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NOTE

from : Europol Group

to : K.4 Committee (meeting 4/5 November 1996)

No. prev. doc. : 11640/95 EUROPOL 113

Subject : Report on the activities of the Europol Drugs Unit
1 January - 30 June 1996 / Six months progress report

1. At its meeting of 23/24/25 October 1996 the Europol Working Group agreed on the report of EDU on the activities of the Europol Drugs Unit, 1 January-30 June 1996 (six months progress report).
2. The K.4 Committee is invited :
 - to confirm the agreement on the text of the report as attached.
 - subsequently to invite COREPER/Council to adopt this report as a "A" point.

Report on the activities of the EUROPOL DRUGS UNIT 1 January - 30 June 1996 Six month Progress Report

1. General

The exchange of information and intelligence (both personal and non-personal data) by the Europol Liaison Officers (ELOs) remains the EDU's core business. Analytical support is becoming more important and the emphasis is moving from a strategic approach towards more investigation related activities, arising from an increase in frequency of requests of this nature.

Quantitatively most of the EDU's activities are drugs related. However, the EDU has been able to offer more specific added value in the field of crimes involving clandestine immigration networks and illicit trafficking in nuclear and radioactive substances, by virtue of the fact that these areas were not tackled by law enforcement authorities within the EU in a sufficiently structured way. With regard to the exchange of information, in addition to operational support, concerning illicit vehicle trafficking it has been more difficult to identify the role and responsibilities of the EDU in order to avoid duplication with the activities of ICPO/Interpol and Schengen in this area. The EDU faced similar difficulties in its activities concerning money laundering as different bodies of the Commission as well as international organisations and task forces work in this field. In addition major co-operation problems arise because of the differing national laws and working methods.

The working programme for the first half of 1996 gave guidance for the activities of EDU in this period. Flexibility was required in the programme, seen as a living document, to meet changing circumstances and new demands.

During the Heads of Europol National Units meetings held in January and March 1996, the implementation of the project plans, resulting from the working programme, was placed in the following order of priority:

- 1) Projects of direct operational importance:
 - The Turkish project;
 - Operation BOWMORE;
 - The former Yugoslav Cuprija criminal group.
- 2) Money laundering and Asset Seizure projects.
- 3) Controlled Deliveries and Special Techniques Policy.
- 4) Illegal Immigration project.
- 5) Nuclear Proliferation project.
- 6) The Latin-American Drug Bulletin Board System.

2. Exchange of information

The exchange of information and intelligence (personal and non-personal data) by the ELOs is the primary activity of the EDU.

All Member States are represented by ELOs belonging to different law enforcement agencies. They guarantee an effective, efficient, fast and reliable multi-lingual expert service 24 hours a day on behalf of each Member State.

In total the EDU supported in 1054 cases in the first semester 1996 from the Member States (compared with 816 in the second semester 1995 and 585 in 1994 for the entire year).

The requests for EDU support can be broken down as follows:

- specific enquiries in connection with on-going investigations;
- enquiries concerning particular phenomena, e.g. crack, precursors, ethnic criminal groups, etc.;
- enquiries concerning legal and technical/tactical questions;
- advisory support to on-going special law enforcement operations

As a result of the successful support by the EDU, to the respective law enforcement agencies of the Member States (Police, Gendarmerie, Customs), the Europol National Units are making greater use of the ELO network and the specific EDU expertise. Bilateral and, more especially, multilateral information and intelligence are being exchanged more frequently every day, and a high level of service can be offered (speed, accuracy, language facilities, upgrading of information/intelligence) to investigations and analytical activities related to activities of criminal groups active on an international basis.

The requests from the Member States can be divided into the following categories:

- in 91 % of the requests, the EDU provided a successful information and intelligence exchange for on-going investigations and other law enforcement activities in the Member States;
- in 9% of the cases special expertise and analytical middle and long-term support by EDU's analytical bureau, the documentation bureau etc., was requested, and investigations in the Member States were carried out with the direct and interactive support of the ELOs from the Member States concerned;
- in 12 cases of controlled deliveries co-ordination support was given by the ELOs.

