



# **Justice Programme (JUST)**

## **Call for proposals**

Call for proposals for action grants to support transnational projects on training of justice professionals covering civil law, criminal law or fundamental rights  
JUST-2023-JTRA

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EUROPEAN COMMISSION  
Directorate-General for Justice and Consumers

**JUST.04 – Programme and financial management**

## CALL FOR PROPOSALS

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## 0. Introduction

This is a call for proposals for EU **action grants** in the field of European judicial training under the **Justice Programme (JUST)**.

The regulatory framework for this EU Funding Programme is set out in:

- Regulation (EU, Euratom) 2018/1046 ([EU Financial Regulation](#));
- the basic act (Justice Programme Regulation (EU) [2021/693](#)<sup>1</sup>).

The call is launched in accordance with the 2023-2024 Work Programme<sup>2</sup> and will be managed by **the European Commission, Directorate-General for Justice and Consumers (DG JUST)**.

The call covers the following **topic**:

- **JUST-2023-JTRA - Call for proposals for action grants to support transnational projects on training of justice professionals covering civil law, criminal law or fundamental rights**

We invite you to read the call documentation carefully and, in particular, this Call document, the [Model Grant Agreement](#), the [EU Funding & Tenders Portal Online Manual](#) and the [EU Grants AGA — Annotated Grant Agreement](#).

These documents provide clarifications and answers to questions you may have when preparing your application:

- the [Call Document](#) outlines the:
  - background, objectives, scope, activities that can be funded and the expected results (sections 1 and 2)
  - timetable and available budget (sections 3 and 4)
  - admissibility and eligibility conditions (including mandatory documents; sections 5 and 6)
  - criteria for financial and operational capacity and exclusion (section 7)
  - evaluation and award procedure (section 8)
  - award criteria (section 9)
  - legal and financial set-up of the Grant Agreements (section 10)
  - how to submit an application (section 11)
- the [Online Manual](#) outlines the:
  - procedures to register and submit proposals online via the EU Funding & Tenders Portal ('Portal')

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<sup>1</sup> Regulation (EU) 2021/693 of the European Parliament and of the Council of 28 April 2021 establishing the Justice Programme (OJ L 156, 5.5.2021, p. 21).

<sup>2</sup> [Commission Implementing Decision C\(2022\) 8467 final of 25.11.2022 on the adoption of the Justice work programme for 2023-2024](#).

- recommendations for the preparation of the application
- the AGA — Annotated Grant Agreement contains:
  - detailed annotations on all the provisions in the Grant Agreement you will have to sign in order to obtain the grant (*including cost eligibility, payment schedule, accessory obligations, etc.*).

You are also encouraged to visit the [Justice and Consumers](#) page on Europa and the [Justice Programme Project Results](#) website to consult the list of projects funded previously.

## 1. Background

The European Union is a community of law, based on common values shared by Member States. Applying and enforcing EU law, and respect for the rule of law are at its very foundation. The law is the EU's best asset in delivering the benefits of the EU for people, businesses, and our environment<sup>3</sup>. Enforcing EU law is central to this goal. This is one of the Commission's core missions, with the EU Treaties entrusting the Commission with the role of 'Guardian of the Treaties'<sup>4</sup>, and of EU law more broadly. This overarching role gives the Commission central responsibility for enforcement. Effective enforcement ensures that people and businesses in the EU enjoy the benefits of commonly agreed rules as soon as possible and can count on their fundamental rights being respected at all times wherever they live or work in the EU.

In addition to the Commission and national governments, other actors also play a key role in applying EU law effectively. National courts are EU courts when applying EU law and they have a particularly important role in the enforcement chain. Where rights of EU citizens or businesses are affected within Member States, they must be granted access to rapid and effective national redress, in line with the principle of effective judicial protection<sup>5</sup>.

Given that "adopting ambitious and innovative legislation is not the end of the story: proper implementation is essential to protect the rights of citizens and companies in the Union"<sup>6</sup>, the European Commission promotes "training for practitioners" among its "support actions" to Member States "for their implementation of EU laws"<sup>7</sup>. The work of judges and justice practitioners involved in the application of EU law is essential to the well-functioning of the EU area of justice. In this context, training justice practitioners on EU law is a fundamental tool to improve the correct and uniform application of EU law, mutual trust in cross-border judicial proceedings<sup>8</sup> and the respect of the rule of law in the EU.

The European judicial training strategy for 2021-2024<sup>9</sup> sets out a comprehensive strategy to improve justice professionals' training on EU law further. Justice practitioners must be able to adapt to new developments, including in the area of EU law. It is important that a flexible response is brought to emerging EU law training needs. More justice professionals should attend training on EU law and training

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<sup>3</sup> Commission Communication '[Enforcing EU law for a Europe that delivers](#)', COM(2022) 518 final.

<sup>4</sup> Article 17 of the Treaty on European Union.

<sup>5</sup> Article 19(1), second subparagraph, of the Treaty on European Union and Article 47 of the EU Charter of Fundamental Rights.

<sup>6</sup> Commission Communication, '[Commission work programme 2022 - Making Europe stronger together](#)', COM(2021) 645 final.

<sup>7</sup> Commission [Staff Working Document, General statistical overview accompanying the document 'Report from the Commission, Monitoring the application of European Union law, 2021 Annual Report](#) (COM(2022) 344), SWD(2022) 194 final.

<sup>8</sup> Articles 81.2.h and 82.1.c of the Treaty on the Functioning of the European Union.

<sup>9</sup> Commission Communication, '[Ensuring justice in the EU — a European judicial training strategy for 2021-2024](#)', COM/2020/713 final, 2 December 2020.

providers should improve the EU law training on offer, whether national or cross-border, and whether or not EU (co-)funded. This applies to all justice professionals who apply EU law, including primarily judges, prosecutors and court staff, but also professions such as lawyers, notaries, bailiffs, mediators, legal interpreters/translators, court experts and, in certain situations, to prison staff and probation officers. In particular, newly/to be appointed justice professionals should understand early in their career the role they need to play as European justice practitioners. European judicial training should also go beyond legal education and support the development of professional skills. The Commission therefore provides financial support for cross-border training of justice professionals on non-legal issues, in accordance with their needs, when linked with legal training.

## **2. Objectives – Themes and priorities – Activities that can be funded – Expected impact**

### **JUST-2023-JTRA - Call for proposals for action grants to support transnational projects on training of justice professionals covering civil law, criminal law or fundamental rights**

#### *Objectives (expected outcome)*

In line with the Commission Communication 'Ensuring justice in the EU — a European judicial training strategy for 2021-2024'<sup>10</sup>, the objective of the call is to contribute to the effective and coherent application of EU law in the areas of civil law, criminal law and fundamental rights, as enshrined in the EU Charter of Fundamental Rights, and the rule of law related issues, by helping to address the training needs of justice professionals in these fields.

The 2023 priorities will concentrate funding on training activities and tools for training providers, as described below, in order to support cross-border training activities for:

- 1) members of the judiciary and judicial staff, meaning judges, prosecutors, court and prosecution offices' staff, other justice professionals associated with the judiciary, such as lawyers in private practice, notaries, bailiffs, insolvency practitioners and mediators, as well as court interpreters and translators, prison and probation staff; and/or
- 2) justice professionals in initial / induction training, and/or
- 3) multipliers, such as judicial trainers or EU law court coordinators, where there are guarantees that the multipliers will pass on their knowledge to justice professionals in a systematic way, and/or
- 4) cross-professional training, in order to stimulate discussions across justice professions about the application of EU law and contribute to a European judicial culture across professional boundaries on precisely identified topics of relevance to the concerned professions.

