m_dg.GDAP.12/02/2026.0068054.U

Ministero della Giustizia

Dipartimento dell'Amministrazione Penitenziaria

Direzione Generale della Formazione

ALL'UFFICIO DEL CAPO DEL DIPARTIMENTO
UFFICIO I - SEGRETERIA GENERALE
SEDE

AL DIPARTIMENTO PER LA GIUSTIZIA MINORILE E DI COMUNITÀ
ROMA

ALLE DIREZIONI GENERALI
SEDE

AI PROVVEDITORATI REGIONALI
LORO SEDI

AGLI ISTITUTI PENITENZIARI
LORO SEDI

ALLE SCUOLE DI FORMAZIONE E AGLI ISTITUTI DI ISTRUZIONE
LORO SEDI

Oggetto: CEPOL – Agenzia dell'Unione Europea per la formazione delle Forze dell'Ordine.
Corso 51/20026 "Schengen Evaluation – Internal Securit : Police Cooperation and Large – Scale IT systems".
Online: 16-20 marzo 2026, fruibile tramite la piattaforma LEEd di CEPOL,
Onsite: 20-24 aprile 2026, Atene (Grecia)

CEPOL – Agenzia dell'Unione Europea per la formazione delle Forze dell'ordine ha comunicato l'organizzazione del Corso indicato in oggetto, composto da due fasi:

- La prima online dall'16 al 20 marzo 2026, al termine della quale i partecipanti sosterranno una prova finale, il cui superamento consentirà l'accesso poi alla seconda fase residenziale;
- La seconda sarà residenziale che si terrà dal 20 al 24 aprile 2026 (con arrivo il 19 aprile 2024) ad Atene (Grecia).

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L'Iniziativa formativa è rivolta al personale delle Forze di Polizia esperto nel campo della cooperazione internazionale di polizia a livello strategico e/o operativo (SPOCs, PCCCs, polizia di frontiera, etc) e di SIS/SIRENE (almeno 3/5 anni di esperienza), o potenzialmente impiegabile in future visite di valutazione. Si fa presente che i partecipanti saranno poi inseriti nel pool di esperti per le valutazioni Schengen 2026.

Il nostro Paese potrà partecipare all'iniziativa con un solo rappresentante, in qualità di discente, appartenente alle Forze dell'Ordine ed avente un'adeguata conoscenza della lingua inglese (livello minimo B2).

In caso di vacanza dei posti disponibili, si potrà richiedere, in un secondo momento, la partecipazione con ulteriore frequentatore.

Fermo restando il divieto di presentare domanda di partecipazione da parte di chi ha frequentato, nei precedenti tre anni accademici, il corso di Alta Formazione o altro corso CEPOL, ovvero, nei precedenti due anni accademici, uno dei corsi di aggiornamento elencati all'art. 3, comma 1, del P.C.D. 6 settembre 2018, si fa presente che le richieste di partecipazione devono essere inoltrate a questa Direzione Generale), **entro e non oltre il 02 marzo 2026.**

I candidati dovranno essere preventivamente registrati sulla piattaforma LEED di CEPOL. Dopo la ricezione della nota di segnalazione da parte dell'Amministrazione di appartenenza, l'Unità Nazionale CEPOL accrediterà il personale segnalato sulla pagina del corso. Il candidato dovrà poi compilare e caricare direttamente sulla piattaforma digitale il "*Participants Registration Travel Request*" e " *Participant Profile*", e rimanere in attesa dell'eventuale *confirmation* da parte del Course Manager.

Si allegano i seguenti documenti;

- *Activity Curriculum;*
- *Participant Registration Travel Request*
- *Participant Profile*
- *Partecipant user Guide*

Per quanto riguarda le spese di missione, si informa che successivamente alla designazione da parte della Unità Nazionale CEPOL, il biglietto aereo verrà prenotato ed acquistato dall'Agenzia, che terrà in considerazione i voli che consentano l'arrivo prima

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dell'inizio e la partenza subito dopo la fine del corso. CEPOL sosterrà anche i costi dell'alloggio, mentre le restanti spese e la diaria giornaliera saranno a carico dell'Amministrazione di appartenenza del partecipante.

Fatte salve cause di forza maggiore, debitamente documentate, l'Agenzia si riserva il diritto di richiedere un risarcimento all'Amministrazione di appartenenza, nel caso di danno attribuibile ad inadempienze del partecipante al corso (ad esempio non prendere parte al corso dopo l'effettuazione delle prenotazioni).

