



**EJN CO-FINANCING
of
REGIONAL-NATIONAL MEETINGS
of the
EUROPEAN JUDICIAL NETWORK**

online

20 January 2026

EJN Regional/ national meetings

These meetings are necessary for the performance of the EJN's mission and tasks such as the EJN role of helping practitioners dealing with judicial cooperation in criminal matters, the improvement of EJN functioning and its promotion and the strengthening of its support to the Presidency of the Council.

These meetings can be organised with the financial support from the EJN Secretariat
2025:

13 meetings co-financed
with the total budget of 60,000 EU

2026:

⌚ Budget 42,000 EUR

2027:

⌚ Possible revision of grant procedure 2027

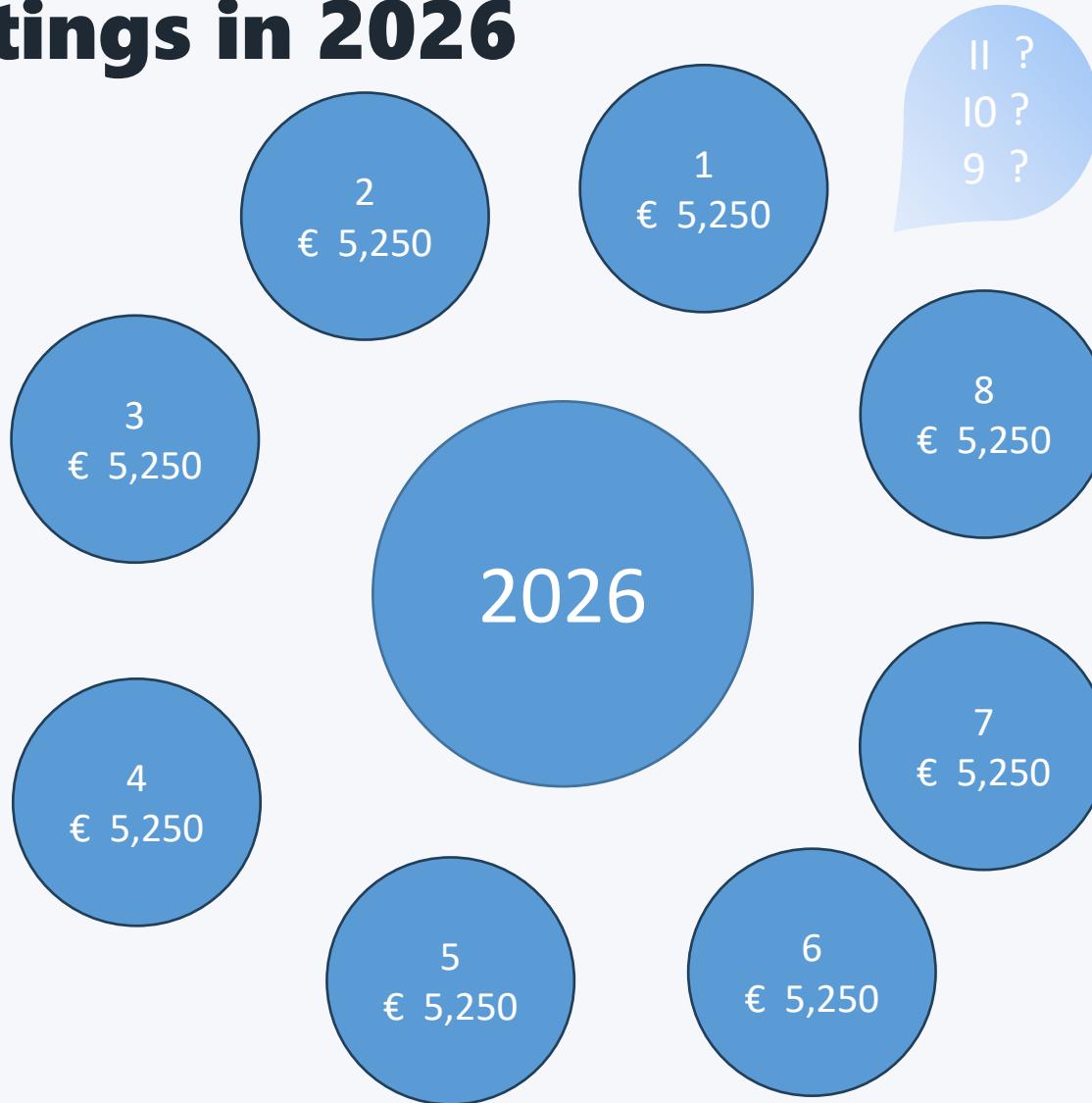
⌚ Budget 40,000 EUR

Annual Budget

2026

€ 42,000.00

Meetings in 2026



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 EJN Regional-National meeting

Accommodation
(ceiling)

Travel/ Transportation
(quotes)

Other Direct costs

Value Added Tax (VAT)
not a cost eligible for
reimbursement

Meals/Collation
(ceiling)

Meeting Venue incl.
Equipment,
Interpretation,
translation
(quotes)

The EJN co-financing at 95%

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 the 2026 Call for Proposals.

Key dates - When to apply ?

Stages	Date/ period
Publication of the Call for Proposals	19 December 2025
Deadline for submitting applications	16 February 2026
Evaluation period	17 February – 6 March 2026