#### *Themes and priorities (scope)*

The activities may cover EU civil, criminal and fundamental rights law, legal systems of the Member States, and the rule of law.

#### **Judicial training principles**

Training should be designed and planned in cooperation with training providers of justice professions, justice professions' associations or bodies, or judicial authorities. Training should primarily be delivered by justice professionals who have been

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<sup>10</sup> COM(2020) 713 final.

previously trained for this purpose, involving non-judicial experts only where relevant, using active and modern adult learning techniques.

### ***Training needs assessment***

An **evidenced-based training needs assessment** for the topic of the training activity is always required. It should have already been carried out and should be outlined clearly in the project applications.

### ***Gender mainstreaming***

The assessment of the training needs should include a [gender equality analysis](#). Findings from this gender analysis are expected to inform the design and implementation of the project. When designing the training content, the applicant shall take into account, as relevant, the differences in situations and conditions for women and men (or girls and boys) that are subject to a legal process<sup>11</sup>. Applicants are further expected to consider their differing needs, which could have an impact on the application of the law and consequently on the training needs of the practitioners. Thereby, unintended negative effects of training activities on either gender should be forestalled (do no-harm approach). Proposals that consider in their design and implementation a gender perspective, are deemed more impactful (see also section 9). Applicants are encouraged to consult the key questions listed on the EIGE<sup>12</sup> website when conducting their gender analysis.

### ***Non-legal skills and knowledge***

The multidisciplinary competencies, judgecraft, professional skills, topics like conduct, resilience, unconscious bias, including gender-bias, case and courtroom management, leadership, digitalisation, modern technologies and IT tools, linguistic skills might be addressed, only if linked to training on legal topics.

### ***Priority will notably be given to training on the following topics:***

#### *Fundamental rights and the rule of law*

- EU law requirements regarding the rule of law, including the case law of the European Court of Justice of the EU (CJEU), as well as the case law of the European Court of Human Rights (ECHR) (in particular on judicial independence and access to justice)<sup>13</sup>;

This topic can also include training on criteria for the referral to the CJEU pursuant to Article 267 TFEU, and practical questions related thereto.

- The scope and application of the EU Charter of Fundamental Rights,

Including the case law of the CJEU and the interplay between the Charter and the European Convention on Human Rights; Training on this topic can be general on the application of the Charter and CJEU case law, or focussed on certain areas of EU law;

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<sup>11</sup> The situations in which women and men, girls and boys find themselves in front of the law could be different because of their gender, and also be impacted by gender stereotyping. Ensuring that professionals in the legal system have sufficient knowledge about gender equality issues and know how to link them to court settings is of the essence for fair trials.

<sup>12</sup> <https://eige.europa.eu/gender-mainstreaming/toolkits>.

<sup>13</sup> See also the "Training guide" developed by the European Judicial Training Network (EJTN) for the European Commission: <https://www.ejtn.eu/Templates/Public/Pages/NewsItem.aspx>, and the book 'Rule of Law in Europe – Perspectives from Practitioners and Academics': <https://www.ejtn.eu/Templates/Public/Pages/NewsItem.aspx>, written by Paul Craig, Stanislas Adam, Nuria Diaz Abad and Lorenzo Salazar.



The identification of manifestly unfounded or abusive court proceedings (“SLAPP<sup>14</sup>”) and use of the available tools to address them (including the ECHR case law regarding article 10 of the European Convention on Human Rights);

- Child-friendly justice, in line with the EU Strategy on the rights of the child<sup>15</sup>. Children can be victims, witness, suspects, accused, perpetrators or parties, either in criminal, administrative or civil proceedings. Particular attention should be paid to children with specific vulnerabilities. Applicants shall take into consideration the EU legal and policy framework<sup>16</sup>, as well as the international<sup>17</sup> and European standards in the field<sup>18</sup>;

Training on this topic can be general on child-friendly justice, or focussed on certain areas of EU law or certain topics (e.g. access to justice, legal representation and legal aid, hearing of the child, child-friendly communication and proceedings, including evidence taking or use of non-custodial measures for children in contact with the justice system,...);

- Hate speech and hate crime, including training to develop the necessary skills for their investigation, prosecution and sanctioning, and to ensure a fair and adequate support to and treatment of victims;

Antisemitism, in line with the EU Strategy on combating antisemitism and fostering Jewish life (2021 – 2030), including training activities and materials to support justice professionals to recognise and prosecute antisemitic hate speech and hate crime<sup>19</sup>.

- Whistle blower protection:

Training on the effective implementation of the Directive (EU) 2019/1937 on the protection of persons who report breaches of Union law. In particular, training to support and ensure a correct handling of reports, ensure confidentiality and provide for adequate protection to prevent or remedy retaliation, including by applying the appropriate legal remedies applicable to whistleblowers, in particular, the reversal of the burden of proof and interim relief.

*Victims’ rights, in line with the EU Strategy on victims’ rights (2020-2025) (COM/2020/258 final) and with the relevant EU rules, notably:*

- Directive 2012/29/EU establishing minimum standards on the rights, support and protection of victims of crime;
- Directive 2011/99/EU on the European protection order;
- Regulation (EU) 606/2013 on mutual recognition of protection measures in civil matters.

### *Digitalisation*

Include in the training activities, where relevant:

<sup>14</sup> SLAPP: Strategic Lawsuits Against Public Participation.

<sup>15</sup> <https://eur-lex.europa.eu/legal-content/en/TXT/?uri=CELEX%3A52021DC0142>

<sup>16</sup> [https://ec.europa.eu/info/sites/default/files/childrights\\_annex2\\_2021\\_4\\_digital\\_0.pdf](https://ec.europa.eu/info/sites/default/files/childrights_annex2_2021_4_digital_0.pdf)

<sup>17</sup> For e.g. UN Convention on the rights of the child and its Optional Protocols.

<sup>18</sup> For e.g. Council of Europe Guidelines on child-friendly justice.

<sup>19</sup> Applicants are invited to make use of established sources and standards, such as the non-legally binding International Holocaust Remembrance Alliance working definition of antisemitism.

- Training on the information and communication technology (ICT) systems used in the fields of EU judicial cooperation and access to justice, for instance:
  - o The e-Evidence Digital Exchange System (e-EDES) currently used for voluntary communication exchanges in the context of the European Investigation Order (Directive 2014/41/EU) and mutual legal assistance;
  - o The tools and information available on the European e-Justice Portal<sup>20</sup>, such as the webpages of the European Judicial Network in civil and commercial matters, the Judicial Atlas, online forms, interconnected registers, competent court database, European Case Law Identifier (ECLI) search engine, European electronic access point, etc.;
  - o The tools and information available on the website of the European Judicial Network in criminal matters<sup>21</sup>;
  - o The SIRIUS platform<sup>22</sup>.
- Training on the horizontal skills needed notably in the context of judicial cooperation such as the best practices in the use of videoconferencing, etc.

