and ICT. This post-holder is an Authorising Officer by sub-delegation and is considered mandatory to ensure the segregation of duties.
	Corporate Services Support Assistant	CA	Secretarial and administrative support to Corporate Services Department
	Seconded National Expert: Legal Advisor	SNE	Expert legal advice to the agency and management for the preparation and analysis of contracts, Implementing Rules, Decisions of the Director and other policy matters.
	Travel and Missions Support Officer	CA	Travel booking for operational travel (course and training attendees), network and staff missions booking
	Receptionist	CA	Reception/telephony services to the agency as well as postal services
Finance Unit	Head of Finance	TA AD	Head of Finance Unit and deputy to Head of Department to ensure business continuity in compliance with the Internal Control Standards.
	Budget and Finance Officer	TA AD	This post is concerned with planning and monitoring the budgetary and ensures the consistency with the budget of CEPOL and the EU financial regulations.
	Budget and Finance Support Assistant	TA AST	Support for Head Of Finance Unit and Budget and Finance Officer as well as the Procurement Officer.
	Finance Assistant	CA	Two Financial Verifier posts. These posts are considered mandatory in order to ensure the correct division of responsibilities according to the Financial Regulations and business continuity according to the Internal Control Standards
	Finance Assistant	CA	Two Data Entry/Financial Administrator posts. These posts are considered mandatory in order to ensure the correct division of responsibilities according to the Financial Regulations and business continuity according to the

			Internal Control Standards
HR Management	Human Resources Officer	TA AST	This post is designated to prepare HR analysis and reporting to support the management and to provide HR support services to the organisation. This post is considered to be mandatory to ensure compliance with the Staff Regulations and compliance with the Internal Control Standards.
	H.R. Assistant	CA	Support for the HR Officer to ensure compliance with the Staff Regulations and payroll officer for the agency. This post is considered to be mandatory to ensure HR business continuity and compliance with the Internal Control Standards
ICT	IT Officer	TA AST	First and second level support for ICT support for the organisation, back-office systems and user administration.
	ICT Assistant	TA AST	Support for the ICT officer and functional back up to that post to ensure business continuity in accordance with the Internal Control Standards,
Procurement and Asset Management	Procurement Officer	TA AST	Procurement and asset management services to the organisation to ensure compliance with the Financial Regulations.
Learning Science, Research and Development Department			
	Deputy Director and Head of LSRD department	TA AD	This post is responsible for CEPOL's core business - the development of an effective learning environment for law enforcement officers in the EU Member States. In particular this post is responsible for the effective planning and implementation of the CEPOL Annual Work Programme. This post-holder is an Authorising Officer by sub-delegation and is considered mandatory to ensure the segregation of duties.
Management Support and Assistance	Management Support Officer	TA AST	This post is designated to provide support to the Deputy Director and the Governing Board.
	Secretary	CA	This post provides administrative support to the department, in particular for the transport and logistics related to the organising of operational meetings, courses and other activities;

Training and Learning	Coordinator/Head of Unit	TA AD	The primary responsibility of this post is to develop and implement CEPOL's core activities in accordance with the Annual Work Programme. This post also provides back-up to the Head of Department to ensure business continuity in accordance with the Internal Control Standards.
	Two Programme Officers (Courses and Seminars)	TA AD	These posts are designated to the preparation and implementation of the CEPOL Work Programme, particularly to ensure the development, implementation, monitoring and follow-up of courses and seminars.
	Programme Officer (Common Curricula / training manuals)	TA AD	This post is designated to the preparation and implementation of the CEPOL Work Programme with a specific focus on the development of training manuals and common curricula
	Administrative and Common Curricula Support Officer	TA AST	This post is designated to support tasks contributing to Common Curricula development, translation, implementation and evaluation. In addition this post is involved in support of EU Policy Cycle matters
	Programme support officer	TA AST	This post is concerned with the provision of support to courses and seminars, planning, implementation, follow up and reporting
	Finance and Budget Support Officer	TA AST	This post is designated for the processing of all reimbursement claims from Member States relating to courses, seminars and travel claims for meetings.
Research, Science and Development Unit	Head of Research, Science and Development Unit	TA AD	This post is designated at a Head of Unit post, responsible for the management of the Research, Science and Development Unit.
	Research and Knowledge Management Officer	TA AD	The main responsibilities of this post include the collection of research findings and good practices within the Police, Universities and Institutes related to Police matters and disseminating research findings and good practices to the national police colleges and the organisers of CEPOL courses and seminars.
	E-Learning Officer	TA AD	This post is concerned with the design, development and implementation of e-

