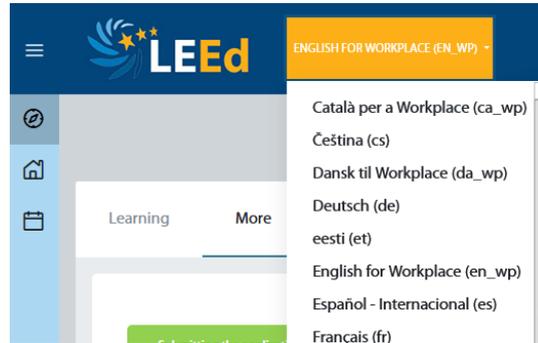


LEEd EXCHANGE PLUGIN USER GUIDE 2023

FOR PROSPECTIVE EXCHANGEES

In order to be able to apply for the Exchange Programm via the LEEd platform, you have to register on LEEd <https://leed.cepol.europa.eu> (click “registration” on the top right corner)

You can set the language of the platform in the top left corner:



1. APPLICATION

The first step to participate in the Exchange Programme (General, EJTN, ICU – for MS countries) is to fill in the application form on LEEd. The fields marked with a **i** are required to be filled in and the more information you give, the more suitable counterpart you can find.

When you click the **?** marks, you access useful information on the given field on what is required.

The first part of the application form checks the 3 most important requirements whether you are eligible to apply based on the exchange history:

- Participation in the CEPOL Exchange Programme: if you participated in the exchange programme in the past 3 years, you are not eligible,
- Spoken languages: the language of the programme is English, the documents to CEPOL must be submitted in English, however the exchange can be carried out in other languages as long as it is spoken by both counterparts in an exchange and,
- Professional requirement: you have to have at least 3 years of experience on the given field you plan to complete an exchange on, this will influence the chosen thematic area of yours – the only exception is the Pilot Tutoring CEPOL Exchange Programme, please, see User Guide for CEPOL Exchange Programme.

Exchange Requirements Form

Exchange Requirements Form

Before you fill in the form, please read our User Guide

All applicable fields are required.

Have you taken part in a CEPOL Exchange Programme the last 3 years?

Yes
 No

Select spoken languages:

i **?**

Select this as mother tongue

Current Position (at least 3 years):

? Yes
 No

If you did participate in the past 3 years in the programme, a textbox appears where you can specify the details. E.g. If you could only host your counterpart for some reason, you can still be eligible to participate but you have to elaborate the history of your participation.

Exchange Requirements Form

Before you fill in the form, please read our User Guide

All applicable fields are required.

Have you taken part in a CEPOL Exchange Programme the last 3 years?

- Yes
 No

Please describe:

Once you ticked the suitable boxes, the rest of the application form appears.

Exchange Requirements Form

Before you fill in the form, please read our User Guide

All applicable fields are required.

Have you taken part in a CEPOL Exchange Programme the last 3 years? Yes No

Select spoken languages: ? ! Hungarian

Select this as mother tongue

Current Position (at least 3 years): ? Yes No

Select Section: ? ! Select

Duration of Exchange (Days): ? ! undefined days (default)
 More than undefined days
 Less than undefined days

Thematic Area: ? ! Select

Subthematic Areas: ? Select

At **Section**: you have to select the programme you intend to participate in: General Exchange Programme, Pilot Tutoring Exchange Programme, CEPOL-EJTN Joint Exchange Programme or ICU Exchange Programme.

Please, carefully read the User Guide for CEPOL Exchange Programme!

Duration of Exchange: the default duration is 5 days.

5 days duration means exchange activity is between Monday to Friday, travel to place of exchange is however on Sunday. Deviation from this rule is approved only in special cases and must be professionally justified (detailed in a comment section after selecting alternative option). Please, don't deviate, if you don't have a professional explanation, the CEPOL Exchange Programme currently does not have a programme for shorter/longer duration.

Thematic area: select the ones that best describe your professional experience.

