

PUBLIC

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Application for Financial Support for operational meeting(s) [OMs] relating to on-going/future operations/investigations (to be requested by EU MS)* or for EMPACT strategic meeting(s) or for annual FP meeting(s) (the 2 later to be requested by Europol Business areas)

OPERATIONAL MEETING

JOINT ACTION DAYS

ANNUAL FP MEETING

EMPACT STRATEGIC MEETING

SIENA (to be filled in by requesting MS or OD expert from concerned business area for operational meetings)	██████████ ██████████ ██████████ ██████████
Operation's name (for OMs)	Op Cardon
Europol number (to be filled in by ODMO)	
DMS# Reference Number	

In order to calculate the cost of the meeting and to provide Conference and Travel with all the relevant information to organise the meeting, please complete part. 1 of this form:

1.1. **PART 1 – APPLICATION** (to be filled by MS or OD expert from concerned business area)



REQUESTER	
Lead EU Member State	██████████
Submitter's name/contact person in the EU MS	████████████████████
Phone number	██████████
E-mail	██
Responsible unit/organisation in the EU MS	████████████████████
Concerned AWF and focal point	████████████████████
EMPACT priority/priorities please quote the relevant Action number of the concerned OAP	██████████

FINANCIAL SUPPORT REQUESTED	
Means of Expenditure	Travel <input checked="" type="checkbox"/> Accommodation <input checked="" type="checkbox"/>
List of participating MS / Cooperation Partner ¹ involved in the meeting and requesting to be	List of countries to be covered by Europol: France, Belgium, Germany, Poland and Switzerland

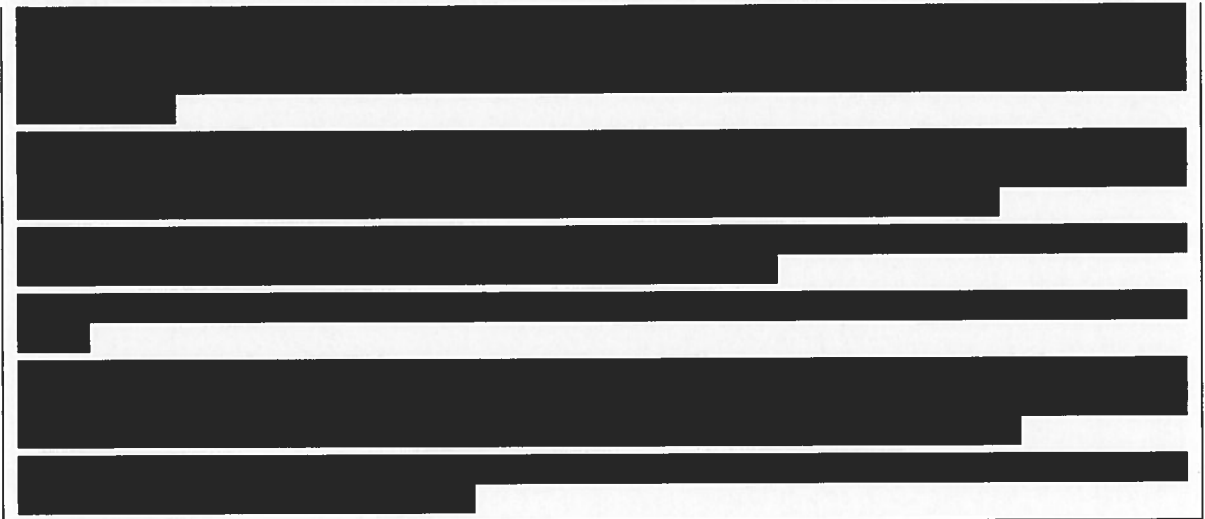
funded by Europol (1 max/country unless formal justification)*	Justification for more than 1 expert to be covered by Europol: Attendees/Countries not covered by Europol:
Number of nights (1 max/attendee unless formal justification)*	1
Venue of meeting *	Centro Policial Canillas Julián González Segador s/n Madrid (Spain)
Date(s) of meeting	15 th and 16 th February
Start and end time of the meeting	Start time: 15 th Feb at 12:00 End time: 16 th February at 15:00
Extra allowances (provide specific justification)*	
Participation of Eurojust	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is the meeting related to coordination meetings at Eurojust?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If Yes, please specify date and lead National Member/reference of the meeting:

Additional information required for meetings taking place abroad		
Full address of the meeting venue required in order to book a suitable hotel:	Complejo Policial Canillas Julián González Segador, s/n, 28043 Madrid	
If the meeting takes place abroad, please indicate the number of rooms to be booked for:	Participants covered	4
	Participants not covered	4
	Europol staff	1

In order for Europol (O1) to assess your request and approve (or not) your request for financial support, please complete the case summary here under and part 2:

CASE Summary & aim of the meeting (to be filled by MS or requesting expert from concerned business area)
The meeting will discuss different aspects from Operation CARDON, which targets a criminal group involved in weapons trafficking, racketeering and money laundering.  

