

**USER GUIDE FOR  
THE EU/MENA COUNTER-TERRORISM  
TRAINING PARTNERSHIP 2  
(CEPOL CT2) EXCHANGE  
PROGRAMME**

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## 1. About CEPOL

CEPOL, the European Union Agency for Law Enforcement Training, is tasked with organising training for law enforcement officers 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 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 agencies such as Europol, Frontex, OLAF, EMCDDA, FRA and international organisations such as Interpol. CEPOL stipulates working arrangements with countries, in particular the candidate, potential candidate and neighbourhood partnership countries.

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

## 2. About the EU/MENA Counter-Terrorism Training Partnership 2 Project (CEPOL CT2)

CEPOL seeks partnership with non-European Union countries in line with European Union policies and strategies to widen the horizon of law enforcement training cooperation and to facilitate professional networking among EU and partners. In this aspect, CEPOL approaches EU Neighbourhood countries aiming at building substantive cooperation in law enforcement training. To facilitate this progress, CEPOL implements EU-funded projects as instruments of cooperation, facilitating jointly organized training activities and providing a platform for police and other law enforcement specialists in the partner countries and the European Union to exchange good practices, know-how, latest crime developments and counter-measures.

The EU/MENA Counter-Terrorism Training Partnership 2 (CEPOL CT2) is a capacity development project implemented by CEPOL, aiming to further build and sustain institutional capacity in the partner countries' law enforcement services to prevent and prosecute terrorism offences. The first phase of this project was implemented from November 2015 to November 2017, fostering cooperation with Jordan, Lebanon and Tunisia.

This cooperation was based on a direct and equal approach, focusing on tailor-made training priorities of the counterparts. Turkey was also involved in a direct and bilateral approach through 'Sharing best practices and lessons learned to improve fight against terrorism' on a direct EU-Turkey approach.

The EU/MENA Counter-Terrorism Training Partnership 2 is the second phase of the above-mentioned project, which has started on 1 January 2018 and has a duration of 36 months. Building on the previous experience and lessons learned, this phase focuses on the same objectives with regard to enhancement of skills as regards to counter-terrorism, but also aims to augment regional synergies and ever more direct training approaches. The second phase continues cooperation with **Jordan, Lebanon, Tunisia and Turkey** on a bilateral basis, but also reaches out to **Algeria and Morocco**, as another two very important Southern Neighbourhood partners.

The training portfolio of the project includes a wide variety of activities, such as residential in-country courses and workshops, regional workshops, study visits, and round tables and expert meetings on law enforcement education and training topics.

### 3. About the CEPOL CT2 Exchange Programme

The EU/MENA Counter-terrorism Training Partnership 2 (CEPOL CT2) Exchange Programme is based on the CEPOL Exchange Programme (CEP), which has been successfully implemented by CEPOL since 2011. The exchange programme 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. The CEPOL Exchange Programme was originally set up in accordance with the Hague Programme (2004), followed by the Stockholm Programme<sup>1</sup> as adopted by the Member States in 2009. The latter as well as the Council Conclusions on 26 April 2010 invited CEPOL to develop and conduct an Erasmus-style Exchange Programme for police officers.

The objectives of the programme are centred on mobility of law enforcement officials, establishment of a common and shared practical knowledge in different law enforcement fields, dissemination and sharing of good practices, creation of a common EU law enforcement culture and encouragement of mutual learning and networking. 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 exchangees and their respective organisations. In the previous years, the success of the CEP has been evident by the amplifying numbers of applicants and exchangees on an annual basis. The CEP is addressed to law enforcement officials from the EU Member States, candidate states and CEPOL associate states.

Drawing from the experience of the CEPOL Exchange Programme and the explicit interest by partner countries for a peer-to-peer collaboration with EU colleagues and vice versa, the CEPOL EU/MENA Counter-terrorism Training Partnership 2 (CEPOL CT2) Exchange Programme was launched (initially as CT2 Exchange Programme and WB FI Exchange Programme) in July 2018, addressing law enforcement officials of the police, prosecutors, tax and customs authorities, judiciary officials and any other authority with law enforcement mandate from the respective partner countries of the CEPOL Projects. The topics of the exchanges are related to combatting terrorism by implementing respectively counter-terrorism trainings in line with the 'prevent, protect, pursue and respond' concept outlined in the European Counter-Terrorism Strategy.