You can select 4 thematic areas. In order to select more than one, hold the Ctrl button on your keyboard and click on the ones you wish to select. To find the most suitable counterpart, you have to select subthematic areas too.

If you don't find a subthematic that fits your professional experience, select the including 'Other' from the list, and add

yours by checking the below box: Check to insert other subthematics

A textbox will appear where you can type in your subthematic area.

Thematic Area ? ? Select ▾

Other Subthematic Areas ?

Check to insert other subthematics

Select preferred countries for exchange (max 4 countries): In this section you can indicate which countries you prefer to go for an exchange for professional interest. Please, note that it is just an indication, there might not be a suitable counterpart for you from any of the countries you choose here. Therefore, you might be matched with a counterpart from a different country. You have to justify your selection e.g. you have a pre-agreement with someone for the exchange, you know about a process/tool/department that interests you in the chosen countries, you have established a good relationship previously with colleagues from whom you can further learn. The reason of your choice must be of professional interests.

Select preferred countries for exchange (max 4 countries): ? ?

EU Member States

- Austria
- Belgium
- Bulgaria
- Croatia
- Cyprus

Please justify your selection(s): ? ?

Participating in a group ?

Participating in a group: if you wish to participate in a group (with other exchangees from your country/organisation on the same dates), tick the box and give the number of participants and names in your group.

Participating in a group ?

Group information ?

Select sector and Organisation: select the law enforcement organisation you belong to: Police/Custom/Tax Authority/Prosecutor's office/Border and Coast guard/Other and give the name of your organisation.

Short summary: to find the most suitable counterpart, a summary of your professional background and the area you would like to explore during your exchange is very useful. *Please, note that this section alongside with the details of your professional background will be visible to other accepted applicants.*

Select Sector: Tax authority

Organisation:

Short summary:

Please describe your work area, main tasks, and the area which you would like to enhance during the Exchange Programme.

The last part of the application is:

- to upload your **Europass CV** (mandatory format): detail your professional history in your CV (you can download the template from here)
- to upload the **Supervisor consent**: uploading the filled in Supervisor consent is a must, however additional country specific requirements may apply. Please, always check this with your National Exchange Coordinator whether you are required to submit more documents (you can download the form to fill in from here)
- to add your **comment**: you can share your motivation to participate in the programme, any history you might have e.g. your previous exchange was cancelled for some reason, your future career plans in which this programme would play an important step etc.
- read and accept the User Guide for the CEPOL Exchange Programme
- read and accept the Privacy Statements
- after checking the full application form and making sure you filled in everything correctly, click on **submit**.

Europass CV required:
You can Download the CV template here

Files
Maximum file size: 5MB, maximum number of files: 1

You can drag and drop files here to add them.

Accepted file types:

PDF document .pdf

Word 2007 document .docx

Word document .doc

Files
Maximum file size: 5MB, maximum number of files: 1

You can drag and drop files here to add them.

Accepted file types:

PDF document .pdf

Word 2007 document .docx

Word document .doc

Comment

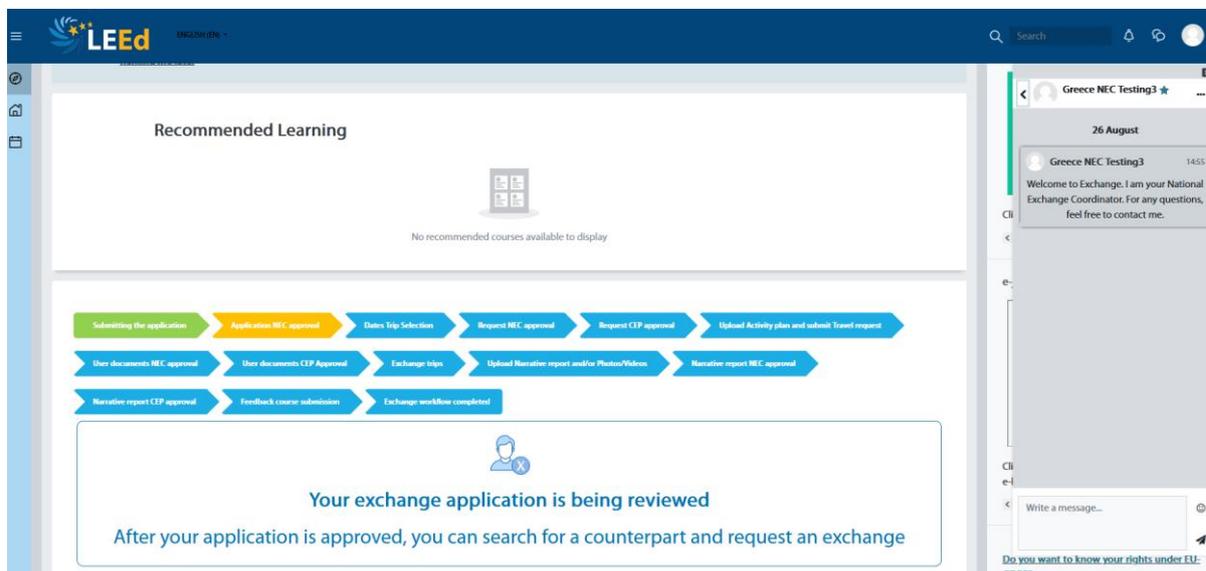
I have read and I accept the ●

I have read and I accept the [CEPOL Exchange Programme Privacy Statement](#) ●

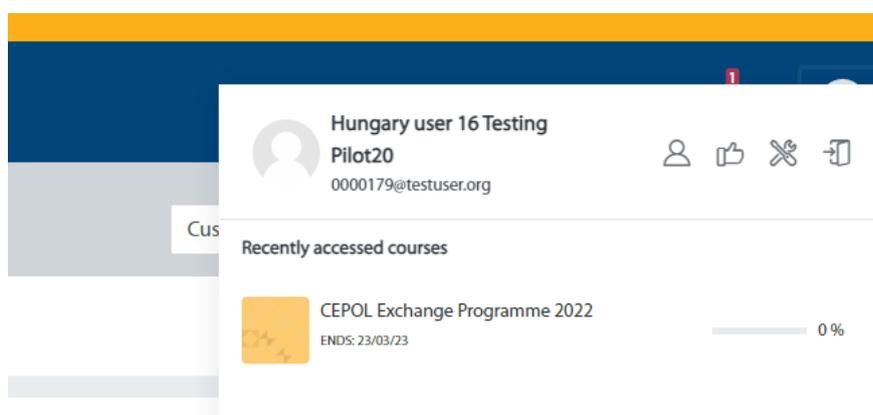
2. AFTER SENDING THE APPLICATION

Once you submitted your application, it is under review by your National Exchange Coordinator, and you see the below page on your dashboard. You have to wait at this stage for the decision of your NEC of which a notification will be sent on the platform.

You can monitor the process throughout the whole period on the arrows. The current step is always orange, once done it becomes green, the ones that follow the current status are always blue.

