



**EJN FINANCIAL SUPPORT
to REGIONAL-NATIONAL
MEETINGS
of the
EUROPEAN JUDICIAL NETWORK**

online

12 January 2023

Annual Budget



What's new & important

- Since 2022, the **EUR 5,000** maximum ceiling per application is **no longer applicable**.
- Important submitting estimated budget as accurate as possible: if your application is successful you **funding is calculated based on the amount of your estimated budget**.

EJN Regional meeting

- The EJN Regional meetings may be organised by the Member States, regardless of their geographic proximity or distance.
- **Not necessarily neighbouring States.**
- Non-EU Countries may be invited to take part in them.
- Member States interested in applying for funding should consult with the Countries that they intend to invite to the meeting, prior to submitting the application.
- Regional meetings must be organised with EJN contact points of no less than: 3 (three) Member States, or 2 (two) Member States and 1 one non-EU Country.

EJN National meeting

- The Member States are encouraged to provide **support to their EJN Contact Points** to organise regularly, at least once per year, working meetings between themselves and between them and national judicial networks in criminal matters or other representatives of the judiciary, where applicable.

Who can apply?

- Application **submitted by an EJM contact point** of a **Member State** organising the meeting.
- Meeting between 3 EU States
- Meeting between 2 EU States and 1 or more non-EU States

Key dates - When to apply ?

Stages	Date/ period
Publication of the Call for Proposals	15 December 2022
Deadline for submitting applications	14 February 2023
Evaluation period	15 February – 1 March 2023
Notification of grant decision	no later than 10 March 2023
Grant agreements signed	At least three (3) weeks before the planned action
Starting date of the meetings	1 April
Ending date of the meetings	31 October 2023.

* Application submission ends on given date at 24:00 CET

** Action period begins on given date at 00:00 CET

*** Action period ends on given date at 24:00 CET

How to apply ?

- **Application** form
(download latest version)
- Submission by the deadline
of **14th February 2023**
- Form *initialed in each page, dated & signed*

3. SUBMISSION OF APPLICATION

3.1. The application form **must be duly signed and initialed**. Please proceed as follows:

- Print this form;
- Scan the signed form;
- Attach the signed application form to the email you will send to Fin_grants@eurojust.europa.eu;
- Attach to this mail the budget estimate form;
- If this is the first application submitted, attach a completed financial identification form.

3.2. Signature

Name & Position

Place & Date

Signed



APPLICATION FORM FOR FINANCIAL ASSISTANCE FOR THE ORGANISATION OF A EJN REGIONAL-NATIONAL MEETING

Reserved for the EJN Secretariat
Application number:
EJN/REG-NAT/2023/___

1. GENERAL INFORMATION ABOUT MEETING

1.1. Topic of the Meeting

1.2. Name of Contact Point applying for the financial assistance

Title	
Surname	
First name(s)	
Position	
Country	
Telephone Nr.	
Contact email	

1.3. Meeting Venue

Date

Place

Nr. Participants

1.4. Other participants/ invitees (if applicable)

Guest EU Member States/ 3rd countries/ other entity/ institution (e.g. EJN Secretariat, Eurojust, etc.)

Attachments:

- Budget estimate form

Attachments:

- Budget estimate (filled in form) dated and signed
- Offers, print screens of website showing prices etc.
- Completed financial identification form/ bank account (IBAN) included in the application.

Costs of EJM Regional-National meeting

Accommodation
(ceiling)

Travel/ Transportation
(quotes)

Other Direct costs

Value Added Tax (VAT)
not cost/eligible for
reimbursement

Meeting Venue incl.
Equipment,
Interpretation,
translation
(quotes)

Meals/Collation
(ceiling)

Budget estimate

Organisation:	PLEASE FILL IN	
Meeting:	PLEASE FILL IN	
BUDGET ESTIMATE 2023 - EJN REGIONAL/ NATIONAL MEETING		
Nr	Elegible Costs	Budget
1	Accommodation	0.00
2	Travel/ Transportation	0.00
3	Meeting Venue incl. Equipment, Interpretation etc	0.00
4	Meals/Collation	0.00
5	Other Direct costs	0.00
6	Total Direct Costs	0.00
7	Unforeseen (max. 5% of 6)	0.00
8	Total Direct Eligible Costs (6+7)	0.00
9	95% of Total Direct Eligible Costs	0.00
10	Grant Requested	0.00
*VAT is not eligible		
BUDGET 1.Accommodation 2.Travel-Transportation 3.Meeting venue-Equipment 4.Meals-Collation 5.Other		

Ceilings




Table of Ceilings 2023

FOR THE ORGANISATION OF THE EJNI MEETINGS

All expenses must be made in accordance with Eurojust financial rules and EU financial rules applicable to Eurojust.

