



ALBERTO DI FUSONE - C1

# Ministero della Giustizia

DIPARTIMENTO DELL'AMMINISTRAZIONE PENITENZIARIA  
UFFICIO DEL CAPO DEL DIPARTIMENTO  
Ufficio dell'Organizzazione e delle Relazioni

Prot. n. 41414 / 2-15 INT.

Roma,

7 FEB 2014

**URGENTISSIMO**

Ai Sigg. Direttori degli Uffici di Staff  
dell'Ufficio del Capo del Dipartimento

Ai Sigg. Responsabili delle articolazioni  
dell'Ufficio dell'Organizzazione e  
delle Relazioni dell'Ufficio del Capo  
Dipartimento

Alla Segreteria particolare del  
Sig. Capo Dipartimento

Alle Segreterie particolari dei  
Vice Capi del Dipartimento

**S E D E**

OGGETTO: Accademia europea di polizia (CEPOL). Exchange Programme 2014.

Per la più ampia diffusione, si trasmette la nota n. 1472 del 6.02.2014  
dell'Istituto Superiore di Studi Penitenziari, relativa all'oggetto.

 IL DIRETTORE DELL'UFFICIO

E-MAIL

E-MAIL



# Ministero della Giustizia

DIPARTIMENTO DELL'AMMINISTRAZIONE PENITENZIARIA  
Istituto Superiore di Studi Penitenziari



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MINISTERO DELLA GIUSTIZIA DIPARTIMENTO DELL'AMMINISTRAZIONE PENITENZIARIA UFFICIO DEL CAPO DEL DIPARTIMENTO Ufficio per l'Organizzazione e delle Relazioni	
- 7 FEB 2014	2
Pos. n. _____	Prot. n. _____

e, per conoscenza.

Alle Direzioni generali  
dell'Amministrazione penitenziaria

Agli Uffici di staff del Capo del  
Dipartimento  
dell'Amministrazione penitenziaria

Ai Provveditorati regionali  
dell'Amministrazione penitenziaria

Agli Istituti penitenziari

Alle Scuole di formazione del  
personale dell'Amministrazione  
penitenziaria

LORO SEDI

Al Signor Capo del Dipartimento

All'UOR del Dipartimento  
Amministrazione Penitenziaria

**Oggetto:** Accademia europea di polizia (CEPOL). Exchange Programme 2014.

L'Accademia europea di polizia - CEPOL ha organizzato, anche per quest'anno, un programma di scambio multilaterale per funzionari di polizia impegnati nel campo operativo o della formazione, con inizio previsto da marzo a ottobre 2014.

Si tratta di un programma che ha come obiettivo principale lo scambio di conoscenze sulle varie articolazioni delle organizzazioni delle polizie europee, ivi comprese le strutture formative, allo scopo di migliorare la qualità della cooperazione di polizia.

I Paesi membri della Comunità europea sono invitati a partecipare al programma di scambio, favorendo l'adesione di una o più unità di funzionari di polizia, i quali dovranno preferibilmente svolgere sia la funzione di *tutor*, in territorio nazionale, che di *exchangee*,



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frequentatore all'Estero: entrambe le modalità di partecipazione dovranno essere riservate a funzionari/ufficiali delle Forze di Polizia, formatori di polizia e funzionari/ufficiali con ruoli di comando.

Dallo scorso anno, inoltre, il programma di scambio si è aperto al partenariato con i Paesi dell'Est, compresi la Turchia e i Balcani occidentali, nell'ambito della Politica dei Paesi Vicini Europei (ENP). I Paesi membri hanno la possibilità di decidere di effettuare uno scambio reciproco con i suddetti Paesi, oppure semplicemente di ospitare un partecipante allo scambio proveniente da tali Paesi.

Il programma di scambio è rivolto agli appartenenti ai ruoli speciale ed ordinario di Commissario. In riferimento al Corpo di Polizia penitenziaria potranno partecipare al programma gli appartenenti ai ruoli speciale ed ordinario di Commissario.

Il personale che parteciperà allo scambio deve:

1. disporre di un buon livello di conoscenza della lingua inglese (almeno livello B1) per poter comunicare con i colleghi in materia di attività di polizia. Tuttavia, sarà possibile utilizzare anche altre lingue, come il francese, il tedesco, lo spagnolo, l'italiano, il russo, ecc. L'uso della lingua sarà oggetto di accordo tra i partecipanti allo scambio;

2. avere un'esperienza ed una competenza di almeno 3 anni nel settore specificato come "Tema Prioritario";

3. non avere partecipato al programma di Scambio della Polizia Europea durante gli ultimi tre anni;

4. avere capacità e prontezza nell'apprendimento individuale;

5. avere la capacità e la volontà di divulgare "a cascata", sia a livello europeo che a livello nazionale, le informazioni apprese.

Ogni partecipante allo scambio si recherà in un paese e, successivamente ospiterà il collega proveniente dal Paese in cui egli/ella si sarà precedentemente recato. Ogni scambio verrà organizzato sulla base di una specifica "Tematica": Uno dei punti di forza dell'intera iniziativa consiste nella divulgazione a cascata delle conoscenze apprese e dell'esperienza effettuata, che dovrà essere pianificata dopo lo scambio.

Ogni scambio viene organizzato sulla base di una specifica tematica:

- Immigrazione clandestina (Illegal Immigration);
- Droghe sintetiche (Synthetic Drugs);
- Traffico di cocaina ed eroina (Cocaine and Heroine Trafficking);
- Altra Criminalità Organizzata (Other Organised Crime);
- Lotta al terrorismo (Counter Terrorism);
- Tecnica-professionale per le Forze di Polizia (Law Enforcement Techniques);
- Diritti Fondamentali (Fundamental Rights);
- Prevenzione della criminalità (Crime Prevention);
- Apprendimento e formazione (Learning and Training).



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Il periodo di scambio tra funzionari/ufficiali di Polizia è di 6 giorni (5 notti con un minimo di 5 giorni lavorativi, compreso 1 giorno di viaggio).

Poiché non tutti i Paesi disporranno dello stesso numero di partecipanti allo scambio ed i temi potranno non essere gli stessi, potrà accadere che alcuni tutor riceveranno più di un partecipante. Si sottolinea che nel modulo di richiesta è possibile indicare il numero di partecipanti che si possono ospitare e se si preferisce riceverne uno alla volta oppure un gruppo di partecipanti.

Con riferimento alle spese di missione, si informa che le spese di viaggio di andata e ritorno (con prenotazione da parte del Segretariato) ed alloggio dei partecipanti al programma saranno coperte da CEPOL. Per quanto concerne il vitto, CEPOL coprirà le cene e le colazioni, mentre i pranzi saranno a carico delle amministrazioni di appartenenza, così come eventuali trasferimenti all'interno dei territori nazionali.