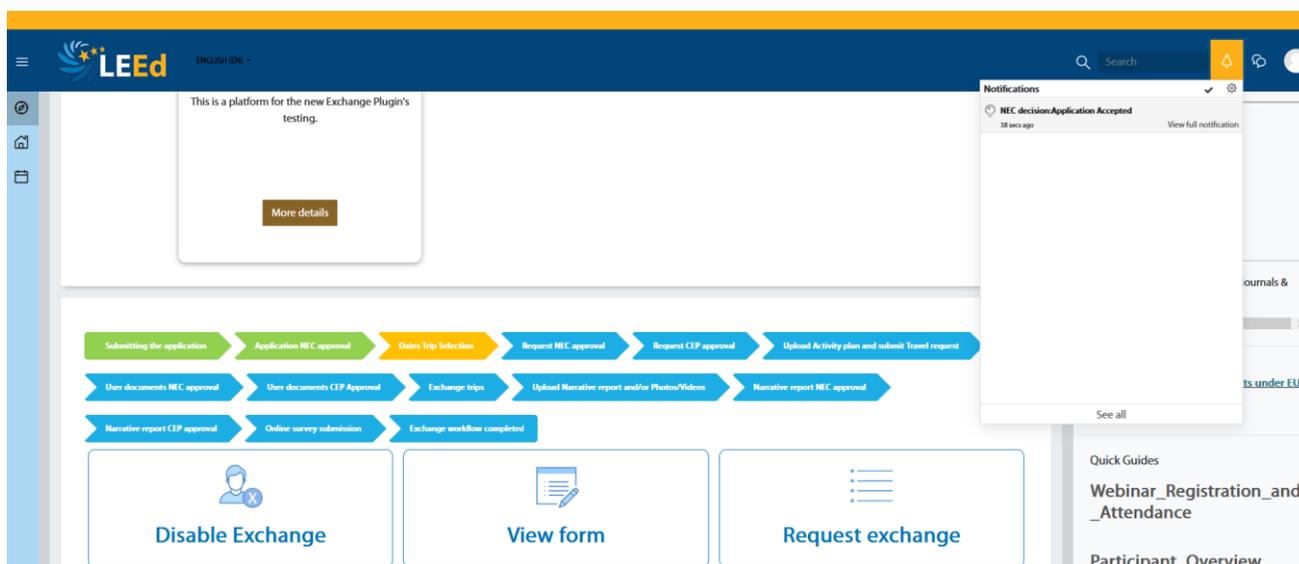


You will be added to the CEPOL Exchange Programme course on the platform that you can access from your profile icon in the top right corner. Click on CEPOL Exchange Programme (it will be 2023 not 2022) and it takes you to the course page where you can check information and programme documents.



3. DECISION ON APPLICATION

Once your application is accepted by the NEC, you receive a notification and the next step becomes available in the process which here is **Dates trip selection**.



You can check the full message by clicking on 'View full notification':

Notifications

Notification card titled "Application Accepted" with a timestamp of "1 min 39 secs ago". The main text reads: "Your application to enable exchange program has been accepted. Go to the [Exchange list](#) to search for an exchange partner. You have been enrolled to this [Course](#). You can access it for more information."

After clicking on Exchange List in the notification, you can browse the other applicants' profile and details in order to find a suitable counterpart. This can be accessed by click on '**Request exchange**' on your dashboard. Please, see above.

- In case your application was **rejected**, your NEC will include the reason of the rejection and you will be notified. If the reason was some sort of insufficiency in your application, you will have time until the application deadline to complement/change your application and re-submit it. If needed, consult with your NEC via instant message about the insufficiency in order to re-submit a complete and appropriate application. If your re-submission is accepted, you can proceed with looking for a counterpart.

IMPORTANT! CEPOL-EJTN Joint Exchange Programme and ICU Exchange Programme applicants can only use the Exchange Plugin up until this point. Please, don't request an exchange here with anyone!

For these two Exchange Programmes, after an accepted application, the CEPOL Exchange Team will download the application documents of the accepted applicants and will match them 'manually' with those who applied via email. For the ICU Exchange Programmes, third country applicants don't have access to the main LEEd, therefore they can't apply on this platform. As well as those applying via EJTN cannot have access to LEEd, therefore their application is sent by mail via EJTN.

Only those proceed from here who applied to the GENERAL Exchange Programme or Pilot Tutoring Exchange Programme, and whose application was accepted/nominated by their NEC.

4. LOOKING FOR A COUNTERPART – SELF-MATCHING

You will have a list of 'Best match' and 'Available matches' when looking for a counterpart. On the best match list you will see the other applicants who fully match your profile and expectations. On the available match list, you will find possible counterparts who match your profile and expectations partially.

Click on the little profile icon to see details about others. You can request exchange only with those applicants where you see the '**Request Exchange**' button.

