



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

online

14 January 2025

# Annual 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.

# 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)

# Key dates - When to apply ?

Stages	Date/ period
Publication of the Call for Proposals	16 December 2024
<b>Deadline for submitting applications</b>	<b>17 February 2025</b>
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
Ending date of the meetings	10 October 2025.

\* 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

# Who can apply?

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

# How to apply ?

- Application form (download latest version)
- Submission by the deadline of **17<sup>th</sup> February 2025**
- Form *initialed in each page, dated & signed*

**3. SUBMISSION OF APPLICATION**

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


- Print this form;
- Scan the signed form;
- Attach the signed application form to the email you will send to [Ejn\\_grants@eurojust.europa.eu](mailto:Ejn_grants@eurojust.europa.eu);
- Attach to this mail the budget estimate form duly completed;
- 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/  countries/ other entity/ institution (e.g. EJN Secretariat, Eurojust, etc.)


## Attachments:

- Budget estimate form



# What's new & important

- **EUR 5,000** maximum ceiling per application is **applicable**.
- Important submitting **estimated budget** as accurate as possible

# 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.

# Budget estimate

Organisation: PLEASE FILL IN

Meeting: PLEASE FILL IN

## BUDGET ESTIMATE - 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	<b>Total Direct Eligible Costs (6+7)</b>	<b>0.00</b>
9	95% of Total Direct Eligible Costs	0.00
10	<b>Grant Requested (maximum € 5 000)</b>	<b>0.00</b>

\*VAT is not eligible

BUDGET

1.Accommodation

2.Travel-Transportation

3.Meeting venue-Equipment

4.Meals-Collation

5.Other



EUROPEAN  
JUDICIAL  
NETWORK  
Connecting Justice

# Ceilings



## Table of Ceilings 2025

*FOR THE ORGANISATION OF THE EJN 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 EJN budget	50,000 EUR
2.	The maximum amount of the grant for a national/regional meeting	5,000 EUR
3.	Catering - Lunch	50 EUR p.p.
4.	Catering - Dinner	50 EUR p.p.
5.	Accommodation	See: ANNEX 1

European Judicial Network (EJN) Secretariat  
<http://www.ejn-eurojust.europa.eu>  
 Johan de Wittaan 9  
 2517 JR 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

# 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

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 17 February 2025 (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 30 points)

## II -

1. To exchange information and best practices between EJM contact points in practical cases of judicial cooperation (maximum of 20 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 30 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).

