



With financial support from the
Specific Programme Civil Justice
of the European Union



JUST/2013/JCIV/AG/4634

Practical exercises in implementing the judicial cooperation instruments in civil and commercial matters

Seminars in 2015

TERMS AND CONDITIONS OF PARTICIPATION

Selection

1. Participation is reserved to judges and prosecutors from the EU Member States who are partners to the project.
2. The number of places available is limited. Participation will be subject to a selection procedure made by the Partner Institutions.
3. All participants must be selected based on the following criteria:
 - a good level of oral and written comprehension in English (B2, Common European Framework)
 - familiarity with judicial cooperation in civil and commercial matters.
4. The Partner Institutions will confirm their lists of selected participants with the National Institute of Magistracy by email, with at least 1.5 months before the date of each seminar. At the same time the Institutions are also requested to provide a waiting list in the event of cancellations.
5. The list of participants will include name, function, professional address, email and phone number. Also, the participants will be kindly requested to fill in the Registration Form (template attached), which will be subsequently sent by the Partner Institutions along with the list of participants for each seminar.

Registration fee

6. There is no registration fee

Travel expenses, per diem and real costs

7. Travel expenses for foreign participants

Participants are responsible for organizing and paying for their own travel to the venue of the seminar. Reimbursement of such payment shall be according to the following provisions:

- Travel by plane: cost of an economy class ticket;





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- Travel by rail: cost of first-class ticket on the most direct route for a round trip;
- Travel by private car: cost of a round trip calculated on the basis of the shortest route (itinerary mapping in support- Michelin/Google Internet Maps), using the following formula: Kilometer claim $k \times 2$ (in-out) $\times 7.5$ liters of fuel/100 km = . The price per liter of fuel from the country of origin of the participant will be used for the calculation.

Participants who choose to use their own car in the framework of the seminar remain fully liable for any accidents to their car or to third parties and should check whether or not their insurance covers them for this type of journey.

8. The Superior Council of Magistracy, as coordinator of the project, will cover the above transport costs up to a total of 450 EUR per return journey.

9. In order to comply with European Commission funding Rules, in no case will travel costs be reimbursed without appropriate documentation being provided. No later than three weeks after the end of each seminar, participants in that seminar should send to the Romanian Superior Council of Magistracy (141B Calea Plevnei, 6th District, postal code 060011, Bucharest, Romania) **original travel documents (plane or train tickets, invoices, proof of payment and boarding passes)** .The Superior Council of Magistracy will reimburse these up to the maxima set out above, within 30 days after the supporting documents are received.

10. A per diem will be paid to participants coming from outside the hosting country. The per diem is considered to cover any and all of the participant's expenses other than international travel, namely including accommodation, sundry expenses, meals and local transport (such as transport from the airport to the city Centre) within the place of the event.

Calculation method of the per diem. Each participant will receive a per diem of 170 EUR per each day of seminar (according to the agenda of the seminar). Full meeting days are paid at a 100% rate while the last day of the meeting is paid at a 50% rate. The Superior Council of Magistracy will reimburse the costs, within 30 days after the reimbursement claim is received and based on the signature on the attendance list.

11. The Superior Council of Magistracy will deduct the costs of any common services provided during the seminars (group meals, coffee breaks, etc.) from the per diem.

Participation

12. An attendance list will be circulated each day of the seminar and participants are required to sign this to indicate their presence as a condition for the payment of the per diem.

13. A list of participants including each participant's contact details will be made available to all participants unless the Superior Council of Magistracy or the National Institute of Magistracy receives written objection from the participant no later than one week prior to the beginning of the event.





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14. Participants are invited to fill in an evaluation form at the end of each Seminar.
15. After completion of the reimbursement process, the Superior Council of Magistracy will issue a certificate of attendance.

