

## Procedure for the selection of trainers

The National Institute of Magistracy, as the Project Coordinator, in partnership with the Centre for Judicial Studies from Portugal, the Judicial School of the General Council for the Judiciary from Spain, the National Institute of Justice from Bulgaria, the Romanian National School of Clerks, as Beneficiaries, and the National School of Judiciary and Public Prosecution from Poland, the School for the Judiciary from Italy, and the European Judicial Training Network (EJTN), as Project Associate Partners, is implementing the EU-funded project **JUST-2024-JTRA-101189956 "CiviLink: Connecting Borders through e-CODEX Judicial Training."** The project aims to enhance the digital capabilities of judges and court staff in EU judicial cooperation in civil matters, focusing on Regulations (EU) 2020/1783 and 2020/1784, e-CODEX, and EU data protection standards.

### 1. Project description

The general objective of the project is enhancing the digital capabilities of judges and court staff in the realm of EU judicial cooperation in civil matters. With a keen focus on Regulations (EU) 2020/1783 and 2020/1784, and on the intricacies of e-CODEX, including EU data protection standards, the project addresses the urgent need for training in digital tools. It embodies a dual commitment to the effective application of EU law and to improving the understanding of new technologies, upskilling digital capacity, and promoting the efficient use of digitalized judicial procedures. Through a multifaceted approach, the project proposes a comprehensive blended learning training program for more than 260 judges and court staff involved in applying EU law in civil cases across six EU MS. The training includes 6 transnational and cross-professional seminars, each preceded by an introductory webinar. All activities in the project will be organised exclusively in English. The activities are supported by e-learning tools: three tutorials and six reflective learning podcasts. The project outcomes are presented in a final formative conference, which also serves as a main dissemination channel. The project's objectives go beyond mere skill enhancement, fostering cross-border dialogue among justice professionals and thereby facilitating a harmonised application of EU law.

### 2. General principles of selection

**I. Transparency and openness:** The selection process will be conducted openly and transparently by the National Institute of Magistracy and the concerned partner organizations (hosting partners). A standardized call for applications will be widely disseminated, allowing sufficient time for submissions. The call will be published on the websites of participating organizations and shared with eligible national courts and bodies.

**II. Non-discrimination:** The selection process will adhere to non-discrimination principles based on nationality, residence, gender, sexual orientation, age, race,



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religion, national, ethnic or social origin, political or other opinion or affiliation. However, age, gender, residence, and place of work may be considered to ensure broad and balanced representation.

**III. Uniform selection criteria.** The selection of trainers carried out by the NIM and each hosting partner (CGPJ, NIJ, CEJ) will be based on uniform selection criteria approved by the project partners.

**IV. Quality and relevance:** The selection will focus on trainers who meet the prescribed criteria and can best advance the project's objectives.

### **3. Purpose of the selection procedure**

In the framework of this project, the National Institute of Magistracy will announce the launch of a selection procedure for 6 trainers, including:

**5 Specialists in International Cooperation in Civil Matters or Related Fields: Judges, academics, or specialists with experience in international cooperation in civil matters and/or data protection (a trainer in EU data protection standards and their application in judicial contexts) and/or linguistic (a professional with expertise in legal English terminology and language support for cross-border judicial cooperation).**

**1 IT&C Trainer: Specialist in information technology and communication, focusing on digital tools and e-CODEX implementation.**

**Each hosting partner (CGPJ, NIJ, CEJ) will nominate one national trainer (judges, academics or other specialists) with experience in the field of international cooperation in civil matters or related fields, for the hosted event.**

The main roles of the trainers are to: identify specific learning objectives and frame the relevant content and methodology for webinars, six transnational and cross-professional seminars and e-learning tools (tutorials and podcasts); establish uniform training templates for the seminars and webinars; review and discuss training materials; approve impact and quality assessment methodology and tools; decide on the calendar of the webinars and seminars and the teams of trainers for each training event and the teams responsible for developing the e-tools.

From June to September 2025 teams of two trainers will develop **three short video reflective tutorials** of 6-10 minutes each, in English, with subtitles available in English and at least two languages of the partners.