Si precisa, infine, che le eventuali candidature dovranno obbligatoriamente essere corredate da apposita attestazione, rilasciata dagli enti abilitati, comprovante la conoscenza della lingua inglese con livello minimo B2.

Cordiali saluti.

Il Direttore Generale
Antonio Fullone

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Scuola di Perfez. Forze di Polizia
Cepol
Prot.: 0000753 del 06/02/2026 Uscita Cod. Amm. m_it
Data: 06/02/2026 08:01:07
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Ministero dell'Interno

DIPARTIMENTO DELLA PUBBLICA SICUREZZA
SCUOLA DI PERFEZIONAMENTO PER LE FORZE DI POLIZIA
Unità Nazionale CEPOL
dipps021.0201@pecps.interno.it

OGGETTO: CEPOL - Agenzia dell'Unione Europea per la formazione delle Forze dell'Ordine. Corso 51/2026 "Schengen Evaluation - Internal Security: Police Cooperation and Large-Scale IT systems".
Online: 16 - 20 marzo 2026, fruibile tramite la piattaforma LEEd di CEPOL;
Onsite: 20 – 24 aprile 2026, Atene (Grecia).

ALLA DIREZIONE CENTRALE DELLA POLIZIA CRIMINALE
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ALLA DIREZIONE CENTRALE PER GLI AFFARI GENERALI E LE POLITICHE DEL PERSONALE DELLA POLIZIA DI STATO
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ALLA DIREZIONE CENTRALE PER I SERVIZI ANTIDROGA
dipps016.0000@pecps.interno.it ROMA

ALLA DIREZIONE INVESTIGATIVA ANTIMAFIA
dipps028.0000@pecps.interno.it; addestramento@dia-net.it ROMA

AL COMANDO GENERALE DELL'ARMA DEI CARABINIERI
crm28734@pec.carabinieri.it ROMA

AL COMANDO GENERALE DELLA GUARDIA DI FINANZA
rm0010127p@pec.gdf.it ROMA

AL DIPARTIMENTO DELL'AMMINISTRAZIONE PENITENZIARIA
prot.dgf.dap@giustiziacert.it ROMA

e, per conoscenza:

ALL'UFFICIO PER IL COORDINAMENTO E LA PIANIFICAZIONE DELLE FORZE DI POLIZIA
dipps020.0600@pecps.interno.it ROMA

CEPOL ha comunicato che sta organizzando il corso indicato in oggetto, composto da due fasi: la prima online dal 16 al 20 marzo 2026, fruibile tramite la piattaforma LEEd di CEPOL, la seconda residenziale, che si terrà dal 20 al 24 aprile 2026 (con arrivo il 19 aprile), ad Atene (Grecia).

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Ministero dell'Interno

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SCUOLA DI PERFEZIONAMENTO PER LE FORZE DI POLIZIA
Unità Nazionale CEPOL
dipps021.0201@pecps.interno.it

L'attività didattica è indirizzata al personale delle Forze di Polizia esperto nei settori della cooperazione tra le Forze dell'Ordine e nei sistemi IT su larga scala (SIS/SIRENE), con adeguate e recenti esperienze e conoscenze (3/5 anni), che possa essere potenzialmente impiegato in future visite di valutazione. I candidati devono possedere una vasta esperienza professionale con il Sistema d'Informazione Schengen (SIS), in particolare nell'Ufficio N.SIS o nell'Ufficio SIRENE e/o essere impiegati nel settore della cooperazione tra Forze dell'Ordine (cooperazione di polizia transfrontaliera, SPOC, PCCC, cooperazione con Europol, EMPACT) a livello strategico e/o operativo. Devono inoltre avere una solida e approfondita conoscenza degli aspetti giuridici, procedurali, operativi e tecnici del settore di propria competenza, nonché una solida conoscenza della legislazione fondamentale dell'UE nell'ambito dell'convenzione di Schengen.

L'obbiettivo dell'attività didattica è quello di sostenere l'attuazione del meccanismo di valutazione e monitoraggio di Schengen (SEMM), istituito dal Regolamento del Consiglio (UE) 2022/922, promuovendo nel contempo lo svolgimento di visite di valutazione obiettive e complete, mediante la preparazione di esperti per le visite di valutazione Schengen nel campo della cooperazione internazionale e del large scale IT systems.

L'attività online prevede la partecipazione il primo giorno ad una sessione dal vivo della durata di 8 ore mentre nelle restanti giornate ai partecipanti sarà richiesto di studiare per circa 3 ore giornaliere che potranno essere pianificate con la massima flessibilità in modo da completare le attività previste e superare il test finale.

