

**JUSTICE PROGRAMME (2014-2020)**

**JUST-AG-2019 'Action grants to support transnational projects on judicial training covering civil law, criminal law or fundamental rights'**

**Grant Agreement No. 882068**

# **TREIO**

## **TRaining on European Investigation Order**

### **TREIO Online Training**

**Instructional Manual**

**(v1.0 - 07.2023)**



This project was funded by the European Union's Justice Programme (2014-2020) under Grant Agreement No. 882068



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**In this manual we advise you of some key points regarding the use of the learning platform (ECTEG Moodle) and how to navigate the TREIO Learning Materials (e.g. the content in the course). We will also provide you details about the TREIO eEDES Simulator.**

## **Introduction**

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### **What is TREIO?**

TREIO is the **TR**aining on the **E**uropean **I**nvestigation **O**der. This project was funded by the European Union's Justice Programme (2014-2020) under Grant Agreement No. 882068. Via funding scheme Justice Programme 2014-2020, Call ID: JUST-JTRA-EJTR-AG-2019.

The TREIO Project originated from the combined efforts of three projects - EXEC, EVIDENCE2e-CODEX and e-Evidence, working together to build up the secure and trusted infrastructure allowing the exchange of EIO forms and evidences between judicial authorities of the Member States.

### **Aims of TREIO**

TREIO aims to develop and pilot an all-round cross-border training on the European Investigation Order implementation to foster the use and successful exchange of EIO forms and evidences across Europe. It will provide for a Reference Training Framework tailoring the content to cross-border specifics - investigative measures, cooperation, procedures, safeguards, data protection compliance, technical aspects of the EIO exchange; and providing demo and tutorials on the use of the e-Evidence Exchange Digital System, developed by European Commission.





To achieve this, TREIO set the following project objectives which are covered by this course:

- Adjusting the e-CODEX testing environment to provide for real-time simulation of an EIO form and evidence exchange and preparing a special tutorial and video materials on the use of the e-Evidence Digital Exchange System towards a more operational and efficient training
- Providing online all-round EIO training in 12 official EU languages
- Developing Training Toolkit and guidelines for all-round EIO training adoption across EU and delivering an Action Plan for future actions on EIO training for all EU Member States.

Where the training will include materials developed with best practice in mind. Including case law, case studies, visuals, tutorials, and tools, where applicable, and provide additional multimedia materials to complement. The training includes demonstrations of the use of e-Evidence Digital Exchange System and e-CODEX. TREIO will leverage on the Central Testing Platform developed for e-CODEX to design and provide better real-time training for users in a completely transparent way. This will allow for a more realistic and immersive training session, as users would also be able to see proof of delivery, trust-OK tokens, and other relevant information in real-time. Also, by having a complete e-CODEX infrastructure on the receiver's side, TREIO can properly emulate e-Evidence Digital Exchange System responses and fully customise them according to different training scenarios. These simulations are integrated in the TREIO training content and further provided via this online training, thus users with no experience or access to e-CODEX can also get familiar with the relevant cross-border processes.





## What does the course cover?

The course covers several topics, including:

- EIO Directive
- EIO Form and Content
- eEDES Platform
- TREIO eEDES Simulator

The TREIO Online Training offers two course packages:

1. **A full TREIO package:** this comprises of content about all topics mentioned above including on the legalities of the EIO Directive, the EIO form, and the use of eEDES using the TREIO eEDES Simulator.
2. **A eEDES package:** this comprises of content about eEDES and how to use eEDES using the TREIO eEDES Simulator.

## TREIO Training Platform

TREIO provides an online and on-demand training platform through collaboration with ECTEG, however, the online course can also be provided in SCORM format for integration by Member States using their own Learning Management System (e.g. Moodle, Canvas, Blackboard, Docebo, or similar).

## TREIO Training Format

TREIO provides a training which is self-paced and can be viewed from anywhere, so long as you have a stable Internet connection.



## Navigating the Course

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Now, let us take a quick look at how to navigate the course. In this section we will consider three key aspects when considering navigating the course. These include:

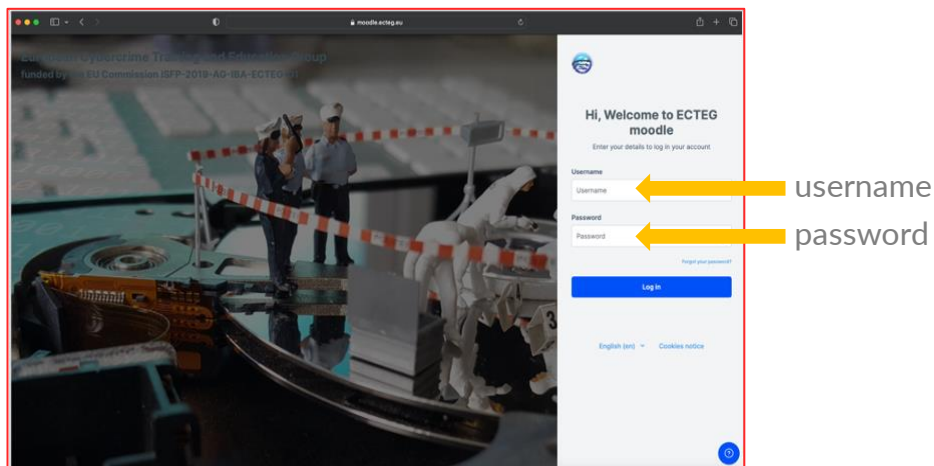
- The Learning Platform,
- Starting the Course, and
- Navigating the Course.

## Accessing the Learning Platform

You can find the Learning Platform at the following link:

[moodle.ecteg.eu](https://moodle.ecteg.eu)

Click on the link above or type the URL into your preferred browser (e.g. Chrome, Firefox, Safari).



You should have received login details for your ECTEG Moodle Account and the TREIO eEDES Simulator prior to the course start<sup>1</sup>.

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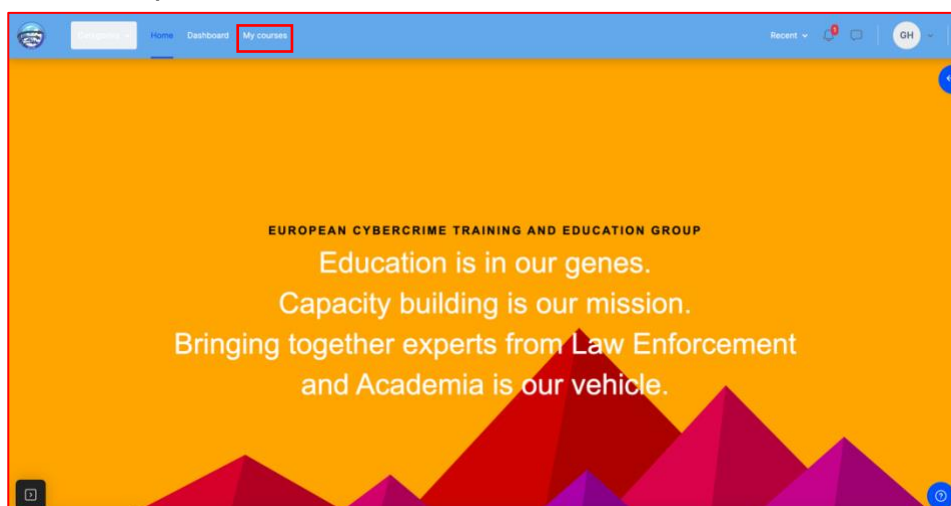
<sup>1</sup> If you have not received these details then please contact [office@treio.eu](mailto:office@treio.eu).