			learning programmes as well as establishing of an e-learning culture within the CEPOL network. This post is also concerned with the development and delivery of web-enabled seminars.
	Seconded National Expert: E-Learning	SNE	This position is designated for the implementation and continuous improvement of the CEPOL Learning Management System, as well as providing support to the Member States in the area of e-Learning. This post is also concerned with the development and delivery of web-enabled seminars.
Project Unit	Head of Unit	TA AD	This post is designated as Head of Unit responsible for the delivery of CEPOL operational projects.
	Seconded National Experts: Exchange Programme	SNE	Three experts assigned to the European Police Exchange Programme in accordance with the requirements laid down in the Stockholm Programme
Communications	Communication officer	TA AST	This post is designated to be responsible for CEPOL's communications and publicity. These responsibilities include raising awareness of CEPOL, editing publications, and responding to enquiries from the press and public and coordinating communication within CEPOL and the CEPOL Network.
	Web & Communications Assistant	CA	This post is designated for the updating and maintaining the CEPOL website. This post is also the focal point for the National e-Net Managers and supervising e-Net user management related issues.

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.

The CEPOL recruitment policy is unchanged compared to the previous year and is therefore included in Annex I to this document.

- Officials

Not applicable

- Temporary agents on long term employment

Not applicable

- Temporary agents on short/medium term employment

The following pages provide representative examples of job profiles covering both administrative and operational tasks at both AD and AST level.

Training Coordinator – This AD7 post reports directly to the Head of Learning, Science, Research and Development Department and is a key operational post.

HR Officer – This AST5 post reports directly to the Head of Corporate Services Department and is the highest graded HR post within the Agency.

All posts within CEPOL have defined and documented job descriptions that are reviewed at regular intervals and are revised when necessary, particularly when a post becomes vacant. At this point, the content of the post may be revised more significantly as well as the skills and competencies required by the organisation.

Job title	Training Coordinator (AD7)
Job overall purpose	The Training Coordinator reports to the Head of Department/Deputy Director and is responsible for planning, managing and coordination training and learning activities of the CEPOL in line with the EU policies, CEPOL’s strategy and stakeholders’ expectations ensuring training and learning gaps are mitigated and synergies achieved.
Functions and duties	<ul style="list-style-type: none"> • The responsibility for the management of the permanent update of the training portfolio of CEPOL in accordance with the newest relevant developments in the area of Internal Security in Europe; • Coordination of training portfolios with the EU agencies operating in the field of law enforcement; • Managing the integration of different appropriate learning approaches, ICT supported learning included; • Management of the planning and implementation of appropriate educational evaluation methods; • Managing the adjustment of CEPOL training portfolio in accordance with the newest development on Vocational and Higher Education in Europe; • Within the training unit the coordination and harmonization of the different approaches on learning and training; • To manage the budget allocated to the training portfolio; • To manage the process of Grant Agreements for training activities from the operational side; • Responsibility for the drafting and implementation of Governing Board decisions related to the training portfolio; • Responsibility for the drafting and implementation of the annual Work Programme and other strategy documents related to training and learning; • To support and advise the Deputy Director in general and in the field of the above mentioned aspects in specific; • Management of the subordinated staff in the function of a line manager;

- When required: to represent the Deputy Director in meetings especially concerning the training portfolio;
- High profile internal advisor on law enforcement matters in relation to the training portfolio.

Job title	HR Officer (AST 5)
Job overall purpose	The Human Resource Officer shall be responsible for providing effective personnel management and administration for CEPOL, supporting the staff members as well as the management team of CEPOL in all personnel related issues and shall be reporting to the Head of Corporate Services.
Functions and duties	<ul style="list-style-type: none"> • Providing advice on HR management services and proposing and delivering effective personnel management solutions and personnel administration; • General administration and maintenance of personnel records in accordance with European Commission guidelines on Data Protection; • Coordination of monthly payroll – maintaining accurate entitlement records continuously liaising with the EU Paymasters Office with regards to all changes, corrections and/or adjustments effecting staff member allowances and entitlements; • Implementing and conducting staff induction programme; • Implementing the staff appraisal exercise • Guaranteeing the implementation of the Staff Regulations and the implementing rules of the Staff Regulations within CEPOL; • Implementing the recruitment policy and managing recruitment procedures while maintaining the staffing plan of the Secretariat when vacancies within the Secretariat arise; • Assisting with preparatory work on HR budget and advise on the preparation of HR aspects of resource allocation, revision of staffing levels, etc; • Provide a training plan for staff and implement the approved plan; • Update the organisation chart and establishment plan and keep track of personnel changes; • Assist the Director on any matters related to staff (such as resolution of conflicts, harassment, and assistance to staff etc.); • Assisting the Head of Corporate Services with matters relating to internal administration of policy and procedures; • Represent CEPOL at inter-Agency meetings and with Commission counterparts in regards to Human Resource matters; • Responsible for the supervision of a Human Resource Assistant; • Performing other Human Resource related tasks as requested.