CEPOL provvederà a pagare le spese del viaggio aereo e non coprirà quelle relative al trasporto di andata e ritorno dall'aeroporto.

Ogni partecipante al programma presenterà una dichiarazione di partecipazione (Template 1) firmata dal suo superiore gerarchico, e un modulo di richiesta (Template 2). Tutti i partecipanti sono obbligati a firmare una dichiarazione che è parte del modulo di richiesta di viaggio (Template 5), accettando le condizioni di partecipazione al programma. CEPOL potrà richiedere un risarcimento all'amministrazione di appartenenza nel caso in cui l'Agenzia abbia subito un danno attribuibile ad inadempienze da parte del partecipante allo scambio.

I documenti summenzionati dovranno essere inviati a questo Istituto Superiore insieme al CV Europass in inglese e la scheda di rilevazione dati allegata al presente interpello.

Premesso quanto sopra, si invia in allegato l'Handbook comprensivo dei relativi moduli allegati (Template) da far compilare agli eventuali funzionari/ufficiali individuati da codeste sedi per la partecipazione al programma in questione. La documentazione dovrà essere trasmessa **entro e non oltre le ore 12,00 dell'11 febbraio 2014**, ai seguenti indirizzi di posta elettronica:

*antonella.dionisi@giustizia.it*

*mariagrazia.schirinzi@giustizia.it*

Si rappresenta, in ultimo, che, all'esito dell'interpello e della valutazione sulla partecipazione dei candidati da parte dell'unità CEPOL Italia, sarà redatto il piano definitivo degli oneri relativi alle missioni internazionali dei singoli candidati selezionati da sottoporre alla Direzione Generale del Personale e della Formazione che ne valuterà la disponibilità di fondi nel corrispondente capitolo di bilancio.



# *Ministero della Giustizia*

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Qualora la Direzione Generale del Personale e della Formazione rilevasse la non disponibilità dei fondi, sarà richiesto al personale selezionato di partecipare al programma di scambio senza alcun onere per l'Amministrazione penitenziaria.

Con viva cordialità.

**Il Direttore**  
dott. Massimo De Pascalis

A handwritten signature in black ink, appearing to read 'M. De Pascalis', written over the printed name.

**INTERPELLO NAZIONALE PER I COMMISSARI  
DEI RUOLI SPECIALE E ORDINARIO VALIDO PER LA PARTECIPAZIONE  
AL CEPOL EXCHANGE PROGRAMME 2014**

<b>1. INFORMAZIONI PERSONALI</b>	
<b>Titolo/Ruolo:</b>	
<b>Cognome:</b>	
<b>Nome:</b>	
<b>Data di nascita:</b>	
<b>In servizio presso:</b>	
<b>Con funzioni di:</b>	
<b>Contatti:</b>	
<b>E-mail:</b>	

**CHIEDE** di essere ammesso/a alla selezione per la partecipazione all'Exchange Programme 2014.

<b>2. ESPERIENZE PROFESSIONALI</b>	
<b>Anni di servizio nel ruolo alla data dell'interpello:</b>	
<b>Titolo di studio:</b>	
<b>Diplomi di specializzazione/perfezionamento-master/ Corso di dottorato di ricerca</b>	

<b>Lingua madre:</b>		
<b>Lingue straniere conosciute:</b>	<b>Lingua</b>	<b>Livello (ottimo/distinto/sufficiente)</b>
	Inglese	
<b>Rapporto informativo:</b>	<b>2011</b>	<b>2012</b>
<b>Sanzioni disciplinari:</b>	<b>Tipologia sanzione</b>	<b>Numero di sanzioni</b>
	<i>Censura</i>	
	<i>Pena pecuniaria</i>	
	<i>Deplorazione</i>	
	<i>Sospensione dal servizio</i>	
<b>Negli ultimi tre anni, ha partecipato a precedenti edizioni del Programma?</b>	<i>Sì/No</i>	Se sì, specificare quali e anno di riferimento

Dichiara infine:

- § di aver preso visione e di accettare tutte le modalità e condizioni di ammissione contenute nella nota di diffusione dell'interpello;
- § di dare il proprio consenso affinché i dati personali forniti possano essere trattati nel rispetto del D.L. 30 giugno 2003, n. 196, per gli adempimenti connessi alla presente procedura.

FIRMA

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*L'Amministrazione si riserva di procedere ad idonei controlli sulla veridicità della suddetta dichiarazione. Qualora dal controllo emerga la non veridicità del contenuto della dichiarazione, il/la dichiarante decade dai benefici eventualmente conseguenti al provvedimento emanato sulla base della dichiarazione non veritiera (art. 75 – D.P.R. 445/2000).*

*Chiunque rilascia dichiarazioni mendaci, forma atti falsi o ne fa uso è punito ai sensi del codice penale e delle leggi speciali in materia (art. 76 – D.P.R. 445/2000).*



<b>Declaration of Participation in the European Police Exchange Programme</b>	Document number: TE.EXPR.001-1
	Approval date: 17/07/2012

## DECLARATION OF PARTICIPATION In the European Police Exchange Programme

I, the undersigned representative of Exchange Partner .....  
(name of Exchange Partner), hereby declare to have taken note of and accepted the terms and conditions set out in the User Guide for Participants [insert year] of the CEPOL European Police Exchange Programme.

In particular, I accept the conditions of travel and accommodation (half board) arrangements to be made by CEPOL and the conditions of hosting as set out in the above-mentioned User Guide. I ensure, except if exceptional circumstances make this impossible or excessively difficult, that the Exchangees carry out the tasks expected from them.

By signing this declaration I accept the allocation of the Exchangees to hosting institutions as a result of the evaluation of the applications by CEPOL which has been communicated to me in writing.

### Details of the Supervisor of the Exchange Partner

First Name:	
Family Name:	
Name of Organisation:	
Address:	
Telephone:	
Email:	
Signature:	
Done at:	





## Application Form for the European Police Exchange Programme

Document number: FO.EXPR.001-3  
Approval date: 17/01/2014

### Application Form for Exchangees

This application form is the basis for the excellence of the exchange period you are going to participate in. Please make sure you fill in all sections adequately and in detail and send it in a Word version to your National Exchange Coordinator (NEC). We kindly ask you **not** to fill it in by hand.

1. PERSONAL INFORMATION	
Title / Rank:	
Family Name:	
First Name:	
Date of Birth:	
Specialisation:	
Mother Tongue:	
Foreign Languages:	Fluent: Good: Some:
Name of Organisation:	
Address:	
Postcode:	
City / Town:	
Country:	
Telephone:	
Mobile:	
Email:	
Alternate email:	

I have never participated in European Police Exchange Programme.