Once you have visited the URL above, you should be presented with the ECTEG Moodle landing page. It is here where you should log in to your account using your given username and password.

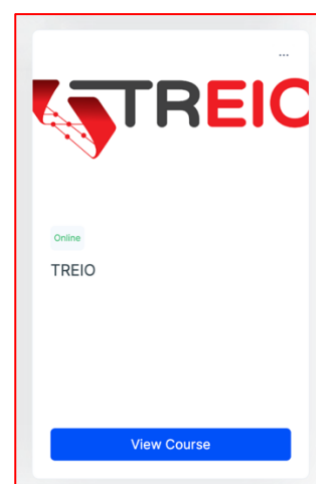
The password for your ECTEG Moodle account is a one-time password, and you will be expected to create a new password upon logging in. Follow the instructions on the screen to set a new password. Make sure to check your password meets all the necessary criteria (e.g. correct number of characters and any special characters required).

Once logged in, you will reach your homepage. Click on 'My Courses' seen on the left-hand-side of the top bar.



On landing at 'My Courses' you will see a tile for the TREIO Training. Click on the blue 'View Course' button.

You may find there are multiple versions of the TREIO Training: a standard full version which focuses on the EIO Directive, EIO Form and eEDES, and a short version which focusses only on eEDES. Choose the course available or appropriate to you.



## Starting the Course

When clicking on the course for you, then you will be directed to the course homepage. On the course homepage you will see a course menu on the right-hand-side.



To start the course, click on 'Start >'.

To start the course from your last exit point, click on 'Open the last page visited >>'.

To view the list of lessons or, in other words, the course outline, click on 'Open the outline'.

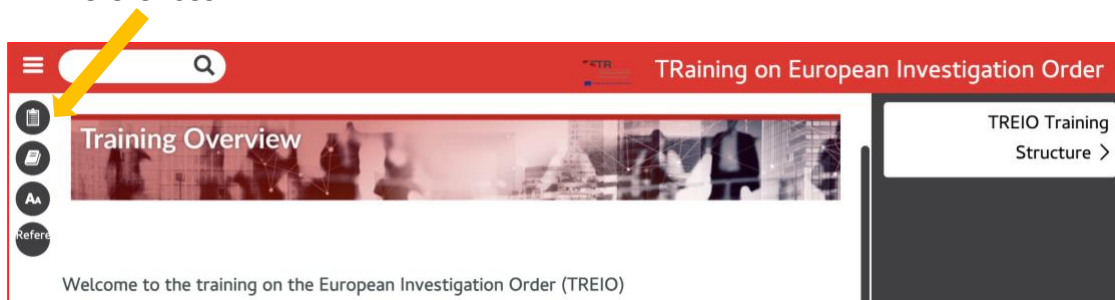




## Course Navigation

When you enter the training, and past this instructional video, you will land on the welcome page (titled 'Training Overview'). Here, you will see a menu on the left-hand-side. Use this menu to view the following items:

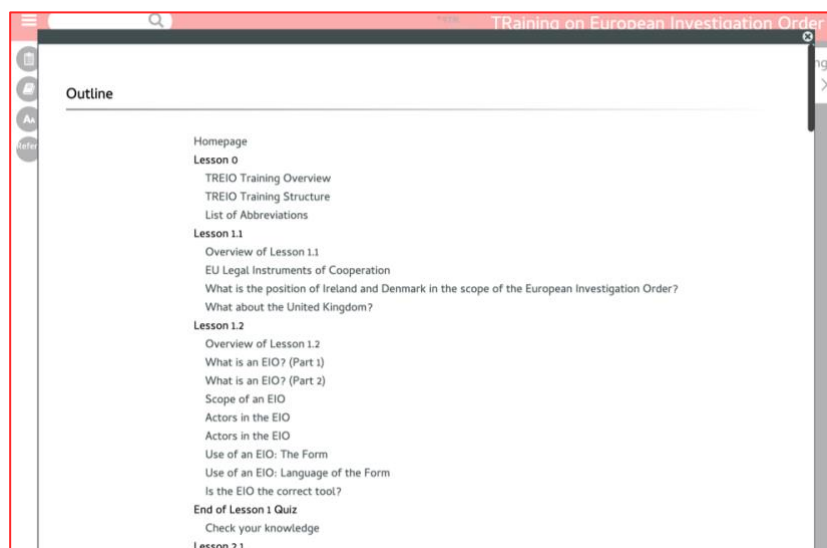
- Course Outline
- Glossary
- Acronyms, and
- References.



### The Course Outline



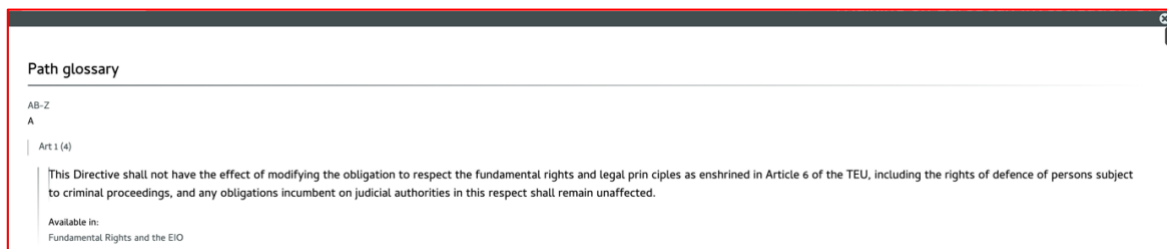
You can click on each lesson title within the course outline to navigate back and forth between content during the learning process.



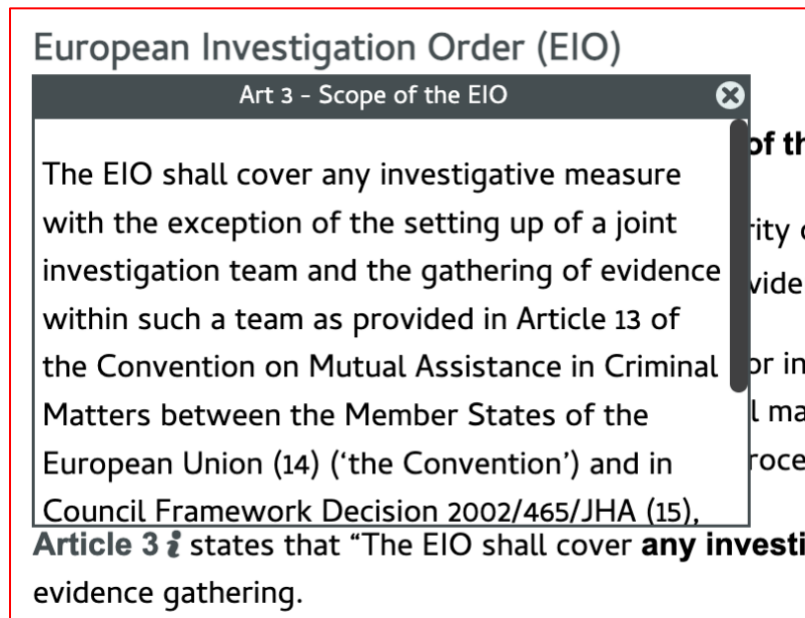
## The Glossary



The glossary contains, mostly, relevant legislation in the form of articles. For example, when we refer to an article from the EIO Directive or other relevant legislation, then it will appear in the glossary list.