#### *Civil law*

- Legal instruments in civil and commercial matters, in particular:
  - o Regulation (EU) 1215/2012 on jurisdiction and the recognition and enforcement of judgments in civil and commercial matters (Brussels I Recast);
  - o Directive (EU) 2019/1023 on preventive restructuring frameworks, on discharge of debt and disqualifications, and on measures to increase the efficiency of procedures concerning restructuring, insolvency and discharge of debt, and amending Directive (EU) 2017/1132 (Directive on restructuring and insolvency);
  - o Regulation (EU) 2020/1783 on cooperation between the courts of the Member States in the taking of evidence in civil or commercial matters (taking of evidence) (recast);
  - o Regulation (EU) 2020/1784 on the service in the Member States of judicial and extrajudicial documents in civil or commercial matters (service of documents) (recast);
  - o Regulation (EU) 2016/1191 on promoting the free movement of citizens by simplifying the requirements for presenting certain public documents in the European Union;
- The interplay between the different legal instruments in family matters and with succession, in particular:
  - o Regulation (EU) 2019/1111 on jurisdiction, the recognition and enforcement of decisions in matrimonial matters and the matters of parental responsibility, and on international child abduction (Brussels IIa Recast);

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<sup>20</sup> <https://e-justice.europa.eu/>.

<sup>21</sup> <https://www.ejn-crimjust.europa.eu/ejn2021/Home/EN>.

<sup>22</sup> <https://www.eurojust.europa.eu/sirius>.

- Council Regulation (EC) 4/2009 on jurisdiction, applicable law, recognition and enforcement of decisions and cooperation in matters relating to maintenance obligations;
- Council Regulation (EU) 1259/2010 implementing enhanced cooperation in the area of the law applicable to divorce and legal separation (Rome III);
- Council Regulations (EU) 2016/1103 and 2016/1104 implementing enhanced cooperation in the area of jurisdiction, applicable law and the recognition and enforcement of decisions in matters of matrimonial property regimes and of the property consequences of registered partnerships;
- Regulation (EU) No 650/2012 of the European Parliament and of the Council on jurisdiction, applicable law, recognition and enforcement of decisions and acceptance and enforcement of authentic instruments in matters of succession and on the creation of a European Certificate of Succession.

### *Criminal law*

- Judicial cooperation instruments in criminal matters:
  - Council Regulation (EU) 2018/1805 on the mutual recognition of freezing and confiscation orders;
  - Council Framework Decision 2002/584/JHA on the European arrest warrant (EAW) and the surrender procedures between Member States;
  - Council Framework Decision 2008/909/JHA on the application of the principle of mutual recognition to judgments in criminal matters imposing custodial sentences or measures involving deprivation of liberty for the purpose of their enforcement in the European Union, Council Framework Decision 2008/947/JHA on the application of the principle of mutual recognition to judgments and probation decisions with a view to the supervision of probation measures and alternative sanctions and Council Framework Decision 2009/829/JHA on the application, between Member States of the European Union, of the principle of mutual recognition to decisions on supervision measures as an alternative to pre-trial detention, as well as the case-law of the European Court of Human Rights on pre-trial detention;
  - Directive 2014/41/EU regarding the European Investigation Order in criminal matters;
- Council Regulation (EU) 2017/1939 implementing enhanced cooperation on the establishment of the European Public Prosecutor's Office ('the EPPO');
- All six directives on procedural rights in criminal proceedings:
  - Directive 2010/64/EU on the right to interpretation and translation in criminal proceedings;
  - Directive 2012/13/EU on the right to information in criminal proceedings;
  - Directive 2013/48/EU on the right of access to a lawyer in criminal proceedings and in European arrest warrant proceedings, and on the right to have a third party informed upon deprivation of liberty and to

- communicate with third persons and with consular authorities while deprived of liberty;
- Directive (EU) 2016/800 on procedural safeguards for children who are suspects or accused persons in criminal proceedings;
- Directive (EU) 2016/343 of the European Parliament and of the Council on the strengthening of certain aspects of the presumption of innocence and of the right to be present at the trial in criminal proceedings;
- Directive (EU) 2016/1919 on legal aid for suspects and accused persons in criminal proceedings and for requested persons in European arrest warrant proceedings and related aspects as regards Directive 2013/48/EU on the right of access to a lawyer;
- The Trade and cooperation agreement between the EU and the UK, in particular Part 3 on Law enforcement and judicial cooperation in criminal matters (OJEU, 31/12/2020, L444/14).

#### *Data protection*

- Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation);
- Directive (EU) 2016/680 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data by competent authorities for the purposes of the prevention, investigation, detection or prosecution of criminal offences or the execution of criminal penalties, and on the free movement of such data.

#### *Proposals outside of these priority topics*

Since the assessment of European judicial training needs cannot be solely conducted at EU level and is mainly done nationally and even locally, policy priorities mentioned in this call for proposals are indications of possible topics of supported projects. Proposals not in line with these priorities may still be awarded funding, if applicants can justify by a convincing evidence-based training needs' assessment that reaching the objectives of such proposals will contribute to the effective and coherent application of EU law. Such proposals might be awarded grants if they allow the justice professionals to keep pace with the development of EU law and/or to face the newly emerging challenges.

#### **Target group**

This call supports training of members of the judiciary and judicial staff, meaning judges, prosecutors, court and prosecution offices' staff, other justice professionals associated with the judiciary, such as lawyers in private practice, notaries, bailiffs, insolvency practitioners and mediators, as well as court interpreters and translators, prison and probation staff. Non-justice professionals cannot participate in the training activities as participants whose participation costs are eligible unless there is a duly justified exception acknowledged at the moment of the grant award.

Each project should describe the planned participants' selection process. When identifying its target group (planned participants), the applicant shall consider gender balance, striving for gender parity among participants to the extent possible.

### ***Distribution of financial support between different topics***

When deciding on the allocation of grants, a fair balance between topics and/or target audience shall be sought. Moreover, priority will be given to projects that do not duplicate existing training material or on-going projects but that act in complementarity and/or that innovate.

#### ***Activities that can be funded (scope)***

Each project should include training activities that are tailored to the daily professional needs, practical, interactive and accessible to all learners, including practitioners with disabilities, irrespective of the format(s) of the activities: face-to-face, blended<sup>23</sup>, hybrid<sup>24</sup> or online format.

The gender equality perspective should be taken into account when designing the 'format' of the training activities and gender balanced participation in training activities must be promoted and ensured<sup>25</sup>. Moreover, a gender-sensitive approach should be taken for the identification of best practices, data collection (including [sex-disaggregated statistics](#)) and information dissemination.

Training activities must include participants from different participating countries. For face-to-face or hybrid activities – when they can take place in view of the sanitary situation, travel and accommodation costs of the participants should be planned.

While the pandemic situation has improved, all projects should plan the possible disruption of travel and face-to-face activities, so that such disruption does not hinder reaching the project's objectives and implementing its activities.

This call may support training activities such as:

- organisation of interactive, practice-oriented seminars;
- multilateral exchanges between justice professionals;
- cross-border initial training activities (online, face-to-face activities or exchanges), covering as many Member States as possible, to create a common European legal culture from the moment of entering a justice profession;
- training activities on the use of digital justice tools, in particular with regard to the priority topics set out above, including i.a. on the European e-Justice Portal, in combination with training on legal topics;
- joint study visits to European courts (such as the CJEU and the ECHR) by justice professionals from as many different Member States as possible;
- creation of training material, whether for presential learning, blended learning or e-learning, ready-to-use either by trainers or by practitioners for self-learning, in combination with the organisation of training activities, including the creation of 'Capsule' e-training (short, up to date, tightly focused) to address justice professionals' immediate needs in the context of a concrete case;
- pilot innovative online training using latest methodologies and tools;
- update and/or translation of existing training material possibly combined with adaptation to national settings, in combination with the organisation of cross-border training activities<sup>26</sup>;

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<sup>23</sup> Mixing the face-to-face and online formats.

