



**European Judicial Training Network
Réseau Européen de Formation Judiciaire**



EXCHANGES FOR COURT PRESIDENTS AND CHIEF PROSECUTORS 2020 FINANCIAL CONDITIONS¹

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¹ These financial conditions may be subject to changes. Should that be the case, participants will be informed in due time. Matters not covered by the present document are considered to be governed by EJTN's Corporate Financial Policy in force at the time of the reimbursement. Any doubts concerning the interpretation and application of the present document shall be decided by EJTN in light of the applicable Corporate Financial Policy.

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1. Description of the activity

1.1 Definition

Exchanges for court presidents and chief prosecutors aim to shape judicial leaders' skills by focusing on issues such as leadership and management for professionals, communication and relation with the media, financial and IT management and human resources.

1.2 Length and period

Exchanges for court presidents and chief prosecutors can last between 3 and 5 working days.

All exchanges must have been completed before 31st December 2020. In the case of group exchanges, the dates are decided upon by the host institution. In the case of individual exchanges, the dates are subject to agreement between the hosting and visiting delegations. Once agreed upon, participants must inform their national contact point as well as the EJTJ secretariat.

1.3 Target audience

Participants are presidents of 1st and 2nd instance ordinary and administrative courts as well as chief prosecutors.

2. Financial conditions

2.1 Terms of reimbursement

The reimbursement applies both to the participant's travel and ordinary expenses, the latter being made under the form of the payment of a daily allowance (*per diem*).

2.2 Travel costs²

All transport claims may be justified by means of the online expense claim form to which the pertinent travel documents, indicated under article 2.5 shall be attached.

The travel expenses incurred by participants are reimbursed based on the most cost-effective means of transport between the institution in the country of origin and the place of the activity in the hosting country.

The total eligible costs for the return journey **will not exceed 400 Euros**. Any exceeding amount shall be at the charge either of the participant or of his sending institution.

Depending on the mean of transport used, the reimbursement is made as follows:

- Travel by plane: cost of an economy class ticket
- Travel by rail and long-distance bus: cost of first-class ticket on the shortest way for a round trip

² Clarifications on travel costs reimbursement can be found in the FAQ on EJTJ's website. Participants are invited to also read this document before making any booking.

- Travel by car: cost of 0,22 EUR per kilometre for a round trip up to a maximum of 1.200 km calculated on the basis of the shortest route (itinerary mapping in support – Michelin/Google Internet Maps): $\text{km} \times 2 \text{ (in-out)} \times 0,22 \text{ € / km} =$

2.2.1. Requests for exceptions

Exceptions from the EJTN's Corporate Financial Policy (e.g. amounts exceeding 400 Euros, variation in travel class) may be claimed if duly justified (i.e. urgency, complex route, island...) with the exception request form duly completed, the necessary supporting documents and an explanatory note addressed to the Secretary General before any financial commitment is made. Such a request shall be appreciated in a discretionary manner and on a case by case basis.

In case of early arrival or late departure from the city where the training is held, the itinerary must correspond to the most cost-effective travel route and its overall costs must remain under 400 EUR. The participants in such situation must provide a simulation or evidence that the earlier arrival and/or late departure are based on the most cost-effective means of transport between the institution in the country of origin and the place of the event in the hosting country. No *per diem* will be paid for days exceeding the duration of the training activity the participant has been selected for. The exception request form together with the necessary supporting documents and an explanatory note must be addressed to the EJTN Finance Unit before any financial commitment is made.

Any request for exception granted by EJTN must be communicated by the participant when submitting his/her expense claim documents to be effective. No exception will be granted after the exchange.

2.2.2. Specific rules

Participants travelling from a non-EU country will be reimbursed for an amount equal to a travel between his/her national/resident EU country and the hosting country of the activity. This applies also to overseas territories. Participants in such situation must do a simulation of the normal trip from their home country to the venue while booking the trip they intend to do. That simulation must be included in the cost claim to be sent after the activity.

Participant combining an EJTN activity and another professional or private activity will be reimbursed on the basis of the less expensive journey and avoiding double funding.

In no case shall costs derived from excess luggage or travel insurances be reimbursed, neither options chosen by the participant (priority boarding, seat reservation, service packs or additional luggage).

Cost associated with the check-in of a single piece of luggage per person may be exceptionally reimbursed under the overall 400 EUR threshold applicable to the reimbursement of international travel costs. This applies only to a single piece of luggage exceeding the standard 'cabin allowance' weight or size but not exceeding the weight of 20 kg, when such cost is not included in the airline's ticket price. In order to be entitled to the reimbursement of such costs, participants must provide, in addition to their travel documents, sufficient evidence that the transport of such piece of luggage was not included in the paid airlines fare.

