

EJN Contact Points Reporting Tool – User Manual

Contents

Introduction	2
1. Accessing the Reporting Tool and logging in	2
2. Entering the Reporting Tool: main menu	3
3. Reporting.....	4
3.1 Report new case activity	4
3.2 List of reported activities	5
3.3 Report other EJN-related activity	6
3.4 Overview of yearly case-related activities	7
Section a) - Number of activities per measure and legal instrument	7
Number of ingoing/outgoing requests	9
Section b) - Activities per type of assistance granted	9
Section c) - Third Countries	10
Section d) - f)	10
4. Validating	11
4.1 Validate yearly activities (all Contact Points)	11
4.2 Validate country-wide activities (National Correspondents only)	12
4.2.1 Activities: overview total numbers	13
4.2.2 Activities: per Contact Point	13
5. Tools	14
5.1 Print activities	14
5.2 My EJN case-statistics	17
5.2.1 Introduction	17
5.2.2. Selecting the categories to be plotted	19
5.2.3 Hiding labels (categories) from the legends of the graph	21
5.2.4 Hiding labels (categories) from the x-axis of the graph	21
5.2.5 Further options for plotting the graphs	22
6. Final words	23

Introduction

On 1 January 2017 this electronic online tool replaced the manual way of collecting statistics on EJM Contact Points activities.

The main aim of the new reporting method is to obtain more accurate statistics for the EJM biennial Report on the activities and management of the EJM, as recommended during the Sixth round of Mutual Evaluations. The EJM biennial reports are disseminated to all stakeholders at both the national level (Prosecutor-General, Ministers of Justice) and EU/international level (Council, Commission, European Parliament and partner institutions). Hence, it is very important that the EJM can provide statistics and information on the activities of the EJM Contact Points that are as accurate and informative as possible.

This user manual aims to provide you with practical information and tips on how to use the tool in the best manner in order to obtain accurate statistics.

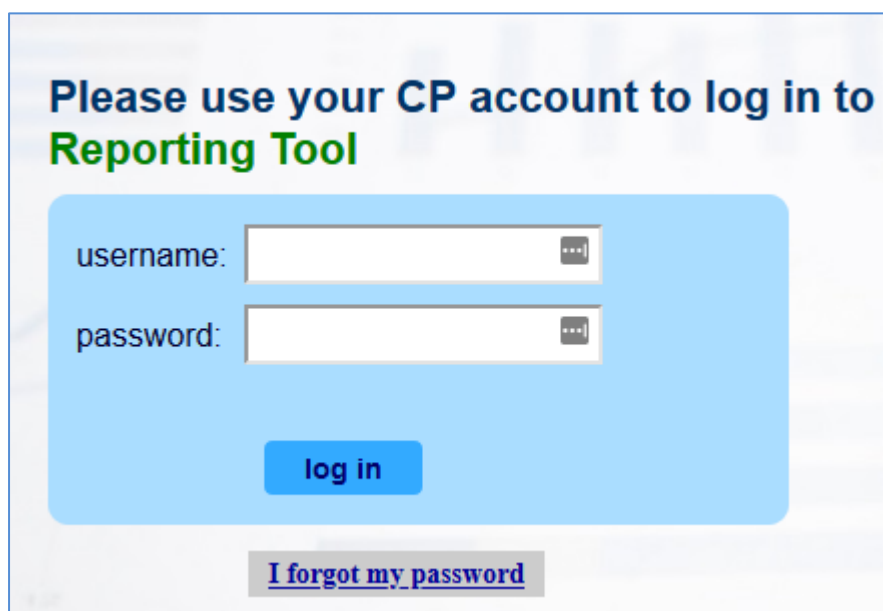
We recommend you to fill in the reporting tool on a regular basis, preferably by using the **Report new case activity** option, available as first option on the menu page. You find instructions on how to use this option, and the other features of the *Reporting Tool*, detailed in this document.

We would also like to underline that the reporting exercise covers only the activities you are carrying out in your capacity of Contact Points.

1. Accessing the Reporting Tool and logging in

The *Reporting Tool* can be accessed via the EJM website where a link is available in the *EJM restricted access area* (left side of website) or directly by going to <https://www.ejforum.eu/cpstats>.

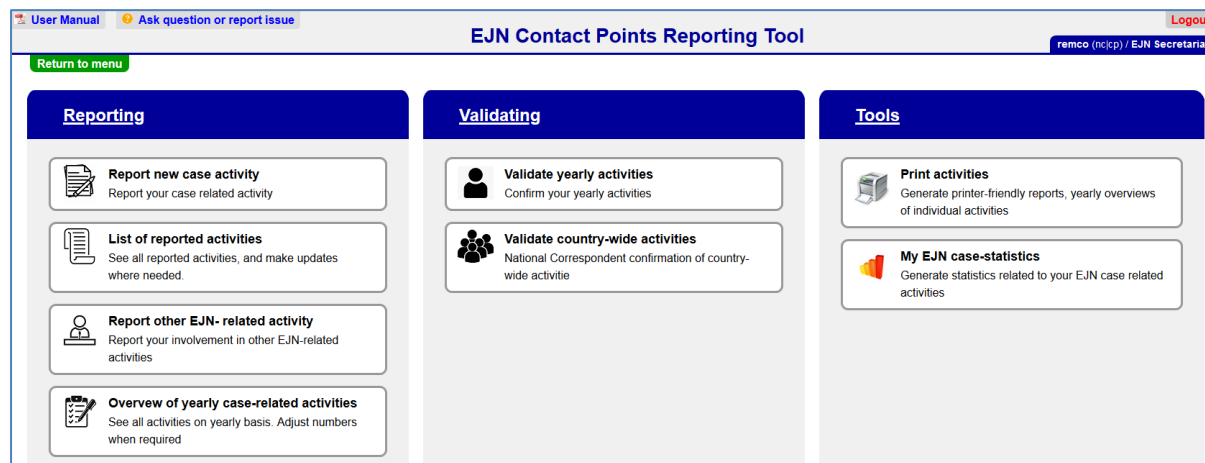
You will be presented with the following form, here fill in your username and password. You can use the *I forgot my password* link in case you have forgotten your username and/or password, you are then asked to give your email address and if this matches one of the accounts the credentials will be sent.



The screenshot shows a login interface for the 'Reporting Tool'. At the top, it says 'Please use your CP account to log in to Reporting Tool'. Below this is a light blue box containing two input fields: 'username:' and 'password:'. Each field has a small 'x' icon on the right. Below the password field is a blue 'log in' button. At the bottom of the form, there is a link that says 'I forgot my password'.

2. Entering the Reporting Tool: main menu

After you have logged in to the tool, you are presented with the below page, representing the main menu.



Before going into detail, hereby a brief summary of each menu option:

- **Report new case activity**
Here you can report your activities on a case-by-case basis. Using the method of reporting leads to the most accurate and detailed results and is therefore the preferred option;
- **List of reported activities**
All activities reported using the previous step (*Report new case activity*) can be reviewed and edited. Use the *List of reported activities* option to list all reported activities and make changes where required;
- **Report other EJN-related activity**
Use this to report participation to regional and national EJN meetings, training on judicial cooperation and other activities’
- **Overview of yearly case-related activities**
This page fulfils a double role: it gives an yearly overview of all reported activities and it allows the user to report new activities. On this page you can see the number of activities per crime category, investigative measure involved, legal instrument involved, etc.

