

Judiciary Learning Grant Programme

Steps and process flow

The process consists of the following steps:

1. **EJTN Kick-off of the Learning Grant Programme** - The open enrolment for the programme will last a maximum of ten months. It opens on 10 January 2024 and closes at the latest on 15 November 2024 or until exhaustion of the budget. NCPs will be informed about the opening of the call for applications by email. The details will also be published on the EJTN website and social media.
2. **NCP launches the Learning Grant Programme at a national level** - NCP should plan to share information about this Programme with their judiciaries. NCPs should encourage early applications as early applicants with strong proposals will be given preference.
3. **Applicants to submit their proposal to the NCP via the Exchange Programme platform (online application form)** - Only complete applications can be reviewed. A complete application comprises the following documents: Application form completed online and annexes (i.e., Project proposal, Hosting agreement, Sending agreement).
4. **NCP application review and selection** - As applications are received, an email alert will notify the NCPs of a Learning Grant submission. NCPs are responsible to:
 - 4.1. Review each application and associated learning proposal **within four weeks of receipt**. A scoring rubric has been provided to help assess each application on a consistent basis.
 - 4.2. Make decision:
 - Accepted application - NCPs should submit the accepted applications together with their comments on a rolling basis as they will be individually reviewed on a first-come-first-serve basis based on the date of the participant's online proposal submission. An overwhelming response to this programme may result in late applicants being denied/deferred if the budget has been exhausted.
 - Rejected application - If the application does not pass the NCP check, the NCP should alert the applicant.
5. **EJTN application review and selection** - EJTN will review the NCP approved applications as they arrive. This includes:
 - 5.1. Review each application and NCP comments to confirm selected projects and ensure the completeness of the file. This review will occur **within two weeks** from the receipt of the application from the NCP.
 - 5.2. Make decision:
 - Accepted application - If the application is valid and complete EJTN will send a confirmation to the applicant and alert the NCP of the accepted application.
 - Rejected application - If the application does not pass the EJTN check the NCP will be alerted. The NCP must then alert the applicant and determine if the application may be reworked and resubmitted.
6. In the case of a project with the Court of Justice of the European Union or the European Court of Human Rights, the host European court will also review the applications. This includes:
 - 6.1. Review each application sent by EJTN to ensure the associated project can be implemented.
 - 6.2. Make decision:
 - Accepted application - If the application is accepted, EJTN will send a confirmation to the applicant and alert the NCP of the accepted application.

- Rejected application - If the application does not pass the host European court check the NCP will be alerted.
7. **Participant acknowledgement and confirmation** - The participant must register within OSPE within 1 month after notification of acceptance.
 8. **Participant execution of learning plan** - The participant must complete the proposed activities on or before **13 December 2024**.
 9. **Participant evaluation and reimbursement** - A completed initial evaluation and the documents outlined in the “Exchange Programme Financial Conditions 2024” are required for reimbursement. This first evaluation contains questions regarding the participant’s perceptions of the Learning Grant Programme and a detailed assessment of their experience and their ability to fulfil the requirements of the proposal.
 10. **Participant dissemination of knowledge** - The dissemination of knowledge is considered a central component to the finalisation of a successful learning grant. Participants should consider how they may best share their knowledge with their peers. The cross fertilisation of knowledge within the judiciary provides the ability for judiciaries to learn from one another and consider improvements and new ideas. The sharing may take different forms, e.g., dialogues with peers, presentations, a written report, a video podcast, an article in a law journal, etc. The reporting and dissemination should focus on the process of problem resolution through the execution of the learning grant programme. Participants are requested not to share any confidential case-related information when sharing or disseminating knowledge.
 11. **Closing assessment** - 6 months after the programme completion, a final survey will be sent. It will focus on the participants’ ability to apply and disseminate the knowledge gained in their judiciary and the impact of the Learning Grant on their judicial practice.
 12. **EJTN sends certificate of participation** - Participants will receive recognition of their work with a certificate confirming their participation and achievement.