



**ISO 9001:2015
Certified Management System for
CEPOL Exchange Programme**

USER GUIDE FOR THE CEPOL EXCHANGE PROGRAMME 2023

Inspired by Erasmus

UG.EXPR.001-12

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1. Introduction

This document provides guidelines for participation in the CEPOL Exchange Programme (hereinafter CEP or Programme). It aims to assist exchangees, hosts, as well as the National Exchange Coordinators (NECs) and Single Point of Contacts (SPOC) in the context of exchanges. Participation in the programme is available for applicants of EU Member States¹, and those non EU Member States the CEPOL Executive Director has decided to include in the Programme.

2. About CEPOL

CEPOL, the European Union Agency for Law Enforcement Training, is tasked with organising training for law enforcement officials in the Member States of the European Union (EU). It began operating in 2001 and provided training for senior police officers and experts, and in 2016 expanded its mandate to all law enforcement officials of all ranks (EU Regulation 2015/2219 of the European Parliament and the Council).

The aim of CEPOL is to support, develop, implement and coordinate training for law enforcement officials in particular in the areas of prevention of and fight against serious and organised crime, terrorism, public order including training in law enforcement leadership and language skills.

More specifically elements of its tasks are to:

- Develop, implement and coordinate law enforcement training addressing specific criminal or policing thematic areas;
- Facilitate exchanges, study visits and secondments for law enforcement officials;
- Raise awareness on Union bodies in particular Europol, Eurojust and Frontex;
- Train the trainers and assist in improving exchanging best learning practice;
- Develop common curricula on specific subjects with a Union dimension;
- Support web-based e-learning and other innovative and advanced training activities through an electronic network;
- Support Union missions and capacity building in third countries.

The Agency cooperates with a wide range of partners, including other European Union agencies such as EUAA, EIGE, EMCDDA, eu-LISA, Eurojust, Europol, FRA and Frontex, other partners like EJTN and OLAF together with international organisations such as Interpol. CEPOL stipulates working arrangements with countries, in particular the candidate, potential candidate and neighbourhood partnership countries.

In reference to CEPOL's mandate (EU Regulation 2015/2219 of the European Parliament and the Council, Article 2 (1) (a) (b)), law enforcement officials means staff of police, customs and other relevant services, as defined by individual Member States, that are responsible for, and staff of Union bodies that have tasks relating to, the following:

- (a) the prevention of and fight against serious crime affecting two or more Member States, terrorism and forms of crime that affect a common interest covered by a Union policy; or
- (b) crisis management and public order, in particular international policing of major events.

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

¹ In line with the preamble (25) (26) of the EU Regulation 2015/2219 of the European Parliament and the Council, participation of Denmark in the Exchange Programme is not funded by CEPOL.

3. About the CEPOL Exchange Programme

The CEPOL Exchange Programme was originally set up in accordance with the Hague Programme (2004), followed by the Stockholm Programme² 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 CEPOL Exchange Programme fulfils CEPOL's mission to contribute to European law enforcement cooperation through learning to the benefit of European citizens through the following objectives:

- apply knowledge relevant to the exchangee's field of expertise in a multicultural environment within the framework of a practice-related training programme;
- disseminate and share good practice at European level;
- contribute to the creation of a European law enforcement culture;
- obtain and promote mutual learning and networking.

The CEPOL Exchange Programme is a CEPOL flagship activity started already in 2007, at that time financed via first AGIS then ISEC. Following Council Conclusions in 2010, CEPOL took over the financial section from its own budget allocations ensuring a smoother and more efficient administration of the programme.

During the years multiple changes were introduced to better tailor the training needs of European law enforcement authorities towards the challenges they face. In 2016 the target group of the Exchange Programme was extended to all law enforcement authorities by the new mandate of CEPOL. In accordance with the new regulation not only police but customs and tax authorities, border guard agencies as well as prosecutors enforcing the law can benefit from this training tool.

The Erasmus-style method is a learning activity, which provides exchangees the opportunity to create a network of colleagues and familiarise themselves with the working methods of other countries by exchanging experiences and sharing expertise. On a longer term it contributes to build trust and to establish a more efficient cooperation amongst not only the EU Member States but all other involved countries, that fits well with the aspirations of the new EU Security Union Strategy. The Strategy focuses on three priority areas: fighting organised crime and human trafficking, countering terrorism and radicalisation, and fighting cybercrime. It aims to build the tools, infrastructure and environment at EU level in which national authorities can work together effectively to tackle shared challenges. Within the Strategy there is a particular role for enhanced skills in law enforcement. The current and new technological threats calls for more investment in upskilling law enforcement personnel at the earliest stage and throughout their career, where the CEPOL Exchange Programme can contribute effectively and continue assisting Member States in this task.

In order to enhance inter-agency collaboration, as of 2020 CEPOL-EJTN joint exchanges are to be implemented in the area of judicial cooperation with interested officials. Law enforcement participants are funded by CEPOL while judiciary participants (non-law enforcement) are funded by EJTN.

CEPOL is also responsible for the implementation of various EU funded projects – coordinated by the International Cooperation Unit (ICU) - that also integrate exchanges in their learning portfolio. Such CEPOL ICU projects implemented exchanges are also regulated via this User Guide and include 3 projects: CT INFLOW, EUROMED Police and TOPCOP.

² 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>

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The overall objective of CT INFLOW project is to contribute to preventing and disrupting terrorist networks and the activities of recruiters to terrorism, cut off terrorist funding and bring terrorists to justice while continuing to respect human rights and international law, while supporting partner countries in Africa and the Middle East as well as international organisations to improve best practices for the exchange of information, cross-border investigations and prosecutions, in particular of foreign terrorist fighters and individuals suspected of planning or carrying out terrorist offences.

The overall objective of the European Union funded EUROMED Police action shall be to contribute to enhancing institutional capacity to protect EU neighbours' citizens against transnational serious and organized crime. The specific objectives are to enhance the operational capacities of the South Partner Countries (SPC), to fight serious and organized crime, and to strengthen strategic cooperation between national law enforcement authorities in SPC, as well as between SPC and EU MS and EU agencies.

The overall objective of the TOPCOP project shall be to improve effectiveness in fighting transnational organised crime in priority crime areas by strengthen strategic and operational cooperation between law enforcement authorities in the EaP countries, EU MS and EU agencies and build the capacity of relevant law enforcement services of the partner countries to fight against organised and serious international crime.

3.1 Coordination and Communication

The CEPOL Exchange Programme is coordinated by a team at CEPOL. A National Exchange Coordinator (NEC) or Single Point of Contact (SPOC) – in the context of ICU beneficiary countries - is appointed in each country. The NEC or SPOC is responsible for facilitating and coordinating the sending and hosting of exchangees, as well as contacts between the exchangees and the hosts. The NEC or SPOC also acts as the communication link with CEPOL.

All documents mentioned in this User Guide are subject to be reviewed and approved first by the NEC then by the CEPOL Exchange Team or respectively by the NEC or by the SPOC then by the CEPOL ICU Project Teams in the context of Project led exchanges. Documents sent individually or not via the hereby regulated route will not be accepted.

Note: it is participants responsibility to follow the national procedure for approval before the documents are submitted to NEC or SPOC.

3.2 Target Group

The programme is a bilateral exchange of law enforcement officials³ consisting of experts, leaders, trainers and researchers.

3.2.1. General Exchange Programme, pilot CEPOL Tutoring Exchange Programme and CEPOL-EJTN Joint Exchange Programme

In the above Exchange Programmes the following countries are funded by CEPOL: Member States of the European Union⁴, Western Balkan Countries and Turkey. Associated countries such as Iceland, Lichtenstein, Norway and Switzerland can take part in the programme on their own cost.

3.2.2. CEPOL ICU Exchange Programme

The CEPOL ICU Exchange Programme is a bilateral exchange of law enforcement officials, prosecutors, tax and customs officials, Financial Investigation Unit (FIU) officials and judiciary officials on topics related to the respective projects.

³ with reference to Article 2 of the EU Regulation 2015/2219 of the European Parliament and of the Council

⁴ with reference to the preamble (25) (26) of the EU Regulation 2015/2219 of the European Parliament and the Council, Denmark can take part in the programme on their own cost

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All EU Member States and the Associated Countries⁵ can nominate participants for the CEPOL ICU Exchange Programme.

With reference to the preamble (25) (26) of the EU Regulation 2015/2219 of the European Parliament and the Council, Denmark as well as Norway, Iceland and Lichtenstein can take part in the programme on their own cost.

In the CT INFLOW project (Counter-Terrorism Information Exchange and Criminal Justice Responses) the following countries are funded by the European Union: Algeria, Jordan, Lebanon, Morocco, Tunisia, and organisations such as AFRIPOL, League of Arab States and African Union;

In the EUROMED Police project the following countries are funded by the European Union: Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine Authority, Tunisia, and organisations such as AFRIPOL and League of Arab States;

In the TOPCOP (Training and Operational Partnership Against Organised Crime) project the following countries are funded by the European Union: Armenia, Azerbaijan, Georgia, Moldova, Ukraine (and Belarus: currently on hold).

