



European Judicial Training Network
Réseau Européen de Formation Judiciaire



PRACTICAL GUIDE TO THE EXCHANGE PROGRAMME FOR JUDICIAL AUTHORITIES

January 2014

With the support of the European Union



European Judicial Training Network - Exchange Programme Department
Rue du Commerce 123
B-1000 Brussels
www.ejtn.eu

TABLE OF CONTENTS

I.	BACKGROUND	3
II.	TYPES OF ACTIVITIES	5
III.	SELECTION PROCEDURE	12
IV.	BEFORE, DURING AND AFTER THE ACTIVITY	13
V.	FINANCIAL CONDITIONS	14
VI.	CONTACTS	19

I. BACKGROUND

The European Judicial Training Network

Founded on 13th October 2000, the European Judicial Training Network (EJTN) is a non-profit making international organisation (AISBL) with its headquarters in Brussels and comprises the institutions specifically responsible for the training of the professional judiciary within the European Union (EU). It currently has 34 members¹ from the 28 Member States of the European Union and 11 observers² amongst which the institutions of the European Union and the Council of Europe.

EJTN aims to initiate and develop training programmes with a genuine European dimension for members of the European judiciary. This involves analysing and identifying training needs, designing programmes and methods for collaborative training, developing exchanges and sharing experiences in the field of judicial training, coordinating programmes and providing training expertise and know-how.

In order to carry out its activities, EJTN has established a permanent secretariat in Brussels. For more information on EJTN and its activities, you can visit the EJTN website at www.ejtn.eu.

The Exchange Programme

Launched at the initiative of the European Parliament³ and funded for the tenth consecutive year by the European Commission, the main objective of the Exchange Programme is to develop mutual trust between judicial authorities and the feeling of belonging to a common European judicial area in order to promote the mutual recognition of judicial decisions by getting to know each other better and working together.

The first Exchange Programme was implemented in 2005 by two members of EJTN (the French National School for the Magistracy and the Italian High Council for the Magistracy). Since 2006, EJTN is itself in charge of its implementation. The same year, it has been recognised a de facto monopoly in the implementation of the Exchange Programme by the European Commission⁴.

Since the implementation of the first Exchange Programme, approximately 5,550 judges and prosecutors (including futures judges and prosecutors), judicial trainers and members of Councils for the Judiciary have participated in an exchange. The number of exchanges and partners has gradually increased since the first year of implementation.

¹ Austria (Bundesministerium für Justiz); Belgium (Institut de Formation Judiciaire); Bulgaria (National Institute of Justice); Croatia (Judicial Academy); Cyprus (Supreme Court); Czech Republic (Justiční akademie); Denmark (Domstolsstyrelsen); Estonia (Supreme Court); Finland (Oikeusministeriö); France (Ecole Nationale de la Magistrature); Germany (Bundesministerium für Justiz); Greece (National School of Judges); Hungary (Office of the Prosecutor General, Office of the National Council for the Judiciary); Ireland (Judicial Studies Institute); Italy (Consiglio Superiore della Magistratura); Latvia (Latvian Judicial Training Centre); Lithuania (Ministry of Justice); Lithuania (National Courts Administration of the Republic of Lithuania); Luxembourg (Ministry of Justice); Malta (Judicial Studies Committee); The Netherlands (Studiecentrum Rechtspleging); Poland (National School of Judiciary and Public Prosecution); Portugal (Centro de Estudos Judiciários); Romania (National Institute of Magistracy); Slovakia (Judicial Academy); Slovenia (Ministry of Justice); Spain (Centro de Estudios Jurídicos, Escuela Judicial Consejo General del Poder Judicial); Sweden (Domstolsverket); United-Kingdom (Judicial Studies Committee of Scotland, Judicial Studies Board of England & Wales, Judicial Studies Board for Northern Ireland); Academy of European Law (ERA).

