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NOTE

from : Presidency

to : False Documents Group

Subject: Preparation for further seminars on forgery detection

At its meeting in September 1993 the False Documents Group took note that Steering Group I had approved the content and structure of the seminar and the qualifications profile for participants in the training course (WGI 1636, WGI 1550 FD/13). At the first seminar, the involvement of the Grafisch Lyceum (Academy of Printing) in Eindhoven had been particularly valuable.

In document ASIM 30 of 8 December 1993 all delegations renewed their call for further seminars to be held.

Although the content and structure of the seminar and the qualifications profile for participants have been accepted, and the Commission departments have confirmed their willingness to give favourable consideration to reasoned applications for financial assistance, the general organization of the seminar still presents major problems.

First there is the problem of who should hold the second and subsequent seminars, and where they should take place.

In order to solve these organizational questions, and in view of the German EU Presidency in the second half of 1994, a preparatory meeting on the second EU seminar on forged documents took place on 3 May 1994 at the Federal Border Guard Directorate in Koblenz with representatives of the Netherlands delegation and the Grafisch Lyceum of Eindhoven/NL.

A further meeting was held on 30 May 1994 in Eindhoven, attended by delegations from the Netherlands, the United Kingdom and Germany and the Eindhoven Grafisch Lyceum.

The primary purpose of the meetings was to establish durable guidelines for the second and subsequent seminars, to restrict organizational expenditure and incidental costs to the necessary and make it easier for other delegations to co-operate in the organization.

The essential results were collated under the heading "Draft guidelines for holding EU seminars".

Eindhoven/NL should be mentioned in the guidelines as a permanent venue. As a venue, Eindhoven offers the following advantages:

1. Since the Eindhoven printing academy is involved in a considerable part of the seminar, the theoretical and practical parts can be held at the same venue.

2. Reservations at different hotels and frequent changes of hotel by the seminar participants (as was the case with the first seminar), together with concomitant additional organizational expenditure, would not be necessary.

3. Valuable time and money is saved by eliminating transport from one seminar venue to another (for example, Brussels to Eindhoven and back). Actual tuition time is lengthened accordingly.

4. The seminar will be more effective in terms of methodical tuition, as the theoretical instruction can be immediately translated into practice at the Grafisch Lyceum.

5. Distances between one site and another in Eindhoven are considerably shorter. As the theoretical part is given in the participants' hotel, transport costs are eliminated, which should also help reduce the future budget of the seminar.

6. However, the major advantage in keeping Eindhoven as the seminar venue is that:

   - all seminars can be carried out with identical teaching content and at the same level

   - each seminar does not have to be re-designed from scratch

   - time-consuming organizational tasks can be taken over by the Grafisch Lyceum

   - tuition material for the participants has already been prepared and needs only to be duplicated, and if necessary slightly supplemented, for each seminar.

This means in concrete terms that for future seminars as described above only a fraction of the preparation time of the first seminar will be required, which should substantially reduce the cost of future seminars.

Draft guidelines for holding EU seminars

1. Content and structure of the seminars

1.1. The second and subsequent seminars should be held in accordance with the programme laid down in WGI 1116. The content and structure, together with the profile of requirements for participants, have been accepted and are being adopted (WGI 1550 and 1636).

1.2. The conclusions of the 1992 evaluation report (WGI 1190) should be taken into account in seminar planning.

1.3. The Grafisch Lyceum in Eindhoven has agreed to work with future seminars.

2. Seminar programme

2.1. The seminar will consist of a theoretical and a practical part.

2.2. The seminar will last 2 weeks.

2.4. The theoretical part can take place in the conference rooms of a hotel in Eindhoven, and the practical part in the Grafisch Lyceum in Eindhoven.

3. Planning and scheduling of seminars

3.1. There should be one seminar a year.

3.2. To avoid clashes of dates, the first half of the year should be used for planning and preparation while the seminar should generally be scheduled for the second half of the year.

3.3. Dates for the seminar will be decided by the current co-ordinating committee, in consultation with the Grafisch Lyceum.

Consultations should begin early in the year so that the seminar can take place as soon as possible.

4. Venue

4.1. The second and subsequent seminars could be held in Eindhoven/Netherlands.

The necessary facilities are to hand (technical equipment on the premises, etc.) notably for the use of interpreters.

5. Co-ordinating committee

5.1. A co-ordinating committee should be set up to organize each future seminar, consisting of:

(a) Representative(s) of the delegation holding the Presidency at the start of the year in which the seminar is held (Chair)

(b) a representative of the previous Presidency

(c) a representative of the following Presidency.

