

Financial Regulation for the European Crime Prevention Network Adopted 11 December 2019

The Network of National Representatives,

having regard to the Decision of the Council of the European Union of 30 November 2009 (hereinafter referred to as “the Council decision”) on setting up a European Crime Prevention Network (EUCPN) and in particular Art 6 2 (b) thereof,

HAS ADOPTED THIS FINANCIAL REGULATION

Preamble

In view of the Council Decision of 30 November 2009 (Council Decision 2009/902/JHA) setting up a European Crime Prevention Network and repealing Decision 2001/427/JHA;

In view of the Rules of Procedures for the European Crime Prevention Network as approved by the Member States on the 25th of June 2001 and last amended on 14 March 2018;

In view of the Rules of Procedure for awarding and presenting the European Crime Prevention Award as approved by the Member States through the Council Conclusion 12705/98 on the 12th of November 1998 and last amended as an EUCPN document in May 2018.

Article 1

Definitions

- (1) The different definitions of the terms National Representatives, Substitutes, Chair, permanent observers and Secretariat can be found in the Rules of Procedures for the European Crime Prevention Network.
- (2) The term Member States refer to all EU Member States except the UK because they opted out of the European Crime Prevention Network in December 2014.
- (3) The term hosting Member State refers to the EU Member State where the EUCPN Secretariat is located and who is responsible for the EU funded project.

Article 2

Board Meetings

- (1) The Board shall hold one meeting during each half year, convened by the Chair. The Presidency bears the financial cost of organising these meetings, in accordance with domestic laws. If necessary, additional meetings can be convened by the Chair.
- (2) The National Representatives, Substitutes, permanent observers of the EUCPN and the Secretariat are each responsible for their own travel and accommodation expenses in order to attend the Board Meetings of the EUCPN.

Article 3

Executive Committee Meetings

- (1) The Executive Committee Meetings will be organised whenever necessary in order to ensure the effective running of the EUCPN. The Presidency bears the financial cost of organising these meetings, in accordance with domestic laws. The Chair is advised to ensure a cost-effective organisation by linking the Executive Committee Meetings to other network meetings, if possible; e.g. to Board Meetings or Jury meetings.
- (2) The National Representatives, Substitutes, permanent observers of the EUCPN and the Secretariat are each responsible for their own travel and accommodation expenses in order to attend the Executive Committee Meetings of the EUCPN.

Article 4

Best Practice Conference

- (1) The Best Practice Conference shall be held in conjunction with the Board Meeting each year during the second half of the year. The Chair responsible for the organisation of this Board Meeting, will also be responsible for organising the Best Practice Conference, in accordance with domestic laws. The Presidency bears the financial costs of organising the Best Practice Conference in accordance with domestic laws.
- (2) It is up to the Presidency to decide if they will also reimburse the expenses for travel and accommodation of the project presenters attending the Conference.
- (3) The Presidency may invite practitioners and policy makers to attend the Conference. The Presidency may decide on the number of external participants and the cost of the entry fee. Members of the Board and presenters of the projects are exempt of paying an entry fee. The Secretariat may be authorised by the State concerned to collect the entry fees, when the

organising Member State cannot facilitate this. The collected fees must be used for the organisation of the conference.

Article 5

European Crime Prevention Award

- (1) The Presidency who organises the Best Practice Conference is also responsible for the organisation of the European Crime Prevention Award. The Presidency shall finance the trophy and the prize money related to the award, in accordance with domestic laws. The winning project will receive a certificate, a trophy and a prize of EUR 10.000. The two honourable mentions will receive a certificate and a prize of EUR 5.000.
- (2) Furthermore, the Presidency has the obligation to organise the Jury Meeting, at least two weeks before the Best Practice Conference. The Presidency bears the financial costs of organising this meeting. The participating National Representatives, Substitutes and EUCPN Secretariat are each responsible for their own travel and accommodation expenses in order to attend the Jury Meeting. When there is a funded Secretariat, the Secretariat will cover the costs for travel and accommodations of the experts who are invited to attend the Jury Meeting. If there is no funded Secretariat, the Presidency will become responsible for this task.

