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EUROPOL 9

NOTE I/A

from : the K.4 Committee

to : the Permanent Representatives Committee (part 2)/Council

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Subject: EDU/EUROPOL
- Working programme January - June 1995

At its meeting on 23 February 1995, the K.4 Committee invited the Permanent Representatives Committee to suggest to the Council to approve EDU/Europol's working programme for the first semester of 1995, as attached.

EUROPOL Drugs Unit - Working Programme January 1995 - June 1995

1. Introduction

EDU
1.1
NCIS
This document sets out the planned working programme for the EDU for the first half of 1995. The programme has been developed by taking into account the views and requirements of the users and partners of the EDU; in particular the Member State NCIS, the Committee of Heads of National Units, the Working Group on EUROPOL, and the Working Group Organised Crime. Finally, the aspirations set out in the internal Business Plan of the EDU were incorporated where they apply to the first half of 1995.

Three major developments took place towards the end of 1994 which will inevitably impact on the 1995 budget allocations:

- The Management Team has been increased to five persons
- The EU has been enlarged by three Member States
- The Ministerial Agreement mandate is in course of being increased to include other forms of criminality, viz. smuggling of nuclear material, organised illegal immigration, vehicle theft, associated money laundering.

The main activity of the EDU is the exchange of information, and the production of strategic and operational analysis reports. However, increasingly Member States NCIS are using the facilities of the EDU to support the co-ordination of on going operations. This trend, and the use of the EDU generally by Member States is expected to increase throughout 1995, and the ultimate objective of all the actions planned is to facilitate the EDU response to requests from Member States and to upgrade replies whenever possible.

2. Support function of the EDU to operations and investigations in the Member States

The EDU intends to enhance continuously co-operation with Member State NCIS:

- by striving to increase the speed and the quality of replies to enquiries
- by facilitating and improving the support on request of Member State law enforcement agencies in on going operations
- by continuing the policy of providing analytical support on request for ongoing investigations
- by identifying the EDU users needs and developing an evaluation system
- by developing an EDU strategy to combat money laundering and intelligence exchange on criminal finances
- by agreeing and finalising EDU/NCIS handbooks.
- by developing and implementing EDU standard procedures relating to the handling of controlled deliveries

Additionally the EDU will pay special attention:

- to study and evaluate the strategic and practical implications of the possible extension of the EDU mandate.
- to identify priorities for the analytical work of the EDU in 1995, in co-operation with the Committee of Heads of National Units.
- to develop a procedure for analytical support and software standardisation;
- to develop with Member States a fast and reliable system for statistics on major seizures, arrests and drugs prices including the increased co-operation with relevant forensic laboratories to improve the measurement of purity of drugs and the determination of common factors of classification
- to conduct expert meetings on relevant items (e.g. on African project, money laundering, maritime control, cocaine), in order to harmonise the EU law enforcement approach.
- to draft a programme in order to facilitate collaboration between researchers and specialists within the EU.

- to collate laws and studies from European Union law enforcement agencies in order to update continuously the General Situation Report.
- to harmonise EDU activities with those of other appropriate international law enforcement agencies (ICPO Interpol, WCO, UNDCP etc.) in order to avoid duplication and to initiate common strategic analysis.
- to provide a proactive documentation support service to all EDU staff and NCIS.
- to carry out an evaluation into the effectiveness and efficiency of a number of electronic on line databases on general law enforcement information for EDU/ NCIS purposes.

3. Personnel

- To provide all staff with his/her own detailed job description in order to clarify the internal structure of the organisation; and to improve the internal communication flow
- To ensure that all residual 1995 authorised personnel should be recruited as soon as possible.
- To provide the necessary replacements when required.
- To guarantee the effective integration of new personnel as well as providing the best possible social welfare for all staff, aimed at providing the ideal working climate.

4. Security

- To conclude the formulation of the EDU security policy and the establishment and implementation of an EDU security plan, in which responsibilities, regulations, procedures, physical security and protection are defined (including data protection), as well as screening of members of staff and third parties.
- To introduce the establishment of an overall safety plan including regulations and measures relating to first aid, fire and bomb alerts, and evacuation procedures; including training where necessary.

5. Information Technology

Actions externally oriented, depending on Member State policy but promoted by EDU are:

- To establish encrypted electronic mail links to all NCIS (where not yet installed).
- To continue the programme of establishing direct secured access for the ELOs to their respective Member States' data bases in line with the Ministerial Agreement.
- To establish encrypted electronic mail links with the EU translation centre in Luxembourg.
- To support training in use of Electronic Mail system and IT organisation in Member States NCIS' when requested.

Actions internally oriented needed for the efficiency of EDU are:

- To enhance EDU's internal exchange of information system.
- To develop an EDU administration database.
- To carry out IT training for EDU staff (an on going action but with an overriding performance indicator of training new staff in "basic tools" within one month of arrival)
- To upgrade the IT system to follow the increase of personnel and the possible extension of the mandate (e.g. acquire a database application server).
- To develop an information security plan (this action to commence during the first half of 1995 for completion by the end of the year).

6. Meetings and Promotion

The EDU will organise the following meetings in the Hague during the first half of 1995 to fulfil the requests and needs of its partners in the Member States:

DATE	SUBJECT
31 January 1995	Discussion to define the role of the Heads (and operational heads) of NCIS meetings in relation to the EDU.
02 February 1995	Budget '95 expert meeting
16 March 1995	Heads of NCIS meeting
03/04 April 1995	Cocaine case officers meeting
11/12 May 1995	Money laundering conference
19/20 June 1995	Operational Heads of NCIS meeting
05/06 April 1995	Budget '96 expert meeting
The following meetings are to be continued	
May 1995	Meeting of the Heads of the customs investigation services of the EU Member States, aimed at increasing their awareness of the EDU.
May/June	Expert meeting on the Africa project

When appropriate and where necessary members of the EDU Management Team and other members of EDU staff will attend meetings and conferences as observers and participants. In the normal course of events there will be a need for a variety of reasons to receive visitors to the EDU, such as law enforcement officers, members of the governments, ministries, parliaments and the media. In agreement with and on request of ministries and/or law enforcement authorities in the Member States the EDU will develop and commence a co-ordinated EUROPOL promotional strategy.

7. The EUROPOL Building

The extensive construction work currently being carried out to provide improved facilities particularly in respect of security and conferences will be finalised by mid-March. These new facilities will be officially opened immediately prior to the Heads of NCIS meeting on 15 March 1995 by the Dutch Ministers of Justice and Interior, Mrs Sorgdrager and Mr Dijkstal. These alterations will provide a state of the art security environment for the EDU personnel and visitors alike; and create a modern conference facility of catering for international conferences including simultaneous interpretation for up to 100 delegates.

8. Final Comments

The responsibility for implementing each individual item detailed on this working programme is laid to a particular member of the Management Team..

Ordinarily actions are within current budget allocations. However, as a result of recent political decisions new needs have arisen which could not have been foreseen in previous budget allocation bids. In these circumstances the situation has been described in the working programme and any additional bids will have to be considered by the financial expert group.