In-text you will see a little *i* symbol next to the article number. It is here where a pop-up window will become visible to you, and you can read the relevant article directly on the current page. You can look back to all articles at any point using the glossary throughout the course.



## The Acronyms



Acronyms include all those presented in this course and their long versions. Many of these acronyms will be related to the European Investigation Order (EIO), the electronic evidence exchange system (eEDES), or the TREIO eEDES Simulator.

## The References



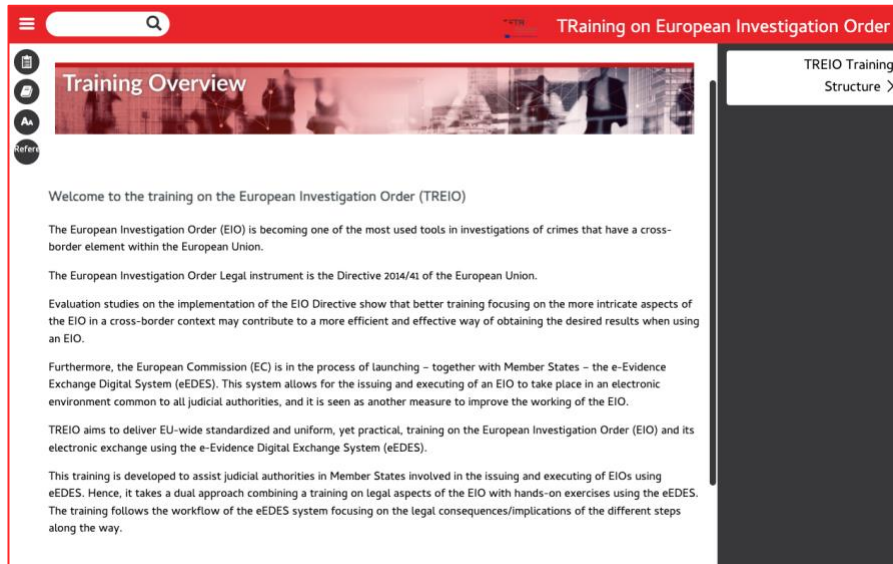
This list includes all the documents, links, papers, user guides and other relevant articles which have been referred to in this course. You can use this list to navigate to these external links. You will see the citations in-text where there will a little *i* symbol shall appear which will indicate there is more information for you to view. It is here where you can see the reference item, and even navigate to this.



## Course Navigation: Moving to the Next Lesson

During this course, you may observe several different ways to move to the next lesson. The most obvious being the button that always appears in the menu to the right-hand-side. The button here will appear with text (i.e. the title of the next lesson) and a > symbol. This symbol is one you have seen earlier when you clicked on Start to

commence this course. Click the button which reads the 'title of the next lesson >'. For example, 'TREIO Training Structure >'.

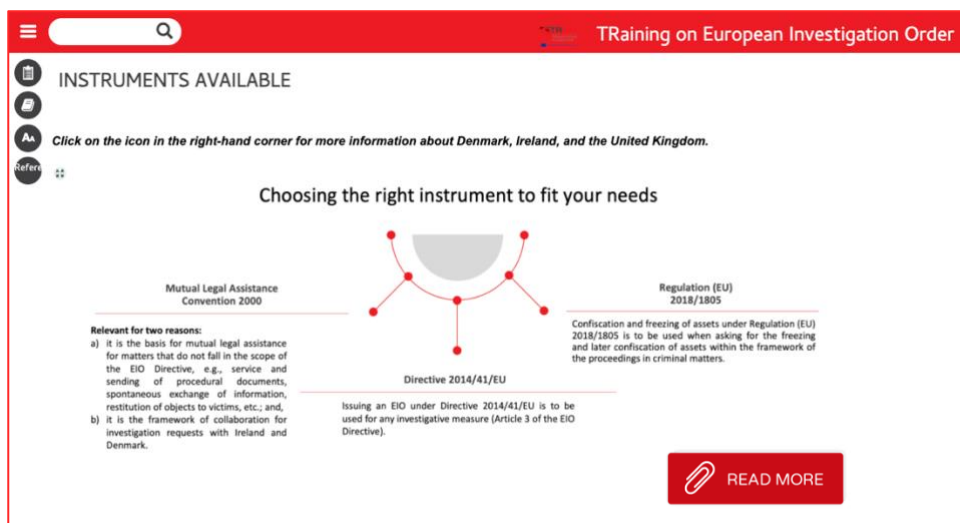


Other navigation buttons you may observe include 'Next Lesson >'. These often appear on graphics which we have used to demonstrate information to you, or if you have been asked to hover over items before moving to the next lesson.

You will often see this button if the right-hand-side panel with the title of the next lesson has disappeared. Simply click on the Next Lesson > button to move forward.



Another button you may see which will allow you to move to the next lesson, again this often appears when the right-hand-side menu has disappeared, is the Read More button. This button may be used to direct you to more information in the next lesson, or to an attachment that can be viewed or downloaded.



The screenshot shows a training interface with a red header bar containing a search icon and the text "Training on European Investigation Order". Below the header, there is a sidebar with icons for home, search, and a "Refer" icon. The main content area is titled "INSTRUMENTS AVAILABLE" and includes a note: "Click on the icon in the right-hand corner for more information about Denmark, Ireland, and the United Kingdom." The central heading is "Choosing the right instrument to fit your needs". A diagram shows three interconnected nodes: "Mutual Legal Assistance Convention 2000", "Directive 2014/41/EU", and "Regulation (EU) 2018/1805".

**Mutual Legal Assistance Convention 2000**

Relevant for two reasons:

- a) it is the basis for mutual legal assistance for matters that do not fall in the scope of the EIO Directive, e.g., service and sending of procedural documents, spontaneous exchange of information, restitution of objects to victims, etc.; and,
- b) it is the framework of collaboration for investigation requests with Ireland and Denmark.

**Directive 2014/41/EU**

Issuing an EIO under Directive 2014/41/EU is to be used for any investigative measure (Article 3 of the EIO Directive).

**Regulation (EU) 2018/1805**

Confiscation and freezing of assets under Regulation (EU) 2018/1805 is to be used when asking for the freezing and later confiscation of assets within the framework of the proceedings in criminal matters.