<sup>24</sup> Simultaneously face-to-face and online.

<sup>25</sup> For the format, the applicant shall take into account the social roles of males and females in the society, in order to make the training course easily accessible for everyone. For example, as in the society women are often attributed a role of the principal children caregiver, a training course lasting until 18:30 or one lasting five days in a row outside of the place where they live, may render it more difficult for women to participate.

<sup>26</sup> For e.g., among those available at: [https://e-justice.europa.eu/european-training-platform/search-training-materials\\_en](https://e-justice.europa.eu/european-training-platform/search-training-materials_en).

- creation of tools or activities for training providers (for example: train-the-trainers on active and modern adult learning techniques, train-the-trainers on online training skills and tools, tools to support the organisation of cross-border training, etc.), including to facilitate their cooperation at EU-level;
- evaluation of the organised training activities on the basis of the participants' satisfaction, increased competence and, where possible, impact on their performance.

These training activities will be funded only when there is no equivalent activity which is already covered by the operating grant of the European Judicial Training Network (EJTN).

Training activities can take place in the context of initial training (pre-service or induction period – for example training activities to familiarise newly appointed justice professionals with EU legislation and judicial cooperation instruments) or continuous training of the participants (for example more specialised training activities for practicing justice professionals).

### ***Training methodology***

The planned training methodology should be described in details, for face-to-face or blended activities as for e-learning ones. It should mix training formats and use state of the art learning methods adapted to justice practitioners' learning needs. Learning by doing should be the basic principle of the used methodology. Discussions and networking among the participants in small groups should be part of the learning experience, including for online activities. The potential of modern techniques, such as virtual face-to-face training and extended reality solutions, could be further explored thanks to this call's financial support.

Planned training activities should be of easy linguistic access (for example, by providing interpretation in the languages of all participants, national breakout groups, translation of training materials or linguistic programme components) to attract also justice professionals to cross-border training activities that are reluctant to participate in an activity in a foreign language and therefore have not been reached by previous cross-border training activities.

Applications should notably take into account handbooks and guidelines on judicial training such as:

- The Advice for training providers of DG Justice and Consumers<sup>27</sup> of the Commission;
- The good practices<sup>28</sup> identified by the EU pilot project on European Judicial training;
- The EJTN Handbook on Judicial Training Methodology in Europe<sup>29</sup>;
- The EJTN Distance Learning Handbook 2020<sup>30</sup>;
- The EJTN Guidelines for Evaluation of Judicial Training Practices<sup>31</sup>;

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<sup>27</sup> Advice for training providers on the European e-Justice Portal [https://ec.europa.eu/competition/calls/2017\\_judges/advice\\_training\\_providers\\_en.pdf](https://ec.europa.eu/competition/calls/2017_judges/advice_training_providers_en.pdf)

<sup>28</sup> Good judicial training practices on the European e-Justice Portal: [https://e-justice.europa.eu/content\\_good\\_training\\_practices-311-en.do](https://e-justice.europa.eu/content_good_training_practices-311-en.do)

<sup>29</sup> <https://www.ejtn.eu/News/The-EJTN-Handbook-on-Judicial-Training-Methodology-now-available-in-23-languages/>

<sup>30</sup> <http://www.ejtn.eu/Documents/About%20EJTN/Distance%20learning%20Handbook.pdf>.

- The EJTN Paper on 'Practicalities for level 2 and level 3 of Kirkpatrick's model'<sup>32</sup>.

### ***Dissemination strategy***

The funded projects should have an effective strategy which guarantees that the training developed can be taken up by other training providers and/or made accessible to other justice practitioners. The sustainability is one of the evaluation criteria of the projects' applications.

Good quality self-standing training material could be further advertised on the European Training Platform<sup>33</sup>, subject to agreement of the European Commission.

### ***Expected impact***

- Increased knowledge of EU civil law, criminal law and fundamental rights related instruments among justice professionals and the methods to implement them;
- Increased knowledge of the European standards on the rule of law among justice professionals;
- Improved mutual trust between justice professionals in cross-border judicial cooperation;
- Increased knowledge of and ability to use digital tools in the area of justice;
- Improved cooperation of training providers of the different justice professions;
- Increased expertise among justice professionals on the scope of application of the EU Charter of Fundamental Rights and on existing remedies and redress.

## **3. Available budget**

The indicative available call budget is **EUR 4 075 000**.

We reserve the right not to award all available funds or to redistribute them between the call priorities, depending on the proposals received and the results of the evaluation.

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<sup>31</sup> <http://www.ejtn.eu/News/EJTN-releases-a-comprehensive-tool-to-help-with-evaluating-training-activities/>.

<sup>32</sup> <http://www.ejtn.eu/MRDDocuments/PRACTICALITIES-Kirkpatrick-2-3.pdf>.

<sup>33</sup> <https://e-justice.europa.eu/european-training-platform/>.

## 4. Timetable and deadlines

Timetable and deadlines (indicative)	
Call opening:	8 December 2022
<u>Deadline for submission:</u>	<u>19 April 2023 – 17:00:00 CET</u> (Brussels)
Evaluation:	April-July 2023
Information on evaluation results:	July-August 2023
GA signature:	August-December 2023

## 5. Admissibility and documents

Proposals must be submitted before the **call deadline** (see *timetable section 4*).

Proposals must be submitted **electronically** via the Funding & Tenders Portal Electronic Submission System (accessible via the Topic page in the [Search Funding & Tenders](#) section. Paper submissions are NOT possible.


Proposals (including annexes and supporting documents) must be submitted using the forms provided *inside* the Submission System (⚠ NOT the documents available on the Topic page — they are only for information).

Proposals must be **complete** and contain all the requested information and all required annexes and supporting documents:

- **Application Form Part A** — contains administrative information about the participants (future coordinator, beneficiaries and affiliated entities) and the summarised budget for the project (*to be filled in directly online*)
- **Application Form Part B** — contains the technical description of the project (*to be downloaded from the Portal Submission System, completed and then assembled and re-uploaded*)
- **Part C** (*to be filled in directly online*) containing additional project data, including mandatory indicators
- **mandatory annexes and supporting documents** (*some templates are available to be downloaded from the Portal Submission System, completed, assembled and re-uploaded*):
  - **detailed budget table** (*template available in the Portal Submission System – to be re-uploaded filled out in the format xlsx*);
  - **CVs (standard) of core project team** (or, where the key personnel is not yet known, a job profile description);
  - **activity report of last year of the coordinator** (unless it is a public body);
  - **list of previous projects** (key projects for the last 4 years) (*template available in Part B*);



- for participants with activities involving children: their **child protection policy** covering the four areas described in the [Keeping Children Safe Child Safeguarding Standards](#).

 Please note that an annual activity report is NOT a financial audit report or balance sheet, but a report highlighting the activities and projects of your organisation.