72% of the requests were drug related, 13%-covered money laundering activities, 7% of the requests were linked to illegal immigration networks and 8 % to stolen vehicle trafficking, although this segmentation differs from Member State to Member State.

The following chart provides a comparison between the first half of 1996 and the second half of 1995:

ELOs	received in 1996 (January - June)	received in 1995 (July - December)
Germany	252	249
United Kingdom	239	167
Belgium	91	48
Portugal	73	63
France	70	54
Italy	62	64
Netherlands	49	38
Denmark	43	1
Austria	41	4
Ireland	33	35
Sweden	29	16
Spain	24	27
Greece	22	30
Finland	13	8
Luxembourg	13	12
Total # of requests	1054	816

There appears to be a difference in policy with respect to the criteria for sending a request to the EDU. Although it is difficult to identify exactly the situation for each Member State, some reasons deserve to be mentioned:

- the strength of the ELO network
- the availability of DLOs (Drugs liaison officers) in some Member States
- the level of promotion of the EDU in the different Member States
- the creation of a Europol Unit in some countries still being in progress
- the position of the Europol National Unit in the Police and Customs framework and
- the national organised crime situation

The number of enquiries each Member State conducted on request from another Member State can be listed as follow :

received requests by	1996 (January - June)	1995 (July - December)
Netherlands	452	401
Spain	208	184
Germany	198	143
France	182	162
Belgium	167	145
United Kingdom	162	137
Italy	148	124
Austria	92	62
Greece	88	79
Portugal	87	76
Denmark	74	68
Luxembourg	70	69
Ireland	73	61
Sweden	68	62
Finland	49	55
Total # of requests	2118	1828
Additional request for the Analytical bureau	89	./.

3. Illicit drug trafficking

All 15 Member States of the European Union face serious problems arising from the production, smuggling and use of drugs. Large scale drugs smuggling to, between, and, exceptionally, (e.g. synthetic drugs) from the Member States is controlled by well organised criminal groups both from within the EU and from source and transit countries outside the EU. With the EDU, the European Union based bilateral Drugs Liaison Officers (DLOs) and ICPO/Interpol there are three channels for drugs related enquiries, and it is a matter for individual Member States' National Units to determine the route of any particular enquiry as they see fit. It is imperative to ensure that different channels are not utilised simultaneously.

Since April 1996 EDU is preparing a second EU Situation Report on drug production and drug trafficking by gathering information from Member States and other sources. European Union Member States' statistics on drug seizures have been collected, collated and are being evaluated in an

interactive way, so that the General Situation Report on Drugs will be ready to be distributed in October 1996.

An EDU overview on drug prices, both at wholesale and retail level, in each Member States' currency and also in ECU's has been updated and continues to be published every six months. This should be complemented by a purity indicator in line with the Cordroque 69 action plan.

The Ecstasy Profiling Programme (Logo Project) led to the setting up of a standardised register containing the external characteristics of seized pills. The first catalogue was distributed in April 1996 to the Working Group on Europol, the Working Group on Drugs and Organised Crime, and through the Europol National Units to law enforcement agencies in the Member States. New logos will be included in further updates of the catalogue. In addition the development of an EDU database with details of seizures is in progress, and the project may be extended to other types of synthetic drugs, and as indicated in the Cordroque 69 (and 31) documents, to a chemical profiling system.

A project on Turkish drug traffickers active in the EU consisting of a strategic and an operational part is in the course of implementation. The strategic report will be finalised shortly after July 1996 based on the contributions from Member States concerned, in collaboration with the World Customs Organisation (WCO) and ICPO/Interpol. A joint project structuring operational co-operation between Member States of the EU and resulting in a concrete common investigation of several EU Member States against a major Turkish criminal organisation is in development.

A Latin-American Bulletin Board, aimed at providing open source information to the Europol National Units (ENUs) and the liaison officers of the Member States based in South America, is currently being tested and evaluated. The purpose of this initiative is to provide the Europol National Units and their liaison officers with useful information and analysis related to the drug situation in South America, with the emphasis on documentation of a semi-confidential nature normally inaccessible to them.