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



# Check list

**Selection  
criteria**

**Eligibility  
criteria**

**Award  
criteria**

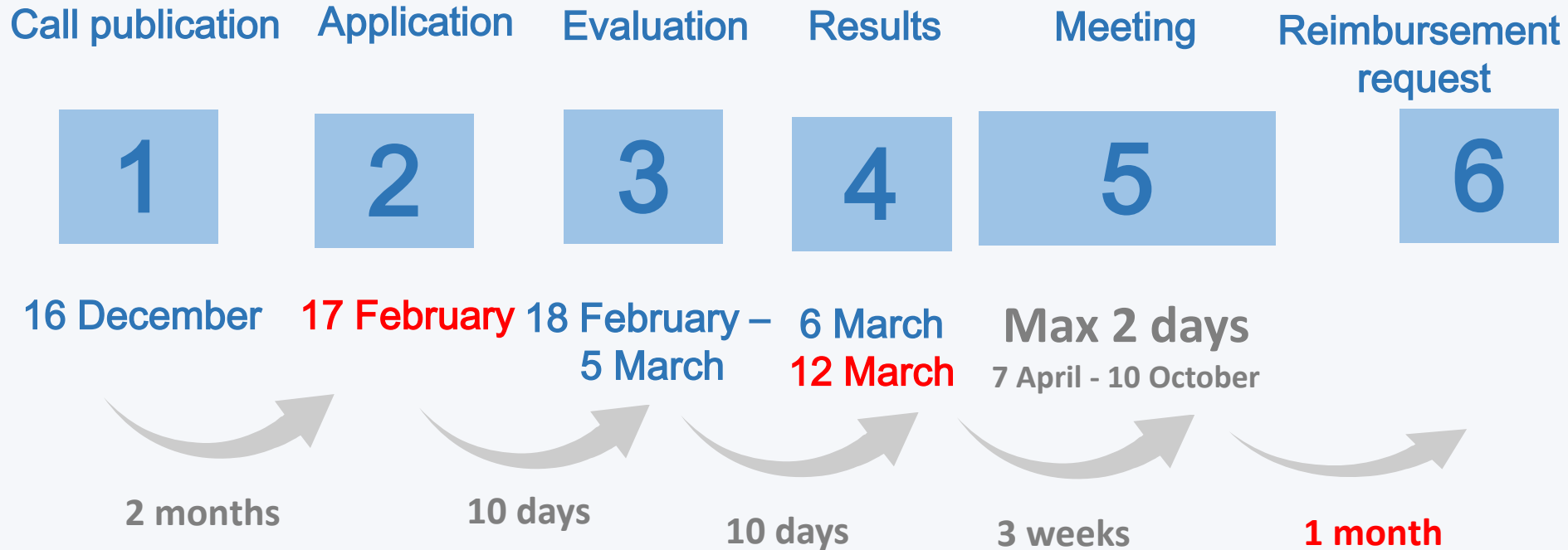
**Explain your  
cost/s**

**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



### Call for Applications for Financial Assistance regarding the organisation of EJN Regional and EJN National Meetings 2025

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 2025.

The period for the meetings is between 7 April and 10 October 2025, 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.

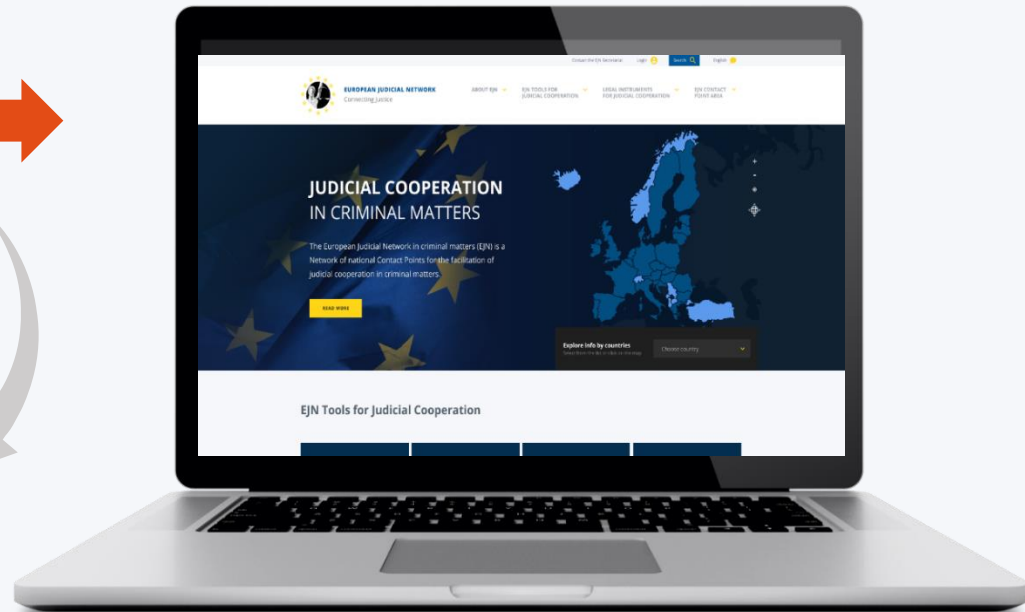
Please note that in 2025 the **maximum amount of EUR 5.000 may be awarded as financial assistance per Meeting** as per Annual Work Programme of the EJN Secretariat.

At least three weeks before the commencement of the action all successful applicants have to submit by E-mail to the EJN Secretariat the Final Draft Budget Estimate with all the supporting documents and the Final Agenda of the Meeting (see: point 8 of Call for Proposals).

**The deadline for applications is 17 February 2025.**

#### Related documents:

<a href="#">Call for proposals for EJN regional and national meetings, 2025</a>	<a href="#">Download</a>
<a href="#">Application form 2025 (MS Word file)</a>	<a href="#">Download</a>
<a href="#">Budget estimate 2025 - EJN regional/national meetings</a>	<a href="#">Download</a>
<a href="#">Table for ceilings for the organisation of EJN meetings 2025</a>	<a href="#">Download</a>
<a href="#">Financial Identification Form</a>	<a href="#">Download</a>
<a href="#">Legal Entity Public Law Body</a>	<a href="#">Download</a>



European Judicial Network  
website

[www.ejn-crimjust.europa.eu](http://www.ejn-crimjust.europa.eu)



**Thank you !**

**[Ejn\\_grants@eurojust.europa.eu](mailto:Ejn_grants@eurojust.europa.eu)**