Notification of grant decision	no later than 16 March 2026
Grant agreements signed	At least three (3) weeks before the planned action
Starting date of the meetings	13 April
Ending date of the meetings	16 October 2026.

- * 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 among 3 EU States (REGIONAL)
- Meeting between 2 EU States and 1 or more non-EU State/s (REGIONAL)

How to apply ?

- Application form (download latest version)
- Submission by the deadline of **16th 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:

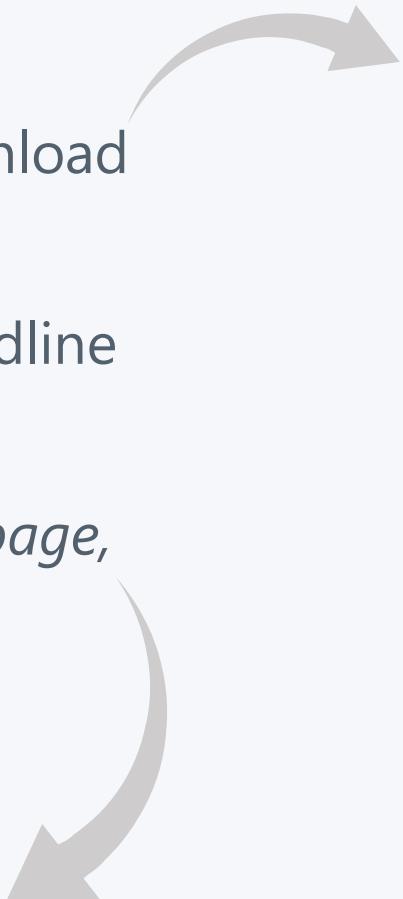
- Print this form
- Scan the signed form
- Attach the signed application form to the email you will send to Ejn_grants@eurojust.europa.eu
- Attach to this mail the budget estimate form duly completed
- If this is the first application submitted, attach a completed financial identification form

3.2. Signature

Name & Position

Place & Date

Signed



 EUROPEAN JUDICIAL NETWORK
Connecting Justice

APPLICATION FORM FOR FINANCIAL ASSISTANCE
FOR THE ORGANISATION OF A
EJN REGIONAL-NATIONAL MEETING

Reserved for the EJN Secretariat
Application number:
EJN/REG-NAT/2026/____

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/ 3rd countries/ other entity/ institution (e.g. EJN Secretariat, Eurojust. To note that the grant does not cover for the participation of EU Institutions and bodies such as the EJN Secretariat and Eurojust)

Attachments:

- Budget estimate form

What's new & important

- **EUR 5,250** is the maximum ceiling per application.
- **Cofinancing** is set at **95%**
- Important to submit an **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 - now Business Partner form / Public Law Body - **bank account (IBAN) / Precise denomination of the account holder** 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	Total Direct Eligible Costs (6+7)	0.00
9	95% of Total Direct Eligible Costs	0.00
10	Grant Requested (maximum € 5 000)	0.00

*VAT is not eligible

BUDGET

1.Accommodation | 2.Travel-Transportation | 3.Meeting venue-Equipment | 4.Meals-Collation | 5.Other

Estimation of costs - description/quotes/ceilings

BUDGET 1.Accommodation 2.Travel-Transportation 3.Meeting venue-Equipment 4.Meals-Collation 5.Other



Ceilings



Table of Ceilings 2026

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	5.250 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-crimjust.europa.eu/>
Johan de Wittlaan 9
2517 JR The Hague
The Netherlands

HOTEL CEILINGS FOR MEMBER STATES OF THE EUROPEAN UNION

	Hotel ceiling ¹ (EUR)
Belgium	171
Bulgaria	121
Czechia	149
Denmark	208
Germany	154
Estonia	118
Ireland	191
Greece	134
Spain	154
France	212
Croatia	132
Italy	178
Cyprus	145
Latvia	128
Lithuania	114
Luxembourg	178
Hungary	135
Malta	166
The Netherlands	190
Austria	158
Poland	126
Portugal	121
Romania	109
Slovenia	140
Slovakia	120
Finland	170
Sweden	198

¹ The maximum hotel price excludes breakfast

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I - Selection and Eligibility criteria

1. The EJN contact point from the Member State(s) organising the meeting submits the application; (point 1.2);
2. Invite the EJN secretariat; (point 1.4)
3. Describe the purpose of the meeting (point 1.6)
&
the Draft agenda have a slot for '*Updates from the EJN 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. Estimated 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 EJN 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 16 February 2026
(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 EJN Regional and/or EJN National meeting (maximum 30 points)

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 in particular the EJN reporting tool (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**

