

**INVITATION TO PARTICIPATE**  
**for the selection of 3 experts specialised in the field of**  
***International cooperation in civil / criminal matters,***  
**as part of the “Training and capacity building for the judiciary” Project,**  
**financed by the Norwegian Financial Mechanism 2014-2021**

The Superior Council of the Magistracy, as a Project Promoter, in partnership with the National Institute of Magistracy, the National School of Clerks and the Norwegian Courts' Administration, implements the **“Training and capacity building for the judiciary”** pre-defined project, funded by the Justice Programme, financed under the Norwegian Financial Mechanism (MFN) 2014-2021.

**1. Project description**

The general objective of the project is to strengthen the judiciary, by improving its efficiency, as well as to develop the concept of European legal culture at the national level of the judicial system in Romania.

The project aims to organize approximately 130 training activities in different fields of law. The professional training provided by the project will be conducted taking into account the relationship between the European perspective and the national perspective, allowing judges, prosecutors and other legal professionals to fully understand and apply the European legal concepts in their professional activity, at a national level.

**2. Purpose of the selection procedure**

In the framework of this project, the Superior Council of the Magistracy and the National Institute of Magistracy announce the launch **of a selection procedure for 3 European experts (judges, prosecutors, academics and other specialists) in the field of International cooperation in civil / criminal matters or related fields** to participate as training staff for 20 seminars organized in the field (**10 seminars in international**

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cooperation in civil matters and 10 seminars in international cooperation in criminal matters).

The seminars aim to provide training to around 500 judges, prosecutors and other professionals in the field (**250 for 10 seminars in international cooperation in civil matters and 250 for 10 seminars in international cooperation in criminal matters**), and will be structured in an interactive format.

Each seminar will be organized over a period of two days, according to the following estimated schedule:

**A. International cooperation in civil matters**

1.	International cooperation in civil matters	Bucharest, 28-29 November 2019
2.	International cooperation in civil matters	Bucharest, 05-06 December 2019
3.	International cooperation in civil matters	Bucharest 12-13 December 2019
4.	International cooperation in civil matters	Bucharest 26-27 March 2020
5.	International cooperation in civil matters	Bucharest 27-28 April 2020
6.	International cooperation in civil matters	Bucharest 22-23 June 2020
7.	International cooperation in civil matters	Bucharest 15-16 October 2020
8.	International cooperation in civil matters	Bucharest 17-18 December 2020
9.	International cooperation in civil matters	Bucharest 25-26 October 2021
10	International cooperation in civil matters	Bucharest 15-16 November 2021

**B. International cooperation in criminal matters**

1	International cooperation in criminal matters	Bucharest 25-26 November 2019
2	International cooperation in criminal matters	Bucharest 16-17 December 2019
3	International cooperation in criminal matters	Bucharest 27-28 February 2020
4	International cooperation in criminal matters	Bucharest 18-19 May 2020
5	International cooperation in criminal matters	Bucharest 24-25 September 2020
6	International cooperation in criminal matters	Bucharest 27-28 May 2021
7	International cooperation in criminal matters	Bucharest 24-25 June 2021

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8	International cooperation in criminal matters	Bucharest 23-24 September 2021
9	International cooperation in criminal matters	Bucharest 28-29 October 2021
10	International cooperation in criminal matters	Bucharest 27-28 January 2022

### 3. Specific tasks of the experts

In order to organize the 20 seminars, 15 experts will be selected from judges, prosecutors, academic and other specialists with experience in International cooperation in civil /criminal matters and other related fields, out of which 10 national experts and **3 EU experts**. Each seminar will be run by a team comprised of both Romanian and foreign experts.

#### **The experts will have to fulfil the following obligations:**

- attend a preliminary meeting of the team of experts, subject to reimbursement;
- participate and cooperate with the team of experts in planning & conducting training activities (*e.g. introduction, objectives, format of activities, etc*), as well as drafting the agenda and the supporting materials for the seminar's debates/presentations;
- when preparing the training materials (eg seminar agenda, course materials etc.) use the official templates communicated by the activity officer designated at the level of the NIM/SCM, that incorporate the visibility elements of the financing mechanism,
- deliver practical presentations according to the established agenda, taking into account the profile of the participants (judges and prosecutors) The expert's presence is mandatory throughout the seminar day/days;
- be in permanent contact with the NIM activity officer for all issues related to the proper organisation of the training activities;
- fill in and submit the supporting payment documents, in accordance with the provisions of the remuneration contract.

