



## PCC SEE

**Sofia, 19 May 2010**

**EWG 01/10**

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**From:** Bulgarian Chairmanship-in-Office  
**To:** Expert Working Group  
**Subject:** Decision on the Endorsement of the Strategy Paper Regarding the Conduct of Harmonised Training on Convention Related Matters

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This document has been prepared by the Police Cooperation Convention for Southeast Europe Secretariat. It was approved by the representatives of the Contracting Parties at the Meeting of the Representatives of the Police Education and Training Institutions on 9 April 2010 in Sofia.

Following the regulations in the Committee of Ministers Rules of Procedure (CoM 02/09), the EWG can use written (silent) procedure in the same way as provided for the Committee of Ministers in order to avoid unnecessary delay in the full application of the Convention.

On this basis, the Bulgarian Chairmanship-in-Office executed its right to start a written (silent) procedure on a EWG Decision on the Endorsement of the Strategy Paper regarding the Conduct of Harmonised Training on Convention Related Matters. The written procedure began on 23 April 2010 and ended on 7 May 2010.

The Contracting Parties did not submit any explicit objections to the decision within this two-week period, therefore the proposal shall be considered adopted.

The document will be submitted to the Committee of Ministers for endorsement at their forthcoming meeting on 21 May 2010 in Sofia.



**PCC SEE**

**Decision of the Expert Working Group  
on the Endorsement of the Strategy Paper Regarding the Conduct of Harmonised  
Training on Convention Related Matters**

**(EWG 01/10)**

The members of the Expert Working Group under the Police Cooperation Convention for Southeast Europe (hereinafter referred to as: the “Convention”), being representatives of the Republic of Albania, Bosnia and Herzegovina, the Republic of Bulgaria, the Republic of Macedonia, the Republic of Moldova, Montenegro, Romania and the Republic of Serbia ;

Having regard to the Committee of Ministers Rules of Procedure adopted on 17 November 2009;

Taking into account the fact that conduct of harmonised training on Convention related matters was recognised as a key priority for the implementation of the Convention by the Committee of Ministers;

Following the Action Plan Concerning the Key Recommendations for the Implementation of the Convention endorsed on 17 November 2009;

Considering the outcomes of the meeting of the representatives of the police education and training institutions of the Contacting Parties held on 8-9 April 2010 within the framework of the Bulgarian Chairmanship-in-office;

Have agreed on the following:

The Expert Working Group endorses the Strategy Paper Regarding the Conduct of Harmonised Training on Convention Related Matters as set out in Annex A and proposes to the Committee of Ministers to endorse the document as well.

**FOR THE BULGARIAN  
CHAIRMANSHIP-IN-OFFICE**

**FOR THE PCC SEE SECRETARIAT**

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**Snezhina Marinova  
Chair of the Expert Working Group**

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**Anton Travner  
Head of the PCC SEE Secretariat**

Signed in Sofia on 19 May 2010, in two original copies, in the English language.



## PCC SEE

### **Strategy Paper Regarding the Conduct of Harmonised Training on Convention Related Matters**

#### ***Introduction***

At the 1<sup>st</sup> meeting of the Committee of Ministers (hereinafter referred to as: “the CoM”), under the Police Cooperation Convention for Southeast Europe (hereinafter referred to as: the “Convention”), on 17<sup>th</sup> July 2008 in Vienna, the Ministers of the Contracting Parties endorsed the “Conduct of standardised training on Convention related matters” as a **priority key recommendation**.

The Action Plan Concerning the Key Recommendations for the Implementation of the Convention, based on the key recommendations of the CoM, was prepared and endorsed on 17 November 2009 by the Ministers of the Contracting Parties. The Action Plan contains:

- Preparation of a strategy paper including
  - a list of Convention related matters
  - training needs under the Convention
  - existing training programmes
  - options for the implementation of the training
- Discussion of the strategy paper and preparation of the Conclusion of the CoM;
- Decision on the training;
- Implementation of the Decision.