Using this page to report activities is possible by increasing the number of activities in the relevant categories. In section 3.4 of this document you find a more detailed explanation on how this method of reporting works.

- **Validate yearly activities**
In the beginning of each year the Secretariat collects data from the *Reporting Tool* to generate statistics on the activity of the network for the past year. By validating your activities, the Secretariat will know the numbers you put for the past year are final and no additional activities will be reported by you. Prior to the validation the numbers are not invalid but possibly still incomplete;

- **Validate country-wide activities (available to National Correspondents only)**

As with the personal validation in the previous step, the National Correspondent by validating country-wide informs the Secretariat the numbers reported over the past year by all Contact Points are complete, no additional activities are to be expected;

- **Print activities**

This option enables you to generate printer-friendly overviews of your activities, over a calendar year or over a defined period;

- **My EJM case-statistics**

A visual representation of your activities.

The last two menu options (*Print activities* and *My EJM case-statistics*) open in a new tab or window, the other options open the requested page in the same window, you can always use the

Return to menu button to return to the main menu.

In the remainder of this document we will explain in more detail each of the above listed menu options.

3. Reporting


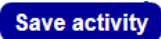
3.1 Report new case activity

The preferred method of reporting activities! After choosing this option you will be presented with the following form:

Edit an activity as EJM Contact Point	
Date	<input type="text" value="2020-02-21"/>
Title	<input type="text"/> ⓘ [optional]
Source of request	<input type="radio"/> Incoming request (from foreign authority) <input type="radio"/> Outgoing request (from national authority)
Measure	<input type="text" value="Measure not known"/> ▼
Legal Instrument	<input type="text" value="Convention of 29 May 2000 on Mutual Assistance in Criminal Matters between the Member States of the Euro"/> ▼
Type of assistance	<input type="checkbox"/> a. Facilitating direct contact between authorities <input type="checkbox"/> b. Provide assistance for preparation of requests <input type="checkbox"/> c. Provide assistance for speeding-up execution of requests <input type="checkbox"/> d. Provide assistance in case of delay of execution of requests <input type="checkbox"/> e. Provide information on law <input type="checkbox"/> f. Provide information about the status of criminal cases <input type="checkbox"/> g. Other <input type="text" value="If applicable, please specify"/>
Countries involved	<input type="text" value=".. choose country"/> ▼ <input type="button" value="add country"/>
Actors involved	<input type="checkbox"/> a. Other Judicial Network <input type="checkbox"/> b. Liaison magistrate <input type="checkbox"/> c. Eurojust (use for reporting until 2017) <input type="checkbox"/> d. Europol <input type="checkbox"/> e. Interpol <input type="checkbox"/> f. Other <input type="text" value="If applicable, please specify"/>

In order for the Secretariat to achieve the highest possible quality of statistics, it is important that as much detail as is available be added to the activity. Often not all information asked for in the form is known; therefore none of the fields are mandatory. From top to bottom, these are the form fields:

Date	Date of the activity (default set to today's date)
Title	An optional description of the activity, for personal use only (the contents of this field are not used for any reporting purposes). Together with the activity's date this can help to find a previously reported activity.
Source of request	Incoming: requests for assistance coming from foreign authorities Outgoing : requests for assistance coming from national authorities of your country. This can also be a request that you have initiated in your own case work.
Measure	Measure involved in the reported activity (if known). Examples are <i>Confiscation, Controlled deliveries, Hearing by videoconference and EAW/Extradition</i> .
Legal Instrument	Legal Instrument involved in the reported activity (if known). The set of available instruments is depending on the selected measure, this because each measure has a different set of possible instruments.
Type of assistance	What assistance was requested? More options can be selected.
Countries involved	Choose the country the requested is coming from (incoming) or that the request was sent to (outgoing). If applicable multiple countries can be selected, and these countries can include EU Member States and other countries.
Actors involved	If applicable, select other judicial actors involved (Europol, Interpol, etc.). When the option <i>Other Judicial Network</i> is selected you can select the network from a list of judicial networks the EJN is cooperating with. Multiple actors can be selected when required.
Cooperation with Eurojust	Some requests first arrive at Eurojust before being redirected to an EJN Contact Point, or vice versa. If this is the case, please indicate.
Manner of assistance	Manner (or channel) of communication; email, fax, phone, etc. Multiple options can be selected when applicable.
Category of crime	What was the category of the crime related to the reported activity? Multiple options can be selected from the list: Corruption, crimes against children, cybercrime, etc.

After the form has been filled in with all the available information, the activity needs to be saved to the system. To this end use either the  or  buttons.

Activities, or changes, not saved before closing the edit form are lost!

3.2 List of reported activities – review your reporting

All activities reported to the system through the previous step (*Report new case activity*) can be reviewed and, when required, updated or removed from the system. When you click on the *List of reported activities* you will be presented with the following page:

Previously added activities				
<div> all years show cases related to all measures show cases related to all legal instruments Search for keyword search reset </div>				
Date	Title	Measure	Instrument	
2020-02-17		Summoning and service of documents	Convention of 29 May 2000 on Mutual Assistance in Criminal Matters between the Member States of the European Union	delete
2020-02-17		Summoning and service of documents	Convention of 29 May 2000 on Mutual Assistance in Criminal Matters between the Member States of the European Union	delete
2020-02-11		Hearings by videoconference	Convention of 29 May 2000 on Mutual Assistance in Criminal Matters between the Member States of the European Union	delete
2020-02-07		European Arrest Warrant / Extradition	Other	delete
2020-02-04		Enforcement of a Custodial Sentence / Transfer of sentenced persons	Framework Decision 2008/909/JHA on the mutual recognition of Custodial Sentences	delete
2020-02-04		Enforcement of a Custodial Sentence / Transfer of sentenced persons	Framework Decision 2008/909/JHA on the mutual recognition of Custodial Sentences	delete
2020-01-28		European Arrest Warrant / Extradition	European Convention on Extradition (Paris, 1957)	delete
2020-01-24		Enforcement of a Custodial Sentence / Transfer of sentenced persons	Framework Decision 2008/909/JHA on the mutual recognition of Custodial Sentences	delete
2020-01-21		Summoning and service of documents	Convention of 29 May 2000 on Mutual Assistance in Criminal Matters between the Member States of the European Union	delete
2020-01-17		European Arrest Warrant / Extradition	European Convention on Extradition (Paris, 1957)	delete
2020-01-17		Summoning and service of documents	Convention of 29 May 2000 on Mutual Assistance in Criminal Matters between the Member States of the European Union	delete
2020-01-17		Hearings by videoconference	Convention of 29 May 2000 on Mutual Assistance in Criminal Matters between the Member States of the European Union	delete
2020-01-15		European Arrest Warrant / Extradition	Framework Decision 2002/584/JHA on European arrest warrant and the surrender procedures between Member States	delete
2020-01-15		Enforcement of a Custodial Sentence / Transfer of sentenced persons	Framework Decision 2008/909/JHA on the mutual recognition of Custodial Sentences	delete

By default **all activities** are shown. The filters on top of the page can be used to select activities from a certain year, related to a certain measure, related to a certain legal instrument or that match a given keyword. This is practical as the number of your activities will increase in time. The entries in the table can be sorted by clicking on the column headers *Date*, *Title*, *Measure* and *Instrument*; the default sorting is by *Date*. After clicking on an activity from the list, a new window opens with the selected activity ready to be edited, the form that opens is identical to the one described in the previous section; Report new case activity.