4. Illicit trafficking in nuclear and radioactive substances

Concerning the illicit trafficking of nuclear and radioactive substances, the EU Member States' experts have asked for 8 main measures to be undertaken on an interactive level, the 5 activities listed below are in hand at the EDU:

- The EDU is working to improve information exchange so that details of seizures made in one Member State can be speedily notified to others;
- the analysts have commenced work on a threat assessment;
- a legal overview of this subject is under way;
- requests for information have been sent to Member States concerning the trials of detection equipment which were undertaken by them. Some replies have been received and the EDU will collate all the results and disseminate them to Member States;

- a review has commenced concerning the training given by Member States to former Eastern Bloc countries.

It was subsequently ascertained that 3 initiatives, namely:

- a situation report using information collated from the Member States;
- the expansion of a database with law enforcement data;
- compilation of a list of competent National Authorities;

were already being carried out by ICPO/Interpol and, to avoid duplication of efforts, they will continue to do this work, supported by the EDU.

It is envisaged that the planned date for finalising the projects (31 December 1996) will be met.

5. Crimes involving clandestine illegal immigration networks

In order to more efficiently combat growing international organised criminal networks involved in illegal immigration matters, Member States identified a specific role for the EDU facilitating the swift exchange of information between Member States and providing analysis in any way required by the Member States concerned. For the latter the Europol National Units should play an intermediary role where it is impossible for the EDU, as a result of formal barriers, to approach external sources. Additionally, the EDU is making arrangements to enable the organisation to answer questions from Member States on legal matters concerning clandestine immigration.

The number of requests for exchange of information in this field of criminality is increasing. Within some Member States central units are being created serving as dispatch points for a variety of agencies. This development is producing a more efficient, and if possible a more multi-disciplinary approach. In any Member State it is not possible for one agency alone to successfully combat criminal groups acting in this field, and central units are the only way of guaranteeing the required amount of co-ordination.

A questionnaire relating to the Balkan Route Project (the use of the Balkan Route by illegal immigration networks to transport illegal immigrants to the EU) has been sent to Member States in order to facilitate the completion of a Situation Report during the second half of 1996.

An EU General Situation Report is in preparation using the national reports from each Member State, and is likely to be available late in 1996. The General Situation Report and required strategic assessments will include information about *modi operandi*, operational structures, routes, etc.;

6. Illicit vehicle trafficking

The EDU is being utilised more frequently to exchange information on illicit vehicle trafficking. In order to identify a common strategy, an expert meeting was organised on 9 -10 April 1996 which led to requests of more importance, particularly concerning illicit vehicle trafficking by highly organised crime. This meeting was attended for the first time by delegations from the PECO

countries and the Baltic States¹ following a decision of the Working Group Drugs and Organised Crime, with the agreement of the Working Group Europol. Common working methods and procedural problems have been discussed and have to be further elaborated. A list of contact points was exchanged between all participating countries in line with a similar Working Group Drugs and Organised Crime initiative in order to facilitate operational communication between national law enforcement authorities.

The EDU has started to elaborate an EU Situation Report to be ready by the end of 1996 in collaboration with ICPO/Interpol, making use of all available national reports, including information from the PECO countries and Baltic States.

A specific project on the maritime aspects of this phenomenon is in preparation by the German Customs Investigation service (ZKA), supported by the EDU.

Additionally, the EDU was invited to forward inter-disciplinary proposals to the Working Group Drugs and Organised Crime in respect of a series of vehicle related issues including:

- protecting vehicle related documents;
- inviting manufacturers to set up their own processing system for identification of vehicles or parts thereof;
- improving European wide intelligence exchange to facilitate the checking of double and/or suspicious registration of vehicles;
- creating an inter-disciplinary platform at European level to assist in combating the trafficking of stolen vehicles.

These proposals have been forwarded to the future Irish Presidency.

The EDU has been invited by the Presidency of the Schengen Group to collaborate in a combined control, by providing analytical support and participating in the exchange of intelligence during the operation. This proposal will be put to the Working Group Europol for agreement.

