User's Guide for Participants of CEPOL Onsite Training Activities

INTRODUCTION

It is CEPOL's mandate to support, develop, implement and coordinate training for law enforcement officials in order to promote thus the strengthening of cross-border cooperation in the fight against crime throughout the European Union. This is stipulated in the Regulation (EU) 2015/2219 of the European Parliament and of the Council of 25 November 2015 on the European Union Agency for Law Enforcement Training (CEPOL) and replacing and repealing Council Decision 2005/681/JHA[1].

This Guide is intended to provide guidance to Participants of CEPOL's Onsite Training Activities. It aims to inform the Participants about their rights and obligations, the rules and procedures, and the services that CEPOL provides to facilitate their learning. Participants will receive the Guide together with the Invitation Letter forwarded by the CNU. These are listed in CEPOL's Annual Training Catalogue (available on CEPOLs website and via CNUs), which is based on the outcomes of a regularly implemented training needs analysis procedure.

The Guide is divided into three chapters, and notably:

1 - *Before the Onsite Training Activity* describing the expenses carried by CEPOL, nomination procedure, the invitation documents, the prerequisites for nomination, stipulations concerning travel and accommodation, cancellation and postponement as well as justification of absence, registration for and provisions on CEPOL's Law Enforcement Education system (LEEd), and some general guidelines.

2 - *During the Onsite Training Activity* describing the roles and responsibilities of the Activity Manager, obligations and rights of the Participants, the procedures concerning the assessment and the certificate, data protection issues as well as those concerning incidents and complaints during and at the end of the Onsite Training Activity.

3 - *After the Onsite Training Activity* describing the need for cascading, the availability of the LMS and the post-course assessment.

This version of the User's Guide for Participants of CEPOL Onsite Training Activities follows the ISO 29993 Standard.

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[1] https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32015R2219

User's Guide for Participants of CEPOL Onsite Training Activities

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1 - Before the Onsite Training Activity

1.1 Expenses

a) ***Entitlement***: CEPOL, as a learning service provider and in line with its mandate and regulations, covers the costs for Participants originating from the <u>EU Member States which adopted the CEPOL Regulation,</u> on average for one Participant per country, and more in case there are extra places available. This includes expenses for international travel, accommodation, lunches, coffee breaks and one dinner; for Participants from <u>Candidate Countries</u>, CEPOL only covers international travel expenses; for Participants from <u>any other countries, or also from other EU Agencies or from international organisations,</u> all expenses must be covered by the sending authority, if not expressly indicated otherwise. No further tuition costs will be charged.

b) ***Insurance:*** Neither CEPOL nor the Framework Partner organising the activity 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. The Participant must make sure they have an insurance that can cover any incidences including costs possibly incurred due to an eventual longer stay in case of a contagious illness and/or required quarantine.

c) ***Transfer:*** For the transfer from the place of arrival and the hotel/venue, complete information about public transport options and prices will be made available to the Participants before they travel.

d) ***Domestic transfer:*** The costs for domestic transfer for the Participant from the place of duty to the place of departure for international travel shall be covered by the Participant's sending authority where the distance between the two places does not exceed 300 km. Where it exceeds 300 km, the travel becomes part of international travel. If the Onsite Training Activity takes place in the Participants' own country, CEPOL shall cover national travel costs as far as they exceed 300 km. In that case, the Participant will need to send a T19 Registration & Travel Request (RTQ) form to the Organiser.

e) ***Local transport:*** Transport between the hotel and the venue, if required, will be covered by CEPOL. Any other local transport outside of the Onsite Training Activity will need to be covered by the Participants themselves.

f) ***Meals:*** Costs for meals taken by the Participant outside of the ones provided by the Organiser are at the expense of the Participant. See also 1.10 b).

g) ***Extension of stay:*** Any costs for an extension of stay for personal purposes will need to be covered by the Participants themselves (see 1.1.b and 1.5 b)).

1.2 Nominations

For every Onsite Training Activity, CEPOL sends an invitation for nomination of Participants to its National CEPOL Units (CNU) so they can distribute it to the relevant audience in their

country and so that potential participants and their line managers can make an informed decision about participation. It is the responsibility of the Participant and the CNU to comply with any internal national provisions. Participation is only possible after nomination via the CNU. Self-nominations will not be accepted.

