



Call for Proposals for Financial Assistance for the Organisation of EJN Regional and National meetings

Member States are encouraged to provide support to their European Judicial Network (“EJN”) contact points through the organisation of EJN Regional and National Meetings (“Meetings”)

OBJECTIVE AND SCOPE

1. The Annual Work Programme of the EJN Secretariat for 2019 foresees the possibility of financial assistance to the organisation of Meetings.
2. The overall aim of the Meetings is to enhance the role of the EJN contact points as provided for in Article 4 of the Council Decision 2008/976/JHA of 16 December 2008 on the European Judicial Network¹ and the role of the EJN.
3. The Meetings for which financial assistance can be sought under this Call for Applications for Financial Assistance for the Organisation of EJN Regional and National meetings (*Call for Proposals*) should take place **between 1 April and 11 October 2019**.

AVAILABLE BUDGETARY ALLOCATION FOR CALL FOR PROPOSALS

4. **The maximum amount of EUR 5.000 may be awarded as financial assistance per Meeting** as per Annual Work Programme of the EJN Secretariat.
5. The total indicative amount available for financial assistance to the organisation of EJN Meetings is **EUR 30 000 EUR**.
6. 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 this Call for Proposals**. This means that the amount of eligible costs stipulated in the application, if successful, will be reimbursed fully only in the event that this amount constitutes less than or equal to 95% of the total eligible costs. An amount of at least 5% of the total eligible costs shall be borne by the national authorities of the Member States.

HOW DO YOU APPLY FOR THE FUNDS?

7. To obtain financial support from the EJN budget the EJN contact point(s) of the Member State(s) organising the Meeting should **submit by E-mail to the EJN Secretariat a request for funding by 8 February 2018**. This request has to include the requested information and supporting documents as mentioned under the Eligibility, Selection and Award Criteria below in order to enable the Evaluation Committee to evaluate the submitted applications.

¹ OJ L 348, 24.12.2008, pp. 130–134.



8. **At least three weeks before the commencement of the action but not later than 28 June 2019 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**
9. Only direct costs shall be reimbursed as part of the financial assistance from the EU budget awarded under this call. To be considered as eligible, the costs must fulfil the following criteria:
 - directly connected with the organisation or the participation in the Meeting,
 - necessary for performance of the Meeting,
 - reasonable, justified and compliant with the principles of sound financial management, in particular in terms of value for money and cost-effectiveness;
 - compliant with all the requirements of applicable tax and social legislation;
 - generated during the Meeting.
10. **The following costs are considered eligible:** accommodation and meals for the eligible participants, cost for the meeting venue, interpretation and translations, equipment and stationary, transfers, travel costs for eligible participants and for up to three speakers.
11. Applicants should take into account that **Value Added Tax (VAT) shall not be considered an eligible cost** and will not be reimbursed from EJN budget.
12. Any expenditure incurred before signature of the grant agreement will not be considered as eligible for reimbursement under the financial assistance provided under this call.

EVALUATION

Eligibility criteria

13. **In order to be considered eligible, the application must contain the following points:**
 - a. The application must be submitted by the EJN contact point from the Member State(s) organising the meeting;
 - b. Written description of the purpose of the meeting and a draft agenda;
 - c. Information about the participating Member States (and/or Third States), estimated number of participants, and provisional venue of the meeting;
 - d. Date of the meeting;
 - e. Appropriately completed budget estimate form²;
 - f. 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 Third State³.
 - g. The application must be submitted within the deadline provided for in the Call for Proposals

Selection criteria

14. The application for financial assistance **must be submitted by an EJN contact point** in his/her professional capacity in order to demonstrate the professional competencies required to organise the Meeting.

² Attached to this call for proposals.

³ Any State other than a Member State of the European Union. Please note that this requirement is valid only for the Regional meetings within the meaning of the GUIDELINES ON THE EUROPEAN JUDICIAL NETWORK MEETINGS (EJN/2016/4).



Award criteria

15. All applications received within the deadline will be assessed by the Evaluation Committee checking that the applications are fulfilling the eligibility criteria described above.
16. The eligible applications will be evaluated by the same Evaluation Committee and ranked, taking into account the Selection and Award criteria. The best scoring applications will be awarded up to the maximum amount of EUR 5.000 each, in order to financially assist the organisation of a Meeting in 2019.
17. The submitted applications will be ranked on the basis of the **award criteria listed below**.
 - 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.

A maximum of 40 points can be awarded for criterion I.⁴

- 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 EJM contact points in practical cases of judicial cooperation (maximum of 15 points);
 - (2) To promote the work of the EJM in the participating States (maximum of 15 points);
 - (3) To promote the use of and for the training on the EJM website in the participating States (maximum of 10 points);
 - (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).

