



## TRAINING COURT STAFF AND BAILIFFS IN EUROPEAN CROSS- BORDER CRIMINAL LAW PROCEDURES

Language seminar for court staff and  
bailiffs

Brussels, 17 April - 19 April 2024

EXCELLENCE IN  
EUROPEAN LAW<sup>7</sup>

### Speakers

**Chrystelle de Coligny\***, Senior Project Manager, EJTN, Brussels

**Katarzyna Krysiak**, Public Prosecutor, Warsaw

**Eva Samaniego Fernández**, Professor, Department of Foreign Languages, National Distance Education University (UNED), Madrid

**Athina Giannakoula**, Academic Fellow-Lecturer of Criminal Law, Faculty of Law, Aristotle University Thessaloniki; Lecturer of EU Criminal Law, National School of the Judiciary, Greece

\*tbc

### Key topics

- English language training focusing on the terminology necessary for judicial cooperation in criminal matters in the EU.
- Legal language training together with legal training in the fields of mutual legal assistance, the European Arrest Warrant, the European Investigation Order, and freezing and confiscation.

Language  
English

Event number  
324DT22

Organiser  
ERA (Jaroslav Opravil) in  
cooperation with the  
European Judicial Training  
Network (EJTN)



# TRAINING COURT STAFF AND BAILIFFS IN EUROPEAN CROSS-BORDER CRIMINAL LAW PROCEDURES

## Wednesday, 17 April 2024

- 09:15 Arrival and registration of participants
- 09:30 **Welcome and introduction**  
*Chrystelle de Coligny (EJTN), Jaroslav Opravil (ERA)*
- 09:35 **Introduction to legal vocabulary**  
*Eva Samaniego*
- 11:15 Coffee break

### I. WORKING WITH MUTUAL LEGAL ASSISTANCE (MLA)

- 11:45 **Group A: Legal English training (Session 1)**  
*Eva Samaniego*
- Group B: Lecture: An overview on mutual legal assistance in criminal matters in the EU**  
*Katarzyna Krysiak*
- 13:00 Lunch break
- 14:00 **Group A: Lecture: An overview on mutual legal assistance in criminal matters in the EU**  
*Katarzyna Krysiak*
- Group B: Legal English training (Session 1)**  
*Eva Samaniego*
- 15:15 Coffee break
- 15:45 **Lecture: The application of the principle of mutual recognition**
- to judgements and probation decisions with a view to the supervision of probation measures and alternative sanctions (2008/947/JHA)
  - to decisions on supervision measures as an alternative to provisional detention (2008/947/JHA)
- Katarzyna Krysiak*
- 16:30 End of the first seminar day
- 19:00 Seminar dinner

## Thursday, 18 April 2024

### II. WORKING WITH THE EUROPEAN ARREST WARRANT (EAW)

- 09:30 **Group A: Legal English training (Session 2)**  
*Eva Samaniego*
- Group B: Lecture: European Arrest Warrant (EAW)**  
*Katarzyna Krysiak*
- 11:00 Coffee break
- 11:30 **Group A: Lecture: European Arrest Warrant (EAW)**  
*Katarzyna Krysiak*
- Group B: Legal English training (Session 2)**  
*Eva Samaniego*
- 13:00 Lunch break

## Objective

This event will comprise English language training on the one hand, and training on the European criminal justice instruments on the other.

## Methodology

Participants will be divided into two groups upon assessment of their linguistic strengths. This will guarantee a workable number of in-depth language training and will not influence the transnational character of the event. This approach will also allow parallel sessions during which one group will receive legal and the other one language training. The seminar will offer a mixture of training methods, varying from lectures to interactive workshops. The seminar will be conducted by legal experts and linguists.

## Who should attend?

Court staff and bailiffs from EU Member States who need to work with EU criminal law instruments to fulfil judicial or procedural functions. Participation is only possible upon nomination by the project partners.

## Venue

European Judicial Training Network  
Rue du Commerce, 123  
1000 Brussels  
Belgium

## Your contact persons



Julia Reitz  
Assistant  
E-Mail: [jreitz@era.int](mailto:jreitz@era.int)  
Tel.: +49 (0) 651 9 37 37 323



Jaroslav Opravil  
Course Director  
E-Mail: [jopravil@era.int](mailto:jopravil@era.int)  
Tel.: +49 (0) 651 9 37 37 841

## About the Project

The seminar is part of a large-scale project co-funded by the European Commission entitled "Training court staff and bailiffs in European cross-border civil and criminal law procedures". The project brings together 18 organisations from different countries that will tackle the deficiencies of court staff and bailiffs' training by adopting a modern and practical approach to EU judicial training. 10 language training events and 11 pan-European legal seminars will be offered in face-to-face, hybrid and online formats.

