



European Judicial Training Network
Réseau Européen de Formation Judiciaire



ONE-WEEK EXCHANGES 2022
GENERAL/SPECIALISED/TRAINERS
BILATERAL/REGIONAL
FINANCIAL CONDITIONS¹

March 2022



With financial support from the Justice Programme of the European Union

¹ These financial conditions may be subject to changes. Should that be the case, participants will be informed in due time.

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Foreword: Impact of the COVID-19 on the EJTN Exchange Programme Financial Conditions

The following EJTN Exchange Programme Financial Conditions 2022 are the usual conditions applicable for any EJTN exchange. However, specific policies may be applied by EJTN due to the impact of the COVID-19 outbreak in Europe. Therefore, you are requested to strictly follow the instructions provided by your EJTN contact point as they may have an impact on the below Financial Conditions (e.g. change of delay to book, additional document(s) to be provided, etc.).

The per diem being linked to the justified presence at the training venue, participants in an online activity do not receive any per diem.

More information and up-to-date financial conditions can be found at: <https://www.ejtn.eu/Exchange-Programme/Activities/exchange-programme-financial-conditions/>.

1. Description of the activity

1.1. Definition

This guide covers all types of exchanges defined below.

General exchanges in the courts and prosecution offices of the EU Member States (EU MS) familiarise the beneficiaries with the judicial system of another country, hence fostering mutual understanding and mutual trust and contributing to building a feeling of belonging to a common judicial area.

Exchanges for judicial trainers in the training institutions of the EU MS allow the beneficiaries to become familiar with the training activities, methodologies and didactical tools of the host country.

Specialised exchanges give judges and prosecutors the opportunity to extend their expertise in a specific area of law in a court or prosecution office of another EU MS.

Bilateral exchanges allow groups of judges, prosecutors or court staff from the same court or prosecution office to spend one week in a court or prosecution office of another EU MS to exchange experiences and best practices on a specific topic of common interest.

1.2. Length and period

General exchanges in the courts and prosecution offices of the EU MS can have a duration of one week or two weeks. This guide provides the financial conditions for one-week exchanges only. The financial conditions applying to two-week exchanges can be found on the [EJTN website](#).

A one-week exchange must be organised within the same work week. Any exception shall be justified and requested to EJTN.

Exchanges for judicial trainers usually have a duration of one week.

Specialised and bilateral exchanges also have a duration of ideally one week. However, shorter visits of a minimum of three full working days may be organised. The same conditions apply if the event lasts for less than 5 full days.

It is recommended to organise the exchanges by 15 November 2022. All exchanges must be completed by 31 December 2022 at the latest.

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 participant and his/her tutor. For bilateral exchanges, dates are agreed between the hosting and visiting delegations. Once agreed upon, participants must inform their national contact point as well as the EJTN secretariat.

1.3. Target audience

Participants are judges (including administrative judges), prosecutors and court staff as well as judicial trainers.

Court staff can take part in bilateral exchanges for judges and prosecutors, however the majority of the delegation must be judges and prosecutors.

Bilateral exchanges for court staff shall be comprised of delegations of maximum 5 participants. All of them must be court staff only.

2. Financial conditions

2.1. Terms of reimbursement²

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*).

The reimbursement will be done within 3 months after the event provided that all required documents as stated under article 2.5 have been received by EJTN within the deadline set.

2.2. Travel costs³

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 event in the host country.

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

² 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 doubt concerning the interpretation and application of the present document shall be decided by EJTN in light of the applicable Corporate Financial Policy

³ Clarifications on the travel cost reimbursement can be found in the FAQ on EJTN's website. Participants are also invited to read this document before making any booking.

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
- 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 Maps): journey km x 2 (in-out) x 0,22 € / km

2.2.1. Requests for exceptions

Exceptions from the EJTN's Corporate Financial Policy (e.g. amounts exceeding 400 EUR, variation in travel class) may be claimed if duly justified (i.e. urgency, complex route, island, etc.) with the exception request form⁴ duly completed, the necessary supporting documents and an explanatory note addressed to the EJTN Finance Unit before any financial commitment is made. Such a request will be evaluated 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 below 400 EUR. The participants in such situations 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 host country. No *per diem* will be paid for days exceeding the duration of the training event 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 participants when submitting their expense claim documents to be effective. No exception will be granted after the exchange.

2.2.2. Specific rules

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

⁴ The exception document must be requested to your EJTN contact point

'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 within the 400 EUR threshold in case of flight arrival after 22:00 or flight departure before 7:00 on the day of the event (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.