7. Associated money laundering activities

In this field the information exchange has reached a stable position, representing about 13% of the requests.

The EDU is developing, with the Europol National Units, a common strategy to combat money laundering. The lack of full EDU legal status and the varying national legislation's are serious obstacles to a quick implementation of this strategy. It was doubtful there could be an EDU/Europol database of suspicious transactions because of differing national laws. Further difficulties exist in respect of the provision of particular information between Member States because of the laws of confidentiality.

The basic assumption is that a multi-national, multi-disciplinary approach to this phenomenon, covering both the private and public sectors, is vital. This

¹ Bulgaria, Czech Republic, Estonia, Hungary, Lithuania, Poland, Rumania, Slovak Republic

requires carefully orchestrated co-operation between the various partners involved in order to ensure that there are no gaps and that efforts are not duplicated.

Since the political, legal and administrative aspects of combating money laundering are already dealt with by other bodies and institutions in the EU Member States and elsewhere, the EDU's role was and is to focus on supporting law enforcement activities within the Member States.

8. Special Techniques

Since 1995 the EDU has been developing, with the guidance and co-operation of National Units, a policy on Special Techniques such as: cross-border surveillance, controlled deliveries etc.; taking account of technical resources already available, including technology, techniques and studies undertaken by other bodies, in order to avoid duplication.

In addition, the EDU is carrying out a study of legal, judicial, factual, structural and financial problems which create operational difficulties, in order to improve co-ordination and co-operation in international controlled deliveries. This is in line with the principles expressed in the Cordroque 69 document which emphasises the need for co-operation on controlled deliveries.

A questionnaire was sent to Member States and a synthesis of the responses will be presented for discussion at the next Heads of Europol National Units meeting.

The Schengen authorities have postponed their activities relating to controlled deliveries, as they are awaiting the results of EDU developments and the initiative announced by the future Irish Presidency.

ICPO/Interpol are in the process of conducting a study relating to controlled delivery operations between the countries of Central and Eastern Europe and the other European countries, taking into account the work done by the EDU and other organisations.

As ELOs are more frequently providing support related to controlled deliveries, a specific EDU support room with telecommunication and analysis facilities has been established and is now available to Member States to provide for intensive and interactive exchanges of intelligence.

9. Crime Analysis

The Analytical Department continued to work throughout the first 6 months of 1996 with the four analysts recruited in 1994, and made an essential contribution to the function of the EDU. The analysts are specifically engaged in drafting Threat Assessments and Situation Reports as referred to in Sections 3 - 7.

Although central storage of personal data is still not permitted (until the Convention is ratified), various initiatives led to fundamental progress in operational work and the department provided frequent support to a number of individual Member States dealing with international investigations.

The first half of 1996 saw a dramatic increase in the analysts' activities, particularly in the assistance given to the Europol National Units at the request of their respective ELOs, to a point where it is now essential to prioritise

requests. It is clear that only four analysts currently operating in an EU law enforcement intelligence centre is far too few. If the workloads for the first semester of 1996 are compared to the second half of 1995, it can be seen that short term operational work has increased by over 230% from 597 requests to 1386, and long term operational work has increased from 8 requests to 10. However, it must be stressed that the complexity and length of these requests has also increased and it should also be noted that 5 of the 8 requests received in the second semester of 1995 are still ongoing.

The EDU is participating in the preparation of Analytical Regulations in respect of the analytical work files and the future Europol information and analytical systems. In conjunction with this the EDU is preparing guidelines concerning analytical work, and is defining the requirements of the Europol Computer System in order to ascertain the future needs following ratification of the Convention, and the subsequent use of data within the analysis work files.

Preparations have also begun on the 2nd Criminal Intelligence Analysts Conference due to be held in October 1996. This follows the EDU's wishes to expand the awareness of analytical work, demonstrated by the two week Strategic Analysis and Intelligence Course held in June 1996, which was attended by 27 representatives from 12 Member States and representatives from ICPO/Interpol and the WCO. Evaluation of this course may lead to a repetition of this initiative.

