

Exchange Programme for Judicial Authorities (2021)

BILATERAL EXCHANGES BETWEEN COURT STAFF OF THE EU MEMBER STATES

CALL FOR APPLICATIONS

Subject:

The European Judicial Training Network is launching a call for applications for the organization of bilateral exchanges between Court staff in the courts of the EU Member States (EU MS) in the framework of the Exchange Programme for Judicial Authorities 2021.

The main objective of the EJTN Exchange Programme is to develop mutual trust between judicial authorities and the feeling of belonging to a common European judicial area to promote the mutual recognition of judicial decisions by getting to know each other better and working together.

In an exchange between two courts of two different EU MS, one court from an EU MS will send a delegation of Court staff to the corresponding court of the other EU MS, who will act as the hosting institution.

Hosting agreement

Having established a reliable contact to the hosting institution proved as crucial for the implementation of a bilateral exchange in the past. It has therefore been decided that a hosting agreement in the form of the template available online shall be included in the application submission.

Reciprocity:

A bilateral exchange does not imply automatic reciprocity. When reciprocity in bilateral exchanges is desirable, it is not compulsory. Projects for a bilateral exchange with reciprocal visits must include a formal declaration from both parties involved that all necessary measures have been taken to ensure their participation as visiting and as hosting court alike.

Format:

- Length: five working days. (Possibility to reduce to three full working days upon request);
- Size and composition of the groups: the delegations shall be composed of 5 participants. The delegations **must uniquely** be constituted court staff only;
- Language: the working language shall be determined by the courts offices involved in the exchange. Interpretation costs will not be covered by EJTN.

Eligible countries:

Bilateral exchanges can involve courts of all the Member States of the European Union except for Denmark.

Application procedure:

The call for application will be disseminated through the contacts points of the EJTN Exchange Programme in the EU MS.

Applications shall be made by the court wishing to visit the partner court. Should both involved courts wish to visit each other in the same year (reciprocal visits), they must both submit an application.

The applications and all accompanying documents shall be sent to the National Training Institutions who make a pre-selection to be submitted to the EJTN.

Interested courts are invited to submit a detailed project including the following minimum items:

- The application form, completed and signed by the applying court;
- Hosting agreement duly filled and signed by the court with which the exchange is to take place (the corresponding court in the other EU MS shall be identified prior to the application as the identification of potential hosting courts will not be assumed by the EJTN);
- Confirmation that the national contact point of the host country has been informed about the exchange project.

Financial conditions:

Bilateral exchanges between court staff of the EU MS will be governed by the financial rules of the EJTN Exchange Programme. Each visiting participant will receive a per diem for his/her subsistent expenses during the stay abroad and will be reimbursed for their travel expenses from the court of origin to the visited court according to the financial rules laid down in the Exchange Programme financial conditions 2021. The costs of the hosting courts will not be covered by EJTN.

Evaluation:

A report/evaluation will have to be submitted by the concerned court staff members after the exchange. In order to have a complete view, the reports shall contain information derived from the assessment provided by the visiting group, the hosting group and the hosting institution.

The results of the assessment should determine therefore in what ways the activity of the host institution was affected throughout the exchange (if the case).

Further information about how to draft the report will be provided to participating delegations prior to their exchange.

Calendar:

The exchanges will have to take place in 2021 and finish no later than 31 December 2021.