4. Conditions for participation

CEPOL does not determine a maximum number of applications per country for the CEPOL Exchange Programme, however a fair distribution of nominations in line with budget availability will be ensured by the CEPOL Exchange Team and the respective CEPOL ICU Project Teams, giving priority to 1) thematic areas in line with the EMPACT Policy Cycle OAPs, 2) thematic areas prioritised at European level and 3) national/regional operational priorities. CEPOL together with EJTN will select those that belong under judicial cooperation. Exchangees belonging to ICU projects will be selected by the respective Project Teams. Beyond that, countries are encouraged to nominate **pre-matched exchanges** identified on the basis of above said priorities.

Candidates can be nominated if they:

- have a reasonable level of English (at least level B2⁶) which enables them to communicate with CEPOL (submitting all the necessary documentation) and colleagues about enforcing the law on the selected topic;
- have a minimum of three (3) years of work experience and expertise in the defined specialised thematic area;
 - exception from this requirement is the pilot CEPOL Tutoring Exchange Programme where the following requirement applies: have a minimum of three (3) years of work experience in law enforcement for Awareness level nominees and minimum 5 years of work experience in the specific field for tutor (Advanced Practitioner or Expert level);
- have not participated in the Exchange Programme during the last three years preceding the launch;
- have a need and readiness for individual learning;
- have the ability and willingness to cascade newly gained knowledge both on a European/International and on a national level.

Language

The main language is English, however, for an exchange it is possible to use other languages, including, but not limited to French, German, Spanish, Italian, Russian, Scandinavian languages as well as Turkish or Arabic etc. This is subject to agreement between the exchange partners, who both must have an adequate level of their chosen language 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.

However, all documentation and the feedback must be completed and communicated to CEPOL in English.

⁵ Iceland, Lichtenstein, Norway, Switzerland

⁶ European Language Pass: <http://europass.cedefop.europa.eu/en/home>

5. Use of the eLearning platform, LEEd

CEPOL's novel eLearning platform, LEEd (Law Enforcement Education) is an online training system aimed at enhancing the online learning experience of users. Within this platform, the CEPOL Exchange Programme provides opportunity to the exchangees and their hosts to facilitate their communication with each other and with the CEPOL Exchange Programme Team and the respective CEPOL ICU Project Teams. The platform provides different training materials from CEPOL and other partners, such as webinars, online modules, e-lessons and other online training materials such as e-books and e-journals on specific topics.

The LEEd is available for EU MS and those countries with whom CEPOL has a working arrangement. CT INFLOW, EUROMED Police and TOPCOP projects' beneficiary countries will also be able to access the LEEd platform and access project-related materials (courses, webinars etc) through the Multitenancy LEEd platform.

For the purposes of the implementation of the Exchange Programme a special platform is set up every year (Exchange Programme platform) on LEEd. Users can find there all the necessary templates of the Exchange Programme as well as useful information and instructions in relation to the different stages of the programme. Furthermore, exchangees are given the chance to exchange their experience and ask questions via various forums.

All surveys necessary for the implementation of the programme are also done using the LEEd platform.

Registration on LEEd site is required to join the CEPOL Exchange Programme platform. For this the registration form has to be completed on <https://leed.cepola.europa.eu> (click "registration" on the top right corner). In case of the General Exchange Programme, the exchangees' national LEEd manager will validate their account, and in the context of ICU Exchange Programme, the respective projects' team member will approve the exchangees' registration. The NECs or SPOCs can also provide the exchangees with a separate document explaining 'How to register' on CEPOL website in order to facilitate registration.

From 2023 CEPOL introduces the LEEd Exchange Plugin that allows the whole process (starting from the application) to be handled on one platform for the General Exchange Programme and the pilot CEPOL Tutoring Exchange Programme.

Those who wish to apply to the CEPOL-EJTN Joint Exchange Programme as a Law Enforcement official, or to the ICU Exchange Programme from an EU Member State will have to submit their application on the platform. Their application will be reviewed and approved/rejected on the platform but approved applicants will be matched by the CEPOL Exchange Team or ICU Team 'manually' with applicants from EJTN or respectively from beneficiary countries for the ICU Exchange Programme. Applicants for the CEPOL-EJTN Joint Exchange Programme and for ICU Exchange Programme will be informed via email and will have to submit their further documents along the process via email through their NECs/SPOCs. Applications from beneficiary countries for the ICU Exchange Programme must be submitted via email. (For further information on the process, please, see 6.5 Different Steps in this document.)

For further information on CEPOL's eLearning platform, LEEd, please visit CEPOL website: www.cepola.europa.eu.

6. The Exchange

6.1 Definitions

The terminology used here is “**exchangee**” and “**host**”. The exchangee is the person who leaves to visit another country. The host is the person who receives the exchangee.

“**Tutor**” implies a senior law enforcement official at expert level who is supporting, facilitating and accelerating the learning and the intergration of the Awareness-level law enforcement official. Senior law enforcement official must be at Advanced Practitioner or at Expert level with minimum of 5 years of work experience in the specific field.

“**Awareness-level**” law enforcement official is a person who has at least 3 years of general law enforcement experience, but less than 3 years of experience in a specialised thematic area, due to for example starting a new career path.

“**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.

“**Cascading**” of the knowledge means that exchangee shares with other colleagues the knowledge gained during the exchange, hence the period of cascading will follow after the exchange has taken place. The exchangees need to describe the activities they plan to do after implementing the programme, in order to share their newly gained knowledge with their colleagues in their home country and organisation.

6.2 Bilateral basis

The principle of the Exchange Programme is that the exchange should be done on a 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.

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

Multilateral exchange is possible for the pilot CEPOL Tutoring Programme, whereby one Awareness-level nominee and one senior law enforcement official (‘tutor’) from same country/organisation are paired with another Awareness-level nominee and senior law enforcement official (‘tutor’), or other specific cases pre-approved by CEPOL based on justified request.

A unilateral exchange can take place to a country, who can participate in the programme at their own cost.

6.3 Sections

The CEPOL Exchange Programme in 2023 is divided into four sections:

1. General Exchange Programme

- wide range of thematic areas as per the SPD 2023;
- available for the EU MS, Western Balkan countries, Turkey and Associated Countries (on their own cost);
- participant is matched with a counterpart from another country with same/similar expertise, similar rank and background;
- bilateral;
- addressing EU and/or regional level training needs.

2. Pilot CEPOL Tutoring Exchange Programme

- wide range of thematic areas (as for General Programme);
- available for the EU MS, Western Balkan countries, Turkey and Associated Countries (on their own cost);
- tutor is a senior law enforcement official supporting a less experienced colleague (less than 3 years' of experience in the specific thematic area) and the pair is matched with another similar pair from another country. This exchange is suitable for career changers or officials taking up a new position at EU level;
- addressing EU and/or regional level training needs;
- multilateral (2-2 exchangees).

3. CEPOL-EJTN Joint Exchange Programme

- Judicial cooperation only;
- available for the EU MS, Western Balkan countries, Turkey and Associated Countries (on their own cost);
- law enforcement official is matched with a judge (non law enforcement) in order to gain a different perspective of mutual cooperation with legal practical aspects;
- bilateral;
- addressing EU and/or regional level training needs.

4. CEPOL ICU Exchange Programme

- wide range of thematic areas according to the various project portfolio;
- available for the EU MS, Associated Countries (on their own cost) and third country (respective to the given project, see [3.2.2. CEPOL ICU Exchange Programme](#));
- EU MS (or Associate Country) participant is matched with a counterpart from a third country (respective to the project) with same expertise, similar rank and background;
- bilateral

6.4 Thematic areas and sub-thematic areas

The Exchange Programme is divided into several thematic areas and sub thematic areas.

Exchangees can choose the topic that aligns with CEPOL thematic areas (as indicated in the application form). The thematic and sub thematic areas to choose from follow CEPOL priorities as determined by its Management Board through the Single Programming Document in line with the Justice and Home Affairs policies of the EU.

Dedicated sub thematic areas are defined for those applying under CEPOL-EJTN joint exchanges in the judiciary cooperation thematic area.

In the CEPOL ICU Exchange Programme each project will offer participation in sub-thematic areas related to the objectives of the respective project.

6.5 The different steps and documents to be submitted

The **main stages** of the exchange consists of the following:

- a) Application process
- b) Approval of application
- c) Exchange request
- d) Evaluation of exchange request
- e) Submission of documents and pre-assignment
- f) Exchange implementation
- g) Feedback and narrative report
- h) Cascading activities
- i) Certificate of participation

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With the introduction of the Exchange Plugin on LEEd, the steps to follow depends on the Exchange Programme the candidate chooses to apply for. By selecting the Programme, the applicant can follow the steps detailed in that specific section, including the specification of the documents to be submitted in the different stages.

