



# European Cybercrime Training and Education Group. (E.C.T.E.G)

## Terms of Reference

### Introduction

The European Commission supported “Falcone” project JAI/2001/Falcone/127 – ‘Training: Cybercrime Investigation - building a platform for the future’ recommended the creation of a suite of Europe-wide Cybercrime Investigator training courses at introductory, intermediate and advanced levels. The first AGIS project JAI/036/2003 delivered this aim at the introductory level with the establishment of a validated course. The final reports of the subsequent “Agis” projects, JAI/167/2004, JAI/133/2005 and JLS/2006/AGIS/010 concerned with developing an international cybercrime training programme for the future, recommended that coordination of the future effort in training harmonisation be undertaken by an international policing organisation.

Europol agreed to act as the coordinating body and in 2007 created the “Europol Working Group on the Harmonisation of Cybercrime Investigation Training” to support its efforts. The primary aim of the working group is to provide experience and knowledge to further enhance the coordination of cybercrime training, by identifying opportunities to build the capacity of countries to combat cybercrime through the development and delivery of a robust and enduring training programme.

At a meeting on the 11th of November 2009 the working group changed its name to “European Cybercrime Training and Education Group” (E.C.T.E.G) and adopted the above logo which will be used to brand all the training material produced by the group and its members.

## General Matters

1. E.C.T.E.G is composed of participants from European Union Member States and candidate countries law enforcement agencies, international bodies, academia and private industry.
2. The Europol High Tech Crime Centre will provide the services of a Secretariat to E.C.T.E.G, and that Secretariat shall have equal rights on all matters.
3. The work of E.C.T.E.G shall be managed by the Board and all activities that take longer than one meeting to resolve will be allocated fixed term project status.
4. The board of E.C.T.E.G may invite special advisors to the Group and/or participate in project groups on specific topics for a limited period of time. Participants in each project group will be determined by the Board together with the relevant nominated project leader.
5. Interpol shall be a permanent member of the Group until is resigns or is deemed to have resigned.
6. The aims of E.C.T.E.G shall be:
  - a) To support international activities to harmonise cybercrime training across international borders;
  - b) To respond to the recommendations and reports of the Falcone and subsequent EC funding programme as they relate to cybercrime training;
  - c) Co-operation, sharing of knowledge, expertise and finding training solutions to the issues that are identified;
  - d) Promotion of standardisation of methods and procedures for training programmes and co-operation with other international organisations;
  - e) Collaborate with academic partners to establish recognised academic qualifications in the field of cybercrime and work with those universities that have already created such awards with a view to making them available across international borders;
  - f) Collaborate with industry partners to establish frameworks whereby their existing and future efforts to support law enforcement by the delivery of training, are harmonised into an effective programme that makes best use of the available resources.
  - g) Supporting international partners by providing training material and trainers to support their efforts to train law enforcement in cybercrime issues globally.
7. The meetings of E.C.T.E.G shall be held at the Europol Headquarters, unless otherwise decided by the Group.

8. The working language of meetings of the Group and of documents produced by the Group shall be English. Members and special advisors will be expected to be able to contribute effectively in English, both spoken and written.

## **Membership**

2. Eligibility for membership is confined to European Union and candidate countries law enforcement organisations where the majority of their workload consists of training in the field of cybercrime and the collection or examination of digital evidence.
3. There shall be a maximum of two delegates per organisation eligible to participate in plenary sessions. Exceptions may be granted by the Chair where there is sufficient capacity to cater for additional people at any meeting.
4. Special Advisors may be appointed to the working group from other law enforcement agencies, international bodies, academia and private industry.
5. Any country that fails to send any delegates to three consecutive meetings shall be deemed to have resigned from the Working Group.
6. Special Advisors that fail to appear for three consecutive meetings shall be deemed to have resigned from the Working Group.

## **Financial Issues**

1. There is no language interpretation provided for E.C.T.E.G meetings. Running costs (secretariat, document production etc) are borne by Europol
2. E.C.T.E.G may generate income from a variety of sources such as delivering training courses and sponsorship. The Board of E.C.T.E.G shall place recommendations for expenditure of this income before the Plenary for consideration.
3. The Board of E.C.T.E.G shall identify how and where any such income is held to the order of the Group and account for it accordingly.
4. Members are responsible for their own travel, accommodation and subsistence costs when attending meetings

## **International Co-operation**

The Working Group will endeavour to consult and co-operate with other international fora involved in the same field of expertise.

## **Election of Office Holders**

### **1. Office Holders and duration of Office.**

- a) The Board of E.C.T.E.G shall consist of a Chairperson, a Vice-Chairperson, a Europol representative and an additional non-voting Board Member from the Special Advisor category nominated by the chair. The chairperson of the Group shall be elected by the membership every two years at the first meeting in even numbered years and the other Board members at the first meeting in odd numbered years.
- b) Each office holder shall serve for a period of two years, and shall be eligible, if they so wish, for re-election at the end of each two-year period, without limit.
- c) If an office holder cannot for any reason complete their two-year term, then a special election to fill the vacancy shall be held. The person elected to fill such a casual vacancy shall hold the office for whatever remains of the original two-year period. If an existing office holder is elected to fill such a casual vacancy, then their office must be filled in the same way.

### **2. Procedure**

- a) Nominations for candidates should be submitted in writing prior to the date set for the election. Candidates must have indicated their willingness to stand.
- b) If no nomination is received for a particular office then the existing office holder shall be deemed to have been re-elected subject to willingness to continue.
- c) If only one nomination is received for a particular office, then the one candidate shall be deemed to have been elected.
- d) If there are two nominations for a particular office then the voting procedure described below shall be used, with the proviso that voting must be by secret ballot, i.e. in writing.
- e) Elections shall be decided by secret ballot with each country having one vote. In order for candidates to be elected to office they shall receive more than 50% of the votes cast. In the event of a tied vote the status quo shall be maintained.
- f) When maintenance of the status quo is not possible, e.g. in the case where an office holder has resigned, and cannot or is not willing to continue in office, then 2 further votes may be taken in an attempt to resolve the question.
- g) If there are more than two nominations, and no candidate obtains a winning majority of the votes cast, then the candidate obtaining the least number of votes in each round shall be eliminated, and a further vote taken.
- h) If further resolution is required the election shall be decided by the casting of lots.
- i) The election process shall be conducted by Europol.

## **Voting**

Votes taken by the Plenary other than those specified above, shall be decided by a simple majority of those present and voting and shall be by show of hands, unless a proposal to vote by other means is passed by simple majority. In the event of a tied vote the presiding office holder (or another delegate acting in their absence) shall direct that the status quo will be maintained. Each country or organisation present is entitled to one vote.

## **Products of the Working Group**

Products of the Working Group shall clearly state the purpose for which they may be used and the audience for which they are produced.

**Place: Europol, Den Haag**

**Date: 10<sup>th</sup> November 2009**