



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

online

31 January 2022

# 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

Travel/ Transportation

Other Direct costs

Value Added Tax (VAT)  
not eligible

Meeting Venue incl.  
Equipment,  
Interpretation,  
translation

Meals/Collation

# Key dates - When to apply ?

Stages	Date/ period
Publication of the Call for Proposals	15 December 2021
Deadline for submitting applications	<b>14 February 2022</b>
Evaluation period	15 February – 1 March 2022
Notification of grant decision	no later than 10 March 2022
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 2022.

\* 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 EJN contact point** of a **Member State** organising the meeting
- Meeting between 3 EU States and between 2 EU States and one or more non-EU States

# How to apply ?

- Application form (download latest version)
- Submission by the deadline of **14<sup>th</sup> February 2022**
- 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](mailto: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/2022/\_\_\_

**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 No.	
Contact email	

1.3. Meeting Venue

Date

Place

Nr. Participants

1.4. Other participants/ invitees (if applicable)

Guest EU Member States/ 3<sup>rd</sup> 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.

# What's new & important

- In 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**.

# Budget estimate

Organisation:	PLEASE FILL IN			
Meeting:	PLEASE FILL IN			
<b>BUDGET ESTIMATE 2022 - EJN REGIONAL/ NATIONAL MEETING</b>				
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</b>	<b>0.00</b>		
	*VAT is not eligible			
<p>I hereby certify that all information on which the above budget is based, is exact and corresponds with the provisions as foreseen in the agreement.</p>				
<b>BUDGET</b>		1.Accommodation	2.Travel-Transportation	3.Meeting venue-Equipment
		4.Meals-Collation	5.Other	

# Ceilings



## Table of Ceilings 2022

### FOR THE ORGANISATION OF THE EJM 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 EJM 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 <sup>1</sup>
3.	Catering – Lunch	50 EUR p.p.
4.	Catering - Dinner	50 EUR p.p.
5.	Accommodation	See: ANNEX 1

<sup>1</sup> And up until it is exhausted the total established amount for 2022 EJM Regional/National Meetings of EUR 40.000

European Judicial Network (EJM) Secretariat  
<http://www.ejm-crimjust.europa.eu/>  
 Johan de Wittiaan 9  
 2517 JR The Hague  
 The Netherlands

## ANNEX1

### HOTEL CEILINGS FOR MEMBER STATES OF THE EUROPEAN UNION

	Hotel ceiling <sup>1</sup> (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

# Selection and Eligibility criteria

1. The application must be submitted by the EJM contact point from the Member State(s) organising the meeting;
2. Written description of the purpose of the meeting and a draft agenda;
3. Information about the participating Member States (and/or Third States), estimated number of participants, and provisional venue of the meeting;
4. Date of the meeting;
5. Appropriately completed budget estimate form;
6. Regional meetings must be organised with EJM contact points of no less than: 3 (three) Member States, or 2 (two) Member States and 1 one non-EU State:
7. The application must be submitted within the established deadline.

# I- Award criteria

- 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.

1. To promote the work of the EJM in the participating States (maximum of 20 points);
2. To exchange information and best practices between EJM contact points in practical cases of judicial cooperation (maximum of 10 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 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 10 points);
5. 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);
6. 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).

# Check list

**Selection  
criteria**

**Eligibility  
criteria**

**Award  
criteria**

**Underpin  
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



HOME / FUNDING FOR EJN MEETINGS

### FUNDING FOR EJN MEETINGS

#### Call for Applications for Financial Assistance regarding the organisation of EJN Regional and EJN National Meetings 2022

**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 2022.

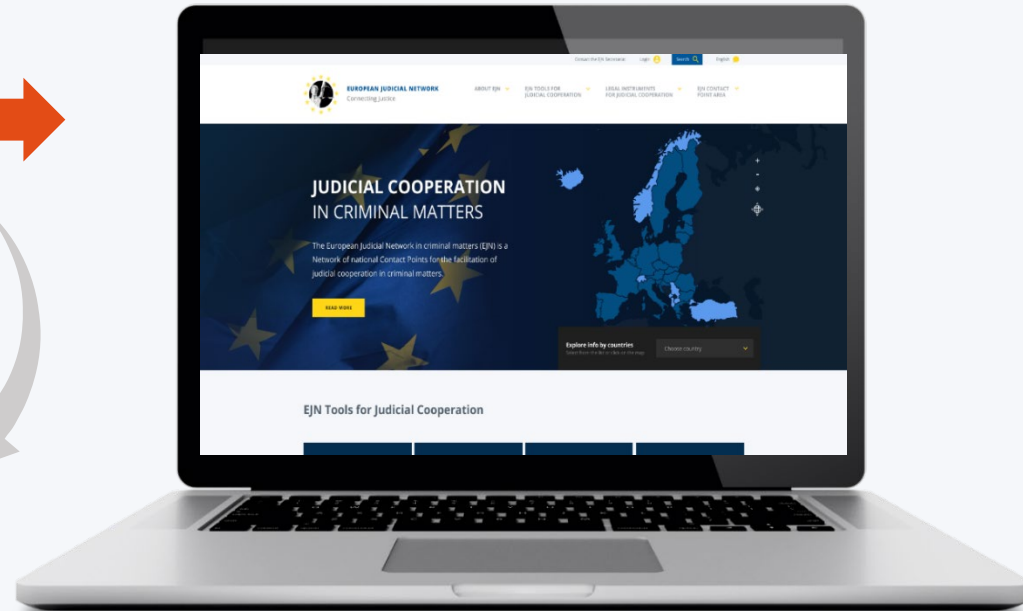
The period for the meetings is between 01 April and 31 October 2022, therefore applications for financial assistance of the meeting taking place before and after this period will not be taken into consideration.

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 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 2022.**

- [Call for proposals for EJN regional and national meetings 2022](#) →
- [Application form 2022 \(MS Word file\)](#) →
- [Table for ceilings for the organisation of EJN meetings](#) →
- [Budget estimate 2022 - EJN regional/national meetings](#) →
- [Financial Identification Form](#) →
- [Legal Entity Public Law Body](#) →



European Judicial Network  
website  
[www.ejn-crimjust.europa.eu](http://www.ejn-crimjust.europa.eu)



Please visit the page on [previously awarded grants](#) to see a list of national and regional meetings funded by EJN in previous years.



**Thank you !**

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