The screenshot shows a navigation bar with three tabs: "Dashboard", "Available/Not matched list" (selected), and "Best match list". Below the navigation bar, the page title is "Available/Not matched list". A sub-header states: "This list contains matches that fulfil your criteria partially" and "Matches with red color indicate the person is member of an ongoing exchange".

On the left, there is a table with columns "Name", "Country", and "Sector". The table lists four entries, with the third entry, "Hungary user 20 Testing Pilot22", highlighted in blue. Below the table, it says "Showing 1 to 4 of 4 entries".

The main content area shows a detailed profile for "Hungary user 23 Testing Pilot22". The profile is divided into two main sections: "Spoken Languages" and "Exchange Information".

Language	Mother Tongue
English	✓

Exchange Information

- Country: Hungary
- Section: General Exchange Programme
- Sector: Police
- Thematic Area: Serious and Organised Crime
- Subthematic Area: Trafficking of Human Beings
- Duration: Default (5 days)
- Chosen countries: Greece
- Countries selection justification: i am the best
- Group information: Not set

Below the profile, there is a "Short Summary" section with the text: "Academy" and "User comment: no".

On the right side of the profile, there is a "Search Filters" section with a dropdown menu labeled "Area". Below the filters, there are four "Send message" buttons and one "Request Exchange" button. At the bottom of the profile, there are "Previous", "1", and "Next" navigation buttons.

If you find a suitable possible counterpart, you can get in touch with them via instant messages. You can discuss whether you two find each other professionally suitable and if you would plan to host each other to complete an exchange, and when to travel to each other countries. Both aspect is very important. Being **professionally matched**, with similar

professional experience, commitment and opportunity to provide meaningful activities to each other, as well as **agreeing on the dates** of the exchange.

Please, make sure to choose the dates for your exchange carefully, when you can be the most sure to be able to travel to your counterpart and vica versa, host your counterpart.

Name	Country	Sector	Thematic Area	Subthematic Area	Sub subthematic Area
Hungary User 14 Testing Pilot2	Hungary	Police	2.1 Serious and Organised Crime	1.A EU Policy Cycle 1.B Trafficking in Human Beings 1.C Cannabis, Cocaine, Heroin Trafficking 1.D Synthetic Drugs and New Psychoactive Substances	
Italy User1 Testing Pilot1	Italy	Police	2.1 Serious and Organised Crime	No subthematic area available	
Italy User4 Testing Pilot1	Italy	Police	2.1 Serious and Organised Crime	No subthematic area available	
Kornelia Hernadi	Italy	Police	2.1 Serious and Organised Crime	No subthematic area available	

After sending a message you can see the conversation in your private messages

Hi, I think our profiles would make a good match for exchange. I would request an exchange with you you agree, because I think we could learn a lot from each other. please, check my profile and let me know if you agree and we can talk about exchange dates! Thanks, Nora

Submit

- If you don't find a counterpart by yourself, or your request was rejected and you are without a counterpart by the end of the 'self-matching' period, when CEPOL reviews and approves/rejects the exchange requests, you can still be matched. The proposed matches are going to be disseminated by CEPOL via the National Exchange Coordinators who will then inform you in case you have been selected and matched. You can accept this proposed match by requesting an exchange with the proposed counterpart on the platform. And you can follow the process from the beginning of **Step 5. Requesting an exchange**

5. REQUESTING AN EXCHANGE

You can request the exchange with the chosen counterpart by selecting the dates. Make sure to agree with your counterpart on the dates!

You will have to give the date of **YOUR exchange** to the hosting country, then Submit it. Your counterpart will do the same, give the date of their **exchange** to your country.

It is important to give the date of the activities (the start date is Monday, end date is Friday), not the date of the actual travel (travel to the place of exchange is on Sunday, back to home country on Friday afternoon). You only have to give the dates of your travel, your counterpart will give theirs.