- Contract agents on long term employment

Not applicable

- Contract agents on short/medium term employment

Job title	Finance Assistant (FGII)
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Job overall purpose	Assistance in implementing CEPOL budget.
Functions and duties	
	<ul style="list-style-type: none"> • Ex ante Financial Verification in ABAC • Ex post Financial Verification in ABAC • Monitoring and mentoring of one of the initiators. • Maintaining Exceptions Register • Maintaining Credit Transfer Register • Producing Bi-weekly Payment report for Financial Meetings • Attending BAC meetings, ABAC related meeting • Ad – hoc support to any member of Staff on budgetary/ABAC related queries • Operational verification of Missions on Title 1 and monitoring overall Missions expenditure with Gail and periodically reconciling mission expenses spread sheet with ABAC data • Operational verification of Recruitment expenditure • Operational verification of and overseeing interim staff expenditure • Back- up for most of Title1 (except chapters 16 and 17) as Operational Verifying Agent • Operational verification of and overseeing BAC expenditure in Title 3

- Seconded national experts

Job title	Legal advisor (SNE)
Job overall purpose	Provide general legal advice on different aspects of CEPOL's work as an agency
Functions and duties	
	<ul style="list-style-type: none"> • Give advice on a broad range of legal and regulatory issues related to the activities of CEPOL • Assist in corporate secretarial matters • Arrange and review draft contracts and agreements • Arrange and review draft internal rules, regulations and decisions • Liaise with external counsel when necessary and assist the Director in legal representation • Provide support in compliance related matters and risk management

Job title	Seconded National Expert for LMS and E-learning
Job overall purpose	In September 2009 CEPOL launched the Learning management System or LMS on its e-Net to support learning and training activities. Since then the LMS has become a common place where Course Managers, Trainers and Participants, with help from National e-Net Managers and the Secretariat have set up, prepared, implemented and evaluated courses, seminars and conferences. The LMS also supports the Exchange Programme, projects and communities of practice with platforms for sharing and production of knowledge. In the future CEPOL's LMS will be used for the implementation of Common

	Curricula, the creation of Networks and Communication Platforms, as well as that it will host online learning modules.
Functions and duties	
	<ul style="list-style-type: none"> • Administration of the test, development and production servers of the LMS; • Monitoring of LMS user roles and continued development of these roles based on the evolving needs of CEPOL; • Co-moderator of the Course Managers Platform with regards to the LMS forum, LMS guide (glossary) and good practice screen image knowledge base (database); • Implementation of the Annual Work Programme into the LMS by creation of courses, assigning its key users and providing Course Managers with access to resources from relevant previously organised CEPOL activities; • Organisation of and contributing to the professionalisation of relevant e-Net users for all CEPOL activities, such as the Annual National e-Net Managers meeting, LMS training, training for Administration and Organisation of CEPOL activities, and others; • Set up LMS / e-Net support to Exchange Programme 2011+ project and implementation of Common Curricula and other CEPOL training Activities • Also supporting the development of online learning modules, by: <ul style="list-style-type: none"> • Hands-on production and implementation of CEPOL's online learning modules into the LMS using the authoring programme; • Hands-on to scripting of content for the online learning modules;

Entry Grades of Different Categories of Staff

The following diagram provides a summary of the entry grades applied for the different categories of staff employed by CEPOL.

AST Assistants		AD Experts, Managers and Director				
		16				
		15				
		14				
		13				Director
		12				
11		11				
10		10			Department Head	
9		9		Heads of Unit		
8		8		Senior Officer		
7		7	Officer Functional / Operational			
6		6				
5		5				
4	Assistant		Senior Assistant			
3						
2						
1						

Managers provide operational or administrative management in support of the implementation of the CEPOL mandate. They are responsible and accountable for the delivery of expected outputs in respect of the CEPOL Strategy and associated planning, the Annual Work

Programme whilst ensuring sound financial management and supervision of their respective departments/units as applicable. To date the post of Director is graded at AD13, Heads of Department posts at AD10 and Heads of Unit at AD9.

Senior Officers are staff requiring specific expertise and/or having a particular functional or team leadership contribute to the delivery of tasks, projects or coordinate complex sets of activities and financial and human resources under the authority of a Senior or Middle Manager. Typically these posts would be filled by Temporary Agents in the range AD5-AD7, normally at AD7. Officers work under supervision and perform a key function or specialised role within the agency. Officers are normally graded as Temporary Agents AD5-AD7, normally AD5.

Senior Assistants provide support in the implementation of the Annual Work Programme, drafting of documents and assistance in the implementation of policies and procedures in following the instructions of line management. A Senior Assistant may also provide specialised assistance in financial or human resource management activities. Typically these posts would be filled by Temporary Agents at AST5.

Assistants: play a supporting or service role in operational, administrative tasks under the supervision of a Senior Assistant and or a higher level function. Typically these posts would be filled by Temporary Agents at grade AST3 or with Contract Agents Function Group I to III dependent upon the nature of the role.

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 have traditionally been offered a contract of four years, renewable for another fixed period not exceeding two years.

