

Handbook for participants 2012



**CEPOL European Police Exchange Programme 2012
(Inspired by Erasmus)**

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Introduction

This document provides general information about the CEPOL European Police Exchange Programme 2012 (hereinafter Programme) being implemented in 2012.

It is of interest and support to everyone who is involved in the Programme and more specifically the exchangees and hosts. General information and the background of the Programme are briefly described to give the reader an overview of the objectives, structure and activities which found the basis of his/her participation.

This is followed by the guidelines for the exchangees and hosts. Although divided into different topics these parts should be read as a whole, as they are inter-connected and complement each other giving insight into the role of the exchangee and the host.

The Programme is interlinked with the other CEPOL activities as a part of the CEPOL Annual Programme 2012/2013. Participants in the Exchange Programme may also take advantage of using CEPOL's e-Net services for the purpose of education, experience and knowledge exchange.

About CEPOL

Contributing to European police cooperation through learning

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). CEPOL brings 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.

CEPOL began operating in 2001 and became an Agency of the European Union on 1 January 2006 (it was established following Council Decision 2005/681/JHA of 20 September 2005). CEPOL has an annual budget of EUR 8 451 000 for 2012 and is funded by the European Communities.

CEPOL particularly focuses on: combating cross-border crime through specialist training; disseminating best practice and research findings; facilitating exchanges and secondments between police forces; providing training for trainers; developing common curricula to harmonise training programmes; providing training for police authorities in candidate countries; and providing an electronic network for sharing knowledge and best practice.

The Agency cooperates with a wide range of partners, including other law enforcement agencies such as Europol, Frontex, OLAF, FRA and Interpol. CEPOL has working agreements with non-EU countries (Norway, Iceland, Switzerland, Turkey and Croatia) and has built relationships with other non-EU countries and different universities and research institutes.

CEPOL, headed by Director Ferenc Banfi, is based in Bramshill in the United Kingdom. The Agency provides the network with administrative, budgetary and logistical support. The staff members carry out the day-to-day work within two departments: Learning, Science, Research & Development Department and Corporate Services Department.

The acronym CEPOL is French and stands for Collège Européen de Police — European Police College.

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

About European Police Exchange Programme

CEPOL Exchange Programme is a bilateral exchange of senior police officers, experts, police trainers and commanders from Member States of the European Union. 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 with the working methods of other EU countries.

The Programme was set up in accordance with the Hague Programme (2004), followed by the Stockholm Programme adopted by the Member States in 2009. The Hague and Stockholm Programmes aim at strengthening freedom, security and justice and emphasise the importance of developing systematic exchange programmes for police cooperation and training by the European Commission in close cooperation with CEPOL.

Facts and figures

Year	Participating Countries	Number of participants	Financed by
2007/2008	22 EU MS	107	European Commission's Directorate General for Justice, Freedom and Security in the framework of the AGIS Programme
2009/2010	24 EU MS	133	European Commission in the framework of Prevention of and Fight against Crime (ISEC) Programme
2011	26 EU MS	292	CEPOL

Objectives of the Exchange Programme

The Exchange Programme's objectives are the following:

- To promote mobility and allow the exchange of police officials, in the framework of practical training programmes.
- To establish a common and shared practical knowledge in different police fields.
- To disseminate and share, at the EU level, police good practices.
- To contribute to the creation of the European police identity.
- To encourage mutual learning and networking in the frame of a common European police cooperation

Activities and Topics for 2012

The programme is aimed at organising exchanges on the topics prioritised by the Stockholm Programme. A main topic for 2012 will be 'Trafficking in Human Beings'. Topics of the first three exchange programmes are also included. Additionally, countries may suggest other relevant exchange topics, as long as a country can be found which offers an exchange on that specific topic.

The programme would involve:

- General Exchange Programme (Senior Police Officers and Training Staff)
- Exchange Programme for Commanders
- Study Visits at the EU Agencies for Police and Judicial Cooperation.

Topics:

Police officers and Scientific and Research Experts

- Main Topic: Trafficking in Human Beings
- Community Policing and Prevention of Radicalisation
- Financial Crime
- Managing Major Events
- International Information Exchange
- Forensic
- Crime Prevention
- Drug Trafficking / Synthetic Drugs
- Counter Terrorism
- Human Rights
- Organised Crime
- Cybercrime
- Illegal Immigration – *New topic*
- Container Shipments – *New topic*
- Mobile Organized Crime Groups – *New topic*
- Network for Fugitive Active Search Teams – *New topic*

Senior teaching staff and educational programme developers

- Police Training and Education Systems
- Civilian Crisis Management
- Distant Learning
- Learning Environment

Topics for Commanders:

- Management and Leadership
- Police ethics
- Public Private Partnerships (public and private security sector)

Study Visits will be organised at Europol, OLAF, EMCDDA, Frontex and FRA. Calls for nomination would be sent separately.

