



What is TAIEX and how can its assistance be useful to me and my work? TAIEX is the Technical Assistance and Information Exchange instrument of the Institution Building unit of Directorate-General Enlargement of the European Commission. We provide short-term technical assistance and advice in the field of approximation, application and enforcement of the *Acquis Communautaire* into the national legislation of beneficiary countries. Our service can be a great assistance to your administration – by means of Member State experts providing thorough information on legislative topics, delivering expertise on draft legislation or enabling your officials to share best practices with other Member States.

How does TAIEX bring this assistance? We can organise **seminars and workshops** presenting and explaining issues related to the *acquis*. Such assistance can be individual or multi-lateral, involving more than one administration. **Study visits** provide opportunities for officials from your administration to understand how other Member States deal with practical issues related to the implementation of the *acquis*. Furthermore, you can host a small number of Member State experts on an **Expert Visit**, whose tasks may include delivering tailored assistance targeting a specific area, perhaps in legislation, implementation or best practices.

Who decides on my application? DG Enlargement makes the final decision on your request after consulting the relevant Commission services.

How long does it usually take to deliver requested assistance? TAIEX enjoys a reputation as a quick and flexible tool to deliver assistance to the national administrations. Usually it takes 1-3 weeks to make a decision on your request (this also depends on the quality of the information provided in the application form) and a further 1-8 weeks to organise the requested assistance (this depends on the urgency and scale of the event, speaker availability, dovetailing with other assistance etc...)

How can I apply? Visit the TAIEX web page: <http://taieux.cec.eu.int> then click on Application Forms and choose the form of assistance. Fill the application form in detail. It is very important to explain in detail the reasons and objectives of your request and its reference to the *acquis*. Please state clearly your contact details. In the case you have no e-mail address, you can print the application form and send it to us by fax with the indication that you also prefer to have a reply by fax. Otherwise, all applications should be submitted on-line by a simple click on “submit” button. Within the following weeks you will receive an official e-mail (or fax) with information whether or not your request has been accepted.

The image shows the front page of the 'Application form for TAIEX Expertise'. At the top, it features the European Commission logo and the text 'Technical Assistance Information Exchange Instrument (TAIEX), DG Enlargement'. The main title is 'Application form for TAIEX Expertise'. Below the title, there is a note: 'NB: only type-written applications will be accepted'. The form includes several input fields: 'Beneficiary:', 'Date of submission:', and 'Objective of the expertise:'. Below these fields, there is a section for contact information: 'Please complete and return to: European Commission, Institution Building unit (TAIEX), Rue de la Loi 200, B-1049 Brussels, Fax: +32-2-296 68 40, E-mail: Elarg-Taieux@cec.eu.int'. At the bottom, there is a section titled 'I. Details of applicant acting as main co-ordinator for the execution of Expert Mission' with a table for personal and contact details. The table has columns for 'Name', 'Surname', 'MIDNIGHT/TELEPHONE', 'DEPARTMENT', 'POSITION', 'Office address (street/number/office number)', 'Workcode', 'City', 'Office Tel', 'Office Fax', and 'E-MAIL'. There are checkboxes for 'Will also participate to the expert mission?' with 'Yes' and 'No' options. At the very bottom, there is a small disclaimer and footer information.

Front page of the application form for Expertise
You can download it from our website.

Technical Assistance Information Exchange Instrument of the European Commission

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