The **introductory webinars** will be organised in English, for half day, according to the following schedule:

No.	Webinars	Period
1.	First introductory webinar	October 2025
2.	Second introductory webinar	November 2025
3.	Third introductory webinar	February 2026

4.	Forth introductory webinar	March 2026
5.	Fifth introductory webinar	May 2026
6.	Sixth introductory webinar	June 2026

Each **transnational and cross-professional seminars** will be organised in English, over a period of 1,5 days, according to the following schedule:

No.	Seminars	Period
1.	First Seminar in Bucharest	October 2025
2.	Second Seminar Barcelona	November 2025
3.	Third Seminar in Bucharest	February 2026
4.	Forth Seminar in Sofia	March 2026
5.	Fifth Seminar in Lisbon	May 2026
6.	Sixth Seminar in Bucharest	June 2026

A **Final conference** will be organised in Bucharest in English, over a period of 1,5 days, in October 2026. The Final conference will be livestreamed and video recorded.

From November 2025 to September 2026, teams of two trainers will develop **six reflective podcasts** in video format of 15-20 minutes each, in English with subtitles available in English and at least two languages of the partners.

#### **4. Specific tasks of the trainers**

Each seminar will be run by a team comprised of **4 trainers** and each e-learning tool (tutorial, reflective podcast and introductory webinar) will be run by a team of **2 trainers**.

#### **The trainers will be required to fulfil the following obligations:**

- Attend a meeting of the multinational team of trainers, subject to reimbursement;
- Collaborate within the team of trainers in planning & conducting training activities (e.g., introduction, objectives, activity formats, etc.), as well as drafting the agenda and the supporting materials for the introductory webinars, transnational and cross-professional seminars, debates/presentations, tutorials, and reflective podcasts;
- Attend half-day online meetings to refine the concept of three video tutorials and the concept of podcasts;
- When preparing training materials (e.g., seminar agenda, course materials, final conference agenda etc.), use the official templates provided by the WP/activity coordinator, which include the visibility elements of the financing mechanism;
- Deliver practical presentations according to the established agenda, considering the participants' profile (judges and court clerks) for six introductory webinars and six transnational and cross-professional seminars;
- Develop digital content for tutorials and reflective podcasts;

- Maintain regular contact with the NIM WP/activity coordinator regarding all matters related to the proper organization of the training activities;
- Complete and submit the supporting payment documents in accordance with the provisions of the remuneration contract.

The rights and obligations of the parties will be outlined in the contract to be concluded following this selection procedure.

The planning and allocation of trainers for all webinars, seminars and e-tools development will be finalized at the trainers' meeting, depending on the results of the selection procedure.

## **5. Trainer's profile. Procedural aspects**

The selection of trainers will be decided by a selection committee appointed by the NIM and, respectively, by each hosting partner (CGPJ, NIJ and CEJ) for the national trainers nominated by them.

### **I. 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.
- c) specific qualification requirements:
  - minimum 6 years of experience as a judge, or minimum 6 years of experience as a specialist in the specific field of expertise;
  - 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 above listed requirements will result in the inadmissibility of the application.**

Throughout the assessment stage, the selection committee reserves the right to request additional documents to ensure that the applications are admissible and that the candidates fulfil all the required conditions

### **II. Following the admissibility assessment, the selection committee will apply the following uniform selection criteria:**

1. professional experience in the required field of expertise;
2. number of participations as a trainer in similar national or international projects organised in the field of expertise;
3. high proficiency in English according to the corresponding documents.

Each of the above criteria will be graded 1 to 10 for all admissible candidates by each member of the selection committee.

Only candidates who achieve a **minimum average score of 8 points (out of 10)** will be considered for selection, ranked according to the scores awarded and within the available vacancies specified in the selection notice. **Trainers 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 the minimum score of 8 points (out of 10) but cannot be selected due to insufficient vacancies will be placed on a reserve list.**

**Note: In the case of equal scores, for candidates who have previously collaborated with the NIM and/or the hosting partner (CGPJ, NIJ and CEJ) in training activities, the selection committee will take into account the assessment obtained in the last 3 years.**

Each hosting partner (CGPJ, NIJ and CEJ) shall be responsible for nominating one national trainer for the hosted activity. Even though the hereby procedure is not mandatory for the appointment of these three national trainers, each hosting partner shall ensure that the general principles of selection as outlined in [Point 2](#) are observed.

#### **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, including publication on the websites of the National Institute of Magistracy and Project Partners.

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

For the purpose of participating in the procedure, the interested parties will submit an application including a letter of motivation, a curriculum vitae and any other relevant documents in electronic format at the person responsible from each partner conducting the selection procedure by the 9th of May 2025 the latest.