**JUSTICE AND PRESS IN THE EUROPEAN UNION**

**Conference in Paris**

**8-10 December 2014**

**APPLICATION FORM**

 *Please complete the following form electronically, and return it by* ***19 November 2014*** at the latest to *Ms Anna Mendel* *a.mendel@kssip.gov.pl**.*

1. **PROFESSIONAL DETAILS**

**Surname:**       **First name(s):**

**Functions:**

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

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

**Name of the Court/ 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, environmental law, etc.):**

1. **LANGUAGE SKILLS**

 **The seminar and ensuing practical activities will take place in English & French.**

**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

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

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

Language: French

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 describe your background knowledge of and/or contact with issues of the Press in your professional work.**

1. **ADMINISTRATIVE INFORMATION**

**Attention! Please make sure that the information provided is legible and correctly spelt as it will be used by the ENM for further correspondence.**

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

**Surname:**

**First name(s):**

**Nationality:**

**Court/Prosecution Office/Institution of origin:**

**Professional address:**

**Personal address:**

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

**Mobile** *(recommended)***:**

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

**Personal e-mail[[1]](#footnote-2)** *(recommended)***:**

**ANNEX 1**

|  |
| --- |
| **Presentation & Requirements for the SeminarJustice & press in the EU** |

|  |  |
| --- | --- |
| **Activity** | **Justice & Press in the EU****Conference** |
| **Dates** | **Monday, 8 December** (09:00 - 17:00) – **Tuesday, 9 December 2014** (09:00 - 17:00) – **Wednesday 10 December** (09:00 – 14:30 lunch included)  |
| **Length** | 2.5 days |
| **Place** | Hôtel Paris Charenton, 3-5 place des Marseillais, 94227 CHARENTON LE PONT, FRANCE |
| **Target group** | Judges & prosecutors |
| **Number of places available** | **50 EU judges & prosecutors**  |
| **Aim** | Strengthening the judiciary’s capacity to interact with the press is a key issue in order to ensure the freedom of the press and enhance understanding and trust of the public towards the Justice system. |
| **Format**  | This event is open to judges and prosecutors from the different EU Member States and will comprise presentations/lectures followed by discussion forums, workshops on specific case-based issues as well as study visits and media training per groups. |
| **Language requirements** | English or French – simultaneous translation |
| **Financial conditions** | 1. **Prepaid by the ENM**
* A single room at the Hotel Paris Charenton (3-5 place des Marseillais, 94227 CHARENTON LE PONT, France) for 3 nights: Sunday, Monday, Tuesday
* 3 lunches at the Hotel Paris Charenton: Monday, Tuesday, Wednesday
* Coffee breaks at the Hotel Paris Charenton
* Transportation to study visits
1. **Allowance paid upon proofs of participation**

Additionally, upon proofs of participation to the whole seminar (3 days) duration, an allowance of **90€ (total amount)** will be transferred. This allowance is calculated on the basis of the information provided in the travel order and the expenses claim form to be filled in by each funded participant. 1. **International travel expenses**

Each participant or his sending institution is responsible to purchase the international ticket (flight or train) for the participant’s travel, according to the following conditions: * The total eligible costs for the return journey will not exceed **400 Euros**. Any exceeding amount shall be at the charge either of the participant or of his sending institution.
* In no case shall costs derived from excess luggage or travel insurances be reimbursed. For the avoidance of doubt, and although the 400.00 Euros limit will be still applying, it will not be considered “an excess luggage cost” any expense related to the transport of one single piece of luggage per person (exceeding the standard planes’ cabin allowances’ weight or size but not exceeding the weight of 20kgs) whenever such cost is not included in the ticket’s price; in order to be entitled to the reimbursement of those costs, and in addition to the travel documents, participants must provide evidence enough that the transport of such piece of luggage was not included in the paid airlines fare.
* All transport claims must be justified by means of the expense claim form to which the pertinent travel documents, indicated below, shall be attached.
* The travel expenses incurred by participants are 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 event in the hosting country.
* Depending on how he has travelled, the reimbursement is made as follows:

- Travel by plane: cost of an economy class ticket - Travel by rail: cost of first-class ticket on the shortest way for a round trip; * Local transport expenses (taxi, etc.) are excluded from the specific reimbursement due to the rules determined by the European Union. These are supposed to be covered by the per diem allowance paid to the participants (see below).
1. **Payment procedure**

**In order to be reimbursed for their travel and subsistence costs, the participants must send to the ENM, by post and imperatively before Friday 19 December 2014:** (a) original boarding passes/train/bus tickets(b) the travel invoice (indicating the price paid for the travel tickets)(c) a copy of the travel itinerary(d) a detailed bank account including : the name and the address of the bank, the owner’s name, IBAN and SWIFT code(e) the registration form (before the event) (f) the mission form (sent before the event)**The right to be reimbursed extinguishes due to the closure of the claiming file where, missing dully substantiated travel justifications, two reminders have been sent to the participant without any feedback or follow-up from his part.**  |

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-2)