It is also possible to remove activities from the system by using the [delete](#) button. After confirming your intention to delete the activity it is removed from the system. You have to be careful with this, **deletion cannot be undone!**

3.3 Report other EJM-related activity

Use this form to report activities that are not directly related to cases, but are performed in your capacity as an EJM Contact Point. This can be trainings, attending regional and national meeting or other activities.

Before entering the information to the form, make sure to select the correct reporting year. As you can see below, this section of the *Reporting Tool* does not contain a lot of detail, just the total number of training, meetings and other activities and, for each of these numbers, a text area to add some additional information.

Other type of activities carried out as EJM Contact Point

Choose reporting year: 2020 Select

a. Training on judicial cooperation
Involvement/participation in organising training sessions on judicial cooperation at their respective level (Article 4 paragraph 3 of the EJM Decision)

Give number of activities and, optionally, details describing the activities

Describe the training sessions on international judicial cooperation in criminal matters where you were participating/training/ speaking in your capacity of EJM Contact Point.

0

b. Regional and national meetings
Organising regional and national meetings of the EJM with or without EJM funding

Give number of activities and, optionally, details describing the activities

Provide details, such as: type of meeting; participants in the meeting; purpose/topic(s) of the meeting; outcome of the meeting.

0

c. Other activities
Other activities performed under the capacity of EJM Contact Point

Give number of activities and, optionally, details describing the activities

Provide details on these activities, such as: involvement in negotiations of EU legal instruments; involvement in drafting national legislation on international judicial cooperation in criminal matters; participation as trainer/speaker in seminars or projects on international judicial cooperation in criminal matters; participation in EJM meetings; specific additional tasks for the Contact Points who are National Correspondents; other activities.

0

The form for reporting non-case related activities, on the top the reporting year is selected.

3.4 Overview of yearly case-related activities

The yearly overview shows all reported cases, both those you have reported case-by-case (see 3.1 above) and those cases (numbers) you add manually in the yearly overview itself.

Although it is possible to use the yearly overview for reporting cases, it is important to point out that the case-by-case reporting method described above under 3.1 is the preferred method, since this leads to the highest level of detail, important for generating meaningful statistics.

Section a) - Number of activities per measure and legal instrument

The first screenshot below shows the top of the form.

Report the activities performed in the capacity of EJM Contact Point

Choose reporting year: 2019 Select

Providing support and assistance in operational cases of judicial cooperation in criminal matters reporting year

Total number of activities over 2019: 89

a. Number of activities per measure and legal instrument

Please give the number of activities you were involved in. You can select from the list of measures below, each measure will present the applicable instrument(s). extend all

Extracts from criminal records	1	1.1%
e-Evidence	0	0%
Interception, recording and transcription of telecommunications	2	2.2%

For the selected reporting year (here 2019) you see the total number of activities in the system (89), followed by the number of activities per measure: Extracts from criminal records, e-Evidence, etc. Clicking on any of the listed measures opens sub-list with the legal instrument associated with the clicked measure. In the example below we clicked on the measure *Summoning and service of documents* to see all legal instruments added to the *Reporting Tool* that can support this measure.

Hearings by videoconference	8	8.4%
Summoning and service of documents	Total: 30	31.6%
Convention of 29 May 2000 on Mutual Assistance in Criminal Matters between the Member States of the European Union	23	24.2%
Directive 2014/41/EU on the European Investigation Order in criminal matters	4	4.2%
Convention of 19 June 1990 implementing the Schengen Agreement of 14 June 1985	0	0%
European Convention on Mutual Assistance in Criminal Matters (Strasbourg, 1959)	3	3.2%
European Convention on the Suppression of Terrorism (Strasbourg, 1977)	0	0%
Council of Europe Convention on Action against Trafficking in Human Beings (Warsaw, 2005)	0	0%
United Nations Convention against Illicit Traffic in Narcotic Drugs and Psychotropic Substances (Vienna, 1988)	0	0%
United Nations Convention for the Suppression of the Financing of Terrorism (New York, 1999)	0	0%
United Nations Convention against corruption ("Merida Convention", New York, 2003)	0	0%
Other	0	0%
Controlled deliveries	0	0%

As you can see the total number of activities related to the measure is 30, corresponding to 31.6% of all activities of the reporting year, spread over 23 (24.2%) activities with the MLA Convention as related instrument, 4 (4.2%) with the EIO directive as instrument and 3 (3.2%) activities with the Council of Europe Strasbourg convention of 1959 as related instrument.

Changing the numbers for the relevant measure/instrument combinations allows you to increase and decrease the total number of activities reported for those combinations. Most browsers (Edge, Firefox, Chrome, Opera) allow you to adjust numerical fields by using the up and down arrow keys. Notably IE, at the moment of this writing, does not offer this feature.

The numbers shown in this table are the combination of those you have reported case-by-case (see 3.1 above "Report new case activity") and the manual adjustments made directly in the yearly overview. Numbers shown in green indicate that they are derived from adding up individually reported activities, it is therefore not possible to adjust to a number lower than this (only deleting the case-by-case reported activities (see 3.2 above) will cause the "green numbers" to decrease).


Concretely, following the above example, we can see that all the 23 activities for the [Summoning and service documents, MLA Convention] combination are the result of case-by case reported activities and it is not possible to decrease this number, but by increasing above 23 it is possible to add activities that have not been reported as individual cases using the case-by case reporting method described above under 3.1. The other two non-zero entries in the table are in black, not green, indicating that at least partly they have been added directly in the yearly overview. We can lower these numbers until zero or until they turn green (which indicates that the minimum has been reached).

It is important to note that the total number of activities for the reporting year is retrieved by summing the activities over all the measure/instrument combinations. This is important for the remainder of this form, when we report the total number of activities related to the crime category *Drug trafficking* (as an example) this number can logically not exceed the total number of activities for the year.

As we saw above we can click on any measure to open the associated sub-list of related legal instruments. By clicking on the **extend all** button, a full list of all measures and related legal instruments will open. By clicking on **collapse all** the legal instruments disappear again.

Number of ingoing/outgoing requests

Section a) continues with the total number of activities divided over *incoming* and *outgoing* requests. As with Section a. (measures and legal instrument), the two fields already contain the numbers taken from the individually reported activities and though the number can be adjusted, it cannot be adjusted below the minimum (either zero or as taken from case-by case reported activities). Because any activity is either incoming or outgoing, the sum of both directions cannot exceed the total number of activities. Trying to **increase the sum of the two directions to above this theoretical maximum is not allowed**, and the system will automatically correct you.

Number of ingoing/outgoing requests		missing activities: 124 
Please give the total number of requests for assistance you have dealt in your capacity of CP, indicate whether they were incoming or outgoing.		
Incoming requests (coming from foreign authorities)	<input type="text" value="0"/>	0%
Outgoing requests (coming from national authorities)	<input type="text" value="0"/>	0%

In the example above we get another warning: “missing activities 124”. Whenever this happens it means that the total number of activities under Section a. (measures and legal instruments) is higher than the sum of incoming and outgoing activities. This can only happen when the number of activities has been manually adjusted directly in Section a), since when using case-by-case reporting the numbers always add up! Adjusting the numbers of *incoming* and *outgoing* activities will help us to get rid of the warning:

Number of ingoing/outgoing requests		
Please give the total number of requests for assistance you have dealt in your capacity of CP, indicate whether they were incoming or outgoing.		
Incoming requests (coming from foreign authorities)	<input type="text" value="59"/>	47.6%
Outgoing requests (coming from national authorities)	<input type="text" value="65"/>	52.4%

Under incoming requests are understood requests for assistance coming from foreign authorities.