Taxi costs, being a local transport, are considered as part of the *per diem*. Taxi costs are only reimbursed in case of flight arrival after 22:00 or flight departure before 7:00 on the day of the activity (for exceptions, see article 2.2.1.). Participants must provide evidence of the time of arrival/departure of the flight. Additionally, the taxi receipt must show the date and time the service was used.

The use of a personal car or car rental is only allowed if this is the most cost-effective means of transport compared to other means. The price of a car rental is not reimbursed.

In the case that several participants would share the same means of transport (e.g. personal car or car rental), only the person who did the booking or the owner of the car will receive the reimbursement of the travel expenses under the conditions as stated under article 2.5. This is also applicable in case of a taxi share. In case of double reimbursement, the reimbursement of the overpaid amount will be requested.

Participants who choose to travel by car discharge EJTJN from being responsible in any occurrence of damage to the car or to third parties.

2.2.3. Specific rules if the institution pays for the travel

Participants must clearly state in their expense claim form whether any national institution had provided them with transport tickets. In the cases where so is stated, the reimbursement of these travel expenses will be made by EJTJN to the appropriate national entity but the participant is due to provide the documents indicated under article 2.5 as evidence that the trip was undertaken.

2.3 Per diem

Per diem are due to attendees at EJTJN activities that take place outside their country of residence.

The *per diem* is calculated on the basis of the information provided in the registration form and the expense claim form to be filled in by each funded participant.

The *per diem* is considered to cover any and all of the participant's expenses, namely including accommodation, sundry expenses, meals and local travels³. It does not cover international travel costs which are reimbursed on a real-cost basis (see article 2.2). The list below indicates the amount of *per diem* applicable according to the country where the activity takes place.

³ Local travels should be understood in the following cases:

- Travels within the city of departure of the participant;
- Travels within the city arrival (where the event/activity takes place);
- Travels within any city of transit;

Between the airport and the city of departure, any city of transit and the city of arrival.

2.3.1. Amount by country

The table below indicates the amount paid by EJTN according to the country where the activity takes place.

COUNTRY	EJTN PER DIEM RATES
Austria	€ 170
Belgium	€ 180
Bulgaria	€ 180
Croatia	€ 150
Czech Republic	€ 180
Cyprus	€ 180
Estonia	€ 150
Finland	€ 190
France	€ 190
Germany	€ 160
Greece	€ 170
Hungary	€ 170
Ireland	€ 200
Italy	€ 180
Latvia	€ 160
Lithuania	€ 150
Luxembourg	€ 180
Malta	€ 160
Netherlands	€ 200
Poland	€ 170
Portugal	€ 160
Romania	€ 170
Slovak Republic	€ 160
Slovenia	€ 150
Spain	€ 160
Sweden	€ 200

2.3.2. Per diem calculation method

The number of *per diem* to be paid equals the number of nights between the days of the event. The length of the stay abroad is determined by the documental evidence provided by the participant.

The night before the event gives right to a full *per diem* only when the participant declares in the online registration form his day of arrival to be the eve of the activity and **if the activity starts before 10:00 a.m. the following day.**

The last day of event gives right to a half (1/2) *per diem*.

2.3.3. Requests for exceptions

Exceptions from the EJTN's Corporate Financial Policy⁴ (i.e. a full *per diem* paid for the last day of event/a *per diem* granted for the night before the event if the event starts from 10:00 a.m) may be claimed if duly justified (i.e. unavailability of transport) with the exception request form duly completed, the necessary supporting documents and an explanatory note addressed to the Secretary General before any financial commitment is made. Such a request shall be appreciated in a discretionary manner and on a case by case basis.

Any request for exception granted by EJTN must be communicated by the participant when submitting his/her expense claim documents to be effective. No exception will be granted after the exchange.

In any case, the number of *per diem* paid will not exceed a full 6 for one-week exchanges.

2.4 Payment procedure

The amounts due will be paid in a single instalment within a 3-month timeframe after the activity and upon good receipt by EJTN of all required documents indicated under article 2.5. Participants must send the requested documents as soon as possible and at the latest four weeks after the exchange.

2.5 Requested documents

The requested documents are considered as the evidence of your journey. Without the documents mentioned below, no reimbursement can be made. Additional documents may be requested on a case-by-case basis by the EJTN Finance Unit.

The following document is required before taking part in an exchange:

- The **registration form** duly filled in on the Exchange Programme platform.