1.	The maximum amount of the eligible costs of the organisation of the Plenary meeting covered by EINI budget	35,000 EUR
2.	The maximum amount of the grant for each national/regional meeting	Up to the maximum approved amount of the estimated budget per each application ¹
3.	Catering – Lunch	50 EUR p.p.
4.	Catering – Dinner	50 EUR p.p.
5.	Accommodation	See ANNEX 1

¹ And up until it is exhausted the total established amount for 2023 EINI Regional/National Meetings of EUR 40,000


European Judicial Network (EINI) Secretariat
<http://www.ejn-crimjust.europa.eu/>
 Johan de Witteaan 9
 2517 JK The Hague
 The Netherlands

ANNEX1

HOTEL CEILINGS FOR MEMBER STATES OF THE EUROPEAN UNION

	Hotel ceiling* (EUR)
Belgium	148
Bulgaria	135
Czech Republic	124
Denmark	173
Germany	128
Estonia	105
Ireland	159
Greece	112
Spain	128
France	180
Croatia	110
Italy	148
Cyprus	140
Latvia	116
Lithuania	117
Luxembourg	148
Hungary	120
Malta	138
The Netherlands	166
Austria	132
Poland	116
Portugal	101
Romania	136
Slovenia	117
Slovak Republic	100
Finland	142
Sweden	187

What to consider when drafting an Application: the criteria

	APPLICATION FORM FOR FINANCIAL ASSISTANCE FOR THE ORGANISATION OF A EJN REGIONAL-NATIONAL MEETING
<small>Reserved for the EJN Secretariat Application number: EJN/REG-NAT/2023/___</small>	
I. GENERAL INFORMATION ABOUT MEETING	
1.1. Topic of the Meeting	
<input type="text"/>	
1.2. Name of Contact Point applying for the financial assistance	
<small>Title</small>	<input type="text"/>
<small>Surname</small>	<input type="text"/>
<small>First name(s)</small>	<input type="text"/>
<small>Position</small>	<input type="text"/>
<small>Country</small>	<input type="text"/>
<small>Telephone Nr.</small>	<input type="text"/>
<small>Contact email</small>	<input type="text"/>
1.3. Meeting Venue	
<small>Date</small>	<input type="text"/>
<small>Place</small>	<input type="text"/>
<small>Nr. Participants</small>	<input type="text"/>
1.4. Other participants/ invitees (if applicable)	
<small>Guest EU Member States/ 3rd countries/ other entity/ institution (e.g. EJN Secretariat, Eurojust, etc.)</small>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	

I - Selection and Eligibility criteria

1. The EJM contact point from the Member State(s) organising the meeting submits the application; (point 1.2);
2. Invite the EJM secretariat; (point 1.4)
3. Describe the purpose of the meeting (point 1.6)
&
the Draft agenda have a slot for '*Updates from the EJM Secretariat*' (point 1.7)
4. Indicate:
participating EU Member States - and/or non EU States, (point 1.4)
estimated number of participants (point 1.3)
provisional meeting venue; (point 1.3)
5. date of the meeting; (point 1.3)

II - Selection and Eligibility criteria - continuation

6. Include a duly completed budget estimate form;

7. Foresee that regional meetings are organised with EJM contact points of no less than:

3 (three) Member States,
or 2 (two) Member States and 1 one non-EU State.

8. Submit the application within the deadline of 14 February 2023 (as provided for in the call for proposals)

I- Award criteria

I - Application for Meetings from the applying Member State has not previously received funds from the EU budget as financial assistance to organise EJM Regional and/or EJM National meeting (maximum 40 points)

II -

1. To exchange information and best practices between EJM contact points in practical cases of judicial cooperation (maximum of 10 points);
2. To promote the role and the work of the EJM in the participating states, to increase networking among the judiciary in the participating states, and between the EJM contact points and the internal structures of the EJM in the participating states (maximum of 20 points);
3. To promote the use of and for the training on the EJM website in the participating States (maximum of 10 points);

II- Award criteria - continuation

4. To increase the mutual information exchange about current legislative and institutional matters in the participating States, in particular in the field of criminal law and judicial co-operation in criminal matters (maximum of 5 points);

5. To find solutions to difficulties arisen in the implementation of EU instruments on judicial cooperation in criminal matters at regional or national level (maximum of 5 points).