[READ MORE](#)

## The Course Contents

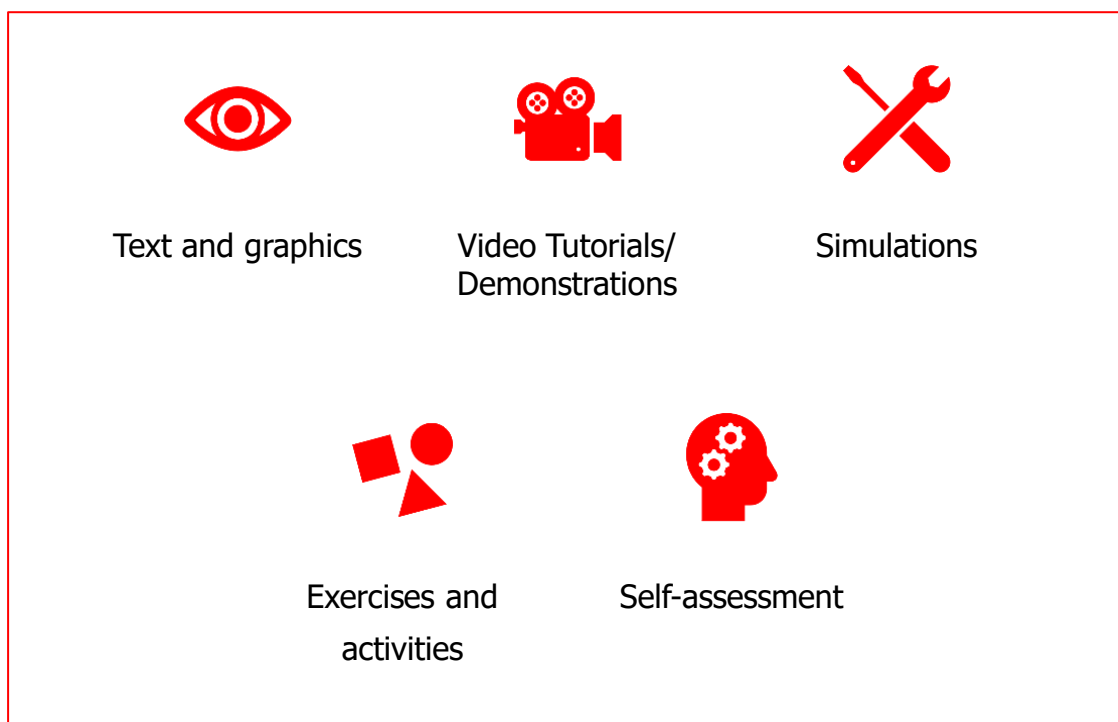
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Now, let us take a quick look at how to work with the course content. In this section we will consider three key aspects when considering the course contents and style. These include:

- Viewing the Content,
- Completing the Exercises, and
- The TREIO eEDES Simulator.

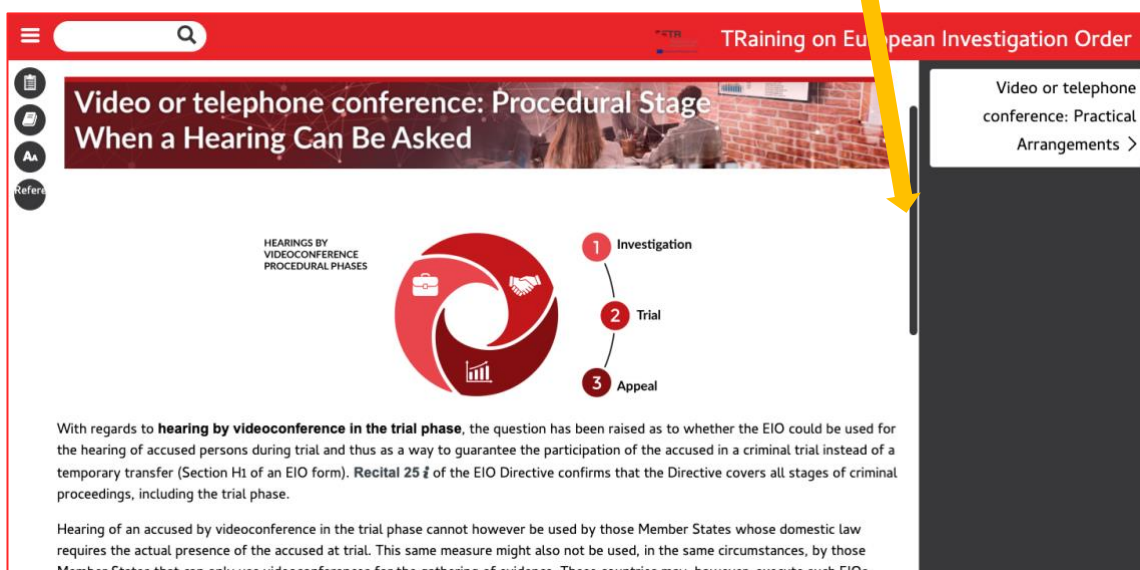
### Viewing the Content

You will experience different types of content in this course. We have included a range of different styles to stimulate your learning experience. This course includes text and graphics, video tutorials/demonstrations, simulations, exercises and activities, self-assessment, and the use of TREIO tools.



## Text and Graphics

When viewing the text and graphics, you can use the scroller on the page window to move up and down the page where you may find more text, extra files, or additional graphics.



Video or telephone conference: Procedural Stage  
When a Hearing Can Be Asked

HEARINGS BY VIDEOCONFERENCE PROCEDURAL PHASES

- 1 Investigation
- 2 Trial
- 3 Appeal

With regards to **hearing by videoconference in the trial phase**, the question has been raised as to whether the EIO could be used for the hearing of accused persons during trial and thus as a way to guarantee the participation of the accused in a criminal trial instead of a temporary transfer (Section H1 of an EIO form). Recital 25 of the EIO Directive confirms that the Directive covers all stages of criminal proceedings, including the trial phase.

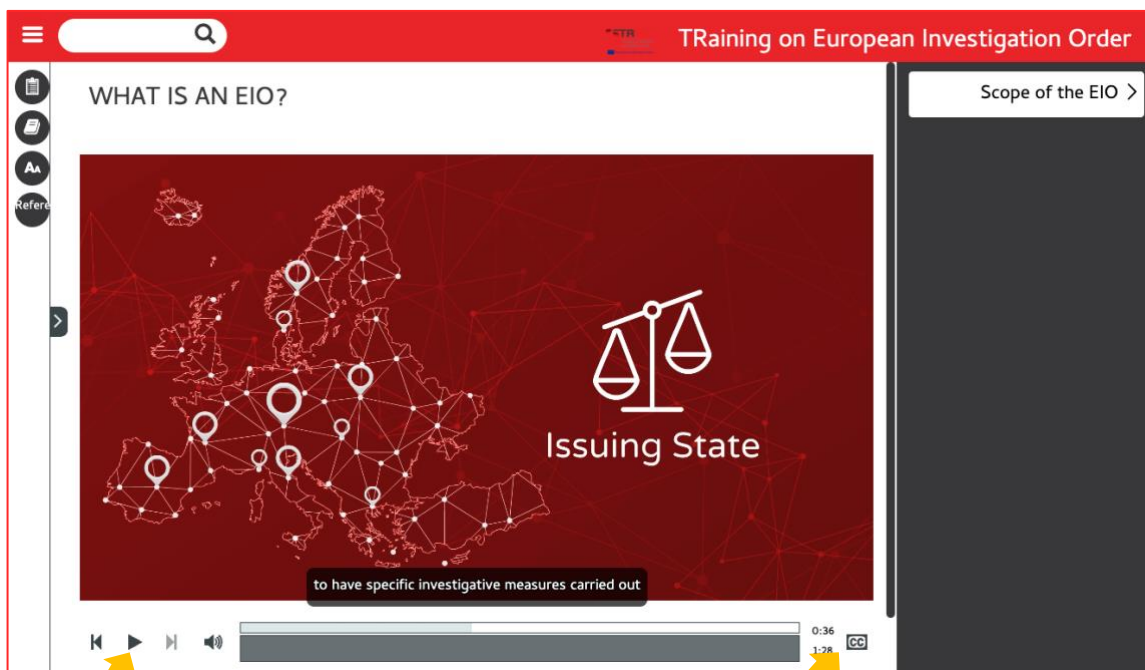
Hearing of an accused by videoconference in the trial phase cannot however be used by those Member States whose domestic law requires the actual presence of the accused at trial. This same measure might also not be used, in the same circumstances, by those Member States that can only use videoconferences for the gathering of evidence. These countries may, however, execute such EIOs.

