

Call for Proposals for Financial Assistance for the Organisation of EJN Regional and National meetings

Member States are encouraged to provide support to their European Judicial Network (“EJN”) contact points through the organisation in EJN Regional and National Meetings (“Meetings”)

OBJECTIVE AND SCOPE

1. The Annual Work Programme of the EJN Secretariat for 2025 foresees the possibility of financial assistance to the organisation of Meetings.
2. The overall aim of the Meetings is to improve the functioning of the EJN in accordance with Article 4 of the Council Decision 2008/976/JHA of 16 December 2008 on the European Judicial Network¹ and the role of the EJN. Regional meetings involve Contact Points from at least three Member States or two Member States and one non-EU State and focus on issues which have a particular regional character. National meetings gather the Contact Points in one Member State and representatives of the judiciary in the country, to discuss the activities and role of the EJN and to promote the use of the Network.
3. The Meetings for which financial assistance can be sought under this Call for Applications for Financial Assistance for the Organisation of EJN Regional and National meetings (*Call for Proposals*) should take place **between 07 April and 10 October**.

AVAILABLE BUDGETARY ALLOCATION FOR CALL FOR PROPOSALS

4. **The maximum amount of EUR 5.000 may be awarded as financial assistance per Meeting** as per Annual Work Programme of the EJN Secretariat.
5. The total indicative amount available for financial assistance to the organisation of EJN Meetings is **EUR 60.000 EUR**.
6. To comply with the co-financing principle, only **95% of the total eligible costs incurred by an applicant may be reimbursed from the EU budget as part of the financial assistance under this Call for Proposals**. This means that the amount of eligible costs stipulated in the application,

¹ OJ L 348, 24.12.2008, pp. 130–134.

if successful, will be reimbursed fully only in the event that this amount constitutes less than or equal to 95% of the total eligible costs. An amount of at least 5% of the total eligible costs shall be borne by the national authorities of the Member States.

HOW DO YOU APPLY FOR THE FUNDS?

7. To obtain financial support from the EJM budget the EJM contact point(s) of the Member State(s) organising the Meeting should **submit by E-mail to the EJM Secretariat a request for funding by 17 February 2025**. This request has to include the requested information and supporting documents as mentioned under the Eligibility, Selection and Award Criteria below in order to enable the Evaluation Committee to evaluate the submitted applications.
8. **At least three weeks before the commencement of the action submit by E-mail to the EJM Secretariat the Final Draft Budget Estimate with all the supporting documents and the Final Agenda of the Meetings**
9. Only direct costs shall be reimbursed as part of the financial assistance from the EU budget awarded under this call. To be considered as eligible, the costs must fulfil the following criteria:
 - directly connected with the organisation or the participation in the Meeting,
 - necessary for performance of the Meeting,
 - reasonable, justified and compliant with the principles of sound financial management, in particular in terms of value for money and cost-effectiveness;
 - compliant with all the requirements of applicable tax and social legislation;
 - generated during the Meeting.
10. **The following costs are considered eligible:** accommodation and meals for the eligible participants, cost for the meeting venue, interpretation and translations, equipment and stationary, transfers, travel costs for eligible participants and for speakers, to the extent that they do not exceed the ceilings approved in the 'Table of ceilings 2025 – for the organisation of EJM Meetings'.
11. Applicants should take into account that **Value Added Tax (VAT) shall not be considered an eligible cost** and will not be reimbursed from EJM budget.
12. Any expenditure incurred before signature of the grant agreement will not be considered as eligible for reimbursement under the financial assistance provided under this call.

EVALUATION

Eligibility criteria

13. **In order to be considered eligible, the application must contain the following points:**
 - a. The application must be submitted by the EJM contact point from the Member State(s) organising the meeting;
 - b. Include an invitation to the meeting for the EJM secretariat;
 - c. Include a written description of the purpose of the meeting and a draft agenda with a slot for 'Updates from the EJM Secretariat';
 - d. Indicate the participating Member States (and/or third countries), estimated number of participants and provisional meeting venue;
 - e. Indicate the date of the meeting;

- f. Include a duly completed budget estimate form²;
- g. Foresee that regional meetings are organised with EJN contact points of no less than: 3 (three) Member States, or 2 (two) Member States and 1 one non-EU State.
- h. The application must be submitted within the deadline provided for in the call for proposals

Selection criteria

14. The application for financial assistance **must be submitted by an EJN contact point** in his/her professional capacity in order to demonstrate the professional competencies required to organise the Meeting.

Award criteria

15. All applications received within the deadline will be assessed by the Evaluation Committee checking that the applications are fulfilling the eligibility criteria described above.
16. The eligible applications will be evaluated by the same Evaluation Committee and ranked, taking into account the Selection and Award criteria. The best scoring applications will be awarded up to the maximum amount of EUR 5.000 each, in order to financially assist the organisation of Meetings in 2025.
17. The submitted applications will be ranked on the basis of the **award criteria listed below**.
 - I. Application for Meetings from the applying Member State has not previously received funds from the EU budget as financial assistance to organise EJN Regional and/or EJN National meeting.

