**⮞ Work package 4 FORM C**

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| **Work package: Training of Technical Experts** | | | | | | | | | | | |
| Duration in months: 24 | | Name of the Applicant/Co-applicant leading this work package (if applicable): **Estonian Forensic Science Institute (EFSI-Tallinn)** | | | | | | | | | |
| **I. Objective(s) of this work package (expected outcome)** | | | | | | | | | | | |
| Training of experienced forensic examiners in EU to act as technical experts for national accreditation bodies (‘capacity building’) for assessment visits. The increased necessity is related with the fast growing forensic disciplines, such as Cybercrime (or one of the many other titles like Digital Evidence Analysis, Forensic IT, Digital Forensic Technology, etc.), Scene of Crime work and new identification methods or Biometrics, like Facial images forensic analysis. | | | | | | | | | | | |
| **II. Description of the work (activities)**  Please present a concise overview of the work in this work package in terms of planned activities to achieve the objectives of this work package. Please be specific, give a short name for each activity and number them (the same activities will have to be reproduced in the section IV). | | | | | | | | | | | |
| 4.1 Project launching /kick-off 1 day meeting to establish the final curricula and roadmap of the training seminars. There will be a focus on conceptual aim and expected outcomes.  4.2 Preparation phase for the team to produce training material and presentations to facilitate the training seminars. Selection of participants and venues establishment.  4.3 Sub-team (ST) Facial image comparison Planning meeting I: 1 day for 5 participants (key actors in facial image comparison in Europe), discussion about practical adjustments to ENFSI BPM for Facial Image Comparison (ENFSI\_BPM-DI-01, January 2018 mainly created by London Metropolitan Police) to include in the new training manual for assessors  4.4 Training seminar (5 days) for 27 EU member-state forensic technical experts and to 3 participants by invitation. The training will be targeted to the scene of crime examiners. The training will include presentations and practical workshops. All activities will be monitored and assessed by [Estonian Accreditation Centre](http://eak.ee/index_eng.php).  4.5 ST Facial image comparison Planning meeting II: 1 day for 5 participants (key actors in facial image comparison in Europe), based on the new training manual, a training curriculum for assessors will be discussed and subsequently consulted with an accreditation body.  4.6 Interim 1 day Meeting (Summary of the first and Planning of the second training) to follow-up and improve the process.  4.7 Training seminar (5 days) for 27 EU member-state forensic technical experts and to 3 participants by invitation. The training will be targeted to the forensic IT or Cybercrime examiners. The training will include presentations and practical workshops. All activities will be monitored and assessed by [Estonian Accreditation Centre](http://eak.ee/index_eng.php).  4.8 Interim 1 day Meeting (Summary of the second and Planning of the third training) to follow-up and improve the process.  4.9 ST Facial image comparison Planning meeting III: 1 day for 5 participants (key actors in facial image comparison in Europe), testing of the training curriculum and final draft of the training sessions for the training seminar (4.10)  4.10 Training seminar (5 days) for 27 EU member-state forensic technical experts and to 3 participants by invitation. The training will be targeted to the Facial images analysing examiners. The training will include presentations and practical workshops. All activities will be monitored and assessed by [Estonian Accreditation Centre](http://eak.ee/index_eng.php).  4.11 Drafting a final report, including all the performed activities in the work package. Gathering to the last drafting meeting to approve the final version of the report.  4.12 End of activities in the Work package 4. | | | | | | | | | | | |
| **III. Expected outputs (incl. deliverables)** | | | | | | | | | | | |
