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Sent: 08 March 2019 16:41
To: ~EJN CP Tools Correspondents <~EJNCPToolsCorrespondents@eurojust.europa.eu>
Cc: ~EJN Secretariat <EJN2@eurojust.europa.eu>
Subject: Preparation Tool Correspondents Meeting

Dear Tool Correspondents,

The Tool Correspondents Meeting is approaching fast and the Secretariat is preparing for an interesting and productive meeting. As you can from the agenda (<https://www.ejnforum.eu/cp/registry-files/3470/tcm-agenda>) this year's meeting will have a Practical Session during which the participants, assisted by Secretariat members, will be able to update the website, ensuring the our tools (Atlas, Fiches Belges, Library, Contact Points) provide accurate and complete information.

In order to profit from the Practical Session, we ask the participants to do some preparation before the meeting. Please have a look at the EJN website and its back-office, and do the following checks:

- **Fiches Belges:**
 - Is the information complete and does it reflect the actual situation?
 - Is the EIO, if applicable to your country, mentioned in those Fiches for which it applies?
- **Atlas:**
 - Does the decision tree (back-office) correctly reflect the situation in your country (in other words, are the competent authorities successfully identified for all measures under all circumstances)?
 - Is the EIO, if applicable, used for those measures for which it applies?
 - Are the details on authorities (address, email, phone, etc) correct?
 - Are the areas and cities correct?
- **Contact Points:**
 - Are all current CPs listed on the site?
 - Are all former CPs removed from the site?
 - Are you aware of any CPs that do not receive mailings from the Secretariat?
- **Information on National System:**
 - Please check the general information provided on your Member State;
 - Are the EIO and other applicable legal instruments mentioned;
- **Status of Implementation Table:**
 - Please check status table at https://www.ejn-crimjust.europa.eu/ejn/EJN_Library_StatusOfImpByCou.aspx?CountryId=223 (link will open the list of instruments for Austria, change country to see your list);
 - Status correct for all instruments?
 - Additional information on date of entry into force are correct?

Also the Secretariat is currently going through the various sections for all Member States. Based on our findings we will send each participant a more detailed email next week, together with the research done by the Tool Correspondents this will enable us to have a productive meeting and will allow us to improve the quality and accuracy of our website.

In case you have any questions about the above, please contact us at the Secretariat for assistance.

Bring your laptop!

During the Practical Session we have access to a number of computers here at Eurojust. If you are able to bring your own laptop, we encourage you to do so. On one hand this increases the number of available computers and on the other hand this will make it easier to work directly from files probably stored on your devices.

Looking forward to see all of you!

Remco Niggebrugge

EJN Secretariat