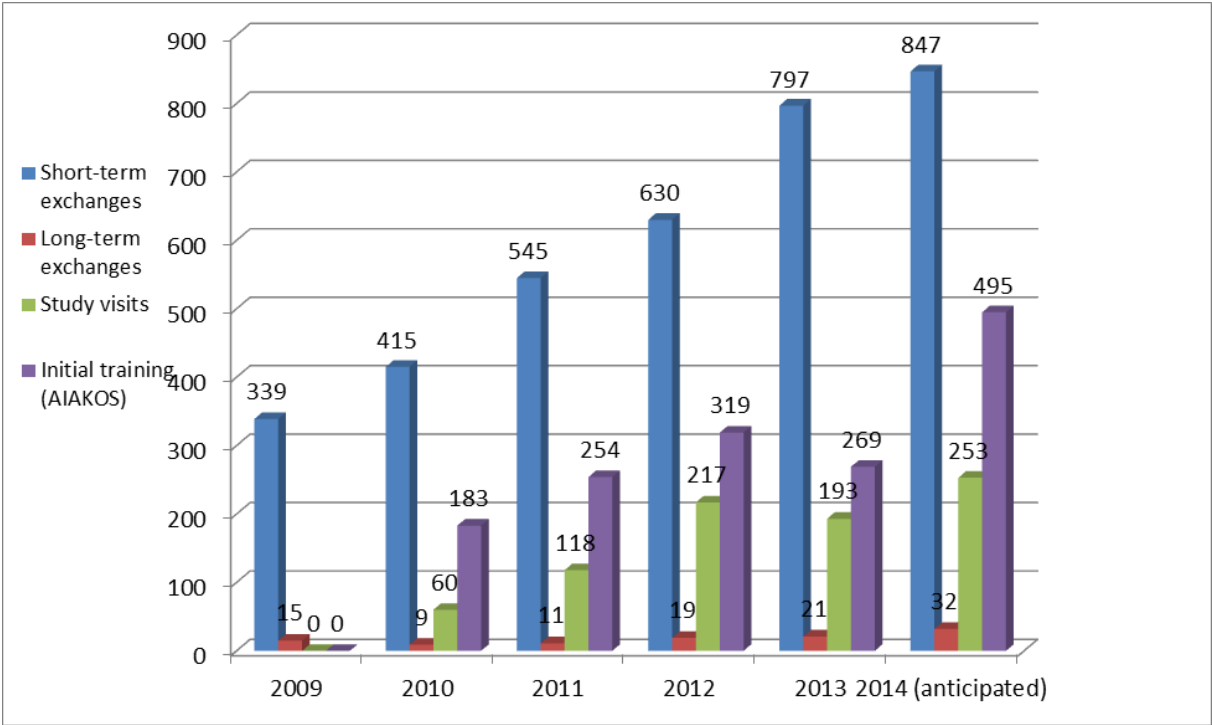
² EU institutions, Council of Europe, Centre for Judicial and Prosecutorial Training of Bosnia and Herzegovina, Centre for Judicial and Prosecutorial Training in the Republic of Srpska, Office of the Prosecutor General of Estonia, Prosecutor General's Office of Lithuania, Academy for Training of Judges and Prosecutors of the Republic of Macedonia, the Judicial Training Center of Montenegro, the National Courts Administration of Norway, The Foundation for the continuous training of Swiss judges and the Judicial Academy of Turkey

³ European Parliament Resolution (A5-0039/2003) on the guidelines for the 2004 budgetary procedure.

⁴ Decision of the European Commission, 11 July 2006

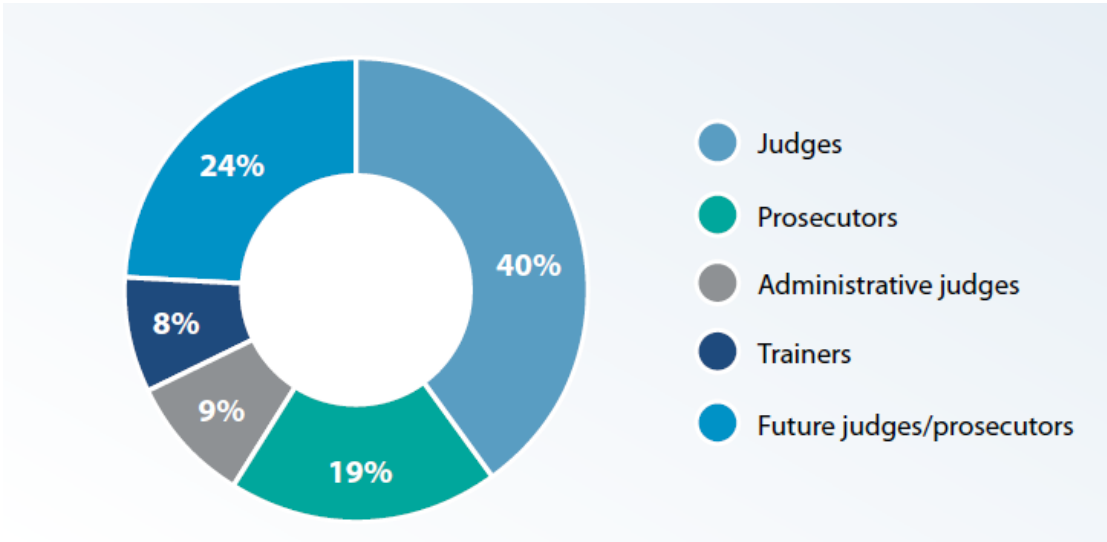
In 2014, EJTN will implement the Exchange Programme in partnership with 34 institutions from 24 different countries. Within EJTN, 5 persons are in charge of the implementation of the Programme.

Number of participants 2010-2014



Different kinds of activities are proposed depending on the length, the number of participants and their functions (see [section II](#) for more information).

