PRACTICAL STEPS FOR JIT EVALUATION

NOTE:
THIS DOCUMENT IS INTENDED TO PROVIDE GENERAL GUIDANCE ON THE USE OF THE JIT EVALUATION FORM

Please read carefully before filling in the form!

1. WHY EVALUATE JITS?
   o To centralise information on the functioning of JITs;
   o To disseminate periodic reports outlining best practice and common practical and legal issues for the benefit of all JIT practitioners;
   o To enhance and improve the use and functioning of JITs;
   o For JITs financially supported by Eurojust, to ensure that Eurojust funding possibilities meet operational needs.

2. WHICH JITS TO EVALUATE?
   o All JITs should be evaluated; regardless of how simple or complex a JIT may be, something can always be shared with others.
   o Furthermore, while all JITs are encouraged to perform evaluations, the evaluation is a requirement for those JITs, which have benefitted from financial support under the Eurojust JITs Funding scheme.

3. WHEN TO EVALUATE?
   o At the time of, or shortly following on from the closure of the JIT.
   o A mid-term evaluation at any appropriate time during the operational phase of a JIT is also possible.

4. WHO SHOULD EVALUATE JITS?
   o Both judges/prosecutors and law enforcement authorities should be involved to the greatest possible extent.
   o If deemed appropriate, JIT national expert(s) may also be involved.
5. HOW TO EVALUATE?

- Joint evaluations should be carried out whenever possible; this approach promotes further collaboration, and enhances the quality of the data produced.
- If the above approach is taken, a dedicated meeting for all JIT partners is recommended. Alternatively, you may wish to organise a videoconference.
- If you wish to benefit from Eurojust support in organising a dedicated evaluation meeting (by way of either a JIT Evaluation meeting; or a coordination meeting which is in part dedicated to the evaluation of the JIT), please contact your respective National Desk.
- If you wish to use Eurojust videoconference facilities to conduct a digital meeting, please contact jitsnetworksecretariat@eurojust.europa.eu.
- JIT partners may also decide that a joint written evaluation suffices. All JIT partners can then jointly complete one common JIT evaluation form in written format, and submit it to the JITs Network Secretariat on behalf of the JIT.
- If joint evaluation is not possible, unilateral evaluation is also an option. In such situations, your JIT partner(s) will also be invited to submit separate evaluation(s).

6. HOW TO FILL IN THE EVALUATION FORM?

- Download the latest version of the JIT evaluation form from Eurojust’s website, or other available sources at national level;
- Complete the evaluation form in English, and submit the evaluation form electronically (please note: should you make a print copy of the completed evaluation form, certain fields will be missing from the printed version);
- Please refrain from using any personal data when filling in the form.

7. WHAT SUPPORT CAN EUROJUST/EUROPOL PROVIDE?

- Eurojust can support the evaluation process by offering a venue for evaluation meetings or by providing video-conference facilities.
- The JITs Network Secretariat is available to participate in evaluation meetings and to assist practitioners in completing the form during the course of the meeting itself.
- JIT funding may also be used to finance evaluation meetings at Eurojust, or in the countries of the JIT parties.
o If funding is requested for the evaluation meeting, please submit a JIT funding application in one of the open Calls for proposals. Each Call has a corresponding action period of 3 months during which the planned action (i.e. evaluation meeting) has to take place (please note: funding of JIT evaluation meetings can be requested after the expiry of JIT agreements).

8. WHAT USE WILL BE MADE OF THE JIT EVALUATION?

o The completed evaluation form will be used to compile periodic reports reflecting in a general manner the outcome of the evaluations over a certain period of time;

o Any statement included in the evaluation will be reflected in an anonymised and non-identifiable manner;

o Under no circumstances shall specific details (States involved, specific duration, etc.) be disclosed.

Completed JIT evaluation forms should be sent to jitsnetworksecretariat@eurojust.europa.eu.