APPLICATION FORM

**Please complete the application form in English only and send it to**

**your Liaison Officer and to** **v.nikolic@respaweb.eu** **by 13 July 2015**

**Workshop on**

**TRANSPOSITION OF THE EU LEGAL ACTS INTO NATIONAL LEGAL ORDERS OF (PRE-) CANDIDATE COUNTRIES**

20-22 July 2015, Danilovgrad, Montenegro

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| Surname (as in passport): |  | Title:  |
| First name (as in passport): |  | M | F |
| Current position: |  |
| No of years of experience in the post: |  |
| No of years of work experience in related event topic (including the above post) : |  |
| Organisation: |  |
| Department: |  |
| Work address (Street and No): |  |
| Postal code & town: |  |
| ReSPA Member *(please highlight the country)* | Albania  Bosnia and Herzegovina  Macedonia    | Montenegro  Serbia   |
| Other:  | \*Kosovo   *\* This designation is without prejudice to positions on status, and is in line with UNSCR 1244 and the ICJ opinion on the Kosovo declaration of independence*  |
| Tel. no. with country code (work) : |  | Mobile phone no.: |
| E-mail address:  |  |
| **PASSPORT DETAILS** |
| Passport/ID number: |  |
| Date of birth: |  |
| **RELEVANCE OF PARTICIPATION** |
| **Job duties related to the topic -** Summarize your duties as they relate to the subject of the event. Please note that the application will not be processed without adequate description of current duties. IMPORTANT: Please read the course description and qualifications to ensure that you are eligible for the course that you are applying for. |
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| **Motivation** *(up to 150 words) Please explain what motivates you to apply for this training/workshop. How will* *participation in this event contribute to your performance and institutional needs?* |
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| **FOLLOW UP - MONITORING AND EVALUATION** |
| On completion of the training, as a part of its ongoing process of monitoring and evaluation of the impact assessment of its activities, ReSPA will contact all its participants in order to obtain information on the follow up activities undertaken by the participants. |
| **IDEAS FOR FOLLOW UP ACTIVITIES** |
| Please explain how you plan to share and apply the knowledge/skills gained at the training when you return to your work post. *(Please circle any of the options below or add new planned activities.)* |
|  | Dissemination of the presentations received during the event to the coworkers. | Please specify the No of coworkers \_\_\_\_\_\_\_\_ |
|  | Writing of the report from the event and itsdistribution among coworkers.  | Please specify the No of coworkers \_\_\_\_\_\_\_\_ |
|  | Conducting the presentation to the coworkers in an organised meeting  | Please specify the No of coworkers \_\_\_\_\_\_\_\_ |
|  | Other planned activities, please explain.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Please specify the number if relevant \_\_\_\_\_\_\_\_  |
|  **SELECTION CRITERIA** |
| Please note that the following criteria will be taken into consideration for the selection of the participants:* Relevant work experience
* Seniority level
* Job duties related to the topic
* Relevance of event topic for the institution from which the participant is coming from
* Motivation for participation
* Follow up activities upon the participants return to the work post, as a basis for Monitoring and Evaluation

Detailed information on the target group can be found in the Programme of the event.All candidates will receive a written reply on the success of their application. |

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|  **TRAVEL INFORMATION** |
| ReSPA will arrange the travel for all selected participants. In order to make all logistical arrangements in a smooth and efficient way, we would very much appreciate it if you could indicate your method of transport.  |
| **Ο** **Travel by plane**  | Date of arrival:  | Date of departure:  |
| Time of departure: | Time of departure:  |
| Airport of departure: |  |
| Please indicate your preferred travel schedule to/from Podgorica, which will be taken into account, as much as possible, when reserving your travel. IMPORTANT: After having reserved your flight, no changes are permitted. Cancellation costs will be shared between your institution and ReSPA. |
| **Ο** **Travel by car**  | Date of arrival:  | Date of departure: |
| Time of arrival: | Time of departure: |
| **Ο** **Travel by taxi** | Date of arrival:  | Date of departure:  |
| Time of arrival: | Time of departure: |
| IMPORTANT: Please indicate the date and time of your arrival/departure required for hotel arrangement (hotel room, meals, etc).Car and taxi travel are possible options in a limited number of cases e.g. for participants travelling from Albania (no direct flight to Podgorica) and other neighboring regions/countries **for which flights are not available or not frequent, or where car/taxi travel is the most practicable option**. Only one refund per car/taxi – not per person - is allowed in cases where more than one beneficiary travel with the same car/taxi; Car/taxi sharing must be a condition for reimbursement of international/cross-border car/taxi travel in cases where two or more beneficiaries travel from and to the same place for the same ReSPA activity. 1. Car travel - Reimbursement in case of international/cross-border car travel is based on a rate of EUR 0.22 per kilometer; The ceiling for reimbursement of international/cross-border car travel is set at EUR 250 for a return journey; Payment will be made to beneficiaries upon presentation of proof of travel (petrol station receipt or any other means of proof such as border visa entry, if applicable);
2. Taxi travel – Taxi will be arranged by ReSPA directly.
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