Breakdown of participants by category
(Exchange Programme implemented in 2012)



II. TYPES OF ACTIVITIES

The general requirements for all the exchanges are the following:

- ✓ strong professional motivation
- ✓ good knowledge of the language required to take part in the activity

➤ Short term exchanges

For judges and prosecutors

The main objective of this type of exchanges is to enable the participants to share the work of their counterparts in another EU country or candidate country, to familiarise themselves with a judicial system other than their own, to understand how it works and thus to assess their own professional practice. These exchanges are organised under two schemes:

- **One-to-one (individual) exchanges**

Description: the visiting judge/prosecutor shadows a counterpart in his/her daily practice in a court/prosecutor's office of the host country. The judge/prosecutor may attend court hearings, examine files and be able to discuss cases with colleagues in the host jurisdiction... In most cases, one-to-one exchanges take place in the official language of the host country (see table [p.7](#) for available language(s) by country).

Length: 2 weeks (10 working days)

Persons concerned: judges and prosecutors from 1st and 2nd instance ordinary and administrative courts (including future judges and prosecutors)

- **Group exchanges**

Description: the visiting judge/prosecutor is hosted in the host country with a group of judges/prosecutors from other EU/candidate countries. In the majority of cases, group exchanges are organised in a language other than that of the host country (usually English or French - see table [p.7](#) for available language(s) by country). The general schedule is that, during the 1st week, the group of participants is introduced to the judicial system of the host country whereas during the 2nd week, it is separated into several courts/prosecution offices for more specific activities.

Length: 2 weeks (10 working days)

Persons concerned: judges and prosecutors from 1st and 2nd instance ordinary and administrative courts (including future judges and prosecutors)

For trainers

Description: judicial trainers are hosted by a judicial training institution of another country. They are involved in initial/continuous judicial training sessions devoted to judges/prosecutors and become familiar with the following: training methodologies, pedagogical tools, training programmes, best practice and any training initiative which applies in the host country. Judicial trainers can take part to "one to one exchanges" and/or to "group exchanges". The exchange takes place either in the official language of the host country or in a common language (see table [p.10](#) for available language(s) by country)

Length: from 1 to 2 week(s)

Persons concerned: judicial trainers for initial or continuous training, at national or decentralised level.

➤ Long-term training periods

Description: Long term training periods are organised at *Eurojust*, at the *Court of Justice of the European Union* and at the *European Court of Human Rights*. The participants will be assigned to the office of a National Member (Eurojust), to the Cabinet of a Member of the Court (CJEU) or to the Registry (ECHR) and they will help them carrying the tasks assigned to them. They will therefore get acquainted with the work, procedures and decision of these Europe-wide bodies. Once back in their country, they might be asked to disseminate the knowledge gained during the training period by participating in national events.

Length: 3 months at *Eurojust*, from 6 to 12 months at the *Court of Justice of the European Union* and 12 months at the *European Court of Human Rights*.

Persons concerned:

At *Eurojust*, the participant must be a practicing prosecutor or judge (preferably investigative judge) in an EU Member State, work at a national level where rogatory letters and other forms of judicial cooperation in criminal matters are dealt with and have at least three years of practical experience in the field of criminal law.

At the *Court of Justice of the European Union*, the participant must be a judge or a prosecutor from an EU Member State, have at least one year of experience as a judge/prosecutor, be familiar with Community law and have a good knowledge of French as well as of another EU language.

At the *European Court of Human Rights*, the participant must be a judge (either ordinary or administrative) or a prosecutor, have between 7 and 10 years of professional experience and have a perfect command of French or English.

➤ Study visits

European bodies

Description: study visits in European bodies such as the European Court of Human Rights, the Court of Justice of the European Union and Eurojust are designed to familiarise the participants with the visited institution through theoretical sessions as well as more practical activities. Study visits take place in either English or French.

Length: from 2 days to 1 week (4/5 days)

Persons concerned: judges and prosecutors from 1st and 2nd instance ordinary and administrative courts (including future judges and prosecutors) as well as Supreme Court judges.

AIAKOS (Initial training)

Description: future judges and prosecutors in initial training learn about their counterparts' training and recruitment systems as well as about the judicial organisation and procedures of their host country. They attend real hearings and perform mock trials on law issues that are common to them.

Length: 1 week

Persons concerned: future judges and prosecutors in initial training.

List of participating countries and training languages – Judges and Prosecutors

Hosting country	Public	Available place(s)	Type of exchange	Length	Working language(s)
Austria	Judges (ordinary courts)/prosecutors	20	Group	2 weeks	German/English
	Administrative judges	4	Individual	2 weeks	German/English
Belgium	Judges (ordinary courts)/prosecutors	20	Individual	2 weeks	French/Dutch
Bulgaria	Judges/admin.judges/prosecutors	21	Group	2 weeks	English
Croatia	Judges (ordinary courts)/prosecutors	9	Group	2 weeks	English/Croatian
Czech Republic	Judges/admin.judges/prosecutors	5	Group	2 weeks	Czech/English
Denmark	Judges (ordinary courts)	6	Group	2 weeks	English
Estonia	Judges/admin.judges	3	Group	2 weeks	English
	Prosecutors	6	Group	2 weeks	English
Finland	Judges/admin.judges/prosecutors	8	Group	2 weeks	English
France	Judges/prosecutors	45	Individual	2 weeks	French
		35	Group	2 weeks	English/French
	Administrative judges	12	Individual	2 weeks	French
Germany	Judges/admin.judges/prosecutors	70	Individual	2 weeks	German/English
		79	Group	2 weeks	English/French/ German
Hungary	Judges/admin.judges	6	Individual	2 weeks	Hungarian/English

