**Independent Seminars 2014
EJTN Administrative Law Sub-Working Group**

**APPLICATION FORM**

***European Institutional Law***

 *Please complete the following form electronically and in English, and return it within the requested deadline to the competent institution within your country (EJTN member/contact point).*

*For any question related to the implementation of the present seminar, please send your queries to* *teresa.cabrita@ejtn.eu**.*

1. **PROFESSIONAL DETAILS**

**Surname:**       **First name(s):**

**Functions:**

[ ]  **Prosecutor [ ]  Investigating judge [ ]  Administrative Judge** [ ]  **Other (please specify:**     **)**

**Length of service:**

**Cases primarily dealt with: [ ]  Civil cases [ ]  Criminal cases** [ ]  **Others (please specify below)**

**Name of the Court/Prosecutor’s Office/Institution:**

**Type(s) of cases you predominantly handle (i.e. general civil and/or criminal cases, administrative law cases, specialisation in specific legal areas such as tax law, human rights, asylum law, etc.):**

1. **LANGUAGE SKILLS**

**NB: The seminar and ensuing practical activities will take place in English. Although interpretation may, in specific cases, be provided, a good command of the English language is required.**

**Please indicate your level of proficiency in English:**

(1: basic, 2: fair, 3: good, 4: very good, 5: mother tongue)

Language: English

Written: [ ]  1 [ ]  2 [ ]  3 [ ] 4 [ ]  5

Spoken: [ ]  1 [ ]  2 [ ]  3 [ ] 4 [ ]  5

1. **MOTIVATION**

**Please briefly explain your motivation to take part in this seminar and briefly describe your background knowledge of and contact with issues of EU institutional law and procedure.**

1. **ADMINISTRATIVE INFORMATION**

**Attention! Please make sure that the information provided is legible and correctly spelt as it will be used by EJTN for further correspondence, as well as for issuing the participant’s Certificate of Participation.**

**[ ]  Mrs** [ ]  **Ms** **[ ]  Mr**

**Surname:**

**First name(s):**

**Nationality:**

**Court/Prosecutor’s office/Institution of origin:**

**Professional address:**

**Personal address:**

**Tel office** *(mandatory)***:**

**Tel home:**

**Professional e-mail** *(mandatory)***:**

**Personal e-mail[[1]](#footnote-1)** *(recommended)***:**

**Fax:**

**ANNEX 1**

**Presentation & Requirements for the Seminar
EUROPEAN INSTITUTIONAL LAW**

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| --- | --- |
| **Activity** | ***European Institutional Law*** EJTN Administrative Law Sub-Working Group & the Ministry of Justice of the Republic of Slovenia Judicial Training Centre |
| **Dates** | 16 June (09:00-18:00) – 17 June 2014 (09:00 – 12:30)  |
| **Length** | 1.5 days |
| **Place** | Administrative Court of the Republic of SloveniaFajfarjeva 33, 1000 Ljubljana, Slovenia |
| **Target group** | Judges and Prosecutors, namely those dealing directly with issues of EU institutional law and procedure  |
| **Number of places available** | 39 places  |
| **Aim** | The seminar will comprise both theoretical and practical approaches to a variety of pressing issues in the field of European Institutional Law and Procedure; namely, the impact of enforcement actions on national proceedings, the interpretation of EU law by national courts, and the influence of EU law in domestic procedural rules. It will count with the presence of leading international experts in the field of EU institutional law and offer the participants the possibility to engage in interactive workshops and networking with judges and prosecutors from the different EU Member States.  |
| **Format**  | This event is open to 39 judges and prosecutors from the different EU Member States and will comprise presentations/lectures followed by discussion forums, as well as workshops on specific case-based issues. |
| **Language requirements** | English – good working knowledge |
| **Financial conditions** | **Foreign Participants:** * A daily allowance/per diem of **€ 135**
* International travel costs will be reimbursed up to **€ 400**

**National Participants:**- Reimbursement of all costs on the basis of the real costs incurred throughout the event**In order to be reimbursed for their travel and subsistence costs, the participants must provide the EJTN with the following documents, after the seminar:****1.** *Participants who do not reside in the country where the seminar is to take place(foreign participants):*(a) original boarding passes/train/bus tickets(b) a copy of the travel itinerary(c) a copy of the travel invoice**2.** *Participants who reside in the country where the activity is to take place (national participants):*The reimbursement of national participants is based on the *real costs* incurred by the participants during the seminar. In order to be fully reimbursed, participants are required to send to the EJTN original receipts and invoices of all costs incurred throughout the seminar (meals, accommodation, transport, etc.) |
| **Accommodation** | * Participants are responsible for booking their own accommodation. The hosting institution’s “Promoter Form” provides participants with a list of suggested hotels for the period of the seminar.
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1. Due to some strong firewalls, emails sent to professional addresses might not reach you. It is therefore convenient to also mention your personal email address to make sure you receive the appropriate information in due time. [↑](#footnote-ref-1)