

# Intersections of the application of the European Arrest Warrant and the protection of fundamental rights

Grant Agreement JUST/2015/JTRA/AG/EJTR/8689

---

## Project Rules

---

### **I Working language**

The working language of the project is English.

### **II Registration**

Participants from the partner training institution i.e. KSSIP are kindly requested to return the duly completed registration form to their respective responsible for training, Ms Katarzyna Krysiak.

Participants from other national training institutions or bar associations are kindly requested to return the duly completed registration form to the programme organiser, Ms Christiane Lamesch.

### **III Confirmation**

Confirmation of registration and participation will be sent to the participant upon receipt of the completed registration form and after the logistical preparation having been finished.

The confirmation email will include a practical information sheet which will give detailed information about the logistics of the seminar i.e. flight schedule, accommodation, financial rules, etc. Participants are kindly invited to read it very carefully.

### **IV Travel**

The project will pay for the participant's international and local travel costs in relation to the seminar in question.

EIPA is most pleased to take care of booking the flights. In that respect, participants are kindly requested to give their names as mentioned on their passport and to clearly indicate their preferred travel schedule, which will, to the extent possible, be taken into account when making the reservation.

The outward flight takes place on the day before the training event while the return travel is usually undertaken on the second seminar day respectively in the morning of the third day.

The project allows for an extended stay of maximum 2 nights at the seminar location, if the costs of the ticket with an earlier arrival or later departure is either less expensive, or at the same price than the ticket with departure and return dates as requested by the seminar dates.



#### **IV.1 Travel by plane**

As mentioned above, EIPA will, as far as possible, take into account the preferred travel schedule indicated on the completed registration form. Should the participant not have indicated any travel schedule, EIPA will propose a flight schedule and set a deadline for confirmation of the proposal. Without further notification from the side of the participant, the flights will be booked and no changes will be permitted.

All original travel documents including boarding cards should be kept and submitted to Ms Christiane Lamesch.

The project will as well cover the costs of the airport transfers. While the programme organiser will, to the extent possible, arrange for the transfers in the country of destination, participants are kindly requested, to take care of their transfers in the country of origin, and keep the costs at a reasonable price.

#### **IV.2 Local travel**

Local travel includes transfers to and from the seminar venue and will, in principle, be reimbursed based on public transport only.

#### **V Hotel reservations**

EIPA will book hotel accommodation for the relevant period based on the agreed travel schedule. The project will cover the costs of maximum three overnights (including breakfast). Any additional expenses (additional nights, use of mini-bar, pay TV, etc.) have to be settled with the hotel directly before departure.

#### **VI Meals**

The project will pay for maximum three dinners and three lunches. Meals will, to the extent possible, be prearranged and prepaid. For any meals, which have not been arranged and paid for by EIPA, participants' will be reimbursed for their actual costs up to a maximum amount which will depend on the cost of living in the respective hosting country. This maximum amount can be found in the practical information sheet, which will be attached to the confirmation of participation email.

Any special diets will be taken into account, if indicated on the registration form.

#### **VII Per diems**

Please note that this project does NOT allow the payment of per diems.

#### **VIII Reimbursement of advanced costs**

The project will pay for the participant's international travel, airport transfers and local travel to and from the seminar venue (based on public transport), three lunches and three dinners. Any other costs will have to be covered by the participant him/herself.

Please be informed that for any costs, participants' are claiming reimbursement for i.e. restaurant slips, metro/train/bus tickets, etc., original supporting documentation need to be submitted to the programme organiser/EIPA.

In that respect, participant's will be distributed a declaration of expenses which they are kindly requested to complete and return to the programme organiser/EIPA in original, duly signed, together with the referring original payment slips (metro, bus tickets, restaurant bills/slips, etc.).



## IX Evaluation

The project will include two evaluations for each of the three seminars to be held, namely:

### Quality evaluation

This questionnaire will ask for the participants' impression of

- ✓ The overall quality and/or usefulness of the event in terms of the content and its delivery.
- ✓ The networking value of the event
- ✓ The relevance of programme contents with the daily work of the participants
- ✓ The quality in terms of content and delivery (i.e. the used methodology) of the individual sessions
- ✓ The usefulness of the individual sessions for the participants' daily work
- ✓ The duration of each session
- ✓ The quality of the venue, organisation, meals, registration process, etc.
- ✓ Participants' comments as regards to topics not covered – or not covered enough – during the event
- ✓ Participants' suggestions as to topics, which should have been covered by the event

The quality evaluation assessment form can be found in the participant's seminar binder that will be distributed at the beginning of each seminar. Participants are kindly requested to hand over the duly completed forms to Ms Christiane Lamesch before leaving the seminar.

The outcome of the quality evaluation will help EIPA in the preparation of further seminar programmes.

### Impact and effectiveness evaluation

A first questionnaire, identifying participants' level of knowledge and specific questions of interest, will be distributed before the seminar.

A second questionnaire will be sent to the participants some 2-3 months after the seminar with the aim to learn to which extent, they have been able to apply the instruments presented and whether the training received has been helpful in this context. The effect evaluation will especially consider the **impact** of the training activities and their **European added value** and participant's participation in this evaluation will be highly appreciated.

Both evaluations are web-based and the results will be included into the final report to the European Commission.

## X Certificate of attendance

Upon submission of all original travel documents (boarding cards, restaurant and local transport slips), a certificate of attendance will be sent to all participants at the respective seminar

