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THE COUNCIL

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NOTE

from : the Europol Group

to : the Steering Group II

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Subject: The Europol Computer System
- Report to the Council of Ministers

1. At its meeting of 6/7 December 1995, the Europol Working Party agreed on the annexed note which contains, on pages 6 to 9, data on a draft supplementary budget for 1996.

2. The Group stresses that this document has to be adopted in 1995 in order to enable the start of activities from January 1996 onwards.

The Europol Computer System
Report to the Council of Ministers

Initial planning is now under way for the Europol Computer System. Ministers are requested to note the intended arrangements for **managing the development project** and to approve the proposed **addition to the budget** for 1996.

It will be recalled that the Europol Convention, Article 6, states that *Europol shall maintain a computerised system of collected information* with three principal components:

I. An *information* system with a restricted and precisely defined content, accessible within Europol and the 15 national units;
II. An *analysis* system, containing comprehensive information, only accessible to personnel within Europol involved in a particular project;
III. An *index* system containing certain particulars from the analysis files.

In addition, account will have to be taken of the *information exchange* system for National Units and for Europol Liaison Officers engaged in bilateral or multilateral exchanges of information under Article 5 in a manner which optimises operational benefits whilst respecting the requirements and legal constraints of their sending states.

The 'Europol' Computer System is therefore really a system, or collection of systems, which encompasses the 15 Member States' National Units as well as Europol itself.

The conclusions of studies by IT and Finance Experts reporting to the Europol Working Group are as follows:

1. The system defined in the Convention is technically feasible. Its design should respect in full the goals and limits of the Convention as well as the legal and administrative requirements of the Member States.

2. There are many unresolved practical, operational and procedural issues, in addition to legal and administrative questions of detail which will require considerable analysis within EDU, national units and elsewhere before a true picture of the size and cost of the system can be arrived at.

3. It is essential that the scope of the Europol system be defined very carefully to take full account of the Convention. It is necessary to work out the way in which its different components will relate to one another and to the systems in the National Units. Account also has to be taken of other national and international systems like the Schengen Information System and Interpol's so as to avoid duplication and to benefit from the experience gained in their development.

4. Development of the system (including the above mentioned analysis) is likely to take at least two years. In practice, though, if the project is formally initiated in January 1996, a **target completion date of end 1998** is more realistic. If there is any slippage by the supplier or in making key decisions (for instance on project initiation, on funding, or on supplier selection) then completion might not be until mid-1999.

5. For these dates to be achieved, the continuing support and involvement of Member States will be essential. It should be noted that, as well as technical issues to resolve, there will be a significant impact on working procedures in the National Units.

6. A recognised project management methodology will be employed to control the development. The **project management structure** will be as follows:

   The **strategic direction** will be determined by the **Europol Working Group** assisted by experts from the Member States.

   Ongoing **control** will be maintained by a **Project Board** chaired by the Project Director (the responsible member of the EDU Management Team) and consisting of representatives (law enforcement and IT experts) from the 15 Member States.

   Execution of the tasks will be undertaken by a **Project Team**. It is envisaged that this will have three components:

   - Project Coordination, consisting of Team Leader, Geographical Coordinator, and team members (user liaison and experts, employed, seconded or hired).
   - Quality Assurance, consisting of User Assurance Coordinator, Technical Assurance Coordinator, and Business (Organisational) Assurance Coordinator.
   - Project Support, with Project Support Officer/Financial Administrator and Project Support Assistant/Documentation.

7. The Europol Working Group, functioning as the Strategy Committee, will be responsible for determining what has to be achieved, for total financing including human resources, for the detailed budget within the overall funding approval, for specifying constraints and control points, and for approving major options.

The Project Board will be responsible for the methodology, for specifying what has to be delivered, for the formal stages, and for policy decisions. It will control the detailed allocation, monitoring and authorisation of expenditure within the limits laid down by the Europol Working Group and will provide full details in a regular progress report to the Europol Working Group.

The Project Team will carry out day to day project management, that is, production of project plans, definition of controls, delivery of products, and tracking of costs, resources and time scales. Quality Assurance will include technical assurance controls, user assurance controls and business (organisational) interest controls. Project Support will handle documentation, administration and project planning.

8. In accordance with the proposed **procurement strategy**, the development of the Europol Computer System is likely to be carried out mainly by the commercial sector, using established international consultants and suppliers (the precise balance between in-house and outsourced work will depend principally on where the best expertise can be found and on cost). However, **responsibility** for, and day to day **control** of, the project will remain in the hands of the Project Organisation.

9. In addition there will be a number of standing committees and ad-hoc sub groups to consider in the fullest detail such matters as data protection, user requirements, data security, communications, implementation and training, system management and user support.

10. For the sake of transparence and accountability the costs of full-time seconded personnel should form part of the project budget and be reimbursed to the sending states. Nevertheless it is recognised that there will still be a heavy commitment by EDU and Member States personnel who will be involved in various ways in an advisory or supervisory capacity. This will represent an invisible opportunity cost.