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

### 3.1 Coordination and Communication

The CEPOL CT2 Exchange Programme is coordinated by the CEPOL CT2 Project Team. In every participating country of **the CEPOL CT2 Exchange Programme**, as well as on the European side, a National Exchange Coordinator (**NEC**) and Contact Persons are (or should be) appointed, as per the provisions of the CEP.

**The NECs and Contact Persons are responsible for facilitating and coordinating the sending and hosting of exchangees, as well as contacts between the exchangees and the hosts. The NECs and Contact Persons are also acting as the communication link with CEPOL CT2 Team.**

**All documents mentioned in this user guide are to be sent via the NECs or Contact Persons to the Coordinator of the CEPOL CT2 Team.**

**Documents sent individually and not via the NECs or Contact Persons will not be accepted!**

### 3.2 Target Group

The CEPOL CT2 Exchange Programme is a bilateral exchange of law enforcement officials, prosecutors, tax and customs officials and judiciary officials on topics related to combatting terrorism by implementing **counter-terrorism (CT2)**.

The CEPOL CT2 partner countries (Algeria, Jordan, Lebanon, Morocco, Tunisia, Turkey) can nominate participants for the CEPOL CT2 Exchange Programme.

All EU Member States and the CEPOL Associate countries can nominate participants for the CEPOL CT2 Exchange Programme.

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

## 4. Conditions for participation

The CEPOL CT2 Exchange Programme does not determine a maximum number of applications per country, however a fair distribution of nominations in line with budget availability will be ensured by the Coordinator of the CEPOL CT2 project team.

**Pre-matched exchanges are particularly encouraged**, identified on the basis of the particular topic, but overall related to financial investigation.

Candidates can be nominated if they:

- have a reasonable level of English (at least level B1<sup>2</sup>) which enables them to communicate with colleagues about enforcing the law on the selected topic;
- have a minimum of three (3) years of work experience and expertise in the defined specialised category;
- have a need and readiness for individual learning;

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

- have the ability and willingness to cascade (disseminate) newly gained knowledge both within their organisation and on a national and/or European level.

### ***Language***

The main language is English, however, for an exchange it is possible to use other languages, such as French, German, Spanish, Italian, Arabic or one of the languages used in the other partner countries.

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.

Documentation must be completed in English.

## **5. The Exchange**

### **5.1 Definitions**

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

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

### **5.2 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.

Group exchanges are possible, following the explicit consent of the host country and function in reciprocity; e.g. if 3 exchangees from country A visit country B, country A should be ready to host 3 exchangees from country B. In these cases, the topic of the exchange should be the same for the whole group. 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.

### **5.3 Thematic Areas**

#### **a. CT2**

The CEPOL CT 2 Exchange Programme is specifically related to the fight against terrorism. Several aspects of this topic are listed in the application form for participation and exchangees can choose the thematic area that expresses best their experience and interest. The thematic areas are the following:

1. Foreign Fighters and returnees (covering Home Grown Terrorist fighters, Hate propagandists, Lone Actors)
2. Threat and risk assessment

3. Open source intelligence, online propaganda, counter speech and social media analysis
4. Cyber-crime related to counter-terrorism
5. Preventing Violent Extremism (PVE), Countering Violent Extremism (CVE) and Disengagement Programmes
6. Law enforcement training in the context of counter terrorism (covering leadership and Training needs assessment as well)
7. Tactical operations and physical intervention (covering SWAT, close and critical infrastructure protection drivers as well)
8. Counter-financing terrorism (covering money from Drug Trafficking, Organised Crime and Trafficking of Human Beings), financial investigation, anti-money laundering, asset recovery
9. Airport counter-terrorism security operations
10. Counter-terrorism investigations and conversion of intelligence to evidence for Court, including digital forensics and video Analysis (CCTV)
11. Explosive handling, including CBRN and C-IED operations
12. International cooperation, channels and platforms in counter terrorism
13. Rule of law based interview/interrogation techniques
14. Crisis management
15. Border management in relation to Counter Terrorism

Note: The thematic areas have been developed based on the EU strategic priorities<sup>3</sup> and the experience built during the first phase of the CEPOL CT project regarding the partner countries priorities. To enable matching, each applicant can choose **up to 3 thematic areas** when applying.

