



Terms and conditions applicable to Eurojust's financial support to JITs activities

I. General rules

1. These conditions apply to financial assistance for a JIT, commencing at the point of application.
2. The provision of financial assistance is subject to availability; amounts reimbursed, applicable ceilings and the award procedure are subject to change.
3. The submission of an application does not result in any entitlement to funds.
4. In the event of funds being awarded to the applicant, the completed application and the Award Decision shall constitute a grant agreement between Eurojust and the applicant.
5. These terms and conditions are an integral part of the application and the conditions applicable to any application for financial assistance from Eurojust.
6. National Members, their Deputies or their Assistants shall be invited to participate in any JIT involving their Member State and for which Eurojust funding is provided. Financial support is subject to such invitation.
7. Member States and third States that are parties to or participants in a JIT involving one or more Member States are eligible for funding.
8. Participants in a JIT are not eligible for reimbursement if they are participants from EU bodies/agencies (e.g. Eurojust, Europol) or OLAF.
9. Eurojust does not fund attendance at Europol meetings under the JITs funding scheme.
10. The information contained in the application, once completed and submitted, and in any subsequent communication with the applicant, is treated by Eurojust as confidential, other than for budgetary control and auditing purposes, and will be processed in accordance with the applicable [Regulation 2018/1725](#)¹ and [Eurojust Data Protection Rules](#)². For further details please consult the [Data Protection Notice](#).
11. The applicant agrees to perform an evaluation of the JIT at the time of or following its closure and to submit a completed JIT evaluation form to Eurojust. The evaluation form, as well as guidance and support to carry out the evaluation, can be found on [Eurojust's website](#).

¹ Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC

² Rules of Procedure on the Processing and Protection of Personal Data at Eurojust

12. The applicant agrees that Eurojust may use the information it receives, if edited to prevent identification of any person, for analysis and dissemination to interested parties. To prevent double funding of the same costs and protect the financial interests of the European Union, exchange of relevant information with EU institutions, agencies and bodies may take place.
13. Eurojust shall notify applicants of any refusal of application or any decision to terminate financial assistance. Such refusal or termination shall not be subject to compensation. These conditions are subject to change and revision at the discretion of Eurojust.
14. Eurojust reserves the right to suspend or terminate the grant agreement, reduce the grant amount, or seek recovery, should any of the following situations arise after the applicant has been given an opportunity to present his observations:
 - a) if the agreed action or work programme is not carried out at all or is not carried out adequately, in full or on time;
 - b) if amounts exceeding the financial ceilings set out in the agreement have been paid;
 - c) if amounts paid in accordance with the grant agreement are higher than the actual costs incurred by the applicant for the action or if the operating budget reveals a surplus *ex post*;
 - d) if, in respect of loaned equipment, usage costs are manifestly disproportionate or equipment is not returned in good working condition;
 - e) if the applicant has been unable to prove its costs as per these terms and conditions; or
 - f) in the event of false declarations made by the applicant.

II. Actions supported and eligible costs

15. Through these grants, support is provided to the following actions:
 - meetings of the JIT, participation in investigative measures carried out on the territory of another State,
 - interpretation during activities of the JIT, including during investigative measures, and translation of evidentiary material or procedural or case-related documents, and
 - cross-border transfer of seized items, evidentiary material or procedural or case-related documents.
16. Eligible costs related to these actions are as follows:
 - travel and accommodation costs,
 - interpretation and translation costs, and
 - transport costs.
17. Any financing is necessarily subject to the limited availability of funds. To enable reasonable distribution and achieve the objectives of JITs funding described above, a ceiling of EUR 50,000 has been set for each application.
18. Eligible costs shall satisfy the following criteria:
 - Costs must be incurred exclusively in relation to cross-border operational activities of the JIT;
 - Costs must be necessary for the performance of the actions for which funding has been sought;
 - Costs must be reasonable and justified and in accordance with the principles of sound financial management;
 - Costs must be incurred by the beneficiary:

- during the lifetime of the JIT or in subsequent investigative or judicial procedures in which the result of the JIT is used or during the evaluation of the JIT³; and
 - within the period indicated in the relevant call for proposals; and
- Costs must be recorded in the beneficiary's accounts.

