



European Judicial Training Network
Réseau Européen de Formation Judiciaire



PRACTICAL GUIDE TO THE EXCHANGE PROGRAMME 2016¹

January 2016



With the support of the European Union

¹ This Guide may be subject to changes. Should that be the case, participants will be informed in due time.

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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 members² from the 28 Member States of the European Union and 12 observers³ 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 Parliament⁴, 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 Commission⁵.

Since the implementation of the first Exchange Programme, approximately 9000 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.

² 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 (Scuola 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 College of England & Wales, Judicial Studies Board for Northern Ireland); Academy of European Law (ERA).

³ 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, the Judicial Academy of the Republic of Serbia and the Judicial Academy of Turkey

⁴ European Parliament Resolution (A5-0039/2003) on the guidelines for the 2004 budgetary procedure.

⁵ Decision of the European Commission, 11 July 2006

II. TYPES OF EXCHANGES

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

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.

Length: 2 weeks (10 working days) or 1 week (5 working days)

Persons concerned: judges and prosecutors from 1st and 2nd instance ordinary and administrative courts

- **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. 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

Exchanges for trainers

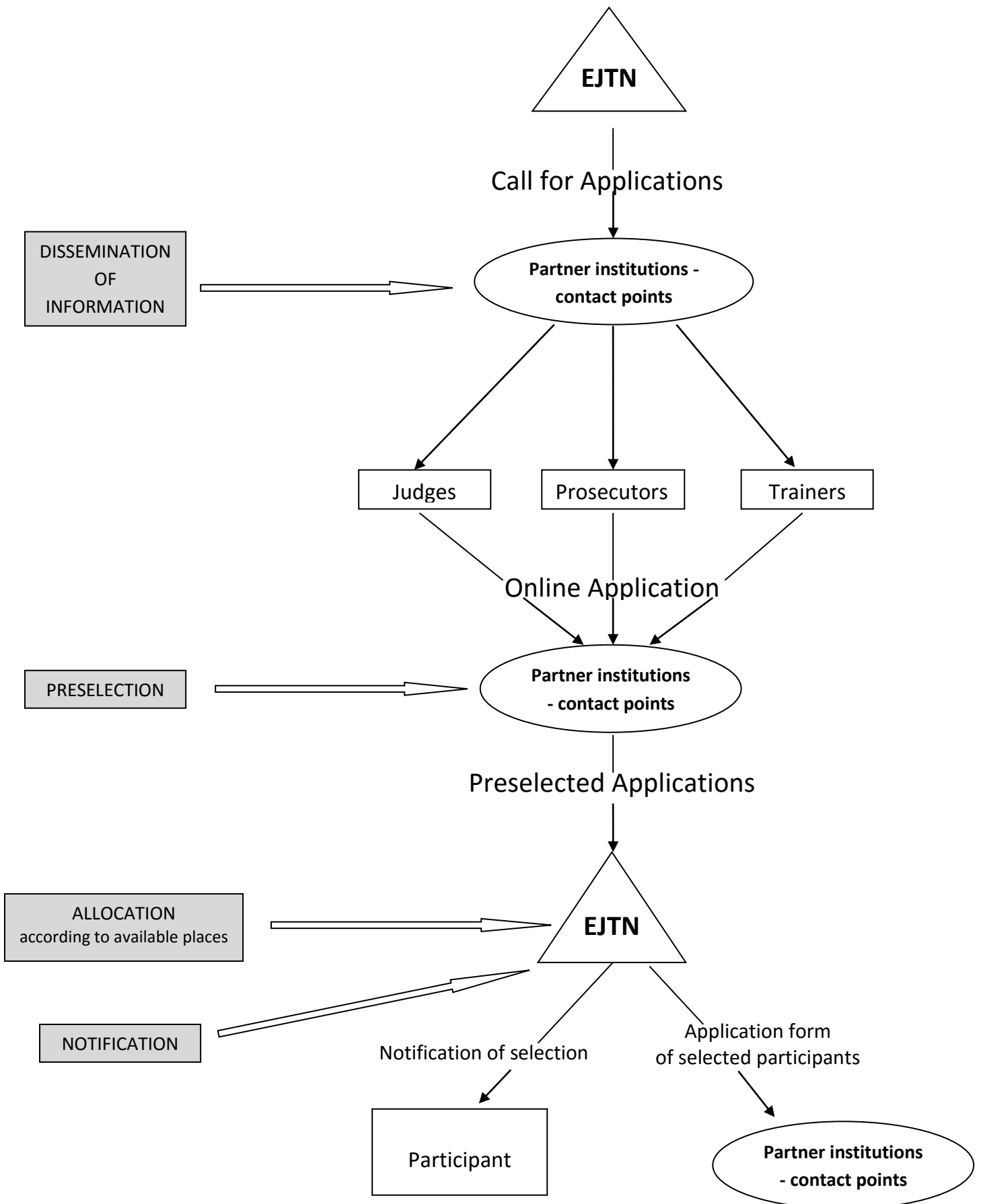
Description: judicial trainers are hosted by a judicial training institution of another country. They are involved in initial/continuous judicial training sessions devoted to judges/prosecutors and become familiar with the following: training methodologies, pedagogical tools, training programmes, best 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.