Programme structure

The exchange is bilateral, and each sending country also functions as a hosting country. Each country can send as many participants as necessary and which thereafter have become matched with a corresponding participant in another country.

Those taking part must:

- Speak at least one foreign language to allow the exchange to be effective;
- Have minimum 3 years of work experience and expertise in the defined specialised 'Priority Topic' area;
- 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.

The exchange period includes selection, preparation period, one exchange period and cascading activities.

Each exchangee goes to one country and is also expected to be the host of the colleague from the country he/she visited. Each exchange is organised around one specific 'Topic'. One of the most important features is the cascading of newly gained knowledge after the exchange periods.

Exchange period

The segments of the Exchange Programme 2012 are planned to be implemented from 1 March to 30 November. The maximum length of an exchange for senior police officers and trainers is 13 days/12 nights. The length of the period could be reduced to minimum 5 working days according to the professional commitments of the participants, in case both parties agree on that.

In order to intensify mutual learning, the exchanges will take place as much as possible on a one-to-one basis. This means that an exchangee will go to a hosting country and in return will receive the exchangee from that same country.

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

Management and coordination

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 tutors. The NEC also acts as the communication link with CEPOL.

Language

The main language is English. However, received feedback has shown that it has also been possible to use some other languages, such as French, German, Spanish, Italian, Russian, etc. This is subject to agreement between the exchangees. Naturally both exchange partners need to have a sufficient level of language skills so that they can communicate adequately. Therefore it is important to indicate in the application form which languages the exchangee can use for communication.

Please note: The hosting plans, feedback forms and cascading plans will still have to be completed in English.

Costs

CEPOL pays flights and accommodation, including breakfast and dinner.

Costs for exchangees travel (except domestic); accommodation, including breakfast and dinner, are covered by the CEPOL budget. CEPOL will pay for the flight preferably from the airport that is situated at closest to the address of the exchange with respect to the principle of the sound financial management. However, CEPOL will not cover the cost to and from the airport regardless the distance. Please note that at the hotel room breakfast and dinner are prepaid, therefore the participant should refuse any payments (e.g. deposit) and ask the hotel to contact the ExPro Team or the Executive Travel immediately.

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

Certification

After completion of the programme all participants will be awarded certificates by CEPOL.

Conditions for participation

Each participant at the Exchange Programme 2012 should be aware that a Declaration for participation (Template 1), signed by his/her superiors at the police organisation, should be submitted together with the Application form (Template 2).

All participants are obliged to sign a declaration which is a part of the Travel Request Form (Template 4), 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.

The Exchange Partner may only suspend or terminate the implementation of the programme if exceptional circumstances make this 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 make good any damage sustained by CEPOL which is attributable to error or negligence on the Exchangee's part.

Reimbursement procedure

Participants should be advised that CEPOL will no longer reimburse individuals (police officers) on their private bank accounts. Reimbursement will be only possible for Law-enforcement Organisations which are registered in the accounting system.

Documents to be submitted

All documents should be submitted to the ExPro team via your NEC. Documents sent individually will not be accepted and regarded as invalid.

1. **Declaration for participation** (Template 1) and **Application form** (Europass CV, attached to it) (Template 2) should be sent to the ExPro team in accordance with the deadline pointed out in the call for nomination. **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) should be sent to the ExPro team not 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.**
3. **Narrative Report** (Template 6) is uploaded on the Exchange Programme Platform 2012 by the participant. NECs should also receive a copy of the report for keeping a track of their own filing systems and double check of the information provided. **The Narrative Report should be uploaded on the platform not later than a week after the completion of the exchange period as an exchangee.**

Guidelines for exchangees

Where can I go?

With 27 EU countries and Agencies for Police and Judicial Cooperation (CEPOL, Europol, Frontex and FRA), participating in the programme, you may state in your Application Form (Template 2) the countries or agency of your priority. A justification is required to be filled in the application concerning your professional interests in a given country or agency. 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 or need for information.

- 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'll 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.

- 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.

How is the Programme organised in the Member States?

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.

Your NEC sends a list of candidates from your country to the Project Team at CEPOL which finds hosting countries or counterparts fitting your requirements.

After the “matching process”, the Project Team at CEPOL will inform your NEC which hosting country or counterpart has been found for you. The NEC should also provide you with some guidelines for a cascading plan.

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.

What happens during the exchange?

When you are abroad, your host will be a ‘Tutor’.