Please Choose the exchange start and end dates. (Default duration: 5)

Trip to Hungary

15-05-2023

19-05-2023

Trip to Greece

Unavailable

Unavailable

Check if you want to deviate from the default days, time of travel or default duration. Please, make sure that you only deviate if you have authorisation to do so.

Submit

[Deviation from the default duration **must be justified professionally and officially**. You have to share the reason on the platform, and send the official supporting document to your NEC and to CEPOL as well.]

Once you submitted the exchange request the process update will jump one step and you will see that it is with your NEC to be approved.

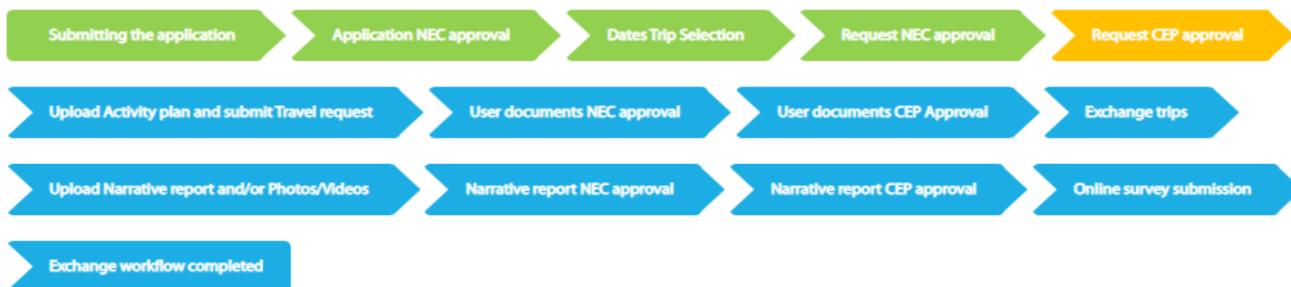
You can always see the details and status of your exchange under Exchange Status.

If your counterpart requested the exchange before you, you will get a notification about it, click on 'View full notification' and after accessing the request from the notification, you can give the dates of your exchange the same way after clicking on 'View request', selecting the dates of your exchange, then submit.

Name	Country	Sector	Thematic Area	Subthematic Area	Sub subthematic Area	
Greece user 16 Testing Pilot24	Greece	Police	Serious and Organised Crime	Trafficking and Illicit Use of Firearms and Explosives		Send message View Request Reject Request Pending Approval/Rejection

APPROVED BY NEC

If your exchange is approved by both NECs, it is forwarded to CEP Exchange Team for review, evaluation and approval.



6. APPROVED BY CEPOL

After your exchange request has been accepted by CEPOL as well, you are officially selected to participate in the Programme.



 Disable Exchange	 Exchange Status	 Exchange History
---	--	---

- *If your exchange request is rejected, you will be directed to the dashboard seeing 'APPLY FOR EXCHANGE' again. You will receive a notification about the rejection and the reason. If it is not a reason that eliminates you from participating, then you just have to click on 'Apply for exchange' again, you will see that the application form is pre-filled. Make the changes you were instructed to do, and you can submit it again. If you have to make changes later on in the process, submit it with the same information and *then* make the requested changes. After your NEC approves your application, you are at **Step 4**. Looking for a counterpart.*

7. ACTIVITY PLAN

Once your exchange has been accepted, you have to communicate closely with your counterpart on your Activity plan. You have to download the template from the platform. Fill it in thoroughly, and upload it.

Status of the Exchange:		Pending Travel Documents	
Sector:	Police		
Host:	Hungary User 14 Testing Pilot2		
Click to view full user application details			
User Guide:		General Exchange Programme	
Send message			
My destination:	Hungary	Other exchangee destination:	Greece
Start date:	27-08-2022	Start date:	29-08-2022
End date:	28-08-2022	End date:	30-08-2022

Please provide the Activity plan and submit the Travel request form

Download the template for the activity plan [here](#)

Activity plan

Maximum file size: 500MB, maximum number of files: 1

Files



Activity Plan...