La selezione finale dei partecipanti per l'ammissione al secondo step dell'attività (residenziale) sarà effettuata tra i candidati che avranno superato la prova valutativa prevista alla fine della fase online e che soddisferanno i criteri di partecipazione indicati dalla Commissione Europea per essere nominati per il pool di esperti per le valutazioni Schengen del 2026.

L'Italia potrà partecipare con un rappresentante in qualità di discente avente un'adeguata conoscenza della lingua inglese (livello minimo B2). In caso di vacanza dei posti disponibili, si potrà chiedere di partecipare con un ulteriore frequentatore.

Il personale interessato dovrà essere preventivamente registrato sulla piattaforma LEEd di CEPOL e dopo la ricezione della lettera di candidatura da parte della propria Amministrazione, questa Unità Nazionale lo accrediterà sulla pagina del corso. Il candidato dovrà compilare e caricare direttamente sulla piattaforma digitale il *Participant Profile* ed il *Participant Registration Travel Request*, restando in attesa dell'eventuale *confirmation*, che sarà trasmessa direttamente dal *Course Manager* (in tal caso verrà inviata la lettera di conferma partecipazione da parte di questa Unità Nazionale).

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Ministero dell'Interno

DIPARTIMENTO DELLA PUBBLICA SICUREZZA
SCUOLA DI PERFEZIONAMENTO PER LE FORZE DI POLIZIA
Unità Nazionale CEPOL
dipps021.0201@pecps.interno.it

Per quanto riguarda le spese di missione limitatamente alla fase residenziale, si informa che dopo la designazione da parte di questa Unità Nazionale, l'Agenzia provvederà a prenotare i biglietti tenendo in considerazione i voli che consentano l'arrivo prima dell'inizio e la partenza subito dopo la fine del corso. CEPOL si farà carico anche dell'alloggio, mentre le restanti spese e la diaria giornaliera saranno a carico dell'Amministrazione di appartenenza del partecipante.

Ciò premesso, si chiede di voler segnalare a questa Unità Nazionale, entro il **2 marzo 2026**, il nominativo di un candidato, ai fini dell'individuazione del partecipante nazionale, trasmettendo l'indirizzo di posta elettronica ed un recapito telefonico.

Alla luce di ciò si rende noto che, fatte salve cause di forza maggiore debitamente documentate, l'Agenzia si riserva il diritto di richiedere un risarcimento all'Amministrazione di appartenenza nel caso di danno attribuibile ad inadempienze del partecipante (ad es., non prendere parte al corso dopo l'effettuazione delle prenotazioni).

Si allegano i seguenti documenti inerenti il corso:
- Activity Curriculum;
- Participant profile;
- Participant registration travel request;
- Partecipant User Guide.

Le Direzioni ed i Comandi in indirizzo sono cortesemente pregati di far pervenire le loro risposte all'indirizzo di posta elettronica in intestazione. La dipendente Unità Nazionale CEPOL resta a disposizione per ogni ulteriore precisazione ai recapiti telefonici 0646524343-380-476, nonché all'e-mail: italy.cepol@interno.it.

IL DIRETTORE
Modeo

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CEPOL
EUROPEAN UNION AGENCY FOR LAW ENFORCEMENT TRAINING

T15_20/10/2025

Micro-credential recognised by WSB MERITO University in Wroclaw (PL) with 1 ECTS credit

PARTICIPANT - PROFILE

Schengen Evaluation – Internal security: Police Cooperation and Large-Scale IT systems
051/2026/ONS

Online part: 16-20 March 2026
Onsite part: 19-24 April 2026

Hellenic Police Headquarters, International Police Cooperation Division
Athens, Greece

Thank you for your interest to participate upcoming CEPOL Activity.

The activity targets experts in the fields of **law enforcement cooperation** and **large-scale IT systems (SIS/SIRENE),** with adequate and fresh (3/5 years) experience and knowledge as well as willingness and potential to engage in future evaluation visits. Experts should have comprehensive experience working with **the Schengen Information System** (SIS), in particular in the N.SIS Office or in the SIRENE Bureau **or** working in the field **of law enforcement cooperation** (cross-border police cooperation, SPOC, PCCCs, cooperation with Europol, EMPACT) at the strategic and/or operational level. They should also have a solid and in-depth knowledge of legal, procedural, operational, and technical aspects of the respective policy field as well as a sound knowledge of the core EU legislation in the field of the Schengen acquis.