| **Expected outputs** are the 3 planning meetings, 3 separate planning meetings of the Sub-team Facial image comparison, 3 specialized training seminars and final drafting meeting.  **Deliverables:**  Training curricula and summary of kick-off meeting (4.1)  Training package, including 3 venues, 3 programs, speakers and presentations (4.2)  Summary of planning meeting I of the Sub-team Facial image comparison: focus on training manual (4.3)  Summary of planning meeting II of the Sub-team Facial image comparison: focus on training curriculum (4.5)  Summary of planning and performance of the first seminar on the topic of Scene of Crime Examination (4.6)  Summary of planning and performance of the second seminar on the topic of Forensic IT/Cybercrime Examination (4.8)  Summary of planning meeting III of the Sub-team Facial image comparison: final adjustments before 4.10 (4.9)  Report about the overall result and completion of the WP activities, incl. summary of planning and performance of the third seminar on the topic of Facial images analysis and comparison. (4.11) | | | | | | | | | | | |
| **III.a. Expected output(s) (excl. deliverables) of this work package** | | | | | | | | | | | |
| Output No. | Output (a) | | | | | | Explanation (b) | | | | |
| 4.1  4.3  4.4  4.5  4.6  4.7  4.8  4.9  4.10  4.11 | The planning meeting will have 11 participants and will last 1 day (0,5 + 0,5)  Sub-team Facial image comparison Planning meeting I (1 full day, 5 participants)  The first training seminar will be a 5 days activity with 36 hours of training for 30 participants.  Sub-team Facial image comparison Planning meeting II (1 full day, 5 participants)  The interim planning meeting will have 9 participants and will last 1 day (0,5 + 0,5)  The second training seminar will be a 5 days activity with 36 hours of training for 30 participants.  The 2nd summary and planning meeting will have 11 participants and will last 1 day (0,5 + 0,5)  Sub-team Facial image comparison Planning meeting II (1 full day, 5 participants)  The third training seminar will be a 5 days activity with 36 hours of training for 30 participants.  Final report drafting meeting together with all 11 participants and will last 1 day (0,5 + 0,5) | | | | | | Setting the agenda and establishing the final curricula and roadmap for all training seminars. Disseminating the tasks among the team members.  Discussion about adjustments to ENFSI BPM, development of a new training manual  The training will be a mix of presentations and workshops with exchange of experience.  Follow-up on the new training manual and development of the training curriculum  Setting the agenda and making follow-up how to improve the process. Disseminate the tasks among the team.  The training will be a mix of presentations and workshops with exchange of experience.  Setting the agenda and making follow-up how to improve the process. Disseminate the tasks among the team.  Final draft (after consultation with an accreditation body) and testing of the training curriculum and designing of final draft of the training sessions for 4.10  The training will be a mix of presentations and workshops with exchange of experience.  Concentrating to the preliminarily generated draft of the final report to agree the last version. | | | | |
| Please list outputs produced under this work package:  (a) be specific as to the scope and level of ambition, therefore use a quantitative description where applicable (e.g. X regional seminars organised with X participants each, X hours of training (who was trained, where))  (b) please add here additional information which would help the evaluator to understand the characteristics/scope/level of ambition of the output(s) | | | | | | | | | | | |
| **III.b. Expected deliverable(s) of this work package** | | | | | | | | | | | |
| Deliverable No. | Deliverable name/type (a) | | | Format (b) | | Language (c) | | | Beneficiaries (d) | | Months of implementation (e) |
| 4.1  4.3  4.5  4.6  4.8  4.9  4.11 | Meeting summary report  Meeting summary report; draft of the training manual  Meeting summary report; Draft of the training curriculum  Meeting summary report  Meeting Summary report  Meeting summary report; Final draft of the training curriculum  Final report | | | Electronic, 2 pages  Electronic, TBC pages  Electronic, TBC pages  Electronic, 2 pages  Electronic, 2 pages  Electronic, TBC pages  Electronic, 10 pages | | English  English  English  English  English  English  English | | | ENFSI, COM  ENFSI, COM  ENFSI, COM  ENFSI, COM  ENFSI, COM  ENFSI, COM  ENFSI, EA, National Accreditation Bodies, COM | | Feb 2020  July 2020  Dec 2020  Dec 2020  July 2021  July 2021  December 2021 |