The Secretariat of the Convention (hereinafter referred to as: “the Secretariat”) prepared, in cooperation with the Contracting Parties, a list of Convention related matters, training needs under the Convention, an overview of existing training programmes and options for the implementation of the training. All of these issues were presented at the 2<sup>nd</sup> meeting of the CoM on 17<sup>th</sup> November 2009 in Brussels. The Ministers of the Contracting Parties endorsed the following proposals:

1. The CoM takes note of the priorities of the proposed training;
2. To incorporate the Convention in all of the curricula of the Police Academies of the Contracting Parties;

3. To execute training in special fields in cooperation with EU, international and national experts (e.g. Cross-border Surveillance, Controlled Delivery etc);
4. Some specific training programmes can be carried out at the headquarters of the Secretariat in Ljubljana (conference rooms, rooms for the participants etc. are available).

### ***List of Convention Related Matters***

All of the Contracting Parties agreed with the following list of Convention related matters:

- Liaison Officers
- Witness Protection
- Hot Pursuit
- Cross-border Surveillance
- Controlled Delivery
- Undercover Investigations to Prevent and to Investigate Crimes
- Technical Measures for Facilitating Trans-border Cooperation
- Joint Investigation Teams
- Mixed Patrols
- Cooperation in Common Centres
- Procedure of Exchange of Data and Information
- Data Protection
- Joint Threat Analysis
- Police Programmes for Preventive Operations

### ***Training Needs under the Convention***

On the basis of the received answers from the Contracting Parties a priority list for training needs under the Convention has been prepared, including:

- Train the Trainers (high priority)
- Cross-border Surveillance (high priority)
- Controlled Delivery (high priority)
- Undercover Investigations to Prevent and to Investigate Crimes (high priority)
- Joint Investigation Teams (high priority)
- Data Protection (high priority)
- Procedure of Exchange of Data and Information (high priority)
- Technical Measures for Facilitating Trans-border Cooperation (medium priority)
- Cooperation in Common Centres (medium priority)
- Joint Threat Analysis (medium priority)
- Mixed Patrols (low priority)

- Witness Protection (low priority)
- Hot Pursuit (low priority)
- Police Programmes for Preventive Operations (low priority)
- Liaison Officers (low priority)

### ***Existing Training Programmes in the Contracting Parties***

The state of play reported by the Contracting Parties regarding this issue is as follows:

- **Bosnia and Herzegovina:** training on Mixed Patrols in cooperation with IOM;
- **Bulgaria:** Most of the Convention related matters are included in the curricula of different subjects under the bachelor degree studies of the Academy of the Ministry of Interior of the Republic of Bulgaria. The Syllabus of the European Police Cooperation educational course includes Cross-border Surveillance, Controlled Deliveries, Undercover Investigations to Prevent and to Investigate Crimes, Joint Investigation Teams, Procedure of Exchange of Data and Information, Technical Measures for Facilitating Trans-border Cooperation, Cooperation in Common Centres, Hot Pursuit and Liaison Officers.
- **Montenegro:** has specialised curricula for Witness Protection, Undercover Investigator (in collaboration with the Austrian Police and US Department of Justice) and Common programme for education and training of the border police of Montenegro and Serbia;
- **Romania:** Most of the Convention related matters in the list proposed by the Secretariat are included in the curricula of the Police Academy within the Ministry of Administration and Interior;
- **Serbia:** Common Risk Analysis (in collaboration with the German Federal Police, starting from 2009) and Liaison Officers (in cooperation with the German Federal Police, starting from 2009).

### ***Options for the Implementation of the Training***

The Contracting Parties proposed several possibilities for carrying out the training and these proposals are:

- **Bulgaria** pointed out that the main instrument of the harmonised training is the elaboration of a common curriculum, unified for all police education and training institutions of Contracting Parties, yet taking into account the national particularities of the education and training. It was suggested to use distant form of training with regard to the theoretical part of Convention related matters - via a common training website of the police education and training institutions of the Contracting Parties specially designed for this purpose, or via the official Home Page of the PCC SEE Secretariat. With regard to the practical part of the trainings Bulgaria suggested to carry out most of them in the police education and training

institution of each Contracting Party with experts coming from different EU MS and EU agencies, pointing out that this will save financial resources for sending trainees, on the one hand, and will give opportunity for more people from the respective Contracting Party to be included, on the other.