## Video Tutorials/Demonstrations

There are few videos which contain sound in this course, however, we recommend that you have headphones/earphones available for short videos. For longer videos we do not include sound, but instead we use subtitles. Here you can pause and follow along with the tutorials using, for example, the TREIO eEDES Simulator to practice how to send and receive an EIO form.

When turning on the subtitles for any video make sure to choose the two letters which refer to the language of your choosing e.g., EN for English.

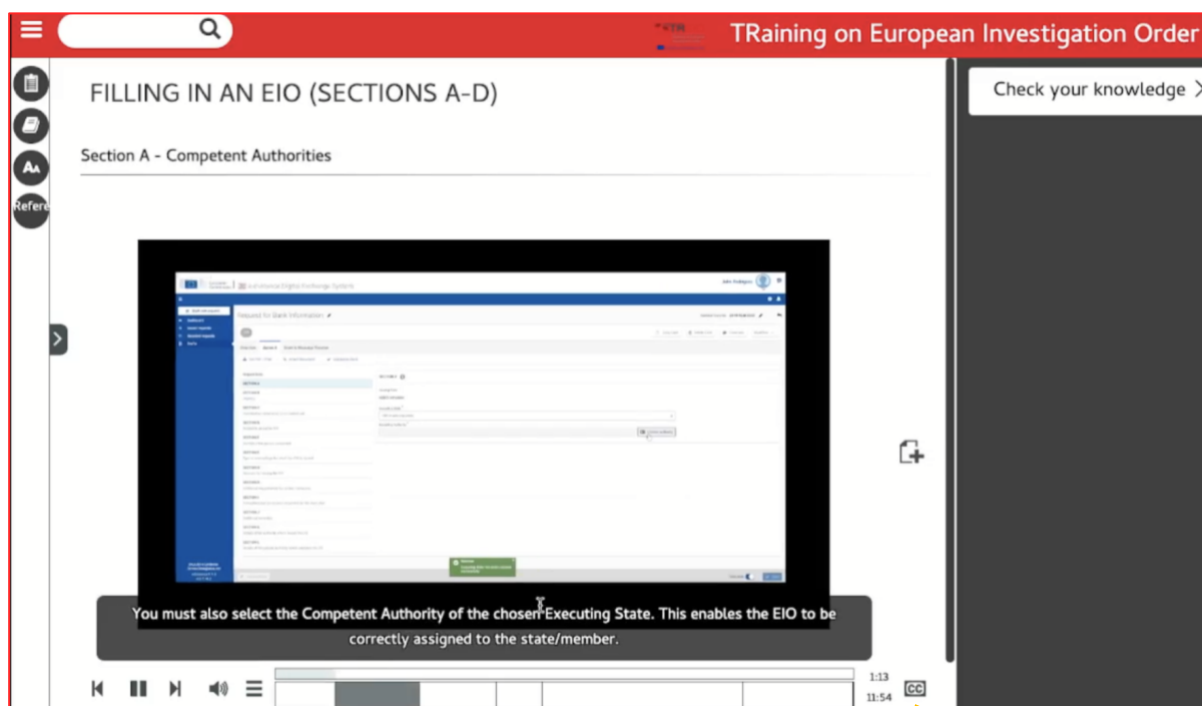
We recommend that if this is the first time you are seeing an instance of an EIO form or eEDES, that you make notes when you watch the demonstrations. Notes may include information such as, how you should follow the form, what information you must remember to fill in, what common processes should you follow, and more.



Click Play to start the video

Click CC to view the video subtitles

You can pause any video or demonstration video by using the pause button.



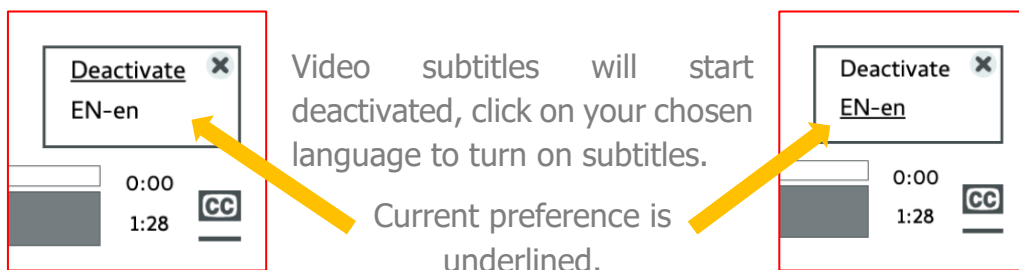
Click Pause to take a break during the video