A “Tutor” is a person who has been selected by the hosting country and has expertise in the same field. They 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. You will also follow their work and discuss with them best practices within the chosen topic area.

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

What is cascading?

Cascading means sharing with other colleagues the knowledge you gained during your exchange.

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 also report your cascading activities to the Project Team at CEPOL.

Cascading Plan

You will be asked to draft a 'Cascading Plan' (Template 3) before the exchanges.

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.

Important:

The Cascading Plan should be sent to the ExPro Team together with your Travel Request Form (Template 5) and Hosting Plan (Template 4) not later than three weeks before the exchange is due to begin.

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 (tutors) and any relevant websites. For any further questions, you can contact your host(s).

Define your expectations in advance and – preferably with your line manager – the objectives of your stay abroad, in particular what you want to learn and how you want to learn it. This will be useful when you cooperate with your hosts (tutors) in preparing the Hosting Plan (Template 3).

Guidelines for hosts (tutors)

What is a Hosting Plan?

Each host (tutor) will require your cooperation in order to set up a plan for your stay, based on your objectives. This plan will include opportunities for learning and for participating in police practice or training as well as visits to colleagues and experts. Together, you can discuss whether and when you would like to have the chance to deliver training yourself.

Important:

The Hosting Plan (Template 4) should be sent to the ExPro Team together with your Travel Request Form (Template 5) and Cascading Plan (Template 3) not later than three weeks before the exchange is due to begin.

Role of the hosts (tutors)

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. 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 tutor 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 preparing information for and making a 'Hosting Plan' together with the exchangee:

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.

You are advised to set-up the 'Hosting Plan' in cooperation with the exchangee. The plan will include organisations and experts the exchangee will meet, which conditions will be offered in the hosting country (host (tutor), languages, expertise and requirements, planning for the weekend and cultural and leisure activities).

What needs to be reported?

Feedback and Narrative Report

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

The Feedback is an electronic survey based on the 'Exchange Programme Platform 2012' as a part of the CEPOL Learning Management System (LMS). It gives a clear picture of whether and to what extent the objectives of the project have been achieved; furthermore, lessons can be learned from this information for future exchange programmes.

Important:

The Feedback is obligatory and should be provided not later than a week after the completion of your exchange period.

The Narrative Report gives detailed information on how individual exchangees experienced their stay in the hosting countries; what lessons they have learned and 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 in the programme.

Important:

The Narrative Report is obligatory and should be uploaded on the 'Exchange Programme Platform 2012' not later than a week after the completion of your exchange period.

Use of Learning Management System

The Learning Management System (LMS) is the Internet tool created to assist all the exchangees/hosts (tutors) in communication with each other and 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 2012.

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

Registration on CEPOL website is required to join the LMS. This is easily done. You only need to fill the registration form on the CEPOL website: www.cepola.europa.eu. Your national e-Net manager will validate your account. If due to any reasons the e-Net manager will not be able to do that, validation will be done by CEPOL. Your NEC will also provide you with a separate document - 'How to register' on CEPOL website to facilitate your registration. **Getting access to the LMS should be acquired before the exchange takes place.**

For more information on CEPOL e-NET and LMS please visit CEPOL website: www.cepola.europa.eu.

Exchange Programme Publication 2012

CEPOL will come up with a publication at the end of the Exchange Programme 2012, presenting the evaluation of the programme as well as the best police practices and experiences shared within the participant narrative reports.

Exchange Programme Evaluation Meeting 2012

An evaluation meeting will be held at the beginning of December 2012 to present the results of the Exchange Programme 2012. NECs and a selection of participants will be invited additionally to take part in the event.

Templates

DECLARATION**On participation in the CEPOL European Police Exchange Programme 2012**

I, the undersigned representative of Exchange Partner

.....

.....

(name of the institution), hereby declare to have taken note of and accepted the terms and conditions set out in the Handbook for Participants 2012 on the CEPOL European Police Exchange Programme.

In particular, I accept the conditions of travel and accommodation (half board) arrangements to be made by CEPOL, the responsibility of the employer of the Exchangees to carry out the actions expected from them and the conditions of hosting, as set out in the above-mentioned Handbook.

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

For the Exchange Partner

Surname, first name:

.....

Signature

Done at

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 to you National Exchange Coordinator (NEC).