A **Call for Nomination** is sent out by CEPOL and EJTN to its partners, the National Exchange Coordinators (NECs), and the Single Point of Contacts (SPOCs) who then distribute the information to the national bodies. A deadline is set by which applications must be submitted via the Exchange Plugin on LEEd to CEPOL.

Applications through the Exchange Plugin will only be possible until the deadline set in the Call for Nomination.

Only fully and completely filled in applications and forms will be accepted. Please note that in case of late submission of the documents, the Exchange Team/ICU Project Teams reserve the right to reject the document(s) and/or request the exchange to be rescheduled to a later date.

The process description of the different programmes can be found below:

[6.5.1 General Exchange Programme](#)

[6.5.2 Pilot CEPOL Tutoring Exchange Programme](#)

[6.5.3 CEPOL-EJTN Joint Exchange Programme](#)

[6.5.4 ICU Exchange Programme](#)

6.5.1 General Exchange Programme

- a) **Applications** must be submitted on LEEd platform via the Exchange Plugin. Applicant must have a valid LEEd account in order to reach the Exchange Plugin. Please take into account also the time that is necessary to register on LEEd, the registration has to be completed prior submitting the Exchange application.
Supervisor consent is mandatory to submit – country specific requirements may apply, please enquire at your National Exchange Coordinator.
Those who have previously agreed with a counterpart to host each other shall indicate this in the Comment section.
- b) National Exchange Coordinator reviews applications (also in order to check whether the national application procedure has been followed) and ensures that the content is in accordance with the User Guide (including the supervisor consent) – then **approve** or reject them on individual basis. Applicants will receive a notification on the decision via LEEd, as well as to their registered e-mail address.
In case of rejection, a note will be added as the reason for rejection.
- c) Approved applicants will have access to other approved applicants' profile who match their professional background and other preferences, fully or partially.
Applicants have the opportunity to get into contact with each other by using the chat function within the Exchange Plugin. After mutually agreeing in the benefit of the exchange, they can **request an exchange** with each other by setting the travel dates the exchange partners agreed on. The dates must be set at least 6 weeks from the request.
NB: Applicants with pre-matched counterparts still have to request an exchange on the platform.

- d) **Exchange requests** are firstly reviewed and **evaluated by** the National Exchange Coordinators. Approved exchange requests will be forwarded to CEPOL Exchange Team. **NB:** Only exchange requests that are approved by both countries' National Exchange Coordinators will be forwarded to CEPOL Exchange Team.

In case the exchange request is rejected either by the National Exchange Coordinators or by the CEPOL Exchange Team, the applicants will be notified via LEED platform, mentioning also the reason for rejection.

Final phase of matching and approval of exchange partners are done by CEPOL Exchange Team based on yearly set target numbers by:

- Approving submitted exchange requests AND/OR
- Matching the unmatched applications to meet target numbers if necessary

- e) Once approved by CEPOL Exchange Team, exchangees are expected to fill in the **Travel Request Form** in the Exchange Plugin and upload the **detailed Activity Plan within 4 weeks after approval**, but not later than 6 weeks prior to the planned travel date. Travel Request Form and Activity Plan are also subject to approval of the National Exchange Coordinators and the CEPOL Exchange Team.

Additionally submitting a **pre-assignment** on LEED platform set by CEPOL Exchange Team at the approval of the matching is also mandatory **within 4 weeks after approval**.

Failure to submitting the documents and the pre-assignment on time could result in the postponement or cancellation of the exchange (in this case exchanges will be considered as step backs).

- f) Minimum 4 weeks before the **implementation**, CEPOL arranges the travel according to the Travel Request Form. Travel tickets and accommodation vouchers will be sent to the participants by a travel agency contracted by CEPOL.

CEPOL Exchange Team must be notified immediately of any changes or cancellation **before travel** by the participant and/or the National Exchange Coordinator.

NB: Changes or cancellation of the exchange after funds are committed (tickets and vouchers are purchased), might be subject to reimbursement/recovery procedure, unless due to serious illness (medical certificate is required) or other force majeure situation. More details in [7.1 Stepping back from the Programme](#).

The travel agency shall be contacted any time in case of a difficulty **during travel** (e.g. cancellation, change of flight, missed flight, hotel issues).

- g) **Within two weeks after the successful completion the exchange**, participants are required to upload their **Narrative Report** to the LEED platform and fill in the **online feedback** under the designated Exchange 'course' page to which they will automatically have access once their exchange request is approved.

NB: The Narrative Report is subject of approval of the National Exchange Coordinators and the CEPOL Exchange Team.

- h) Exchangees are also expected to prepare and deliver a **webinar (or similar) within the year of their exchange**, as part of their **cascading activities**. This webinar should be completed with the counterpart and potentially other exchangees completing an exchange in the same thematic area (if applicable). The CEPOL Exchange Team will facilitate the organisations of these webinars.

- i) Upon completion of all the above, exchangees will be able to download their CEPOL Exchange **Certificate** that attests their participation in the Programme.

Documents and forms to submit

A. Application form

It is an online form to be filled in on LEEd platform, within the Exchange Plugin. Submitting an application including a Europass CV for the General Exchange Programme is accepted only via LEEd.

Supervisor consent (*FO EXPR 001-12b Supervisor consent for CEP 2023*) is also a required document to be uploaded as part of the application. The requirements with regard to the Supervisor consent can vary based on country specific rules, and applicants have to make sure to comply with country specific requirements as well, those shall be consulted with the respective NEC prior to the application.

B. Travel Request Form

It is an online form to be filled in on LEEd platform, within the Exchange Plugin, within 4 weeks after the approval of the exchange request.

It contains all technical details about the travel (personal data, exchange period, the date of departure and return travel, means of transportation, hotel proposals, etc.).

Hotel recommendations should be discussed with the host prior to filling in the form. While giving hotel options, priority should be given to hotels in a reasonable distance from the place of activities during the exchange, offering breakfast with a price under the hosting country's ceiling limit⁷. It is, however not guaranteed that the suggested hotels will be booked as the CEPOL Exchange Team has to consider the financial regulations regarding costs.

NB: in case the hotels listed on the Travel Request Form are not available or more expensive than other reasonable options, CEPOL is authorised to book an alternative, at least 3-star hotel in the vicinity of the proposed hotels.

C. Activity plan (*TE EXPR 003-11 Activity Plan*)

It is a Word document, and it can be downloaded from LEEd within the Exchange Plugin. It has to be submitted within the Exchange Plugin for approval, at the same time as the Travel Request Form, within 4 weeks after the approval of the exchange request.

First part of this document contains the detailed agenda of activities during the exchange abroad (in the hosting country). This **must** be prepared in close cooperation with the host, identifying also learning expectations of the exchange. The activities also have to reflect on the pre-assigned questions/tasks provided by CEPOL to each exchangees, see point D.

Second part of this document shows activities after the exchange period, called **cascading plan**. Here the exchangee has to identify how s/he plans to share gained experiences of the Exchange Programme with colleagues in the home country's organisation. Sharing of experience can be through delivering a presentation, writing an article to a professional journal, e-learning, discussion forums, etc. Cascading of the knowledge can be done within your unit / academy, in national / international courses or conferences, on the internet, etc. If in doubt about how to identify cascading options, the NEC can provide advice.

This cascading plan should also serve as a guide to build your webinar after completion of your exchange.

D. Pre-assignment

To be submitted online, on LEED platform under CEPOL Exchange Programme course page, together with the Activity Plan and Travel Request Form, within 4 weeks after the approval of the exchange request.

All exchanges will receive a pre-assignment to prepare them for the exchange professionally to be submitted together with the activity plan. The aim of the pre-assignment is to support exchangees in working out the activities and the mandatory reporting materials (cascading plan, narrative report and webinar).

⁷ As specified in Annex X– Hotel ceilings and daily subsistence allowances of the Tender Specifications CEPOL/PR/OP/2017/002 on Travel Arrangement Service

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The pre-assignment will consist of various tasks, evaluated by quizzes, open-ended answers and during the webinar as part of the cascading activity. Failure to answer to all questions could result in the postponement or cancellation of the exchange.

E. Narrative Report (*RP EXPR 001-11 Narrative Report*)

It is a Word document, and it can be downloaded from LEEEd within the Exchange Plugin. It has to be submitted within the Exchange Plugin for approval, within 2 weeks after the completion of the exchange period as an exchangee.

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 those taking part in the Exchange Programme and to build up an e-learning environment for the future. It is not possible to step back from submitting a Narrative Report, but for operational reasons it is possible to request not publishing and/or sharing the report.

Non submission of the Narrative Report may result in CEPOL requesting to reimburse the exchange costs due to the failure to complete the exchange.

