

## **Information on funding for VSE Members**

For these events, i.e. 2024 VSE Annual General Meeting and Annual Conference, we have limited funding to cover the travel costs per representative for the flight, accommodation per night and subsistence per day according to the following amounts:

**Accommodation: up to 104 € per night** (max. 4 days) – according to signatures on the attendance sheet.

**Subsistence: up to 25 € per day** (max. 4 days) – not daily rate, reimbursement will be processed only upon reception of receipts justifying the expenses

**Travel:** VSE will be able to cover the travel costs according to the European Commission's travel unit cost. Please follow [this link](#) to calculate your eligible travel costs (table 2). When calculating your travel costs, it is important to mention following addresses as start and end location:

- Start location = address of your organisation's office
- End location = conference venue ([Hotel Antunovic Zagreb](#))  
Zagrebacka Avenija 100 A  
10090 Zagreb  
Croatia

These costs are for one representative per member; we have funding available for up to 20 members. This contribution will be allocated on a **first-come-first-served basis with a priority for full members** (maximum one representative per member organisation).

### **Steps to take in order to receive funding:**

- You can apply for funding by sending an email to [finance@victimsupporteurope.eu](mailto:finance@victimsupporteurope.eu). The deadline for application is **Wednesday, 6 March 2024**. Please inform us before if you are making any bookings before 6 March 2024, as the reimbursements will be provided on a first come, first served basis and can therefore not be guaranteed.
- You must provide all supporting documents related to the claimed costs (proper invoices for flight and hotel costs, boarding passes, other receipts).
- You must complete and sign the attached reimbursement form prepared by Victim Support Europe (will be shared after the events have taken place).
- Finally, you must send the **signed reimbursement form and all supporting documents both by e-mail** ([finance@victimsupporteurope.eu](mailto:finance@victimsupporteurope.eu)) **and by post** to the VSE Finance Team at the following address by **Friday, 28 June 2024**:  
Rue Froissart 123-133  
1040 Brussels  
Belgium

**IMPORTANT NOTE:** Please find in ANNEX I the list of participating countries in the justice programme. In case your country does not participate in the justice programme, VSE will not be able to reimburse any of the above-mentioned costs.

## ANNEX I

### List of Participating Countries in the Justice Programme

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#### EU Member States participating in the Justice Programme (all EU MS except Denmark)

Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Finland, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden

#### EFTA countries which are part of the European Economic Area (EEA)

- **Iceland** will not participate in the Justice Programme
- **Norway** will not participate in the Justice Programme
- **Liechtenstein** will not participate in the Justice Programme

#### Acceding countries, candidate countries and potential candidates


- **Albania** has confirmed interest to participate in the Justice Programme
- **Bosnia and Herzegovina** has confirmed interest to participate in the Justice Programme
- **Kosovo** participates in the Justice Programme (*agreement signed on 14 December 2023 – producing legal effect through provisional application on 20 December 2023 – applicable as from 01 January 2023*)
- **Moldova** has expressed interest to participate in the Justice programme
- **North Macedonia** has confirmed interest to participate in the Justice Programme
- **Serbia** has confirmed interest to participate in the Justice Programme
- **Ukraine** has confirmed interest to participate in the Justice Programme

#### European Neighbourhood Policy countries

- Currently, no country has confirmed interest to participate in the Justice Programme

#### Other countries

- Currently, no country has confirmed interest to participate in the Justice Programme

 Please note that entities subject to [EU restrictive measures](#) under Article 29 of the Treaty on the European Union (TEU) and Article 215 of the Treaty on the Functioning of the EU (TFEU)<sup>1</sup> and entities covered by Commission Guidelines No [2013/C 205/05](#)<sup>2</sup> are NOT eligible to participate in any capacity (including as beneficiaries, affiliated entities, associated partners, third parties giving in-kind contributions, subcontractors or recipients of financial support to third parties, if any).

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<sup>1</sup> Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the [EU Sanctions Map](#).

<sup>2</sup> Commission guidelines No [2013/C 205/05](#) on the eligibility of Israeli entities and their activities in the territories occupied by Israel since June 1967 for grants, prizes and financial instruments funded by the EU from 2014 onwards (OJEU C 205 of 19.07.2013, pp. 9-11).