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:	

2. EXCHANGE PREFERENCES

⇒ *Please be so kind to indicate your preferred topic. Also indicate an alternative in case it is not possible to find a hosting country on your preferred topic.*

(SENIOR) POLICE OFFICERS

PREFERRED EXCHANGE TOPIC

- ☐ Main topic: Trafficking in Human Beings
- ☐ Community Policing and Prevention of Radicalisation
- ☐ Financial Crime
- ☐ Managing Major Events
- ☐ International Information Exchange
- ☐ Forensic
- ☐ Crime Prevention
- ☐ Drug Trafficking
- ☐ Counter Terrorism
- ☐ Human Rights
- ☐ Organised Crime
- ☐ Cybercrime
- ☐ Illegal Immigration
- ☐ Synthetic Drugs
- ☐ Container Shipments
- ☐ Mobile Organized Crime Groups
- ☐ Network for Fugitive Active Search Teams (ENFAST)
- ☐

MEMBERS OF TRAINING STAFF

PRIORITY TOPIC

- ☐ Police Training and Education Systems
- ☐ Civilian Crisis Management
- ☐ Distant Learning
- ☐ Learning Environment
- ☐

COMMANDERS	PREFERRED EXCHANGE TOPIC <input type="checkbox"/> Management and Leadership <input type="checkbox"/> Police ethics <input type="checkbox"/> Public Private Partnerships (public and private security sector)
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3. COUNTRIES/AGENCIES

☐ Any EU country

- ⇒ *Please only specify countries/agencies, if there is a professional reason to justify your special interest for it.*
- ⇒ *Please be aware that you can indicate your preferred exchange partner. However, matching will be done by the CEPOL in accordance with the available offers.*

Preferred Partner Countries

1.		3.	
2.		4.	

Preferred EU Agencies

1.		3.	
2.		4.	

Justification for interest in special countries / agencies

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:

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



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

	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
competences

Replace this text by a description of these competences and indicate 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. /

Template 3

CASCADING PLAN
<i>Date:</i>
PERSONAL INFORMATION
<i>Name:</i>
<i>Country:</i>
<i>Organisation:</i>
EXCHANGE DETAILS
<i>Priority Topic:</i>
<i>Hosting country:</i>
<i>Name of the Tutor:</i>
<i>Exchange Period (dates):</i>
CASCADING DETAILS
<i>Type of activity:</i>
<i>Date:</i>
<i>Location:</i>
<i>Duration:</i>
<i>Target group:</i>
<i>Number of persons to be reached:</i>
<i>Methods of delivery:</i>
<i>Aim:</i>
<i>Objectives:</i>
<i>Content:</i>

Template 4

HOSTING PLAN

Date:

PERSONAL INFORMATION

EXCHANGE

Name:

Country:

PERSONAL INFORMATION

HOST

Name:

Country:

EXCHANGE DETAILS

Exchange period

(exact dates for maximum 13 days and 12 nights):

Priority Topic:

Hosting organisation:

OBJECTIVES OF THE EXCHANGE

Objectives defined by the Exchangee:

- 1.
- 2.
- 3.
- 4.
- 5.

Expectations defined by the Exchangee

- 1.
- 2.
- 3.
- 4.

SPECIAL WISHES OF THE EXCHANGE

- 1.
- 2.
- 3.

DRAFT PROGRAMME

<i>Date</i>	<i>Activity</i>	<i>Visited organisation</i>	<i>Name of Experts</i>

TRAVEL REQUEST FORM

Exchange Programme 2012

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:			

Priority Topic:			
Tutor:			
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>	
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ACCOMODATION DETAILS

Hotels suggested by the Host (min. 2) <i>If there are several cities, please indicate the exact night(s) spent in each city.</i>	
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DECLARATION

I take note of and accept the terms and conditions set out in the Handbook for Participants 2012 on 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 actions expected from them and the conditions of hosting, as set out in the above-mentioned Handbook.

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

Exchangee's Signature

(Date)

Important:

Please forward completed form to expro@cepol.europa.eu no later than **3 weeks** prior to the departure date.

Narrative report

(Provided on the LMS)

Participant	
Sending country	
Hosting country	
Tutor	
Preferred topic	

1. Provide short information on where your visit took place (country and law enforcement agency)

--

2. Outline some positive outcomes of what you learned or gained as an experience

--

3. If feasible, share some of the best practices exchanged during the visit.

--

4. Please, summarise your personal overview of the whole exchange visit.

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Contact list NECs

	<i>Country</i>	<i>Name</i>
1.	Austria	Gerhard.Haberler@bmi.gv.at
2.	Belgium	cepol@police.ac.be
3.	Bulgaria	cepol_bulgaria@abv.bg
4.	Cyprus	academy.cepol@police.gov.cy
5.	Czech Republic	lenka.sindylkova@mvcz.cz
6.	Denmark	udd-cepol@politi.dk ; cepol-denmark@politi.dk
7.	Estonia	elmar.nurmela@sisekaitse.ee
8.	Finland	cepol-finland@poliisi.fi
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