1.3 Invitation documents

The CNU will distribute the information on the Onsite Training Activity including the following documents:

a) *Invitation Letter:* a letter summarising the Onsite Training Activity, date and location and the logistical details as well as a deadline for nominations;

b) *Activity Curriculum:* this document was designed by an experienced and qualified Activity Manager and includes details on and requirements for the specific Onsite Training Activity;

c) *Activity Programme:* this is usually a draft document which provides an overview of the individual topics with a time schedule; content and names of Experts/Trainers may be added at a later stage.

d) *Participant Profile*: This document is relevant for the Activity Manager to ensure that the right participant are selected in line with the Target Group stipulated in the Activity Curriculum.

e) *The Registration and Travel Request:* This document serves for travel booking.

f) **User's Guide** for Participants of CEPOL Onsite Training Activities (the present document).

g) *Website:* Further detailed information about CEPOL's activities can be found on its website under www.cepol.europa.eu.

1.4 Prerequisites for nomination

a) *Prerequisites:* Potential Participants, before putting themselves forward to the CNU for nomination, must make sure that they fulfil the requirements for participation as formulated in the Curriculum under Target Group. This includes any prior experience, knowledge and skills concerning the subject matter.

b) *Participant Profile:* The Participant Profile, if required, must be completed by the potential Participant in as much detail as possible in order to enable the Activity Manager to make a selection of suitable Participants in line with the requirements stipulated in the Curriculum. The completed Participant Profile must be sent to the CNU, who will forward it to the Organiser.

c) *Registration & Travel Request*: Participants will need to complete the **T19** registration & travel (RTQ) form, and return this to the CNU, who will send it to the Activity Manager together with the nomination. The RTQ form needs to feature all required details as these are relevant for booking. For booking purposes, it is pertinent that the name of the participant indicated must be the same as the one in the passport or any other ID document - it is the responsibility of the Participant to comply with this requirement !

d) **_Language:_** Knowledge of the language which the course is held in – in most cases English – at level B2 (min.) is also a prerequisite for nomination. The Participant is required to have language skills that enable them to participate passively and actively in the learning process before, during and after the Onsite Training Activity. If, during the training activity, the Participant shows not to have enough knowledge and skills in the required language, the Activity Manager may decide to send them home.

1.5 Registration and Travel Request

While nomination is done by the CNU, the selection is done by the Activity Manager on the basis of the Participant Profile an the Target Group requirements in order to ensure that the right Target Group is reached.

Prerequisites for selection and attendance are the following criteria:

- ➢ Nomination by the CNU;
- ➢ A completed Participant Profile and T19 Registration & Travel Request form;
- ➢ Compliance with the requirements for the Target Group as formulated in the Activity Curriculum and evidenced by the Participant Profile;
- ➢ English level B2 (minimum);
- ➢ Registration on the LEEd.

After selection, Participants will receive various documents concerning the Onsite Training Activity and their participation in it, which they must study carefully to ensure they are fully informed about the logistical details and any requirements they need to fulfil before the Onsite Training Activity. These documents are the following:

a) **_Confirmation letter:_** Potential Participants will receive a letter confirming their acceptance and providing logistical details together with the Activity Curriculum and a draft Programme. The letter also invites Participants to register on the LEEd, CEPOL's Learning Management System (LMS) (see 1.8), and will indicate any software or hardware requirements[2] (e.g. laptops, specific programmes, etc.).

b) **_Travel:_** The RTQ form also provides space for suggesting specific preferred travel options. It is to be noted that both travel and accommodation will be booked and paid by CEPOL only for the length of the Onsite Training Activity as indicted in the Invitation Letter, Curriculum and Programme including arrival on the day before the start of the Onsite Training Activity and departure on the afternoon/evening of the last day of the Onsite Training Activity or, only if no suitable travel options are available, on the day following the end of the Onsite Training Activity. It is possible that the Participant may need to leave the Onsite Training Activity sometime before the end of the Onsite Training Activity, if their return travel arrangements require so. In case the Participant wishes to extend their stay, they can do so at their own expenses and they will be responsible for booking additional

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[2] For IT and cyber-related subject matters, computers and software are usually provided.

nights as well as the flight connected with their extension (CEPOL will only book a single flight in that case).

c) **Accommodation**: CEPOL will book a hotel at a minimum standard of three stars. If the hotel is full, it can happen that individual participants will be accommodated in a different hotel.

d) **Meals**: Lunches and one dinner will be covered by CEPOL. Participants must indicate any specific dietary needs they may have in the RTQ form. If such dietary requirements are not specified in the form, the organiser may not be able to comply with such needs.

e) **Further documents**: The above-mentioned Curriculum and Programme will also be included. Participants are asked to take accurate note of their content.

