**Independent Seminars 2014**

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| **APPLICATION FORM****CEPOL 52/2014 Joint Investigations and Teams Leadership Seminar** |

*Please complete the following form electronically and in English, and return it within the requested deadline to the competent institution within your country (EJTN member).*

*For any question related to the implementation of the present seminar, please send your queries to* *teresa.cabrita@ejtn.eu**.*

1. **PROFESSIONAL DETAILS**

**Surname:**       **First name(s):**

**Functions:**

[ ]  **Prosecutor [ ]  Judge** [ ]  **Other (please specify:**     **)**

**Length of service:**

**Name of the Court/Prosecutor’s Office/Institution:**

**Type(s) of cases you predominantly handled (i.e. general civil and/or criminal cases/specialisation in specific field, etc.):**

1. **LANGUAGE SKILLS**

**NB: The seminar and ensuing practical activities will take place in English. Participants are thus expected to have a good command of the English language.**

**Please, indicate your level of proficiency in English:**

(1: basic, 2: fair, 3: good, 4: very good, 5: mother tongue)

Language: English

Written: [ ]  1 [ ]  2 [ ]  3 [ ] 4 [ ]  5

Spoken: [ ]  1 [ ]  2 [ ]  3 [ ] 4 [ ]  5

1. **MOTIVATION**

**Please briefly explain your motivation to take part in this seminar on the Leadership, Planning and Implementation of Joint Investigation Teams and briefly describe your experience in cross-border investigations and JIT management, if applicable.**

1. **ADMINISTRATIVE INFORMATION**

**Attention! Please make sure that the information provided is legible and correctly spelt as it will be used by the EJTN for further correspondence, as well as for issuing the official Certificate of Participation.**

**[ ]  Mrs** [ ]  **Ms** **[ ]  Mr**

**Surname:**

**First name(s):**

**Nationality:**

**Court/Prosecutor’s office of origin:**

**Professional address:**

**Personal address:**

**Tel office** *(mandatory)***:**

**Mobile** *(recommended)*:

**Professional e-mail** *(mandatory)***:**

**Personal e-mail[[1]](#footnote-1)** *(recommended)***:**

**Fax** *(mandatory)***:**

**ANNEX 1**

**Presentation and requirements for the seminar CEPOL 52/2014 Joint Investigations and Teams Leadership**

**Description and Financial Conditions**

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| **Title of the Activity** | **CEPOL 52/2014 Joint Investigations and Teams Leadership**  |
| **Dates** | **Arrival Date**: Sunday, 21 September 2014**Seminar Opening:** Monday, 22 September (09:00) | **Departure**: Friday morning, 26 September  |
| **Length** | 4 days  |
| **Place** | **Police College of Finland**Vaajakatu 2, FI-33720 Tampere, Finland<http://www.polamk.fi/poliisi/poliisioppilaitos/home.nsf/pages/indexeng> |
| **Target group** | The *CEPOL 52/2014 Joint investigations and Team Leadership seminar* is aimed at senior police officers, judges and prosecutors from the different EU Member states, associate countries and EU bodies, particularly those involved or likely to be involved in cross-border investigations.  |
| **Number of places available** | **15 places** for EJTN-funded **judges and prosecutors**  |
| **Aim** | Gain an understanding of the JIT concept, setting up, management and leadership.  |
| **Indicative content & objectives**  | The seminar will be focused on the specific skills involved in the implementation, operation and management of a JIT; namely, the main concepts and operational aspects of JITs, establishment and implementation issues, leadership challenges for JIT managers, JITs funding and the key role of international partners such as Eurojust and Europol. During the seminar, the participants will be involved in a virtual joint investigation, based on a real-life case. Different activities (lectures, workshops and debriefing sessions) will be implemented in order to address the different procedural steps of a JIT.Upon completion of the course, participants should be able to (1) apply the concept of JITs, (2) compare JITs with other forms of criminal investigation, (3) identify legal practice and procedural issues in JITs, (4) illustrate in general terms how to set up and operate a JIT, (5) select appropriate services offered by the EU to support JITs, (6) differentiate the roles of the different actors in a JIT, (7) complete and submit applications for JIT funding, (8) draft a JIT agreement, and (9) evaluate a JIT based on the evaluation template from CEPOL’s JIT Online Learning Model / JITs Network Secretariat.  |
| ***Mandatory pre-course assignment* / Learning Management System (“LMS”)** | * Participants will be expected to have knowledge of the concept and main features of JITs, and will therefore be required to complete, as a *pre-course assignment*, the online Learning Module “Joint Investigation Teams” available on CEPOL’s “Learning Management System.” (expected completion time of 5 to 6 hours, at the participant’s pace and convenience)
* **LMS**: The pre-course assignment, training materials and evaluation forms will be accessible on-line. Access to the secure Leaning Management System (LMS) of CEPOL’s website is given to all course participants following registration and the agreement of the course manager.
* Participants to the event are kindly asked to bring a laptop to the venue, as some activities will be carried out online, where also all key resources will be shared. All participants will be required to register on CEPOL’s e-Net ([www.cepol.europa.eu](http://www.cepol.europa.eu)).
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| **Language requirements** | English – good working knowledge |
| **Financial conditions** | * EJTN funded participants will be provided with a daily allowance/per diem of **€183**
* International transport costs will be reimbursed up to the value of **€400**
* Travel by private car will be reimbursed up to 1.200km (return) on the basis of the fixed formula km x 0.22€ (i.e., up to a maximum of 264€).

**In order to be reimbursed for their travel and subsistence costs, all participants must send to the EJTN, by post and within 3 weeks after the event, the following documents:****1.** *Participants who do not reside in the country where the seminar is to take place(foreign participants):*(a) original boarding passes/train tickets(b) a copy of the travel itinerary(c) a copy of the travel invoice**2.** *Participants who reside in the country where the activity is to take place (national participants):*The reimbursement of national participants is based on the *real costs* incurred by the participants during the seminar. In order to be fully reimbursed, participants are required to send to the EJTN original receipts and invoices of all costs incurred throughout the seminar, which are not directly covered by the EJTN.  |
| **Accommodation & Logistics** | * EJTN-funded participants will be accommodated at the premises of the Police College of Finland and the hosting institution will secure all meals arrangements, to be covered by the EJTN against a corresponding deduction in the participants’ per diem;
* The hosting institution will provide the selected participants with more detailed information regarding the “pick-up” services from and to the airport/railway station and the venue.
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1. Due to some strong firewalls, emails sent to professional addresses might not reach you. It is therefore convenient to also mention your personal email address to make sure you receive the appropriate information in due time. [↑](#footnote-ref-1)