

EJN Meetings of the Contact Points in the Member States - Regional and National meetings -

European Judicial Network (EJN) Secretariat 2017



Practical Points

What should you know when applying for the financial assistance for EJN Regional and/or National meeting?

-Before submitting the application

-When your application has been successful

-After the meeting

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Before submitting the application

- Read carefully the Call for Proposals and **complete ALL documents** listed under Eligibility Criteria.
- Before planning the agenda of the meeting, **read carefully the Award Criteria** announced in the Call for Proposals.
- The meeting should take place **between 1 May and 15 October 2017**.
- In order to find out which **costs are eligible** for the reimbursement, please refer to the **Call for Proposals and ceiling lists**. For further information please see the Guidelines on the EJN meetings.
- When preparing budget estimation, please consider that the **VAT is not an eligible cost** and will not be reimbursed, without any exception.



When the application is successful

- The grant agreement must be signed **at least 3 weeks before the meeting**.
- The **budget estimate form**, which needs to be accompanied with the supporting documents (e.g. quotations from the service providers, price lists etc.) is a mandatory annex to the grant agreement.
- The EJN Secretariat may ask you to fill in the completed **financial identification form**, if you are the first time applicant. Forms are available [here](#) in all EU official languages.
- Please **provide the EJN Secretariat** with a) your contact details b) information on the bank account where payment shall be made to.
- **No advance payment** will be made, without any exception.



After the meeting

- Payment of the financial assistance will be made only after the meeting in the form of **reimbursement**.
- In order to get reimbursed, you will need to submit the **fulfilled financial statement** (an optional form is provided by the EJN Secretariat) and a **report of the meeting** (please feel free to draft the report in your own format).
- All amounts in the financial statement must be **excluding VAT**.
- All amounts in the financial statement must be in the **currency they occurred**.