1.6 Travel and accommodation booking

a) **E-tickets and hotel confirmation**: Accommodation and travel will be booked by a Travel Agent with which CEPOL has a cooperation contract. They will send e-tickets for travel and confirmation of hotel reservations directly to the Participant's email address.

b) **Problems during travel**: In case any problems with the flight occurs, the Participant should contact the helpdesk of the flight company or ESTravel (as indicated in the email providing the ticket, not CEPOL nor the Travel Agent.

c) **Insurance**: The flight booking does not include any travel insurance, and CEPOL does not take any liability for incidents during travel. Also see 1.1. b).

1.7 Cancellation or postponement of the activity

In case of cancellation or postponement, Participants will be informed by the Organiser or their CNU.

1.8 CEPOL'S Law Enforcement Education Platform

d) **CEPOL's website:** This can be found under www.cepol.europa.eu. There, Participants can find a button to register or log in to the CEPOL LEEd.

e) **Registration on the LEEd:** In the Confirmation Letter (see 1.5 a), Participants are invited to register on the CEPOL LEEd, which is CEPOL's Learning Management System (LMS), in order to gain access to the Activity Landscape, which provides Onsite Training Activity documents, discussion platforms, learning material, links, pre- and post-Onsite Training Activity assignments, feedback forms for Onsite Training Activity assessment, and other documents. This registration is a prerequisite for participation in the Training Activity.

f) **Confirmation of registration:** After registration on the LEEd by the Participant – instructions can be found on the homepage of CEPOL's LEEd – the National LEEd Manager (NLM) will review the Participant's application, which may take a day or two. The Participant will be informed by email of the NLM's approval after which they can log in.

g) **Use of the Learning Management System (LMS):** On the LEEd, participants will be able to access all kinds of services including Onsite Training Activities, webinars, online

courses and modules, the e-library, e-Journals and others. The specific Onsite Training Activity can be found under "Courses, Seminars and Conferences (LMS)". In order to be able to see and access the specific Onsite Training Activity, the Participant needs to be enrolled by the Activity Manager. If the Activity Manager does not find the name of the Participant in the LEEd for the enrolment, this means the Participant is not registered on the LEEd and cannot access the Activity Landscape. It is the responsibility of the Participant to ensure they are registered on the LEEd. For support, they should contact their CNU and/or NLM.

h) **Introduction:** Participants are invited to introduce themselves on the LMS before the beginning of the Onsite Training Activity by means of the "Who is Who?" section or the General Discussion Platform.

1.9 Sickness or absence for other reasons

a) **Absences:** In principle, the Participant for whom flights and accommodation have been booked is obliged to attend the entire training activity. In case of a need for absence for a short period of time or a premature departure, this must be agreed with the Activity Manager and well justified and documented.

b) **Information and justification:** In case a Participant cannot participate in the Onsite Training Activity for medical reasons, in case of a serious emergency in the immediate family or in case of a natural calamity, or also in case of emergency operations in response to natural or man-made disasters, they must inform their CNU and the Activity Manager, and they must send a justification document to their CNU, who will then forward this to CEPOL. No recovery of costs will be made. The same is valid in case of a large scale mobilisation due to the need to prevent or respond to a terrorist attack or any other kind of acute crisis situation. In case there is no justification for the absence of the nominated and accepted participant, the incurred costs for their participation must be reimbursed by their organisation.

c) **Costs:** No costs will be recovered in the above case as long as a justification document has been received by the Activity Manager.

d) **Insurance:** Participants are expected to have a health insurance that covers any case of sickness during the activity. CEPOL cannot cover any medical expenses.

1.10 General remarks

a) **Instructions:** Participants are asked to read all the provided documents before the Onsite Training Activity begins and to follow all instructions provided by the Activity Manager.

b) **No dinner attendance:** CEPOL will provide one dinner during the training activity; in most cases, this will be a farewell dinner on the last evening. n case a Participant does not want to attend this dinner provided by the Organiser, they must advise the Activity Manager before the Onsite Training Activity takes place so adjustments with catering services or the hotel can be made. Otherwise they will have to cover the costs for the missed dinner.

c) **Suggestions by Participants:** Any ideas for curricular or extra-curricular activities during the Training Activity by Participants are welcome and should be shared with the Activity

Manager. Whether they will be taken on board is at the discretion of the Activity Manager, and they can only be followed up as long as they do not imply additional costs.