Section b) - Activities per type of assistance granted

Reporting the number of activities per *type of assistance* is similar to that of *incoming/outgoing* direction. The difference is that for any given activity, multiple *types of assistance* can be selected, therefore the total **per type** cannot exceed the total number of activities over the reporting year, but the sum over all *types* **can**.

b. Type of assistance granted

Considering the total number of requests reported above, please specify the types of assistance granted.

a. Facilitating direct contact between authorities	10	8.1%
b. Provide assistance for preparation of requests	45	36.3%
c. Provide assistance for speeding-up execution of requests	33	26.8%
d. Provide assistance in case of delay of execution of requests	23	18.5%
e. Provide information on law	66	53.2%
f. Provide information about the status of criminal cases	4	3.2%

Section c) - Third Countries

In this section of the form, you can indicate the number of activities coming from third countries (non-EU) and requests going out to third countries. Because a full list of countries would make this part of the form very long, you simply have to fill in a total number for all non-EU countries (incoming and outgoing). Optionally you can mention some of the involved countries in the text fields.

c. Third Countries

Out of the requests you have handled please specify the number of activities with 3rd Countries and list the countries involved.

Requests coming from third countries	<i>list some of the countries</i>	2	2.2%
Your requests to third countries	<i>list some of the countries</i>	9	10.1%

As with the previous sections, the total number per category cannot exceed the total number of activities over the year. And, as usual, the green numbers above indicate these are taken from the individually case-by-case reported activities and it is therefore not possible to adjust below these minimum values.

Section d) - f)

The other sections of the form follow the same logic as described above. These sections are:

Categories of crime, Organisations, partner networks and other actors involved, Cooperation with Eurojust and Channels of contact. For brevity, we will not describe these sections in more detail, but there is one detail about the cooperation with Eurojust we need to mention.

In the first year of the *Reporting Tool* (2017) Eurojust was listed in the section *Organisations, partner networks and other actors involved*, but as of 2018 the cooperation with Eurojust has been added as a separate section. For backward compatibility Eurojust still appears in the list of partners (as seen below), but it is no longer possible to make adjustments to this number (it will be always zero). Likewise, in the form *Report new case activity* (the individual activity reporting method) Eurojust appears in list of actors, but it is not possible to select it.

e. Organisations, partner networks and other actors involved

Out of the requests you have handled please specify the number of activities with partners judicial networks, other institutions (e.g. Eurojust/ Europol), or other actors involved.

a. Other Judicial Network	<input type="text" value="4"/>	5.1%
b. Liaison magistrate	<input type="text" value="3"/>	3.8%
c. Eurojust (use for reporting until 2017)	<input type="text" value="0"/>	0%
d. Europol	<input type="text" value="6"/>	7.7%
e. Interpol	<input type="text" value="4"/>	5.1%
f. Other	<input type="text" value="if applicable, please specify"/>	0%

Cooperation with Eurojust

Out of the requests you have handled, please specify whether the requests originated from Eurojust or you redirected the requests to Eurojust.

a. request received at Eurojust, redirected to an EJM Contact Point	<input type="text" value="34"/>	43.6%
b. request received by an EJM Contact Point, redirected to Eurojust	<input type="text" value="14"/>	17.5%
c. Not applicable or not known	<input type="text" value="0"/>	0%

After making adjustments to the form, **and before switching to another page or select another reporting year**, do not forget to save the results. This is done by clicking the **Save activity** button.

4. Validating

4.1 Validate yearly activities (all Contact Points)

By validating the yearly activities, you send a signal to the EJM Secretariat and your National Correspondent, telling them that the number over the past year are final and you have nothing further to add. If that sounds too definite, rest assured, it is always possible to temporarily revoke a past validation and report further activities for the past reporting year.

Validating does not block the system, nor does it alter the activities reported for the validated year.

Submit your activities overview				
Year	Status	Check overview		Action
2017	submitted	Show overview	A total of 90 activities	Revoke submission
2018	submitted	Show overview	A total of 77 activities	Revoke submission
2019	submitted	Show overview	A total of 89 activities	Revoke submission
2020	not submitted	Show overview	A total of 15 activities	Submit

As you can see above it is easy to validate a reporting year (click *Submit*) and it is easy to (temporarily) revoke a previous validation as well (click *Revoke submission*). For each year, you see the status and a total number of activities in the system for that year. For more details, click on the *Show overview* buttons to get a more detailed listing.

Year	Status	Check overview	Action																																										
2017	submitted	<div><div>Hide overview</div><div>A total of 90 activities</div><div><div>Activities</div><table><tr><td>Extracts from criminal records</td><td>3</td></tr><tr><td>e-Evidence</td><td>0</td></tr><tr><td>Interception, recording and transcription of telecommunications</td><td>2</td></tr><tr><td>Hearings standard procedure</td><td>2</td></tr><tr><td>Hearings by videoconference</td><td>6</td></tr><tr><td>Summoning and service of documents</td><td>0</td></tr><tr><td>Controlled deliveries</td><td>0</td></tr><tr><td>Joint investigation teams</td><td>0</td></tr><tr><td>Other MLA / EIO measures</td><td>10</td></tr><tr><td>Freezing/sequestration of assets</td><td>0</td></tr><tr><td>Confiscation</td><td>0</td></tr><tr><td>European Arrest Warrant / Extradition</td><td>11</td></tr><tr><td>Enforcement of a Financial Penalty</td><td>4</td></tr><tr><td>Enforcement of a Custodial Sentence / Transfer of sentenced persons</td><td>8</td></tr><tr><td>Probation measures</td><td>2</td></tr><tr><td>Supervision measures (pre-trial)</td><td>0</td></tr><tr><td>European Protection Order</td><td>0</td></tr><tr><td>Transfer of proceedings</td><td>7</td></tr><tr><td>Measure not known</td><td>0</td></tr><tr><td>Other</td><td>35</td></tr><tr><td colspan="2">Total activities: 90</td></tr></table></div></div>	Extracts from criminal records	3	e-Evidence	0	Interception, recording and transcription of telecommunications	2	Hearings standard procedure	2	Hearings by videoconference	6	Summoning and service of documents	0	Controlled deliveries	0	Joint investigation teams	0	Other MLA / EIO measures	10	Freezing/sequestration of assets	0	Confiscation	0	European Arrest Warrant / Extradition	11	Enforcement of a Financial Penalty	4	Enforcement of a Custodial Sentence / Transfer of sentenced persons	8	Probation measures	2	Supervision measures (pre-trial)	0	European Protection Order	0	Transfer of proceedings	7	Measure not known	0	Other	35	Total activities: 90		<div>Revoke submission</div>
Extracts from criminal records	3																																												
e-Evidence	0																																												
Interception, recording and transcription of telecommunications	2																																												
Hearings standard procedure	2																																												
Hearings by videoconference	6																																												
Summoning and service of documents	0																																												
Controlled deliveries	0																																												
Joint investigation teams	0																																												
Other MLA / EIO measures	10																																												
Freezing/sequestration of assets	0																																												
Confiscation	0																																												
European Arrest Warrant / Extradition	11																																												
Enforcement of a Financial Penalty	4																																												
Enforcement of a Custodial Sentence / Transfer of sentenced persons	8																																												
Probation measures	2																																												
Supervision measures (pre-trial)	0																																												
European Protection Order	0																																												
Transfer of proceedings	7																																												
Measure not known	0																																												
Other	35																																												
Total activities: 90																																													

4.2 Validate country-wide activities (National Correspondents only)

Where each Contact Point has to validate his/her own activities, the National Correspondent will validate the numbers country-wide. As with the individual validation, country-wide validation does not block the system from further adding activities, but it sends the signal that, the National Correspondents has assessed that the reporting of his or her country is complete and no more additional activities are likely to be reported.