Please be aware that since the detailed budget table serves as the basis for fixing the lump sums for the grants (and since lump sums must be reliable proxies for the actual costs of a project), the costs you include MUST comply with the basic eligibility conditions for EU actual cost grants (see [AGA – Annotated Grant Agreement, art 6](#)). This is particularly important for purchases and subcontracting, which must comply with best value for money (or if appropriate the lowest price) and be free of any conflict of interests. If the budget table contains ineligible costs, the grant may be reduced (even later on during the project implementation or after their end).

At proposal submission, you will have to confirm that you have the **mandate to act** for all applicants. Moreover, you will have to confirm that the information in the application is correct and complete and that the participants comply with the conditions for receiving EU funding (especially eligibility, financial and operational capacity, exclusion, etc.). Before signing the grant, each beneficiary and affiliated entity will have to confirm this again by signing a declaration of honour (DoH). Proposals without full support will be rejected.

Your application must be **readable, accessible and printable**.

Proposals are limited to maximum **45 pages** (Part B). Evaluators will not consider any additional pages. Shorter proposals are welcome.

You may be asked at a later stage for further documents (*for legal entity validation, financial capacity check, bank account validation, etc*).

 For more information about the submission process (including IT aspects), consult the [Online Manual](#).

## 6. Eligibility

### Eligible participants (eligible countries)

In order to be eligible, the applicants (beneficiaries and affiliated entities) must:

- be legal entities (public or private bodies)
- be established in one of the eligible countries, i.e.:
  - EU Member States (including overseas countries and territories (OCTs), excluding Denmark)
  - non-EU countries:
    - countries associated to the Justice Programme or countries which are in ongoing negotiations for an association agreement and where the agreement enters into force before grant signature ([list of participating countries](#))
- and comply with other eligibility conditions:
  - a) Organisations which are profit-oriented must submit applications in partnership with public entities or private non-profit-oriented organisations;

- b) the applications must be transnational and involve organisations from at least two participating countries;
- c) the EU grant applied for cannot be lower than € 100 000.

Beneficiaries and affiliated entities must register in the [Participant Register](#) — before submitting the proposal — and will have to be validated by the Central Validation Service (REA Validation). For the validation, they will be requested to upload documents showing legal status and origin.

Other entities may participate in other consortium roles, such as associated partners, subcontractors, third parties giving in-kind contributions, etc. (*see section 13*).


### *Specific cases*

Natural persons — Natural persons are NOT eligible (with the exception of self-employed persons, i.e. sole traders, where the company does not have legal personality separate from that of the natural person).

International organisations — International organisations are eligible. The rules on eligible countries do not apply to them.

Entities without legal personality — Entities which do not have legal personality under their national law may exceptionally participate, provided that their representatives have the capacity to undertake legal obligations on their behalf, and offer guarantees for the protection of the EU financial interests equivalent to that offered by legal persons<sup>34</sup>.

EU bodies — EU bodies (with the exception of the European Commission Joint Research Centre) can NOT be part of the consortium.

Associations and interest groupings — Entities composed of members (like for instance networks) may participate as 'sole beneficiaries' or 'beneficiaries without legal personality'<sup>35</sup>.  Please note that if the action will be implemented by the members, they should also participate (either as beneficiaries or as affiliated entities, otherwise their costs will NOT be eligible).

Countries currently negotiating association agreements — Beneficiaries from countries with ongoing negotiations (*see list above*) may participate in the call and can sign grants if the negotiations are concluded before grant signature (with retroactive effect, if provided in the agreement).

EU restrictive measures — Special rules apply for certain entities (*e.g., entities subject to [EU restrictive measures](#) under Article 29 of the Treaty on the European Union (TEU) and Article 215 of the Treaty on the Functioning of the EU (TFEU)*<sup>36</sup> and entities covered by Commission Guidelines No [2013/C 205/05](#)<sup>37</sup>). Such entities are not eligible to participate in any capacity, including as beneficiaries, affiliated entities, associated partners, subcontractors or recipients of financial support to third parties (if any).

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<sup>34</sup> See Article 197(2)(c) EU Financial Regulation [2018/1046](#).

<sup>35</sup> For the definitions, see Articles 187(2) and 197(2)(c) EU Financial Regulation [2018/1046](#).

<sup>36</sup> Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the [EU Sanctions Map](#).

<sup>37</sup> Commission guidelines No [2013/C 205/05](#) on the eligibility of Israeli entities and their activities in the territories occupied by Israel since June 1967 for grants, prizes and financial instruments funded by the EU from 2014 onwards (OJEU C 205 of 19.07.2013, pp. 9-11).



For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

### Consortium composition

Proposals must be submitted by a consortium of at least two applicants (beneficiaries; not affiliated entities), which complies with the following conditions:

1. the applications must involve minimum two entities (beneficiaries, not affiliated entities) from different eligible countries;
2. the consortium must include at least one public body, private non-profit organisation or international organisation as beneficiary or affiliated entity.

### Eligible activities

Eligible activities are the ones set out in section 2 above.

Projects should take into account the results of projects supported by other EU funding programmes. The complementarities must be described in the project proposals (Part B of the Application Form).

Projects must comply with EU policy interests and priorities (*such as respect of EU values, environment, social, security, industrial and trade policy, etc.*).

Financial support to third parties is not allowed.

### Geographic location (target countries)

Proposals must relate to activities taking place in the eligible countries (*see above*).

### Duration

Projects should normally range between 12 and 24 months. Extensions are possible, if duly justified and through an amendment. Applications for longer projects are accepted provided that a thorough explanation for the longer duration is provided in the grant application. The maximum duration is 36 months.

### Project budget

The EU grant applied for cannot be lower than € 100 000. There is no upper limit.

### Ethics and EU values

Projects must comply with:

- highest ethical standards
- EU values based on Article 2 of the Treaty on the European Union and Article 21 of the EU Charter of Fundamental Rights and
- other applicable EU, international and national law (including the General Data Protection Regulation [2016/679](#)).

Projects must seek to promote gender equality and non-discrimination mainstreaming in accordance with the [Gender Mainstreaming Toolkit](#). Project activities should contribute to the equal empowerment of women and men in all their diversity, ensuring that they achieve their full potential and enjoy the same rights (*see [Non-discrimination mainstreaming instruments, case studies and ways forward](#)*). They should also seek to reduce levels of discrimination suffered by particular groups (as well as those at risk of multiple discrimination) and to improve equality outcomes for

individuals<sup>38</sup>. Proposals should integrate gender and non-discrimination considerations in proposals and target a gender-balanced representation in project teams and activities. It is also important that individual data collected by the beneficiaries are broken down by sex ([sex-disaggregated data](#)), disability or age whenever possible.

Applicants must show in their application that they respect ethical principles and EU values based on Article 2 of the Treaty on the European Union and Article of the 21 EU Charter of Fundamental Rights.

Participants with activities involving children must moreover have a child protection policy covering the four areas described in the [Keeping Children Safe Child Safeguarding Standards](#). This policy must be available online and transparent to everyone who comes in contact with the organisation. It must include clear information about the recruitment of staff (including trainees and volunteers) and include background checks (vetting). It must also include clear procedures and rules to staff, including reporting rules, and continuous training.

## 7. Financial and operational capacity and exclusion

### *Financial capacity*

Applicants must have **stable and sufficient resources** to successfully implement the projects and contribute their share. Organisations participating in several projects must have sufficient capacity to implement all these projects.

