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GUIDE ON THE USE OF THE EMJNET DIRECTORY

This guide defines the use of the EuroMed Justice Network (EMJNet) Directory of Contact Points (EMJNet Directory) foreseen in the EMJNet [Organisational Rules](#). The EMJNet Directory will include the EMJNet contact points nominated according to the organisational rules.

EuroMed Justice (EMJ) is a project implemented by Eurojust. The EMJ Project Management Team (EMJ PMT) will manage the EMJNet Directory. A Data protection record and a data protection notice specify the applicable rules for all the processes involving personal data.¹

The creation of the EMJNet Directory should in no way be considered by itself as an instrument allowing for the transfer of operational information. Such exchange of operational information (including case related data) should be done in accordance with the applicable international or bilateral cooperation agreements and should not replace the formal channels of communication identified by said agreements.

Inclusion of a contact point in the EMJNet Directory

1. The professional contact details of the Contact Points nominated by the South Partner Countries (SPCs) and European Union Member States (EUMS)' National Focal Points are provided to the EMJ PMT by filling in the appointment and consent form attached in Annex.
2. By signing the appointment and consent form, the Contact Points will provide their explicit written consent for their professional details to be included in the EMJNet Directory and shared with the other Contact Points.
3. The Directory will be regularly shared with all the Contact Points or made available online. The Contact Points are requested to verify the accuracy of the data contained in the EMJNet Directory and to inform the EMJ PMT of any update required.

How to use the EMJNet Directory

4. As active intermediaries facilitating judicial cooperation in criminal matters, Contact Points are encouraged to directly communicate with other Contact Points listed in the EMJNet Directory for instance to:
 - a. establish or facilitate the most appropriate and direct contacts between their country's competent national authority or local judicial authority and a competent authority in one of the SPCs or EUMS;
 - b. obtain legal or practical information necessary for the preparation of an effective mutual legal assistance judicial cooperation request;
 - c. obtain advise on a draft judicial cooperation request or make preliminary contact prior to sending a formal judicial cooperation request;

¹ Available online: <https://www.eurojust.europa.eu/about-us/data-protection/data-protection-eurojust#CAU>

- d. facilitate the transmission of a judicial cooperation request and potential follow-up after the transmission or reception of a judicial cooperation request.

Secretariat of the EMJNet - EMJ PMT

5. The EMJ PMT will provide the Secretariat for the EMJNet and will therefore manage the EMJNet Directory and update it regularly. The EMJ PMT will share the updated EMJNet Directory with all the Contact Points or make it available online.²
6. At every EMJNet meeting, the Contact Points will be asked by the EMJ PMT to report and provide information on the operational use of the EMJNet Directory for the past period and if they had operational discussions directly between Contact Points in the margins of the EMJNet meetings. The information provided can include the amount of times that they contacted other Contact Points, from which countries, and in relation to what type of request.
7. The EMJ PMT, acting as the EMJNet Secretariat, can be requested by the (EMJNet) Contact Points to facilitate operational contacts with other Contact Points from other regional networks.³ With the consent of the other network's Contact Point, the EMJ PMT will transfer their professional contact details to the requestor.

Transfer of Contact Points' professional contact details

8. With the specific Contact Point's prior consent, the EMJ PMT may share their professional contact details with a representative of a SPC or EUMS who is not part of the EMJNet Directory, a Eurojust National Member, a Liaison Prosecutor at Eurojust or a representative of another judicial network supported by Eurojust, who would be requesting it to facilitate judicial cooperation in criminal matters.⁴

² Once the EMJNet Directory will be made available online to the Contact Points, it will cease to be distributed via email.

³ For instance: Central Asian Regional Information and Coordination Centre (CARICC), the South East Asia Justice Network (SEAJust), the West African Network of Central Authorities and Prosecutors (WACAP), the European Judicial Network (EJN), the Ibero-American Legal Cooperation Network (IberRed), SELEC/SEEPAG and others.

⁴ For more information on the Eurojust National Members and Liaison Prosecutors, see:

<https://www.eurojust.europa.eu/states-and-partners>

For more information on the judicial networks supported by Eurojust, see:

<https://www.eurojust.europa.eu/judicial-cooperation/practitioner-networks>