However, in order to guarantee continuity of service, return in investment and reduce recruitment overheads, this provision is been amended in 2011 to allow a maximum length of service of nine years. Following the advice of the Commission (DG HR) this will be revised again to provide for an initial contract of five years, renewable for another time limited period not exceeding five years. Renewals for a second prolongation should be of an indefinite duration in accordance with the Staff Regulations. The revised Implementing Rules reflecting this advice for both Temporary Agents and Contracting Agents is prepared and will be submitted for approval and adoption.

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. At present there are no Contract Agents employed on this basis.

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

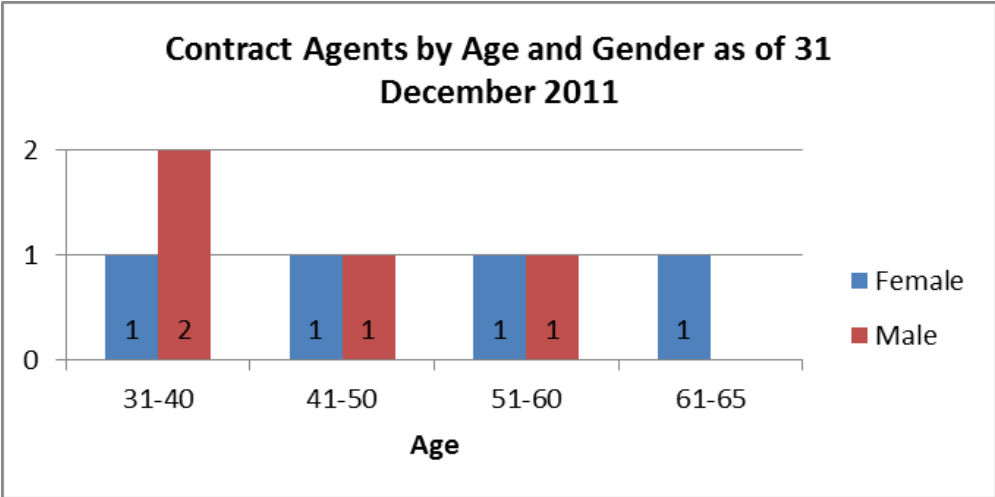
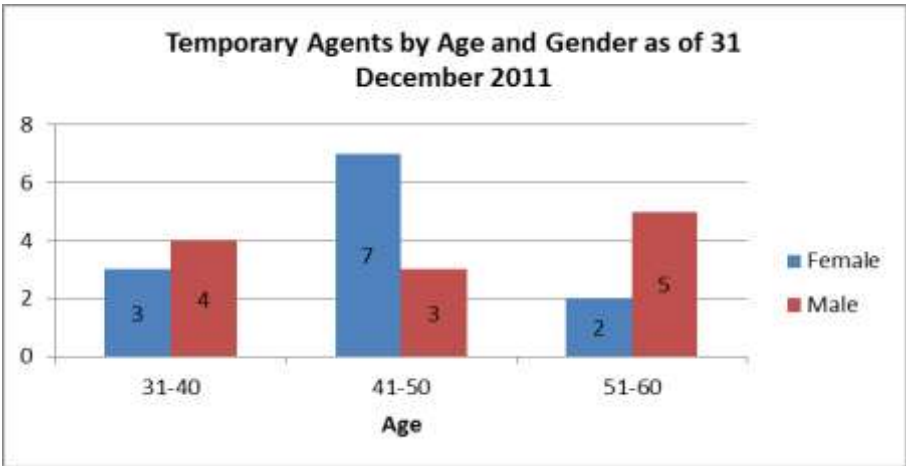
1.2.2 The agency's policy as regards performance appraisal and promotion/reclassification.

CEPOL is currently finalising 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. This has already been submitted to the Commission for review. Also, in progress is the development of a career development programme.

Each member of CEPOL staff has an agreed individual activity plan which is 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 is then scheduled according to their start date and end of probation for bi-annual review on the basis of the performance indicators of the activity plan.

