

**PROJECT AFORE - Accreditation of Forensic Laboratories in Europe  
Work Package 4 “Training of Technical Experts”**

# INVITATION

## TRAINING COURSE FOR TECHNICAL EXPERTS IN THE FIELD OF DIGITAL FORENSICS

**DATE: JUNE 13<sup>th</sup> – 16<sup>th</sup>, 2022<sup>\*</sup>** (4-day Training Event)

**LOCATION: TALLINN – ESTONIA**

**VENUE: ESTONIAN FORENSIC SCIENCE INSTITUTE**

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June 12 (Sunday) and 17 (Friday) are the respective days of arrival and departure.

- The Technical Experts Course is open to a maximum of 27 EU member-state forensic technical experts and to 3 participants by invitation.
- The training will include presentations, practical workshops and discussions.
- All activities will be monitored by the Estonian Accreditation Centre.
- All participation costs will be funded by the European Union’s Internal Security Fund — Police.

For further information contact [afore@ekei.ee](mailto:afore@ekei.ee)



### **COVID19**

Currently, Covid19 is still having a significant impact across all societies and the organisers of this training course will be closely monitoring (international) developments and their potential impact on the training programme.

Consequently, successful applicants will be informed immediately of any change to the intended schedule as a result of the pandemic.

**The latest COVID19 statistics and Restrictions on movement in the territory of the Republic of Estonia can be found here: <https://www.kriis.ee/en>**

## **Contents of the training**

The following topics are covered:

Accreditation Standards, Accreditation Process, Role of technical Assessor, Preparation for Pre-Assessment Visit, Method documentation & control, Competence & Professional Judgement, Auditing case files, Sample handling and continuity, Assessing Management activities (Internal audits, Reviews & Corrective actions), Equipment calibration, Accommodation & Sub Contracted Services, Validation and verification (methods, equipment and SOPs), Assessors' and Final Meeting, Final Report and Recommendations.

Knowledge transfer by lectures, workshops, practical exercises, role playing and discussions.

## **Participants selection criteria's**

This course is designed for competent and experienced Digital Forensics investigators, who have been identified by their employers (ENFSI member institutes or European law enforcement agencies) as being suitable and interested in undertaking the role of a National Accreditation Body's Technical Expert.

To successfully apply for participation in this Technical Expert Course, applicants must fulfil the following requirements:

1. Knowledge, experience, and skills regarding Digital Forensics Investigation.  
*The level of knowledge, experience and skills should be made explicit in terms of e.g. current job, years active in the field and education & training.*
2. Familiarity with the basic principles and practice of Quality Assurance.  
*Knowledge of the contents of ISO17025 / ISO17020 and ILAC G19 prior to attending the course is obligatory. Being employed by an accredited forensic institute will be an advantage.*
3. Personal competences that are relevant for an assessor, e.g. empathy, structured way of thinking and operating, patience and perseverance.
4. Ability to communicate effectively in both spoken and written English.



5. Knowledge of the forensic process.

N.B. The applicants are expected to provide a reference (e.g. by their employer) confirming their ability to meet the above criteria.

### Application procedure

- The application must include:
  - Contact and personal details of the applicant.
  - Structured information confirming the applicant meets the selection criteria.
  - Manager's reference supporting the applicant's request to attend the course.
- Applications must be sent to [afore@ekei.ee](mailto:afore@ekei.ee) prior to **May 13, 2022**.
- Applicants will be informed on their admission to the course by **May 23, 2022** latest.

### Selection procedure

AFORE/WP4 selection team will select the trainees from the applications received. The selection is primarily based on the abovementioned criteria. In case the number of applicants exceeds the number of available places, the AFORE/WP4 selection team will consider these additional criteria:

- Country of origin.  
*Applicants from EU-countries will be prioritised over applicants from non-EU-countries.*
- Geographical spread.  
*It is the intention to have trainees from as wide a range of different countries as possible.*
- Employer  
*Applicants employed or recommended by ENFSI member-institutes will be prioritised over other applicants*

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