



**ISO 9001:2015
Certified Management System for
CEPOL Exchange Programme**

**USER GUIDE FOR
THE CEPOL EXCHANGE
PROGRAMME**
Inspired by Erasmus

UG.EXPR.001-9

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1. Introduction

This document provides guidelines for participation in the CEPOL Exchange Programme (hereinafter CEP or Programme). It aims to assist exchangees, hosts, as well as the National Exchange Coordinators (NECs) in the context of exchanges. Participation in the programme is available for applicants of EU Member States¹, and those non-EU MS the CEPOL Executive Director has decided to include in the Programme.

2. About CEPOL

CEPOL, the European Union Agency for Law Enforcement Training, is tasked with organising training for law enforcement officials in the Member States of the European Union (EU). It began operating in 2001 and provided training for senior police officers and experts and in 2016 expanded its mandate to all law enforcement officials of all ranks (EU Regulation 2015/2219 of the European Parliament and the Council).

The aim of CEPOL is to support, develop, implement and coordinate training for law enforcement officials in particular in the areas of prevention of and fight against serious and organised crime, terrorism, public order including law enforcement leadership and language skills.

More specifically elements of its tasks are to:

- Develop, implement and coordinate law enforcement training addressing specific criminal or policing thematic areas;
- Facilitate exchanges, study visits and secondments for law enforcement officials;
- Raise awareness on Union bodies in particular Europol, Eurojust and Frontex;
- Train the trainers and assist in improving exchanging best learning practice;
- Develop common curricula on specific subjects with a Union dimension;
- Support web-based e-learning and other innovative and advanced training activities through an electronic network;
- Support Union missions and capacity building in third countries.

The Agency cooperates with a wide range of partners, including other European agencies such as Europol, Frontex, OLAF, EMCDDA, FRA and the EJTN together with international organisations such as Interpol. CEPOL stipulates working arrangements with countries, in particular the candidate, potential candidate and neighbourhood partnership countries.

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

¹ In line with the preamble (25) (26) of the EU Regulation 2015/2219 of the European Parliament and the Council, participation of Denmark and UK* in the Exchange Programme is not funded by CEPOL; with the exception of the CEPOL-Frontex Joint Exchange Programme within which Denmark can be funded by Frontex, and Ireland and UK* can participate as self-payers.

* dependant on EU-UK negotiations' outcomes

3. About the CEPOL Exchange Programme

The CEPOL Exchange Programme was originally set up in accordance with the Hague Programme (2004), followed by the Stockholm Programme² as adopted by the Member States in 2009. The latter as well as the Council Conclusions on 26 April 2010 invited CEPOL to develop and conduct an Erasmus-style Exchange Programme for police officers.

The CEPOL Exchange Programme fulfils CEPOL's mission to contribute to European law enforcement cooperation through learning to the benefit of European citizens through the following objectives:

- apply knowledge relevant to the exchangee's field of expertise in a multicultural environment within the framework of a practice-related training programme;
- disseminate and share good practice at European level;
- contribute to the creation of a European law enforcement culture;
- obtain and promote mutual learning and networking.

The CEPOL Exchange Programme is a CEPOL flagship activity started already in 2007, at that time financed via first AGIS then ISEC. Following Council Conclusions in 2010, CEPOL took over the financial section from its own budget allocations ensuring a smoother and more efficient administration of the programme.

During the years multiple changes were introduced to better tailor the training needs of European law enforcement authorities towards the challenges they face. In 2016 the target group of the Exchange Programme was extended to all law enforcement authorities by the new mandate of CEPOL. In accordance with the new regulation not only police but customs and tax authorities, border guard agencies as well as prosecutors enforcing the law can benefit from this training tool.

The Erasmus-style method is a learning activity, which provides exchangees the opportunity to create a network of colleagues and familiarise themselves with the working methods of other countries by exchanging experiences and sharing expertise. On a longer term it contributes to build trust and to establish a more efficient cooperation amongst not only the EU Member States, but all other involved countries, that fits well with the aspirations of the European Agenda on Security. The agenda prioritises terrorism, serious and organised crime and cybercrime as interlinked areas with a strong cross-border dimension, and aims to strengthen the tools that the EU provides to national law enforcement authorities to fight terrorism and cross-border crime. In particular, the agenda focuses on improving information exchanges and operational cooperation between law enforcement authorities, where the CEPOL Exchange Programme can contribute effectively.

In order to enhance inter-agency cooperation with Frontex, European Border and Coast Guard Agency, as of 2018 CEPOL-Frontex joint exchanges are to be implemented. These exchanges cover subcategories in line with Frontex priorities in the area of border and coast guarding and are funded by the budget of Frontex.