10. Special initiatives

Relationship between Europol and Interpol

On the initiative of Steering Group II, the EDU is preparing a document outlining the appropriate relationship between Europol and ICPO/Interpol. A first draft was presented to the Heads of Europol National Units meeting in March 1996. Concern surrounded issues relating to mutual assistance in judicial matters. This will be the subject of further discussions with ICPO/Interpol.

The amended document will be discussed during the next Heads of Europol National Units meeting in September 1996, prior to its submission to the Working Group Europol.

Quality Evaluation

On the initiative of Steering Group II, the Belgian delegation together with and supported by the EDU, is preparing a document on this matter to be re-discussed during the Heads of Europol National Units meeting in September 1996.

Structure of the Europol National Units

A survey of Member States' Europol National Units is being carried out by a working group consisting of representatives from Belgium, France, Spain, UK and the EDU, which will highlight guiding principles which may be of assistance to Member States in establishing their Europol National Units.

Maritime intelligence

The German Central Customs Office (ZKA = ZollKriminalAmt) is taking the lead in the Maritime Intelligence project and a first drug related proposal, prepared in co-operation with the EDU, has been sent to the Heads of Europol

National Units for advice. This proposal might influence implementation of one action point in the Cordroque 69 document. As a result of the Stolen Vehicle Conference, (see Section 6) the ZKA was invited to prepare an initiative on stolen vehicles using containers via the ports.

Airport intelligence

The Belgian Gendarmerie is taking the lead in the Airport Intelligence project and a proposal is in preparation in co-operation with the EDU. This proposal might influence implementation of the specific action point in Cordroque 69.

Procedures and Practices Report

This document succinctly describes the procedures and practices of law enforcement authorities in all 15 Member States. During the first semester of 1996 it was updated and amended as appropriate, in particular with the inclusion of details from the three new Member States. It will be distributed during the second semester of 1996 in all eleven Member State languages.

11. Information Technology

The EDU responsibilities are to ensure existing users can make the best use of the current investment in IT; and to develop facilities that are needed in-house and by the Europol National Units (ENUs). In addition a crucial role is to assist with the planning of the Europol Computer System.

Training

The EDU has provided training according to individual needs. An intense period of training followed the introduction in January of the Information Exchange system for Liaison Officers.

Electronic mail

In addition to the already established 10 E-mail links to Europol National Units (ENUs), 3 new ENUs were provided with encrypted analogue E-mail links :

Austria
Luxembourg
Italy

In March a new X400 E-mail system was piloted with the Belgium ENU, based on network interconnection through public ISDN (digital lines) with encryption and *MS Exchange* software.

In May the Luxembourg based translation center was also connected to EDU via X400 E-mail with *MS Exchange* software.

Network and system resources

The internal network has been upgraded to handle increased traffic, both internal and between EDU and Member States, with the establishment of a new central resources domain. All workstations and servers now communicate under the TCP-IP protocol.

All databases used within EDU are standardized on a conceptual data model design and implemented on *SQL Server* or *MS Access*. These databases do not contain personal data, with the exception of those used for internal administrative purposes (EDU staff lists, financial administration, etc.) or under

the direct and exclusive control of Liaison Officers acting with the authority of their National Units.

Information Exchange

The Information Exchange system for Liaison Officers was introduced on January 1st, followed by a statistics application for each group of users.

In its first 25 weeks the system handled 5483 transactions, an average of 219 per week.

A user group has been set up with Liaison Officers to plan the further development of the application.

Help Desk

EDU's Help Desk offered ongoing daily support to users, with immediate attendance in urgent cases, and normally same day response for all other problems.

Logo Project

A data model has been constructed comprising images, seizure information and chemical analysis of pills. From this it will be possible to develop an application which meets the requirements of the potential users.

Other projects

A major problem within EDU is the storage, tracking and retrieval of official and internal documents. A document handling project has been initiated under the guidance of a user group.

The Security Application was upgraded in the light of experience to meet the needs of the Security Bureau.

12. The Europol Computer System

Project Team

A temporary project team consisting of EDU personnel was set up during the first quarter of 1996.