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

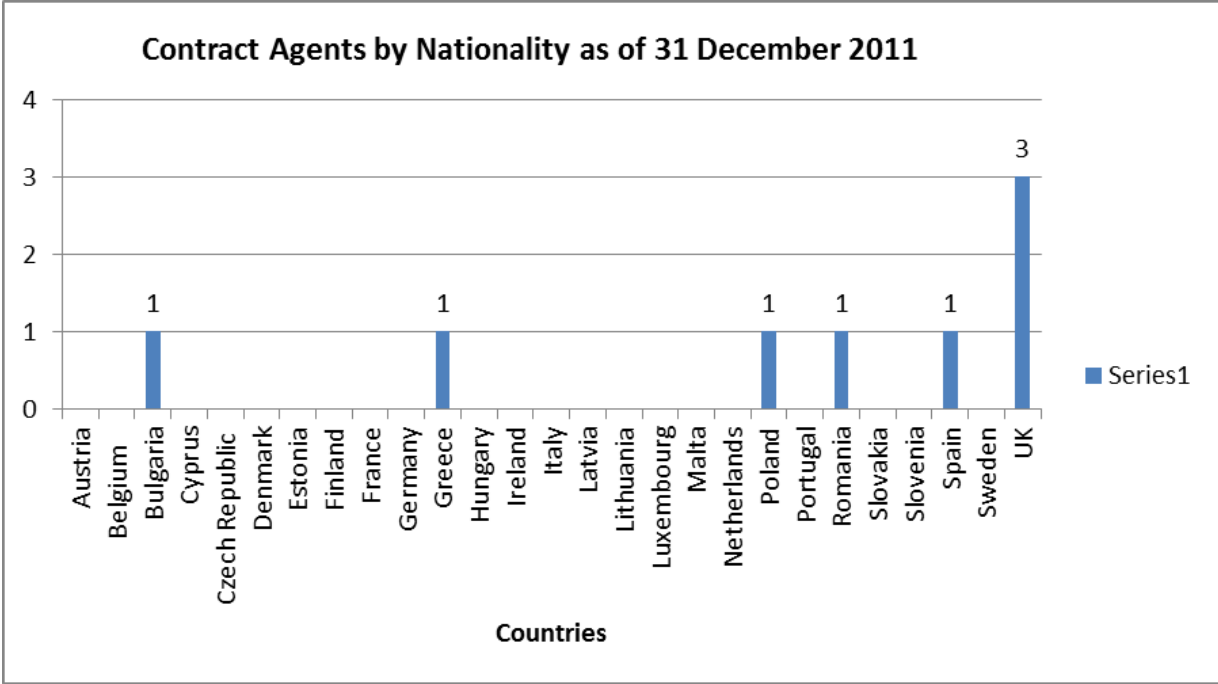
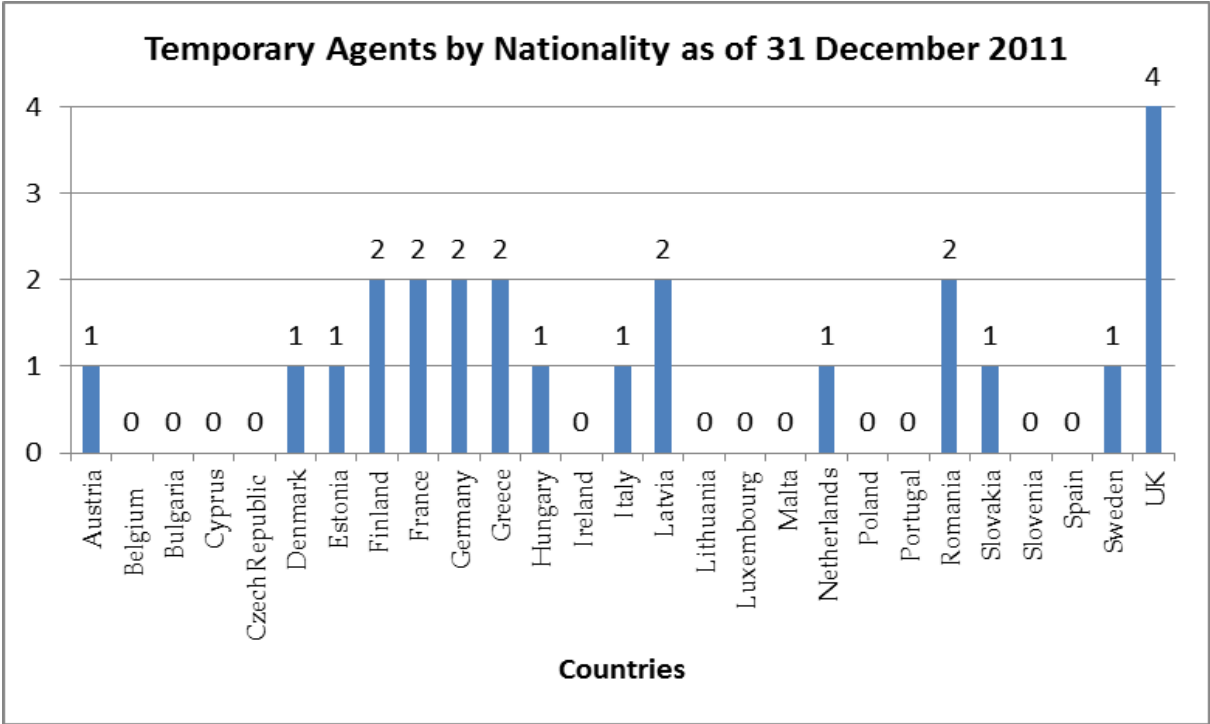
1.2.3 Statistics and general orientations to promote equal opportunities and concrete measures planned in order to ensure equal treatment among the staff members.



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.

1.2.4 Statistics on geographical balance.

CEPOL aims to have a wide variation of staff employed based on geographical balance. Currently the staff includes representation from 18 Member States of the European Union.