F. Feedback form

It is an online feedback to be filled in on LEEEd platform, within the CEPOL Exchange Programme 'course' page, within 2 weeks after the implementation of the exchange period.

The Feedback gives a clear picture of whether and to which extent the objectives of the exchange have been achieved; furthermore, lessons to be learned from this information for future exchange programmes.

Exchangees are expected to prepare a **webinar** to further disseminate the knowledge they gained during their exchange. The webinar should cover the introduction to training institutions, activities and facilities in the hosting country, how the Exchange Programme has supported their professional development, details about what they learned during their exchange as well as their experience on preparation and completion of the exchange. The webinar should be prepared with the counterpart and can be prepared with fellow exchangees who completed their exchange in the same/similar thematic area.

6.5.2. Pilot CEPOL Tutoring Exchange Programme

- a) **Applications** must be submitted on LEEEd platform via the Exchange Plugin. Applicant must have a valid LEEEd account in order to reach the Exchange Plugin. Please take into account also the time that is necessary to register on LEEEd, the registration has to be completed prior submitting the Exchange application.

Supervisor consent is mandatory to submit – country specific requirements may apply, please enquire at your National Exchange Coordinator.

Within this programme a less experienced official (less than 3 years of experience in the specific thematic area) should apply together with a senior official (the tutor who will support, preferably from same organisation, workplace) as a group. In the Comment section both applicant should indicate the name of the other participant in the their 'group'.

Those who have previously agreed with a counterpart 'group' to host each other should also indicate this in the Comment section.

In case no tutor is applying with the less experienced official, a separate call may be launched for tutors to be nominated.

- b) National Exchange Coordinator reviews applications (also in order to check whether the national application procedure has been followed) and ensures that the content is in accordance with the User Guide (including the supervisor consent) – then **approve** or reject them on individual basis. Applicants will receive a notification on the decision via LEEEd, as well as to their registered e-mail address.

In case of rejection, a note will be added as the reason for rejection.

- c) Approved applicants will have access to other approved applicants' profile who match their professional background and other preferences, fully or partially.
Applicants have the opportunity to get into contact with each other by using the chat function within the Exchange Plugin. After mutually agreeing in the benefit of the exchange, they can **request an exchange** with each other by setting the travel dates the exchange partners agreed on. The dates must be set at least 6 weeks from the request.
NB: Applicants with pre-matched counterparts still have to request an exchange on the platform.
- d) **Exchange requests** are firstly reviewed and **evaluated by** the National Exchange Coordinators. Approved exchange requests will be forwarded to CEPOL Exchange Team.
NB: Only exchange requests that are approved by both countries' National Exchange Coordinators will be forwarded to CEPOL Exchange Team.
In case the exchange request is rejected either by the National Exchange Coordinators or by the CEPOL Exchange Team, the applicants will be notified via LEEd platform, mentioning also the reason for rejection.
Final phase of matching and approval of exchange pairs are done by CEPOL Exchange Team based on yearly set target numbers by:
- Approving submitted exchange requests AND/OR
 - Matching the unmatched applications to meet target numbers if necessary
- e) Once approved by CEPOL Exchange Team, exchangees are expected to fill in the **Travel Request Form** in the Exchange Plugin and upload the **detailed Activity Plan within 4 weeks after approval**, but not later than 6 weeks prior to the planned travel date. Travel Request Form and Activity Plan are also subject to approval of the National Exchange Coordinators and the CEPOL Exchange Team.
Additionally submitting a **pre-assignment** task on LEEd platform set by CEPOL Exchange Team at the approval of the matching is also mandatory **within 4 weeks after approval**.
For tutors (senior official) a detailed action plan on how they plan to support their less experienced colleague should also be submitted as part of the Activity Plan.
Failure to submitting the documents and the pre-assignment on time could result in the postponement or cancellation of the exchange (in this case exchanges will be considered as step backs).
- f) Minimum 4 weeks before the **implementation**, CEPOL arranges the travel according to the Travel Request Form. Travel tickets and accommodation vouchers will be sent to the participants by a travel agency contracted by CEPOL.
CEPOL Exchange Team must be notified immediately of any changes or cancellation **before travel** by the participant and/or the National Exchange Coordinator.
NB: Changes or cancellation of the exchange after funds are committed (tickets and vouchers are purchased), might be subject to reimbursement/recovery procedure, unless due to serious illness (medical certificate is required) or other force majeure situation. More details in [7.1 Stepping back from the Programme](#).
The travel agency shall be contacted any time in case of a difficulty **during travel** (e.g. cancellation, change of flight, missed flight, hotel issues).
- g) **Within two weeks after the successful completion the exchange**, participants are required to upload their **Narrative Report** to the LEEd platform and fill in the **online feedback** under the designated Exchange 'course' page to which they will automatically have access once their exchange request is approved.
NB: The Narrative Report is subject of approval of the National Exchange Coordinators and the CEPOL Exchange Team.

- h) Exchangees are also expected to prepare and deliver a webinar (or similar) **within the year of their exchange**, as part of their **cascading activities**. This webinar should be completed with the counterpart and potentially other exchangees completing an exchange in the same thematic area (if applicable). The CEPOL Exchange Team will facilitate the organisations of these webinars.
- i) Upon completion of all the above, exchangees will be able to download their CEPOL Exchange **Certificate** that attests their participation in the Programme.

Documents and forms to submit

A. Application form

It is an online form to be filled in on LEEd platform, within the Exchange Plugin. Submitting an application including a Europass CV for the pilot CEPOL Tutoring Exchange Programme is accepted only via LEEd.

Supervisor consent (*FO EXPR 001-12b Supervisor consent for CEP 2023*) is also a required document to be uploaded as part of the application. The requirements with regard to the Supervisor consent can vary based on country specific rules, and applicants have to make sure to comply with country specific requirements as well, those shall be consulted with the respective NEC prior to the application.

B. Travel Request Form

It is an online form to be filled in on LEEd platform, within the Exchange Plugin, within 4 weeks after the approval of the exchange request.

It contains all technical details about the travel (personal data, exchange period, the date of departure and return travel, means of transportation, hotel proposals, etc.).

Hotel recommendations should be discussed with the host prior to filling in the form. While giving hotel options, priority should be given to hotels in a reasonable distance from the place of activities during the exchange, offering breakfast with a price under the hosting country's ceiling limit⁸. It is, however not guaranteed that the suggested hotels will be booked as the CEPOL Exchange Team has to consider the financial regulations regarding costs.

NB: in case the hotels listed on the Travel Request Form are not available or more expensive than other reasonable options, CEPOL is authorised to book an alternative, at least 3-star hotel in the vicinity of the proposed hotels.

C. Activity plan (*TE EXPR 003-11 Activity Plan*)

It is a Word document, and it can be downloaded from LEEd within the Exchange Plugin. It has to be submitted within the Exchange Plugin for approval, at the same time as the Travel Request Form, within 4 weeks after the approval of the exchange request.

First part of this document contains the detailed agenda of activities during the exchange abroad (in the hosting country). This **must** be prepared in close cooperation with the host, identifying also learning expectations of the exchange. The activities also have to reflect on the pre-assigned questions/tasks provided by CEPOL to each exchangees, see point D.

The tutor must have additional detailed action plan on how they plan to support their less experienced colleague.

Second part of this document shows activities after the exchange period, called **cascading plan**. Here the exchangee has to identify how s/he plans to share gained experiences of the Exchange Programme with colleagues in the home country's organisation. Sharing of experience can be through delivering a presentation, writing an article to a professional journal, e-learning, discussion forums, etc. Cascading of the knowledge can be done within your unit / academy, in national / international courses or conferences, on the internet, etc. If in doubt about how to identify cascading options, the NEC can provide advice.

⁸ As specified in Annex X– Hotel ceilings and daily subsistence allowances of the Tender Specifications CEPOL/PR/OP/2017/002 on Travel Arrangement Service

This cascading plan should also serve as a guide to build your webinar after completion of your exchange.

D. Pre-assignment

To be submitted online, on LEED platform under CEPOL Exchange Programme course page, together with the Activity Plan and Travel Request Form, within 4 weeks after the approval of the exchange request.

All exchanges will receive a pre-assignment to prepare them for the exchange professionally to be submitted together with the activity plan. The aim of the pre-assignment is to support exchangees in working out the activities and the mandatory reporting materials (cascading plan, narrative report and webinar).

The pre-assignment will consist of various tasks, evaluated by quizzes, open-ended answers and during the webinar as part of the cascading activity. Failure to answer to all questions could result in the postponement or cancellation of the exchange.

E. Narrative Report (*RP EXPR 001-11 Narrative Report*)

It is a Word document, and it can be downloaded from LEEd within the Exchange Plugin. It has to be submitted within the Exchange Plugin for approval, within 2 weeks after the completion of the exchange period as an exchangee.

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 those taking part in the Exchange Programme and to build up an e-learning environment for the future. It is not possible to step back from submitting a Narrative Report, but for operational reasons it is possible to request not publishing and/or sharing the report.

