



Avec le soutien de l'Union européenne  
With the support of the European Union



Réseau européen de formation judiciaire  
European Judicial Training Network

**INTERNATIONAL JUDICIAL COOPERATION IN CRIMINAL MATTERS IN PRACTICE**  
**"Simultaneous seminars sets, EAW and MLA simulations"**

**Under the Framework Partnership Agreement with the EC**

**Lisbon 4-5-6 May 2011**  
**Centro de Estudos Judiciários**  
**Largo de Limoeiro P - 1149-048 LISBOA**

**TERMS AND CONDITIONS OF PARTICIPATION**

**Selection**

1. Participation is restricted to judges and prosecutors from the EU Member States who are partners to the EJTN Criminal Justice Project.
2. The number of places available is limited. Participation will be subject to a selection procedure made by the National Training Institutions who will offer the places to their own judiciary according to the following allocation:
  - **16** magistrates selected by **Centro de Estudos Judiciários (CEJ)-Portugal** will act as Core Group 1 (CG1)
  - **1** magistrate member of the European Judicial Network (EJN) selected by the **Centro de Estudos Judiciários-Portugal** to conduct the CG1
  - **14** magistrates selected by the **National School of Judiciary and Public Prosecution-Poland** will act as Core Group 2 (CG2)
  - **1** magistrate member of the European Judicial Network (EJN) selected by the **National School of Judiciary and Public Prosecution-Poland** to conduct the CG2
  - **4** magistrates selected by **CSM-Italy**
  - **4** magistrates selected by **the NIM- Romania**
  - **8** magistrates from the following EU countries will be Observers: NL (1), FI (1), UK (1), EE (1), FR (2), ES (2). In this case the selection will be made by Studiecentrum Rechtspleging (The Netherlands), Oikeusministeriö (Finland), Judicial Studies Board (JSB) England & Wales, Escuela Judicial (Spain), Centro de Estudios Jurídicos (Spain) and Ecole Nationale de la Magistrature (France)
3. The National Training Institutions will provide EJTN with a list of the selected participants by **13.00 Brussels time on 28 March 2011**.
4. The list of participants will include name, professional address, email and phone number.
5. After receiving the list of participants, the EJTN Secretariat will send the Registration form for the seminar and practical information about accommodation and meals to all participants. Participants are requested to fill in the registration form and return it by e-mail to the EJTN Secretariat for the attention of Mrs. Monica Marti ([monica.marti@ejtn.eu](mailto:monica.marti@ejtn.eu)) by **17:00 Brussels time on April 15, 2011**



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**Registration fee**

6. There will be no registration fee

**Travel expenses**

7. Participants are responsible for organizing and paying their own travel costs to the venue of the seminar but EJTN will reimburse those expenses according with the provisions below.
8. The travel expenses incurred by participants for that purpose shall be reimbursed on the basis of the most cost-effective means of transport between the institution in the country of origin and the place of the Seminar in the Hosting country. Depending on how participants travel, this reimbursement<sup>1</sup> will cover:
  - *Travel by plane*: cost of an economy class ticket (for cost limitations see rule 9)
  - *Travel by rail*: cost of first-class ticket on the shortest route (for cost limitations see rule 9)
  - *Travel by private car*: equivalent of the cost of a first-class train ticket calculated on the basis of the shortest route. Participants who choose to use their own car in the framework of the seminar remain fully liable for any accidents to their car or to third parties and should check whether or not their insurance covers them for a journey which is made in respect of business
9. For participants from the Hosting institution (CG1) the transports costs will be reimbursed to a maximum of € **200** per return journey inside their own country. Participants from CG2/Italy/Romania and Observers will be reimbursed transport costs up to a maximum of € **400 per return journey**.
10. In order to comply with European Commission funding Rules **we regret that travel costs will not be reimbursed without appropriate documentation being provided**. As such, no later than **three** weeks after the end of the seminar, participants in that seminar should send to EJTN secretariat **original travel documents** (boarding cards/tickets) and invoice(s) of travel

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<sup>1</sup> Except in cases of an early morning departure and/or late return, local transport expenses (e.g. taxi) are excluded from the specific reimbursement due to the rules determined by the European Union.



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expenses (where applicable). Only then will EJTN be in a position to reimburse these up to the maxima set out above.

***Accommodation and catering***

11. EJTN will cover accommodation and catering on the following basis:

- 3 night Hotel accommodation **if spent in the official hotel(s) designated by EJTN.**
- Lunches to a maximum amount of **20€ per day/seminar** and dinners to a maximum amount **40€ per day /seminar**. Nevertheless, please note that if an official catering service is provided by the Centro de Estudos Judiciários for certain meals, EJTN will not reimburse participants not attending those for any particular expenses made related to the same meals<sup>2</sup>.

12. In the event that a participant in respect of whom a pre-payment has been made in the recommended hotel does not subsequently attend the seminar, the participant shall be personally responsible for reimbursing the pre-payment made to EJTN.

***Participation***

13. A list of attendance will be circulated on each day of the seminar and participants are requested to sign it in order to confirm their attendance. This is a precondition for the payment of their accommodation and meal for that day.

14. The **Centro de Estudos Judiciários** will be provided with a list of those booked to attend the seminar at its commencement and will be responsible for the circulation of the attendance list for daily signature.

15. A list of all participants contact details will be made available at the beginning of the event. Those who would like to be excluded from this list are requested to inform EJTN accordingly not later than one week prior to the beginning of the event.

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<sup>2</sup> This rule means that only in the case where the hosting institution does not provide a certain lunch or dinner is EJTN entitled to reimburse the cost incurred by the individual delegates up to a maximum of 20 € per lunch or 40 € per dinner upon proof of the expenditure incurred being submitted to EJTN. In order to comply with European Commission Rules, no reimbursement can be made unless such proof is provided.



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***Documentation for the seminars***

16. Participants are requested to download appropriate documentation for the seminar via the EJTN website which will be updated regularly. However, practical and study cases will be delivered only at the seminar.
17. The working language will be English.

**Companions**

18. Participants who will be accompanied by a person(s) not attending the seminar (e.g. a relative) are requested to make the necessary travel and accommodation arrangements directly with the respective service providers since EJTN will be unable to assist in this. In order for your companion to attend any official meal during the seminar, please contact *in loco* the EJTN representative.

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