Examples:

Seminar	Delegations involved		Presidency
1995 seminar:	(a)	French delegation (Chair)	1st half of 1995
	(b)	Spanish delegation	2nd half of 1995
	(c)	German delegation	2nd half of 1994
1996 seminar:	(a)	Italian delegation (Chair)	1st half of 1996
	(b)	Irish delegation	2nd half of 1996
	(c)	Spanish delegation	2nd half of 1995

Further explanations are given in Annex 1 to this document.

This guarantees that over a period of time every Member State takes part in organizing the EU seminars.

For reasons of cost, no more than 3 delegations should sit on the co-ordinating committee.

As the seminar will be held in the Netherlands, the Netherlands delegation – if not already a member of the co-ordinating committee – should provide back-up if necessary.

5.2. The co-ordinating committee should be constituted at the "False Documents" Group's final meeting each year so that planning of the seminar can begin without delay at the beginning of the year.

The "False Documents" Group shall take the decision on the holding of the next seminar as determined by the delegations represented on the co-ordinating committee, and shall give the co-ordinating committee its brief.

6. Organization

6.1. The seminar will be organized by

- the co-ordinating committee and
- the Grafisch Lyceum in Eindhoven/NL.

7. Tasks

7.1. The co-ordinating committee shall carry out preparations, such as

- applying for financing to the EU Commission via the General Secretariat, after an estimate has been drawn up and presented by the Grafisch Lyceum
- asking the General Secretariat to provide interpreters
- having new documents translated and supplementing WGI-numbered tuition material already available from the first seminar, etc. and

7.2. the theoretical part of the seminar, such as

- appointing and inviting speakers
- preparing the plan of the seminar in consultation with the Grafisch Lyceum.

7.3. The co-ordinating committee shall supervise

- the content and quality of the work,
- the administration and disbursement of funds by the Grafisch Lyceum,
- and shall liaise between the organizational units, the General Secretariat and the Commission departments involved.

7.4. The Grafisch Lyceum shall organize

- the practical part of the seminar
- the provision of premises
- accommodation, meals and information for seminar participants
- the visit to the paper mill in Apeldoorn and to the Netherlands state printing works in The Hague
- transport to the venues and
- the production of tuition material for both parts of the seminar and the administration of the funds acting as trustee for the Commission.

8. Financing of the seminar

8.1. The seminar shall be paid for out of the budget funds made available by the Commission.

8.2. Subsistence expenses (travel) for seminar participants shall be borne by the EU Member States.

9. Cost of the seminar

9.1. The likely cost of a seminar at present rates is approximately ECU 96 000.

10. Provision of interpreters

10.1. The General Secretariat shall, upon application, provide interpreters in nine languages for the theoretical part and in three languages for the practical part.
The relevant costs will be borne by the General Secretariat.

11. Funding

11.1. The necessary funds shall in future be entered as a permanent heading in the budget of the European Union.

11.2. Before organization of a seminar commences, the necessary funds will be applied for by the co-ordinating committee.

In order to ensure flexible organization at the venue itself, the funds should be transferred to the Grafisch Lyceum in Eindhoven as administering trustee.

ANNEX 1

Notes on point 5 of the draft guidelines

Composition and sequence of the co-ordinating committee

For the purpose of planning and organizing further seminars, a co-ordinating committee shall be constituted for each seminar, comprising:

(a) Representatives of the delegation holding the Presidency in the first half of the year (chairing the co-ordinating committee)

(b) one representative of the preceding Presidency

(c) one representative of the subsequent Presidency.

This guarantees that each co-ordinating committee contains one representative with previous experience in organizing the EU seminar.

As the seminar takes place only once a year, the co-ordinating committee is not reconstituted for the second half of the year.

So that all delegations chair the co-ordinating committee, the following rule is suggested:

In the first instance the Chair will be held by the delegation holding the Presidency in the first half of the year, and after 1998 a new plan will have to be drawn up.

Sequence of Presidencies from 1993 onwards

Year	1st half of year	2nd half of year
1993	Denmark	Belgium
1994	Greece	Germany
1995	France	Spain
1996	Italy	Ireland
1997	Netherlands	Luxembourg
1998	United Kingdom	Portugal

The following will be the composition of the EU seminar co-ordinating committees until the end of 1998, on the basis of the present Member States of the European Union. The chairmanship is shaded in grey in each case.

Composition of co-ordinating committees up to 1998

1995 seminar:

* from the previous seminar		(c) Germany
1995	(a) France	(b) Spain

1996 seminar:

*		(c) Spain
1996	(a) Italy	(b) Ireland

1997 seminar:

*		(c) Ireland
1997	(a) Netherlands	(b) Luxembourg

1998 seminar:

*		(c) Luxembourg
1998	(a) United Kingdom	(b) Portugal