Submit your Member State statistics (National Correspondent only)

Choose reporting year
2017 (Submitted)
Select

[Activities: overview total number \(2017\)](#)

[Activities: per Contact Point \(2017\)](#)

Revoke submission 2017

The country-wide validation page has two sections that can be consulted by the National Correspondent prior to validation; on overview of all the activities per measure, instrument, crime category, etc. and an overview of the activities as reported by all the Contact Points of the country. These two sections are briefly explained next.

4.2.1 Activities: overview total numbers

a. Number of activities per measure and legal instrument			
Total number over all cases as reported by all Contact Points of Austria			
			extend all
Extracts from criminal records	4	1.7%	
e-Evidence	0	0%	
Interception, recording and transcription of telecommunications	3	1.3%	
Hearings standard procedure	11	4.7%	
Hearings by videoconference	13	5.6%	
Summoning and service of documents	7	3%	
Controlled deliveries	0	0%	
Joint investigation teams	0	0%	
Other MLA / EIO measures	25	10.7%	
Freezing/sequestration of assets	7	3%	
Confiscation	4	1.7%	
European Arrest Warrant / Extradition	24	10.3%	
Enforcement of a Financial Penalty	4	1.7%	
Enforcement of a Custodial Sentence / Transfer of sentenced persons	8	3.4%	
Probation measures	2	0.9%	
Supervision measures (pre-trial)	0	0%	
European Protection Order	0	0%	
Transfer of proceedings	21	9%	
Measure not known	44	18.8%	
Other	36	15%	
Number of ingoing/outgoing requests			
Number of incoming and outgoing requests, summed over all Contact Points of Austria			
Incoming requests (coming from foreign authorities)	138	57.5%	
Outgoing requests (coming from national authorities)	75	32.2%	
b. Type of assistance granted by all Contact Points			
Total number of activities by type of assistance, summed over all Contact Points of Austria			
a. Facilitating direct contact between authorities	43	18.5%	
b. Provide assistance for preparation of requests	23	9.9%	
c. Provide assistance for speeding-up execution of requests	39	16.5%	
d. Provide assistance in case of delay of execution of requests	29	12.4%	
e. Provide information on law	28	12%	
f. Provide information about the status of criminal cases	40	17.2%	
g. Other	60	25.5%	

As should be clear from above screenshot, the overview of the activities per measure, per instrument, etc. is similar to the overview each Contact Point can get of his/her activities using the *Overview of yearly case-related activities* menu option (above 3.4). The only difference is that the numbers above are the sum over all Contact Points (nation-wide) and it is not possible to manually adjust the numbers.

4.2.2 Activities: per Contact Point

The National Correspondent can also access the number of reported activities per Contact Point. As seen below the table will list the number of activities and whether or not a Contact Point has validated the year.

Activities: per Contact Point (2019)							
	Activities	% of activities	Trainings	Meetings	Other activities	Status	
remco	0	0%	0	0	0	not submitted	
report anna	0	0%	0	0	0	not submitted	
report ele	3	14.3%	0	0	0	not submitted	
report ianina	10	47.6%	0	0	0	not submitted	
report ola	0	0%	0	0	0	not submitted	
report remco	2	9.5%	0	0	0	not submitted	
reporting deyana	6	26.6%	0	0	0	not submitted	

Submit 2019

Based on the above information the National Correspondent can either decide that the reporting year is ready to be validated or decide more activities are probably to be reported by one or more Contact Points.

5. Tools

5.1 Print activities

The above-discussed overviews look well in your browser, but are not optimized for printing. Exporting a list of all reported activities or a yearly overview of all activities in a printer friendly version can be done using the option *Printer friendly pages*.

Please select desired report:

☐ **Case-by-case reports** for the period: January 2017 - January 2017

☒ **My yearly overview**, year: 2017

☐ **Member State yearly overview**, year: 2017

For the yearly reports please specify which info needs to be included:

- ☒ show numbers per measure/legal instrument
- ☒ show number of incoming and outgoing cases
- ☒ show numbers per type of assistance provided

Three types of printer friendly pages can be generated:























1. Case-by-case reports:

#	Date	Details
1	25 January 2019	Incoming request <ul style="list-style-type: none"> Measure • Other MLA / EIO measures Legal instrument • Directive 2014/41/EU on the European Investigation Order in criminal matters Assistance offered • Other • Provide information about the status of criminal cases Crimes involved • Property crimes, including theft Channels • E-mail
2	22 January 2019	Incoming request <ul style="list-style-type: none"> Measure • Hearings standard procedure Legal instrument • Directive 2014/41/EU on the European Investigation Order in criminal matters Assistance offered • Facilitating establishing direct contacts between the issuing (requesting) and the competent authorities • Other Crimes involved • Fraud, including that affecting the financial interests of the EU Channels • E-mail
3	21 January 2019	Incoming request <ul style="list-style-type: none"> Measure • Other Legal instrument • Convention of 29 May 2000 on Mutual Assistance in Criminal Matters between th Assistance offered • Other • Provide information on law Crimes involved • Not known
4	21 January 2019	Incoming request <ul style="list-style-type: none"> Measure • European Arrest Warrant / Extradition Legal instrument • Framework Decision 2002/584/JHA on European arrest warrant and the surrende Assistance offered • Providing legal and practical information to enable the judicial authorities to prep; • Other Crimes involved • Other Channels • E-mail

2. My yearly overview:

Total reported activities	89
Extracts from criminal records	
Convention of 29 May 2000 on Mutual Assistance in Criminal Matters between the Member States of the European Union	1
Total	1
Interception, recording and transcription of telecommunications	
Convention of 29 May 2000 on Mutual Assistance in Criminal Matters between the Member States of the European Union	1
Directive 2014/41/EU on the European Investigation Order in criminal matters	1
Total	2
Hearings standard procedure	
Directive 2014/41/EU on the European Investigation Order in criminal matters	5
Total	5
Hearings by videoconference	
Convention of 29 May 2000 on Mutual Assistance in Criminal Matters between the Member States of the European Union	2
Directive 2014/41/EU on the European Investigation Order in criminal matters	4
Second Additional Protocol to the European Convention on Mutual Assistance in Criminal Matters (Strasbourg, 2001)	2
Total	8
Summoning and service of documents	
Convention of 29 May 2000 on Mutual Assistance in Criminal Matters between the Member States of the European Union	23
European Convention on Mutual Assistance in Criminal Matters (Strasbourg, 1959)	1
Total	24

3. Member State yearly overview:

Countries reported *	
 Belgium	4
 Bulgaria	11
 Croatia	8
 Cyprus	1
 Czech Republic	6
 Denmark	1
 Finland	2
 France	3
 Germany	26
 Greece	2
 Hungary	12
 Italy	10
 Netherlands	4
 Poland	10
 Romania	6
 Slovakia	13
 Slovenia	11
 Spain	2
 Liechtenstein	1
 Norway	1
 Kosovo	2
 United Kingdom	7
Other third countries incoming	14
Other third countries outgoing	8

Category of crime involved	
Corruption	1
Cybercrime	12
Drug trafficking	9
Financial crimes	9
Fraud, including that affecting the financial interests of the EU	50

The first option gives you a list with all your case-by-case reported activities over the selected period, including the characteristics of each activity.