		6	Group	2 weeks	Hungarian/English
	Prosecutors	2	Individual	2 weeks	English
Italy	Judges (ordinary courts) /prosecutors	30	Individual	2 weeks	Italian
		70	Group	2 weeks	English/French
	Administrative judges	11	Individual	2 weeks	Italian/English/French/German/Spanish
		14	Group	2 weeks	English
Latvia	Judges – Ordinary and Administrative courts	7	Group	2 weeks	Latvian/English
Lithuania	Judges – Ordinary and Administrative courts	6	Group	2 weeks	English
Luxembourg	Judges/admin.judges/prosecutors	2	Individual	2 weeks	French
Netherlands	Judges/admin.judges/prosecutors	28	Group	2 weeks	English
Poland	Judges/prosecutors	10	Individual	2 weeks	Polish/English
		50	Group	2 weeks	English
Portugal	Judges/admin.judges/prosecutors	10	Individual	2 weeks	Portuguese
		10	Group	2 weeks	English
Romania	Judges/admin.judges/prosecutors	82	Group/individual	2 weeks	Romanian/English/French
Slovakia	Judges/prosecutors	6	Individual	2 weeks	Slovak/Czech/English/German/French
		6	Group	2 weeks	Slovak/Czech/English/German/French

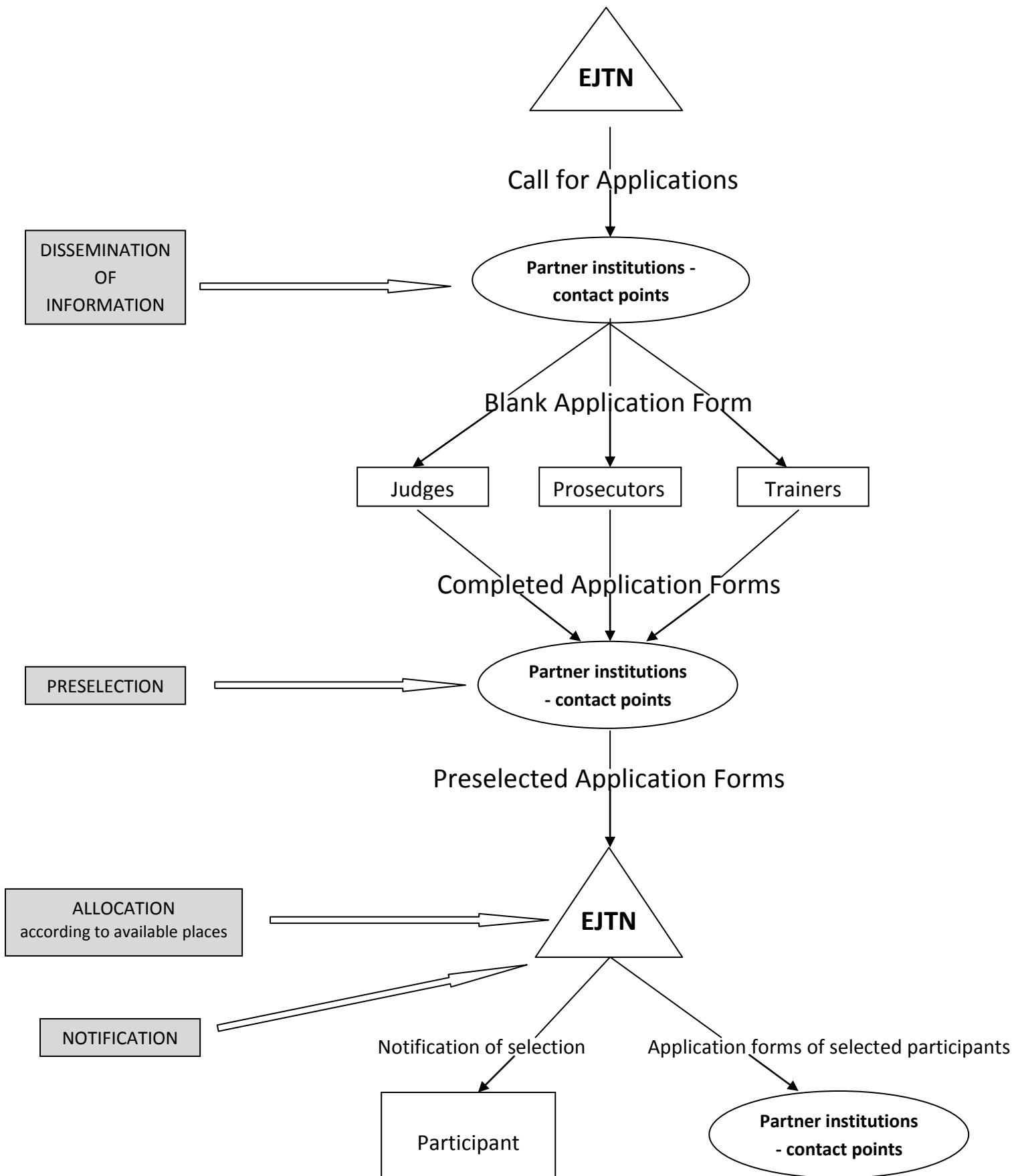
Slovenia	Judges/admin.judges/prosecutors	12	Group	2 weeks	Slovenian/English
Spain	Judges – Ordinary and Administrative courts	55	Individual	2 weeks	Spanish
		20	Group	2 weeks	English
	Prosecutors	18	Individual	2 weeks	Spanish
		12	Group	2 weeks	English/Italian
Sweden	Judges/admin.judges/prosecutors	6	Individual	2 weeks	English
UK (England & Wales)	Judges/admin.judges	10	Individual	2 weeks	English