III - Cost efficiency of the proposal: the budget is well justified and based on sound data (maximum of 10 points).

A maximum of 60 points can be awarded for criteria II (1)-(5) and III in total.

Check list

**Selection
criteria**

**Eligibility
criteria**

**Award
criteria**

**Explain your
cost/s**

**Mind the
ceilings**

How to get reimbursed ?

- Financial statement for reimbursement and supporting documents to be submitted *one month after* the meeting
- Form sent by the EJM Secretariat with guidelines to ask for reimbursement
- No reimbursement to individuals - Only public institutions

Timeline



More Information on the EJN's website

About EJN Funding of EJN meetings



FUNDING FOR EJN MEETINGS

Call for Applications for Financial Assistance regarding the organisation of EJN Regional and EJN National Meetings 2023

Dear EJN Contact Points,

Please find below the call for proposals for financial assistance for the organisation of EJN Meeting in the Member States - Regional and National meetings 2023.

The period for the meetings is between 01 April and 31 October 2023, therefore applications for financial assistance of the meeting taking place before and after this period will not be taken into consideration.

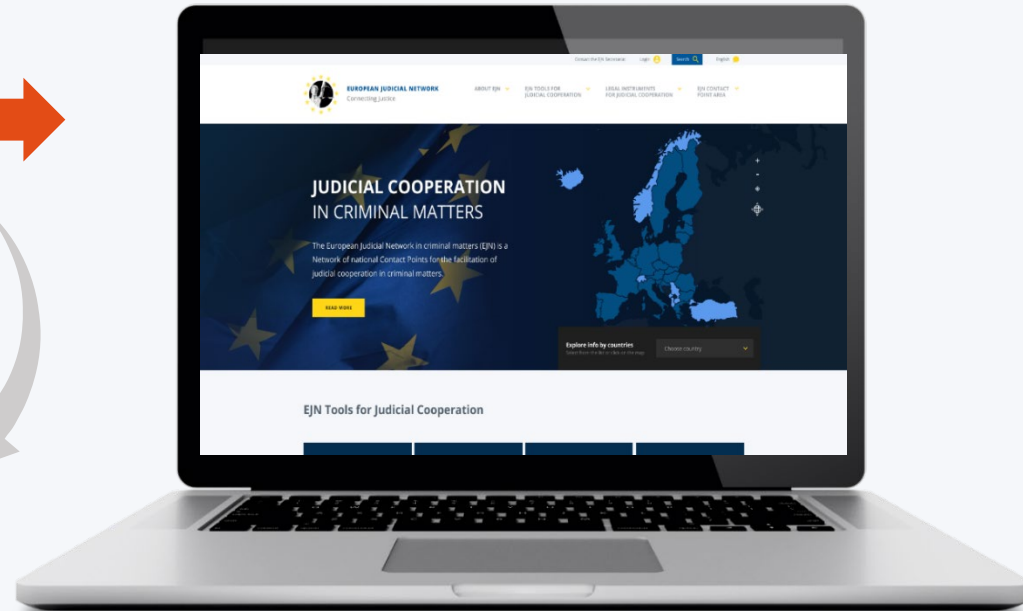
Should you be interested in applying, please read carefully the enclosed documents with the instructions and make sure to provide all the requested information.

Please note that since the 2022 Grant procedure the ceiling of EUR 5000 per application no longer apply, therefore it is very important that your budget estimate is as accurate as possible and cost-estimates are documented by offers, documents showing prices and similar supporting documents for the amounts indicated in each relevant cost category of 1. Accommodation 2. Travel-Transportation 3. Meeting venue-equipment 4. Meals and collation 5. Other direct costs.

The deadline for applications is 14 February 2023.

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Call for proposals for EJN regional and national meetings 2023	Download ↓
Application form 2023 (MS Word file)	Download ↓
Budget estimate 2023 - EJN regional/national meetings (MS Excel file)	Download ↓
Table for ceilings for the organisation of EJN meetings	Download ↓
Financial Identification Form	Download ↓
Legal Entity Public Law Body	Download ↓



European Judicial Network
website

www.ejn-crimjust.europa.eu





Thank you !

Ejn_grants@eurojust.europa.eu