



**INTERNATIONAL
POLICE ASSOCIATION**
INTERNATIONAL EXECUTIVE BOARD

Procedure for the International Learning and Development Exchange Programme (ILDEP)

Art. 1 Basis

The Procedure for the International Learning and Development Exchange Programme (ILDEP) is based on article 7 of the International Statutes.

Art. 2 Definition and aims

The International Learning and Development Exchange Programme (ILDEP) relates to an international exchange of IPA members pertaining to their professional working role and is placed under the responsibility of the Chairperson of the Professional Commission on behalf of the International Executive Board (IEB).

The *exchange* is a focus on sharing knowledge, ideas, practices and policy. The *exchange* is an intellectual one; it does not imply that there needs to be a physical exchange where participants' enter into a reciprocal visiting arrangement.

The term *programme* implies a clearly defined structure, a recorded plan that shall promote learning and development resulting in a recognised IPA certification of endorsement at the conclusion of the activity.

The aim of the programme is learning and development with the intention of ensuring that participants gain professional and personal development during their exchange.

Art. 3 Beneficiaries and Eligibility

Applicants must have been a member of the IPA for a minimum of 2 years and must currently be performing a law enforcement role.

ILDEP is suitable as an exchange to develop IPA members with a minimum of 3 years' operational policing experience, thus enabling them to share their knowledge further.

Members would see benefit when linking evidence gained through ILDEP as part of a career plan. ILDEP offers a clear programme of development for individual members and vicariously their policing organisations, and in doing so ensures the programme is valued by chief officers.

Individual exchanges are the current norm for the Association, but groups may be welcomed on attachment in certain circumstances and there is potential opportunity to develop such exchanges through this programme.

Art. 4 ILDEP Coordinators

Each IPA section participating in ILDEP shall appoint an IPA member as ILDEP coordinator.

ILDEP coordinators shall be responsible for developing contacts in each policing organisation within a national section, to promote opportunities available through the programme and to assist in responding to requests for exchanges from members from other national sections, by identifying the most appropriate organisation to fulfil the requests.

Art. 5 Mechanism

ILDEP will adopt the following stance:

- Applicants have a duty to undertake research on their own behalf to identify potential suitable sections for exchanges.
- If a professional exchange is arranged, local IPA representatives shall offer additional support where possible.

Art. 6 Application process

Applicants are required to complete an ILDEP application form.

The application process assists in identifying the applicants' objectives and promotes the idea of development for the IPA member involved.

The application shall include:

- personal details
- IPA membership details
- aim of the exchange
- objectives of the exchange
- specific requirements
- special considerations

Completed application forms shall be submitted to the national Secretary General of the applicant.

On completion of the certification of the:

- applicant's IPA membership
- role of the applicant in law enforcement in the national section,

the national secretary general shall forward the completed ILDEP Application Form to the section of interest.

Once submitted, the national section's ILDEP coordinator shall evaluate the application form and offer assistance in:

- developing the applicant's aims and objectives
- creating a development plan
- identifying the most appropriate host
- facilitating the exchange

Art. 7 Placement

Exchange locations shall be identified as the most appropriate to fulfil the applicants' objectives with regards to learning and development, from the list of local agencies willing and able to cooperate.

Art. 8 Applicants' responsibilities

Applicants are responsible for arranging:

- travel (including finance)
- accommodation (including finance)
- visas (if required)

Art. 9 Personal objectives

The *objectives* will consist of a list of activities the applicant hopes to undertake in support of completing their aim.

Art. 10 Post ILDEP placement responsibilities

Following the ILDEP placement, the hosting ILDEP coordinator shall provide the following documentation:

- Post exchange review, including the member's recorded evidence of their aims and objectives, identification of the exchange's benefits and the member's plans how to take the learning forward.
- Post exchange questionnaire, featuring qualitative and quantitative information for efficient evaluation
- Post exchange feedback
- Post exchange evaluation, for completion by the ILDEP Coordinator
- Written report from the beneficiary within 1 month of the completed ILDEP placement.

Art. 11 Publicity

IPA members participating in ILDEP agree to be involved in publicising the exchange via all IPA media channels, so that others can see the benefits to be gained.

This Procedure for the International Learning and Development Programme was adopted by the IEC during the IPA World Congress in Bulgaria 2017 and entered into force on 22 September 2017.

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