Click CC to view the video subtitles

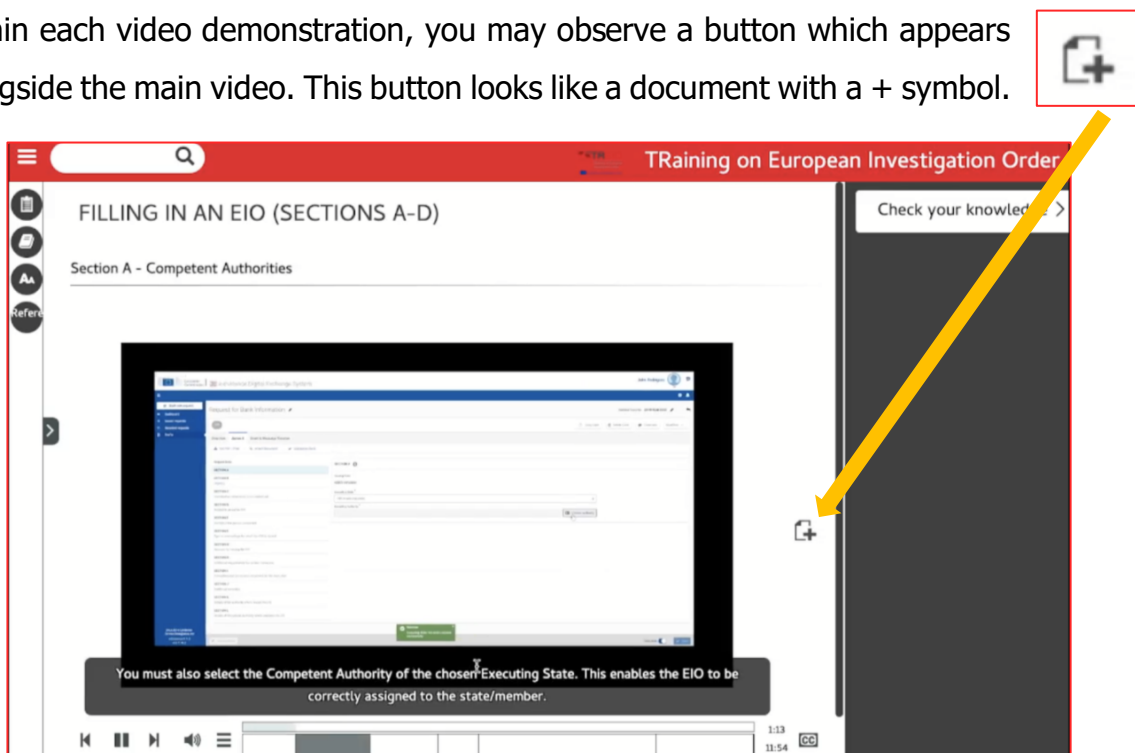


You can change the language of the subtitles using the CC button at the base of the video. When you click CC, a small menu will appear with different languages listed. The TREIO Project aims to include 12 language versions by the end of the project's lifespan.


Video subtitles may appear deactivated on first viewing, however, for every video (with exception of the instructional video) there will be subtitles available to you. To activate the subtitles click on CC.

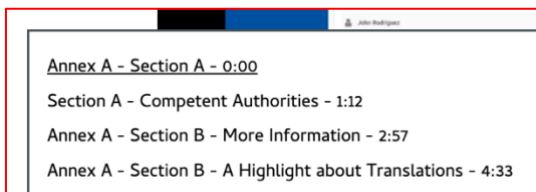
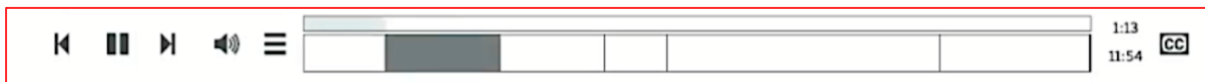


Within each video demonstration, you may observe a button which appears alongside the main video. This button looks like a document with a + symbol.



Click on this button to find out more information about a particular process or action that you may need to recall when carrying out the tasks enclosed. This button may also lead you to more information about a specific system, tool, or process that you are expected to undertake when using eEDES and filling in EIO forms.

Demonstrations are often broken down into several parts. You can observe this at the base of the video. For example, this video demonstration has six parts to it. You can also click on the 'burger' icon  to view the parts and timings of the video.



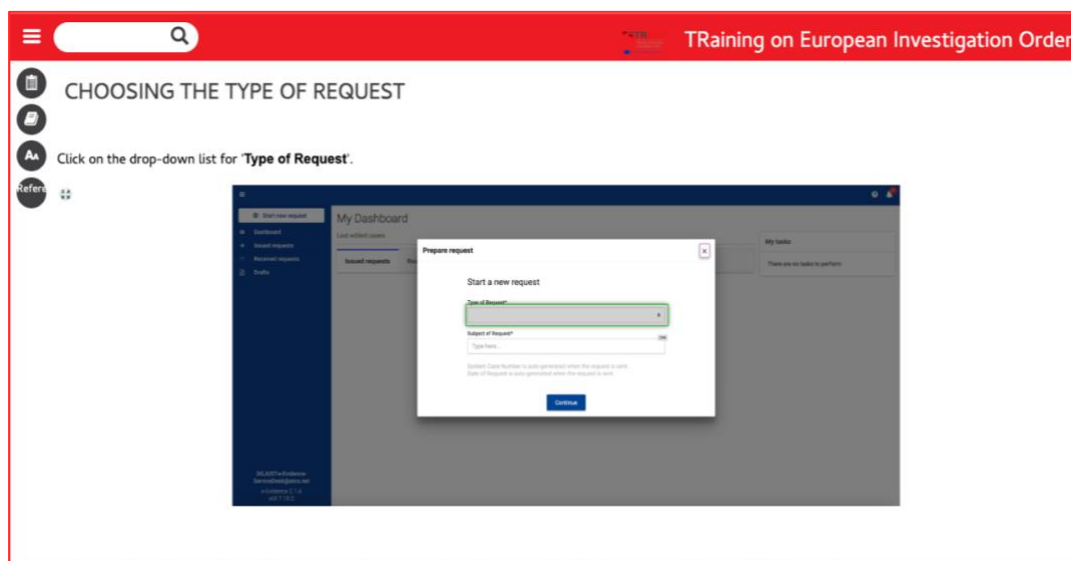
## Simulations

There are two types of simulations in this course:

- Embedded Simulations, and
- The TREIO eEDES Simulator (a TREIO Tool).

Embedded simulations require your input by clicking on specified options, text, or boxes. These are built into the content, and each window you will see appears on a new page in the course. We will instruct you, using text instructions, where to click. In these simulations you will work through a process, task, action, or workflow. You hover over the area we have instructed you to find and when doing so, you will notice that a box or circle will appear in green. This is the clickable area.

When clicking on this area, you will move to the next screen. Continue to follow the simulation until you reach the end. It is at the end where you will either be presented with the next lesson, or a short quiz to check your knowledge.



As part of the TREIO Online Training you will have been given access to the TREIO eEDES Simulator. This is an exclusive tool devised by the TREIO Project to simulate the actions that can be performed on the European Commission's eEDES platform. We recommend that you complete the identical task using the TREIO eEDES Simulator to refresh your memory and practice these tasks for yourself.