The following documents are required before processing the payment:

- the online **evaluation form** to be filled in on the Exchange Programme platform
- the online **expense claim form** to be completed on the Exchange Programme platform
- the following **travel evidence** depending on the mode of transportation:
 - ✓ If travel by plane:
 - the **original of all the boarding passes** corresponding to the journey. Paper/cardboard boarding passes (issued at the airport) must be sent by post to the address below. Electronic boarding passes received by email may be uploaded on the Exchange Programme platform. Mobile boarding passes (received by SMS) must be printed and added to the costs claim.
Attention: should the participant have lost one or all boarding pass/es, a certificate from the airline that the ticket was flown should be presented.
 - a copy of the flight ticket

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- the invoice from the travel agency or the airline (only if the ticket does not clearly show the amount claimed)
- ✓ If travel by train or long-distance bus:
 - The **original** of the train tickets. Paper/cardboard tickets must be sent by post to the address below. Electronic tickets received by email may be uploaded on the Exchange Programme platform. Mobile train ticket (received by SMS) must be printed and added to the costs claim.
 - the invoice from the travel agency or the train company (only if the ticket does not clearly show the amount claimed)
- ✓ if travel by private car:
 - an itinerary mapping & detailing the journey to which will be applied the following calculation with a limit to a maximum of 1.200 km calculated on the basis of the shortest route: km x 2 (in-out) x 0,22 € / km =

If original documents need to be sent by post, they must be sent with a note indicating the name and surname of the participant as well as the activity in which s/he took part, to the below address:

Finance Unit – Aziza Boussouab / Court Presidents and
Chief Prosecutors' exchanges
European Judicial Training Network
Rue du Commerce 123; B-1000 Brussels

No acknowledgment of receipt will be sent following the receipt of the financial documents. Participants are therefore invited to check regularly their bank account.

The right to be reimbursed extinguishes due to the closure of the claiming file where, missing dully substantiated justifications, two (2) reminders have been sent to the participant without any feedback or follow-up from his part. In addition, EJTN may request the reimbursement of any amounts it has advanced to the participant if the post-exchange requested documents are not produced.

2.6 Cancellation or changes in the exchange

Cancelling the participation in the Exchange Programme shall be avoided as much as possible as cancellations and reallocation of the places generate a significant extra workload for the host institution and on the overall organisation of the activity.

In case of unavoidable cancellation, the participant must inform the EJTN secretariat, the sending and hosting NCP and, if applying, the tutor so the place can be allocated to another participant on the waiting list.

If the cancellation occurs after the participant has committed funds for travel or accommodation, those costs will be not be reimbursed by EJTN.

If the exchange has to be shortened, the participant has to inform EJTN as soon as possible. Each situation will be assessed on a case-by-case basis by EJTN and additional documents may be requested.

In case of changes agreed upon between the participant and the tutor (e.g. change of dates of the exchange, location, tutor, ...) EJTN must be informed without any delay.

ANNEX: CHECK LIST FOR PARTICIPANTS
Compulsory documents for the reimbursement

Please ensure that you enclose ALL the documents listed below/**We strongly recommend** that you keep a COPY of all the documents you send.

1) Before the activity

- Make your transport and accommodation arrangements.
- Register online using the individual link received by e-mail from EJTN
- Check with your employer that you will remain covered during the whole training period by the social security scheme applicable to the concerned national administration and that the latter will support the health expenses incurred abroad.
- Make sure you are insured against accident, death and invalidity risks.

2) Within a month after you attended the activity

The following documents must be sent to EJTN in order for the final payment to be made to you:

- Fill in the online evaluation form using the individual link received by e-mail from EJTN
- Fill in the online expense claim form using the individual link received by e-mail from EJTN
- Upload a scanned copy of the below travel documents

And/Or

Send the originals by post to “Finance Unit – Aziza Boussouab / Court Presidents and chief prosecutors’ exchanges– European Judicial Training Network – Rue du Commerce 123 – B-1000 Bruxelles”:

- ✓ If travel by plane:
 - the **original of all the boarding passes** corresponding to the journey. Paper/cardboard boarding passes (issued at the airport) must be sent by post to the address above. Electronic boarding passes received by email may be uploaded on the Exchange Programme platform. Mobile boarding passes (received by SMS) must be printed and added to the costs claim.
 - Attention:** should the participant have lost one or all boarding pass/es, a certificate from the airline that the ticket was flown should be presented.
 - a copy of the flight ticket
 - the invoice from the travel agency or the airline (if the ticket does not clearly show the amount claimed)
- ✓ If travel by train:
 - the **original** of the train tickets. Paper/cardboard boarding passes must be sent by post to the address above. Electronic tickets received by email may be uploaded on the Exchange Programme platform. Mobile tickets (received by SMS) must be printed and added to the costs claim.
 - the invoice from the train company (if the ticket does not clearly show the amount claimed)
- ✓ If travel by private car:
 - an itinerary mapping & detailing the journey to which will be applied the following calculation with a limit to a maximum of 1.200 km calculated on the basis of the shortest route:
route: km x 2 (in-out) x 0,22 € / km =