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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 5-6-7 March 2012
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:
 - **15** 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 **Center for Judicial Training-Ministry of Justice-Slovenia** will act as Core Group 2 (CG2)
 - **1** magistrate member of the European Judicial Network (EJN) selected by the **Center for Judicial Training-Ministry of Justice Slovenia** to conduct the CG2
 - **6** magistrates from the following EU countries will be **Observers**: (4) magistrates selected **by CSM-Italy**, (1) magistrate selected **by the Studiecentrum Rechtspleging-The Netherlands** and (1) magistrate selected by the **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 12 January 2012**.
4. The list of participants will include name (judge or prosecutor) , 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. Benedicte Marquet (benedicte.marquet@ejtn.eu) by **17:00 Brussels time on 15 February 2012**.

Registration fee

6. There will be no registration fee



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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 reimbursement¹ 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*: cost of 0,22 EUR per kilometre for a round trip up to a maximum of 1.200 km calculated on the basis of the shortest route (itinerary mapping in support – Michelin/Google Internet Maps), using the following formula: Kilometre claim km x 2 (in-out) x 0,22 € / km = . Participants who choose to use their own car remain fully liable for any accidents to their car or to third parties.
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 Observers will be reimbursed transport costs up to a maximum of € **400 per return journey**.

Payment procedure

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 expenses (where applicable). Only then will EJTN be in a position to reimburse these up to the maxima set out above.
11. Payment of the amounts due on what relates travel expenses are made in a single instalment after the event, upon the submission of an expense claim form to the Secretariat.

¹ 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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12. Payments will not be made without the submission of the following documents to EJTN Secretariat:
- a) the registration form (before the event)
 - b) the expense claim form
 - c) the following travel documents depending on how the participant travelled:
 - ✓ If he/she has travelled by plane:
 - the invoice from the flight company
 - a copy of the flight ticket
 - the **original of all the boarding passes** corresponding to the journey or a certificate from the airline that the ticket was flown
 - ✓ If he/she has travelled by train:
 - the invoice from the train company (if applicable)
 - the original of the train tickets
 - ✓ if he/she has travelled by private car:
 - an itinerary mapping & detailing the journey to which will be applied the following calculation with a limit to a maximum of 1.200 km calculated on the basis of the shortest route: $\text{km} \times 2 \text{ (in-out)} \times 0,22 \text{ € / km} =$

Accommodation and catering

13. 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 meals².

² 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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14. 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

15. 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.
16. 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.
17. 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.

Documentation for the seminars

18. 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.
19. The working language will be English.

Companions

20. 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.
