



# **EUCPN Work Programme & Annual Report guidelines<sup>1</sup>**

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The European Crime Prevention Network (EUCPN) was re-established by the Council Decision (2009/902/JHA) of 30 November 2009. According to article 2 of the Council Decision 2009/902/JHA, the Network shall contribute to developing the various aspects of crime prevention at the Union level, taking account of the European Union crime preventive strategy, and shall support crime prevention activities at the national and local level.

The Council Decision determined that crime prevention covers all measures that are intended to reduce or otherwise contribute to reducing crime and citizens' feeling of insecurity, both quantitatively and qualitatively, either through directly deterring criminal activities or through policies and actions designed to reduce the potential for crime and the causes of crime. It includes work of government, competent authorities, criminal justice agencies, local authorities and the specialist associations they have set up in Europe, the private and voluntary sectors, researchers and the public, supported by the media.

According to article 4 of the Council Decision 2009/902/JHA, the Network needs to develop and implement a Work Programme based on a clearly defined strategy that takes account of identifying and responding to relevant crime threats. The Network should also report to the Council on its activities each year through the Board and the competent working bodies.

## **1. Basic principles**

The Work Programme consists of the strategic decisions of the Network on the one hand, and of projects with a European dimension on the other.

The strategic decisions in the Work Programme are based on the goals of the Network, which are decided upon in the Multiannual Strategy. The Multiannual Strategy for the EUCPN defines the activities of the Network to be completed in order to promote the achievement of the strategic goals, namely:

- A) To be a point of reference for the target groups of the Network.
- B) To disseminate qualitative knowledge on crime prevention.
- C) To support crime prevention activities at national and local level.
- D) To develop the EU policy and strategy of crime prevention and to develop various aspects of crime prevention at the EU level in respect of strategic priorities of EU.

These activities will be achieved through focused actions by the Member States.

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<sup>1</sup> Former Work Programme Principle and Themes



The projects of the Work Programme are ongoing or new crime prevention activities in specific Member States and/or in several Member States.

They should take into account the following three underpinning principles, which are that they:

- should be involved only with the identification (and ultimate dissemination) of good practice derived from literature and other research activity. It should not involve the development of crime prevention initiatives or the evaluation of such initiatives on the ground;
- should comprise projects that are of interest to the majority of Member States, in terms of the subject matter and the proposed outcomes; and
- should only involve projects or activities which have clearly defined outcomes based around a conventional project managed approach to ensure that the outputs will be delivered on target and to agreed quality standards.

It follows therefore that a key element of this approach is an ongoing assessment of progress against project plans. Therefore, the EUCPN Secretariat will update the Board at every Board Meeting on the progress of the Work Programme projects.

The EUCPN Board has taken the view that it would be beneficial to keep the Work Programme 'open' to encourage project sponsors to submit proposals at any time in the foreseeable future. It is recognised that it takes time to develop properly considered project proposals, and that imposing a deadline for inclusion in the Work Programme is likely to discourage interest and to result in poorly researched proposals. The Work Programme will therefore be augmented as new proposals are received during the year, and updated issues of the Work Programme document will be released as required.

Proposals for inclusion in the Work Programme may emanate from any source but they have to be sponsored by a Member State and thus, by definition, a member of the EUCPN Board. Annex A shows the basic template for submitting a proposal for inclusion in the Work Programme.

The Annual Report reports on the progress and results of the Work Programme of the year concerned.

## **2. Funding**

The Network currently relies on three funding sources:

- Member States who fund projects of interest to the Network
- EU financial programmes managed by the Commission (ISEC – Prevention and Fight against Crime, Hercules, Daphne etc.)
- EUCPN Fund – an internal fund established by voluntary contributions from Member States (replaces the former Work Programme Fund)

In response to recommendation 17 of the Report of the Evaluation of the EUCPN (2012) which states that "*The funding of EUCPN-supported activities should be made more*



*transparent.*”, information on the funding of EUCPN supported activities will be included in the Annual Report.

### **3. Responsible**

The development of the Work Programme is the responsibility of the Executive Committee, the two incoming Presidencies, and the EUCPN Secretariat.