All transport claims must be justified by means of the online expense claim form to which the pertinent travel documents, indicated below, must be attached.

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 EJTN 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 registration form whether any national institution have provided them with transport tickets. In the cases where so is stated, the reimbursement of these travel expenses will be made by EJTN to the respective national entity, but the participant must provide the documents indicated in article 2.5 as evidence that the trip was undertaken.

2.3. Per diem

Per diem are due to attendees of EJTN meetings and events that take place outside their country of residence.

The *per diem* is considered to cover all expenses incurred by a participant other than the return journey referred to in article 2.2, including accommodation, sundry expenses, meals, local travels⁵, and any additional costs incurred by the COVID-19 outbreak.

⁵ Local travels should be understood in the following cases:

- Travels within the city of departure of the participant;

2.3.1. Amount by country

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

COUNTRY	EJTN PER DIEM RATES
Austria	€ 170
Belgium	€ 180
Bulgaria	€ 180
Croatia	€ 150
Czechia	€ 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.

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- Travels within the city of 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.

The night before the event may give right to a full *per diem* **only if the event starts before 10.00 a.m.** the following day. The EJTN Finance Unit will assess the eligibility based on the documented evidence of the start date and time provided by the participant (i.e. official programme of the exchange) and submitted at the reimbursement step.

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

2.3.3. Requests for exceptions

Exceptions from the Corporate Financial Policy (i.e. a full *per diem* paid for the last day of event / a *per diem* 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 form⁶ duly completed, the necessary supporting documents and an explanatory note addressed to the EJTN Finance Unit 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 to the participant will be paid in a single instalment after the activity provided that the file is complete.

Participants must send all documents listed in point 2.5 as soon as possible and at the latest four weeks after the exchange (unless other deadline communicated by EJTN)

2.5. Requested documents

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

⁶ The exception document must be requested to your EJTN contact point

The following documents are required before processing the payment:

- The **evaluation form** to be filled in on the Exchange Programme platform
- The **post-exchange report** and its summary in English or French to be uploaded on the Exchange Programme Platform. A template is available for download on the [EJTN website](#). The recommended length is about 2 pages excluding the programme of the exchange.
- The **statement of costs** to be filled in on the Exchange Programme platform.
- The following **travel evidence** depending on the mode of transportation :

✓ If travelled by plane:

- **All original boarding passes** corresponding to the journey. Paper boarding passes must be sent by post to the address below. Electronic boarding passes received by email must be uploaded on the Exchange Programme platform. Mobile boarding passes (received by SMS or via mobile apps) must be downloaded or printed and added to the costs claim. These electronic boarding passes must display complete information (name of the participant, QR code, date of the journey, destination, etc.).

Attention: should the participant have lost one or all boarding pass/es, a certificate issued by the airline stating that the ticket was used must be presented.

Attention: Many mobile tickets or boarding passes tend to be removed from the mobile apps after use. The participants are strongly advised to take screenshots of their boarding passes and tickets.

- a copy of the flight ticket
- the invoice issued by the travel agency or the airline (only if the ticket does not clearly show the amount claimed)

✓ If travelled by train or long-distance bus:

- The **original** train or bus tickets. Paper tickets must be sent by post to the address below. Electronic tickets received by email and mobile train tickets (received by SMS) must be uploaded on the Exchange Programme platform.

Attention: Many mobile tickets tend to be removed from the mobile apps after use. The participants are strongly advised to take screenshots of their boarding passes and tickets.

- the invoice issued by the travel agency or the train company (only if the ticket does not clearly show the amount claimed)

✓ If travelled by private car:

- an itinerary mapping & detailing the journey to which the following calculation will be applied with a limit to a maximum of 1.200 km calculated on the basis of the shortest route: $\text{journey km} \times 2 \text{ (in-out)} \times 0,22 \text{ € / km}$

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 following address:

European Judicial Training Network Finance Unit / Ms. Aziza Boussouab General or Specialised or Trainers or Bilateral or Regional exchanges Rue du Commerce 123 B-1000 Bruxelles Belgium
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The right to be reimbursed extinguishes due to the closure of the reimbursement claim where, missing duly substantiated justifications, two (2) reminders have been sent to the participant without any feedback or follow-up from their part within the time set in the last reminder. 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.

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

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 to justify such a situation. 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, etc.) EJTN must be informed without any delay.