The rights and obligations of the parties will be detailed in the contract of remuneration that will be concluded after this selection procedure. The planning of experts for all 20 seminars will be finalized at a later stage, depending on the results of the selection procedure.

### 4. Experts profile. Procedural aspects

The selection of experts will be decided by a selection committee appointed for this purpose, in two stages.

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Within the **first eliminatory stage**, the selection committee will assess the admissibility of all submitted applications, by the following requirements:

- a) compliance with the deadline for the submission of applications;
- b) compliance with the required documentation, i.e.:
  - a letter of intent,
  - a curriculum vitae,
  - a seminar plan; the plan will include information on the purpose and objectives of the training activity on a topic chosen by the candidate, directions on all stages of the planning and organisation of the seminar, training methods, 3 topics of interest in the field of expertise, as well as any other elements that the expert considers relevant in this context. The design of the seminar plan will take into account the specificity of the target group: 25 participants — judges and prosecutors, as well as other professionals in the field, the objectives of the seminars, the duration of the training activity (2 training days/seminar, with a maximum of 8 hours)
- c) specific qualification requirements:
  - minimum 6 years of experience as a judge or prosecutor (for judges and prosecutors), or minimum 6 years of experience as a specialist in the field of international cooperation in civil / criminal matters or related fields;
  - other supporting documents where appropriate: certifications, references/letters of recommendation, any other documents that can support the candidate's claims towards meeting the qualification requirements.

**Failure to comply with the deadline for the submission of documents, the specific qualification requirements and the non-submission of all required documents as listed above are grounds for inadmissibility of the application.**

Throughout the assessment stage, the selection committee has the right to ask for other documents that support that the applications are admissible and that the candidates fulfil all the conditions required.

**In the second stage**, the selection committee will interview the admissible candidates, either face-to-face or by modern means of communication, looking at the following criteria:

- a) the relevant professional experience in international cooperation in civil / criminal matters or related areas (this criterion will be assessed by considering, where appropriate, published work, participation in relevant training/exchange programmes etc.);
- b) training skills and the ability to plan, organise and evaluate a training session;
- c) communication and cooperation skills in working with professionals;

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- d) intermediate knowledge of English;
- e) availability and willingness to collaborate with the team of experts.

Only candidates who achieve a **minimum grade of 8 points (out of 10)** will be selected, ranked according to the grades awarded and within the limits of vacancies available under the selection notice. **The experts will be selected in descending order of the arithmetic mean of the total marks awarded by each member of the selection committee for each applicant. Candidates who achieved a minimum grade of 8 points (out of 10) yet cannot be selected as a consequence of insufficient vacancies will be placed on a reserve list.**

## **5. Financial matters**

The selected expert/s will be provided with a per-diem for accommodation in the amount of 175 Euro/day for participating in the training activities and will receive a fee under the project budget of maximum 350 Euro/day of activity for one day preliminary meeting and for a maximum of 2 training days per seminar.

Each expert shall be entitled to reimbursement of international travel expenses up to the amount of 700 Euro per return journey/person/activity.

All financial benefits will be provided under the contract concluded between the expert and the Superior Council of the Magistracy, acting as Project Promoter, and the National Institute of Magistracy as Project partner.

## **6. Intellectual property rights:**

The ownership of all materials and documents produced in the context of the implementation of the pre-defined project, including paper or electronic format, as well as of any results foreseen under the financing contract shall remain the exclusive property of the project promoter. Are subject to ownership including but not limited to copyright and/or any other intellectual property rights obtained in the implementation or following the implementation of the pre-defined project.

## **7. Final provisions and contact details**

The processing of personal data is carried out for the purpose of the present selection procedure.

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The collection and processing of the personal data requested shall be carried out in compliance with the legislation in force on data protection and the free movement of such data.

For the purpose of participating in the procedure, the interested parties will submit the application containing a letter of intent, a curriculum vitae and a training activity plan on a topic chosen by the candidate and any other relevant documents by **November 11<sup>th</sup> 2019 at the latest in** electronic format at the following e-mail address:

- A. For International cooperation in civil matters: [ruxandra.stan@inm-lex.ro](mailto:ruxandra.stan@inm-lex.ro) , to the attention of Ruxandra Stan, telephone: +4021.407.62.43.
- B. For International cooperation in criminal matters: [tudor.grigoroaia@inm-lex.ro](mailto:tudor.grigoroaia@inm-lex.ro), to the attention of Tudor Grigoroaia, telephone: +4021.407.62.92.

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