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

Mobility within the agency.

Although CEPOL does not currently 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.

In 2012 CEPOL will implement Staff Appraisal scheme. The key features of the scheme are to establish an annual dialogue with management / superior on performance, to set up clear and measurable objectives, to put in place meaningful indicators to measure performance against individual objectives and to guide possible promotion opportunities. The Staff

Appraisal scheme will be in accordance with the revised Commission Implementing Rule, with CEPOL being an early adopter of this defined approach.

Following adoption of this Implementing Rule, a decision on reclassification will be prepared and implemented. Reclassification will take place on an annual basis and will start after the appraisal exercise has been concluded.

Mobility among agencies (Inter-agency Job Market).

CEPOL currently posts all Vacant Notices internally onto its website and also on the EPSO website. CEPOL has signed up for the Inter-agency Job Market but has not yet used this recruitment mechanism although this is not precluded for the future.

Mobility between the agencies and the institutions.

CEPOL has been successful in recruiting experienced staff from other agencies and institutions. 25% of staff currently employed joined from agencies or institutions. In the past 12 months, 2 posts became vacant through staff departing for comparable but higher graded posts in other agencies.

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 2012, one (1) Contract Agent will reach retirement age and will depart the agency.

2.1.2 Turnover in the agency because of termination of employment.

All current contracts at CEPOL for staff up to AD10 have been concluded on the basis of a maximum of two contracts of employment for a maximum of 6 years. This limit has recently been increased to a 9 years maximum with DG HR advice that a 10 year maximum should be foreseen for the first contract and any following renewal and that the potential for indefinite contracts should exist. In light of this, the Implementing Rules for the Engagement and use of Temporary Staff and Contract Agents are currently under revision. The adoption of Implementing Rules extending the potential duration of employment would have a relatively significant effect on the agency according to the transitional measures implemented.

Under the 6 year maximum duration 2 members of staff would depart the agency in 2012 and 3 staff in 2013.

2.2 Workload.

CEPOL's current workload is defined by Council Decision 2005/681/JHA of 20.09.2005⁹ establishing CEPOL. The tasks defined at the point of establishment of the Agency in 2006 have consumed the allocated human resources and new tasks have been taken on board without a corresponding increase in posts being approved.

The current and future increase in workload is to a large extent attributable to the Stockholm Programme. The Stockholm Programme sets out the European Union's (EU) priorities for the area of justice, freedom and security for the period 2010-14. Building on the achievements of

⁹ Official Journal of the European Union L256/63 of 01.10.2005.

its predecessors, the Tampere and Hague Programmes, it aims to meet future challenges and further strengthen the area of justice, freedom and security with actions focusing on the interests and needs of citizens. This important initiative seeks to foster a genuine European law enforcement culture, which shall be achieved by providing training in systematic way and accessible to a significant number of law enforcement personnel.

Since 2011 and on the basis of the Stockholm Programme and Council conclusions¹⁰, CEPOL has developed and implemented an Exchange Programme for Police Officers inspired by Erasmus as part of its core business. In 2011 alone, CEPOL has successfully organised and coordinated the exchange of almost 300 police officers. Despite the increased demands that the Stockholm Programme has placed on CEPOL, no additional dedicated resources neither budgetary nor staff posts, have been granted to the Agency in direct association with that programme. The implementation of the programme is currently staffed by Seconded National Experts funded out of Title 1. Although this had proven effective as an interim solution it is not a sufficient solution in long term in order to ensure sustainability, business continuity and growth of the Programme as provided for in the policy documents. CEPOL has raised the question of funding and resourcing the Exchange Programme previously. Without additional resources, CEPOL will continue to make funds available to enable the continuation of the programme. Unless or until additional posts are made available, then CEPOL proposes to continue to employ SNE's. Of the proposed 5.5 SNE FTEs over the years 2012 to 2013, 3 FTE are foreseen to maintain the current resourcing of the Exchange Programme. The precise level over that time is dependant of the funding that can be made available for the programme as this dictates the number of exchanges and consequently the resources required to manage and administer the programme. The remaining 2.5 FTE are required for other areas of the agency business as described in section 1.1.4.

On the basis of the Stockholm Programme, the European Commission has announced the intention to progress the European Training Schemes (ETS) for the provision of training to one third of law enforcement professional involved in international cooperation. The ETS will identify the competences required for all law enforcement officials working in cross border matters and the specific competencies for specialised pre-trained experts. The ETS aims to improve knowledge, skills and values. By defining the competencies, the EU intends to provide an adequate response offering training and learning portfolios including wide range of tools in order to achieve the set aims. These tools will comprise training activities (such as courses, seminars, workshops), online-learning products to facilitate learning activities, development and integration of common curricula thus harmonising education at national and international level, sharing experiences and practices through the European Police Exchange Programme. All of these training activities are in line with CEPOL's core business and it is expected that CEPOL, as the EU agency providing police training, will play a key role in the future ETS. The required coordination and implementation at the EU level will naturally mean that additional resources will be required, particularly staff, to ensure the effective execution of tasks in order to meet the Council's expectations. On the basis of this Commission Communication, the review of CEPOL's legal basis is foreseen. It is anticipated that the mandate of the Agency's will be increased thus having direct and extensive impact on the tasks performed and significant, commensurate increase to the workload of CEPOL.

