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| 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. Liaison with participants regarding the event and submission of a complete list of participants, if necessary transliterated in the Latin alphabet, (with their job title, full contact details & name of administration), no later than 21 calendar days before the event.
2. When appropriate, assistance to TAIEX representatives, chairperson and experts/speakers during the event.
3. Submission of relevant documentation on the situation regarding current legislation/policies in the sector concerned.
4. Submission of a short evaluation report of the event.
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| **Proposed title of the workshop:** |       |
| **Beneficiary country:** |       |
| **Beneficiary Ministry/Service** |       |
| **Date of submission:** |       |

 **Objective of the request**

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| **1. Authorisation from your administration:** |
| Title (Mr.,Ms.)[[1]](#footnote-1): |       |
| First name: |       |
| Surname: |       |
| Ministry or Institution: |       |
| Function: |       |
| Office address (street/number/office number) |       |
| Post code: |       |
| City: |       |
| Office Tel.: |       |
| Office Fax: |       |
| E-mail:  |       |
| Supporting comments: |       |
| Signature (if applicable): |  |
| **2. Person submitting the application:** |
| Title[[2]](#footnote-2): |       |
| First Name: |       |
| Surname: |       |
| Ministry or Institution: |       |
| Department: |       |
| Function: |       |
| Office address (street/number/office number): |       |
| Post code: |       |
| City: |       |
| Office Tel: |       |
| Office Fax: |       |
| E-mail: |       |
| **3. Workshop content:**  |
| Proposed date (indicative) |       |
| Duration (Days, max. 5): |       |
| Expected number of participants: |       |
| Target audience:(specify if Ministries, institutions, regulatory authorities, professional associations or other) |       |
| **What will the Member State Expert(s) focus on during the visit?**[ ]  **Legislation** [ ]  **Implementation** [ ]  **Institutional development** |
| **Main topic/content** |
| Agenda: Indicate specific items which should be included on the agenda and/or attach draft programme, if available |
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| **EU legislation concerned**Please provide references to regulations, directives etc.

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**4. Current situation & additional comments** |
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| Please describe briefly the current situation concerning the sector of legislation concerned and provide all information that can contribute to the evaluation of your application. |
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##### **Previous TAIEX and Twinning assistance you had in this field:**

 [ ]  **Yes** [ ]  **No**

If yes, please indicate details of the previous events and the outcome of the assistance provided:

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**Is there any planned or currently running project financed by EU funds and/or other international programmes dealing with the issues covered by the request? Has any such project been implemented in the last two years?**

 [ ]  **Yes** [ ]  **No**

If yes, please provide details:

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**Member State administration(s) from which you wish to receive the expertise**

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**Preferred Member State (The choice cannot be always guaranteed), Optional**

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**Do you know the Member State expert from whom you wish to receive expertise (Optional)?**[Add](https://webgate.ec.europa.eu/TMSWebRestrict/appForm?id=5GhmxqtTv3HYdUvftv0Cdn7D-gFzB_dm1jB98Uq2cWY_bogaomqR1IsB78cslwhizD56VniJhTR-WCel4SDlZBUQJdMqdaIVDoE1E3WQeawlRQQ9tTfQn67V4KneteYY)

Additional information (if required)

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**LOGISTICAL ASPECTS – WORKSHOP DETAILS**

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

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| Title[[3]](#footnote-3): |       |
| First Name: |       |
| Surname: |       |
| Ministry or Institution: |       |
| Department: |       |
| Function: |       |
| Office address (street/number/office number): |       |
|  |       |
| Post code: |       |
| City: |       |
| Office Tel: |       |
| Office Fax: |       |
| E-mail: |       |

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| **Is accommodation required?****(applies only to journey of 100km and above)** | [ ]  Yes [ ]  No |
| **Is interpretation required?** | [ ]  Yes [ ]  No |
| **If yes, between which languages?** | Between |       |  and  |       |
| **Does your administration have suitable conference facilities available?** | [ ]  Yes [ ]  No |
| **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:**  |       |

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| Contact person for the evaluation of the impact of TAIEX assistance

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| E-mail:  |       |

 **Please note:** **Information contained in this form may be shared with the Embassy or Mission of your country in Brussels. In case this application does not come from the PAO, it will be forwarded to the TAIEX National Contact Point for agreement In all cases it will be forwarded for consultation to the EC Delegation in your country the TAIEX national contact point in your country, wherever appointed EuropeAid Cooperation Office Please either send application by the website, or if by fax/e-mail please return to: Fax: +32-2-296 76 94, E-mail:** **elarg-enp-taiex@ec.europa.eu** |

1. 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. [↑](#footnote-ref-1)
2. 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. [↑](#footnote-ref-2)
3. 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. [↑](#footnote-ref-3)