2 - During the Onsite Training Activity

2.1 Roles and Responsibilities during the Onsite Training Activity

a) **Activity Manager**: The Onsite Training Activity will be designed, moderated and monitored by an experienced facilitator qualified and trained in designing and delivering learning services, in supporting the leaning process and managing the learning environment. The facilitator is called Activity Manager, and they may be assisted by other competent staff involved in the organisation of the Onsite Training Activity. The Activity Manager will be present throughout the entire Onsite Training Activity. If the Activity Manager is not available for health or other reasons, equally experienced and qualified replacement will be provided.

During the Onsite Training Activity, it behoves the Activity Manager to ensure that
- the learning environment is safe, secure, ergonomically suitable and conducive to an effective learning process;
- Participants are informed at the beginning of the Onsite Training Activity about the security regulations, procedures and provisions of the facilities;
- on the first day, Participants receive a folder including the final Activity Programme and any other relevant information and forms;
- Experts/Trainers are available in line with the Programme and time schedule of the Onsite Training Activity;
- learning resources are available as required;
- the learning process is monitored and individual learning needs are attended to as far as possible;
- attention is paid to the background of the learners and the related needs;
- all Participants sign the Signature Lists;
- complaints by Participants are attended to and solutions found where possible.

b) **Participant's rights**: During the Onsite Training Activity, the Participant as a learner has the right to
- learn in a safe, secure and suitable learning environment;
- on the first day, receive a folder including the final Activity Programme and other relevant information including Data Protection;
- receive suitable knowledge and information on the Onsite Training Activity subject matter;
- engage with other learners and with Trainers;
- express their opinion;
- make suggestions to the Activity Manager and the group;
- access documentation and learning material as well as other services during the Onsite Training Activity on the LMS;

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- obtain an Attendance Certificate provided they have completed the feedback form;
- assess the Onsite Training Activity with regard to logistics, learning and Trainers' performance;
- sign or refuse their signature on the agreement for the use of personal images(individual and group photos, audio/video recording) and data for publication purposes by CEPOL;
- sign or refuse their signatures on the Signature List for sharing their contact details with the other Participants and Trainers;
- attend any personally preferred social/cultural programmes as long as this takes place in their own time.

c) *Participant's obligations*: During the Onsite Training Activity, the Participant as a learner is obliged to
- attend every session;
- Inform the Activity Manager, if there is a justified reason why they cannot attend (part of) the Training Activity;
- pay attention and follow the instructions of the Activity Manager concerning the implementation of the activity, in particular with regard to the facilities and the security measures;
- sign the Signature List in order to confirm their consumption of hotel nights and meals;
- sign the Signature List to confirm that they have taken note of the information and instructions concerning security and safety regulations, procedures and provisions;
- contribute actively to the learning process;
- pay attention to and comply with any copyright instructions for the photocopying, use and distribution of printed material as well as electronic media (e-books etc.) and comply with the provisions of copyright protection;
- conduct themselves in accordance with professional and ethical principles.
- contribute to the assessment process by completing the feedback form on the LMS at the end of the Onsite Training Activity.

2.2 Feedback and Assessment

a) *Purpose:* At the end of each Onsite Training Activity, a feedback procedure[3] will take place with the intention to use the outcome for the improvement of further activities on the subject matter.
b) *Feedback*: Participants are obliged to provide feedback at the end of the training activity on the LEEd by means of a feedback form, which provides the Participant with the opportunity to self-assess their own learning, assess the performance of the Trainers, and provide feedback about the quality of the logistics and facilities. This will enable future Activity Managers to improve the training where required. During the Onsite Training

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[3] https://www.cepol.europa.eu/sites/default/files/12-2016-GB.pdf

Activity, the Activity Manager will monitor the learning progress by keeping an eye on individual learning needs of Participants.

