



# Procedure for the Young Police Officers' Seminar (YPOS)

## Art. 1 Basis

The Procedure for the Young Police Officers' Seminar (YPOS) is based on article 7 of the International Statutes and article 4 of the Procedure for IEB and Internal Auditor Job Descriptions.

## Art. 2 Purpose of the YPOS

The YPOS is an annual international professional seminar. Its purpose is to provide members under 35 years of age with the opportunity to experience world-class presentations from leading police officers and academics, to learn from each other by shared experience and to create life-long bonds of friendship.

## Art. 3 Theme

Each YPOS has a theme. The theme should be topical and relevant to officers who are younger in service. A well-chosen theme may also interest Police or Government ministries and possibly attract official backing and financial support. The theme should be decided at an early stage to assist with promotion of the event and sourcing of suitable expert speakers.

## Art. 4 Process

### i) Application to host a YPOS

When applying to host a YPOS, sections should submit a motion up to four years in advance, and at least one year before the event, including a breakdown of estimated costs, to the Word Congress.

### ii) Dates, location and accommodation

The hosting section should fix the dates of the YPOS at the earliest possible opportunity. It may be desirable to organise the YPOS in conjunction with a significant national or police-related event.

Location and accommodation are key factors in determining the success of a YPOS. Accommodation often accounts for a significant proportion of the overall costs.

Hosting the event at a police training centre:

- i) allows the participants to wear uniform,
- ii) ensures that participants maintain an appropriate level of discipline and behaviour,
- iii) helps promote the IPA within the host section, and
- iv) may provide the training centre or academy with a unique publicity opportunity.

If police accommodation is not available, consideration may be given to using military or university facilities. In the case that sections do not have such facilities available at the time, hotel accommodation will be considered as a last option.

The accommodation selected should provide participants with the opportunity to socialise together in common areas.

iii) Number of participants

It is a matter for the organising section to determine the maximum number of Participants. Ideally, each section would send one participant to each YPOS.

The hosting section should send a minimum of two participants.

iv) Invitations

Invitations should be extended to all sections through the International Newsletter and / or invitations to all sections.

Hosting sections should present a preliminary programme at the World Congress the year before the YPOS. The Chair of the Professional Commission will arrange time for the presentation at the World Congress.

v) Registration

Applications must be submitted via the Secretary General of the applicant's section, who should take care to check that applicants meet the age criterion and that participants have not previously attended a YPOS.

A central point of contact with the organisers for participants and their home sections is vital.

Participants should receive all appropriate information well in advance of the seminar. This should include information about the timetable, accommodation, uniform and other necessary clothing, meal arrangements and laundry facilities.

All information sent to participants by the organisers should be copied to the participants' sections.

A social media group should be created to allow the participants to contact each other prior to the start of the seminar.

Sections should be permitted to register reserve participants in case their selected participant has to withdraw from the event. Where a section's participant withdraws and the section does not have a reserve, the place may be offered to a reserve from another section at the discretion of the host section.

vi) Professional, cultural and physical/sporting activities

The YPOS is first and foremost a professional development seminar, but the timetable should provide ample opportunities for social and cultural development, and physical exercise and sports.

v) Involvement of participants

All participants should be encouraged to participate fully in the seminars and activities.

Organisers should try and provide a mix of learning styles to avoid participants spending all their time in the classroom. This may involve practical sessions, working together in groups or workshops and presenting to each other. These activities allow participants to work closely together to share best practice and ideas.

Consideration should also be given to providing participants with material to pre-read before the commencement of the seminar.

Copies of training materials and presentations should be made available to participants during or after the seminar.

- vi) IEB involvement  
The Chair of the International Professional Commission should be invited to give a presentation early in the event to welcome participants on behalf of the IEB and to set expectations.
- vii) Opportunities for promoting the IPA  
Every opportunity should be taken by the organising section to use the YPOS to promote the IPA.  
Participants should be encouraged to submit articles and official reports about the seminar to their home sections and their police departments.  
Participants should also be invited as guest speakers to inform others about the YPOS. After the event, participants should be encouraged to play a greater part in the organisation of the IPA in their home sections.

#### **Art. 5 Budget**

The IEB will contribute €150 per participant towards the cost of the YPOS, based on one participant per section.

Where a section does not send a participant and another section wishes to send two or more participants, application may be made to the Chair of the Professional Commission to transfer the €150 grant.

Thus, if a YPOS attracts 65 participants, the IEB will contribute €9,750 to the cost of the event.

All recent Young Police Officers' seminars have relied to a greater or lesser extent on sponsorship. Sponsorship may take the form of direct financial assistance or assistance in kind, such as food, transport, equipment etc. Organising sections may promote sponsors by advertising on publicity materials. Any such advertising must not bring discredit upon the IPA.

It is a matter for the hosting section whether or not to seek a contribution from participants towards the cost of staging the YPOS. Sections should be mindful of the limited means of police officers in some member sections.

Organising Sections may wish to factor in the cost of the following items when drawing up their budget:

- Transport from airport of arrival
- Accommodation / meals / drinks for the duration of the seminar
- Opening ceremony (not compulsory and may be informal)
- Transport, accommodation and meals for lecturers
- Transport during the week
- Sport activities
- Cultural activities
- Social activities

- Closing evening/ceremony
- Certificates for participants

Organisers should make very clear to participants those elements that are and are not included as part of the programme.

**This Procedure for the Young Police Officers' Seminar was adopted by the IEC during the IPA World Congress in Spain 2022 and entered into force on 7 October 2022. It replaces any previous directives or decisions on the YPOS.**

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