Level: Experts (Leading experts and future evaluators)

First name		Last name	
Title/Rank/Function		Country	
Organisation			
Office phone		Mobile Phone	
Email *(as used on LEEd)*			
Type of L.E.	☐ Police ☐ Customs ☐Border/Coast/Maritime ☐ Judiciary/Prosecutor ☐ Other		

Supervisor/Line Manager Data	
Name and Surname	
Office/Mobile Phone	
Email	

All personal data collected by the Agency are processed in accordance with the provisions of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.
Privacy Statement is available on the CEPOL public website under 'Education and Training' – "Types of Learning".

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CEPOL
EUROPEAN UNION AGENCY FOR LAW ENFORCEMENT TRAINING

T19_15/10/2025

Micro-credential recognised by WSB MERITO University in Wroclaw (PL) with 1 ECTS credit

PARTICIPANT REGISTRATION & TRAVEL REQUEST

Schengen Evaluation – Internal security:
Police Cooperation and Large-Scale IT systems
051/2026/ONS

Online part: 16-20 March 2026
Onsite part: 19-24 April 2026

Hellenic Police Headquarters, International Police Cooperation Division
Athens, Greece

REGISTRATION			
First Name (as shown in passport/ID)		Last/Family Name (as shown in passport/ID)	
Ms/Mrs/Mr		Nationality	
Date of birth			
Passport/ID number[1]		Passport/ID valid until	
Organisation			
Title/Rank/Function			
Office phone	+	Mobile phone	+
Email *(as used on LEEd)*			
Alternative email (private) (*optional*) *			

** If you don't have regular access to your work email, it's important to provide an alternative email address. This helps make sure you can receive and respond to any travel-related messages on time.*

The following is only to be completed for onsite activities:

☐ I am entitled to CEPOL funding, and I am requesting travel, meals and accommodation booking.
☐ I am entitled to CEPOL funding for international travel only and I am requesting the booking.

Self/payers (choose one):

☐ I am a self-payer and I do not require any bookings from the Organiser.
☐ I am a self-payer, but I request the Organiser to book accommodation for me.
☐ I am a self-payer, but I request the Organiser to book lunch for me.

TRAVEL[2]

[1] Passport details and date of birth are only relevant and obligatory for onsite activities when travel is involved.
[2] Bookings are made based on the offers of the travel agency, taking into consideration the best available transport option, the agenda of the activity and CEPOL's financial guidelines. Please note that CEPOL is NOT required to consult with participants on possible travel options, as long as the

Please be aware of the following:
By filling and submitting this registration/travel form you are considered to have implicitly provided consent to process/transfer your personal data;

All personal data collected by the Agency are processed in accordance with the provisions of Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data.
Privacy Statement is available on the CEPOL public website under 'Education and Training' – "Types of Learning".

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User's Guide for Participants of CEPOL Residential Training Activities

CEPOL – European Union Agency for Law Enforcement Training
Ó utca 27, 1066 Budapest, Hungary - www.cepol.europa.eu

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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 Residential Training Activities (RTA). 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 Residential 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 the Learning Management System (LMS), and some general guidelines.

2 - *During the Residential 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 RTA.

3 - *After the Residential 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 Residential Training Activities follows the ISO 29993 Standard.

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

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User's Guide for Participants of CEPOL Residential Training Activities

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1 - Before the Residential 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 EU Member States which adopted the CEPOL Regulation, on average for one Participant per country, and more in case there are extra places available. This includes expenses for international travel, accommodation, meals and, depending on the Organiser's decision, transfer from the airport/train station/ bus station to the hotel/venue as well as other local transport; for Participants from Candidate Countries, CEPOL covers international travel expenses; for Participants from any other countries, or also from other EU Agencies or from international organisations, 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.

c) ***Transfer***: If transfer from the place of arrival and the hotel/venue are not covered by the Organiser, 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 RTA 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 Registration & Travel Request (RTQ) form to the Organiser.

e) ***Local transport***: Transport between the hotel and the venue, if required, will also be covered by CEPOL. Any other local transport outside of the RTA 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.