I have already participated in European Police Exchange Programme. Year \_\_\_\_\_

**For the NEC to complete:**

*Please explain the reasons, in case proposed exchangee has participated in the previous 3 years but nevertheless his/her participation is supported.*



## Application Form for the European Police Exchange Programme

Document number: FO.EXPR.001-3

Approval date: 17/01/2014

### 2. EXCHANGE PREFERENCES

Please be so kind to indicate the segment you would like to participate in and select your preferred topic(s).

Throughout all segments, participants can choose only such topics that align with the eleven CEPOL thematic areas. Any sub-topics must range under those thematic areas and can be chosen in line with CEPOL's programme of courses and webinars<sup>1</sup>. Priority shall be given to exchanges in line with the content of the Operational Action Plans in execution of the Policy Cycle 2014-2017.

Please indicate from 1 to 3 your preferred topic (1 being the most preferred).

SEGMENT*	TOPICS
<input type="checkbox"/> GENERAL EXCHANGE PROGRAMME	EU Policy Cycle instruments and priorities, addressing all Operational Action Plans
<input type="checkbox"/> SENIOR POLICE LEADERS (Previously Commander's segment)	<input type="checkbox"/> Facilitation of illegal immigration
<input type="checkbox"/> TRAINERS	<input type="checkbox"/> Synthetic drugs
<input type="checkbox"/> ENP-WB (Eastern Partnership – Western Balkans <sup>2</sup> countries and Turkey)	<input type="checkbox"/> Cocaine and heroin trafficking
*You are asked to only tick <u>one</u> segment.	<input type="checkbox"/> Other organised crime
	<input type="checkbox"/> Counter-terrorism
	<input type="checkbox"/> Law enforcement techniques
	<input type="checkbox"/> Fundamental rights
	<input type="checkbox"/> Crime prevention
	<input type="checkbox"/> Learning and training
	Please specify three possible sub-topics <sup>3</sup> which must be in line with the thematic area you chose.
	1. ...
	2. ...
	3. ...

### 3. COUNTRIES

Any participating country

<sup>1</sup> Enclosed as Annex 1

<sup>2</sup> Albania, Armenia, Azerbaijan, Bosnia and Herzegovina, Georgia, Kosovo (UNHSCR 1244), FYROM, Moldova, Montenegro, Serbia and Ukraine.

<sup>3</sup> It is not always possible to find an exact match for your chosen sub-topic. Therefore, be aware that it is possible that you may be matched with someone within the main thematic area but with a (slightly) different sub-topic.



<b>Application Form for the European Police Exchange Programme</b>	Document number: FO.EXPR.001-3 Approval date: 17/01/2014
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- ⇒ *Please only specify countries, if there is a professional reason to justify your special interest for it.*
- ⇒ *Please be aware that you can indicate your preferred partner country, however, matching will be done by the CEPOL in accordance with the available offers.*

**Preferred Partner Countries**

1.		3.	
2.		4.	

**Justification for interest in preferred partner countries**

*(This area is currently blank for justification.)*

**CONTACTS**

*Please indicate whether you have already agreed a mutual exchange with another partner country in advance, and if yes, please give details:*

- No contact
- Contact with:

**Specific details:**

*(This area is currently blank for specific details.)*



## Application Form for the European Police Exchange Programme

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### 4. HOSTING

*Please indicate whether you are prepared to host more than one exchangee and how many:*

- Yes, number:.....
- No, only one

*If you are prepared to host more than one exchangee, please indicate whether rather several at one time, or individually:*

- In a group
- Individually

### 5. EXPECTATIONS



## Application Form for the European Police Exchange Programme

Document number: FO.EXPR.001-3  
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### Europass curriculum vitae

#### Personal information

Family name(s) / First name(s)	Family(s) First name(s)
Address(es)	House number, street name, postcode, city, country
Telephone(s)	/ Mobile: /
Fax(es)	/
E-mail(s)	/
Nationality(-ies)	/
Date of birth	/
Gender	/
Desired employment / Occupational field	/

#### Work experience

Dates	Add separate entries for each relevant post occupied, starting from the most recent. /
Occupation or position held	
Main activities and responsibilities	
Name and address of employer	
Type of business or sector	

#### Education and training



**Application Form for the European Police Exchange Programme**

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Dates Add separate entries for each relevant course you have completed, starting from the most recent. /

Title of qualification awarded

Principal subjects/Occupational skills covered

Name and type of organisation providing education and training

Level in national or international classification

**Personal skills and competences**

Mother tongue(s) **Specify mother tongue** (if relevant add other mother tongue(s), see instructions)

Other language(s)  
*Self-assessment*  
*European level (\*)*

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	

*Language*

*Language*


*(\*) Common European Framework of Reference (CEF) level*

Social skills and competences Replace this text by a description of these competences and indicate where they were acquired. /

Organisational skills and competences Replace this text by a description of these competences and indicate where they were acquired. /

Technical skills and competences Replace this text by a description of these competences and indicate where they were acquired. /

Computer skills and competences Replace this text by a description of these competences and indicate where they were acquired. /

Artistic skills and Replace this text by a description of these competences and indicate



## Application Form for the European Police Exchange Programme

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competences where they were acquired. /

Other skills and competences Replace this text by a description of these competences and indicate where they were acquired. /

Driving licence(s) State here whether you hold a driving licence and if so for which categories of vehicle. /

**Additional information** Include here any other information that may be relevant, for example contact persons, references, etc. /

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All personal data collected by the Agency are processed in accordance with the provisions of Regulation (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.


**Travel Request Form for the European Police  
Exchange Programme**

 Document number: FO.EXPR.003-4  
 Approval date: 17/01/2014

**TRAVEL REQUEST FORM  
The European Police Exchange Programme 2014**

Name of traveller (as appearing on passport)			
First Name:		Family Name:	
Title/Function:		Ms/Mrs/Mr:	
Nationality:		Passport Number:	
Country:		Postcode:	
Organisation:			
Full address:			
Office phone:		Mobile phone:	
Email:			
Alternate email:			

Exchange Topic:			
Host:			
Date of travel: <i>Outbound</i>		Start of programme: <i>(date and time)</i>	
Date of travel: <i>Inbound</i>		End of programme: <i>(date and time)</i>	
Host Country:			
Host Organisation:			
City/Town			

TRAVEL DETAILS			
Departure Airport: <i>Normal place of duty</i>		Arrival Airport: <i>Host Country</i>	

ACCOMODATION DETAILS	
Hotels suggested by the Host <b>Please list at least 3 hotels.</b> <i>Please specify whether one or more of those hotels have a specific agreement with the host service/police force, and include any useful reference we can quote when booking.</i> <i>If there are several cities, please indicate the exact night(s) spent in each city.</i>	





## Travel Request Form for the European Police Exchange Programme

Document number: FO.EXPR.003-4

Approval date: 17/01/2014

### DECLARATION

I take note of and accept the terms and conditions set out in the User Guide for Participants of the CEPOL European Police Exchange Programme.