Only after completing the online Feedback form, Participants will be able to download their Certificate of Participation

c) **Post-course Evaluation**: Approximately 6 months after the training activity, participants and their line managers will be invited and strongly recommended to complete a survey about the impact of the training on the participants performance at work (see under 3.3.). The outcomes of this survey will be anonymised and serve as a basis for an annual evaluation report. This will enable CEPOL to obtain an impression on the impact of the training offer it provides.

d) **Assessment:** In some cases, Activity Managers may choose to present a test, or a daily assessment sheet to the Participants. This may also aid the self-assessment of the Participants with regard to the knowledge/skills they may have obtained or developed throughout the Onsite Training Activity.

e) **Sharing of outcomes:** These data will be used for an evaluation of the Onsite Training Activity and will flow into a Trainer's Report, which will then be shared with Activity Managers of any future Onsite Training Activity on the subject matter. Access to assessment results shall be given only to those with established authority or legitimate consent to view the information with regard for principles of fairness, transparency and confidentiality. This means, the results of tests or daily assessment forms will only be accessible to the Participants and the Activity Manager. Individual test results will not be shared with line managers or anyone else outside the Onsite Training Activity.

CEPOL uses the outcomes of both types of assessment, Participant feedback and post-course feedback, to compose a general Evaluation Report on the whole of CEPOL's training activities over one year for the CEPOL Management Board; this will not include any individual outcomes; any examples included in this report will be anonymised.

2.3 Certificate

a) **Type:** At this point, CEPOL only provides a certificate confirming the attendance of the Onsite Training Activity by the specific Participant.

b) **Content:** The certificate will indicate the name of the Participant, number and title of the Onsite Training Activity, the number of hours and the Learning Outcomes.

c) **Prerequisite:** The certificate can be downloaded on the LMS by the Participant, however, only after having completed the assessment procedure.

2.4 Protection of data and images

d) **Data:** Any data provided to CEPOL in the T19 Registration and Travel Request form will be only used for the booking of travel and arrangement of logistical requirements like accommodation and meals.

e) **Contact data:** CEPOL may share a list with contact details (only in relation to country and sending organisation, first name and family name, email, mobile and office phone) with other participants. However, at the beginning of the activity, the participants shall have the opportunity to withdraw their consent to be part of such a list.

f) *Sharing of data in emergency cases:* In the context of a pandemic and in case of an infection during an Onsite Training Activity, CEPOL may need to share personal data with national health authorities.

g) *Photos and films:* In the folder provided at the beginning of the training activity, CEPOL's Privacy Statement will be included for reading as well as a form, which Participants are asked to sign. With this signature, they confirm that they have been informed about CEPOL's Privacy Statement for the processing of photos and audio/video recordings and they indicate whether they agree or disagree for their images to be used by CEPOL for publication purposes and their personal data to be used in that context.

2.5 Incidents and complaints

a) *During the Onsite Training Activity:* Any complaints, in the sense of expression of dissatisfaction related to CEPOL's products or services, during the Onsite Training Activity can be taken to the Activity Manager, who shall take action where necessary and possible and find solutions immediately and during the activity where possible.

b) *Outside of the Onsite Training Activity schedule:* In case of any incidents concerning security or health or other that happen outside of the Onsite Training Activity schedule, the Activity Manager is to be informed. Here, the hotel staff or the Embassy of the Participant's country may also be of use. CEPOL does not take any liability for such incidents but will provide support where possible.

c) *At the end of the Onsite Training Activity:* For any criticism complaints related to CEPOL's products or services that cannot be shared immediately with the Activity Manager on the spot, there is the possibility to use the open questions in the feedback form to be completed on the LMS at the end of the Onsite Training Activity (see 2.2). Participants may also submit their complaint in a written format to the functional email box under training@cepol.europa.eu. CEPOL will review and respond to the submitted complaint in a timely manner.

d) *Response:* The Activity Manager will make sure that the cause for any complaint related to CEPOL's products or services is reviewed and removed where possible; the incident shall also be included in the training report. If necessary, they will also ensure that changes are made in order to avoid repetition of the occurrence in future Onsite Training Activities.

For any serious complaints submitted in writing, CEPOL shall review and respond within one month after the complaint has been lodged.

3 - After the Onsite Training Activity

3.1 Cascading

It is recommended that Participants share the newly gained knowledge with their colleagues back at work and others who may benefit from this. This will support the development of a law enforcement network across and beyond the EU Member States and the enhancement of cross-border cooperation.

Participants will be instructed to plan the way they will cascade to their colleagues in their work place what they learned after the activity.

Any document, working group outcome or training material produced during a CEPOL activity is under copyright of CEPOL and can be used for and shared with future participants in other CEPOL learning and training activities either in the classroom or online.