List of participating countries and training languages – Trainers

Hosting Country	Public	Available place(s)	Type of exchange	Length	Working language(s)
Austria	Trainers	1	Individual	1 week	German/English
Belgium	Trainers	1	Individual	1 week	French/Dutch
Bulgaria	Trainers	3	Group	1 week	English
Croatia	Trainers	1	Individual	1 week	English
Czech Republic	Trainers	2	Group	1 week	English
Estonia	Trainers	3	Group	1 week	English
France	Trainers	6	Group	1 week	French
Germany	Trainers	6	Individual	1 week	English/ German/French
Italy	Trainers	1	Individual	1 week	Italian
		3	Group	1 week	English
Latvia	Trainers	1	Individual	1 week	Latvian/English
Netherlands	Trainers	2	Group	1 week	English
Poland	Trainers	5	Group	1 week	English
Portugal	Trainers	7	Group	1 week	English
Romania	Trainers	6	Group	1 week	English
Slovakia	Trainers	6	Individual	1 week	Slovak/Czech/English/German/French

		5	Group	1 week	Slovak/Czech/English/German/French
Slovenia	Trainers	1	Individual	1 week	English/Slovenian
Spain	Trainers	5	Group	1 week	Spanish
UK – E&W	Trainers	2	Individual	1 week	English
UK – Scotland	Trainers	1	Individual	1 week	English
Academy of European Law (ERA)	Trainers	3	Individual	1 week	English/French/German
		4	Group	1 week	English

III. SELECTION PROCEDURE⁵



⁵ This procedure does not apply to initial training study visits.

IV. BEFORE, DURING AND AFTER THE ACTIVITY

1) Allocation of the participants:

- EJTN
 - Allocates and notifies each participant of his/her selection and sends him/her practical information regarding the activity.
- The hosting institution and the participant
 - Contact each other to organise concretely the exchange.
 - Inform EJTN about the dates of the exchange (as well as the place and contact details of the tutor when relevant) when agreed.

FOR PARTICIPANTS TO SHORT TERM EXCHANGES IN NATIONAL COURTS ACROSS EUROPE: All exchanges must last 2 weeks (10 working days). Exchanges should take place from Monday to Friday as a general rule.

2) Before the activity

- The participant
 - Makes his/her travel arrangements and sends the registration form duly completed to EJTN (exchanges@ejtn.eu) at the latest one month before the starting date of the activity.
 - Checks with his/her employer that he/she 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.
 - Makes sure that he/she is insured against accident, death and invalidity risks.
- EJTN
 - Pays the participant his/her 1st instalment (see [section V](#) for more information) normally 2 weeks before the activity at the latest, if relevant (not in case of study visits).
 - Sends to the participant information on the reporting documents to submit after the activity.

3) During the activity

- The participant
 - Shall respect the terms and conditions of the programme (training schedule, content...).

4) Within a month after the activity

- The participant (a check list may be downloaded from the EJTN website to make sure that all the documents are sent)
 - Sends his/her reporting documents to EJTN (exchanges@ejtn.eu).
 - For activities of less than 2 weeks, sends the proof of transport costs, including original boarding passes, to EJTN.
 - For activities of 2 weeks or more, sends a certificate of attendance duly signed by the tutor of the participant and bearing the official stamp of the host institution
- The tutor
 - Sends EJTN the evaluation form for tutors.

5) Within 6 months after the activity

- EJTN
 - Makes the final payment to the participant (see [section V](#)) upon receipt of the documents to be sent after the exchange
 - Sends the participant a certificate of participation.