Additional factors must also be taken into consideration that should be anticipated to increase the workload demands placed upon CEPOL in the period up to 2015. Council at its 9-10 June 2011 meeting called for closer ties between external and internal security, which will inevitably result in CEPOL's role in providing training to the European Neighbourhood

¹⁰ Council of the European Union "Council conclusions on Exchange Programme for police officers inspired by Erasmus" adopted at 3010th General Affairs Council meeting, Luxembourg, 26 April 2010

Policy and Eastern Partnership countries. CEPOL has previously contributed to external security and offering extensive experience in training of law enforcement staff delivering EU funded capacity building projects, such as Euromed II. Currently this involvement includes European Union Police Services Training and the EU-China project. The Agency will continue to provide a swift and professional response to similar project needs in the EU, ENP and Eastern Partnership countries.

All of the potential evolutions foreseeable for CEPOL point to the extension of the mandate of the agency and a corresponding increase in the tasks allocated. On this basis and considering the on-going and established tasks of the agency no reduction in staff levels are proposed.

It is also important to take into consideration the fact that successive expert analyses of CEPOL have identified the fact that the agency is operating with a deficit of available human resources and that the staffing levels do not allow for certain key post, for example: The external Five Year Evaluation of CEPOL published in 2011¹¹ recommended that the capacity of the agency should be strengthened. The Internal Audit Service in their final report on the CEPOL IT Risk Self-Assessment¹² concluded that the limited IT staff (currently 2 officers) and the lack of a proper back up function represents a risk of discontinuity of the IT services. The European Ombudsman acknowledged the lack of a legal officer¹³ within the agency and recommended that this deficit should be addressed. The deficits identified cannot be resolved through the reallocation of posts without creating new deficits in other areas of the organisation that will be equally impactful, either operationally or administratively.

New management posts were described in the CEPOL Multi-Annual Plan (MAP). This plan, devised at the explicit request of the European Parliament (CONT Committee), addresses the historical problems identified within CEPOL including the deficit of required posts. This plan, adopted by the CEPOL Governing Board and endorsed by Parliament, Council and DG Home, describes the posts that are required and their implementation. The CEPOL Multi-Annual Plan and its implementation have been positively assessed by the Court of Auditors in 2011 and CEPOL continues to provide reports to the Parliament via the CONT and LIEBE Committees on the progress achieved towards full implementation.

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

The foreseen budget for 2013 does not allow any potential for increase in Title 1. Therefore, regardless of the need for additional resources, on the basis of the information provided in the preceding section, no increase in posts are requested in 2013 and planned additional posts for the subsequent years have been postponed

The CEPOL policy of ensuring that the appropriate management capacity and competencies are in place to support the development of CEPOL will be continued. Mindful of the classification of CEPOL as a “cruising speed” agency, CEPOL makes no request for additional posts within this MASPP window of 2013-2015. However, as has been noted previously, CEPOL is considered to be operating at a deficit of required posts. Further, when taking into consideration the imminent changes to the CEPOL legal base and possible

¹¹ Decision 09/2011/GB of the Governing Board of the European Police College adopting the Five-Year Report of the European Police College

¹² IT Risk Self-Assessment and CobiT Maturity Self-Evaluation in CEPOL 01/09/2010 FINAL Report

¹³ Letter from the European Ombudsman 31-5-2011/Ref.:022024

extension of its mandate as mentioned under point 1.1., then additional posts would be required in 2014 and 2015.

CEPOL is seeking to offset this deficit through the use of SNEs and is grateful for the support offered by Member States in this respect. The CEPOL management consider that it is of utmost importance that CEPOL continues to strive to meet the latest demands placed upon the agency in order to support EU policy. The limited availability of posts within CEPOL and already high levels of demand placed upon the incumbent officers does not offer the potential for CEPOL to reassign posts; having no redundancy within the human resources. For this reason, CEPOL expects that a minimum of 5.5 SNE FTE will be required within the current planning window, to deliver the products and services required.

As stated previously, on this basis and considering the on-going and established tasks of the agency no reduction in staff levels are proposed at this time.

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.