In particular, I accept the conditions of travel\* and accommodation (half board) arrangements to be made by CEPOL, my responsibility to carry out the tasks expected from me and the conditions of hosting, as set out in the above-mentioned User Guide.

By signing this declaration I also accept the allocation to hosting institutions as a result of the evaluation of the applications by CEPOL which has been communicated to me in writing.

Furthermore, in case a visa is required to enter the hosting country, I declare that my visa application has been submitted in line with the timeframe defined by the visa-regulations valid in the country of residence/ country of application.

Exchangee's Signature .....

(Date) .....

\*Participants should travel on Sunday for starting the exchange activity on Monday morning; the return flight will be arranged in such a way that the exchangee leaves the premises not before lunch time; this implies flight times no earlier than 15:00hrs.

### Important:

Please forward completed form in a word AND a pdf version to [expro@cepol.europa.eu](mailto:expro@cepol.europa.eu) no later than **3 weeks** prior to the departure date. We kindly ask you **not** to fill it in by hand.

All personal data collected by the Agency are processed in accordance with the provisions of Regulation (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

<b>User Guide for Participants of the European Police Exchange Programme</b>	Document number: UG.EXPR.001-4
	Approval date: 17/01/2014

ENP / WESTERN BALKAN COUNTRIES		
No.	Country	Name
1.	Armenia	<a href="mailto:rmarandyan@mail.ru">rmarandyan@mail.ru</a>
2.	Albania	<a href="mailto:agim.prodani@asp.gov.al">agim.prodani@asp.gov.al</a>
3.	Bosnia and Herzegovina	<a href="mailto:elvir.velic@aeptm.gov.ba">elvir.velic@aeptm.gov.ba</a>
4.	Georgia	<a href="mailto:NEC-Geo@mia.gov.ge">NEC-Geo@mia.gov.ge</a> <a href="mailto:salukvadze@mia.gov.ge">salukvadze@mia.gov.ge</a>
5.	Kosovo (UNHSCR 1244)	<a href="mailto:veton.elshani@kosovopolice.com">veton.elshani@kosovopolice.com</a> <a href="mailto:ilecu@kosovopolice.com">ilecu@kosovopolice.com</a>
6.	Former Yugoslav Republic of Macedonia (FYROM)	<a href="mailto:gbacanov@gmail.com">gbacanov@gmail.com</a>
7.	Moldova	<a href="mailto:fredolin.lecari@mai.gov.md">fredolin.lecari@mai.gov.md</a>
8.	Montenegro	<a href="mailto:Jelena.tomic8@yahoo.com">Jelena.tomic8@yahoo.com</a>
9.	Serbia	<a href="mailto:igor.peric@mup.gov.rs">igor.peric@mup.gov.rs</a> <a href="mailto:jelena.stojsavljevic@mup.gov.rs">jelena.stojsavljevic@mup.gov.rs</a>
10.	Turkey	<a href="mailto:eu@egm.gov.tr">eu@egm.gov.tr</a>
11.	Ukraine	<a href="mailto:fortpian@yahoo.com">fortpian@yahoo.com</a>

## Contact list of NECs

EU MEMBER STATES		
No.	Country	E-mail
1.	Austria	<a href="mailto:sandro.frank@bmi.gv.at">sandro.frank@bmi.gv.at</a> <a href="mailto:austria.cepolf@bmi.gv.at">austria.cepolf@bmi.gv.at</a>
2.	Belgium	<a href="mailto:cepolf@police.ac.be">cepolf@police.ac.be</a>
3.	Bulgaria	<a href="mailto:expro_bulgaria@abv.bg">expro_bulgaria@abv.bg</a>
4.	Cyprus	<a href="mailto:academy.cepolf@police.gov.cy">academy.cepolf@police.gov.cy</a>
5.	Croatia	<a href="mailto:tgulan@mup.hr">tgulan@mup.hr</a>
6.	Czech Republic	<a href="mailto:lenka.sindylkova@mvcz.cz">lenka.sindylkova@mvcz.cz</a>
7.	Denmark	<a href="mailto:cepolf-denmark@politi.dk">cepolf-denmark@politi.dk</a>
8.	Estonia	<a href="mailto:elmar.nurmela@sisekaitse.ee">elmar.nurmela@sisekaitse.ee</a>
9.	Finland	<a href="mailto:cepolf.finland@poliisi.fi">cepolf.finland@poliisi.fi</a>
10.	France	<a href="mailto:nelly.rodride@interieur.gouv.fr">nelly.rodride@interieur.gouv.fr</a>
11.	Germany	<a href="mailto:rita.wirrer@ism.polizei.rlp.de">rita.wirrer@ism.polizei.rlp.de</a> <a href="mailto:volker.laib@isim.polizei.rlp.de">volker.laib@isim.polizei.rlp.de</a>
12.	Greece	<a href="mailto:polacad@otenet.gr">polacad@otenet.gr</a>
13.	Hungary	<a href="mailto:szokendi.kozima@nokitc.hu">szokendi.kozima@nokitc.hu</a>
14.	Ireland	<a href="mailto:jayne.cawley@garda.ie">jayne.cawley@garda.ie</a>
15.	Italy	<a href="mailto:gianluigi.nanni@interno.it">gianluigi.nanni@interno.it</a>
16.	Latvia	<a href="mailto:inguna.trule@vp.gov.lv">inguna.trule@vp.gov.lv</a>
17.	Lithuania	<a href="mailto:rasa.serapiniene@policija.lt">rasa.serapiniene@policija.lt</a> <a href="mailto:ignas.simonaitis@policija.lt">ignas.simonaitis@policija.lt</a>
18.	Luxemburg	<a href="mailto:cepolf@police.etat.lu">cepolf@police.etat.lu</a>
19.	Malta	<a href="mailto:mario.a.spiteri@gov.mt">mario.a.spiteri@gov.mt</a>
20.	Netherlands	<a href="mailto:cepolf.nl@politieacademie.nl">cepolf.nl@politieacademie.nl</a>
21.	Poland	<a href="mailto:piotr.grzywinski@policja.gov.pl">piotr.grzywinski@policja.gov.pl</a> <a href="mailto:michal.linda@policja.gov.pl">michal.linda@policja.gov.pl</a>
22.	Portugal	<a href="mailto:silia.gomes@pj.pt">silia.gomes@pj.pt</a>
23.	Romania	<a href="mailto:andrei.linta@politiaromana.ro">andrei.linta@politiaromana.ro</a> <a href="mailto:integrare@politiaromana.ro">integrare@politiaromana.ro</a>
24.	Slovakia	<a href="mailto:katarina.rufusova@minv.sk">katarina.rufusova@minv.sk</a>
25.	Slovenia	<a href="mailto:egidij.glavic@policija.si">egidij.glavic@policija.si</a> <a href="mailto:cepolf.slovenia@policija.si">cepolf.slovenia@policija.si</a>
26.	Spain	<a href="mailto:ses.cepolf@interior.es">ses.cepolf@interior.es</a>
27.	Sweden	<a href="mailto:cepolf@phs.police.se">cepolf@phs.police.se</a>
28.	United Kingdom	<a href="mailto:david.annets@college.pnn.police.uk">david.annets@college.pnn.police.uk</a> <a href="mailto:cepolf_uk@college.pnn.police.uk">cepolf_uk@college.pnn.police.uk</a>