The second and third option are similar, the difference is the scope: you can either chose to see an overview of your own activities as reported through the *Reporting Tool* or see the collection of activities reported by all the Contact Points of your country. When creating this type of report, either personal or for all Contact Points of the country, it is possible to specify which sections you want to have included: measure, legal instrument, type of assistance, crime category, etc.

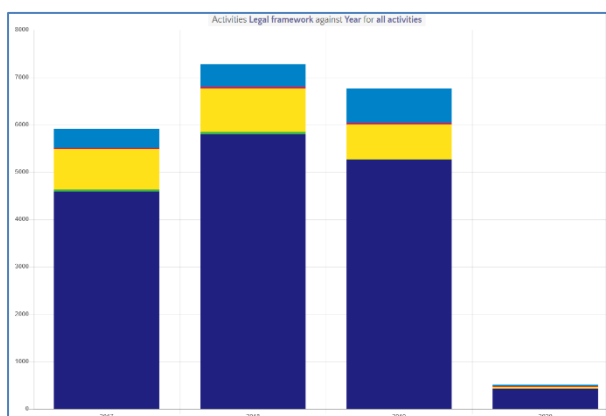
The printer friendly pages have minimal lay-out and are therefore well fitted for printing.

5.2 My EJN case-statistics

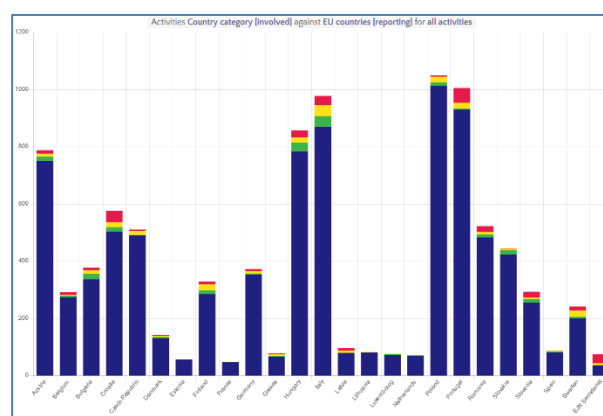
5.2.1 Introduction

The last page of the *Reporting Tool* offers a visual representation of your activities. A series of bar-graphs shows the number of activities per year, per crime category, per involved country, etc. The number of combinations is large and by selecting different combinations it is possible to look at the data from many different angles. The EJN Secretariat uses these visualisations as well, but where individual Contact Points access personal activities, the Secretariat accesses the cumulative of Contact Points from all countries.

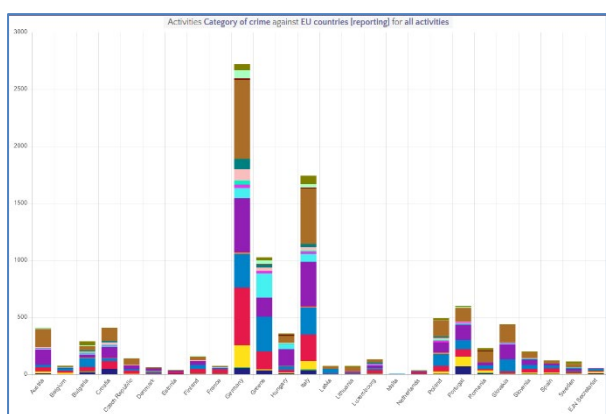
Before discussing the functionality created to draw the various graphs, please find below a sample of the possibilities.



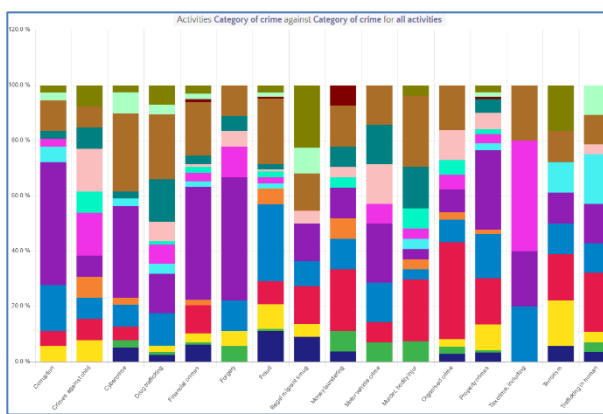
Graph 1: Legal framework applied, per year



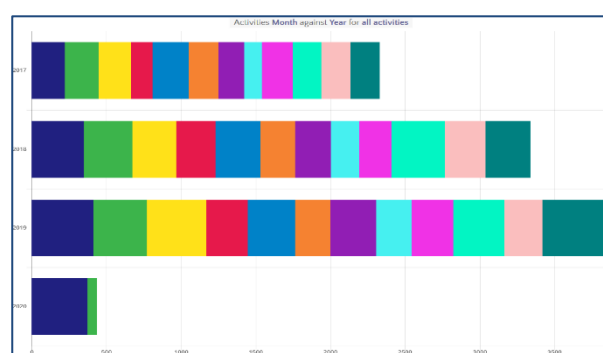
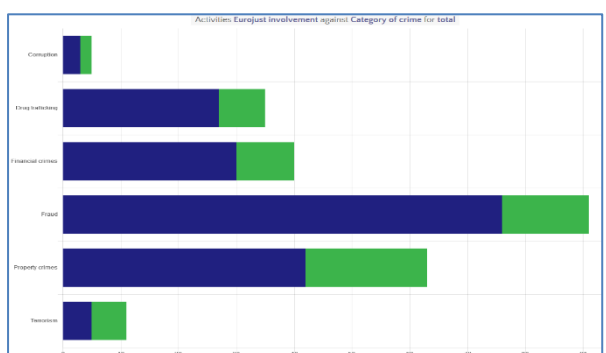
Graph 2: Involved country type, per country



Graph 3: Category of crime, per country



Graph 4: Crime category, per crime category (%)



Graph 5: From/to EIJ and Eurojust, per crime category

Graph 6: Monthly activities, per year

The above graphs show the number of activities as reported by all Contact Points, as a Contact Point you can generate similar graphs, though the number of activities will obviously be smaller. A short description of the graphs and how they are generated:

1. **Legal framework applied, per year:**

In the top form with categories (more on that later), choose All, Year and Legal Framework. For each year, you can see how the number of reported activities varies over the several legal frameworks (*EU, Schengen, Council of Europe, United Nations* and *other*). Obviously the *EU* category is largest for each year, but *Council of Europe* is also well represented;

2. **Involved country type, per country:**


In top form, choose All, EU countries [reporting] and Country category [involved], then click on label *missing information* to remove the large grey bars associated with unknown data. The *Reporting country* is the country of the Contact Point reporting the activity, the *Involved country* is the country given by the reporting Contact Point as being involved in the reported activity. The involved countries are spread of *EU, Candidate countries, Associated countries* and *Other third countries*. This graphs shows, for each reporting country, which country types were involved. Again it is obvious that the blue bars representing cooperation between EU Member States are most prominent, but countries like Portugal, Italy, Hungary and Croatia (to name a few) also have a reasonable number of reported activities with involvement from the other country categories. On the other hand countries like Estonia and Lithuania almost entirely deal with other EU member states only.