19. VAT is not eligible for reimbursement.

20. To comply with the co-financing principle, Eurojust will reimburse 95% of the total eligible costs under this call for proposals. This means that the amount stipulated in the Award Decision will be reimbursed fully only in the event that this amount constitutes less than or equal to 95% of the total eligible costs. An amount of at least 5% of the total eligible costs shall be borne by the national authorities of the Member States.

a. Travel and accommodation costs

21. Travel and accommodation costs will be reimbursed on the basis of the following unit costs, following the principles set out in Article 181 of [Regulation \(EU, Euratom\) 2018/1046](#) of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014 and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 (OJ L 193, 30.7.2018, p. 1–222).

Nature of travel/accommodation (*)	Applicable unit costs
Return flight within EU	EUR 280 per person
Return flight to and from non-EU States	EUR 340 per person
Return flight to and from overseas States/territories	EUR 880 per person
Return trip by car (**) (EU/non-EU)	EUR 180 per vehicle(**)
Return trip by train/bus (EU/non-EU)	EUR 230 per person
Return trip by boat (EU/non-EU)	EUR 80 per person
Accommodation (EU/non-EU)	Country-specific rate, according to the list published on Eurojust's website – JITs funding document library – Section 'unit costs and ceilings'
(*) For the purposes of applying travel unit costs, both the point of departure and final destination will be taken into account.	

³Eligible costs shall always be linked to the cross-border nature of the JIT. In the given situation, they could consist of, e.g., costs of a follow-up meeting organised to examine the evidence collected by the JIT, translation costs of evidence collected by the team, or translation of a verdict passed in one of the States involved that is necessary for the investigation or prosecution of the case in another involved State. Under no circumstances shall the JITs funding scheme be used to cover costs incurred in exclusively national proceedings.

()** For the purposes of calculating this unit cost, one car shall be deemed to carry up to three passengers. As such, the unit cost of EUR 180 will be reimbursed on the basis of multiples of three passengers (with four to six passengers being reimbursed EUR 360, etc.).

22. Eligible costs shall relate to travels made by JIT members and/or other public authorities participating in cross-border operational activities of the JIT or by third parties mandated by them to participate in such activities.
23. Only travel costs relating to specific and clearly identifiable activities are eligible. Travel to destinations other than those the members of the JIT are located must be shown to be relevant to the JIT.
24. No reimbursement will be made for domestic transport.
25. Domestic accommodation costs (e.g. accommodation costs incurred by persons participating in JIT activities within their own State) may only be reimbursed if related to a JIT activity with the actual participation of the other participating States(s).

b. Interpretation and translation costs

26. Actual costs of interpretation and translation – including travel and other associated costs for interpreters and translators – can be reimbursed.

c. Costs of transport of item

27. Actual costs of cross-border transport of seized items, evidentiary material, procedural or case-related documents can be reimbursed.

III. Lending of equipment

28. As part of the funding scheme, Eurojust has made available laptops with secure connections, secure mobile telephones, mobile scanners and printers that may be loaned to JITs. The loan includes the payment of all line/connection charges without the need for a separate application. The maximum loan period is the duration of the JIT, including possible extensions. Upon expiry of the JIT, if applicants wish to use the equipment for a longer period, they must submit a copy of the extension of the JIT agreement. The same equipment will be loaned for the duration of the extension of the JIT.
29. Applicants are asked to substantiate any requests for the lending of equipment, which will be decided upon by Eurojust while taking into consideration the overall objectives of the JIT as described above, the unavailability of relevant infrastructure in the area of investigation, other technical factors and operational demand.
30. The lending of equipment is subject to availability and the submission of the necessary forms (JIT external user form and/or IT equipment request form) within one month of issuance of the award decision. If the forms are not submitted within that period, the equipment will no longer be reserved.

