14/05/2024

**PO:**

Dear Participants,

Within the framework of the project “*Establishing a balanced workload distribution in the judicial system in Bulgaria*”, co-funded by the Council of Europe and the European Union via the Technical Support Instrument, the European Commission for the Efficiency of Justice (CEPEJ) of the Council of Europe, is organising

* a training session to be held in Sofia, Bulgaria on 30 May 2024 (afternoon) on good practices and tools to support control and verification of statistical data and workload management of judges.
* a closing event of the project to be held in Sofia, Bulgaria on 31 May 2024 (morning) to present and exchange on the recommendations proposed by the CEPEJ experts to improve control and verification of statistical data and enhance workload management of judges.

You are kindly invited to take part in these events.

The draft agendas of both events is enclosed. The working languages will be English and Bulgarian.

Further information concerning the practicalities of this meeting will be forwarded to you in the next few days.

Your travel and subsistence expenses, as well as accommodation in Sofia will be covered by the Council of Europe. Reimbursement of subsistence expenses shall be made on the terms specified in the attached Rules and reimbursed by bank transfer after the meeting.

The insurance policy taken out by the Council of Europe with insurers **AIG EUROPE** in Belgium (Policy number 2.004.761, assistance hotline: +32 3 253 69 16) covers the risks related to Official Travel up to the 76th birthday of individuals, such as medical expenses for illness, accidents, and medical repatriation.

Mr Emmanuel Baron, CEPEJ Project Coordinator, (Tel.: +33 (0)3 90 21 49 34; E-mail: [Emmanuel.BARON@coe.int](mailto:Emmanuel.BARON@coe.int) and Ms. Ervilda Smajlaj (Tél: + 33 (0)3 88 41 44 94, E-mail: [Ervilda.SMAJLAJ@coe.int](mailto:Ervilda.SMAJLAJ@coe.int)) are responsible for the organisation of this activity and are at your disposal for any further information you may require.

Yours sincerely



Muriel Decot

Secretary to the European Commission for the Efficiency of Justice (CEPEJ)

Directorate General of Human Rights and Rule of Law

Council of Europe

Encl.: - Rules concerning the reimbursement of travel and subsistence expenses