

# EJN Regional/ National meetings

European Judicial Network (EJN) Secretariat 2018



## 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

European Judicial Network

<http://www.ejn-crimjust.europa.eu/>

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## BEFORE SUBMITTING THE APPLICATION

- Read carefully the Call for Proposals and fill in ALL required 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 12 October 2018**.
- In order to find out, which **costs are eligible for the reimbursement**; please refer to the Call for Proposals or, in addition, the Guidelines on the EJN meetings.
- When preparing budget estimation, please bear in mind 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 **without VAT**.
- All amounts in the financial statement must be **in the currency they occurred**.