## 5.4 The different steps

The exchange consists of the following stages:

- 1) Nomination process
- 2) Selection process
- 3) Preparation
- 4) Exchange period
- 5) Disseminating activities
- 6) Feedback and narrative report
- 7) Certificate of participation

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<sup>3</sup> As documented in the European Counter-Terrorism Strategy (2005), European Agenda for Security (2015) and the Global Strategy for the European Union's Foreign and Security Policy (2016).

## 1. Call for Nominations

A call for nominations will be sent out by CEPOL together with this CEPOL CT2 Exchange Programme USER GUIDE, to all CEPOL National Exchange Coordinators (NECs) and Contact Points, who will then distribute the information to all national law enforcement institutions, prosecutors' offices(s), tax- and custom authorities and judiciary bodies and a deadline will be given within which applications for participation in the specific segments must be received by CEPOL.

**Countries (NECs and Contact Persons) are encouraged to nominate pre-matched exchanges!**

## 2. Selection Process

For the selection process the following steps are required:

- 1) Potential exchangees **must submit an Application Form including a Europass CV (FO EXPR 001-8 Application Form) to the NEC or Contact Persons.**
- 2) The 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 project team within the deadline stipulated in the call for nominations. Applications received after the deadline will not be accepted.
- 3) The **Coordinator of CT2 Project Team** 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.
- 4) After the matching process **the Coordinator of CT2 Project Team** at CEPOL **will inform the NEC/Contact Person** about the selected exchangees and their counterparts. The NEC/Contact Person then makes sure, that selected exchangees receive the host's contact details so that they can discuss the details of their exchange programme, designate the exchange periods in both countries and prepare the activity plans.
- 5) After being informed about the successful selection, exchangees must immediately register on the CEPOL website (E-net / Learning Management System (LMS) platform), unless this person already has a valid CEPOL E-net account (Note: This selection process step is not valid for participants from the CEPOL CT2 countries Algeria, Jordan, Lebanon, Morocco, Tunisia, Turkey).
- 6) **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.
- 7) **Within 4 weeks after the dissemination of the matching outcome the NEC/Contact Person** informs the Coordinator of the CEPOL CT2 Project Team about the planned exchange dates of the selected exchangees (based on the information gathered from their exchanges) and must submit the selected participants' **Travel Request Form** and **Activity Plan** completed and **signed** or must inform the Coordinator of the CEPOL CT2 Project Team about any contacting or other difficulty between the counterparts.

## 3. Preparation

After having received the information about their participation in the exchange programme, **exchangees will have 4 weeks** to take up contact with each other for three purposes:

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

After the contact has been made between the counterparts, exchangees have to duly inform their NEC about the result and about the planned exchange dates.

During the first contacts it is useful to define expectations in advance and, preferably together with the line manager, the objectives of the stay abroad, in particular learning outcomes, specific topics and the way of working in the hosting country. This can be relevant during the cooperation with the host when preparing the **Activity Plan**.

It is possible that exchangees can be asked to change the dates if the exchange is planned in a particularly busy period in order to ensure good organisation and administration of the programme. It is expected that all CEPOL CT2 Exchanges will be finished by **15 November 2020**.

Latest **4 weeks after the notification of the successful selection** the exchangee is asked to submit – through the NEC/CP - the following documents:

a) **Travel Request Form**

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

While giving hotel options, priority should be given to hotels in a reasonable distance from the place of work, **offering a half board service with a price under the hosting country's ceiling limit<sup>4</sup>**. It is, however, not guaranteed that the suggested hotels will be booked as the exchange team has to consider the financial regulations regarding accommodation and meals. Hotel options should be discussed among exchangees, prior to submitting this form, since hosts have a clearer idea of their city and surroundings and can provide useful information.