3. **Category of crime, per country:**

In top form, choose All, EU countries [reporting] and Category of crime, then click labels *Not known, Other* and *missing information* to remove these bars from the graph.

This graph show the categories of crime that are most prominent, as well as the number of total activities, for which the associated crime category is known, per country. One can see, for example, that for Germany *Property crimes* and *Drug trafficking* and *Fraud* are very prominent;

4. **Crime category, per crime category (%):**

In top form choose All, Category of crime (twice), then click on the  button twice and

click on the labels *Not known* and *Other* to hide these bars, finally click on the  button.

This graph is a bit more complicated to get. A more complete description of the buttons will be given shortly, for now it is sufficient to know that the percentage/absolute button toggles between showing absolute and relative visualizations. The second button removes cross terms from the graph, when, as in the example, plotting related crime types, you are interested in the number of activities that involved the combination *Corruption-Cybercrime*, but not in the combination *Corruption-corruption*! This graph shows activities for which more than one crime category is checked and therefore gives an insight into categories of crime the typically come together. For example *Corruption* often comes with *Fraud*, *Tax crime* often comes with *Money laundering* and *Organised crime* comes with *Drug trafficking*. None of these examples should be surprising, they are to be expected!

5. From/to EJN and Eurojust, per country:

In top form select All, Category of crime and Eurojust involvement, then click  to turn the graph from vertical to horizontal.

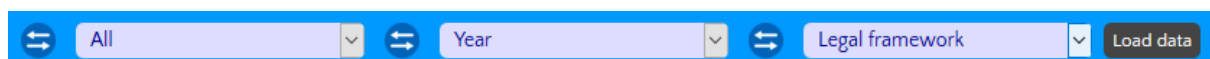
This graphs show the number of activities that initiated at a national desk at Eurojust and where forwarded to EJN Contact Points (blue) or vice versa (green), per crime category. In general the picture shows that in general the direction from Eurojust to EJN is common for most crime categories, but for *Cybercrime* and *Terrorism* it is more 50/50;

6. Monthly activities per year:

In top form select All, Year and Month, click on label *missing information* to remove the grey bars.

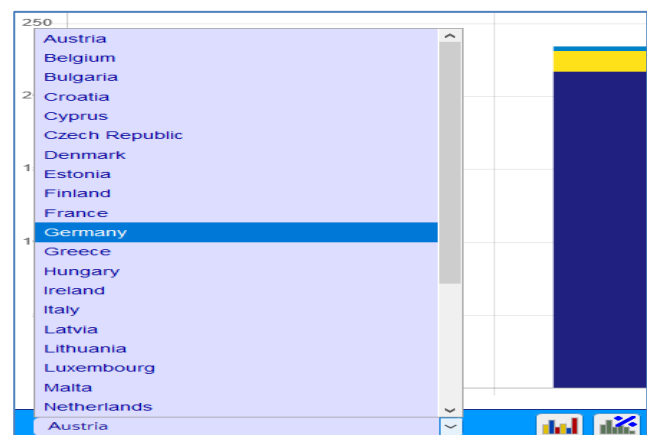
This perhaps less interesting graph does not inform us about the characteristics of the activities for what concerns crime type, involved countries or legal frameworks, but show the number of reported activities per month. As is to be expected, *August* is a 'slow' month.

5.2.2. Selecting the categories to be plotted



With the above top form you can choose which information you want to visualize. The **second choice** (here *Year*) determines the category along the horizontal axis. The **third choice** (here *Legal framework*) determines the category along the vertical axis, so with the above selection you will see vertical bars for each year, with each bar split into smaller bars, each representing the number of activities of the respective reporting year and legal framework.

Finally with the **first choice** you can decide whether you want the graph defined by the second and third choice to represent all data, or whether you need separate graphs per category. For example, if we would not have chosen *All* but *EU country [reporting]* we would have been able to generate a separate graph per EU country. To switch between countries, we use the selector in the top-left part of the screen. This way it possible to see whether, for example, the statistics for



Austria, Belgium, Bulgariar, etc., are similar or whether there differences between Member States. Of course this first choice is not restricted to reporting country, it can be any of the available categories.

Sometimes you want to keep the selected categories to be plotted, but want to swap the horizontal axis with the vertical axis. For this the blue buttons with white arrows can be used, the first swaps choice 1 and 3, the second swaps choice 1 and 2 and the third swaps choice 2 and 3. If we would swap choice 2 and 3 and above example (so swap *Year* with *Legal framework*) we would get a the same information as before, presented in a different way. Rather than one bar per year, divided into

smaller bars per legal framework, we would get a graph with one bar per legal framework, divided into smaller bars per year.

For all the choices, the following options are available:

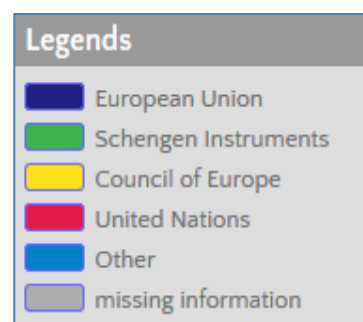
- **EU countries [reporting]:** the country of the reporting Contact Points;
- **EU countries [involved]:** the countries indicated by the reporting CP as being involved;
- **Non EU countries [reporting]:** similar, but now the reporting Contact Points are from non-EU countries;
- **Non EU countries [involved]:** similar, but now the involved countries are from outside EU;
- **Country category [reporting]:** reporting Contact Person is from *EU, Candidate countries, Associated countries* or *Other third countries*;
- **Country category [involved]:** involved country is *EU Member State, Candidate country, Associated country* or *Other third country*;
- **Year:** reporting year
- **Month:** month activities were reported for (only known for case-by-case reporting);
- **Day of the week:** weekday activities were reported for (only for case-by-case reporting);
- **Category of crime;**
- **Investigative measure;**
- **Legal instrument applied;**
- **Legal framework:** framework the applied legal instrument belongs to (EU, UN, CoU, etc.);
- **Type of assistance provided:** Direct contact between authorities, provide information, etc.;
- **Other networks, organisations, partners:** Partner Network, Europol, Interpol, etc.;
- **Eurojust involvement:** activities from EJA sent to Eurojust and vice versa;
- **Channel of contact:** meeting, phone, email, etc.;
- **Ingoing or outgoing;**
- **Reporting method:** method of reporting; case-by-case or bulk reporting;
- **All:** do not divide numbers by category, show all in one.

After making the selection, click the *Load data* button to generate the requested graph. The numbers are now retrieved from the database and send for plotting, if required you can use the *Show datasheet* to see these numbers in a table.

