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**Guide to the training package on**

**“Working with the EPPO at decentralised level”**

The training package was

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1. **How to use the training package**

The following guide aims to provide a manual for partner institutions on how to use the training package and how to customize their national legal seminars according to their own needs.

The training package is composed of 5 modules:

1. General Introduction to the EPPO
2. Competences of the EPPO
3. Investigations by EPPO
4. Prosecution and trial
5. Cooperation with institutions, third states and non-participating Member States

Trainers are free to customize the order of the module for the national seminar as well as in their decision to put emphasis on specific modules regarding the audience in the seminar and the arrangement of modules overall. All material has been formatted in the same way. Any given material is composed of the following parts:

* Cover page
* Handout (Part A.)
* Notes regarding the handout (Part B.)
* Methodology of the training (Part C.)
* Solutions to the cases and exercises (Part D.)
* Detailed step-by step solutions (Annex) – for 4 of the materials

**Part A.** Only cases and exercises, easy to hand out before/at the beginning of the seminar.

**Part B.** Information regarding the cases and exercises in Part A., mostly about customizing the cases to the legal system of the country the seminar is taking place.

**Part C.** Detailed methodology of the particular module; the main goals, and the detailed, suggested training schedule (compiled below for easier transparency).

**Part D.** contains the detailed solutions for the cases and exercises in Part A.

**Important to note!** – Changes in the cases will have consequences for the solutions, the methodology stays the same.

Additionally, materials regarding 4 of the 5 modules have an **Annex**, which contains detailed, step-by-step, screen capped solutions to the problems, which might be shown to participants, if a need should arise.

1. **How to use the slides?**

There are slides prepared by the experts that can be used to explain a specific topic. They have been formatted to fit a uniform template so trainers can expand on the provided slides. Background pictures can be found in the package. We recommend also duplicating existing slides and overriding the text on the duplicate so as to preserve the positioning of the text.

1. **How to create the programme for the national seminar?**

The length of the seminar is 1.5 days. Each module’s length is around half a day (approximately 3.5 - 4 hours).

The package contains a programme template which already has the backgrounds inserted and contains the word boxes fitted to it. The template also contains a sample training schedule filled in.

**IMPORTANT:**

**The filled in schedule is just an example of what the final programme should look like! The final programme has to be decided by the trainer, the selection or order of the modules, the length of breaks or even the order of specific segments inside a given module!**

**The Modules**

Hereunder are all of the modules broken down into steps and given a recommended timeframe.

**Module I.: General Introduction to the EPPO**

1. Presentation(s) by the speaker(s) (**approximately 15-20 minutes**)
	* The presentations are part of the training package, but can be customized
2. Introduction to the EU budget, general introduction to EU instruments and their applicability within or differences with the EPPO (**approximately 30 minutes**):
* **Main Goal:** the trainer should guide participants to see the composition and the way the budget of the European Union is managed as well as the relationship between the following legal instruments:
	+ The European Arrest Warrant (EAW)
	+ The European Investigation Order (EIO)
	+ Joint Investigation Teams (JITs)
* There will be an introduction to the aspect of procedural rights under the EPPO, an introduction to the handling of EPPO files and the basic principles that underly EPPO
1. Solving Case scenario 1 (**approximately 20 minutes**)
	* **Main Goal:** Getting the participants acquainted with the basic principles of handling EPPO files.
	* Participants should be divided into groups of 5-8 people; Each group should have at least one computer/laptop with internet access
2. Solving Case scenario 2 (**approximately 2 hours and 20 minutes**)
	* **Main Goal:** Getting the participants acquainted with a more detailed look on how to handle EPPO files at an unionwide and at national level.
3. Discussion, answering the questions of the participants (**approximately 5-20 minutes**)

**Module II.: Competences of the EPPO**

1. Presentation by the speaker (**approximately 15-20 minutes**)
	* The presentation regarding material (PIF, Art. 22 III) and territorial competence as well as the exercise of these competences, reporting obligations, the right of evocation and cooperation with national bodies and institutions is part of the package.
2. Solving Case scenario 1 (**approximately 1 hour and 40 minutes**)
	* **Main Goal:** Getting used to working with and within the competences of the EPPO and focus on the extend of its competences.
	* Participants should be divided into groups of 4-5 people; Each group should have at least one computer/laptop with internet access
3. Discussion, answering the questions of the participants (**approximately 5-20 minutes**)

**Module III.: Investigations by EPPO**

1. Presentation(s) by the speaker(s) (**approximately 20 minutes**)
	* The presentations are part of the training package, but can be customized. The presentations each focus separately on the opening of investigations, the available investigative measures, cross-border investigations, the relationship with national bodies and institutions within the course of the investigation, data protection and the handling of EPPO files.
2. Solving Case scenarios 1 to 5 (**each** **approximately 20 minutes**)
	* **Main Goal:** Getting the participants acquainted with the basic principles and course of investigations within and through the EPPO. Each case scenario features a slightly different setting and shreds light on the opening of investigations, the relationship with national bodies and institutions within the course of the investigation and the handling of EPPO files.
	* Participants should be divided into groups of 5-8 people; Each group should have at least one computer/laptop with internet access
3. Solving quizzes 1 to 5 (**each** **approximately 15 minutes**)
4. Discussion, answering the questions of the participants (**approximately 5-20 minutes**)

**Module IV.: Prosecution and Trial**

1. Presentation(s) by the speaker(s) (**each** **approximately 15-20 minutes**)
	* Presentations are part of the package – Each will focus on a different part regarding asset recovery and confiscation, the admissibility of evidence in a trial, applying procedural rights, potential dismissal of cases, the prosecution before national courts, a simplified prosecution procedure and the possibility of judicial review.
2. Solving Case scenarios 1 to 4 (**each** **approximately 1 hour 40 minutes**)
	* **Main Goal:** Getting the participants acquainted with different aspects of the asset recovery, the dismissal, the conclusion of investigations and the judicial review with regard to the special role of the EPPO in it.
	* Participants should be divided into groups of 4-5 people; Each group should have at least one computer/laptop with internet access
3. Solving quizzes 1 and 2 (**each** **approximately 10 minutes**)
4. Discussion, answering the questions of the participants (**approximately 5-20 minutes**)

**Module V.: Cooperation with institutions, third states and non-participating Member States**

1. Presentation by the speaker (**approximately 15-20 minutes**)
	* The presentation is part of the training package, but can be customized. The presentation focuses on the principal partner organisations (OLAF, Eurojust, Europol), the relationship to non-participating Member States and cooperation with third countries, lying a special focus on the relevance of inter-state MLA instruments as CoE Conventions, bilateral MLA agreements etc.) and their practical application.
	* **Main Goal:** Getting participants acquainted with possible Partners and the relationship of the EPPO with non-participating MS or even third countries.
2. Solving the case scenario, basic as well as advanced (**approximately 2 hours**)
	* Participants should be divided into groups of 5-6 people; Each group should have at least one computer/laptop with internet access
3. Discussion, answering the questions of the participants (**approximately 5-20 minutes**)

**Module VI.: National examples**

To complete the materials, a presentation looking at national rules of transposition and timeframe, changes in national proceedings/ rulings, changes in substantive criminal law regarding EU financial interests, main rules governing asset recovery, implementation of EDP-structure/ status of and support for EDPs, specific rules covering the work of EDPs, reporting structures, and the handling of (large) files, especially in the field of economic crimes in selected Member States has been added to the materials.