Additionally in 2020 cooperation with EJTN's judiciary network, joint exchanges are to be implemented in the area of judicial cooperation with interested officials. Law enforcement participants are funded by CEPOL while judiciary participants (non-law enforcement) are funded by EJTN.

CEPOL is also responsible for the implementation of various projects that also integrate exchanges in their learning portfolio. Such project implemented exchanges are regulated via a separate user guide.

² As stipulated in the Stockholm Programme, Par. 1.2.6, p. C 115/7:

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

3.1 Coordination and Communication

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

All documents mentioned in this user guide are to be sent via the NEC to the CEPOL Exchange Team. Documents sent individually or not via the NECs will not be accepted.

3.2 Target Group

The programme is a bilateral exchange of law enforcement officials consisting of experts, leaders, trainers and researchers.

1. General Exchange Programme

In the General Exchange Programme the following countries are funded by CEPOL: Member States of the European Union³, European Union Candidate Countries, Potential Candidate Countries, Eastern Partnership Countries and Western Balkan Countries. Associated countries such as Norway, Iceland, Lichtenstein and Switzerland can take part in the programme on their own cost.

2. CEPOL-Frontex Joint Exchange Programme

Within the scope of CEPOL-Frontex Joint Exchange Programme under border and coast guarding thematic area, the following countries: Member States of the European Union, the Schengen Associated Countries, European Union candidate countries, ENP partner countries and countries having concluded Working Arrangements with Frontex can be funded by Frontex, while Ireland and UK can only take part at their own cost.

4. Conditions for participation

CEPOL does not determine a maximum number of applications per country for the CEPOL Exchange Programme, however a fair distribution of nominations in line with budget availability will be ensured by the CEPOL Exchange Team⁴, giving priority to 1) topics in line with the EU Policy Cycle OAPs, 2) topics prioritised at European level and 3) national/regional operational priorities. CEPOL will together with Frontex select those exchanges that belong to the border and coast guarding category. CEPOL will also together with EJTN will select those that belong under judicial cooperation. Beyond that, countries are encouraged to nominate **pre-matched exchanges** identified on the basis of above said priorities.

Candidates can be nominated if they:

- have a reasonable level of English (at least level B1⁵) which enables them to communicate with colleagues about enforcing the law on the selected topic;
- have a minimum of three (3) years of work experience and expertise in the defined specialised category;
- have not participated in the Exchange Programme during the last three years;
- have a need and readiness for individual learning;
- have the ability and willingness to cascade newly gained knowledge both on a European and on a national level.

Language

³ with reference to the preamble (25) (26) of the EU Regulation 2015/2219 of the European Parliament and the Council, Denmark and UK* can take part in the programme on their own cost

* dependant on the EU-UK negotiations' outcomes

⁴ Communication from the Commission to the European Parliament and the Council - The EU Internal Security Strategy in Action: Five steps towards a more secure Europe (COM(2010) 673 final of 22.11.2010)

⁵ European Language Pass: <http://europass.cedefop.europa.eu/en/home>

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

All documentation and the feedback must be completed in English.

5. Use of the Learning Management System

The CEPOL Learning Management System (LMS) is an interactive internet tool created to assist the exchangees and hosts in their communication with each other and with the Exchange Programme team. The platform provides training materials from CEPOL and other EU Justice and Home Affairs agencies as well as webinars and other online training materials on specific topics.

The Learning Management System is available for EU MS and those countries with whom CEPOL has a working arrangement.

For the purposes of the implementation of the Exchange Programme a special platform is set up every year (Exchange Programme platform). Users can find here all the necessary templates of the Exchange Programme as well as useful information and instructions in relation to the different stages of the programme. Furthermore exchangees are given the chance to exchange their experience and ask questions via forums.

All surveys necessary for the implementation of the programme are also done using the LMS.

Registration on CEPOL website (e-Net) is required to join the LMS. For this the registration form has to be completed on the CEPOL website: www.cepola.europa.eu (click “register / log in” on the top right corner). The exchangees’ national e-Net manager will validate their account. The NECs will also provide the exchangees with a separate document explaining ‘How to register’ on CEPOL website in order to facilitate registration.

e-Net registration - for those who do not have a valid CEPOL e-Net account - shall be completed immediately after being selected for the Exchange Programme.

CEPOL will during 2020 be discontinuing the e-Net to a new software named LEEed. Further information on this can be obtained via the National Exchange Coordinators or via the CEPOL website: www.cepola.europa.eu.