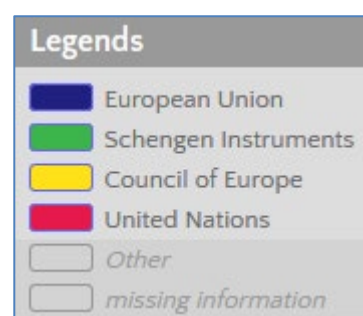
For activities that have been reported on a case-by-case basis it is possible to make connections between all categories because for each of these activities a full form is filled out (of course there can still be missing information when certain fields of the form are not filled). For activities that have been reported using the bulk reporting method, it is not possible to make cross combinations between, for example the category of crime and the legal framework applied. This is because using this method the system know the total number of activities per category, but not how these numbers are divided over other categories. As a result graphs often contain large grey bars representing missing information. If you want these bars (or others) to be hidden, use the following option.

5.2.3 Hiding labels (categories) from the legends of the graph

If you click on a label under *Legends* (right side of the graph) you hide (or re-show) that category. For example, suppose that you chose *Legal framework* as the third choice and are now presented with the following legends (see right) where the dark blue bar represents *European Union*, the green bar represents *Schengen Instruments*, yellow for *Council of Europe*, red for *United Nations*, light blue for *Other* and grey for *missing information*.




It is very well possible that you are not interested in the categories *Other* and most likely you are not interested in the *missing information* bars. If you want to hide these from view, simply click them in the legends section. By clicking them again, they will re-appear.



This is very useful when getting rid of categories as *Other*, *missing information* and *Unknown*, but can also help to focus on a small subset of categories. For example when the legends show entries for all the third countries that were involved in the activities, this list tends to be very long and it might be desirable to limit it to a smaller number.

5.2.4 Hiding labels (categories) from the x-axis of the graph

Apart from hiding certain categories from the legends, it is also possible to hide entries from the x-axis, thereby removing entire bars from the graph. To do so, click on the  button and a menu will pop-up. In this menu all the entries along the x-axis are shown and they can be hidden by unticking the checkboxes (are reshown by ticking these). The *show / hide all x categories* and *show / hide all y categories* will do exactly that, show or hide all entries along the x axis or y axis. For example, for the graph associated with the menu below the countries *Austria*, *Belgium*, *Germany*, *Greece*, *Poland* and *Portugal* will be hidden from the graph.

<input type="checkbox"/> Austria	<input type="checkbox"/> Germany	<input type="checkbox"/> Poland	show / hide all x categories
<input type="checkbox"/> Belgium	<input type="checkbox"/> Greece	<input type="checkbox"/> Portugal	
<input checked="" type="checkbox"/> Bulgaria	<input checked="" type="checkbox"/> Hungary	<input checked="" type="checkbox"/> Romania	
<input checked="" type="checkbox"/> Croatia	<input checked="" type="checkbox"/> Ireland	<input checked="" type="checkbox"/> Slovakia	
<input checked="" type="checkbox"/> Cyprus	<input checked="" type="checkbox"/> Italy	<input checked="" type="checkbox"/> Slovenia	show / hide all y categories
<input checked="" type="checkbox"/> Czech Republic	<input checked="" type="checkbox"/> Latvia	<input checked="" type="checkbox"/> Spain	reset all categories
<input checked="" type="checkbox"/> Denmark	<input checked="" type="checkbox"/> Lithuania	<input checked="" type="checkbox"/> Sweden	hide this menu
<input checked="" type="checkbox"/> Estonia	<input checked="" type="checkbox"/> Luxembourg	<input checked="" type="checkbox"/> EJM Secretariat	
<input checked="" type="checkbox"/> Finland	<input checked="" type="checkbox"/> Malta		
<input checked="" type="checkbox"/> France	<input checked="" type="checkbox"/> Netherlands		

5.2.5 Further options for plotting the graphs

Below the graph, there are some buttons that change the way the information is presented. These buttons can be used to highlight important aspects and change orientation of the graph. They function as follows:



By default, the bars are stacked on top of each other, when for example the crime categories are plotted against reporting year, each year will be represented by a large bar made up of smaller coloured bars stacked on top of each other. In order to unstack these bars and have them shown side-by-side, use this button. Clicking multiple times will toggle between the two representations.



By default, all the numbers in the graph are absolute values, the number of activities per category. By clicking this button instead of absolute values, relative values are shown. If for example, the number of activities per crime category is shown against reporting year and this button is clicked, instead of the absolute numbers, the graph will show the percentage of activities related to each crime category, for the respective year.



After clicking above button, it is replaced with the one on the left. Clicking the button on the left will again show a graph with relative numbers. The difference between the two versions of relative plotting are subtle: the first one shows the percentages per crime category **over the entire year** (following the example of above). The second way of relative plotting will give relative value for each crime category as a percentage of the total number of all **shown crime categories for the respective year**. This can be useful when you have chosen to hide some legends (say *Other*, *Unknown* and *missing information*) and want to see the relative frequency for each remaining category. If the hidden categories represent large numbers of activities, the remaining categories represent only small percentages. In order to be able to compare these between years, you are interested in the relative number of not the entire year, but of the shown categories.



This button simply rotates the graph. Instead of vertical bars, horizontal bars are plotted. Click again to reverse to the default, vertical view.



By default the graph fills the entire available screen width and height, this can lead to very stretched or squeezed graphs. Use this button to possibly get a better width-height ratio of the shown graph. **Note:** does not always work well and can lead to parts of the graph falling off.



It can happen that certain labels for categories along the x-axis or y-axis do only have zero values. For a category along the x-axis this results in a gap between two bars, for a category along the y-axis this means the respective category is not plotted (because zero) for all the bars. To reduce space, avoid gaps and to focus on the categories that are represented, use this button to remove all these zero-entries. Click again to toggle between views.



For categories that allow for multiple values per activity, for example the crime category, it can make sense to plot it against itself. This to see what entries are often selected together, using the same category along x- and y-axes has one obvious problem: the most prominent entries

will be, in each bar, the 'combination with itself'. Following the example of crime category, the *Fraud-Fraud* combination will apply to all activities with *Fraud* ticked, therefore overshadowing other combinations, like *Fraud-Cybercrime*. use this button to take out these non-interesting entries. As always, click it again to toggle between visualisations.

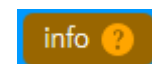


Show or hide categories along the x-axis. As discussed on above section *Hiding labels (categories) from the x-axis of the graph*.



This resets all of the changes made with above buttons, and resets all options to their default values. This feature has an advantage above refreshing the page itself: it does not change the selection of the three categories to be plotted.

Finally there is one more button, located in the top right of the screen: This button will open a sectioned help page, roughly explaining the above features.



6. Final words

The *Reporting Tool* and its accompanying options for showing and visualising the statistics can be a bit overwhelming at first sight. But it is important to realise the case-by-case reporting method is made as user-friendly and as accessible as possible. Reporting soon after the activity took place when everything is fresh in mind is the easiest way and not too time-consuming. Using this method also ensures the highest possible quality of the information and that interconnectivity between the various categories is reached. We therefore strongly advice this method to be applied.

The other features under Tools are developed for reporting purposes and to help you gain insight into the type of activities you and the network is engaged in. They can be useful to experiment with, or entertaining to play with, but the core of the tool will always be the reporting itself.

Always feel free to contact the EJM Secretariat, with any question on the *Reporting Tool*. The best way to contact us is by email: ejm@eurojust.europa.eu.