The recruitment procedure for the permanent Project Team (PT) took place in March, some of the personnel have arrived, and from mid-July the PT will be complete.

Organisation

Five Project Board meetings have been held, plus two workshop sessions.

External Consultancy

Altran Technology / Crew Services were selected in February to assist Europol during Stage 1 of the project. The consortium provided a temporary project team leader, a full time analyst, a database model expert, a security and architecture consultant, and a second analyst.

Visits

Each Europol National Unit was visited twice by project team members to collect and discuss the requirements.

Special visits were made to Interpol and other law enforcement agencies for presentations on the different systems used. There were additional visits and

meetings in relation to the linguistic aspects (costs refunded by the Aventinus project).

Products

The following products have been delivered by the EDU PT and discussed at Project Board level, with some also in the Europol Working Group.

- Project Initiation Document
- Procurement strategy
- Training and support strategy
- Requirements report consisting of:
 - Summary of visits to ENUs
 - EDU Requirements
 - Requirement discussion document
 - Requirement document.

The team collected 300 requirements of which 240 were formally considered valid.

- Official Journal of the European Community (OJEC) entry inviting expressions of interest by private tenders

An advertisement was placed in the European Journal. 19 answers were received.

- Report to ministers
- Business system options
- Statement of Requirement
 - Document description and structure.
- Financial estimation for main project.

Statement of Requirements

A number of issues remain unresolved but most of these can be deferred until the next stage of the project. The Statement of Requirement is currently being drafted and should be ready for presentation to Member States at the end of July.

13. Finance

Since the beginning of the year EDU has had a more independent status in financial matters vis-à-vis the Dutch Ministry of Justice. The 1995 accounts were closed at the end of February 1996, as was the Host State budget. The Final Report on the implementation of the 1995 EDU budget was presented to the June Council of Ministers (JAI). Total 1995 expenditure amounted to 3,219,058 ECU leaving 17.8 per cent of the budget unspent. The accounts will be audited during the summer.

Budget for 1996

In addition to the ordinary EDU budget for 1996 of 5,002,000 ECU the Council of Ministers on 23 February 1996 approved a supplementary and amending budget of 1.4 MECU for the Europol Computer System (TECS). Member States' contributions to TECS of 700,000 ECU for the first half year were called up on 28 February. By the end of June only around half of the Member States had paid the contributions to the general EDU budget and a similar number had paid the TECS contributions. Reminders have been sent out.

The implementation of the 1996 budget so far has made it evident that the financial situation this year is going to be considerably more difficult than in the past. Worst is the situation concerning simultaneous interpretation during meetings held at EDU. By the end of the first semester one experts' meeting had to be cancelled and there is only enough money left for interpretation in two languages during the September HENU meeting.

Value Added Tax

In May EDU was informed that the organisation is exempted from paying VAT and some other taxes on certain goods and services as of the date of the signing of the Europol Convention. This will ease the budget situation somewhat in 1996 and also bring in some unexpected revenue relating to 1995. This will help make up for personnel costs relating to 1995 which had to be paid out of the 1996 budget because of late invoicing.

Budget for 1997

In March EDU presented its draft budget for 1997. It amounted to 6,284,000 ECU (excluding TECS), an increase of just over 25 per cent, allowing for 14 new posts. The June Council decided that the overall increase should be no more than 12 percent.

Workload

In January the number of staff in the Finance Bureau was increased from two to three. The workload is also increasing steadily. The bureau in the first semester handled 1200 commitments and 1535 payment orders (invoices etc.) concerning the financial year 1996 whereas the figures for the second semester 1995 were 820 and 1453 respectively. The new measures adopted in Autumn 1995 to improve the financial administration of salaries and other personnel costs, which make up half the budget, have so far only proved partly successful since the sending authorities in a number of cases are still very late in forwarding invoices for reimbursement.

14. Personnel & Training

Recruitment

Five new members of EDU have been taken on: a training officer, two analysts and two in the Staff Unit (one junior and one senior officer). In addition five seconded officers have been appointed to the Europol Computer System Project Team. It is hoped that all will be in post by the end of July.