Non submission of the Narrative Report may result in CEPOL requesting to reimburse the exchange costs due to the failure to complete the exchange.

F. Feedback form

It is an online feedback to be filled in on LEEd platform, within the CEPOL Exchange Programme 'course' page, within 2 weeks after the implementation of the exchange period.

The Feedback gives a clear picture of whether and to which extent the objectives of the exchange have been achieved; furthermore, lessons to be learned from this information for future exchange programmes.

The other aim of the feedback and Narrative Report in the pilot programme is for CEPOL to evaluate the completed exchanges, identify the outcome and refine the programme.

Exchangees are expected to prepare a **webinar** to further disseminate the knowledge they gained during their exchange. The webinar should cover the introduction to training institutions, activities and facilities in the country, how the Exchange Programme supports their professional development, details about what they learned during their exchange as well as their experience on preparation and completion of the exchange. The webinar should be prepared with the counterpart and can be prepared with fellow exchangees who completed their exchange in the same/similar thematic area.

6.5.3. CEPOL-EJTN Joint Exchange Programme

- a) **Applications** must be submitted on LEEd platform via the Exchange Plugin. Applicant must have a valid LEEd account in order to reach the Exchange Plugin. Please take into account also the time that is necessary to register on LEEd, the registration has to be completed prior submitting the Exchange application.

Supervisor consent is mandatory to submit – country specific requirements may apply, please enquire at your National Exchange Coordinator.

Those who have previously agreed with a counterpart to host each other shall indicate this in the Comment section.

- b) National Exchange Coordinator reviews applications (also in order to check whether the national application procedure has been followed) and ensures that the content is in accordance with the User Guide (including the supervisor consent) – then **approve** or reject them on individual basis. Applicants will receive a notification on the decision via LEEd, as well as to their registered e-mail address.
In case of rejection, a note will be added as the reason for rejection.
- c) Approved applications will be downloaded from the platform and will be **matched manually** with Judiciary applicants applying via EJTN by the CEPOL Exchange Team and EJTN jointly in order to find hosting countries/counterparts fitting the requirements.
- d) After the matching process, the Exchange Team at CEPOL will **inform** the NEC about the selected exchangees and their counterparts through the **outcome of matching**. The National Exchange Coordinator then makes sure, that selected exchangees receive the host's contact details so that they can explore if the matching is beneficial for them, and start discussing the implementation details of their exchange programme.
- e) **Within 2 weeks** after the dissemination of the matching outcome the selected participants are to contact their counterpart to **discuss the details** of their exchange programme, plan the exchange dates and prepare their activity plans.
- f) **4 weeks after the confirmation** of the successful selection, the National Exchange Coordinators must submit the selected participants' **Travel Request Form and detailed Activity Plan** of the selected exchangee, completed and signed OR must inform the CEPOL Exchange Team about any communication difficulty between the counterparts.
Additionally submitting a **pre-assignment** on LEEd platform set by CEPOL Exchange Team at the approval of the matching is also mandatory **within 4 weeks after approval**.
Failure to submitting the documents and the pre-assignment on time could result in the postponement or cancellation of the exchange (in this case exchanges will be considered as step backs).
- g) Minimum 4 weeks before the **implementation**, CEPOL arranges the travel according to the Travel Request Form. Travel tickets and accommodation vouchers will be sent to the participants by a travel agency contracted by CEPOL.
CEPOL Exchange Team must be notified immediately of any changes or cancellation **before travel** by the participant and/or the National Exchange Coordinator.
NB: Changes or cancellation of the exchange after funds are committed (tickets and vouchers are purchased), might be subject to reimbursement/recovery procedure, unless due to serious illness (medical certificate is required) or other force majeure situation. More details in [7.1 Stepping back from the Programme](#).
The travel agency shall be contacted in case of a difficulty **during travel** (e.g. cancellation, change of flight, missed flight, hotel issues).
- h) **Within two weeks after the successful completion the exchange**, participants are required to send their **Narrative Report** via their National Exchange Coordinator and fill in the **online feedback** under the designated Exchange 'course' page to which they will automatically have access once their exchange request is approved.
NB: The Narrative Report is subject of approval of the National Exchange Coordinators and the CEPOL Exchange Team.
Exchangees are invited to prepare a **webinar** as part of their **cascading activities**, together with their counterpart and potentially other exchangees in the same/similar thematic area. The CEPOL Exchange Team would facilitate the organisations of these webinars.
- i) Upon completion of all the above, exchangees will be able to download their CEPOL Exchange **Certificate** that attests their participation in the Programme.

Documents and forms to submit

A. Application form

It is an online form to be filled in on LEEd platform, within the Exchange Plugin. Submitting an application including a Europass CV for the CEPOL-EJTN Joint Exchange Programme is accepted only via LEEd.

Supervisor consent (*FO EXPR 001-12b Supervisor consent for CEP 2023*) is also a required document to be uploaded as part of the application. The requirements with regard to the Supervisor consent can vary based on country specific rules, and applicants have to make sure to comply with country specific requirements as well, those shall be consulted with the respective NEC prior to the application.

B. Travel Request Form (*FO EXPR 003-13 Travel Request Form*)

It is a Word document, and it can be downloaded from LEEd within the CEPOL Exchange Programme 'course' page. It has to be submitted via the NEC within 4 weeks after the approval of the exchange request.

It contains all technical details about the travel (personal data, exchange period, the date of departure and return travel, means of transportation, hotel proposals, etc.).

Hotel recommendations should be discussed with the host prior to filling in the form. While giving hotel options, priority should be given to hotels in a reasonable distance from the place of activities during the exchange, offering breakfast with a price under the hosting country's ceiling limit⁹. It is, however not guaranteed that the suggested hotels will be booked as the CEPOL Exchange Team has to consider the financial regulations regarding costs.

NB: in case the hotels listed on the Travel Request Form are not available or more expensive than other reasonable options, CEPOL is authorised to book an alternative, at least 3-star hotel in the vicinity of the proposed hotels.

C. Activity plan (*TE EXPR 003-11 Activity Plan*)

It is a Word document, and it can be downloaded from LEEd within the CEPOL Exchange Programme 'course' page. It has to be submitted via the NEC at the same time as the Travel Request Form, within 4 weeks after the approval of the exchange request.

First part of this document contains the detailed agenda of activities during the exchange abroad (in the hosting country). This **must** be prepared in close cooperation with the host, identifying also learning expectations of the exchange. The activities also have to reflect on the pre-assigned questions/tasks provided by CEPOL to each exchangees, see point D.

Second part of this document shows activities after the exchange period, called **cascading plan**. Here the exchangee has to identify how s/he plans to share gained experiences of the Exchange Programme with colleagues in the home country's organisation. Sharing of experience can be through delivering a presentation, writing an article to a professional journal, e-learning, discussion forums, etc. Cascading of the knowledge can be done within your unit / academy, in national / international courses or conferences, on the internet, etc. If in doubt about how to identify cascading options, the NEC can provide advise.

This cascading plan should also serve as a guide to build your webinar after completion of your exchange.

D. Pre-assignment

To be submitted online, on LEED platform under CEPOL Exchange Programme course page, together with the Activity Plan and Travel Request Form, within 4 weeks after the approval of the exchange request.

⁹ As specified in Annex X– Hotel ceilings and daily subsistence allowances of the Tender Specifications CEPOL/PR/OP/2017/002 on Travel Arrangement Service

All exchanges will receive a pre-assignment to prepare them for the exchange professionally to be submitted together with the activity plan. The aim of the pre-assignment is to support exchangees in working out the activities and the mandatory reporting materials (cascading plan, narrative report and webinar if applicable).

The pre-assignment will consist of various tasks, evaluated by quizzes, open-ended answers and during the webinar as part of the cascading activity. Failure to answer to all questions could result in the postponement or cancellation of the exchange.

E. Narrative Report (*RP EXPR 001-11 Narrative Report*)

It is a Word document, and it can be downloaded from LEEd within the CEPOL Exchange Programme 'course' page. It has to be submitted via the NEC within 2 weeks after the completion of the exchange period as an exchangee.

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 those taking part in the Exchange Programme and to build up an e-learning environment for the future. It is not possible to step back from submitting a Narrative Report, but for operational reasons it is possible to request not publishing and/or sharing the report.

Non submission of the Narrative Report may result in CEPOL requesting to reimburse the exchange costs due to the failure to complete the exchange.

F. Feedback form

It is an online feedback to be filled in on LEEd platform, within the CEPOL Exchange Programme 'course' page, within 2 weeks after the implementation of the exchange period.

The Feedback gives a clear picture of whether and to which extent the objectives of the exchange have been achieved; furthermore, lessons to be learned from this information for future exchange programmes.