V. FINANCIAL CONDITIONS

Financial support varies according to the type of activity:

- **Activities of a length equal to or longer than 2 weeks:** the costs incurred by the participants are reimbursed through increased daily allowances (*per diem*). Activities governed by this system are short-term exchanges in the courts of EU Member States as well as long-term training periods at the CJEU, the ECHR and Eurojust.
- **Activities of a length shorter than 2 weeks:** the costs incurred by the participants are reimbursed through daily allowances (*per diem*) for accommodation, meals and sundry expenses as well as on a real-cost basis for travel expenses between the country of origin and the host country. Activities governed by this system are short-term exchanges for trainers as well as study visits and AIAKOS exchanges.

A. Activities of a length equal to or longer than 2 weeks (short-term exchanges in the courts of EU Member States, long-term training periods at the CJEU, the ECHR and Eurojust)

1. Per diem (daily allowance)

The list below represents the amount of the increased per diem paid by EJTN for exchanges lasting 2 weeks or more according to the country of the exchange. The per diem covers all exchange-related costs, including travel between the country of origin and the host country, local travels, accommodation, meals and sundry expenses.

Country	Per diem in EUR	Country	Per diem in EUR	Country	Per diem in EUR	Country	Per diem in EUR
Austria	198	Germany	185	Italy	202	Portugal	182
Belgium	203	Estonia	165	Latvia	188	Romania	196
Bulgaria	200	Finland	212	Lithuania	167	Slovak Republic	183
Czech Republic	202	France	213	Luxembourg	207	Slovenia	164
Cyprus	208	Greece	196	Malta	183	Spain	188
Croatia	164	Hungary	196	Netherlands	227	Sweden	222
Denmark	232	Ireland	220	Poland	192	United Kingdom	236
CJEU, ECHR, EUROJUST	120						

Per Diem calculation method: The number of *per diem* paid depends on the length of the stay. The length of the stay abroad is determined by the certificate of attendance (see point 3 below). The last day payable will be the day on which the exchange has ended. The per diem will be calculated in accordance with the completion date and time noted on the certificate. If the exchange ended in the morning of the last day (until 12 am included), only 25% of the per diem for that day shall be payable. If the exchange ended in the afternoon of the last day (after 12 am), 100% of the per diem for the last day shall be payable.

2. Payment procedure

2.1. Two-week exchanges in the courts of EU Member States

The amounts due will be paid in two instalments.

The first instalment is considered as a pre-financing of the foreseen expenses and will correspond to 70% of the expected amounts due to per diems.

This amount will be paid to the bank account indicated in the registration form submitted by the participant, on an average of two weeks before the start of the exchange. EJTN will notify the participant as soon as this payment is made.

Within the 6 months after the exchange and upon reception by EJTN of the indispensable documents indicated under point 3 below, the final payment will be made. The amount of the final payment will correspond to 30% of the total amount of the per diems due.

2.2. Long-term training periods at the CJEU, ECHR and Eurojust

The amounts due will be paid in a first instalment prior to the exchange, monthly instalments, mid-term instalment when relevant and a last payment after the training period.

The first instalment is considered as a pre-financing of the foreseen expenses and will correspond to 100% of the first two months expected amounts due to per diems.

This amount will be paid to the bank account indicated in the registration form submitted by the participant, on an average of two weeks before the start of the exchange. EJTN will notify the participant as soon as this payment is made.

The following instalments will be paid on a monthly basis, on an average of a week before the beginning of the month, and will correspond to 80% of the expected amounts per month due to per diems.

The mid-term instalment will be paid upon receipt of the interim report and will correspond to the balance of the 20% of the total amounts of the per diems due prior to this term.

Within the 6 months after the exchange and upon reception by EJTN of the indispensable documents indicated below, the final payment will be made. The amount of the final payment will correspond to the balance of the remaining 20% of the total amounts of the per diems due.

3. Requested documents for payment

- the report on the exchange and its summary in English or French if possible
- the evaluation form
- a certificate of attendance (indicating the completion date and time of the exchange) duly signed by the tutor of the participant and bearing the official stamp of the host institution.

The right to be reimbursed extinguishes due to the closure of the claiming file where, missing dully substantiated travel justifications, two 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.

B. Activities of a length shorter than 2 weeks (short-term exchanges for trainers, study visits and AIAKOS exchanges)

Participants are reimbursed of their travel costs from the country of origin to the host country up to a maximum of 400 EUR. They also receive a lump sum to cover their accommodation, meals and local travel costs as well as sundry expenses.

1. Per diem (daily allowance)

The list below represents the amount of the *per diem* paid by EJTN for activities lasting less than 2 weeks according to the country of the exchange. The per diem covers accommodation, meals, local travels (such as transport from the airport to the city center) within the place of the exchange and sundry expenses. It does not cover international travel costs which are reimbursed on a real-cost basis (see below).

Country	Per diem in EUR	Country	Per diem in EUR	Country	Per diem in EUR
Austria	169	France	184	Malta	154
Belgium	174	Germany	156	Netherlands	198
Bulgaria	171	Greece	167	Poland	163
Cyprus	179	Hungary	167	Portugal	153
Czech Republic	173	Ireland	191	Romania	167
Croatia	135	Italy	173	Slovak Republic	154
Denmark	203	Latvia	159	Slovenia	135
Estonia	136	Lithuania	138	Spain	159
Finland	183	Luxembourg	178	Sweden	193
United Kingdom	207				

Per Diem calculation method: The number of per diem paid cannot exceed 7 for 1-week exchanges. On what relates study visits, the number will not exceed the number of working days specified in the programme.