The financial capacity check will be carried out on the basis of the documents you will be requested to upload in the [Participant Register](#) during grant preparation (*e.g. profit and loss account and balance sheet, business plan, audit report produced by an approved external auditor, certifying the accounts for the last closed financial year, etc*). The analysis will be based on neutral financial indicators, but will also take into account other aspects, such as dependency on EU funding and deficit and revenue in previous years.

The check will normally be done for all coordinators, except:

- natural persons
- public bodies (entities established as public body under national law, including local, regional or national authorities) or international organisations
- if the project requested grant amount is not more than EUR 60 000.

If needed, it may also be done for affiliated entities.

If we consider that your financial capacity is not satisfactory, we may require:

- further information
  - an enhanced financial responsibility regime, i.e. joint and several responsibility for all beneficiaries or joint and several liability of affiliated entities (*see below, section 10*)
  - prefinancing paid in instalments
  - (one or more) prefinancing guarantees (*see below, section 10*)
- or
- propose no prefinancing

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<sup>38</sup> [Non-discrimination mainstreaming– instruments, case studies and way forwards.](#)

- request that you are replaced or, if needed, reject the entire proposal.



For more information, see [Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment](#).

### Operational capacity

Applicants must have the **know-how, qualifications** and **resources** to successfully implement the projects and contribute their share (including sufficient experience in projects of comparable size and nature).

This capacity will be assessed together with the 'Quality' award criterion, on the basis of the competence and experience of the applicants and their project teams, including operational resources (human, technical and other) or, exceptionally, the measures proposed to obtain it by the time the task implementation starts.

If the evaluation of the award criterion is positive, the applicants are considered to have sufficient operational capacity.

Applicants will have to show their capacity via the following information:

- general profiles (qualifications and experiences) of the staff responsible for managing and implementing the project
- description of the consortium participants
- applicants' activity reports of last year (if applicable)
- list of previous projects (key projects for the last 4 years).

Additional supporting documents may be requested, if needed to confirm the operational capacity of any applicant.

Public bodies, Member State organisations and international organisations are exempted from the operational capacity check.

### Exclusion

Applicants which are subject to an **EU exclusion decision** or in one of the following **exclusion situations** that bar them from receiving EU funding can NOT participate<sup>39</sup>:

- bankruptcy, winding up, affairs administered by the courts, arrangement with creditors, suspended business activities or other similar procedures (including procedures for persons with unlimited liability for the applicant's debts)
- in breach of social security or tax obligations (including if done by persons with unlimited liability for the applicant's debts)
- guilty of grave professional misconduct<sup>40</sup> (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- committed fraud, corruption, links to a criminal organisation, money laundering, terrorism-related crimes (including terrorism financing), child labour or human trafficking (including if done by persons having powers of

<sup>39</sup> See Articles 136 and 141 of EU Financial Regulation [2018/1046](#).

<sup>40</sup> Professional misconduct includes: violation of ethical standards of the profession, wrongful conduct with impact on professional credibility, false declarations/misrepresentation of information, participation in a cartel or other agreement distorting competition, violation of IPR, attempting to influence decision-making processes or obtain confidential information from public authorities to gain advantage.

- representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- shown significant deficiencies in complying with main obligations under an EU procurement contract, grant agreement, prize, expert contract, or similar (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant.
- guilty of irregularities within the meaning of Article 1(2) of Regulation No [2988/95](#) (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant)
- created under a different jurisdiction with the intent to circumvent fiscal, social or other legal obligations in the country of origin or created another entity with this purpose (including if done by persons having powers of representation, decision-making or control, beneficial owners or persons who are essential for the award/implementation of the grant.

Applicants will also be refused if it turns out that<sup>41</sup>:

- during the award procedure they misrepresented information required as a condition for participating or failed to supply that information
- they were previously involved in the preparation of the call and this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).

## 8. Evaluation and award procedure

The proposals will have to follow the **standard submission and evaluation procedure** (one-stage submission + one-step evaluation).

An **evaluation committee** (assisted by independent outside experts) will assess all applications. Proposals will first be checked for formal requirements (admissibility, and eligibility, *see sections 5 and 6*). Proposals found admissible and eligible will be evaluated against the operational capacity and award criteria (*see sections 7 and 9*) and then ranked according to their scores.

For proposals with the same score a **priority order** will be determined according to the following approach:


Successively for every group of *ex aequo* proposals, starting with the highest scored group, and continuing in descending order:

- 1) The *ex aequo* proposals within the same topic will be prioritised according to the scores they have been awarded for the award criterion 'Relevance'. When these scores are equal, priority will be based on their scores for the criterion 'Quality'. When these scores are equal, priority will be based on their scores for the criterion 'Impact'.

All proposals will be informed about the evaluation result (**evaluation result letter**). Successful proposals will be invited for grant preparation; the other ones will be put on the reserve list or rejected.

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<sup>41</sup> See Article 141 EU Financial Regulation [2018/1046](#).

 **No commitment for funding** — Invitation to grant preparation does NOT constitute a formal commitment for funding. We will still need to make various legal checks before grant award: *legal entity validation, financial capacity, exclusion check, etc.*

**Grant preparation** will involve a dialogue in order to fine-tune technical or financial aspects of the project and may require extra information from your side. It may also include adjustments to the proposal to address recommendations of the evaluation committee or other concerns. Compliance will be a pre-condition for signing the grant.

If you believe that the evaluation procedure was flawed, you can submit a **complaint** (following the deadlines and procedures set out in the evaluation result letter). Please note that notifications which have not been opened within 10 days after sending will be considered to have been accessed and that deadlines will be counted from opening/access (see also [Funding & Tenders Portal Terms and Conditions](#)). Please also be aware that for complaints submitted electronically, there may be character limitations.

## 9. Award criteria

The **award criteria** for this call are as follows:

- 1. Relevance:** extent to which the proposal matches the priorities and objectives of the call; clearly defined needs and robust needs assessment; clearly defined target group, with gender perspective being appropriately taken into account; contribution to the EU strategic and legislative context; European/transnational dimension; impact/interest for a number of countries (EU or eligible non-EU countries); possibility to use the results in other countries (potential for transfer of good practices); potential to develop mutual trust/cross-border cooperation (40 points)
- 2. Quality:** clarity and consistency of project; logical links between the identified problems, needs and solutions proposed (logical frame concept); methodology for implementing the project with gender perspective being appropriately taken into account (organisation of work, timetable, allocation of resources and distribution of tasks between partners, risks and risk management, monitoring and evaluation); ethical issues are addressed; feasibility of the project within the proposed time frame; financial feasibility (sufficient/appropriate budget for proper implementation; cost-effectiveness (best value for money) (40 points)
- 3. Impact:** ambition and expected long-term impact of results on target groups/general public; appropriate dissemination strategy for ensuring sustainability and long-term impact; potential for a positive multiplier effect; sustainability of results after EU funding ends (20 points).

Award criteria	Minimum pass score	Maximum score
Relevance	25	40
Quality	n/a	40
Impact	n/a	20
<b>Overall (pass) scores</b>	<b>70</b>	<b>100</b>

Maximum points: 100 points.

Individual threshold for the criterion 'Relevance': 25/40 points.

Overall threshold: 70 points.