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

1.2 Nominations

For every RTA, CEPOL sends an invitation for nomination of Participants through its National CEPOL Unit (CNU) so they can distribute it to the relevant audience in their country, 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 RTA including the following documents:

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a) ***Invitation Letter:*** a letter summarising the RTA, date and location and the logistical details as well as a deadline for nominations;
b) ***Curriculum:*** this document was designed by an experienced and qualified Activity Manager and includes details on and requirements for the specific RTA;
c) ***Programme:*** this is usually a draft document which provides an overview of the individual topics with a time schedule; content and names of Trainers may be added at a later stage.
d) ***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.
e) ***User's Guide for Participants of CEPOL Residential Training Activities*** *(the present document).*
f) **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 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) ***Language:*** Knowledge of the language which the course is held in – in most cases English – 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 RTA.

1.5 Registration and Travel Request

After selection, Participants will receive various documents concerning the RTA 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 RTA. 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 CEPOL 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) ***Registration & Travel Request***: Participants will then need to complete a registration & travel (RTQ) form, which they will receive from the Activity Manager or the CNU, and return this to them. 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 !
c) ***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

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

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CEPOL only for the length of the RTA as indicted in the Invitation Letter, Curriculum and Programme including arrival on the day before the start of the RTA and departure on the afternoon/evening of the last day of the RTA or, only if no suitable travel options are available, on the day following the end of the RTA. It is possible that the Participant may need to leave the RTA sometime before the end of the RTA, 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 nights as well as the flight connected with their extension (CEPOL will only book a single flight in that case).

d) ***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.
e) ***Meals***: 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.
f) ***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, 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.

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

a) ***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.
b) ***Registration on the LEEd***: In the Confirmation Letter (see 1.5), 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 RTA documents, discussion platforms, learning material, links, pre- and post-RTA assignments, feedback forms for RTA assessment, and other documents. This registration is a prerequisite.
c) ***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.
d) ***Learning Management System (LMS):*** On the LEEd, participants will be able to access all kinds of services including RTAs, webinars, online courses and modules, the e-library, e-Journals and others. The specific RTA can be found under "Courses, Seminars and

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Conferences (LMS)". In order to be able to see and access the specific RTA, 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. For support, they should contact their CNU and/or NLM.

e) ***Introduction:*** Participants are invited to introduce themselves on the LMS before the beginning of the RTA 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 are 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 RTA 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.
c) ***Costs***: No costs will be recovered in the above case as long as a rustication document has been received.
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 RTA begins and to follow all instructions provided by the Activity Manager.
b) ***No meal attendance***: In case a Participant does not want to attend any or some of the meals provided by the Organisers, they must advise the Activity Manager before the RTA takes place so adjustments with catering services or the hotel can be made.
c) ***Suggestions by Participants***: Any ideas for curricular or extra-curricular activities during the course 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.

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2 - During the Residential Training Activity

2.1 Roles and Responsibilities during the Residential Training Activity

a) ***Activity Manager***: The RTA 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 RTA. Activity Manager will be present throughout the entire RTA. If the Activity Manager is not available for health or other reasons, equally experienced and qualified replacement will be provided.
During the RTA, 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 RTA about the security regulations, procedures and provisions of the facilities;
- on the first day, Participants receive a folder including the final Programme and any other relevant information and forms;
- Trainers are available in line with the Programme and time schedule of the RTA;
- 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 RTA, 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 Programme and other relevant information;
- receive suitable knowledge and information on the RTA 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 RTA on the LMS;
- obtain an Attendance Certificate provided they have completed the feedback form;
- assess the RTA 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 RTA, the Participant as a learner is obliged to

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- attend every session;
- 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 RTA.

2.2 Assessment

a) ***Purpose***: At the end of each RTA, an assessment procedure[3] will take place with the intention to use the outcome for the improvement of further activities on the subject matter.
b) ***Method***: In general, assessment will be done at the end of the RTA by means of a feedback form on the LMS, 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. During the RTA, the Activity Manager will monitor the learning progress by keeping an eye on individual needs of Participants.
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 RTA.
After approximately 6 months, both Participants and their Line Managers will be contacted, in the context of a post-course evaluation exercise (see under 3.3.), to complete a survey about the effect of the learning on the Participants' Performance. The outcomes of this will be anonymised and serve as a basis for an annual evaluation report.
c) ***Sharing of outcomes***: These data will be used for an evaluation of the RTA and will flow into a Trainer's Report, which will then be shared with Activity Managers of any future RTA 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 RTA.
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.