**Note:** Do not include real data in the TREIO eEDES Platform, practice using fabricated data.

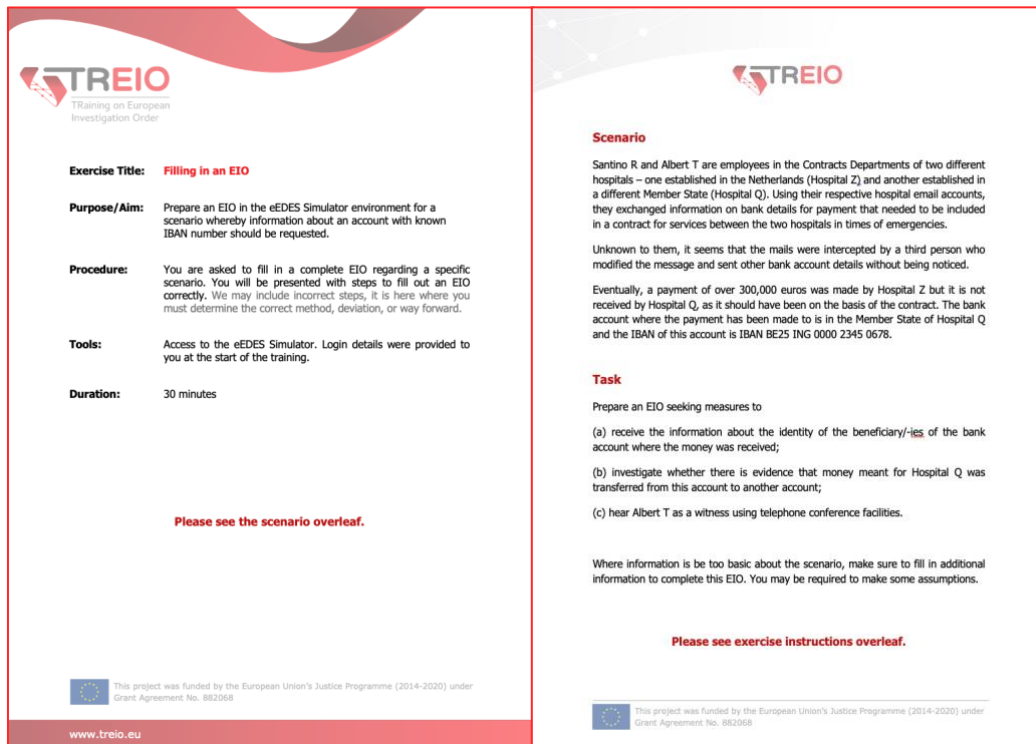
## Exercises and Activities

There are set tasks on the EIO form and using the TREIO eEDES Simulator which simulates the use of the European Commission's eEDES Platform.

Within each PDF document you will find the task/s, scenario, and exercise instructions. Follow the instructions in this exercise and using the TREIO tools complete the activity. You should use the information you have learned thus far to complete the exercises.

At the end of the exercise, a short quiz may be necessary to check your completion of the task. Each task is provided to you by PDF format as shown overleaf.

**Note:** Each task you are requested to complete should be carried out using the TREIO eEDES Simulator. See section 'The TREIO eEDES Simulator' on page 22 for more information.



The screenshot displays two pages from the TREIO eEDES Simulator. The left page contains the following information:

- Exercise Title:** Filling in an EIO
- Purpose/Aim:** Prepare an EIO in the eEDES Simulator environment for a scenario whereby information about an account with known IBAN number should be requested.
- Procedure:** You are asked to fill in a complete EIO regarding a specific scenario. You will be presented with steps to fill out an EIO correctly. We may include incorrect steps, it is here where you must determine the correct method, deviation, or way forward.
- Tools:** Access to the eEDES Simulator. Login details were provided to you at the start of the training.
- Duration:** 30 minutes

A red instruction reads: **Please see the scenario overleaf.**

The right page contains the following information:

- Scenario:** Santino R. and Albert T. are employees in the Contracts Departments of two different hospitals – one established in the Netherlands (Hospital Z) and another established in a different Member State (Hospital Q). Using their respective hospital email accounts, they exchanged information on bank details for payment that needed to be included in a contract for services between the two hospitals in times of emergencies. Unknown to them, it seems that the mails were intercepted by a third person who modified the message and sent other bank account details without being noticed. Eventually, a payment of over 300,000 euros was made by Hospital Z but it is not received by Hospital Q, as it should have been on the basis of the contract. The bank account where the payment has been made to is in the Member State of Hospital Q and the IBAN of this account is IBAN BE25 ING 0000 2345 0678.
- Task:** Prepare an EIO seeking measures to:
  - (a) receive the information about the identity of the beneficiary/-ies of the bank account where the money was received;
  - (b) investigate whether there is evidence that money meant for Hospital Q was transferred from this account to another account;
  - (c) hear Albert T. as a witness using telephone conference facilities.

A red instruction reads: **Please see exercise instructions overleaf.**

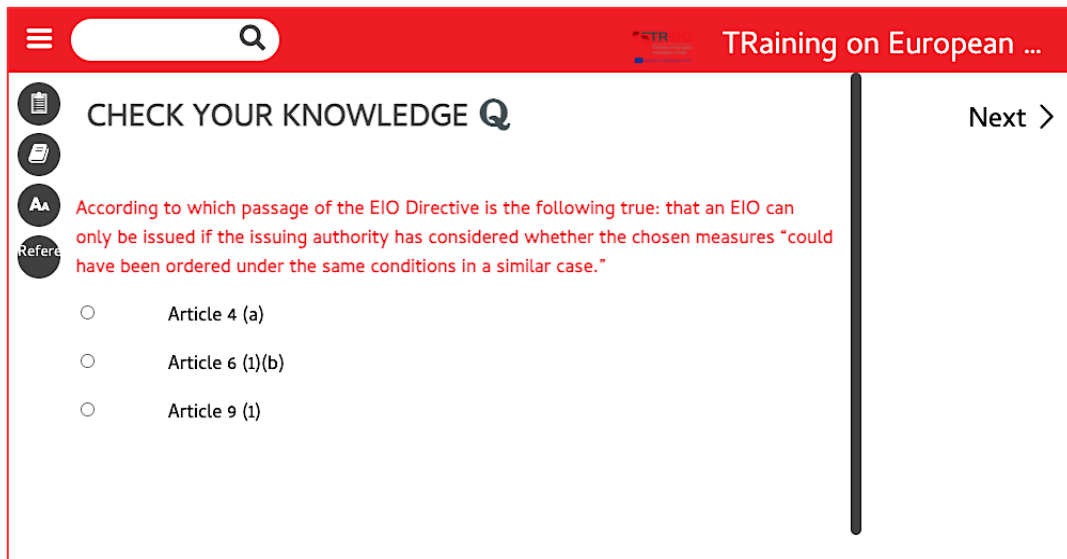
Both pages include a footer with the European Union logo and text: "This project was funded by the European Union's Justice Programme (2014-2020) under Grant Agreement No. 882068" and the website "www.treio.eu".

## Self-Assessment

You will be asked to complete a few knowledge checks throughout the course. These include single- and multiple-choice text and image questions.

Work your way through the knowledge check before moving on to the next module or lesson in this course. After completing each knowledge check you will be able to review your answers. This will allow you to view which questions you answered correctly and incorrectly and revise any answers.

Observe how the knowledge checks (quizzes) and examination will appear, as demonstrated overleaf.



The screenshot shows a user interface for a knowledge check. At the top, there is a red header with a search icon and the text "TRaining on European ...". Below the header, the main content area is white. On the left, there are three circular icons: a clipboard, a document, and a magnifying glass. The text "CHECK YOUR KNOWLEDGE Q" is displayed. To the right of this text, there is a "Next >" button. The question text is: "According to which passage of the EIO Directive is the following true: that an EIO can only be issued if the issuing authority has considered whether the chosen measures 'could have been ordered under the same conditions in a similar case.'" Below the question, there are three radio button options: "Article 4 (a)", "Article 6 (1)(b)", and "Article 9 (1)".

## Examination

At the end of the course you will also be expected to complete a self-paced examination. This examination will take a similar form to the knowledge checks that you have viewed during this course.

The examination will last approximately 30 minutes.

A threshold of 70% is required to pass the examination.