- **Montenegro** suggested a **Consortium of the Police Education and Training Institutions**, which could be the right way for carrying out the training;
- **Romania** proposed that curricula on the different related matters of the Convention should be elaborated between the Contracting Parties. Specific issues to be included in the national training curricula will be established in compliance with national legislation and specific institutions' responsibility. „Train the Trainers” method will ensure the further training of beneficiaries in order to achieve the efficient training of the target groups in a unitary way of approach. **The Police Academy** can assure the logistics of the future events regarding the training process and also the surroundings could be suitable for future practical exercises.

### ***Concrete Proposals for the Implementation of the Training***

The approach for the implementation of the training can be seen in different ways, depending on the topic, complexity of the topic, comprehension, possibility of carrying out, disposability of financial and human resources, equipment, method of training, target group, experience and so on.

We can divide the list of the priorities into the following fields:

#### **Training of multipliers:**

- Train the trainers

#### **The field of Prevention, Detection and Investigation of Criminal Offences:**

- Cross-border Surveillance
- Controlled Delivery
- Undercover Investigations to Prevent and to Investigate Crimes
- Joint Investigation Teams
- Hot Pursuit

#### **International Police Cooperation:**

- Technical Measures for Facilitating Trans-border Cooperation
- Cooperation in Common Centres
- Liaison Officers

- Joint Threat Analysis
- Procedure of Exchange of Data and Information
- Mixed Patrols

**Area of Data Protection:**

- Data Protection

**Area of Witness Protection:**

- Witness Protection

**General Police Prevention:**

- Police Programmes for Preventive Operations

***Common Aim***

The purpose of the Strategy paper Regarding the Conduct of Harmonised Training on Convention Related Matters is to train all authorised police officials and judicial experts of the Contracting Parties for the implementation of prescribed forms of police cooperation in the Convention and for effective fight against cross-border threats to public order and international crime, to strengthen police cooperation and mutual assistance in police matters and to transfer good practices from European Union countries.

***Common Quality Standards for Instructors***

- Police, judicial or other experts in the areas in which they conduct training;
- Master the basic knowledge in the field of andragogy and didactics, teaching methodology and psychology;
- Master the art of transferring knowledge and experience;
- Deal with and work with computer programmes for presentations (Power Point ...);
- Knowledge of the English language;
- Good command of the specific terminology in the area in which they conduct training.

***Training Programmes***

In compliance with its mandate, the Thematic Working Group on Police Education and Training within PCC SEE shall prepare draft curricula and syllabi covering all the items of the list of Convention related matters, as well as specific details for train the trainers courses on the different subjects. The draft curricula and syllabi shall be submitted to the respective police education and training institutions of the Contracting Parties, in order to be introduced in the

education and training courses provided by them, in compliance with the national particularities of each country.

Along with that, practical trainings on all Convention related matters shall be conducted at national or regional level in the respective police education and training institutions of the Contracting Parties. The details on the location, start, duration, costs, trainers and means of financing for specific trainings on regional level shall be consulted within the Thematic Working Group, provided that the independence statute of the respective education and training institutions will be observed.

### **1. Train the Trainers**

Priority: High

Aims: To provide basic training skills on the different Convention related matters to “non-trainers”, i.e. people, who, as part of their work assignments, train on an occasional basis. At the end of the training, learners:

- will have the skills to implement appropriate methods and forms of training on Convention related matters, and
- will be able to develop training materials (lectures, workshops, practical lessons, etc..) and conduct training using the training material they developed.

Target group: The training is designed for the people who are occasionally called upon to develop and conduct training under Convention. In general it is not designed for people whose primary function is training.

Nevertheless, due to the specificity of the topics, the inclusion of professors from the Police Education and Training Institutions of the Contracting Parties in some of the trainings of trainers should also be considered.

### **2. Cross-border Surveillance**

Priority: High

Aims: To prepare participants for cross-border surveillance in all conditions and fields (foot-, car-, technical surveillance) in legal and practical aspects according to articles 14 and 15 of the Convention.