[Finish](#)

After uploading the activity plan, you have to click **Finish**. Then move on to the **Travel request form**, which is an online form, fill it in and also finish and submit in order to finalize it.

You have to **fill in the Travel Request Form very carefully** as CEPOL will book your travel according to these data, therefore your name must be as on your passport or ID Card.

8. TRAVEL REQUEST FORM

It is extremely important to fill in the travel request form properly

You have to give your personal data, and the details of your travel and stay in the hosting country. In order to arrange your travel and stay in the hosting country, CEPOL needs to receive the data in time and accurately.

Please, make sure to take your time to fill in the travel request form, especially if your planned travel dates are close. Once you fill in the form, you have to read a Declaration and acknowledge it by ticking the box, and **Save** your data, then when Submitting appears, **Submit** your Travel Request form.

Please, see below the form.



Travel request form [Message](#)

Press Save to save your data.

Firstnames:
(in accordance with passport/ID)

Familyname:

Title/Function:

Ms/Mrs/Mr:

! Ms ▾

Nationality:

Type of travel document:

! Passport number (place of issue) ▾

Travel document number:

! 86226906 - City

Expiration date of travel document:
(should be valid at least 3 months after travel dates)

17 ▾ August ▾ 2026 ▾

Sending country:

Mobile phone:

Email:

Name of organisation:

Address:

Work phone:

Alternate email:

Date of departure:

15 ▾ January ▾ 2023 ▾

Start of programme:

Date of return:

20 ▾ January ▾ 2023 ▾

End of programme:

Departure place:
(place of duty in home country)

! Athens

Destination place:
(host country)

! Budapest

Travel method:

! By international flight ▾

Any comments on travel:

Please enter any useful information that could facilitate the travel booking eg: possible flight/train/bus option, distance from airport if significant, leg space etc

ACCOMMODATION DETAILS

Please list at least 3 hotels in the city/cities that you are visiting, in the vicinity of the organised activity in the hosting country. Please specify whether one or more of those hotels have a specific agreement with the host / hosting organisation and include any useful reference we can quote when booking. If there are several cities, please indicate the exact night(s) spent in each city. Hotels must offer breakfast service with a price under the hosting country's ceiling limit.

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

Accommodations:



I wish to have accommodation in one location (city) during the full period of the exchange ↕

Proposed hotels, location:

City
1. Hotel
2. hotel
3. hotel

Dates for accommodation:

insert the check in date and the check out date

DIETARY REQUIREMENTS:

Please indicate if you have any special dietary needs.

I take note of and accept the terms and conditions set out in the User Guide for the CEPOL Exchange Programme. [Read document here.](#)

Press Save to save your data.

Save Cancel

Don't forget to **SUBMIT** after saving the form.

9. APPROVED DOCUMENTS

If you filled in the Travel request form precisely, your NEC and CEP will approve it and your travel will be arranged by CEPOL. You will receive the flight ticket and accommodation voucher via email from the travel agency.

Please, contact Estravel if you encounter any problem regarding your booking or travel.

+372 6 266 266 or estavel@estavel.ee

My Current Exchange

Status of the Exchange: CEP Manager approved your files. Pending approval of other exchange.

Sector:	Police
Host:	Greece user 17 Testing Pilot25

[Click to view full user application details](#)

User Guide: [General Exchange Programme](#)

[Send message](#)

My destination:	Greece	Other exchangee destination:	Hungary
Start date:	16-01-2023	Start date:	16-01-2023
End date:	20-01-2023	End date:	20-01-2023

10. AFTER YOUR TRAVEL – Narrative report and online feedback

Once you completed your exchange, what is left is to send us your feedback. You will be able to download a **Narrative report** template. Take your time to answer the questions, your feedback can help other law enforcement officials planning to go on an exchange, and for CEPOL to improve the Exchange Programme. Once you answered all the questions, upload it and submit it to your NEC. CEP Team can only approve the Narrative Report after both exchangees travelled and uploaded their Narrative reports. See below the steps.