6. The Exchange

6.1 Definitions

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

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

6.2 Bilateral basis

The principle of the Exchange Programme is that the exchange should be done on a bilateral basis. Each sending country also functions as a hosting country, i.e. each exchangee goes to one country and is also expected to host the colleague from the country s/he visited. Each exchange is organised around one specific topic.

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

A unilateral exchange can take place to a country, who can participate in the programme at their own cost.

6.3 Sections

The CEPOL Exchange Programme is divided into four sections:

1. The General Exchange Programme
2. The CEPOL-Frontex Joint Exchange Programme
3. The CEPOL-EJTN Joint Exchange Programme
4. The CEPOL CT2 Exchange Programme

This User Guide relates to sections one to three.

For exchanges related to CEPOL CT2 Exchange Programme (section four) it is important to note that due to its different nature it is regulated by a separate User Guide, where conditions for taking part will vary from this User Guide.

6.4 Categories and Subcategories

The Exchange Programme is divided into several thematic areas and sub thematic areas.

Exchangees can choose the topic that aligns with CEPOL thematic areas (as indicated in the application form). The thematic and sub thematic areas to choose from follow CEPOL priorities as determined by its Management Board in light of the Home Affairs policies of the EU.

On top of the above, dedicated sub thematic areas are defined for those applying under CEPOL-Frontex joint exchanges in the border and coast guarding thematic area.

6.5 The different steps

The exchange consists of the following stages:

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

1. Call for Nominations

A call for nominations will be sent out by CEPOL, Frontex and EJTN to its partners and the National Exchange Coordinators (NECs) who will then distribute the information to the national bodies. A deadline will be given within which applications for participation in the specific categories must be received by CEPOL. Countries are encouraged to nominate pre-matched exchanges.

2. Selection Process

For the selection process the following steps are required:

- 1) Potential exchangees **must submit an Application Form** including a Europass CV (FO EXPR 001-9 Application Form) **to the NEC.**

- 2) The NEC will then make sure that the content is in accordance with the User Guide and will send a list of candidates from the country together with the application forms to the CEPOL Exchange Team within the deadline stipulated in the Call for Nominations. Applications received after the deadline will not be accepted.
- 3) The Exchange Team at CEPOL will then enter into a matching process (for those, who have no counterpart indicated on the application form) in order to find hosting countries/counterparts fitting the requirements. As of 2018 the agency has in force target numbers for specific thematic areas.
- 4) After the matching process, the Exchange Team at CEPOL will inform the NEC about the selected exchangees and their counterparts. The NEC then makes sure, that selected exchangees receive the host's contact details (if not pre-matched) so that they can discuss the details of their exchange programme, designate the exchange periods in both countries and prepare the activity plans and travel plans.
- 5) After being informed about the successful selection, exchangees must immediately register on the CEPOL website, unless this person already has a valid CEPOL account.
- 6) Within 2 weeks after the dissemination of the matching outcome the selected participants are to contact their counterpart to discuss the details of their exchange programme, plan the exchange dates and prepare their activity plans.
- 7) 4 weeks after the confirmation of the successful selection, the NECs must submit the selected participants' Travel Request Form and Activity Plan completed and signed or must inform the CEP Team about any contacting or other difficulty between the counterparts. In case no feedback is received within the 4-week deadline, s/he will be considered as step back from the Exchange Programme in the concerned year.

3. Preparation

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

- 1) To check whether the matching has been adequate and counterparts will be able to meet the professional standard and learning needs;
- 2) To combine the dates of the exchanges as an exchangee and as a host;
- 3) To agree on the details for the exchange and the programme components;
- 4) To send the Travel Request Form and the Activity Plan completed and signed to their NEC.

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

During the first contacts it is useful to define expectations in advance and, preferably together with the line manager, the objectives of the stay abroad, in particular learning outcomes, specific topics and the way of working in the hosting country. This can be relevant during the cooperation with the host when preparing **Activity Plan** (TE EXPR 003-8 Activity Plan or TE EXPR 007-3 Activity Plan for Frontex related exchanges).

An even distribution of exchanges during the whole year is essential for good organisation and hence for the success of the Exchange Programme; therefore it is possible that exchangees can be asked to change the dates if it is planned in a particularly busy period. It is expected that all CEPOL exchanges will be finished by **13 November 2020** with the exception of CEPOL-Frontex joint exchanges that have to be implemented by **30 September 2020**.

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

- a) **Travel Request Form** (FO EXPR 003-9 Travel Request Form or FO EXPR 006-3 Travel Request Form for Frontex related exchanges).