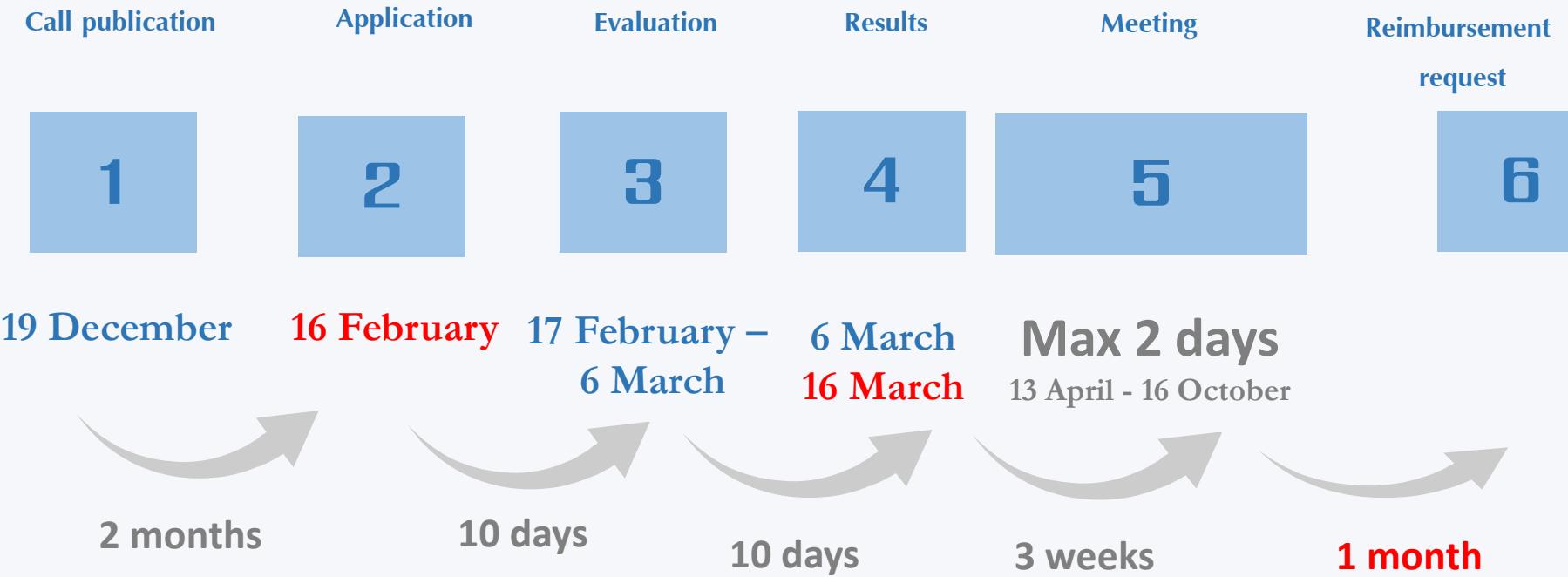
**Explain your
cost/s**

**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 EJN Secretariat with guidelines to ask for reimbursement
- No reimbursement to individuals - Only public institutions

Timeline



Guidelines on the EJN meetings

Version 2025/10

The Hague, 28 October 2025
EJN/2025/10



**GUIDELINES ON THE
EUROPEAN JUDICIAL NETWORK
MEETINGS**

**SECTION III – EJN Regional and National
meetings, Pages 21-28**

More Information on the EJN's website

About EJN



Funding for EJN meetings

HOME / FUNDING FOR EJN MEETINGS

FUNDING FOR EJN MEETINGS

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 2026.

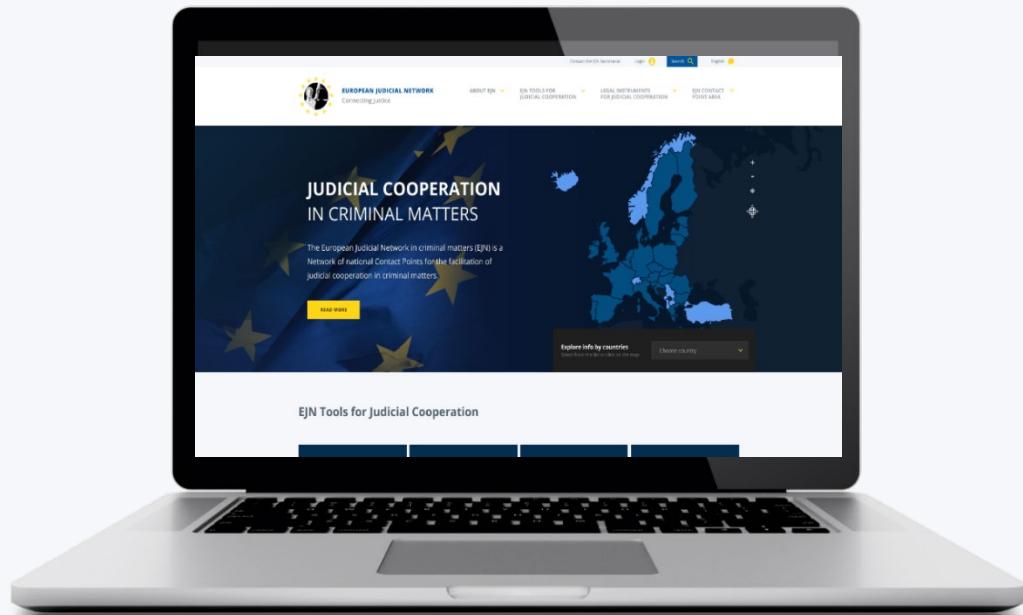
The period for the meetings is between 13 April and 16 October 2026, therefore applications for financial assistance of the meeting taking place before and after this period will not be taken into consideration.

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 2026 the **maximum amount of EUR 5.250 may be awarded as financial assistance per Meeting**, in accordance with the Annual Work Programme 2026 - 'Grants pertaining to EJN meetings'.

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 16 February 2026.



European Judicial Network
website

www.ejn-crimjust.europa.eu



Thank you !

Ejn_grants@eurojust.europa.eu