31. Equipment is delivered to the users by Eurojust. Delivery to EU Member States is cost-free. Costs related to delivery outside the EU are not eligible for reimbursement by Eurojust.
32. Such equipment will remain the property of Eurojust at all times and must be returned in good working order within four weeks of the end of the loan period.

IV. Procedure

a. Submission of applications

33. Any application for financial assistance must be submitted using Eurojust's Joint Investigation Teams Portal and electronic application system, accessible from Eurojust's website (hereinafter referred to as the 'JITs-PS').
34. An application submitted via the JITs-PS is considered received by Eurojust when it reaches its server.
35. The application must be received by Eurojust on the day of the deadline at the latest. Applications will be acknowledged by Eurojust by e-mail, indicating the date of receipt.
36. Only one application for the same JIT shall be sent within one application deadline.
37. Applicants can seek support in the application process by sending an e-mail to jits@eurojust.europa.eu. Please be aware that to enable a smooth processing of submitted applications, support cannot be guaranteed on the last day of the application deadline.

b. Formal requirements

38. All applications received within the relevant application deadline will initially be assessed by Eurojust according to the selection and eligibility criteria. These criteria are:
 - Completed application submitted via the appropriate medium;
 - copy of the signed JIT agreement (edited to exclude any identifying data), including possible extensions⁴ (unless a copy of the signed JIT agreement and an extension covering the action period of this call for proposals have already been provided for in a previous application);
 - a completed [Financial Identification Form](#) of a public institution of a State involved in the JIT (unless the application identifies at least one bank account of a public institution of a State involved in the JIT that is already known and acknowledged by Eurojust⁵);
 - deadline for receipt of the application has been respected;
 - action for which the funding is sought that is to be executed during the corresponding timeframe;
 - only one application for the same JIT to be submitted within one application deadline; and

⁴ If the JIT has already expired and funding is sought for the purposes of the evaluation or in relation to investigative or judicial procedures directly deriving from the JIT in which its result is to be used, a copy of the last extension available before the closure of the JIT shall be provided.

⁵ Should the communicated bank account prove not to be already known and acknowledged by Eurojust in accordance with the applicable financial rules, the applicant will be requested to provide a completed Financial Identification Form for this account within a set deadline. In such case, award of a grant will only be made once this condition is fulfilled.

- a JIT that received funding within the framework of a call for proposals cannot apply for funding in the call for proposals that immediately follows (unless the application relates to exceptionally urgent actions that do not overlap with the already awarded actions and could not have been anticipated in the framework of the previous application).

c. Evaluation

39. Eligible applications will be evaluated by the Evaluation Committee, composed of a Eurojust National Member (or one Deputy or Assistant) and two Eurojust staff members. Eligible applications will be ranked, taking into account the following **award criteria**:

- 1) investigation of a terrorist offence and/or of a crime identified as a priority in the [Council Conclusions on setting the EU's priorities for the fight against organised and serious international crime between 2018 and 2021](#) or other serious cross-border crimes which Eurojust is competent to deal with;
- 2) number of States involved;
- 3) number of previous successful applications submitted to Eurojust by the JIT;
- 4) execution rate of previous grants awarded by Eurojust, if applicable;
- 5) complexity of the JIT; and
- 6) purpose of the actions and justification of estimates.

40. Eurojust will decide upon the actual amounts and equipment awarded for each application, taking into account the ranking based on the above-mentioned criteria, available funds, the number of applications received, the availability of equipment, and the amount sought in each application. The decision is then communicated to the JIT (i.e. to the contact person mentioned in the application).

d. Implementation of the grant

41. The actions indicated in the application form must be completed within the period indicated in the Award Decision. An extension of the deadline for completing such actions may be granted based on a reasoned request.

42. Subject to operational justification, exceptions may be granted in relation to:

- costs incurred outside the eligibility period;
- minor changes in the modalities of execution of planned activities; and
- costs incurred in relation to unpredictable developments of the investigation during the action period.