* THIS FORM AND THE REQUEST FOR FINANCIAL SUPPORT MUST NOT BE USED TO COVER MEETINGS FUNDED UNDER THE EMPACT GRANT AGREEMENT /EMPACT DELEGATION AGREEMENT



I herewith certify that the information provided is complete, accurate and correct. In case the meeting is linked with other activities I herewith certify that I do **NOT** receive for this meeting/action any **EU (grant) funding** from another source (i.e. Internal Security Fund (ISF) or Eurojust JIT funding, or Europol EMPACT Delegation agreement, or ISEC funding). Should this information be incorrect or inaccurate, I acknowledge that Europol is entitled to claim full reimbursement of the financial contribution received.

I acknowledge that Europol is under no obligation to accept my request for financial support. Any amount of costs incurred due to the submitted and validated application for the relevant meeting shall be eligible for payment by Europol only if incurred in accordance with these guidelines and if evidenced by any appropriate supporting documentation.

Europol shall not be liable for any loss or damage caused to any participant of the EU MS or Cooperation Partners/Third States involved in the meeting/action, unless in the event of wilful misconduct or gross negligence on the part of Europol.

I certify having read the disclaimer and having undertaken the necessary checks to comply with the requirements specified.

Place	The Hague
Date	

Signature of the requesting party from EU MS	
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PART 2: OPERATIONAL ASSESSMENT

REQUEST ASSESSMENT		
Is the Operational meeting:		
Establishing a horizontal focus across all crime areas or mainstreaming financial intelligence	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Focusing on key mandated areas*	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Offering services tailored to regional needs	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
Linked to the establishment of a JIT or Task Force	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
Follow-up of meeting already financially supported If yes, please indicate the references of the previous meetings:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
What is the role(s) for cooperation partners in the case/ operational meeting?	<ul style="list-style-type: none"> - To present current intelligence existing in every participating country - To discuss future steps - To discuss the links in all the involved MS/TP - To discuss the possibility set up a JIT 	
What are the expected outcomes of this meeting?	<ul style="list-style-type: none"> - The sharing of intelligence - Agreeing on future steps, [REDACTED] - Explore the firearms criminal activity from this OCG in the different countries, - Explore the financial crimes committed by this OCG (fraud, money) 	

ASSESSMENT BY THE OD EXPERT OF THE RELEVANT BUSINESS AREA		
Expert from relevant business area assessment of the request	POSITIVE <input checked="" type="checkbox"/>	NEGATIVE <input type="checkbox"/>
Name & signature	[REDACTED]	
Business area manager name & signature		
For all meetings scheduled to take place outside EP HOs approval from concerned		

* see guidelines at the end of the document


HoBa or his alternate in case of absence of HoBa is compulsory

Name & signature	POSITIVE <input type="checkbox"/>	NEGATIVE <input type="checkbox"/>
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PART 3: OVERALL ASSESSMENT (to be filled in by ODMO in cooperation with operational centre)

FINANCIAL ASSESSMENT	
Total cost of the support requested	
Current budget available	

OPERATIONAL CENTRE FINAL ASSESSMENT AND RECOMMENDATION	
Name & signature	

AUTHORISING OFFICER DECISION		
Agreed as per operational assessment from O1	YES <input type="checkbox"/>	NO <input type="checkbox"/> Comment:
Date:	Signature 	

GUIDELINES

Part 1 - Venue of meeting

When the venue of the meeting is outside Europol, **the requester** (OD Business area or lead MS) shall gather the relevant financial identification details of the hotel prior to the meeting date. In this way Europol can assure timely update of the Europol financial system and payment of the invoice to the account of the hotel.

Part 1 – Number of attendees

When the number of attendees is above 1 or a Cooperation partner/third state participant is required, **the requester** (OD Business area or lead MS) shall provide for proper justification.

Part 1 – Number of hotel nights

Where hotel accommodation is required **the requester** (OD Business area or lead MS) should provide justification, in particular if it concerns more than one overnight stay for individual participants.

Part 1 – Extra allowances

The requester (OD Business area or lead MS) shall justify any request for extra allowances. The approval of such a request will be the exception.

Part 2 – Prioritised types of crime = EMPACT priorities 2015



Priority
Facilitation of Illegal Immigration
Trafficking in Human Beings
Organised Property Crime
Synthetic Drugs
Heroin and Cocaine Trafficking
Counterfeited Goods
Firearms
MTIC/ Excise Fraud
Cybercrime, Cyber Attacks
Cybercrime, Card Fraud
Cybercrime, Child sexual exploitation