## FAQ: Hosts

### *What is a Hosting Plan?*

Each host will set up a plan in cooperation with the exchange. This plan should include the learning objectives and in line with these the offered opportunities for learning and for participating in police practice or training as well as visits to colleagues and experts, all related to the specific 'Priority Topic' your exchange is dedicated to.

### *Role of the hosts*

As a host, you are a professional who has expertise in the specified 'Priority Topic' area and have been selected by your country to guide the Exchangee. You will be the primary contact person for the Exchangee in an environment which to them is mostly unknown. You will make it possible for them to meet and share information with colleagues who have the same professional competence, relevant experience and responsibilities in order to make it possible for your exchangee to reach his or her learning objectives. The Exchangee will follow your and other experts' work and will discuss best practices within the chosen topic area. If the Exchangee is a training staff member, you will also arrange for them the possibility to engage in training delivery.

You need to inform yourself thoroughly about the aims and the procedures of the Exchange Programme and to coordinate your work as a host with the NEC in your country.

### *Preparation*

The preparation phase begins after you have received the name and information of the Exchangee. It will include agreeing on the date and preparing information for and making a 'Hosting Plan' together with the Exchangee:

Please prepare an information package including general information on the country, on the legal system and the police, on any other relevant organisations, on police education / training systems, police career possibilities and any other information that is relevant. The package should be sent to the Exchangee in the beginning of the preparation period before the exchange takes place.



- Added value

Not only will you acquire a broader range of skills and knowledge on your topic, but you will have the opportunity to meet new people, make friends and explore a foreign culture and its habits. Although not required by the programme, many hosting countries included some cultural activities in their programme.

### *What does my NEC do?*

Your NEC spreads information about the programme to your unit or academy. They are responsible for the collection of nominations and making sure the selection criteria are met. The selection itself is at the discretion of your country in accordance with local selection criteria.

### *When can I go?*

You will have the opportunity to agree on the dates for your exchange period with your host in the first two weeks after you have received the information about your exchange from the CEPOL EPEP Team. However, we kindly ask you to be flexible in order to make it possible to spread the exchanges over the entire year and thus ensure good quality of the bookings and the organisation of the exchange period. Depending on how full your chosen month is, you may be asked to propose different dates.

### *What happens during the exchange?*

The host will make it possible for you to meet and share information with colleagues who have the same professional competence, relevant experience and responsibilities as you have. You will also follow their work and discuss with them best practices within the chosen topic area. For this you will be asked to define your learning objectives beforehand and discuss them with your host so they can organise your exchange period accordingly.

If you are a police training staff member, you will also have the possibility to engage in training delivery.

### *How do you prepare for the Exchange period?*

Use the time before your exchange period to learn as much as possible about the different ways of approaching the Priority Topic, and prepare any questions you might have in order to ask them during your visit. You should also study the information package you will have received from the hosts and any relevant websites. For any further questions, you can contact your host(s).

## FAQ: Exchangees

### *Where can I go?*

You may state in your Application Form (Template 2) the countries of your priority. A justification is required to be filled in the application form concerning your professional interests in a given country. However, the matching process considers your learning objectives in the first place and the possibility of a hosting country to offer an exchange to meet said objectives. Therefore you may be offered to go to a country which is not your own priority. In case you have not pointed out a specific country in your application, you will be paired with a participant who matches your professional background and learning objectives.

### *What is the profit for your organisation?*

There are several cases which prove the enhanced police cooperation between two Member States after the implementation of the exchange visits. Should you focus on current issues with another Member State; the exchange visit will be an excellent beginning for mutual actions and collaboration.

### *Why go?*

The real question is 'why not go?' You have everything to gain, from improving your knowledge and CV to acquiring an international network of new colleagues and friends.

- Improve your knowledge about the topic

You will have the opportunity to learn from the experience and practices of your colleagues from other countries as well as that of sharing your own experiences.

- Create a professional network

You will have the opportunity to be part of a newly created professional network. You will have direct personal contacts giving you the possibility to contact your colleagues any time if you have any professional questions, need for information or referral to a colleague working in another area.

- A different outlook

You will gain familiarity with different professional systems, working methods and structures. You will be able to gain understanding of policy issues in another country and identify similarities with your own. You will be surprised by the different approach and the insights that colleagues from other countries can bring. It is both challenging and highly rewarding.

- Language skills

The exchange programme is a wonderful opportunity for improving foreign language skills. Language skills are required in every profession and at all levels of business. Several decades of research into being multi-lingual (i.e. competence in several languages, rather than just one) shows that there are considerable benefits for individuals and for society as a whole.



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3. **Narrative Report (Template 6): The Narrative Report should be sent to the EPEP Team via the NEC no later than two weeks after completion of the exchange period as an exchangee.** It will be then be uploaded on the LMS by the EPEP Team. You may be asked to agree that your Narrative Report be fully or partly used for the publication made at the end of the year. CEPOL reserves the right to edit the reports before publication.
4. A feedback form is to be completed on the LMS. Feedback should be given by the Exchangee one week after completion of the exchange.

All personal data collected by the Agency are processed in accordance with the provisions of Regulation (EC) N° 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

**Important!**

All participants are obliged to sign a declaration which is a part of the **Travel Request Form** accepting the conditions for participation in the Programme. The Exchange partner respects the requirement that the support provided by CEPOL for travel and accommodation (half board) is not covered by any other grant or reimbursement from the EU budget or national budget.