Article 6

EUCPN Secretariat

- (1) Unless a decision is made to facilitate a more permanent structure of the EUCPN Secretariat, the EUCPN can seek and obtain financial support from the general budget of the European Union. Member States are responsible for the financing of the Network and its activities. Member States shall, through the Board, cooperate to ensure cost-effective financing of the Network and its activities as set forth in this document.
- (2) The hosting Member State will have to apply for the grant on behalf of the EUCPN. The hosting Member State is accountable for the sensible financial management of the EU-funded project. All financial rules of the hosting country and the European Commission have to be followed. The hosting Member State can only delay or refuse actions if there are solid financial arguments which need to be substantiated by financial proof and which are communicated to the Executive Committee beforehand on a case-by-case basis. The EUCPN Secretariat will give each year an overview of the financial situation of the project.
- (3) In case the European Commission's financial regulations foresee that the grant applicant co-funds a predetermined percentage of the project costs to finance the EUCPN Secretariat, the hosting Member State assumes this financial responsibility vis-à-vis the European

Commission. The costs incurred as a result will be shared among all members of the EUCPN according to the proportionality principle based on the Gross National Income and taken into account sufficient time (the provisional amounts will be communicated at least 1 year before the project implementation) for the budget planning. The costs will be recalculated for each project based on the latest available information and shall parallel be stated in the invoices and in bilateral contracts to be concluded with each Member State.

- (4) A bilateral contract (annex 2) as referred to above in art 6(3) between the hosting Member State and each of the other Member States will be drafted. These contracts need to respect the financial regulation and domestic laws of the signatory Member States. The bilateral agreement with each Member States should be signed before the hosting Member State signs the Grant Agreement with the European Commission. If, for any reason, signing the bilateral agreement is not possible is not possible or it is not possible within the stated framework, the Member State can directly pay its contribution in accordance with the invoice submitted by the hosting Member State. This needs to be done before the hosting Member States sings the Grant Agreement with the European Commission. If a Member State does not sign the contract or pay the contribution within the timeframe, then that Member State loses its voting rights in the EUCPN Board and the Member State is not entitled to receive the financial reward of the European Crime Prevention Award during the timespan of the project. The hosting Member State will send the contract and the invoices at least 6 months before the signing of the Grant Agreement. If one or more of the Member States do not sign a contract with the hosting Member State or pay the balance within the timeframe, then a decision needs to be adopted by the EUCPN Board. The Board can decide to divide the extra costs between the Member States, based on the proportion of Gross National Income of each participating Member State. This will be formalised through an amendment to the existing bilateral contracts. Furthermore, if the amount is deemed too high, the Board can decide, before the project starts, to decrease the amount of actions the EUCPN Secretariat will perform in order to decrease the overall budget of the project.
- (5) The hosting Member State will send the invoices to each Member State at least 6 months before the payment date. In order to facilitate the transaction, the hosting Member State will provide the Member States with a filled out ~~such an~~ EU financial identification form (see annex 3) related to the project's account. Furthermore, the Member States will each have to fill out such a EU financial identification form. The contributions of the Member States will be made according to domestic laws. When the final budget table is agreed upon by the EU Commission at the end of the project, then the hosting Member State will reimburse the remaining amounts to the Member States. The expenses of the project may not exceed the foreseen budget.

Article 7

Entry into force

- (1) These rules shall take effect on the day following their adoption by the Board.

Annex 1

Overview of financial responsibilities per actor

	Presidency	Member States	Hosting Member State	EUCPN Secretariat	Observers	Experts/project presenters
Organisation Board Meeting	x					
Attending Board Meeting		x		x	x	
Organisation ExCom Meeting	x					
Attending ExCom Meeting		x		x	x	
Organisation BPC	x					
Attending BPC*	x	x		x	x	x
Collecting entry fee**	x			x		
Organisation ECPA	x					
Trophy and prize	x					
Organisation Jury Meeting	x					
Attending jury meeting		x		x		
Expenses experts				x		
Management EU project			x			
Sending invoice			x			
Filling in EU financial form		x	x			
Payment of balance		x	x			

* the Presidency can decide if they will also reimburse the expenses for travel and accommodation of the project managers attending the Conference

** If the Presidency decides to set an entry fee (of which the Members of the Board and the project presenters are exempt) then the Secretariat can be tasked by the Presidency to facilitate this.

