

Technical Assistance Information Exchange Instrument (TAIEX), DG Enlargement

Application form for TAIEX Workshop

Please note:

TAIEX can undertake the majority of the arrangements and costs for its workshops. However please note that in making this request for a workshop the following support must be provided by your country:

- 1. Submission of <u>draft law, laws or policy statements</u>, and/or <u>relevant documentation</u> or a short <u>written summary</u> of the current situation regarding the sector.
- 2. Liaison with participants regarding the event and submission of a <u>complete list of participants</u> (with their job title, full contact details & name of administration), no later than 21 calendar days before the event.
- 3. When appropriate, assistance to TAIEX representatives, chairperson and experts/speakers during the event.
- 4. Submission of a short evaluation report of the event.

Beneficiary country:				
Beneficiary Ministry/Service				
Date of submission:				
_				
1. Person submitting the application:				
Title ¹ :				
First Name:				
Surname:				
Ministry or Institution:				
Department:				
Function:				
Office address (street/number/office number):				
Post code:				
City:				
Office Tel:				
Office Fax:				
E-mail:				

Personal data contained in this document will be processed in accordance with the privacy statement of the TAIEX instrument (See http://taiex.ec.europa.eu/privacystatement) and in compliance with the Regulation (EC) N° 45/2001.

2. Workshop content:	
Proposed title of the workshop	
Proposed date (indicative)	
Expected number of participants:	
Target audience: (specify if Ministries, institutions, regulatory authorities professional associations or other)	
3. EU Legislation (acquis communau	taire) for this event:
Sector of EU legislation	
CELEX N°/Natural number:	
Type of legislation:	
Screening chapter:	
Agenda: Indicate specific items which should be include	d on the agenda and/or attach draft programme, if available
4. Current situation:	
Please describe briefly your current situation concerning and explain why the workshop is necessary now:	g the sector of the <i>acquis communautaire</i> indicated above

LOGISTICAL ASPECTS – WORKSHOP DETAILS

Contact person for administrative questions and practical matters related to this event

Title ² :	
First Name:	
Surname:	
Ministry or Institution:	
Department:	
Function:	
Office address (street/number/office number):	
Post code:	
City:	
Office Tel:	
Office Fax:	
E-mail:	
Is accommodation required?	☐ Yes ☐ No
(applies only to journey of 100km and above)	
Is interpretation required?	☐ Yes ☐ No
If yes, between which languages?	Between and
Does your administration have suitable	☐ Yes ☐ No
conference facilities available?	
If yes, are these facilities free of charge?	☐ Yes ☐ No
Conference venue address:	
(street, number, office number)	
Post code:	
City:	
Office Tel.:	
Office Fax.:	
E-mail:	

² Data received from you is to be used for the organisation of TAIEX events only, and for no other purpose unless stated. You are entitled to have your data deleted or removed from our database at any time.

Please complete and return to:

European Commission, Institution Building unit (TAIEX) Rue de la Loi 200, B-1049 Brussels

Fax: +32-2-296 76 94 E-mail: Elarg-Taiex@ec.europa.eu

Please note: The information contained in this form will be made available on-line to the Permanent Representation, or Mission of your country in Brussels.

All applications received directly from the Western Balkans' administrations will be forwarded to the EU Delegation in the country concerned, and in the case of Kosovo(UNSCR1244) to the EC-Liaison Office, for a preliminary evaluation.