A maximum of 60 points can be awarded for criterion II (1)-(6) in total.

18. All proposals scoring below 25 points will be rejected.
19. If two or more eligible applications receive the same amount of points in the evaluation of the award criteria, but due to the limited funds available they all cannot be granted financial assistance under this Call for Proposals, financial assistance will be awarded to the application from the Member State, which has not previously received financial assistance from the EU budget to organise EJM Regional and/or National meetings. In case that all Member States received such financial assistance, the application from Member State which has received such financial assistance the least number of times will be preferred. In case none of the applications from those eligible received any assistance previously, financial assistance will be awarded to the application from the Member State, with highest number of points achieved in line with Point 20 of this Call for Proposals.

⁴ Applications from a Member State, which has previously received the financial assistance from the EU budget to organise EJM Regional and/or National meetings lower number of times, will score more points under this criterion.



20. If it is the case that applications from two or more Member States were awarded, financial assistance will be granted to the application with highest number of points achieved in an award winning criterion with priority consideration given first to criterion II.1 then II.2 and finally II.3.⁵ If the applications score the same number of points for all criteria, the Evaluation Committee shall decide, based on an overall assessment of the respective applications and in line with point 21 of this Call for Proposals.
21. If it is the case that two or more applications receive the same amount of points in the evaluation of the award criteria, whereas the applications concern both Regional and National meetings, and due to the limited funds available they all cannot be granted financial assistance under this Call for Proposals, financial assistance will be awarded to the application from the Member State, which has applied for the financial assistance for organizing a Regional meeting.
22. If it is the case that at least three participating Member States in two or more applications concern the same States and if both or all applications would be successful based on the points achieved in line with Point 16, financial assistance will be awarded to the application from the Member State, with highest number of points achieved in line with Point 20 of this Call for Proposals.⁶

TIMEFRAME

23. Stages of the Call for Proposals :

Stages	Date/ Indicative period
Publication of the Call for Proposals	14 December 2018
Deadline for submitting applications	8 February 2019
Evaluation period	9 February – 22 February 2019
Notification of award decision	No later than 28 February 2019
Grant agreements signed	At least three (3) weeks before the planned action
Starting date of the meetings	1 April 2019
Ending date of the meetings	11 October 2019

24. The grant received from Eurojust through the EJN Secretariat is limited in nature and duration.
25. The decision on providing financial assistance for the organisation of the Meetings in 2019 will be published in the EJN Website and announced via E-mail.
26. The successful applicants must sign a grant agreement with the Authorising Officer of Eurojust at least three (3) weeks before the meeting takes place. The Secretariat will provide the tailored grant agreement.
27. If the procedure is not fulfilled in accordance with the Call for proposals or the Grant Agreement, the Secretariat reserves the right to terminate the award decision for the financial assistance to organise a meeting or to postpone the meeting.

⁵ Points received for criterion II (1) will be considered in first priority. If applicants concerned score the same number of points for this criterion, points received for criterion II (2) will be considered. If applicants concerned score the same number of points for this criterion, points received for criterion II (3) will be considered etc.

⁶ Please note that this requirement is valid only for the Regional meetings within the meaning of the GUIDELINES ON THE EUROPEAN JUDICIAL NETWORK MEETINGS (EJN/2016/4).



28. Please send your applications to:

EJN Secretariat
Eurojust
Johan de Wittlaan 9
2517 JR The Hague
The Netherlands
E-mail: Ejn_grants@eurojust.europa.eu

Reference: EJN Meetings 2019

29. For any queries, please call +31 (0) 70 412 557249 or e-mail Ejn_grants@eurojust.europa.eu

TERMS AND CONDITIONS FOR THIS CALL FOR PROPOSALS:

30. These terms and conditions apply to any financial assistance for a meeting, commencing from the point of application.
31. The submission of an application does not result in any entitlement to funds.
32. The provision of financial assistance is subject to the budget foreseen in the EJN Annual Work Programme 2019. Amounts, ceilings applicable and award procedure are subject to change.
33. The meetings must be planned and executed in the calendar year as expressed in the Work Programme.
34. The requirements in relation to eligible expenditures and co-financing are described in detail in Section II of the Guidelines on the European Judicial Network Meetings.
35. The EJN contact point submitting a successful application agrees to send a report about the outcome of the Meeting to the EJN Secretariat.
36. A completed Financial Identification Form of a public institution of a State involved in the action has to be submitted with the Application for financial assistance (unless the application identifies at least one bank account of a public institution of a State involved in the action that is already known and acknowledged by Eurojust)
37. All contracts concluded with the financial support shall be in compliance with REGULATION (EU, EURATOM) No 966/2012 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002. The financial and budgetary documentation may be subject to auditing.