Exchangees are invited to prepare a **webinar** to further disseminate the knowledge they gained during their exchange. The webinar should cover the introduction to training institutions, activities and facilities in the hosting country, how the Exchange Programme has supported their professional development, details about what they learned during their exchange as well as their experience on preparation and completion of the exchange. The webinar should be prepared with the counterpart and can be prepared with fellow exchangees who completed their exchange in the same/similar thematic area.

6.5.4 ICU Exchange Programme

6.5.4.1 With access to main LEEd

(countries: EU MS, Associate Countries)

Without access to main LEEd and access only to tenancy platform (beneficiary countries), please, proceed to [6.5.4.2 With access only tenancy LEEd](#)

- a) **Applications** must be submitted on LEEd platform via the Exchange Plugin. Applicant must have a valid LEEd account in order to reach the Exchange Plugin. Please take into account also the time that is necessary to register on LEEd, the registration has to be completed prior submitting the Exchange application.

Supervisor consent is mandatory to submit – country specific requirements may apply, please enquire at your National Exchange Coordinator.

Those who have previously agreed with a counterpart to host each other shall indicate this in the Comment section.

- b) National Exchange Coordinator reviews applications (also in order to check whether the national application procedure has been followed) and ensures that the content is in accordance with the User Guide (including the supervisor consent) – then **approve** or reject

them on individual basis. Applicants will receive a notification on the decision via LEEd, as well as to their registered e-mail address.

In case of rejection, a note will be added as the reason for rejection.

- c) Approved applications will be downloaded from the platform and will be **matched manually** with approved applicants from beneficiary countries received via email in order to find hosting countries/counterparts fitting the requirements.
- d) After the matching process, the ICU Project Teams at CEPOL will inform the NEC about the selected exchangees and their counterparts through the **outcome of matching**. The National Exchange Coordinator then makes sure, that selected exchangees receive the host's contact details so that they can explore if the matching is beneficial for them, and start discussing the implementation details of their exchange programme.
- e) **Within 2 weeks** after the dissemination of the matching outcome the selected participants are to contact their counterpart to **discuss the details** of their exchange programme, plan the exchange dates and prepare their activity plans.
- f) **4 weeks after the confirmation** of the successful selection, the National Exchange Coordinators must submit the selected participants' **Travel Request Form and detailed Activity Plan** of the selected exchangee, completed and signed OR must inform the ICU Project Teams about any communication difficulty between the counterparts. Participants of the ICU Exchange Programme are also requested to add a copy of their passport and a valid VISA where necessary.

Failure to submitting the documents on time could result in the postponement or cancellation of the exchange (in this case exchanges will be considered as step backs).

- g) Minimum 4 weeks before the **implementation**, CEPOL arranges the travel according to the Travel Request Form. Travel tickets and accommodation vouchers will be sent to the participants by a travel agency contracted by CEPOL.

ICU Project Teams must be notified immediately of any changes or cancellation before travel by the participant and/or the National Exchange Coordinator.

NB: Changes or cancellation of the exchange after funds are committed (tickets and vouchers are purchased), might be subject to reimbursement/recovery procedure, unless due to serious illness (medical certificate is required) or other force majeure situation. More details in [7.1 Stepping back from the Programme](#).

The travel agency shall be contacted in case of a difficulty during travel (e.g. cancellation, change of flight, missed flight, hotel issues).

- h) **Within two weeks after the successful completion the exchange**, participants are required to upload their **Narrative Report** to the LEEd platform and fill in the **online feedback** under the designated Exchange 'course' page to which they will automatically have access once their exchange request is approved.

NB: The Narrative Report is subject of approval of the National Exchange Coordinators and the ICU Project Teams.

- j) Upon completion of all the above, exchangees will be able to download their CEPOL Exchange **Certificate** that attests their participation in the Programme.

Documents and forms to submit:

A. Application form

It is an online form to be filled in on LEEd platform, within the Exchange Plugin. Submitting an application including a Europass CV for the ICU Exchange Programme is accepted only via LEEd.

Supervisor consent (FO EXPR 001-12b Supervisor consent for CEP 2023) is also a required document to be uploaded as part of the application. The requirements with regard to the Supervisor consent can vary based on country specific rules, and applicants have to make sure to comply with country specific requirements as well, those shall be consulted with the respective NEC prior to the application.

B. Travel Request Form (FO EXPR 003-13 Travel Request Form)

It is a Word document, and it can be downloaded from LEEd within the designated Exchange 'course' page. It has to be submitted via the NEC within 4 weeks after the approval of the exchange request.

It contains all technical details about the travel (personal data, exchange period, the date of departure and return travel, means of transportation, hotel proposals, etc.).

Hotel recommendations should be discussed with the host prior to filling in the form. While giving hotel options, priority should be given to hotels in a reasonable distance from the place of activities during the exchange, offering breakfast with a price under the hosting country's ceiling limit¹⁰. It is, however not guaranteed that the suggested hotels will be booked as the ICU Project Team has to consider the financial regulations regarding costs.

NB: in case the hotels listed on the Travel Request Form are not available or more expensive than other reasonable options, CEPOL is authorised to book an alternative, at least 3-star hotel in the vicinity of the proposed hotels.

Copy of valid passport and a valid visa are also to be sent via the NEC.

C. Activity plan (TE EXPR 003-11 Activity Plan)

It is a Word document, and it can be downloaded from LEEd within the designated Exchange 'course' page. It has to be submitted via the NEC at the same time as the Travel Request Form, within 4 weeks after the approval of the exchange request.

First part of this document contains the detailed agenda of activities during the exchange abroad (in the hosting country). This **must** be prepared in close cooperation with the host, identifying also learning expectations of the exchange. The activities also have to reflect on the pre-assigned questions/tasks provided by CEPOL to each exchangees, see point D.

Second part of this document shows activities after the exchange period, called **cascading plan**. Here the exchangee has to identify how s/he plans to share gained experiences of the Exchange Programme with colleagues in the home country's organisation. Sharing of experience can be through delivering a presentation, writing an article to a professional journal, e-learning, discussion forums, etc. Cascading of the knowledge can be done within your unit / academy, in national / international courses or conferences, on the internet, etc. If in doubt about how to identify cascading options, the NEC can provide advise.

D. Narrative Report (RP EXPR 001-11 Narrative Report)

It is a Word document, and it can be downloaded from LEEd within the designated Exchange 'course' page. It has to be submitted via the NEC within 2 weeks after the completion of the exchange period as an exchangee, and also uploaded under the designated Exchange 'course' page.

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 those taking part in the Exchange Programme and to build up an e-learning environment for the future. It is not possible to step back from submitting a Narrative Report, but for operational reasons it is possible to request not publishing and/or sharing the report.

Non submission of the Narrative Report may result in CEPOL requesting to reimburse the exchange costs due to the failure to complete the exchange.

¹⁰ As specified in Annex X– Hotel ceilings and daily subsistence allowances of the Tender Specifications CEPOL/PR/OP/2017/002 on Travel Arrangement Service

E. Feedback form

It is an online feedback to be filled in on LEEd platform, within the designated Exchange 'course' page, within 2 weeks after the implementation of the exchange period.

The Feedback gives a clear picture of whether and to which extent the objectives of the exchange have been achieved; furthermore, lessons to be learned from this information for future exchange programmes.

6.5.4.2 With access to LEEd multitenancy

(countries: Armenia, Azerbaijan, Georgia, Moldova, Ukraine, Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine Authority, Tunisia)

- a) **Applications** must be submitted including a Europass CV (*FO EXPR 001-12 Application Form*) to the respective SPOC/CAPASPOC/NEC.
- b) The SPOC/CAPASPOC/NEC will then make sure that the **content is in accordance with the User Guide** and will send a list of candidates from the country together with the application forms to the CEPOL ICU Project Teams within the deadline stipulated in the Call for Nominations. Applications received after the deadline will not be accepted.
- c) The ICU Project Teams at CEPOL will then enter into a **matching process** (for those, who have no counterpart indicated on the application form) in order to find hosting countries/counterparts fitting the requirements.
- d) After the matching process is concluded, the ICU Project Teams at CEPOL will inform the SPOC/CAPASPOC/NEC about the selected exchangeees and their counterparts through the **outcome of matching**. The SPOC/CAPASPOC/NEC then makes sure, that selected exchangeees receive the host's contact details so that they can explore if the matching is beneficial for them, and start discussing the implementation details of their exchange programme.
- e) After being informed about the successful selection, exchangeees must immediately **register on the LEEd** (ref. to section 5), unless this person already has a valid LEEd account.
- f) **Within 2 weeks** after the dissemination of the matching outcome the selected participants are to contact their counterpart to **discuss the details** of their exchange programme, plan the exchange dates and prepare their activity plans.
- g) **4 weeks after the confirmation** of the successful selection, the SPOC/CAPASPOC/NEC must submit the selected participants' **Travel Request Form and detailed Activity Plan** of the selected exchangeee, completed and signed OR must inform the ICU Project Teams about any communication difficulty between the counterparts.

