

CEP INTERNATIONAL REGISTER OF EXPERTS PROTOCOL

Management of the register

1. The register will be kept at CEP headquarters and will be for the sole benefit of CEP members.
2. The register will be managed by a small team consisting of the CEP secretary general, and a representative of one other CEP member country (currently the Head of Communications for the UK National Probation Service) with technical and marketing support from the CEP.
3. This team will provide a report on progress to the CEP Board at each of its regular Board meetings.
4. At the end of each year, the management team will submit a brief annual report giving an overview of the profile of the database and its use by CEP members.
5. The CEP Board will establish an independent selection panel of three or four people to scrutinise, vet and adjudicate on applications for membership. Panel members will be appointed for a period of three years.
6. The selection panel will decide what criteria will be used when considering an application and will publish these criteria on the CEP website. (It is suggested that these criteria cover practice experience, eg development of treatment programmes, supervision of juvenile offenders, and a minimum level of seniority and management experience.)
7. The panel will be representative of the membership of the CEP and will include members from eastern and western Europe and Scandinavia.
8. The whole register will be visible only to the management team and the CEP Board.
9. Information about the register will be placed on the CEP website, along with a list of the categories of expertise and an electronic template for experts wishing to register.
10. All CEP members will be notified by email when the database is to be launched and will be asked to publicise it in their own organisations.
11. Membership of the register will last for three years but can be extended following submission of a subsequent, up-to-date application.

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The nomination process

1. An employee wishing to be included on the register will download an application form from the CEP website.
2. The expert will submit the completed *Application Form for Experts* as can be found under the section *Register of Experts* at the CEP website www.cep-probation.org.
3. The CEP Secretariat will send copies of the application by email to the selection panel who will consider the application and email each other with their decision.
4. In each case one member of the panel will undertake to notify the applicant of this decision, within four weeks of receiving the application, with a copy to the CEP office.
5. In the event of the panel being unable to complete this process within four weeks, one member will undertake to contact the applicant and indicate when a decision will be reached.
6. In the event of one member of the panel being unavailable, the application will be considered by the remaining members, whose decision will be binding on the whole panel.
7. If the panel decide to turn down an application they will give their reasons to the applicant and indicate whether they would or would not consider a revised application.
8. The panel will communicate all decisions to the CEP Board before notifying the applicant.

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Applications for access to the register

1. A CEP member wishing to find an expert in a particular field will apply via a completed *Application Form for Organisations* as can be found under the section *Register of Experts* at the CEP website www.cep-probation.org.
2. The application must state the area of expertise which is sought and provide an outline of the project on which the expert would be working.
3. The CEP member will then be sent by email the list of experts who offer that particular experience. (In the event of no expert being available, the applicant will be informed by email.)
4. The CEP member will make an appropriate selection from the list available, according to the member country's own protocols for staff selection.
5. Any contract or agreement will be between the expert and the CEP member country and will not involve the CEP.
6. Any disputes between the expert and the CEP member country will be resolved by these parties and will not involve the CEP.
7. Non-CEP members will not have access to the register.
8. If a non-CEP member applies for access to the register, this will be refused and the applicant told in writing by a member of the selection panel. However, the selection panel may, without prejudice, send details of the application to those people on the database who appear to offer the expertise sought.
9. If one or more experts wish to respond to the application, they may do so, provided they state clearly in their contact with the applicant that this is being done without the involvement or approval of the CEP.