A maximum of 30 points can be awarded for criterion I.³

- II. The topic of the Meeting contributes to the implementation of one or more of the following goals:
 - (1) To exchange information and best practices between EJN contact points in practical cases of judicial cooperation (maximum of 20 points);
 - (2) To promote the role and the work of the EJN in the participating states, to increase networking among the judiciary in the participating states, and between the EJN contact points and the internal structures of the EJN in the participating states (maximum of 30 points);
 - (3) To promote the use of and for the training on the EJN website in the participating States (maximum of 10 points);
 - (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).

A maximum of 70 points can be awarded for criteria II (1)-(5) in total.

18. All proposals scoring below 25 points will be rejected.

² Attached to this call for proposals.

³ Applications from a Member State, which has previously received the financial assistance from the EU budget to organise EJN Regional and/or National meetings lower number of times, will score more points under this criterion.

19. If two or more eligible applications receive the same amount of points in the evaluation of the award criteria, but due to the limited funds available they all cannot be granted financial assistance under this Call for Proposals, financial assistance will be awarded to the application from the Member State, which has not previously received financial assistance from the EU budget to organise EJN Regional and/or National meetings. In case that all Member States received such financial assistance, the application from Member State which has received such financial assistance the least number of times will be preferred. In case none of the applications from those eligible received any assistance previously, financial assistance will be awarded to the application from the Member State, with highest number of points achieved in line with Point 20 of this Call for Proposals.
20. If it is the case that applications from two or more Member States were awarded financial assistance will be granted to the application with highest number of points achieved in an award winning criterion with priority consideration given first to criterion II.1 then II.2 and finally II.3.⁴ If the applications score the same number of points for all criteria, the Evaluation Committee shall decide, based on an overall assessment of the respective applications and in line with point 21 of this Call for Proposals.
21. If it is the case that two or more applications receive the same amount of points in the evaluation of the award criteria, whereas the applications concern both Regional and National meetings, and due to the limited funds available they all cannot be granted financial assistance under this Call for Proposals, financial assistance will be awarded to the application from the Member State, which has applied for the financial assistance for organizing a Regional meeting.
22. If it is the case that at least three participating Member States in two or more applications concern the same States and if both or all applications would be successful based on the points achieved in line with Point 16, financial assistance will be awarded to the application from the Member State, with highest number of points achieved in line with Point 20 of this Call for Proposals.⁵

TIMEFRAME

23. Stages of the Call for Proposals :

Stages	Date/ period
Publication of the Call for Proposals	16 December 2024
Deadline for submitting applications	17 February 2025
Evaluation period	18 February – 5 March 2025
Notification of grant decision	no later than 12 March 2025
Grant agreements signed	At least three (3) weeks before the planned action
Starting date of the meetings	7 April 2025
Ending date of the meetings	10 October 2025

24. The grant received by Eurojust through the EJN Secretariat is limited in nature and duration.

⁴ Points received for criterion II (1) will be considered in first priority. If applicants concerned score the same number of points for this criterion, points received for criterion II (2) will be considered. If applicants concerned score the same number of points for this criterion, points received for criterion II (3) will be considered etc.

⁵ Please note that this requirement is valid only for the Regional meetings.

25. The decision on providing financial assistance for the organisation of the Meetings in 2025 will be published in the EJN Website and announced via E-mail.
26. The successful applicants must sign a grant agreement with the Authorising Officer of Eurojust at least three (3) weeks before the meeting takes place. The Secretariat will provide the tailored grant agreement.
27. If the procedure is not fulfilled in accordance with the Call for proposals or the Grant Agreement, the Secretariat reserves the right to terminate the award decision for the financial assistance to organise a meeting or to postpone the meeting.
28. **Please send your applications to:**

EJN Secretariat
Eurojust
Johan de Wittlaan 9
2517 JR The Hague
The Netherlands
E-mail: Ejn_grants@eurojust.europa.eu

Reference: EJN Meetings 2025

29. For any queries please e-mail Ejn_grants@eurojust.europa.eu

TERMS AND CONDITIONS FOR THIS CALL FOR PROPOSALS:

30. These terms and conditions apply to any financial assistance for a meeting, commencing from the point of application.
31. The submission of an application does not result in any entitlement to funds.
32. The provision of financial assistance is subject to the budget foreseen in the EJN Annual Work Programme 2025. Amounts, ceilings applicable and award procedure are subject to change.
33. The meetings must be planned and executed in the calendar year as expressed in the Work Programme.
34. The EJN contact point submitting a successful application agrees to send a report about the outcome of the Meeting to the EJN Secretariat.
35. A completed Financial Identification Form of a public institution of a State involved in the action has to be submitted with Application for financial assistance (unless the application identifies at least one bank account of a public institution of a State involved in the action that is already known and acknowledged by Eurojust)
36. All contracts concluded with the financial support shall be in compliance with Regulation (EU, Euratom) 2024/2509 of the European Parliament and of the Council of 23 September 2024 on the financial rules applicable to the general budget of the Union (recast),
The financial and budgetary documentation may be subject to auditing.
37. Any personal data in this procedure must be processed by Eurojust in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.