



just.a.1(2012)722580

TERMS OF REFERENCE

Revision of practice guides:

Judicial cooperation in civil matters in the EU - A guide for legal practitioners and Practice Guide for the application of the Brussels II a Regulation

In the framework of the Civil Justice Programme 2012, the Commission has foreseen to update and republish two practice guides for law practitioners:

- 1) Judicial cooperation in civil matters in the EU - A guide for legal practitioners: this guide needs to be updated and completed with new adopted instruments in the field of civil justice;
- 2) A Practice Guide for the application of the Brussels II a Regulation: this guide needs to be updated in the light of the case law and court interpretations that have been given since its first publication. The expert will also base his update on the work done by the central authorities in family matters in the EJN.

Both guides were first published in 2006 and need to be updated, both in content and visually.

The contractor is requested to submit an offer for the following work:

1. Updates of the Practice Guides

Under the guidance of and in consultation with the Commission, the contractor is requested to identify an appropriate expert in the field of the European civil procedures, approved by the Commission. The expert will be in charge of updating the existing two Guides, based on the existing texts, following the Commission's requests (English version update). The expert will be expected to take part in bilateral and other meetings at the request of the Commission (at least five such meetings are anticipated). The number of pages of the general legal practitioners' guide will be approximately 20 pages and the Brussels IIa guide, approximately 40 pages (word document).

2. Visual conception of the Guides

Once the Guides are drafted and consultation and discussion on the drafts amongst all concerned is completed, the Commission will arrange for them to be translated into all EU languages (except DA and GA). The contractor will be in charge of conceiving the graphic design of both Guides, while respecting the visual identity of the Commission and the target audience. The contractor will be in close relationship with Unit JUST 01 for this work and, generally, throughout.

3. Distribution of the Guides



These Guides will be available online, on the DG JUST website, and on the E-Justice Portal. Moreover, the Guides will be distributed to the courts and practitioner organisations through a mailing list given by the contact points of the EJNCC. We expect a quantity of about 20.000 copies for each guide (all languages included). The contractor will be in charge of the distribution of this guide. Quantities and addresses will be provided at a later stage.

4. Timing:

A first draft of the **Practice Guides** will be delivered to the Commission at the latest by end 2012..

Contact persons:

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