### *Information for Dog Handlers*

In case you are thinking of bringing your dog with you, you will have to make arrangements and carry the costs for this yourself. CEPOL cannot carry any costs nor be held liable for any other requirements or incidents with regard to the bringing of dogs.

Please be aware of the following issues:

- Countries have different requirements for bringing a dog into another country including evidence of vaccinations etc.
- Most hotels do not accept animals in the rooms. You will have to clarify whether the hosting organisation has facilities where your dog can stay overnight.
- Different airlines have different provisions for transporting of animals, either on board or in the luggage compartment. Also costs for transportation vary.

Make sure you obtain all the relevant information on time and check whether the hosting country is prepared to receive and support you with your dog.

## **7.1 Stepping back from the Programme**

The Exchange partner may only suspend or terminate the implementation of the programme if exceptional circumstances make continuation impossible or excessively difficult, notably in the event of force majeure (*vis major*). Neither of the parties shall be held in breach of their obligations under the agreement if they are prevented from fulfilling them by force majeure.

The Exchange partner accepts the condition that CEPOL may request compensation from the sending institute to compensate for any damage sustained by CEPOL which can be attributed to any error or negligence on the Exchangee's part.

In case of a step-back, the sending country will be requested and is entitled to nominate a suitable replacement.

## **8. Documents to be submitted**

In order to ensure that all documents are submitted to the EPEP Team please take note of them as listed below.

1. **Declaration for participation** (Template 1) and **Application form** (including Europass CV) (Template 2): these documents are to be sent to the EPEP Team in accordance with the deadline stipulated in the call for nominations. **Please be advised that applications received after the deadline will not be accepted.**
2. **Cascading plan** (Template 3); **Hosting plan** (Template 4) and **Travel Request Form** (Template 5): these documents must be sent to the EPEP team no later than three weeks before the exchange period is due to begin. **Please be advised that only the full pack of these documents will be accepted in order to start the booking procedure at CEPOL.**





## SIXTH STEP: Feedback and Narrative Report

After the implementation of the exchange period as an exchangee you are requested to provide Feedback and to prepare a Narrative Report (Template 6).

Feedback is given on the electronic survey based in the LMS. It gives a clear picture of whether and to which extent the objectives of the project have been achieved; furthermore, lessons can be learned from this information for future exchange programmes.

The Narrative Report gives detailed information on how individual exchangees experienced their stay in the hosting countries; which lessons they have learned and which best practices they have managed to exchange. The aim of the Narrative Report is to make this information available for all participants in the Exchange Programme and to build up an e-learning environment for the future participants.

## SEVENTH STEP: Certification

After completion of the Programme, participants who fulfilled all their obligations and submitted full documentation as well as provided feedback in the LMS will be awarded certificates by CEPOL.

## 7. Costs

CEPOL covers the following costs for the exchange:

### ➤ *Accommodation, including breakfast and dinner*

Please note that at the hotel the accommodation, breakfast and dinner are paid for in advance by CEPOL; therefore participants should refuse any payments other than private consumptions. Should there be a matter of discussion, please ask the hotel to contact the EPEP Team or Horncastle Executive Travel Ltd. immediately.

### ➤ *International transport*

CEPOL will pay for the flight preferably from the airport that is situated closest to the sending agency to the airport that is situated closest to the hosting agency while respecting the principle of sound financial management. However, CEPOL will not cover the costs to and from the airport regardless the distance as no domestic transport is included.

As CEPOL does not provide for the lunches and domestic transport, it is expected that the sending country is covering expenses for the lunches and domestic transport for its exchangees.

Participants should be advised that CEPOL will no longer reimburse individuals by transferring money to their private bank accounts. Reimbursement will be only possible to law enforcement organisations which are registered in CEPOL's accounting system, ABAC. This means that if a vehicle from the national hosting agency is used, a check needs to be made beforehand if the agency is in the system.

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For hosting countries, a **model invitation letter** as often required for a visa can be found in template 7. It will need to be amended to specific national requirements which must be clarified beforehand.

The hosting countries are kindly invited to liaise, as early as possible after the identification of the participants, with the relevant visa issuing and border/immigration authorities (of the sending and hosting countries respectively) in order to facilitate visa issuance and entry arrangements for the visiting officers. Written communications to the relevant authorities highlighting the relevance of swift visa processing to allow participation into the European Police Exchange Programme are highly recommended.

Please be aware that timely application for a visa is your responsibility! In case your visa does not arrive on time before you start travelling due to a late application from your side, CEPOL will recover any costs for bookings already made from you. This is not valid if the reason for the delay is connected with political or other circumstances within the issuing country.

**✦ Insurance**

Please be aware that CEPOL or the hosting country take any liability in case of any event for which insurance is required. Also the flight booking does not include any travel insurance.

**FOURTH STEP: The Exchange Period**

The length of the exchange period covers 6 days / 5 nights, min. 5 working days, weekend **not** included.

In order to ensure the working days are fully used, bookings will be made in such a way that the exchangee will be able to start with the exchange on Monday morning 9:00hrs; this involves travelling on Sunday. The return flight will be arranged in such a way that the exchangee leaves the police premises not before lunch time; this implies flight times no earlier than 15:00hrs.

Implementation of the different segments of CEPOL the Exchange Programme are to be finalised by 30 November, which means all exchanges should be completed by this date.

**FIFTH STEP: Cascading**

Cascading means sharing with other colleagues the knowledge you gained during your exchange, hence, the period of cascading will follow after the exchange has taken place.

In order to fulfil the aims of the Exchange Programme, it is essential that you share your new knowledge with other colleagues after the completion of your exchange period. Therefore, you are asked to put special effort into spreading to others what you have learned. You will also need to incorporate cascading in your learning objectives and report your cascading activities to the Project Team at CEPOL.

Cascading of newly gained knowledge is one of the most important features of the Programme.

For this it will be useful to define your expectations in advance and, preferably together with your line manager, the objectives of your stay abroad, in particular what you want to learn and how you want to learn about your specific topic and the way of working in the hosting country. This will be useful when you cooperate with your hosts in preparing the **Hosting Plan (Template 4)**.

An even distribution of exchanges during the whole year is essential for good organisation of the exchanges and hence for the success of the EPEP; therefore it is possible that you may be asked to change your dates if you planned them in a particularly busy period. It is expected that all exchanges will be finished by 30 October 2014.

The dates as well as the following documents are to be submitted:

- a) **Cascading plan** (Template 3);
- b) **Hosting plan** (Template 4) and
- c) **Travel Request Form** (Template 5)

These documents must be sent by the NEC to the EPEP Team no later than three weeks before the exchange period is due to begin. Please be advised that **only the full pack of these documents will be accepted in order to start the booking procedure at CEPOL**.