- The basic role of the Executive Committee, and of the two incoming Presidencies, is to provide the content of the Work Programme and submit it to Genval.
- The basic role of the EUCPN Secretariat is to provide support to the Network in the development and delivery of the EUCPN Work Programme:
  - Draft the Work Programme, based on the content provided by the Executive Committee and the Member States;
  - Distribute the report to the Board Members for their consideration;
  - Ensure that the consultation process is finalised and the Work Programme is ready to be sent to the Council within four months of the end of the reporting year;
  - Maintain ongoing contact with the Member States’ project leaders of established projects to check that the work is proceeding per project plan, provide advice as required to address any problems and produce a report on the status of the Work Programme for the consideration of the Board, every Board Meeting;
  - Maintain the Work Programme information on the EUCPN website so that it reflects accurately both the content of the programme and the status of the individual projects;
  - Submit at least two calls for project proposals a year to the National Representatives;
  - Provide support and advice on request to National Representatives who are developing project proposals for consideration by the Board, to ensure that only fully detailed and calculated proposals are submitted under the procedures established by the Board.
  - Respond within five working days to acknowledge the request and thereafter within the timescales agreed with the person raising the request for any supplementary activity.

The development of the Annual Report is the responsibility of the two former Presidencies, and the EUCPN Secretariat.

- The basic role of the former two Presidencies is to provide the content of the Annual Report
- The basic role of the EUCPN Secretariat is to provide support to the Network in the development and delivery of the Annual Report:



- Draft the Annual Report, based on the content provided by the two former Presidencies;
- Distribute the report to the Board Members for their consideration;
- Ensure that the consultation process is finalised and the Annual Report is ready to be sent to the Council within four months of the end of the reporting year. The Chair of the current Presidency will submit the Annual Report to Genval.

#### **4. Development of the priorities**

During the preparation process, the incoming EUCPN Presidency, together with the Trio partners and Executive Committee and with the assistance of the Secretariat and Commission, identifies links between the field of prevention and the fight against crime and sets its priorities considering, *inter alia*:

- the European Crime Prevention Monitor;
- the SOCTA and EU Policy Cycle plans;
- the Commission's annual work programme (presentation to the Board every last meeting of the year);
- the relevant developments in EU Working Group meetings; and
- agreed EUCPN Trio priorities.

In addition to aligning its fundamental objectives with the EU priorities, the Presidency shall also [respecting Article 2.1 of the Council Decision 2009/902/EC of 30 November 2009] continue to take national and local priorities into consideration. National priorities can also be added by the Member States yearly.

As priorities are identified, they can be added to the Multi-annual Strategy on an ongoing basis.

According to the chosen priorities, the incoming Presidency chooses one EU or Member State topic for advocating in appropriate fora and announces it on the the EUCPN website.

The Work Programme will, as far as is practicable, identify those actions that are aligned with the broader EU priorities (i.e. those actions that are also comprehended by, for example, the SOCTA and EU Policy Cycle plans, the Commission's annual work programme and the relevant developments in EU Working Group meetings). The draft should be shared with the Board.



## Annex A

### PROPOSAL FOR A PROJECT TO BE INCLUDED IN THE EUCPN WORK PROGRAMME

**Please, read the instructions in the notes below carefully before completing this form.**

Project title:

Main theme:

Project purpose and outcome (in two sentences):

Project submitter (Member State):

Project leader(s):

Project partner(s):

Project description (max. 150 words):

Objectives project (max. 150 words):

Project outcome (max. 150 words):



Start and end project:

Timescales and key milestone dates:

Funding (total budget and type of funding (e.g. ISEC, EUCPN Fund,...)):

Contact details project:

### Notes

- Main theme subjects are:
  - To be a point of reference for the target groups of the Network
  - To disseminate qualitative knowledge on crime prevention
  - To support and facilitate crime prevention activities at national and local level
  - To develop various aspects of crime prevention at EU level in respect of the EU strategy of crime prevention
- All bids should be submitted to the EUCPN Secretariat for consideration by the Board.
- A Member of the Board should act as the project submitter even if the idea for the project comes from an “outside interest body”.
- The project submitter does not need to identify a project leader, and they do not have to take part in the project. If necessary, the project leader will be sought by the Board. Also, where the project is **pure research** and subject to a tender to be sought under open competition through the Commission, then the project leader will be identified when the contract is let.
- Bids need to be accompanied by an estimate of the time taken to complete the project, both in terms of actual days and elapsed time.
- Bids need to be accompanied by an estimate of the costs likely to be incurred to complete the project, together with a clear indication of where the funding will be



coming from (e.g. EUCPN fund or ISEC).