

**USER GUIDE FOR  
PARTICIPANTS OF THE EUROPEAN  
POLICE EXCHANGE PROGRAMME**  
Inspired by Erasmus

UG.EXPR.001-4

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## 1. Introduction

This document provides guidelines for participation in the CEPOL European Police Exchange Programme (hereinafter EPEP or Programme). It aims to assist exchangees, hosts, participants, as well as the National Exchange Coordinator (NEC) in the context of study visits and exchanges. Participation in the programme is available for applicants of EU Member States, EU candidate countries, European Neighbourhood Policy Eastern Partnership countries and Western Balkan Countries.

### 1.1 Objectives of the Exchange Programme

The Exchange Programme's objectives are the following:

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

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## **2. About CEPOL**

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

The acronym CEPOL is French and stands for Collège Européen de Police — European Police College. It is headed by Director Dr Ferenc Bánfi, and is based in Budapest, Hungary.

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

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

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

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

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

### 3. About the European Police Exchange Programme

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

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

The Programme has been running since 2007 and is constantly developing. It currently offers exchanges for different categories of law enforcement staff, and, if possible, study visits to EU agencies.

#### 3.1 Coordination and Communications

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

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

#### 3.2 Target Group

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

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

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<sup>1</sup> As stipulated in the Stockholm Programme, Par. 1.2.6, p. C 115/7:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:C:2010:115:0001:0038:en:PDF>

## 4. Conditions for participation

CEPOL does not determine the maximum number of applications under the European Police Exchange Programme, however it is needed to be emphasised, that a fair distribution of nominations will be ensured by the CEPOL exchange team, giving priority to 1) topics in line with the Policy Cycle OAPs, 2) national operational reasons. Beyond that, countries are encouraged to nominate pre-matched exchanges identified on the base of above said priorities.

Candidates can be nominated if they

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

### *Language*

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

All documentation and the feedback must be completed in English.

## 5. Use of Learning Management System

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

The Platform provides reports by the participants from the previous year(s) on specific exchange topics and good practices in the hosting countries; training materials from the EU agencies for Police and Judicial Cooperation as well as e-lessons on specific topics. All surveys necessary for the

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

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implementation of the programme are also done using the LMS. Furthermore participants are given the chance to exchange their experience and ask questions on the forums.

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

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

## 6. The Exchange

### 6.1 Definitions

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

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

### 6.2 Bilateral basis

The principle for the Exchange Programme is that the exchange should be done on 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 category (topic).

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

### 6.3 Segments and Categories

The Exchange Programme is divided into the following 6 segments:

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

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

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

Throughout all segments, participants can choose only such topic that aligns with the ten CEPOL categories<sup>4</sup>. Any sub-category must range under those thematic areas and can be chosen in line with CEPOL's programme of courses and webinars.

Priority will be given to exchanges in line with the content of the Operational Action Plans in execution of the EU Policy Cycle 2014-2017<sup>5</sup>, determined by the EU Serious and Organised Crime Threat Assessment (SOCTA) and endorsed and prioritised by the Council Standing Committee COSI, requesting Member States through the tools of EMPACT (European Multidisciplinary Platform against Criminal Threats) to initiate actions and measure the outcomes of the Operational Action Plans.

The exchange consists of the following stages:

- 1) Nomination process
- 2) Selection process
- 3) Preparation
- 4) Exchange period

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

<sup>4</sup> The categories in line with the Annual Work Programme 2015 are:

1. EU Policy Cycle instruments and priorities, addressing all Operational Action Plans
2. Other organised international crime including financial crime;
3. Counter-Terrorism;
4. Special Law Enforcement Techniques;
5. EU Police and Judicial cooperation and networks;
6. External dimension of the area of Freedom, Security and Justice
7. Maintenance of law and order and public security;
8. Leadership, learning, training, language development;
9. Research and science, prevention;
10. Fundamental rights

<sup>5</sup> The list of priorities issued by the Council of the European Union can be found at

[http://www.consilium.europa.eu/uedocs/cms\\_data/docs/pressdata/en/jha/137401.pdf](http://www.consilium.europa.eu/uedocs/cms_data/docs/pressdata/en/jha/137401.pdf)



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- 5) Cascading activities
- 6) Feedback

## 6.4 The Different Steps

### FIRST STEP: Call for Nominations

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

### SECOND STEP: Selection Process

For the selection process the following steps are required:

- 1) Potential exchangees **must submit a** Declaration of Participation (Template 2) **and** Application Form including a Europass CV (Template 1) **to the NEC**. Please be aware that the Declaration of Participation in Template 2 must be signed by your superior at your organisation and must then be submitted together with the Application form (Template 1).
- 2) The NEC will then make sure that everything is in accordance with the regulations and will send a list of candidates from your country together with the documents to the CEPOL EPEP Team within the deadline stipulated in the Call for Nominations. Please be advised that any applications received after the deadline will not be accepted.
- 3) The EPEP team at CEPOL will then enter into a matching process (for those, who have no counterpart) in order to find hosting countries or counterparts fitting your requirements.  
- Countries are encouraged to nominate pre-matched exchanges.
- 4) After the matching process, the EPEP Team at CEPOL will inform your NEC which hosting country or counterpart has been found for you. The NEC then makes sure you receive your host's contact details so that together you can make a hosting plan and prepare for the exchange.
- 5) As soon as you have been informed about your participation, you must register on the LMS which also can be used for communicating with your partner. Your registration on the CEPOL website, which gives you access to the LMS, should be confirmed before the exchange takes place.

### THIRD STEP: Preparation

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

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

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

An even distribution of exchanges during the whole year is essential for good organisation of the exchanges and hence for the success of the EPEP; therefore it is possible that you may be asked to change your dates if you planned them in a particularly busy period. It is expected that all exchanges will be finished by 15 November 2015.

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

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

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

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

### Visa

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

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

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

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

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

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

### **Insurance**

Please be aware that neither CEPOL nor the hosting country takes any liability in case of any event for which insurance is required. Also the flight booking does not include any travel insurance.

## FOURTH STEP: The Exchange Period

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

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

Implementation of the different segments of CEPOL the Exchange Programme are to be finalised by 15 November, which means all exchanges should be completed by this date.

## FIFTH STEP: Cascading

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

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

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

### SIXTH STEP: Feedback and Narrative Report

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

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

The Narrative Report gives detailed information on how individual exchangees experienced their stay in the hosting countries; which lessons they have learned and which best practices they have managed to exchange. The aim of the Narrative Report is to make this information available for all participants in the Exchange Programme and to build up an e-learning environment for the future participants. Participants cannot step back from submitting a narrative report, but they can – for operational reasons - request not to publish/share their report.

### SEVENTH STEP: Certification

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

## 7. Costs

CEPOL covers the following costs for the exchange:

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

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

#### ➤ *International transport*

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

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

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

### *Information for Dog Handlers*

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

Please be aware of the following issues:

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

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

## 7.1 Stepping back from the Programme

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

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

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

## 8. Documents to be submitted

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

1. **Application form** (including Europass CV) (Template 1) and **Declaration for participation** (Template 2); these documents are to be sent to the EPEP Team in accordance with the

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deadline stipulated in the call for nominations. **Please be advised that applications received after the deadline will not be accepted.**

2. **Cascading plan** (Template 3); **Hosting plan** (Template 4) and **Travel Request Form** (Template 5): these documents must be sent to the EPEP team no later than three weeks before the exchange period is due to begin. **Please be advised that only the full pack of these documents will be accepted in order to start the booking procedure at CEPOL.**
3. **Narrative Report** (Template 6): **The Narrative Report should be sent to the EPEP Team via the NEC no later than two weeks after completion of the exchange period as an exchangee.** It will then be uploaded on the LMS by the EPEP Team. You may be asked to agree that your Narrative Report be fully or partly used for the publication made at the end of the year. CEPOL reserves the right to edit the reports before publication.
4. A feedback form is to be completed on the LMS. Feedback should be given by the Exchangee one week after completion of the exchange.

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

### Important!

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



## FAQ: Exchanges

### *Where can I go?*

You may state in your Application Form (Template 1) the countries of your priority. A justification is required to be filled in the application form concerning your professional interests in a given country. However, the matching process considers your learning objectives in the first place and the possibility of a hosting country to offer an exchange to meet said objectives. Therefore you may be offered to go to a country which is not your own priority. In case you have not pointed out a specific country in your application, you will be paired with a participant who matches your professional background and learning objectives.

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

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

### *Why to go?*

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

- Improve your knowledge about the topic

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

- Create a professional network

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

- A different outlook

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

- Language skills

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

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- Added value

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

### *What does my NEC do?*

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

### *When can I go?*

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

### *What happens during the exchange?*

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

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

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

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



## FAQ: Hosts

### *What is a Hosting Plan?*

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

### *Role of the hosts*

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

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

### *Preparation*

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

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

## Contact list of NECs

	Country	Email address
	<b>EU MEMBER STATES</b>	
1	AUSTRIA	<a href="mailto:cepol.austria@bmi.gv.at">cepol.austria@bmi.gv.at</a>
2	BELGIUM	<a href="mailto:alain.ruelle@police.ac.be">alain.ruelle@police.ac.be</a>
3	BULGARIA	<a href="mailto:expro_bulgaria@mvr.bg">expro_bulgaria@mvr.bg</a>
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\*This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ Opinion on the Kosovo Declaration of Independence.