- a) The **Cascading Plan** will show how you plan to share the information you gained with your colleagues and others including a timeframe. Means of cascading can be courses, articles, presentations, e-learning, discussion forums, etc. Cascading can be done within your unit / academy, in national / international courses or conferences, on the internet, etc.  
Please, also see the section on cascading below UNDER Fifth Step.
- b) The host is advised to set-up the **Hosting Plan** in cooperation with the exchangee. The plan will contain the learning objectives, the programme components, organisations and which experts the exchangee will meet. Please, refrain from using abbreviations.
- c) Note that suggestions for three hotels must be put in the **Travel Request Form** even if they might already be mentioned in the **Hosting Plan**. It is, however, not guaranteed that the suggested hotels will be booked as the EPEP Team has to consider the financial regulations regarding accommodation and meals.

#### ✚ *Visa*

Participants in the ENP WB Segment might require a **visa** to travel to or from an EU MS. The following issues are to be considered:

- ➔ The application c.q. issuing procedure may take a considerable length of time. Please ensure that your visa application has been submitted in line with the timeframe defined by the visa-regulations valid in the country of residence/country of application!
- ➔ There will be costs involved with obtaining a visa which cannot be carried by CEPOL. The sending country is expected to cover the costs of any required visa for exchangees.

It is recommended to take up contact with the relevant embassy as soon as you have received the information which country you will be going to.



## 6.4 The Different Steps

### FIRST STEP: Call for Nominations

A Call for Nominations will be sent out by CEPOL, together with this User Guide, to the National Exchange Coordinators (NECs) which will distribute the information to the national police agencies. This call may be made at different times for different segments (see above). A deadline will be given within which applications for participation in the specific EPEP segments must be received by CEPOL.

### SECOND STEP: Selection Process

For the selection process the following steps are required:

- 1) Potential exchangees **must submit** a Declaration of Participation (Template 1) and Application Form including a Europass CV (Template 2) to the NEC. Please be aware that the Declaration of Participation in Template 1 must be signed by your superior at your organisation and must then submit together with the Application form (Template 2).
- 2) The NEC will then make sure that everything is in accordance with the regulations and will send a list of candidates from your country together with the documents to the CEPOL EPEP Team within the deadline stipulated in the call for nominations. Please be advised that any applications received after the deadline will not be accepted.
- 3) The EPEP team at CEPOL will then enter into a matching process in order to find hosting countries or counterparts fitting your requirements.
- 4) After the matching process, the EPEP Team at CEPOL will inform your NEC which hosting country or counterpart has been found for you. The NEC then makes sure you receive your host's contact details so that together you can make a hosting plan and prepare for the exchange.
- 5) As soon as you have been informed about your participation, you must register on the LMS which also can be used for communicating with your partner. Your registration on the CEPOL website which gives you access to the LMS should be confirmed before the exchange takes place.

### THIRD STEP: Preparation

After having received the information about their participation in the EPEP, participants will have two weeks to take up contact with each other for three purposes:

- 1) To check whether the matching has been adequate and your counterpart will be able to meet your professional standard and learning needs;
- 2) To combine the dates of your exchanges as an exchangee and as a host;
- 3) to agree on the details for the exchange and the programme components.



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similar organisational sub-divisions at central / peripheral level and leading a certain number of Senior Police Officers<sup>3</sup>.

- The Exchange Programme for Trainers – for staff engaged as trainers for the national Police services;
- The Exchange Programme for Researchers – for researchers engaged in a project dealing with the specific issue;
- Participants from other agencies within the framework of interagency cooperation. This segment aims to facilitate exchanges where one of the participants is a senior police officer or expert from a National Police Agency, exchanging with an individual from an agency other than the Police. This requires initiatives from the NECs to contact agencies of interest, such as Customs or Border Guards, in their Member State. Note that one of the partners in the Exchange must be employed within a national police service.
- The Eastern Partnership countries within the European Neighbourhood Policy, and the Western Balkans countries and Turkey: participation will take place on the basis of the outcomes of a survey launched to the MS and the outcome of an evaluation meeting with the aforementioned countries.

Throughout all segments, participants can choose only such topics that align with the eleven CEPOL thematic areas<sup>4</sup>. Any sub-topics must range under those thematic areas and can be chosen in line with CEPOL's programme of courses and webinars. Priority shall be given to exchanges in line with the content of the Operational Action Plans in execution of the Policy Cycle 2014-2017<sup>5</sup>.

The exchange consists of the following stages:

- 1) Nomination process
- 2) Selection process
- 3) Preparation
- 4) Exchange period
- 5) Cascading activities
- 6) Feedback

<sup>3</sup> Please note that this definition is by no means prescriptive.

<sup>4</sup> CEPOL's Thematic Areas in line with its Annual Work Programme 2014 are:

1. EU Policy Cycle instruments and priorities, addressing all Operational Action Plans
2. Other organised crime
3. Counter-terrorism
4. Economic crime
5. Law enforcement techniques
6. EU cooperation
7. Management
8. Fundamental rights
9. Crime prevention
10. Learning and training
11. Research and science

<sup>5</sup> The list of priorities issued by the Council of the European Union can be found at [http://www.consilium.europa.eu/uedocs/cms\\_data/docs/pressdata/en/jha/137401.pdf](http://www.consilium.europa.eu/uedocs/cms_data/docs/pressdata/en/jha/137401.pdf)



Registration on CEPOL's website is required to join the LMS. For this you will need to complete the registration form on the CEPOL website: [www.cepola.europa.eu](http://www.cepola.europa.eu) (click "register / log in" on the top right corner). Your national e-Net manager will validate your account. If due to any reasons the e-Net manager is not able to do that, validation will be done by CEPOL. Your NEC will also provide you with a separate document explaining 'How to register' on CEPOL website in order to facilitate your registration.

For more information on CEPOL e-NET and LMS please visit CEPOL website: [www.cepola.europa.eu](http://www.cepola.europa.eu).

## 6. The Exchange

### 6.1 Definitions

The terminology used here are "exchangee" and "host". The exchangee defines the person who leaves to visit another country. The host is the person who receives the exchangee.

"Learning" implies the process of gaining new knowledge or insights either through studying but also through experiencing new things or being taught by others. This includes becoming aware of something by information or from observation.

### 6.2 Bilateral basis

The principle for the Exchange Programme is that the exchange should be done on bilateral basis. Each sending country also functions as a hosting country, i.e. each exchangee goes to one country and is also expected to host the colleague from the country s/he visited. Each exchange is organised around one specific topic. Regarding the opening of the programme for the ENP countries, including the Eastern Partnership countries, and the Western Balkans countries, including Turkey, there is a possibility for the MS to choose to engage in a mutual exchange or only to host a participant from the afore-mentioned states.