The structure document appended indicates the exact situation on 30 June 1996.

Of the 108 EDU personnel, 34 (+ 3 support staff) are liaison officers from the 15 Member States. Of the other personnel 42 are Dutch, 7 German, 7 British, 3 Italian, 4 French, 3 Danish, 2 Belgian, 1 Luxembourg, 1 Irish.²

In addition, staff have been recruited for replacement purposes when necessary. Due to the enormous increase of workload in all EDU departments, units and bureaux, the insufficient number of personnel lead to a high percentage of overtime, thus, causing concern in respect of financial, social and health implications.

Status

The exchange of notes between the Netherlands and the other Member States, regulating the status of non-Dutch members of EDU personnel, has been renewed for the period until the ratification of the Convention, for all countries except Spain and Austria, where the exchange of notes has not yet been effected.

Staff Regulations

Redrafting of the Europol Staff Regulations is in progress, based on document Europol 95 rev1. A meeting of the Experts' Group took place on 18 - 19 April 1996. A further meeting will be held in the second half of the year.

Training

Training has been given as follows:

- Basic computer training in standard office applications (*Windows*, *Word*, *Mail* and *Schedule*) has been given to new members of staff within their first month of arrival.
- Advanced training in more specialised applications (*Excel* spreadsheet and *Power Point* presentation software) has been provided when necessary.
- A limited number of language courses, arranged in-house according to need, are offered to members of Staff. The training is partly subsidised by the EDU common budget.
- Extensive training in First Aid / Safety at Work has been given to selected personnel.
- A Strategic Analyst Seminar was conducted in June for members of the Law Enforcement Agencies of the different Member States.

A Training Officer has been recruited via a European wide recruitment and will start her work with EDU in July 1996.

15. Social Services

The bureau provides administrative and welfare guidance for non-Dutch staff and their families, as well as organising meetings and business trips, and supervising the catering.

During the first 6 months of the year relocation support was provided to 8 new members of staff, each representing a minimum of 2 working days of direct

² The figures include temporary personnel and seconded ENU Desk Officers at the Dutch desk and the Italian desk.

involvement and another 3 working days of indirect involvement. In addition there is ongoing support for staff already in place.

102 meetings were arranged (as many as in the whole of 1995). 31 were international, requiring 1250 hotel bookings, 18 had simultaneous interpretation.

Important visits to the EDU

Date	Visitor(s)
31 January	German Minister Mr. Wienholtz (Schleswig-Holstein) Chairman of the Ministers of Interior of the German Länder
01 February	Spanish ambassador Mr. Spons
06 February	French ambassador Mr. De Montferrand
27 February	Belgian Ministers of Interior and Justice, Mr. Van de Lanotte and Mr. De Clerck
27 March	Members of Finnish Parliament, Mr. Erkki Tuomioja (Chairman of the Committee), Mr. Kimmo Sasi (Vice-chairman of the Committee) accompanied by 8 other Finnish MP's
15 April	Finnish Minister of Interior Mr. Enestam, accompanied by Police Commissioner Mr. Urponen
18 April	Danish and Norwegian Ministers of Justice Mr. West and Mrs. Faremo
18 April	Luxembourg Minister of Justice Mr. Fischbach
28 May	Irish Minister of Justice Mrs. Owen

16. General Services

Building renovation

The Host State has completed the renovation of the inner court and repaved the entrance to the car park. The building has also been granted a 'disabled persons' certificate for the main entrance.

Maintenance

A high level of maintenance activity has led to concerns over security in respect of contractors. In addition to the commitment by Security personnel (funded by the Host State), approximately one man year of EDU staff time has been taken up just supervising contractors working in secure areas.

17. Security

All Security personnel and a selected number of EDU staff have completed training in first aid, evacuation and minor fire fighting.

Arrangements have been made for all Security personnel to be trained in September by the Police Institute for Public Order and Safety on inspection and recognition of suspected explosives.

Several members of the Security staff are on extended sick leave and discussions are under way with the Ministry of Justice for temporary replacements.

A Security Plan for Europol has been drafted for implementation during the second half of 1996.
