



**COUNCIL OF
THE EUROPEAN UNION**

Brussels, 2 October 2007

13416/07

LIMITE

ENFOPOL 157

NOTE

from : Presidency
to : Delegations

No. prev. doc. : 15067/05 ENFOPOL 171

Subject : Police Chiefs Task Force Support Unit

Following the conclusions of the Justice and Home Affairs Council in November 2004 regarding a support function for the PCTF, the Luxembourg Presidency developed a document proposing the roles and responsibilities of the PCTF 'Operational Support Unit'. This paper was presented at the PCTF meeting in May 2005 and a revised version in October 2005.

The PCTF operational meeting in October 2005 agreed that PCTF Support Unit was the most suitable name for the unit.

In view of the experience gathered during the past years, the Portuguese Presidency deemed necessary to update the present document in order to reflect the current reality.

Delegations will be invited to comment and agree on this text at the PCTF operational meeting on 9 October 2007.

The PCTF Support Unit will function as detailed in the Annex 1.

POLICE CHIEFS TASK FORCE SUPPORT UNIT**1. Function**

The **function** of the PCTF Support Unit is both operational and administrative:

- operational: the Support Unit assists the Presidency in the realisation of operational matters agreed by the PCTF
- administrative: the Support Unit will act as a point of contact between the competent structures of Council (Secretariat), Europol, Eurojust, Interpol, FRONTEX, CCWP and the Member States in its operational dimension.

2. Tasks

The **task** of the Support Unit is to assist the PCTF and the Presidency of the PCTF with regard to:

Meeting Co-ordination and Support

- a) Provision of secretarial and other administrative assistance to PCTF meetings;
- b) Preparation of papers for PCTF and other associated meetings, and monitoring the implementation of decisions;
- c) Acting as a permanent point of contact for liaison between the PCTF and relevant other bodies including Council bodies, Europol, Eurojust, Interpol, FRONTEX, CCWP, and PCTF points of contact in Member States;
- d) Compilation of an index summary as used for example in the Europol Management Board

Project Planning, Delivery and Evaluation

- e) Monitoring the business plan and achievements of PCTF projects and initiatives, and ensuring there is no duplication of work in other fora;
- f) Exploring funding streams to support PCTF initiatives in cases where Member States are unable to provide sufficient resources;
- g) Sharing best practice within the PCTF

- h) Promoting COSPOL projects successes in terms of media both at Member States' and European level (Europol press office).

Furthermore, the PCTF Support Unit is responsible for the approval of its own standard procedures.

3. Management and supervision

The PCTF Presidency is responsible for the direction of the PCTF Support Unit and the content related work for the PCTF.

The management of the activities of the Support Unit members and the supervision of their work shall lie with the Head of the Support Unit appointed by the PCTF Presidency

In case of conflict between instructions given by the Europol Directorate and obligations originating from applicable national law or from instructions of the PCTF Chairman, the Director of Europol the PCTF Chairman and the Head of the Support Unit member's National Authority shall consult to find a solution.

4. Human Resources related issues

- The Support Unit consists of representatives appointed by each Member State of the PCTF-Troika (composed by the previous, current and incoming Presidencies) as Liaison officers and seconded to Europol in accordance with Article 2 of the Act of the Management Board of 15 October 1998 concerning the rights and obligations of liaison officers. This would allow them, inter alia:
 - a) protection under certain rights and liabilities enjoyed by all liaison officers;
 - b) access to support functions at Europol (personnel, IT, etc);
 - c) to function as members of the national administrations thus retaining their necessary operational independence.
- Non-Troika Member States can second experts to the Unit but due to office space constraints and the need to organise the work load of the Unit in the best possible way, such secondment shall be subject to the agreement of the PCTF-Troika.
- The General Secretariat of the Council of the EU provides a contact person to the PCTF Support Unit in order to ensure the co-ordination between the relevant meetings of the structures held at the Council Secretariat.

- Europol shall provide one Europol official as permanent support to the PCTF Support Unit on a full time basis.

5. Relationship to Europol

a) Functional matters

The PCTF Support Unit will be located at Europol in The Hague. The Corporate Governance Department and the Directorate Support Unit at Europol will act as the formal point of contact of Europol to the PCTF. This location of the PCTF Support Unit is without prejudice to the competences of the Serious Crime Department whose Secretariat will be the responsible contact point for operational related matters of the PCTF (e.g. COSPOL).

b) Administrative matters

Europol will support the Support Unit in the execution of its duties. The Head of the Directorate support unit will take the necessary measures to:

- facilitate the Support Unit's activities;
- as far as possible deal with the Unit's requests and provide the necessary assistance;
- settle matters arising from the normal exercise of the duties assigned.

c) Logistic matters

The PCTF Support Unit will be based at Europol and will ideally, in accordance with available office space, be provided with three office rooms (to be allocated to each Member State), which will be handed over from one EU Presidency to the following one.

d) Budgetary matters

A certain amount will be foreseen each year within the Europol budget for the organisation of the PCTF meetings (at least four meetings of one day a year) with the costs for hiring a room, the interpretation, the translation of documents in specific cases (not for the meeting documentation), catering (including lunch and, by request of the Presidency, the co-financing of 50% of the costs of the operational meeting formal dinner, up to a maximum to be determined by the Director of Europol).