Proposals that pass the individual threshold for the criterion 'Relevance' AND the overall threshold will be considered for funding — within the limits of the available budget (i.e. up to the budget ceiling). Other proposals will be rejected.

## **10. Legal and financial set-up of the Grant Agreements**

If you pass evaluation, your project will be invited for grant preparation, where you will be asked to prepare the Grant Agreement together with the EU Project Officer.

This Grant Agreement will set the framework for your grant and its terms and conditions, in particular concerning deliverables, reporting and payments.

The Model Grant Agreement that will be used (and all other relevant templates and guidance documents) can be found on [Portal Reference Documents](#).

### Starting date and project duration

The project starting date and duration will be fixed in the Grant Agreement (*Data Sheet, point 1*). Normally the starting date will be after grant signature. The action should start within 6 months following the Grant Agreement signature, except in duly justified cases. Retroactive application can be granted exceptionally for duly justified reasons — but never earlier than the proposal submission date.

Project duration: *see section 6 above*

Extensions are possible, if duly justified and through an amendment.

### Milestones and deliverables

The milestones and deliverables for each project will be managed through the Portal Grant Management System and will be reflected in Annex 1 of the Grant Agreement.

Beneficiaries will have to ask attendees in events to participate in the EU Survey on Justice, Rights and Values. This survey allows the granting authority to closely monitor training, mutual learning and awareness-raising events. The beneficiaries will receive a web link to the survey, to be forwarded to the attendees. They will have access to the survey results for their project and can use it for their project evaluation. The granting authority will aggregate the results of all the projects financed under the Justice programme.

### Form of grant, funding rate and maximum grant amount

The grant parameters (*maximum grant amount, funding rate, total eligible costs, etc*) will be fixed in the Grant Agreement (*Data Sheet, point 3 and art 5*).

Project budget (maximum grant amount): *see section 6 above*.

The grant awarded may be lower than the amount requested.

The grant will be a lump sum grant. This means that it will reimburse a fixed amount, based on a lump sum or financing not linked to costs. The amount will be fixed by the granting authority on the basis of the estimated project budget and a funding rate of 90%.

### Budget categories and cost eligibility rules



The budget categories and cost eligibility rules are fixed in the Grant Agreement (*Data Sheet, point 3, art 6 and Annex 2*).

*Budget categories for this call:*

- Lump sum contributions<sup>42</sup>

*Specific cost eligibility rules for this call:*

- the lump sum amount must be calculated in accordance with the methodology set out in the lump sum decision and using the detailed budget table provided;
- the lump sum calculation should respect the following conditions:
  - for lump sums based on estimated project budgets: the estimated budget must comply with the basic eligibility conditions for EU actual cost grants (see [AGA – Annotated Grant Agreement, art 6](#))
  - for lump sums based on estimated project budgets: costs for financial support to third parties: not allowed

### Reporting and payment arrangements

The reporting and payment arrangements are fixed in the Grant Agreement (*Data Sheet, point 4 and art 21 and 22*).

After grant signature, you will normally receive a **prefinancing** to start working on the project (float of normally 80% of the maximum grant amount; exceptionally less or no pre-financing). The pre-financing will be paid 30 days from entry into force/financial guarantee (if required) — whichever is the latest.


There may also be **additional prefinancing payments**, especially in case of a weak financial capacity.

There will be no **interim payments**.

For projects with duration of 24 months or more, you will be expected to submit one progress report not linked to payments after 12 months.

**Payment of the balance:** At the end of the project, we will calculate your final grant amount. If the total of earlier payments is higher than the final grant amount, we will ask you (your coordinator) to pay back the difference (recovery).

All payments will be made to the coordinator.

 Please be aware that payments will be automatically lowered if one of your consortium members has outstanding debts towards the EU (granting authority or other EU bodies). Such debts will be offset by us — in line with the conditions set out in the Grant Agreement (see *art 22*).

Please also note that you are responsible for keeping records on all the work done.

### Prefinancing guarantees

If a prefinancing guarantee is required, it will be fixed in the Grant Agreement (*Data Sheet, point 4*). The amount will be set during grant preparation and it will normally be equal or lower than the prefinancing for your grant.

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<sup>42</sup> [Decision](#) of 30/09/2022 authorising the use of lump sums for actions under the Justice Programme (2021-2027).

The guarantee should be in euro and issued by an approved bank/financial institution established in an EU Member State. If you are established in a non-EU country and would like to provide a guarantee from a bank/financial institution in your country, please contact us (this may be exceptionally accepted, if it offers equivalent security).

Amounts blocked in bank accounts will NOT be accepted as financial guarantees.

Prefinancing guarantees are formally NOT linked to individual consortium members, which means that you are free to organise how to provide the guarantee amount (*by one or several beneficiaries, for the overall amount or several guarantees for partial amounts, by the beneficiary concerned or by another beneficiary, etc.*). It is however important that the requested amount is covered and that the guarantee(s) are sent to us in time to make the prefinancing (scanned copy via Portal AND original by post).

If agreed with us, the bank guarantee may be replaced by a guarantee from a third party.

The guarantee will be released at the end of the grant, in accordance with the conditions laid down in the Grant Agreement.

### Certificates

Depending on the type of action, size of grant amount and type of beneficiaries, you may be requested to submit different certificates. The types, schedules and thresholds for each certificate are fixed in the Grant Agreement (*Data Sheet, point 4 and art 24*).

### Liability regime for recoveries

The liability regime for recoveries will be fixed in the Grant Agreement (*Data Sheet point 4.4 and art 22*).

For beneficiaries, it is limited joint and several liability with individual ceilings — *each beneficiary up to their maximum grant amount*.

In addition, the granting authority may require joint and several liability of affiliated entities (with their beneficiary).

### Provisions concerning the project implementation

IPR rules: *see Model Grant Agreement (art 16 and Annex 5)*:

- rights of use on results: Yes

Communication, dissemination and visibility of funding: *see Model Grant Agreement (art 17 and Annex 5)*:

- additional communication and dissemination activities: Yes

### Other specificities

n/a

### Non-compliance and breach of contract

The Grant Agreement (chapter 5) provides for the measures we may take in case of breach of contract (and other non-compliance issues).



For more information, see [AGA — Annotated Grant Agreement](#).

## **11. How to submit an application**

All proposals must be submitted directly online via the Funding & Tenders Portal Electronic Submission System. Paper applications are NOT accepted.

Submission is a **2-step process**:

a) **create a user account and register your organisation**

To use the Submission System (the only way to apply), all participants need to [create an EU Login user account](#).

Once you have an EULogin account, you can [register your organisation](#) in the Participant Register. When your registration is finalised, you will receive a 9-digit participant identification code (PIC).

b) **submit the proposal**

Access the Electronic Submission System via the Topic page in the [Search Funding & Tenders](#) section (or, for calls sent by invitation to submit a proposal, through the link provided in the invitation letter).

Submit your proposal in 4 parts, as follows:

- Part A includes administrative information about the applicant organisations (future coordinator, beneficiaries, affiliated entities and associated partners) and the summarised budget for the proposal. Fill it in directly online
- Part B (description of the action) covers the technical content of the proposal. Download the mandatory word template from the Submission System, fill it in and upload it as a PDF file
- Part C containing additional project data. To be filled in directly online.
- Annexes (*see section 5*). Upload them as PDF file (single or multiple depending on the slots). Excel upload is sometimes possible, depending on the file type.