11. Subject to and taking full account of European public procurement regulations, the Project Team should aim to be operational by 1 January 1996. Its task during the first half of 1996 will be to initiate the procurement process and through consultants carry out a conceptual design study (also known as a detailed feasibility study / outline user requirement / technical specification). This will result in a document which will contain a reliable **estimate of full costs** for the remainder of the project (that is, 1997 onwards); ideally this document should be ready in time to be presented to **Ministers** in **June 1996**.

12. During the second half of 1996 (subject to Ministerial approval of the design study and costs) the Project Team will (again with the assistance of consultants) prepare invitations to tender from potential suppliers, evaluate the responses and carry out further work as appropriate on a more detailed requirement specification.

13. To achieve these objectives **first year funding** for the project of a maximum of **1.4 million ECU** will be required (details attached). This includes salaries and costs of seconded personnel; consultants' fees; meeting interpretation, equipment and travel costs. No more than half this amount will be committed during the first six months of 1996. Further expenditure will await the results of the study referred to in paragraph 11.

    This first year total, which excludes the invisible costs, represents only a small part of the global budget needed to complete the whole project.

14. This sum is new money, additional to the already approved EDU budget for 1996 which was calculated only to meet EDU's ongoing needs for the year. It will be recalled that when the 1996 EDU budget was being drawn up in early 1995 and the question of the post Convention system was raised, it was decided to await finalisation and signature of the Convention and then to call a meeting of IT experts to consider EDU's proposals.

Draft supplementary budget for 1996

for the Europol Post Convention phase

The Europol Computer System

Following the meetings of the IT Experts on 30 and 31 October 1995 and of the Budget and Finance Experts on 23 and 24 November 1995 Europol Drugs Unit hereby presents a draft supplementary budget for 1996 for the Europol Computer System.

The total budget amounts to 1.4 MECU of which half, i.e. 0.7 MECU, is foreseen for the first stage from January to June and the other half for the second stage from July and onwards.

The intention is that at the beginning of 1996 only contributions from the Member States amounting to 0.7 MECU will be called up and during the first stage only the amounts specified in Annex B can be used.

Only when the second stage has been approved will the remaining contributions of 0.7 MECU be called up and the remaining appropriations in the budget can be used.

It is proposed to create a separate title in the EDU budget for the post Convention activities in order to keep a clear distinction between EDU's ongoing activities and the activities in preparation of the post Convention phase.

Distribution of expenditure for the Europol Computer System in 1996

Article	Description	1st half	2nd half	Total 1996
601	Personnel	160,000	300,000	460,000
602	Consultancy etc.	300,000	300,000	600,000
603	Training	24,000	7,000	31,000
604	Information Technology	100,000	25,000	125,000
605	Meetings	35,000	35,000	70,000
606	Travel etc.	81,000	33,000	114,000
	TOTAL EXPENDITURE, ECU	700,000	700,000	1,400,000

Draft supplementary budget for 1996

for the Europol Post Convention phase

(The Europol Computer System)

Title Chapter Article	Description	Budget 1995	Budget 1996	Draft supp. budget 1996	Commentary
1	**Revenue**				
10	Contributions				
100	Member States' contributions	3,918,000	4,997,000	+ 1,400,000	See Annex A
	TOTAL REVENUE, ECU			+ 1,400,000	
6	Europol Post Convention Phase				
60	The Europol Computer System				
601	Personnel	-	-	+ 460,000	Salary and allowances etc. for nine persons
602	Consultancy etc.	-	-	+ 600,000	The need for consultancy etc. is estimated to around 500 working days
603	Training	-	-	+ 31,000	Training is foreseen in the fields of methodology, planning and ongoing technical training
604	Information Technology	-	-	+ 125,000	Acquisition of a test server, a work station for each staff member and telecommunication equipment and running costs.
605	Meetings	-	-	+ 70,000	15 bigger meetings are foreseen
606	Travel etc.	-	-	+ 114,000	Five visits per Member State, translations, reproduction costs etc.
	TOTAL EXPENDITURE, ECU	-	-	+ 1,400,000	

Member States' contributions in ECU

(Draft supplementary budget for 1996 for the Europol Post Convention phase)

	GNP 1995 (1%)	GNP	Contribution
	MECU	share	Supp. budget
a	b	c	d
Austria	1,786.0	2.8%	39,035
Belgium	2,080.9	3.2%	45,481
Denmark	1,282.8	2.0%	28,037
Finland	932.5	1.5%	20,381
France	11,773.8	18.4%	257,332
Germany	18,594.6	29.0%	406,410
Greece	818.4	1.3%	17,887
Ireland	409.3	0.6%	8,946
Italy	8,239.5	12.9%	180,085
Luxembourg	144.1	0.2%	3,150
Netherlands	2,983.1	4.7%	65,200
Portugal	792.0	1.2%	17,310
Spain	4,065.9	6.3%	88,866
Sweden	1,621.4	2.5%	35,438
United Kingdom	8,530.3	13.3%	186,441
Total	64,054.6	100.0%	1,400,000