



## European Judicial Network's Policy on raising awareness of its role and activities

At the 38<sup>th</sup> Regular meeting of the European Judicial Network (EJN), held in The Hague on 22 February 2017, the EJN Contact Points agreed on the following Policy on how to raise awareness of the role and activities of the EJN.

The EJN Contact Points acknowledge that - although the EJN after almost 20 years of its existence is very well established as a key player in the area of international judicial cooperation in criminal matters - there is a permanent need for making awareness about the role of the EJN and its activities.

### I. Raising awareness measures in the Member States

At various levels within the Member States, several measures to raising awareness about the EJN are recommended to the Contact Points.

#### *General measures*

1. The EJN Contact Points should use every opportunity to **identify themselves in their capacity** as EJN Contact Point.
2. The EJN Contact Points should **present the EJN** at every appropriate occasion (trainings, seminars, meetings, lectures etc.). To this end, the general PowerPoint presentation on the EJN prepared by the EJN Secretariat can be used. The role of Eurojust should also be clarified when presenting the EJN.
3. The EJN Contact Points should advocate for the **EJN being presented in websites and intranets** of relevant national authorities and bodies, such as the Ministries of Justice, General Prosecutor's Offices, Judicial Schools, Council for the Judiciaries, Supreme Courts etc. The presentation of the EJN should include hyperlinks to the EJN website and its tools.
4. The EJN Contact Points should take the opportunity to **distribute the EJN brochure** to all relevant authorities in their language, *e.g.* at seminars, trainings, meetings etc.
5. The **signature of emails** sent by the EJN Contact Points should contain the mentioning of "EJN Contact Point"/ "EJN National correspondent"/ "EJN Tool Correspondent", in addition to their other official functions in the signature.

#### *Meetings and seminars*

6. The EJN Contact Points should **organise Regional and National EJN meetings** in the Member States, to which national authorities should be invited. These meetings may be granted funding from the EJN budget.

7. The EJM Contact Points should participate and **present the EJM in Eurojust marketing seminars and roadshows** organised in the Member States. The involvement of the EJM should be planned in close cooperation between the EJM Contact Points (EJM NC's) and the respective Eurojust National Desk organising the event.

#### *Trainings*

8. The EJM Contact Points should make all efforts possible to ensure that the **EJM is included in the training curricula** of the Judicial Schools, both for the initial training (for judicial trainees/"auditeurs de justice") and for continuous (in-service) training for judges and prosecutors, as well as for other relevant training activities organised at national level.
9. The EJM Contact Points should **organise training sessions on the EJM**, including on the use of the EJM electronic tools. Such training sessions may be organised in cooperation with the European Judicial Training Network (EJTN) and/or the national Judicial Schools. Presentations should be provided by the Contact Points and/or Tool Correspondents.

#### *EJM website*

10. The EJM Contact Points should **promote the EJM website and the use of its e-tools** for practitioners (Judicial Atlas, Compendium, *Fiches belges*, Judicial Library, including the status of implementation of the EU legal instruments in the Member States).
11. The EJM Contact Points should distribute an instruction prepared by the EJM Secretariat on how to create **a visible bookmark (favourite) to the EJM website** on the computer. The aim is to have such a link created on the computer of every practitioner.
12. The EJM Contact Points should invite their fellow colleagues in the Member States to **subscribe to the news and events section** of the EJM website.

#### *Reporting*

13. The EJM Contact Points should accurately **report their activities** as Contact Points, making use of the Reporting online tool.
14. The EJM Contact Points should **disseminate country-wide the Reports** on the activities and management of the EJM. They should also use any opportunity to **present the Report** to their national authorities.



## II. Role of the EJM Secretariat in raising awareness of the EJM and its activities

The EJM Secretariat has a key role regarding awareness of the EJM. It shall continue the awareness activities successfully implemented in the past years and further develop or periodically update the awareness tools, such as:

- dissemination of the EJM Newsletter to the EJM Contact Points and to Eurojust;
- welcome package for the EJM Contact Points;
- possibility to subscribe to the news and events published in the EJM website;
- brochure on the EJM;
- partnership with the EJTN and the Academy of European Law (ERA), and consequently an increased visibility of the EJM in their seminars;
- permanent upgrading and updating of the EJM website;
- representation of the EJM in relevant fora and external meetings, including involvement in trainings and awareness sessions organised by other actors of judicial cooperation and participation as associate partner in EU funded projects on judicial cooperation in criminal matters;
- ensuring funding for the EJM National and Regional meetings and representation of the EJM Secretariat in these meetings, presenting the network and its website;
- preparing a general PowerPoint presentation on the EJM;
- revision of how the EJM is presented on the website of Eurojust;
- coordination of activities with Eurojust where relevant.

The EJM Secretariat could take additional measures, such as:

- production of promotional videos;
- elaboration of a new brochure, dedicated exclusively to the EJM website and its tools;
- organising and delivering training sessions on the EJM website and the e-tools for the Eurojust National Desks and relevant staff.