Please note that in case the hotels listed on the travel request form are not available, CEPOL is authorised to book an alternative, at least 3-star hotel in the vicinity of the proposed hotels.

b) **Activity Plan**

First part of this document contains the agenda of activities during the exchange abroad (in the hosting country). This has to be prepared in close cooperation with the host identifying also learning objectives.

Second part of this document shows activities after the exchange period. Here the exchangee has to identify how s/he plans to share gained experiences of the exchange programme with colleagues of the national law enforcement body. Sharing of experience can be through delivering a presentation, write an article to a professional journal, e-learning, discussion forums, etc. Disseminating of the knowledge can be done within your unit / academy, in national / international courses or conferences, on the internet, etc.

**Above documents have to be sent via the NECs or Contact Persons to the Coordinator of the CEPOL CT2 Project Team. Only the full pack of these documents will be accepted in order to start the booking procedure at CEPOL. In case of late submission of the documents, the Coordinator of the CEPOL CT2 Project Team reserves the right to ask for the exchange to be rescheduled to a later date.**

### **Visa**

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

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<sup>4</sup> The countries ceiling limit LIST is provided as a separate document and will be published on CEPOL website/LMS platform

- The application and issuing procedure may take a considerable length of time. Exchangees have to ensure that any visa application has been submitted 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 or the participant are expected to cover the costs of any required visa for exchangees.

It is recommended to take up contact with the relevant Embassy/Consulate as soon as the exchangee received the information on which country s/he will be going to.

For hosting countries, a **model invitation letter**<sup>5</sup> is often required for a visa and it can be found under the document named Invitation Letter for Visa. It will need to be amended to specific national requirements which must be clarified beforehand.

The hosting countries are kindly invited to liaise, as early as possible after the identification of the 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 CT2 Exchange Programme are highly recommended.

Timely application for a visa is responsibility of the sending country. 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. This is not valid if the reason for the delay is connected with political or other circumstances within the issuing country.

### ***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.

## **4. 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 the Coordinator of the CEPOL CT2 Project 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 9:00 hrs; this involves travelling on Sunday. In the case of exchange hosted by Jordan, the activity will start on Sunday morning 9:00 hrs; this involves travelling on Saturday. The return flight/train/bus will be arranged in such a way that the exchangee leaves the law enforcement premises not before lunch time; this implies departure times no earlier than 14:00 hrs.

The CEPOL CT2 Exchange Programme for 2020 must be finalised by **13 November 2020**, which means all exchanges should be completed by this date.

## **5. Disseminating (Cascading) of knowledge**

Disseminating of newly gained knowledge is one of the most important features of the programme.

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<sup>5</sup> The model invitation letter is provided on request as a separate document

Disseminating of the knowledge means that exchangee shares with other colleagues the knowledge gained during the exchange, hence, the period of disseminating will follow after the exchange has taken place. The plan for disseminating knowledge should be described in exchangees' Activity Plan.

In order to fulfil the aims of the CEPOL CT2 Exchange Programme, it is essential that the exchangees share the new knowledge with other colleagues after the completion of the exchange period. Disseminating is needed to be incorporated in the learning objectives.

In case the disseminating plan has changed after the completion of the programme, a revised plan is required to be submitted –through the NEC/Contact Person - to the Coordinator of the CEPOL CT2 Project Team.

## **6. Narrative Report and Feedback**

Two weeks after the implementation of the exchange period as an exchangee is requested to provide feedback and to prepare a **Narrative Report**.

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 CEPOL CT2 Exchange Programme. 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 a report.

Feedback is given electronically via the **Feedback Form** provided to the exchangee by the Coordinator of the CEPOL CT2 Project Team following the end of the exchange. It gives a clear picture of whether and to which extent the objectives of the project have been achieved; furthermore, lessons can be learned from this information for future CEPOL CT2 Exchange Programmes.