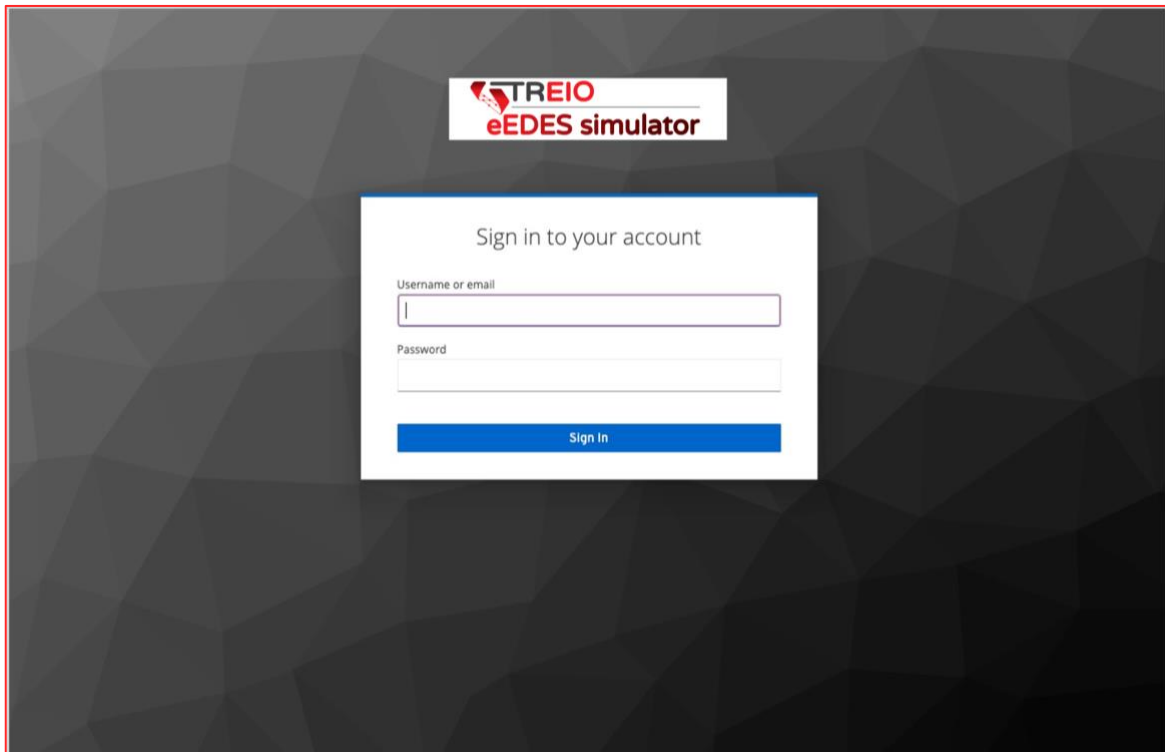
You must complete the examination to receive your certificate of completion. If you do not complete or do not pass the examination, then you will not be provided your certificate.

**Note:** Your response to the knowledge checks throughout the course do not count towards your final grade. Only by passing the examination can you receive a certificate.

## The TREIO eEDES Simulator

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Now, let us take at the tool you will use within this course to complete exercises and practice using eEDES in a safe training environment.



Adjustments have been made to the e-CODEX Infrastructure to provide a real-time training experience for Member States. With a full e-CODEX gateway, we are able to deliver a tool which can be used for training purposes to simulate the eEDES Platform without the need for national implementation by the Member States. .

This eEDES Simulator is able to communicate with another e-CODEX gateway (the e-CODEX CTP) for real-time training which allows us to simulate the tasks of eEDES and enable practitioners to work with learning how to use eEDES in a safe environment separate to their national implementation of eEDES.

The TREIO eEDES Simulator is not designed to replace eEDES but, instead, complement the platform with a separate training space. The simulator is not designed



for processing of real data, and as such all users should consider Data Protection when testing their knowledge and use of eEDES and EIO forms.

As such all data entered into the TREIO eEDES Simulator should be based on fabricated scenarios or anonymised with fabricated personal data. No real personal data should be used.

When using the TREIO eEDES Simulator you will observe two e-CODEX nodes:

- **eEDES simulator (XX):** e-CODEX Gateway, Connector, custom CCDB and local installation and configuration of eEDES, and
- **TREIO auto-responder (ZZ):** module able to read and respond to e-CODEX XML messages, as well as send EIO cases.

The TREIO eEDES Simulator is a tool which is designed for training on EIOs and eEDES. The tool is built with automation in mind, and provides a safe learning environment for all Member States where no implementation of eEDES is required at a national level.

## Accessing the TREIO eEDES Simulator

You can find the Learning Platform at the following link:

[treio2.ee.auth.gr](http://treio2.ee.auth.gr)

Click on the link above or type the URL into your preferred browser (e.g. Chrome, Firefox, Safari). You should have received login details the TREIO eEDES Simulator prior to the course start<sup>2</sup>.

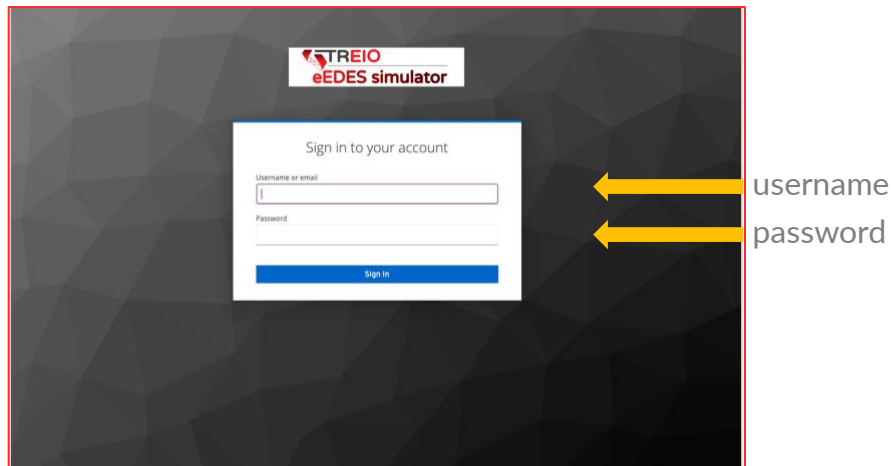
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<sup>2</sup> If you have not received these details then please contact [office@treio.eu](mailto:office@treio.eu).





Type your username and password and click Sign In.



You will now see a safe training environment which emulates the functionality of eEDES. for you to learn how to send and receive electronic requests such as the EIO, ITN and MLA.

## Benefits of the TREIO eEDES Simulator

There are several benefits to the TREIO tools. These include, but are not limited to:

- A learning environment with helpful automation features.
- Designed to work in tandem with TREIO exercises.
- Simulated messages and responses sent through e-CODEX, including delivery notifications.
- No national implementation of eEDES required.







## When to use the TREIO eEDES Simulator

You should use the TREIO eEDES Simulator when you would like to refresh your skills on how to use the eEDES Platform, to practice sending EIOs before acting on these skills on the EC's eEDES Platform, and it can even be used to demonstrate how eEDES may be implemented for each national approach.

In this training, you are expected to use the TREIO eEDES Simulator in the following scenarios to:

1. Follow along with demonstration/tutorials
2. Re-enact embedded simulations
3. Complete exercises in the training
4. Refresh your memory on using eEDES.

## Important Information

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There is no national implementation of eEDES required to use the simulator.

**DO NOT include real data** when testing or practicing using the TREIO eEDES Simulator.

You can find relevant contact information in your course pack or on the course forum.

For more information about the training, or about the TREIO Project, please contact [office@treio.eu](mailto:office@treio.eu).