Participants of the ICU Exchange Programme are also requested to add a copy of their passport and a valid VISA where necessary.

Failure to submitting the documents on time could result in the postponement or cancellation of the exchange (in this case exchanges will be considered as step backs).

- h) Minimum 4 weeks before the **implementation**, CEPOL arranges the travel according to the Travel Request Form. Travel tickets and accommodation vouchers will be sent to the participants by a travel agency contracted by CEPOL.

ICU Project Teams must be notified immediately of any changes or cancellation before travel by the participant and/or the SPOC/CAPASPOC/NEC.

NB: Changes or cancellation of the exchange after funds are committed (tickets and vouchers are purchased), might be subject to reimbursement/recovery procedure, unless due to serious illness (medical certificate is required) or other force majeure situation. More details in [7.1 Stepping back from the Programme](#).

The travel agency shall be contacted in case of a difficulty during travel (e.g. cancellation, change of flight, missed flight, hotel issues).

- i) **Within two weeks after the successful completion the exchange**, participants are required to upload their **Narrative Report** to the LEEd platform, and also send it via their SPOC/CAPASPOC/NEC and fill in the **online feedback** under the designated Exchange 'course' page to which they will automatically have access once their exchange request is approved.

NB: The Narrative Report is subject of approval of the National Exchange Coordinators and the ICU Project Teams.

- j) Upon completion of all the above, exchangees will be able to download their CEPOL Exchange **Certificate** that attests their participation in the Programme.

Documents and forms to submit:

A. Application form (FO EXPR 001-12a Application Form for CEP 2023 (also ICU))

It is a Word document to be submitted via the SPOC/CAPASPOC/NEC, including a Europass CV. The application form contains the necessary information about the applicant whether they are technically and/or professionally eligible to participate in the programme.

B. Travel Request Form (FO EXPR 003-13 Travel Request Form)

It is a Word document, and it can be downloaded from LEEd within the designated Exchange 'course' page. It has to be submitted via the SPOC/CAPASPOC/NEC within 4 weeks after the approval of the exchange request.

It contains all technical details about the travel (personal data, exchange period, the date of departure and return travel, means of transportation, hotel proposals, etc.).

Hotel recommendations should be discussed with the host prior to filling in the form. While giving hotel options, priority should be given to hotels in a reasonable distance from the place of activities during the exchange, offering breakfast with a price under the hosting country's ceiling limit¹¹. It is, however not guaranteed that the suggested hotels will be booked as the ICU Project Team has to consider the financial regulations regarding costs.

NB: in case the hotels listed on the Travel Request Form are not available or more expensive than other reasonable options, CEPOL is authorised to book an alternative, at least 3-star hotel in the vicinity of the proposed hotels.

Copy of valid passport and a valid visa are also to be sent via the SPOC/CAPASPOC/NEC.

C. Activity plan (TE EXPR 003-11 Activity Plan)

It is a Word document, and it can be downloaded from LEEd within the designated Exchange 'course' page. It has to be submitted via the SPOC/CAPASPOC/NEC at the same time as the Travel Request Form, within 4 weeks after the approval of the exchange request.

First part of this document contains the detailed agenda of activities during the exchange abroad (in the hosting country). This **must** be prepared in close cooperation with the host, identifying also learning expectations of the exchange. The activities also have to reflect on the pre-assigned questions/tasks provided by CEPOL to each exchangees, see point D.

Second part of this document shows activities after the exchange period, called **cascading plan**. Here the exchangee has to identify how s/he plans to share gained experiences of the Exchange Programme with colleagues in the home country's organisation. Sharing of experience can be through delivering a presentation, writing an article to a professional journal, e-learning, discussion forums, etc. Cascading of the knowledge can be done within your unit / academy, in national / international courses or conferences, on the internet, etc. If in doubt about how to identify cascading options, the SPOC/CAPASPOC/NEC can provide advise.

¹¹ As specified in Annex X– Hotel ceilings and daily subsistence allowances of the Tender Specifications CEPOL/PR/OP/2017/002 on Travel Arrangement Service

D. Narrative Report (*RP EXPR 001-11 Narrative Report*)

It is a Word document, and it can be downloaded from LEEd within the designated Exchange 'course' page. It has to be submitted via the NEC within 2 weeks after the completion of the exchange period as an exchangee, and also uploaded under the designated Exchange 'course' page.

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 those taking part in the Exchange Programme and to build up an e-learning environment for the future. It is not possible to step back from submitting a Narrative Report, but for operational reasons it is possible to request not publishing and/or sharing the report.

Non submission of the Narrative Report may result in CEPOL requesting to reimburse the exchange costs due to the failure to complete the exchange.

E. Feedback form

It is an online feedback to be filled in on LEEd platform, within the designated Exchange 'course' page, within 2 weeks after the implementation of the exchange period.

The Feedback gives a clear picture of whether and to which extent the objectives of the exchange have been achieved; furthermore, lessons to be learned from this information for future exchange programmes.

6.6 Further information

6.6.1 Preparation

6.6.1.1 Visa

Exchangees might require a **visa** to travel to the country of their selected counterpart. The following issues are to be considered:

- The application and issuing procedure may take a considerable length of time. Exchangees have to ensure that any visa application has been submitted by them in line with the timeframe defined by the visa regulations valid in the country of residence/country of the application!
- There might be costs involved with obtaining a visa which cannot be covered by CEPOL. The sending country is expected to cover the costs of any required visa for exchangees.
- In case of ICU exchanges, ICU covers the visa cost for non-EU beneficiary countries.

It is recommended to take up contact with the relevant Embassy/Consulate as soon as the exchangee receives the information which country s/he will be going to, this has to be organised by the participant/sending authority.

For hosting countries, a **model invitation letter** is often required for a visa and it can be found under the document named *TE EXPR 006-4 Invitation Letter for Visa* or *TE EXPR 008-2 Invitation Letter for Visa_ICU* (respectively for ICU exchanges). It will be needed to amend it 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 exchangees, 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 CEPOL Exchange Programme are highly recommended.

Timely application for a visa is responsibility of the sending country/exchangee. In case visa does not arrive on time before travelling due to a late application from the sending country CEPOL might recover any costs for bookings already made for the exchangee.

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It is recommended to set the travelling dates for the exchange for a reasonably later date within the implementation period of the programme in case exchangee needs a visa to travel to the hosting country, and to start the visa application process as soon as the exchange is confirmed.

6.6.1.2 Insurance

Neither CEPOL nor the hosting country takes any liability in case of any incident for which insurance is required. Also the flight booking does not include any travel insurance.

Participants must be made aware that CEPOL is not responsible for participants' travel and health insurance. Neither it is possible for CEPOL or the hosting organisation to obtain an insurance specifically to cover possible COVID-19 cases, nor can accept any liability towards such costs; therefore all participants are strongly recommended to ensure that they have personal insurance for any costs related to falling ill during the exchange, including coverage for hospitalisation and repatriation. Additionally costs for PCR / antigen tests carried out by participants in their own country before travelling to the hosting country or for the purpose of returning to their home country can also not be reimbursed by CEPOL General Exchange Programme. For non-EU participants falling under ICU Exchange Programme CEPOL covers costs related to travel insurance (up to a maximum of 50 EUR) and mandatory PCR tests (up to a maximum of 80 EUR per test). Participants from EU Member states are not entitled to reimbursement of insurance or COVID test costs.

6.6.2 Exchange Period

The length of the exchange period covers 6 days / 5 nights, min. 5 working days, weekend not included. Deviation from this rule can be considered and approved by CEPOL Exchange Programme team in case operational reasons require so.

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/train/bus/ferry will be arranged in such a way that the exchangee leaves the law enforcement premises not before Friday lunch time; this implies departure times no earlier than 14:00hrs.

The CEPOL Exchange Programme must be finalised by **17 November 2023**, which means all exchanges should be completed by this date.

7. Costs

CEPOL covers the following costs for the exchange:

- **International transport**

CEPOL will pay for the return transport (flight, international train, bus or ferry) from the main international airport/train station/bus station/ferry station that is situated closest to the place of duty to the main international airport/train station/bus station/ferry station that is situated closest to the place of the main activities in the hosting country, while respecting the principle of sound financial management. If the distance in the sending country is more than 300 km to the nearest international airport/train station/bus station/ferry station CEPOL will cover this domestic transportation if requested. Please note that the closest international airport can be in a different country.

Please note that private detour or extensions of stay for private reasons are not facilitated by CEPOL. In case of business detour, CEPOL will provide only one way ticket (only outbound or only inbound). However in duly justified cases after assessing the reasons and comparing the prices, CEPOL may agree to deviate from this rule and book a return ticket.

Travel by car can also be one of the transportation options. This has to be requested when submitting the travel request form and it is subject of prior CEPOL Management Approval.