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

While giving hotel options, priority should be given to hotels in a reasonable distance from the place of activities during the exchange, offering breakfast service with a price under the hosting country's ceiling limit. It is, however not guaranteed that the suggested hotels will be booked as the Exchange Team has to consider the financial regulations regarding costs.

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

- b) **Activity Plan** (TE EXPR 003-8 Activity Plan or TE EXPR 007-3 Activity Plan for Frontex related exchanges).

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

Second part of this document shows activities after the exchange period, called **cascading plan**. Here the exchangee has to identify how s/he plans to share gained experiences of the Exchange Programme with colleagues in the home country's organisation. Sharing of experience can be through delivering a presentation, write an article to a professional journal, e-learning, discussion forums, etc. Cascading of the knowledge can be done within your unit / academy, in national / international courses or conferences, on the internet, etc. If in doubt about how to identify Cascading options the NEC can provide advise.

Above documents have to be sent via the National Exchange Coordinators to CEPOL Exchange Programme team. Only the full pack of these documents will be accepted in order to start the booking procedure at CEPOL. In case of late submission of the documents, the Exchange Team reserves the right to ask for the exchange to be rescheduled to a later date.

Visa

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

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

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

For hosting countries, a **model invitation letter** is often required for a visa and it can be found under the document named TE EXPR 006-3 Invitation Letter for Visa. It will need to be amended to specific national requirements which must be clarified beforehand.

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

Timely application for a visa is responsibility of the sending country. In case visa does not arrive on time before travelling due to a late application from the sending country CEPOL might recover any costs for bookings already made for the exchangee. This is not valid if the reason for the delay is connected with political or other circumstances within the issuing country.

Insurance

Neither CEPOL nor the hosting country takes any liability in case of any incident for which insurance is required. Also the flight booking does not include any travel insurance.

4. Exchange Period

The length of the exchange period covers 6 days / 5 nights, min. 5 working days, weekend not included. Deviation from this rule can be considered and approved by CEPOL Exchange Programme team in case operational reasons require so.

In order to ensure the working days are fully used, bookings will be made in such a way that the exchangee will be able to start with the exchange on Monday morning 9:00hrs; this involves travelling on Sunday. The return flight/train/bus/ferry will be arranged in such a way that the exchangee leaves the law enforcement premises not before lunch time; this implies departure times no earlier than 14:00hrs.

The CEPOL Exchange Programme must be finalised by **13 November 2020**, which means all exchanges should be completed by this date with the exception of the CEPOL-Frontex joint exchanges that has to be implemented by **30 September 2020**.

5. Cascading of knowledge

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

Cascading of the knowledge means that exchangee shares with other colleagues the knowledge gained during the exchange, hence, the period of cascading will follow after the exchange has taken place. Your plan for cascading your knowledge is described in the Activity Plan (TE EXPR 003-8 Activity Plan or TE EXPR 004-3 Activity Plan for Frontex related exchanges).

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

In case the cascading plan has changed after the completion of the programme, a revised cascading plan is required to be submitted – through the National Exchange Coordinator - to the Exchange Programme Team.

6. Feedback and Narrative Report

Two weeks after the implementation of the exchange period as an exchangee is requested to provide feedback and to prepare a **Narrative Report** (RP EXPR 001-8 Narrative Report or RP EXPR 002-3 Narrative Report for Frontex related exchanges).

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

The Narrative Report gives detailed information on how individual exchangeees experienced their stay in the hosting countries; which lessons they have learned and which best practices they have managed to exchange. The aim of the Narrative Report is to make this information available for all those taking part in the Exchange Programme and to build up an e-learning environment for the future. It is not possible to step back from submitting a Narrative Report, but for operational reasons it is possible to request not publishing and/or sharing a report.

7. Certificate of Participation

After completion of the programme, exchangeees who fulfilled all their obligations and submitted full documentation as well as provided feedback in the LMS will be awarded a certificate. The certificate can be downloaded from the LMS platform.

7. Costs

CEPOL covers the following costs for the exchange:

- **International transport**

CEPOL will pay for the return transport (flight, international train, bus or ferry) from the main international airport/train station/bus station/ferry station that is situated closest to the place of duty to the main international airport/train station/bus station/ferry station that is situated closest to the place of the main activities in the hosting country, while respecting the principle of sound financial management. If the distance in the sending country is more than 300 km to the nearest international airport/train station/bus station/ferry station CEPOL will cover this domestic transportation if requested. Please note that the closest international airport can be in a different country.