---

### III. WORKING WITH THE EUROPEAN INVESTIGATION ORDER (EIO)

---

14:00 **Group A: Legal English training (Session 3)**  
*Eva Samaniego*

**Group B: Lecture: Applying the EIO**  
*Athina Giannakoula*

15:00 Coffee break

15:30 **Group A: Lecture: Applying the EIO**  
*Athina Giannakoula*

**Group B: Legal English training (Session 3)**  
*Eva Samaniego*

16:30 End of the second seminar day

19:00 Seminar dinner

## Friday, 19 April 2024

09:15 Arrival and registration of participants

---

### IV. FREEZING AND CONFISCATION

---

09:30 **Group A: Legal English training (Session 4)**  
*Eva Samaniego*

**Group B: Lecture: Freezing and Confiscation in the EU**  
*Athina Giannakoula*

10:45 Coffee break

11:15 **Group A: Lecture: Freezing and Confiscation in the EU**  
*Athina Giannakoula*

**Group B: Legal English training (Session 4)**  
*Eva Samaniego*

12:30 **Closing remarks: Further training offers for court staff and bailiffs by ERA and EJTN**  
*Chrystelle de Coligny*

13:00 End of the seminar

#### ✓ **Project webpage:**

If you are interested in more information about the project or would like to have free access to the specially developed training materials, please visit our project webpage:

**[csab.legaltraining.eu](https://csab.legaltraining.eu)**

#### ✓ **e-tool on European Criminal Law: Legal English for Court Staff**

Do you wish to improve your level of English in the field of European criminal law? This interactive e-tool introduces users to the main difficulties of dealing with the specific topic in English, but it also aims to improve their listening, reading and writing skills in English.

**Click here to start the e-tool**

#### **Project partnership**

##### **Beneficiaries**

European Judicial Training Network (EJTN)

**Belgium** – Judicial Training Institute

**Bulgaria** – National Institute of Justice

**Romania** – National School of Clerks

##### **Associated partners**

European Union of Judicial Officers (UEHJ)

**Austria** – Federal Ministry of Justice

**Croatia** – Judicial Academy

**Czech Republic** – Judicial Academy

**Estonia** – Estonian Prosecutor's Office

**Finland** – National Courts Administration

**France** – National School for Clerks

**Lithuania** – National Courts Administration

**North Macedonia** – Academy for Judges and Public Prosecutors "Pavel Shatel"

**The Netherlands** – Training and Study Centre for the Judiciary

**Poland** – National School of Judiciary and Public Prosecution

**Slovenia** – Ministry of Justice, Judicial Training Centre

**Spain** – Centre for Legal Studies

---

For programme updates: **[www.era.int](http://www.era.int)**

Programme may be subject to amendment.

# TRAINING COURT STAFF AND BAILIFFS IN EUROPEAN CROSS-BORDER CRIMINAL LAW PROCEDURES

Brussels, 17 – 19 April 2024 / Event no.: 324DT22



## Terms and conditions of participation

### Selection

1. Participation is on selection. The number of places available is limited. Participants should have a basic knowledge of English. Interested court staff may register via their respective national training institutions. Interested bailiffs may register via UEHJ. A response will be sent to every applicant after this deadline. **We advise you not to make any bookings before you receive our confirmation.**

### Travel and Accommodation

2. Participants will receive a fixed contribution towards their travel expenses and are asked to book their own travel. The condition for payment of this contribution is to sign all attendance sheets at the event. No supporting documents are needed. The amount of the contribution will be determined by the EU unit cost calculation guidelines, which are based on the distance from the participant's place of work to the seminar location and will not take account of the participant's actual travel costs.
3. Travel costs from outside Belgium: participants can calculate the contribution to which they will be entitled on the European Commission website (<https://era-comm.eu/go/calculator>). The distance should be calculated from their place of work to the seminar location.
4. For those travelling within Belgium, the contribution for travel is fixed at €46 (for a distance between 50km and 400km). Please note that no contribution will be paid for travel under 50km. For more information, please consult p.10 on <https://era-comm.eu/go/unit-cost-decision-travel>.
5. Accommodation will be booked by the organiser for three nights (16-19 April 2024) for international participants and national participants travelling more than 50km one-way.
6. These rules do not apply to representatives of EU Institutions and Agencies who are required to cover their own travel and accommodation.
7. Successful applicants will be sent the relevant claim form and information on how to obtain payment of the contribution to their expenses. Please note that no payment is possible if the registered participant cancels their participation for any reason.

### Other services

8. Two lunches, beverages consumed during the event and the seminar documents are offered by ERA. Two joint dinners are also included.

### Participation

9. Participation at the whole seminar is required and participants' presence will be recorded.
10. A list of participants including each participant's address will be made available to all participants unless ERA receives written objection from the participant no later than one week prior to the beginning of the event.
11. The participant will be asked to give permission for their address and other relevant information to be stored in ERA's database in order to provide information about future ERA events, publications and/or other developments in the participant's area of interest.
12. A certificate of attendance will be distributed at the end of the seminar.

### Location

Brussels

### Language

English

### Contact Person

Julia Reitz

E-Mail: [jreitz@era.int](mailto:jreitz@era.int)

Tel.: +49 (0) 651 9 37 37 323



Co-funded by  
the European Union