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

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2.3 Certificate

a) ***Type***: At this point, CEPOL only provides a certificate confirming the attendance of the RTA by the specific Participant.
b) ***Content***: The certificate will indicate the name of the Participant, number and title of the RTA, 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

a) ***Data:*** Any data provided to CEPOL in the Registration and Travel Request form will be only used for the booking of travel and arrangement of logistical requirements like accommodation and meals.
b) 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.
c) Sharing of data in emergency cases: In the context of a pandemic and in case of an infection during an RTA, CEPOL may need to share personal data with national health authorities.
d) 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 RTA***: Any complaints, in the sense of expression of dissatisfaction related to CEPOL's products or services, during the RTA 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 RTA schedule***: In case of any incidents concerning security or health or other that happen outside of the RTA 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.
At the end of the RTA: 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 RTA (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.
c) ***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 RTAs.
For any serious complaints submitted in writing, CEPOL shall review and respond within one month after the complaint has been lodged.

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3 - After the Residential 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.
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 RTA took place. All Participants and Trainers will have the right to access the documents, links, discussion platform and other services connected with the RTA. 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 RTA and the longevity of the knowledge and skills gained thereby. For this, they have the right to consult all RTA 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.

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GLOSSARY

Activity Landscape	Site dedicated to a specific RTA to support learning and networking before, during and after the RTA, including a discussion platform, links and documents for learning, feedback forms etc.
Activity Manager	Person responsible for the running of the RTA 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 RTA and to use for improvement of any other Activities on the same subject matter.
Attendance Certificate	Proof of participation in a specific RTA.
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 RTA they were nominated for.
Curriculum	Annually reviewed description of the RTA 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 RTA
Invitation Letter	Letter with details about the RTA 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 RTA.
Participant	Natural persons working in law enforcement (as stipulated by Article 2 of the CEPOL Regulation[4]) services, who benefit from an RTA 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 RTA.

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

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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 RTA.
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 RTA 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 RTA 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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ACTIVITY CURRICULUM T05_31/05/2024	**Micro-credential recognised by WSB MERITO University in Wroclaw (PL) with 1 ECTS credit** **Schengen Evaluation – Internal security:** **Police Cooperation and Large-Scale IT systems** **051/2026/ONS** Online part: 16-20 March 2026 Onsite part: 19-24 April 2026 Hellenic Police Headquarters, International Police Cooperation Division Athens, Greece

Organiser/Host	CEPOL Knowledge Centre on Law Enforcement Cooperation, Information Exchange and Interoperability
Host	Hellenic Police Headquarters, International Police Cooperation Division, Athens, Greece
Online learning support[1]	Course page in CEPOL's Law Enforcement Education Platform (LEEd)
Activity Manager (name and contact)	Marzena Kordaczuk-Wąs marzena.kordaczuk-was@cepol.europa.eu
Assistant(s) (name and contact)	Marton Vecsei
Number of Participants	Up to **38** participants: • 27 MS • 5 Schengen Associated Countries, • 2 Europol • 2 eu-LISA • 2 European Commission
Number of Experts/Trainers	• Experts from MS, SACs, the COM (8 in total) • Expert from Europol for the online part • Expert from FRA for the online part • Expert from eu-LISA for onsite part
Profile/requirements of Experts/Trainers	Selected experts should have at least 5 years of experience in the area of law enforcement cross-border cooperation and previously participated in Schengen Evaluation Missions.
Overall Aim	To support the implementation of the Schengen evaluation and monitoring mechanism (SEMM) established under Council Regulation (EU) 2022/922 while promoting the conduct of objective and comprehensive evaluation visits, by preparing experts for Schengen evaluation visits in the fields of the police cooperation and the large-Scale IT systems.
Target group	The target group of the initial training is experts in the fields of **law enforcement cooperation** and **large-scale IT systems (SIS/SIRENE),** with adequate and fresh (3/5 years) experience and knowledge as well as willingness and potential to engage in future evaluation visits. Experts should have comprehensive experience working with **the Schengen Information System** (SIS), in particular in the N.SIS Office or in the SIRENE Bureau **or** working in the field **of law enforcement cooperation** (cross-border police cooperation, SPOC, PCCCs, cooperation with Europol, EMPACT) at the strategic and/or operational level. They should also have a solid and in-depth knowledge of legal, procedural, operational and technical aspects of

[1] For online activities or blended learning.