The proposal must keep to the **page limits** (*see section 5*); excess pages will be disregarded.

Documents must be uploaded to the **right category** in the Submission System otherwise the proposal might be considered incomplete and thus inadmissible.

The proposal must be submitted **before the call deadline** (*see section 4*). After this deadline, the system is closed and proposals can no longer be submitted.

Once the proposal is submitted, you will receive a **confirmation e-mail** (with date and time of your application). If you do not receive this confirmation e-mail, it means your proposal has NOT been submitted. If you believe this is due to a fault in the Submission System, you should immediately file a complaint via the [IT Helpdesk webform](#), explaining the circumstances and attaching a copy of the proposal (and, if possible, screenshots to show what happened).

Details on processes and procedures are described in the [Online Manual](#). The Online Manual also contains the links to FAQs and detailed instructions regarding the Portal Electronic Exchange System.

## 12. Help

As far as possible, ***please try to find the answers you need yourself***, in this and the other documentation (we have limited resources for handling direct enquiries):

- [Online Manual](#)
- FAQs on the Topic page (for call-specific questions in open calls)
- [Portal FAQ](#) (for general questions).

Please also consult the Topic page regularly, since we will use it to publish call updates. (For invitations, we will contact you directly in case of a call update).

#### *Contact*

For individual questions on the Portal Submission System, please contact the [IT Helpdesk](#).

Non-IT related questions should be sent to the following email address: [EC-JUSTICE-CALLS@ec.europa.eu](mailto:EC-JUSTICE-CALLS@ec.europa.eu).

Please indicate clearly the reference of the call and topic to which your question relates (*see cover page*).

## 13. Important



### IMPORTANT

- **Don't wait until the end** — Complete your application sufficiently in advance of the deadline to avoid any last minute **technical problems**. Problems due to last minute submissions (*e.g. congestion, etc.*) will be entirely at your risk. Call deadlines can NOT be extended.
- **Consult** the Portal Topic page regularly. We will use it to publish updates and additional information on the call (call and topic updates).
- **Funding & Tenders Portal Electronic Exchange System** — By submitting the application, all participants **accept** to use the electronic exchange system in accordance with the [Portal Terms & Conditions](#).
- **Registration** — Before submitting the application, all beneficiaries, affiliated entities and associated partners must be registered in the [Participant Register](#). The participant identification code (PIC) (one per participant) is mandatory for the Application Form.
- **Consortium roles** — When setting up your consortium, you should think of organisations that help you reach objectives and solve problems.

The roles should be attributed according to the level of participation in the project. Main participants should participate as **beneficiaries** or **affiliated entities**; other entities can participate as associated partners, subcontractors, third parties giving in-kind contributions. **Associated partners** and third parties giving in-kind contributions should bear their own costs (they will not become formal recipients of EU funding). **Subcontracting** should normally constitute a limited part and must be performed by third parties (not by one of the beneficiaries/affiliated entities). Subcontracting going beyond 30% of the total eligible costs must be justified in the application.

- **Coordinator** — In multi-beneficiary grants, the beneficiaries participate as consortium (group of beneficiaries). They will have to choose a coordinator, who will take care of the project management and coordination and will represent the consortium towards the granting authority. In mono-beneficiary grants, the single beneficiary will automatically be coordinator.
- **Affiliated entities** — Applicants may participate with affiliated entities (i.e. entities linked to a beneficiary which participate in the action with similar rights and obligations as the beneficiaries, but do not sign the grant and therefore do not become beneficiaries themselves). They will get a part of the grant money and must therefore comply with all the call conditions and be validated (just like beneficiaries); but they do not count towards the minimum eligibility criteria for consortium composition (if any).
- **Associated partners** — Applicants may participate with associated partners (i.e. partner organisations which participate in the action but without the right to get grant money). They participate without funding and therefore do not need to be validated.
- **Consortium agreement** — For practical and legal reasons it is recommended to set up internal arrangements that allow you to deal with exceptional or unforeseen circumstances (in all cases, even if not mandatory under the Grant Agreement). The consortium agreement also gives you the possibility to redistribute the grant money according to your own consortium-internal principles and parameters (for instance, one beneficiary can reattribute its grant money to another beneficiary). The consortium agreement thus allows you to customise the EU grant to the needs inside your consortium and can also help to protect you in case of disputes.

- **Balanced project budget** — Grant applications must ensure a balanced project budget and sufficient other resources to implement the project successfully (*e.g. own contributions, income generated by the action, financial contributions from third parties, etc.*). You may be requested to lower your estimated costs, if they are ineligible (including excessive).
- **No-profit rule** — Grants may NOT give a profit (i.e. surplus of revenues + EU grant over costs). This will be checked by us at the end of the project.
- **No double funding** — There is a strict prohibition of double funding from the EU budget (except under EU Synergies actions). Outside such Synergies actions, any given action may receive only ONE grant from the EU budget and cost items may under NO circumstances be declared to two different EU actions.
- **Completed/ongoing projects** — Proposals for projects that have already been completed will be rejected; proposals for projects that have already started will be assessed on a case-by-case basis (in this case, no costs can be reimbursed for activities that took place before the project starting date/proposal submission).
- **Combination with EU operating grants** — Combination with EU operating grants is possible, if the project remains outside the operating grant work programme and you make sure that cost items are clearly separated in your accounting and NOT declared twice (see [AGA — Annotated Model Grant Agreement, art 6.2.E](#)).
- **Multiple proposals** — Applicants may submit more than one proposal for *different* projects under the same call (and be awarded a funding for them).  
Organisations may participate in several proposals.  
BUT: if there are several proposals for *very similar* projects, only one application will be accepted and evaluated; the applicants will be asked to withdraw one of them (or it will be rejected).
- **Resubmission** — Proposals may be changed and re-submitted until the deadline for submission.
- **Rejection** — By submitting the application, all applicants accept the call conditions set out in this this Call Document (and the documents it refers to). Proposals that do not comply with all the call conditions will be **rejected**. This applies also to applicants: All applicants need to fulfil the criteria; if any one of them doesn't, they must be replaced or the entire proposal will be rejected.
- **Cancellation** — There may be circumstances which may require the cancellation of the call. In this case, you will be informed via a call or topic update. Please note that cancellations are without entitlement to compensation.
- **Language** — You can submit your proposal in any official EU language (project abstract/summary should however always be in English). For reasons of efficiency, we strongly advise you to use English for the entire application. If you need the call documentation in another official EU language, please submit a request within 10 days after call publication (for the contact information, see *section 12*).

- **Transparency** — In accordance with Article 38 of the [EU Financial Regulation](#), information about EU grants awarded is published each year on the [Europa website](#).

This includes:

- beneficiary names
- beneficiary addresses
- the purpose for which the grant was awarded
- the maximum amount awarded.

The publication can exceptionally be waived (on reasoned and duly substantiated request), if there is a risk that the disclosure could jeopardise your rights and freedoms under the EU Charter of Fundamental Rights or harm your commercial interests.

- **Data protection** — The submission of a proposal under this call involves the collection, use and processing of personal data. This data will be processed in accordance with Regulation [2018/1725](#). It will be processed solely for the purpose of evaluating your proposal, subsequent management of your grant and, if needed, programme monitoring, evaluation and communication. Details are explained in the [Funding & Tenders Portal Privacy Statement](#).