43. Such minor exceptions may be granted upon condition that:

- the overall scope of the award has not been changed;
- the reimbursement still serves the same purpose as the purpose for which the grant had been awarded; and
- the additional or alternative actions, related to an unpredictable development of the investigation, serve the same purpose as the planned activities.

44. Based on operational needs and priorities, beneficiaries are permitted to utilise the awarded funds and to offset in part or in full any of the direct costs indicated in the application within one cost category⁶, without exceeding the total amount initially requested for the concerned

⁶ The cost categories for costs eligible for reimbursement are: 1. travel and accommodation costs, 2. interpretation and translation costs, and 3. transport costs for items.

cost category. In addition, transfers between cost categories are permitted within the limit of 20% of the total amount awarded.

e. Reimbursement

45. If the application is successful, a specified amount will be reserved pending the submission of a request for reimbursement. The reserved funds will remain available until the deadline fixed for submitting a request for reimbursement (one month following the last day of the action period). No reimbursement will be made if the request for reimbursement arrives after the deadline. No extension of the period for submission of claims will be possible.
46. A request for reimbursement shall be submitted, together with the supporting evidence by a competent authority of a State involved in the JIT. The relevant reimbursement claim form and financial templates (available on Eurojust's website- [JITs funding document library](#), section 'reimbursement procedure') shall be used and sent with all required supporting documents by e-mail to jits@eurojust.europa.eu. In the event that national authorities encounter technical difficulties, Eurojust accepts claims and supporting documents:
- sent by registered post or courier, in which event the date of dispatch shall be evidenced by the postmark or the date of the deposit slip; or
 - delivered by hand to the JITs Network Secretariat against a signed and dated receipt.

In these cases, the claims and supporting documents shall be addressed to:

JITs FUNDING
JITs Network Secretariat
Eurojust
Johan de Wittlaan 9
2517 JR The Hague
Netherlands

47. The documents shall be sent at the latest within one month of the last day of the action period.
48. The claims shall be fully completed, signed and dated by the representative authority.
49. No reimbursement will be made before Eurojust has received all requests for reimbursement related to the same award.
50. Reimbursement can be suspended if the required set of supporting documents has not been submitted. No reimbursement will be made if the clarification or additional information required is not provided within the set deadline.
51. Reimbursement shall be made within a maximum of 60 days.
52. Reimbursement will be made exclusively to public institutions of States involved in the JIT, not to individuals.

f. Supporting documents

53. Each claimed cost shall be supported by documentary evidence.
54. Documents shall be:

- originals; or
- copies with an official declaration that the originals have been filed with the organisation for internal accounting purposes and are available for audit purposes at the premises of the organisation.

55. The following documents shall be provided:

- travel and accommodation costs:
 - a summary report, and
 - any set of documents allowing confirmation of the implementation of the actions and the following details: location of the action, means of transport, duration and number of participants. The following documents are *particularly* considered to provide such confirmation:

Type of costs	Documents (for each person travelling)
Travel by flight and accommodation costs related to the same action	Booking confirmation or invoice for the flight
Travel by train or ferry and accommodation costs related to the same action	Tickets or invoice for the train
Travel by car and accommodation costs related to the same action	Invoice for the accommodation

Note: the list of supporting documents displayed in the table above should not be seen as exhaustive. If the documents listed cannot be provided in a given situation, other supporting documents are admissible, provided they meet the criteria referred to above.

- interpretation and translation costs:
 - the invoices of the contractor, including, specifically, the amount, the start and end dates of the actual service provided, the source and target language(s), the number of words/hours/pages, the rate (per word, hour, page) and the VAT, if applicable; and
- transport costs:
 - the invoices of the contractor, including, specifically, the start and end dates of the actual service provided and a description of the transferred items.

56. For each cost, complete supporting documents - including proof of payment (through bank account or cash) - shall be filed at the premises of the organisation for internal accounting purposes and made available for checks and audits for three years following reimbursement. Eurojust reserves the right, upon receipt of the request for reimbursement or at a later stage, to require the submission of this set of documents in specific situations.