3.2 LMS Availability

The Activity Landscape on the LMS will remain available until the end of the calendar year after the year in which the Onsite Training Activity took place. All Participants and Trainers will have the right to access the documents, links, discussion platform and other services connected with the Onsite Training Activity. Only authorised persons will have access to these documents. After expiry of this period, the former Participants will still have access to the LEEd and use the services there available.

3.3 Post-course assessment

In the following calendar year – four to fourteen months after the activity has taken place –, CEPOL will request both Participants and their line managers to participate in a post-course assessment in order to obtain information about the long-term effect of the Onsite Training Activity and the longevity of the knowledge and skills gained thereby. For this, they have the right to consult all Onsite Training Activity documents. The results of this assessment will be used as a basis for an annual evaluation report and for the improvement of further activities on the same subject matter and will not be shared with anyone apart from the questioned persons involved and future Activity Managers.

Participants and Line Mangers are strongly recommended to participate in this Post-course Assessment thus enabling CEPOL to evidence the impact of the training we offer.

GLOSSARY

Activity Landscape	Site dedicated to a specific Onsite Training Activity to support learning and networking before, during and after the Onsite Training Activity, including a discussion platform, links and documents for learning, feedback forms etc.
Activity Manager	Person responsible for the running of the Onsite Training Activity and for supporting the learning process, whose profile will be given in the Curriculum.
Assessment	Gathering of data and feedback from the Participant in order to measure the effectiveness of the learning material and input provided in the context of the Onsite Training Activity and to use for improvement of any other Activities on the same subject matter.
Attendance Certificate	Proof of participation in a specific Onsite Training Activity.
CEPOL National Unit (CNU)	National Contact Point in the EU MS for any matters relating to CEPOL (except DK).
Confirmation Letter	Letter sent by the Activity Manager or the Organiser to the nominated Participant confirming that they have been selected to participate in the Onsite Training Activity they were nominated for.
Curriculum	Annually reviewed description of the Onsite Training Activity including details about the Organiser, Activity Manager, location, time, number of hours of instruction, target group, aim, learning strategy, mode and resources, learning outcomes, assessment, certificate, etc.
LEEd	CEPOL's online Law Enforcement Education platform available at https://leed.cepol.europa.eu/
Evaluation	Analysis of the data provided by learners and Trainers to be used for potential improvement of the Onsite Training Activity
Invitation Letter	Letter with details about the Onsite Training Activity sent by the Organisers to the CNU asking for nominations.
Learning environment	Classrooms and other physical or virtual spaces used for learning.
Learning resources	Material, environment, human resources, information or other assets that can be drawn on in order to facilitate learning.
Learning service provider	Organisation providing learning services outside formal education including any associates involved in the provision of learning service.
LMS	Learning Management System on CEPOL's LEEd providing learning options including, amongst others, online modules, online courses, webinars and information about the Exchange Programme.
National Contact Point (NCP)	CEPOL Contact point in countries other than the EU MS and DK
Organisational Contact Point (OCP)	CEPOL Contact point in EU and international agencies and bodies
Organiser	Institution that is responsible for the organisation of the Onsite Training Activity.

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Participant	Natural persons working in law enforcement (as stipulated by Article 2 of the CEPOL Regulation[4]) services, who benefit from an Onsite Training Activity after having been nominated by an EU Member State, third parties having a working arrangement with CEPOL or who are beneficiaries of CEPOL capacity building projects or who cooperate with CEPOL on an ad-hoc basis.
Participant Profile	Form for the potential Participant to complete proving insight into their prior knowledge and experience concerning the subject matter of the Onsite Training Activity.
Registration & Travel request (RTQ)	Form to be completed indicating travel, meal and accommodation needs of the participants and to be sent to the Organiser; at the same time valid as a registration for the Onsite Training Activity.
Subject Matter Expert	Natural person with specialised knowledge on/experience in a specific subject matter who transfers his knowledge to the participants in the context of an Onsite Training Activity upon invitation by the Activity Manager
Trainer	Natural person with specific knowledge/experience on training and delivery methods who transfer this knowledge to the Participants in the context of an Onsite Training Activity upon invitation by the Activity Manager; a Trainer can also simultaneously be a Subject Matter Expert with specific knowledge on training methods.
Travel Agent	Agency engaged by CEPOL by means of procurement for the booking of travel and accommodation.

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[4] https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32015R2219