| Please list the deliverables produced under this work package.  (a) the type/name of deliverable should be self-explanatory and could be: a publication (flyer / brochure / working paper / article / press release / slides / CD), website / web-tool, etc.  (b) indicate the format (printed / electronic), the approximate number of pages and copies of a publication  (c) specify each language in which the deliverable will be available  (d) indicate the specific short / medium / long term beneficiaries for each deliverable  (e) specify the month in which the deliverables will be actually completed. Month 1 marks the start of the action, and all deadlines should be relative to this starting date. | | | | | | | | | | | |
| **IV. Distribution of activities to each Applicant/Co-applicant in this work package** | | | | | | | | | | | |
| Establish a clear list of the activities described above indicating which activity is performed by which Applicant/Co-applicant. | | | | | | | | | | | |
| Activity No. | Name of the activity | | | | | | Applicant/Co-applicant | | | Effort in person months | |
| 4.1  4.2  4.3  4.4  4.5  4.6  4.7  4.8  4.9  4.10  4.11  4.12 | Planning meeting  Preparatory phase  Planning meeting I (Facial image comparison)  Training seminar 1  Planning meeting II (Facial image comparison)  Summary meeting  Training seminar 2  Summary meeting  Planning meeting III (Facial image comparison)  Training seminar 3  Report  End of Work package activities | | | | | |  | | | 9,0  11,0  5,0  9,0  5,0  6,0  7,0  6,0  5,0  7,0  11,0 | |
| **V. Travels** | | | | | | | | | | | |
| If the costs for travel and subsistence (B.1+B.2) as presented in Part A, point 3 *Budget* of the application exceed 15% of the total costs, you should provide detailed information on the nature and objectives of each trip, its relevance to the project, location (EU/non-EU), number of participants. | | | | | | | | | | | |
| Trip No. | Objective, nature and relevance to the project | | Applicant/Co-applicant; | | Number of participants; | | | Location (EU/non-EU) | | Days/DSAs | |
| T.4.1  T.4.3  T.4.4  T.4.5  T.4.6    T.4.7    T.4.8  T.4.9  T.4.10  T. 4.11 | Planning meeting  Planning meeting I (Sub-team)  Technical Expert Training seminar I  Planning meeting II (Sub-team)  Summary and planning meeting (1)    Technical Expert Training seminar II  Summary and planning meeting (2)  Planning meeting III (Sub-team)  Technical Expert Training seminar III  Report drafting meeting | | EFSI (EE)  Estonian Accreditation Centre **(EAK)**  FOR (SUI) and participants  EFSI (EE), EAK and  participants  FOR (SUI) and participants  EFSI (EE)  EAK  EFSI (EE)  EAK and participants  EFSI (EE)  EAK  FOR (SUI) and participants  EFSI (EE)  EAK and participants  EFSI (EE) and EAK | | 13  5  42  5  11  42  13  5  42  13 | | | EU - Tallinn  EU – London  EU - Tallinn  EU - Warsaw  EU - Tallinn    EU-Tallinn  EU- Tallinn  NonEU- Zürich  EU-Tallinn  EU - Tallinn | | 1,0 / 4,0  1,0 / 5,0  5,0 / 31,0  1,0 / 5,0  1,0 / 2,0    5,0 / 30,0  1,0 / 4,0  1,0 / 3,0  5,0 /32,0  1,0 / 4,0 | |
| **VI. Sub-contracting** | | | | | | | | | | | |
| Indicate which activities will be sub-contracted and explain the reasons for sub-contracting (as opposed to the direct implementation by the applicant / co-applicant) (if any). Purchase of goods or services necessary for the implementation of activities by the applicant / co-applicant should not be considered sub-contracting. In principle, the applicant and co-applicant should have the capacity to carry out the activities of the action. Nevertheless, in some cases sub-contracting of the implementation of certain activities might be justified. | | | | | | | | | | | |
| [Estonian Accreditation Centre](http://eak.ee/index_eng.php?pageCus=head&head=1) (monopoly organisation in Estonia to represent EA) service of Curricula assessment, monitoring of trainings and certification of training participants. | | | | | | | | | | | |
| **VII. Equipment** | | | | | | | | | | | |
| Describe and list the equipment to be purchased under this WP.  Per equipment item define in the boxes below which is the depreciation method to be applied:  *[insert name/type of equipment]*  ☐ The depreciation costs of equipment, in accordance with international accounting standards and the beneficiary’s usual accounting practices  ☐ The full cost of purchase of equipment is eligible[[1]](#footnote-1)  *[insert name/type of equipment]*  ☐ The depreciation costs of equipment, in accordance with international accounting standards and the beneficiary’s usual accounting practices  ☐ The full cost of purchase of equipment is eligible1  …. | | | | | | | | | | | |

1. [↑](#footnote-ref-1)