Disable Exchange

Exchange Status

Exchange History

Download the template for the narrative report [here](#)

Narrative Report

Videos/Photos of your trip (Optional)

Maximum file size: 500MB, maximum number of files: 1

You can drag and drop files here to add them.

Maximum file size: 500MB, maximum number of files: 100

You can drag and drop files here to add them.

Accepted file types:
Image (JPEG) .jpg
Image (PNG) .png
Video file (MP4) .mp4

In order to submit, please, check at least one box:

I accept the use of photos bearing my image for publication purposes by CEPOL

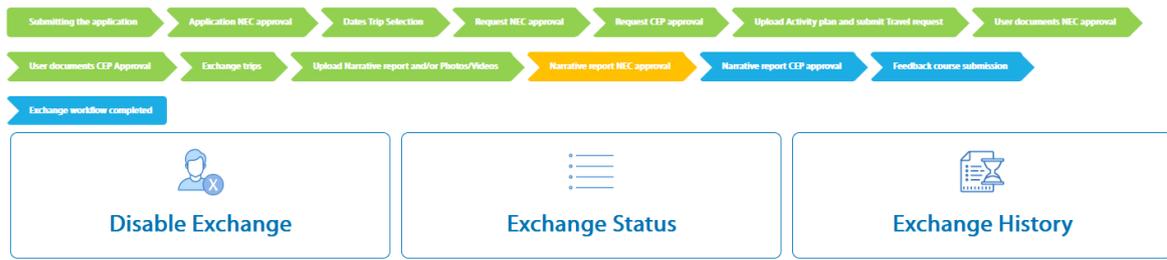
I accept the use of my personal data (name, country of origin, professional qualification and national authority affiliation)

I do not accept the use of my personal data or photos bearing my image

[Submit](#) [Cancel](#)

11. AFTER SUBMITTING YOUR NARRATIVE REPORT

Once you submitted your narrative report is up to first NEC, then CEP approval.



12. APPROVED NARRATIVE REPORT



CEP will be able to accept the narrative report once both exchangees are approved by the respective NECs.

- If your Narrative Report is rejected, your NEC will shortly explain the reason why it was rejected, and you will be able to upload an amended one. Same if it is rejected by the CEP.

13. ONLINE FEEDBACK

You also have to fill in an **online survey** (anonymously) in order to get your certificate on completing an exchange. This will be accessible from the arrow by clicking on the text.

14. EXCHANGE STATUS

You can always check the status and details of your exchange under Exchange Status on the dashboard:



My Current Exchange

The flowchart illustrates the process steps: Submitting the application, Application NEC approval, Dates Trip Selection, Request NEC approval, Request CEP approval, Upload Activity plan and submit Travel request, User documents NEC approval, User documents CEP Approval, Exchange trips, Upload Narrative report and/or Photos/Videos, Narrative report NEC approval, Narrative report CEP approval (highlighted in orange), Feedback course submission, and Exchange workflow completed (highlighted in blue).

Status of the Exchange: Pending Exchange Narrative report approval by NEC.

Sector: Police

Host: Hungary User 14 Testing Pilot2

[Click to view full user application details](#)

User Guide: [General Exchange Programme](#)

[Send message](#)

My destination:	Hungary	Other exchangee destination:	Greece
Start date:	27-08-2022	Start date:	29-08-2022
End date:	28-08-2022	End date:	30-08-2022

Disable Exchange: If you encounter anything that forces you to step back, you have to communicate it towards your NEC, and you can disable your exchange by clicking here.

Please be very careful of NOT clicking on this button unless you wish to withdraw as all your information will be hidden, including your exchange in progress.

Exchange History: The platform will store the data and details from your past exchanges.

15. EXCHANGE CLOSED

Once you completed all of these, you finalized your exchange, it is considered closed. You will be eligible to apply in the 4th year from now. (There has to be 3 full calendar year passed between two exchanges.)