## **7. Certificate of Participation**

After completion of the programme, exchangees who fulfilled all their obligations and submitted full documentation as well as provided feedback via the evaluation form will be awarded a certificate. The certificate will be sent to the designated address in the application form of each exchange or will be provided as download form in the LMS platform.

## **6. Costs**

CEPOL covers the following costs for the exchange:

- ***International transport***

CEPOL will pay for the flight from the main international airport that is situated closest to the sending agency to the main international airport that is situated closest to the hosting agency while respecting the principle of sound financial management. Please note that the closest international airport can be in a different country.

Travel by international train/ bus can also be one of the transportation options. This has to be requested when submitting the travel request form.

For organisation purposes, CEPOL does not provide lunches to the exchangee in the host country. As such the sending country has to cover this expense for their officer. Domestic transportation in the host country is the responsibility of the host country as per the activity plan, namely with regard to transportation from and to the airport, and every day transportation for the implementation of the

activities. Any other transportation that refers to a cultural programme lies on the discretion of the host and the host country.

Exchangees should be advised that CEPOL will not reimburse individuals by transferring money to private bank accounts. All related services will be booked by the Coordinator of the CEPOL CT2 Project Team.

- ***Accommodation, including breakfast and dinner***

Accommodation, breakfast and dinner are paid for in advance by CEPOL; therefore, exchangees should refuse any payments other than private consumptions. Should there be a matter of discussion, the service provider (travel agency) issuing the ticket/booking confirmation shall be contacted on the emergency number. The Coordinator of the CEPOL CT2 Project Team must be informed immediately.

## 7. Stepping back from the Programme

Stepping back from the CEPOL CT2 Exchange Programme should 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 Coordinator of the CEPOL CT2 Project Team must be informed as early as possible via the NEC/Contact Person. If this happens **after CEPOL** has committed funds and these cannot be reimbursed, the exchangee can be requested to compensate CEPOL for its costs unless due to serious illness or other force majeure situation, which has to be justified with appropriate documentation (medical certificate, etc.).

In case of a step-back, the sending country is entitled to nominate a suitable replacement that fulfils the requirements of the step backed person. In such a case and if the sending country covers the cost for such replacement's travel, CEPOL will not request reimbursement of committed funds.

Please note all replacements are subject to approval of the Coordinator of the CEPOL CT2 Project Team and the approval of the counterpart-exchangee.

## 8. Documents to be submitted

In order to ensure that all documents are submitted to the CEPOL project team please take note of them as listed below.

1. **Application Form (including Europass CV) (FO EXPR 001-8 Application Form)**  
This document is to be sent to **the CEPOL CT2 Project Team** through the NEC/Contact Person in accordance with the deadline stipulated in the Call for Nominations.  
Applications received after the deadline will not be accepted!
2. **Activity Plan**  
This document – together with the Travel Request Form - must be sent to the Coordinator of the CEPOL CT2 Project Team via the NEC **latest 4 weeks after the notification of the successful selection**
3. **Travel Request Form**  
This document – together with the Activity Plan - must be sent to the Coordinator of the CEPOL CT2 Project Team via the NEC/Contact Person **latest 4 weeks after the notification of the successful selection**
4. **Narrative Report**

The narrative report should be sent to the Coordinator of the CEPOL CT2 Project Team via the NEC/Contact Person **no later than 2 weeks** after completion of the exchange period as an exchangee. It will be asked if the narrative report can be fully or partly used for the publication made at the end of the project. CEPOL reserves the right to edit the reports before publication.

5. **Invitation Letter for Visa**

This template serves as a supporting document to those countries, where visa is required for the exchange (available on request).

6. **Feedback form** is to be completed **no later than 2 weeks** after completion of the exchange period as an exchangee and sent to the CEPOL CT2 project team via the NEC/CP.

Regulation (EU) 2018/1725 of the European Parliament and of the Council on the protection of individuals 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.

## Timeline of CEPOL Project Led Exchange Programme