Annex 2

MANDATE – Annex of the financial regulation

XX, with its Headquarters in XX, XX, [Country], hereinafter referred to as the ‘Member State’,

on the one part,

and

XX, with its Headquarters in XX, XX, hereinafter referred to as the ‘hosting Member State,

on the other part,

Preamble

In view of the Council Decision of 30 November 2009 (Council Decision 2009/902/JHA) setting up a European Crime Prevention Network and repealing Decision 2001/427/JHA;

In view of the Rules of Procedures for the European Crime Prevention Network as approved by the Member States on the 25th of June 2001 and last amended on 14 March 2018;

In view of the Rules of Procedure for awarding and presenting the European Crime Prevention Award as approved by the Member States through the Council Conclusion 12705/98 on the 12th of November 1998 and last amended as an EUCPN document in May 2018.

In view of the financial regulation for the European crime prevention network as approved by the Member States on the XX.

Article 1

The scope and content of the mandate

- (1) The present mandate is establishing the financial aspects which are performed for the implementation of the project grant “*European crime prevention network secretariat*”, hereinafter referred to as the ‘project’

- (2) The hosting Member State ensures that the activities of the project are covered by the project budget, according with the grant between the European Commission and the hosting Member State.

Article 2

Financial aspects

- (1) Payments of the project share to the hosting Member State shall take the form of payment of the planned cost for the member state based on the proportionality principle based on the Gross National Income. The amount required is determined according to the financial regulation of the European crime prevention network. The amount due by the member state, as well as the payment date are included in the invoice sent by the hosting Member State in accordance with the financial regulation.
- (2) Payments to the hosting Member State shall be made to the hosting Member State's bank account denominated in euros, identified as follows: [full account number including IBAN and BIC/Swift codes].
- (3) Payments shall be deemed to have been made on the date on which the member state's account is debited.

Article 3

Recovery

- (1) The hosting Member State proceeds with the recovery of unpaid amounts due according to its rules.
- (2) The hosting Member State provides the secretariat of the European crime prevention network with regular monitoring of payments by member states.

Authorised signatory of the member state:

Title (Mr, Mrs, etc.)	
Name and Surname	
Position in the partner public authority/organisation	

Date and place:

Signature :

Authorised signatory of the hosting Member State:

Title (Mr, Mrs, etc.)	
Name and Surname	
Position in the partner public authority/organisation	

Date and place:

Signature :



FINANCIAL IDENTIFICATION

PRIVACY STATEMENT

http://ec.europa.eu/budget/library/contracts_grants/info_contracts/financial_id/financial_id_en_sfm.htm

Please use CAPITAL LETTERS and LATIN CHARACTERS when filling in the form.

BANKING DETAILS ①	
ACCOUNT NAME ②	<input type="text"/>
IBAN/ACCOUNT NUMBER ③	<input type="text"/>
CURRENCY	<input type="text"/>
BIC/SWIFT CODE	<input type="text"/>
BRANCH CODE ④	<input type="text"/>
BANK NAME	<input type="text"/>
ADDRESS OF BANK BRANCH	
STREET & NUMBER	<input type="text"/>
TOWN/CITY	<input type="text"/>
POSTCODE	<input type="text"/>
COUNTRY	<input type="text"/>
ACCOUNT HOLDER'S DATA AS DECLARED TO THE BANK	
ACCOUNT HOLDER	<input type="text"/>
STREET & NUMBER	<input type="text"/>
TOWN/CITY	<input type="text"/>
POSTCODE	<input type="text"/>
COUNTRY	<input type="text"/>
REMARK	<input type="text"/>
BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE ⑤	DATE (Obligatory)
	SIGNATURE OF ACCOUNT HOLDER (Obligatory)

- ① Enter the final bank data and not the data of the intermediary bank.
- ② This does not refer to the type of account. The account name is usually the one of the account holder. However, the account holder may have chosen to give a different name to its bank account.
- ③ Fill in the IBAN Code (International Bank Account Number) if it exists in the country where your bank is established
- ④ Only applicable for US (ABA code), for AU/NZ (BSB code) and for CA (Transit code). Does not apply for other countries.
- ⑤ It is preferable to attach a copy of RECENT bank statement. Please note that the bank statement has to confirm all the information listed above under 'ACCOUNT NAME', 'ACCOUNT NUMBER/IBAN' and 'BANK NAME'. With an attached statement, the stamp of the bank and the signature of the bank's representative are not required. The signature of the account-holder and the date are ALWAYS mandatory.