The cost of travelling by car will be reimbursed at 0.28 €/km, to which toll fees and parking costs can be added after submitting the corresponding supporting documentation. The reimbursement shall be done based on the vehicle log sheet which has to be completed and signed. The maximum reimbursement for car travel shall not exceed €224 (800km round trip) to which toll fees and parking costs can be added.

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Request for reimbursement has to be submitted to CEPOL using the appropriate **Reimbursement forms for car travel** (*FO EXPR 005-3 Individual Reimbursement Form Finance* and *FO EXPR 007-2 Participant Reimbursement Form for Car Travel*) and other relevant supporting documents, which will be checked by the CEPOL Exchange Programme Team/CEPOL ICU Project Team. The originals of the documents (including originals of toll fee payment) must be sent to CEPOL Headquarter by mail before CEPOL can initiate the reimbursement.

Exchangees should be advised that CEPOL will not reimburse individuals by transferring money to private bank accounts. Reimbursement is only possible to law enforcement organisations (sending authorities) who are registered in CEPOL's accounting system, ABAC.

Reimbursement requests for car travel will only be processed within the year when the exchange took place. All documents, claims should therefore be submitted through the National Exchange Coordinator/Single Point of Contact within 4 weeks after the completion of the exchange.

Please note: Travel bookings are made based on the offers of the travel agency, taking into consideration the best available transport option, the agenda of the activity and CEPOL's financial guidelines. Please note that CEPOL is NOT required to consult with participants on possible travel options and CEPOL is authorised to book alternative flight/train/bus/ferry option in case the preferred option does not fulfil the above criteria.

Tickets sent electronically or by surface mail by the travel agency are already purchased, and in most cases they are not refundable and not changeable. Participants are expected to notify **directly and immediately** the travel agency, the CEPOL Exchange Team or ICU Project Teams and their NEC/SPOC as soon as they are aware of any circumstances and issues that can affect their travel.

Changes or cancellation of the exchange after funds are committed (tickets and vouchers are purchased), might be subject to reimbursement/recovery procedure, unless due to serious illness (medical certificate is required) or other force majeure situation. More details in [7.1 Stepping back from the Programme](#).

- **Accommodation, including meals**

Accommodation and breakfast (in the context of General, pilot Tutoring and CEPOL-EJTN Joint Exchange Programmes) are paid for in advance by CEPOL; beyond these costs any extra private consumption and charges in the hotel will be the responsibility of the exchangee. Should there be a matter of discussion, the service provider (travel agency) issuing the ticket/booking confirmation and/or CEPOL Exchange Team/CEPOL ICU Project Teams must be contacted immediately.

- **Other costs**

For General, pilot Tutoring and CEPOL-EJTN Joint Exchange Programme participants, CEPOL does not provide lunches, dinners and domestic transport, it is expected that the sending country covers these expenses for its exchangees.

Equally, CEPOL does not cover any expenses to the host related to the hosting activities in the host's country, neither the costs related to insurance or visa.

Please note: In case of ICU Exchange Programme, the following costs will be covered for participants from beneficiary countries (non EU Member States): return flight/bus/train, accommodation with breakfast and dinner, lunches, visa, travel insurance, mandatory PCR / antigen test, taxi to and from the airport. Participants from EU Member States will have the same costs covered as for the General Exchange Programme (return transport and accommodation with breakfast).

- **Information for Dog Handlers**

In case a service dog is involved, the dog handler has to make arrangements and cover the costs for this him/herself. CEPOL cannot cover any costs nor be held liable for any other requirements or incidents with regard to service dogs. Exchangees have to 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. Exchangees will have to clarify whether the hosting organisation has facilities where the 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.

Dog handlers have to make sure that they obtain all the relevant information on time and check whether the hosting country is prepared to receive and support an exchangee with a dog.

7.1 Stepping back from the Programme

Stepping back from the Exchange Programme must be **avoided as far as possible** as this not only has logistical consequences but also has an impact on the counterpart.

If it becomes necessary to step back the CEPOL Exchange Team/ICU Project Teams must be informed as early as possible via the NEC or in case of ICU projects via the SPOC. In case of a step-back, the sending/hosting country is welcome to nominate a suitable replacement that fulfils the requirements of the stepped back person and pending approval of CEPOL Exchange Team/ICU Project Teams.

If this happens AFTER CEPOL has committed funds and these cannot be reimbursed, the exchangee can be requested to reimburse CEPOL for its costs unless due to serious illness (medical certificate is required) or other force majeure situation. If the sending country covers the cost for an approved replacement's travel, and the travel is still possible, CEPOL will not request recovery of committed funds.

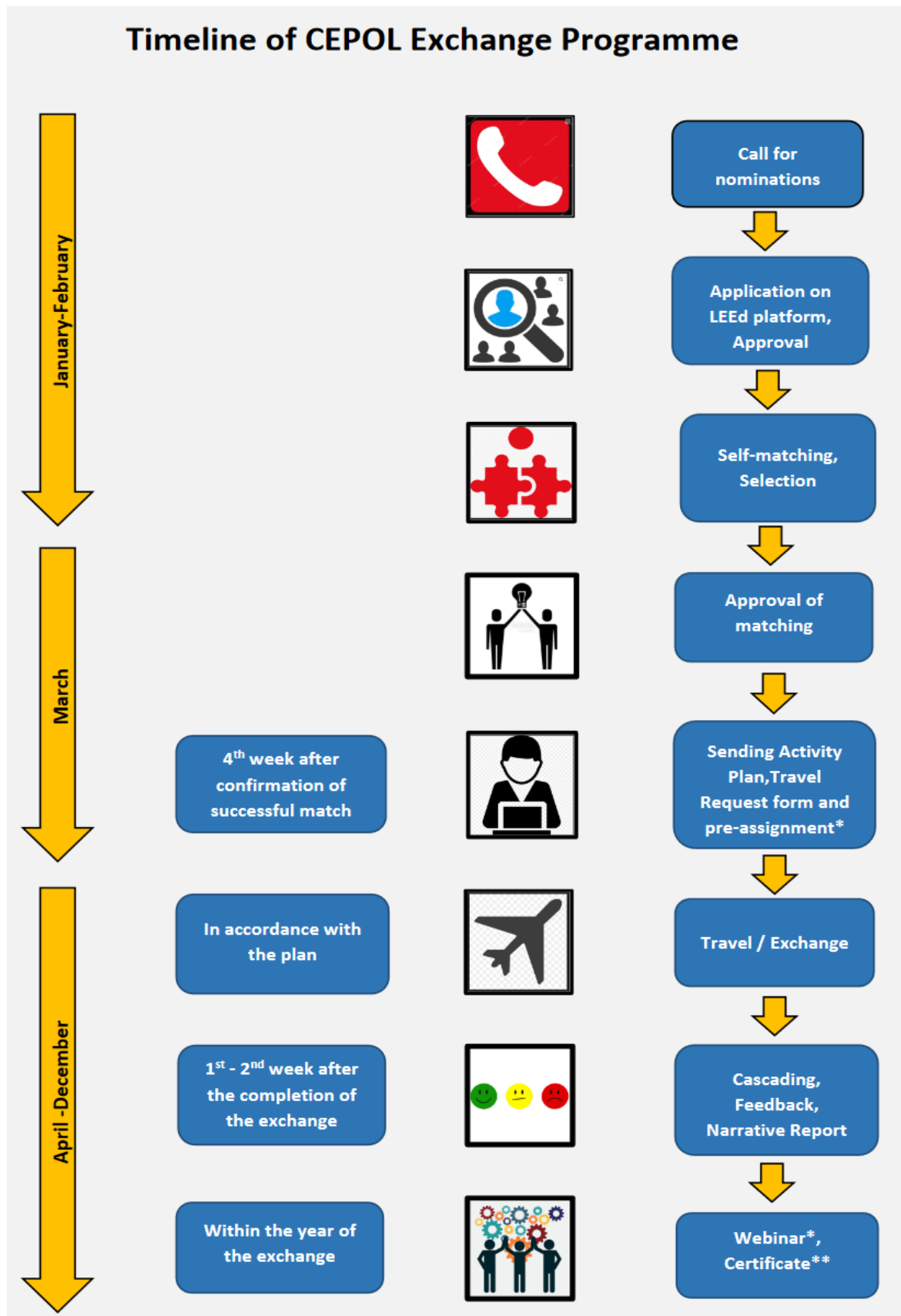
Please note all replacement requests are subject to a prior approval of the CEPOL Exchange Programme Team/ICU Project Teams and the approval of the counterpart.

8. Privacy Statement

All personal data collected by the Agency are processed in accordance with the provisions of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

A dedicated Privacy Statement for the CEPOL Exchange Programme is available on the CEPOL website www.cepola.europa.eu.

9. Timeline (in 2023)



* Pre-assignment and webinar is not applicable ICU Exchange Programme participants.

** Certificate for CEPOL Exchange Programme participation can be downloaded after all requirements were fulfilled, including the webinar.