2. Reimbursement of travel expenses

The total eligible costs shall **not exceed 400 EUR**.

As an exception, amounts in excess of 400 Euros may be claimed if duly justified (i.e. urgency, complex route, island...) with an explanatory note addressed to the Secretary General EJTN (exchanges@ejtn.eu) in order for EJTN to agree on the reimbursement of the excess amount before any financial commitment is made by the participant. Such a request shall be appreciated discretionally and in a case by case basis.

In no case shall costs derived from excess luggage or travel insurances be reimbursed.

All transport claims must be justified by means of the expense claim form to which the pertinent travel documents, indicated under point 4 below, shall be attached.

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

Depending on the chosen mode of transportation, the reimbursement is made as follows:

- Travel by plane: cost of an economy class ticket
- Travel by rail: cost of first-class ticket on the shortest way for a round trip;
- Travel by private 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), using the following formula:

Kilometre claim: number of km x 2 (in-out) x 0,22 € / km

Participants who choose to use their own car remain fully liable for any accidents to their car or to third parties.

3. Procedure of payment

The amounts due to study visits that entitle the participant to less than five full daily allowances will be paid in a single instalment after the study visit upon receipt of the requested documents (see below).

The amounts due to exchanges and study visits entitling the participant to more than five daily allowances will be paid in two instalments. The first instalment is considered as a pre-financing of the foreseen expenses and will correspond to 70% of the expected amounts due to per diems. This amount will be paid to the bank account indicated in the registration form submitted by the participant, on an average of two weeks before the start of the exchange. EJTN will notify the participant as soon as this payment is made. Within the 6 months after the exchange and upon reception by EJTN of the indispensable documents indicated under point 4 below, the final payment will be made. The amount of the final payment will correspond to 30% of the total amount of the per diems due, plus the travel expenses, if any.

In the cases where the separate payment of travel expenses is foreseen, participants should clearly state in their expense claim forms if 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 EJTN to the appropriate national entity but the participant is due to provide the documents indicated below as evidence that the trip was undertaken.

4. Requested documents for payment

- the report on the exchange and its summary in English or French if possible (except for participants to study visits)
- the evaluation form
- the expense claim form
- the following travel documents depending on the chosen mode of transportation:
 - ✓ If travel by plane:
 - a copy of the flight ticket
 - the invoice from the travel agency or the airline (only if the ticket does not clearly show the amount claimed)

- the **original of all the boarding passes** corresponding to the journey or a certificate from the airline that the ticket was flown
- ✓ If travel by train:
 - the **original** of the train tickets
 - 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 =

The right to be reimbursed extinguishes due to the closure of the claiming file where, missing dully substantiated travel justifications, two 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.

VI. CONTACTS

EXCHANGE PROGRAMME DEPARTMENT WITHIN EJTN

exchanges@ejtn.eu

Tel.:+32.2.280.22.42

CONTACT POINTS IN HOST COUNTRIES

Country	Institution	Competence	Name CP	email adresse	Phone
Austria	Bundesministerium für Justiz	ordinary judges, prosecutors, trainers	Mrs Silvia BERGER	silvia.berger@justiz.gv.at	
	Unabhängiger Verwaltungssenat Wien (UVS)	administrative judges	Mrs Susanna GAMAUF-BOIGNER	susanna.gamauf-boigner@uvs.wien.gv.at	+43 140 003 87 82
Belgium	Institut de Formation Judiciaire/Instituut voor gerechtelijke opleiding	ordinary judges, prosecutors, trainers	Mme Chantal MERLIN	Chantal.Merlin@igo-ifj.be	+32(2)518 49 61
Bulgaria	National Institute of Justice	ordinary judges, prosecutors, trainers	Mrs Smilena KOSTOVA	s.kostova@nij.bg	+359 2 935 91 00
			Mr. Stanislav GRIGOROV	s.grigorov@nij.bg	+359 2 9359 118
Croatia	Judicial Academy	ordinary and administrative judges, prosecutors	Mrs Nella POPOVIC	Nella.Popovic@pravosudje.hr	+ 385 1 6003 343
Czech Republic	Justicni Akademie	ordinary and administrative judges, prosecutors, trainers	Mrs Renata VYSTRCILOVA	ryvstrcilova@akademie.justice.cz	+420 573 505 175
Denmark	Domstolsstyrelsen	ordinary judges	Mrs Maria Agervig TARP	mata@domstolsstyrelsen.dk	+45 70 10 33 22
Estonia	Prosecutor's Office of Estonia	prosecutors, trainers	Mrs Marianne TIIGIMAA	Marianne.Tiigimaa@prokuratuur.ee	+372 613 9418
		ordinary and	Mr Tanel KASK	tanel.kask@riigikohus.ee	+372 7 309 075