Moreover, as not all countries have the same amount of exchangees and the topics may not be the same, it can happen that some hosts may receive more than one other exchangee. Please note that the application form contains a possibility to indicate how many exchangees you can host, and whether one at a time or as a group.

### 6.3 Segments and Topics

The Exchange Programme is divided into the following segments:

- General Exchange Programme – for Senior Police Officers and Experts at the National Police Service;
- The Senior Police Leaders Exchange Programme – for staff defined by the MS as Senior Police Leaders within the National Police Service, e.g. Heads of Units / Departments or

## 4. Conditions for participation

Each country is entitled to a maximum number of exchanges for their police staff to be defined each year depending on the available funds. They can nominate more candidates than the maximum number who will then be put on a reserve list. The candidates on the reserve list will be given the opportunity to participate only if there are vacancies, e.g. if some countries do not use all their full allotment or if more funds are available due to exchange costs lower than anticipated. If vacancies arise, priority will be given to 1) bilateral exchanges and 2) topics in line with the Policy Cycle OAPs.

Candidates can be nominated if they

- have a reasonable level of English (at least level B1<sup>2</sup>) which enables them to communicate with colleagues about policing;
- have a minimum of three (3) years of work experience and expertise in the defined specialised 'Priority Topic' area;
- have not participated in the European Police Exchange Programme during the last three years;
- have a need and readiness for individual learning;
- have the ability and willingness to cascade newly gained knowledge both on a European and on a national level.

### *Language*

The main language is English, however, for an exchange it is possible to use other languages, such as French, German, Spanish, Italian, Russian as well as Scandinavian languages etc. This is subject to agreement between the exchange partners who both must have an adequate level in order for an effective exchange to take place. Therefore it is important to indicate in the application form which languages the exchangee can use.

All documentation and the feedback will have to be completed in English.

## 5. Use of Learning Management System

The Learning Management System (LMS) is an internet tool created to assist all the exchanges / hosts in their communication with each other and the Exchange Programme Project Team. For the purposes of the implementation of the Exchange Programmes a special platform is set up every year (Exchange Programme Platform).

The Platform provides reports by the participants from the previous year(s) on specific exchange topics and good practices in the hosting countries; training materials from the EU agencies for Police and Judicial Cooperation as well as e-lessons on specific topics. All surveys necessary for the implementation of the programme are also done using the LMS. Furthermore participants are given the chance to exchange their experience and ask questions on the forums.

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<sup>2</sup> European Language Pass: <http://europass.cedefop.europa.eu/en/home>





### 3. About the European Police Exchange Programme

CEPOL European Police Exchange Programme was set up in accordance with the Hague Programme (2004), followed by the Stockholm Programme<sup>1</sup> as adopted by the Member States in 2009. The latter as well as the Council Conclusions on 26 April 2010 invited CEPOL to develop and conduct an Erasmus-style Exchange Programme for police officers.

The aim of the Programme is to promote mutual trust between training staff and senior police officers, resulting in the support and development of a European dimension to the police cooperation and training. It provides the participants with the opportunity to create a network of colleagues and familiarise themselves with the working methods of other countries.

The Programme has been running since 2007 and is constantly developing. It currently offers exchanges for different categories of law enforcement staff, and, if possible, study visits to EU agencies (not in 2014).

#### 3.1 Coordination and Communications

The European Police Exchange Programme is coordinated by a project team at CEPOL. A National Exchange Coordinator (NEC) is appointed in each country. The NEC is responsible for facilitating and coordinating the sending and hosting of exchangees, as well as contacts between the exchangees and the hosts. The NEC also acts as the communication link with CEPOL.

**All documents mentioned here are to be sent via the NEC. Documents sent individually will not be accepted.**

#### 3.2 Target Group

The programme is a bilateral exchange of senior police officers and experts, senior police leaders, police trainers, researchers and participants within the frame of interagency cooperation of the EU and candidate countries, as well as European Neighbourhood Policy Countries including Eastern Partnership countries as well as the Western Balkan states and Turkey.

The topics to choose from follow the CEPOL priorities as determined by the Governing Board in light of the Home Affairs policies of the EU.

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<sup>1</sup> As stipulated in the Stockholm Programme, Par. 1.2.6, p. C 115/7:  
<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2010:115:0001:0038:en:PDF>



## 2. About CEPOL

CEPOL, the European Police College, is the European Agency tasked with organising training for senior police officers in the Member States of the European Union (EU). It began operating in 2001 and became an agency of the European Union on 1 January 2006 (Council Decision 2005/681/JHA).

The acronym CEPOL is French and stands for Collège Européen de Police – European Police College. It is headed by Director Dr Ferenc Bánfi, and is based in Bramshill in the United Kingdom.

CEPOL's mission is to contribute to European police cooperation through learning to the benefit of European citizens.

Its aim is to bring together senior police officers across Europe to encourage cross-border cooperation in the fight against crime and maintenance of public security and law and order. More specifically its tasks are:

- contribute to combating cross-border crime through specialist training; disseminate best practice and research findings;
- facilitate exchanges and secondments between police forces;
- provide training for trainers;
- develop Common Curricula for the harmonisation of training programmes;
- provide training for police authorities in candidate countries; and
- provide an electronic network for sharing knowledge and best practice.

The Agency cooperates with a wide range of partners, including other European agencies such as Europol, Frontex, OLAF, EMCDDA, FRA and International Organisations such as Interpol. CEPOL stipulates working arrangements with non-EU countries, in particular the Candidate, Potential Candidate and Eastern Partnership countries, and has built relationships with other partners of the EU.

For further information, please visit the CEPOL website at: <http://www.cepola.europa.eu>



## 1. Introduction

This document provides guidelines for participation in the CEPOL European Police Exchange Programme (hereinafter EPEP or Programme). It aims to assist exchangees, hosts and participants in the context of study visits and exchanges as well as the National Exchange Coordinator (NEC).

### 1.1 Objectives of the Exchange Programme

The Exchange Programme's objectives are the following:

- To promote mobility and allow the exchange of police and other law enforcement officials, in the framework of practice-related training programmes;
- To establish a common and shared practical knowledge in different police fields;
- To disseminate and share, at the EU level, good policing practice;
- To contribute to the creation of a European law enforcement culture;
- To encourage mutual learning and networking in the framework of European police cooperation.



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**USER GUIDE FOR  
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POLICE EXCHANGE PROGRAMME  
Inspired by Erasmus**

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