Target group: Special authorised police officers from the Contracting Parties

### **3. Controlled Delivery**

Priority: High

Aim: Participants will be trained on the preparation and on the execution of controlled deliveries in legal and practical aspect under all conditions according to article 14 and 15 of the Convention

Target group: Special authorised police officers and public prosecutors from the Contracting Parties

#### **4. Undercover Investigation to Prevent and to Investigate Crimes**

Priority: High

Aims: - to equip participants with the knowledge, procedures and practices of undercover investigations under various conditions,  
- good practice transfer by promoting legal and practical international police cooperation.

Target group: Criminal investigators from undercover units from the Contracting Parties

#### **5. Joint Investigation Teams**

Priority: High

Aims: - to prepare special authorised police officers for legitimate work in this area,  
- to inform them about the legal basis for JITs, concept, structure and operation of a JIT, purpose, benefits and period of conduct of JITs, mirror or parallel investigations.

Target group: Responsible criminal investigators and public prosecutors from the Contracting Parties

#### **6. Data Protection**

Priority: High

Aims: - Presentation of data protection in the Contracting Parties and the EU,  
- familiarising with the legislation governing data protection.

Target group: Persons responsible for data protection from the Contracting Parties

#### **7. Procedure of Exchange of Data and Information**

Priority: High

Aims: - Presentation of data protection in the Contracting Parties and the EU,  
- familiarising with the legislation governing data protection,  
- to know the conditions for the exchange of data and information.

Target group: Law enforcement officers working in National Central Units

## **8. Technical Measures for Facilitating Trans-Border Cooperation**

Priority: Medium

Aims: To inform responsible law enforcement officers on suitable equipment in the field of trans-border cooperation and EU best practices

Target group: Responsible law enforcement officers from the Contracting Parties

## **9. Cooperation in Common Centres**

Priority: Medium

Aims: Acquisition of theoretical and practical knowledge and skills about law and international treaties which define the functioning of Common Centres

Target group: Responsible law enforcement officers from the Contracting Parties

## **10. Joint Threat Analysis**

Priority: Medium

Aims: - to enable participants to develop Joint Threat Analysis,  
- to understand the importance and benefits of using analytics in operational work, setting priorities and making decisions,  
- to consolidate knowledge and use of certain methods and techniques to the Joint Threat Analysis.

Target group: Law enforcement officers working in units for analysis

## **11. Mixed Patrols**

Priority: Low

Aims: To understand the purpose of mixed patrols, tactics and methodology of work.

Target group: Law enforcement officers of border police units from the Contracting Parties

## **12. Witness Protection**

Priority: Low

Aims: To get knowledge about national laws and international treaties (bi- and multilateral) in this area, and fundamental principles of witness protection.

Target group: Special authorised officers of national units from the Contracting Parties

### **13. Hot Pursuit**

Priority: Low

Aims: To get theoretical and practical knowledge and skills about law and international treaty which allow and define hot pursuit, and to become familiar with best practices.

Target group: Responsible law enforcement officers from the Contracting Parties

### **14. Police Programmes for Preventive Operations**

Priority: Low

Aims: - to perform the tasks in the field of police prevention,  
- to become familiar with the best practices of the EU,  
- to understand the philosophy of preventive police work.

Target group: Law enforcement officers specialised for crime prevention from the Contracting Parties

### **15. Liaison Officers**

Priority: Low

Aims: - to know the role, duties and responsibilities of Liaison Officers,  
- to become familiar with the legislation in this area and bi-and multilateral agreements.

Target group: Responsible law enforcement authorities from the Contracting Parties

### ***Financing of the Training Programmes***

The execution of the training programmes will be financed by the Contracting Parties, donor countries and donor international organisations. The Contracting Parties will also, supported by the Secretariat, apply for financial support of various funds of the European Union.

The trainings of law enforcement officers at national level will be executed in the Contracting Parties and will be financed by the respective Contracting Party.

### ***Training the Police Officers and Investigators of the Contracting Parties***

In the cases where the training of multipliers is foreseen, all of the Contracting Parties should organise additional training in their countries with the aim to enable Law Enforcement Officers and investigators in executing the tasks foreseen in the Convention. These trainings should be organised as soon as possible after the basic training for trainers are finished.