	Supreme Court of Estonia	administrative judges	Mr Ms Liis LINDSTRÖM	Liis.Lindstrom@riigikohus.ee	+372 7 309 088
Finland	Oikeusministeriö	judges and prosecutors	Mr Jorma HIRVONEN	jorma.hirvonen@om.fi	+358 50 55 44 762
			Mrs Sari PIIRONEN	sari.piiroinen@om.fi	+358 295 150 277
France	Ecole Nationale de la Magistrature	ordinary judges, prosecutors, trainers	Mr. Anthony MANWARING	anthony.manwaring@justice.fr	+33 1 44 41 88 25
			Mrs Myriam ELEORE	myriam.eleore@justice.fr	+33 1 44 41 99 54
	Conseil d'Etat	administrative judges	Mrs Nathalie LAURENT-ATTHALIN	nathalie.laurent-atthalin@conseil-etat.fr	+33 1 40 20 83 46
Germany	Bundesministerium der Justiz	ordinary and administrative judges, prosecutors	Ms. Wiebke HILDEBRANDT	hildebrandt-wi@bmj.bund.de	+49 30 18 580 9671
Hungary	Hungarian Judicial Academy	ordinary judges	Ms Kornélia BOTH	BothK@obh.birosag.hu	
	Office of the Prosecutor General	prosecutors	Mr. Gábor SZÉPLAKI-NAGY	szeplakinagy.gabor@mku.hu	+36 1 354 55 05
Italy	Consiglio Superiore della Magistratura	ordinary judges, prosecutors, trainers	Mrs Giovanna ICHINO	segreteria.scuolamagistratura@giustizia.it gioichi@gmail.com	+39 (0) 6 85271204
	Consiglio di Presidenza della Giustizia Amministrativa	administrative judges	Mrs Maria Laura MADDALENA	ml.maddalena@gmail.com	+39 320 7983607
Latvia	Latvian Judicial Training Center	ordinary and administrative judges	Mrs Inese AVOTA	inese@ltmc.lv	+371 6789 5874
Lithuania	National Courts Administration of the Republic of Lithuania	ordinary and administrative judges	Ms. Giedrė AMBRAZIUNAITE	giedre.ambraziunaite@teismai.lt	+ 370 5 210 1994

Luxembourg	Parquet général du Grand-Duché du Luxembourg	ordinary and administrative judges, prosecutors	Mrs Mylène REGENWETTER	mylene.regenwetter@justice.etat.lu	+352 47 59 81 497
Netherlands	Studiecentrum Rechtspleging (SSR)	ordinary judges, prosecutors, trainers	Mrs Nathalie GLIME	Glime@ssr.nl ssr.international@ssr.nl	+31 575 59 53 00
			Mrs Elise BLOEM	e.bloem@ssr.nl	+31 575 59 53 50
Poland	National School of the Judiciary	ordinary judges, prosecutors, trainers	Mrs Agnieszka KONOPKA	a.konopka@kssip.gov.pl	+48 81 440 87 16
Portugal	Centro de Estudos Judiciarios	ordinary and administrative judges, prosecutors, trainers	Mr Alexandre Baptista COELHO	coordenador-dri@mail.cej.mj.pt	+351 21 884 56 00
Romania	National Institute of Magistracy	ordinary and administrative judges, prosecutors, trainers	Mrs Diana MIHAILA	dilica@just.ro	+40 21 407 62 53
Slovakia	Judicial Academy	ordinary judges and prosecutors	Mrs Jana MICHALICKOVA	jana.michalickova@ja-sr.sk	+421/33/69 03 302
Slovenia	Ministry of Justice Judicial Training Center	ordinary and administrative judges, prosecutors	Mrs Jurka PAVLOVCIC ILOVAR	Jurka.Pavlovcic-Ilovar@gov.si	+386 1 369 52 38
Spain	Escuela Judicial Española	ordinary and administrative judges, trainers	Mrs Maria Isabel TOMAS GARCIA	misabel.tomas@cgpj.es	+34 93 406 73 75
	Centro de Estudios Jurídicos	prosecutors	Ms Cristina RAMOS	internacional@cej-mjusticia.es	
Sweden	Domstolsakademin,	ordinary and	Mrs. Ann-Marie BASUN	ann-marie.basun@dom.se	+46 8 561 669 13

	Domstolsverket	administrative judges, prosecutors,	Mrs Monica Chiacig	Monica.chiacig@dom.se	+46 36-155375
UK - England and Wales	Judicial College	ordinary judges	Mrs Marie WRIGHT	marie.wright@judiciary.gsi.gov.uk	+44 20 7073 1618
UK – Scotland	Judicial Institute	trainers	Sheriff Tom Welsh	judicialinstitute@scotcourts.gov.uk	
Academy of European Law (ERA)	Academy of European Law (ERA)	Trainers	Jean-Philippe Rageade	jrageade@era.int	