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	the respective policy field as well as a sound knowledge of the core EU legislation in the field of the Schengen acquis. Level: Experts (Leading experts and future evaluators) **Selection of participants: Based on results obtained from a quiz and also taking into account the needs of the 2026 Pool.**	
Learning Outcomes	After completion of the training activity, the participant will be able to[2]:	Training Session[3]
	1. Illustrate the main elements, processes, phases and impact of the Schengen evaluation and monitoring mechanism (SEMM) according to Regulation (EU) 2022/922 as well as of the Schengen governance cycle.	Session TBC
	2. Compare the roles of the main actors in evaluation teams and perform all the tasks defined for the members of the evaluation team member before, during and after a Schengen evaluation visit.	Session TBC
	3. Implement the necessary steps to prepare and conduct a successful evaluation visit, focusing also on administrative aspects (preparation of visits, processes and actors).	Session TBC
	4.Use the new SEMM methodology when conducting interviewing and construct appropriate questions.	Session TBC
	5. Evaluate the challenging working situation during the evaluation visit (psychological, professional, personal) and be able to react in an appropriate and proportional manner.	Session TBC
	6. Assess and analyse the level of compliance and effective application of field-specific elements, based on information provided, the questionnaire, risk analysis reports, data and findings from presentations and on-the-spot visits	Session TBC
	7. Apply common evaluation principles, methodology and procedures, especially when drafting the report, findings and recommendations, based on collected information and findings, taking into account the horizontal dimension of interlinked issues	Session TBC

[2] It is recommended not to include more than 8 Learning Outcomes.
[3] Please enter here the number of the Session(s) that is/are intended to contribute to the specific Learning Outcome, in line with the Session Number indicated in the Activity Programme.

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	8. Compose and prioritise the content of intermediate evaluation report	Session TBC
	9. Design an oral presentation of the main elements of the intermediate report, in a clear manner and in a constructive way for the training environment	Session TBC
	10. Demonstrate ethical awareness and ethical behaviour in all circumstances	Session TBC
Content (main topics/ sub-topics)	**Online**	**Onsite**
	Schengen Governance and Schengen Evaluation and Monitoring Mechanism Legal bases and instruments of information exchange, operational cross-border cooperation and SIS (core Schengen acquis in thes policy fields) Europol's role in the Schengen evaluation process i.e. the use of EIS/SIENA, Europol support in operational action, and the role of Europol as observer Fundamental rights and data protection issues with the focus on police cooperation and Large-Scale IT (SIS)	The Schengen evaluation and monitoring mechanism (SEMM) Common methodology of evaluation and reporting: Findings, recommendations and report Field-relevant input in connection to SEMM, including preparatory meeting with eu-LISA Practical learning on interviewing, findings, recommendations Preparation of the evaluation plan – kick off meeting Practical evaluation – mock-up exercise Drafting of the report Presentation of the report Next steps and way forward after the training
Horizontal topics	Fundamental rights and data protection	
Learning Strategy	➢ **Independent Learning Phase** (ILP)/Pre-course Assignments: ILP Phase is conducted online to enhance the trainee's foundational knowledge, ensuring all participants begin the training on an equal footing. It will primarily consist of theoretical resources that delve into the legal and practical framework of the Schengen acquis and the specific evaluation fields. This phase includes reading of materials, on-line phase, and mandatory quiz, which need to be completed successfully to get access to next phase. Number of hours: TBC ➢ **Contact Learning Phase** (CLP)/Onsite or online training: CLP Phase focuses on practical learning and can be divided in the following sections: 1) Introductory part, 2) practical information on the evaluation methodology drafting of the report and exercises, 3) simulation exercise (mock evaluation in the real environment) and 4) presentation exercise.	

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<table>
<tr><td></td><td colspan="2">Number of hours: TBC

➢ Experiential Learning Phase (ELP)/Post-learning activity:

ELP Phase is addressed to those learners who would like to achieve more in-depth knowledge regarding the topic and share it with other colleagues on national and international level (for instance, via My Schengen Platform).
Number of hours: TBC</td></tr>
<tr><td></td><td colspan="2">This training activity will be based on blended learning:</td></tr>
<tr><td></td><td>Online
(Live sessions + independent learning (mandatory pre-course materials and webinars)</td><td>Onsite
(Presentations, practical exercises, simulation of the on-site visit)</td></tr>
<tr><td></td><td>This phase will consist of independent learnings and presentations and discussions on the:

✓ Regulation (EU) 2022/922
✓ Updated Schengen evaluation guide
✓ Questionnaire to Member States
✓ Legal bases and instruments of information exchange and cross-border cooperation and SIS
✓ Fundamental rights and data protection issues.
✓ Europol's role in the Schengen evaluation process i.e. the use of EIS/SIENA, Europol support in operational action, and the role of Europol as observer.
✓ eu-LISA webinar on statistical data and incident management with regard to the Member State to be visited
✓ Schengen Information System Supervision Coordination Group/ European Data Protection Supervisor (EDPS) (Data protection issues, access to data with the focus on SIS)
✓ Compulsory test</td><td>A. Introductory part will consist of presentations and discussions on the:

✓ The concept of Schengen evaluation based on Regulation (EU) 2022/92.
✓ The Schengen evaluation and monitoring procedures
✓ The Schengen evaluation concept (toolbox, methodology, outcome)
✓ Roles within the team.
✓ Data collection
✓ General structure of the report
✓ Qualification, types and structure of findings
✓ Recommendations and priorities
✓ General drafting tips
✓ Legal, technical, practical aspects in the specific policy field
✓ Methods used for the evaluation of the specific field
✓ How to use the Checklist
✓ Eu-LISA contribution
✓ Field-specific tips and guidance on drafting findings and recommendations, examples
✓ Emphasis on report structure and horizontal findings as well as prioritisation of findings</td></tr>
</table>

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		✓ Interactive exercises on drafting with the focus on the needs of the comprehensive report **B. The practical part** will include mock evaluation on-site visit and drafting an evaluation report: ✓ Division of tasks (teams, leading experts, experts); ✓ Simulation of evaluation visits ✓ Simulation of debriefing sessions ✓ Questioning techniques ✓ Conflict resolution ✓ Simulation of briefing and debriefing meetings/feedback session at the end of an evaluation day ✓ Assessment and prioritisation of findings ✓ Drafting tutoring and guidance by mentors ✓ Drafting findings and recommendations in line with the Schengen evaluation and monitoring mechanism Regulation ✓ Identification of horizontal elements ✓ Presentation of the team input ✓ Defending the input in front of host country authorities (where possible
Training Methods	☐ Kick-off webinar ☒ Presentations ☒ Practical exercise ☒ Assignments ☒ Case Studies ☐ Other:	☒ Group Work ☒ Live Discussions ☐ Online Platform Discussions (in writing) ☒ Role-play
Assessment Strategy	• Feedback (via a satisfaction survey) – Kirkpatrick level 1 • Quiz after online part – Kirkpatrick level 2 • Final test after onsite part – Kirkpatrick level 2 • Post-course assessment (between 4 and 14 months after course completion) – Kirkpatrick level 3	
Use of CEPOL LEEd (LMS) during the residential stage is mandatory for participants evaluation		
Pre-activity assignments on LMS	☒ Reading Lists ☐ Recorded Webinars	☒ Assignments ☐ Online Modules

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Post-activity assignments	Extended reading list (optional) Cascading of knowledge	
Duration	Days: - Online part: 1 day of live sessions (8 hours) - Self-paced learning: 4 days (12 hours) - Onsite part: 5 days (32 hours)	Training Hours (onsite): 32 Total (including pre- and post-activity): 52
Learning environment	One big plenary room and 2 smaller rooms for working groups (Police cooperation and SIS/SIRENE with necessary IT/presentation tools/internet/Wi-Fi). For the mock evaluation there is a need to visit 1) SPOC/SIRENE office, 2) police station and 3) airport (border crossing point).	
Technical requirements	Participants are required to bring a personal laptop to the onsite part of the training.	
Additional information	CERTIFICATION: - CEPOL certificate of attendance (for those who have not passed the final exam) - CEPOL certificate confirming - Certificate will be awarded by the Commission for the participants who successfully undertake the compulsory part and evaluation of the activity.	
	Certified experts should be nominated for COM's evaluators pool for the 2026 evaluations. It is important to make sure that there is enough time for preparations (questioning techniques/ role plays/simulations etc.) prior the visits.	
	Micro-credential is recognised by WSB Merito University within the Polish Qualifications framework on: • Level 6: the first-cycle studies (bachelor studies) • Field of studies: Administration and Internal Security • Subject: Major subject entitled 'Internal Security Systems and Institutions This level of National Qualification Framework referring to the 6 level of European Qualifications Framework (EQF). Obtaining a micro-credential means passing the subject entitled 'Internal Security Systems and Institutions in the case of taking up studies within the first-cycle studies (bachelor's degree) in the field of studies: Administration and Internal Security offered by WSB MERITO University in Wroclaw, Faculty in Opole.	
	1. The Activity Manager is responsible for the implementation of the curriculum and will be available during pre and post course stages and present during the contact learning phase, assisted by Administrative Assistant from CEPOL. 2. The User Guide for participants is available on the LEEd and shall be also attached to the Invitation to Nominate Participants.	

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