Please note that private detour or extensions of stay for private reasons are not facilitated by CEPOL. In case of business detour, CEPOL will provide only one way ticket and leave the return to the other authority. However in duly justified cases after assessing the reasons and comparing the prices, CEPOL may agree to book the return flight to the required destination.

Travel by car can also be one of the transportation options. This has to be requested when submitting the travel request form and it is subject of CEPOL Management Approval.

The cost of travelling by car will be reimbursed at 0.28€/km, to which toll fee and parking costs can be added after submitting the corresponding supporting documentation. The reimbursement shall be done based on the vehicle log sheet which has to be completed and signed. The maximum reimbursement for car travel shall not exceed €224 (800km round trip) to which toll fees and parking costs can be added.

Request for reimbursement has to be submitted to CEPOL using the appropriate templates (FO EXPR 005-3 Individual Reimbursement Form Finance and FO EXPR 007-2 Participant Reimbursement Form for Car Travel) and other relevant supporting documents, which will be checked by the CEPOL Exchange Programme Team. The originals of the documents (including originals of toll fee payment) must be sent to CEPOL Headquarter before CEPOL can initiate the reimbursement.

Exchangees should be advised that CEPOL will not reimburse individuals by transferring money to private bank accounts. Reimbursement is only possible to law enforcement organisations who are registered in CEPOL's accounting system, ABAC.

Reimbursement requests for car travel will only be processed within the year when the exchange took place. All documents, claims should therefore be submitted through the National Exchange Coordinator within 4 weeks after the completion of the exchange.

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

Equally, CEPOL does not cover any expenses to the host related to the hosting activities in the host's country.

- **Accommodation, including breakfast**

Accommodation and breakfast are paid for in advance by CEPOL; beyond these costs any extra private consumption and charges in the hotel will be the responsibility of the exchangee. Should there be a matter of discussion, the service provider (travel agency) issuing the ticket/booking confirmation and/or CEPOL Exchange Team must be contacted immediately.

Information for Dog Handlers

In case a service dog is involved, the dog handler has to make arrangements and cover the costs for this him/herself. CEPOL cannot cover any costs nor be held liable for any other requirements or incidents with regard to service dogs.

Exchangees have to be aware of the following issues:

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

Dog handlers have to make sure that they obtain all the relevant information on time and check whether the hosting country is prepared to receive and support an exchangee with a dog.

7.1 Stepping back from the Programme

Stepping back from the Exchange Programme must be **avoided as far as possible** as this not only has logistical consequences but also has an impact on the counterpart.

If it becomes necessary to step back the Exchange Team must be informed as early as possible via the NEC. In case of a step-back, the sending country is welcome to nominate a suitable replacement that fulfils the requirements of the step backed person and pending approval of the Exchange Team.

If this happens AFTER CEPOL has committed funds and these cannot be reimbursed, the exchangee can be requested to reimburse CEPOL for its costs unless due to serious illness or other force majeure situation. If the sending country covers the cost for an approved replacement's travel, CEPOL will not request recovery of committed funds.

Please note all replacements are subject to approval of the Exchange Programme Team and the approval of the counterpart.

8. Documents to be submitted

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

1. **Application Form** (including Europass CV) (FO EXPR 001-9 Application Form)
This document is to be sent to the Exchange Team through the NEC in accordance with the deadline stipulated in the call for nominations. Applications received after the deadline will not be accepted.
2. **Activity Plan** (TE EXPR 003-8 Activity Plan or TE EXPR 007-3 Activity Plan for Frontex related exchanges)
This document – together with the travel request form - must be sent to the Exchange Team via the NEC latest 4 weeks after the notification of the successful selection.
3. **Travel Request Form** (FO EXPR 003-9 Travel Request Form or FO EXPR 006-3 Travel Request Form for Frontex related exchanges)
This document – together with the activity plan - must be sent to the Exchange Team via the NEC latest 4 weeks after the notification of the successful selection.
4. **Narrative Report** (RP EXPR 001-8 Narrative Report or RP EXPR 002-3 Narrative Report for Frontex related exchanges)
The narrative report should be sent to the Exchange Team via the NEC no later than two weeks after completion of the exchange period as an exchangee. It will be asked if the narrative report can be fully or partly used for the publication made at the end of the year. CEPOL reserves the right to edit the reports before publication.
5. **Invitation Letter for Visa** (TE EXPR 006-3 Invitation Letter for Visa)
This template serves as a supporting document to those countries, where visa is required for the exchangee.
6. **Feedback form** is to be completed on the LMS. Feedback should be given by the exchangee two weeks after completion of the exchange.

Regulation (EU) 2018/1725 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

9. Time line