Draft in Consultation with DG HR	Middle management staff
	Temporary occupation of management posts
	Preventing psychological and sexual harassment
	Article 43 SR appraisal exercise
Submitted and approved under art. 110 SR	Engagement and use of Temporary Staff (Submitted 23 May 2011: Currently under revision according to advice received from DG HR in December 2011)
	Engagement and use of Contract Staff (Approved by DG HR and Adopted by GB: Currently under revision according to advice received from DG HR in December 2011)
Implementing rules approved by the EC under art. 110 SR.	Transferring pension rights art 11 and 12 of Annex VII SR
	Transferring pension rights art 26 of Annex VII SR
	Pension rights art 22 of Annex XIII SR
	Household allowance
	Dependent Children art 2 of Annex VII SR
	Place of origin art 7 of Annex VII SR
	Payment of family and education allowances art 1,2,3 of Annex VII
	Education allowance art 3 of Annex VII SR
	Travel Expenses art 8 Annex VII SR

Parental leave art 42a SR
Family leave art 42b SR
Special allowances
Recruitment of disabled people art 1d SR
Sickness or accident
Leave
Outside activities and assignments
Leave on personal grounds and unpaid leave
Administrative inquiries and disciplinary procedures
Early retirement
Classification in grade and step
Part-time work article 55a and Annex IVa SR
Staff Committee C(2008)4139
Reimbursement of medical expenses C(2008)4139
Mission Guidelines C(2009)8526
Assessment of the Director C(2010)6197

Establishment plan posts

Category and grade	Establishment plan 2011		Posts actually filled at 31.12.2010		Posts filled in by external publication in 2011		Promotion / reclassification in 2011		Departures 2011		Posts actually filled at 31.12.2011	
	perm	temp	perm	temp	perm ¹⁴	temp ¹⁵	perm	temp	perm	temp	perm	temp
AD 16												
AD 15												
AD 14												
AD 13		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		8		2				2*		8*
Total AD		14		13		3				2		13
AST 11												
AST 10												
AST 9												
AST 8												
AST 7												
AST 6												
AST 5		2		2								2
AST 4		2		1		2				1		2
AST 3		8		5		2				1		6
AST 2												
AST 1												
Total AST		12		8		4				2		10
Total		26		21		7				4		23

* One post (AD5) became vacant on 16 December 2011.

¹⁴ Recruitment + transfer

¹⁵ All new contracts, including the inter-agency job market

Grade	Establishment plan 2012			Year 2013											
				Posts evolution						Organisational evolution			Establishment Plan 2013		
				Promotion / Career advancement			Turn-over (departures/arrivals)			New posts (per grade)			Requested (Provisional Draft Budget)		
				Officials	TA - LT	TA - ST	Officials	TA - LT	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		3	3										3		3
AD8															0
AD7		1	1										1		1
AD6															0
AD5		9	9										9		9
Total AD		16	16	0	0	0	0	0					16		16
AST11			x												0
AST10			x												0
AST9			x												0
AST8			x												0
AST7			x												0
AST6			x												0
AST5		2	2										2		2
AST4		2	2										2		2
AST3		8	8										8		8
AST2			x												0
AST1			x												0
Total AST		12	12	0	0	0	0	0					12		12
Overall Total	0	28	28	0	0	0	0	0	0	0	0	0	28		28

CEPOL- adopting the multi-annual staff policy plan 2013-2015

Grade	2013			Year 2014											
	Establishment plan			Staff evolution						Organisational evolution			Establishment Plan 2014		
	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		3	3											3	3
AD8															0
AD7		1	1											1	1
AD6															0
AD5		9	9											9	9
Total AD	x	16	16	0	0	0	0	0	0				16	16	
AST11															0
AST10															0
AST9															0
AST8															0
AST7															0
AST6															0
AST5		2	2										0	2	2
AST4		2	2										0	2	2
AST3		8	8										0	8	8
AST2															0
AST1															0
Total AST	x	12	12	0	0	0	0	0	0				12	12	
Overall Total	0	28	28	0	0	0	0	0	0	0	0	0	0	28	28

CEPOL- adopting the multi-annual staff policy plan 2013-2015

Grade	2014			Year 2015											
	Establishment plan			Staff evolution						Organisational evolution			Establishment Plan 2015		
	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		3	3										3		3
AD8															0
AD7		1	1										1		1
AD6															0
AD5		9	9										9		9
Total AD		16	16	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		12	12	0	0	0	0	0	0		0		12		12
Overall Total	0	28	28	0	0	0	0	0	0		0		0	28	28

Annex 1

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 ⁽¹⁶⁾; the decision took effect on 1 January 2006. CEPOL was previously established by Council Decision 2000/820/JHA of 22 December 2000 ⁽¹⁷⁾ 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;

⁽¹⁶⁾ OJ L 256, 1.10.2005, p. 63

⁽¹⁷⁾ 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⁽¹⁸⁾.

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⁽¹⁹⁾. Activities are to a large extent delivered by national police training institutes financed from CEPOL's budget and with support of the CEPOL Secretariat.

The CEPOL Secretariat will implement European Police Exchange Programme.

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.²⁰

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:

⁽¹⁸⁾ 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).

⁽¹⁹⁾ 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).

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

- 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. 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.

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.