Length: from 1 to 2 week(s) (5 to 10 working days)

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

The list of participating countries and the types of exchanges offered in each of them can be found in the Exchange Programme section of the EJTN website (<http://www.ejtn.eu/Exchange-Programme/Partners/>).

III. SELECTION PROCEDURE



IV. BEFORE, DURING AND AFTER THE EXCHANGE

1) Allocation of the participants:

- EJTN
 - Allocates and notifies each participant of his/her selection and sends him/her practical information regarding the exchange.
- 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. Exchanges generally 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 logs on in the Exchange Programme platform at <http://ejtn-exchange.azurewebsites.net/Participant> to register online at the latest one month before the starting date of the exchange.
 - 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.
 - 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 - Template documents and guidelines may be found on the EJTN website:

<http://www.ejtn.eu/Exchange-Programme/Activities/Short-term-exchanges/>

- The participant:
 - **Two-week exchanges:** logs on the Exchange Programme platform at <http://ejtn-exchange.azurewebsites.net/Participant> to fill in the online evaluation form, uploads the report on the exchange as well as a scanned copy of the certificate of attendance.
 - **One-week exchanges:** logs on the Exchange Programme platform at <http://ejtn-exchange.azurewebsites.net/Participant> to fill in the online evaluation form, uploads the report on the exchange as well as a scanned copy of the expense claim form and requested travel evidence. Please see [section V](#) for more information on the “requested documents for payment”. **Sends by post the expense claim form and requested original travel evidence to the following address:**
We strongly recommend to keep a COPY of all the documents sent.

Finances Unit - Jolanta / Short-term exchanges European Judicial Training Network Rue du Commerce 123. B-1000 Brussels
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- The tutor:
 - Sends EJTN the evaluation form for tutors.

5) Within the 2 months after the exchange and upon reception by EJTN of the indispensable documents

- EJTN
 - Makes the final payment to the participant (see [section V](#))
 - Sends the participant a certificate of participation.

V. FINANCIAL CONDITIONS⁶

Financial support varies according to the type of activity:

- **Two-week exchanges:** the costs incurred by the participants are reimbursed through increased daily allowances (per diem). No travel expenses will be reimbursed, as the corresponding amount is integrated in the rate of the daily allowances.
- **One-week exchanges:** 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.

1. Two-week exchanges

1.1 Per diem (daily allowance)

The list below indicates the amount of per diem applicable to any exchange that, according to their rules of execution, entitle the participant to at least 11 but less than 13 full daily allowances. The indicated amount of the per diem to be granted is supposed to cover all travel costs, including international travel, as well as accommodation, meals and sundry expenses and will be paid according to the country where the activity takes place.

COUNTRY	EJTN PER DIEM RATES
Austria	€ 195
Belgium	€ 205
Bulgaria	€ 205
Croatia	€ 175
Czech Republic	€ 205
Cyprus	€ 205
Denmark	€ 235
Estonia	€ 175
Finland	€ 215
France	€ 215
Germany	€ 185
Greece	€ 195
Hungary	€ 195
Ireland	€ 225
Italy	€ 205
Latvia	€ 185
Lithuania	€ 175
Luxembourg	€ 205
Malta	€ 185
Netherlands	€ 225
Poland	€ 195
Portugal	€ 185

⁶ 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.

Romania	€ 195
Slovak Republic	€ 185
Slovenia	€ 175
Spain	€ 185
Sweden	€ 225
United Kingdom	€ 235

Per Diem calculation method: The number of per diem to be paid equals the number of nights between the days of event and the night before the event (if justified). The last day of event gives right to a half (1/2) per diem. However, a full per diem will be paid for the last day of event / one-day event, if the participant demonstrates that he cannot return in the same day the activity ends due to unavailable transport.

The length of the stay abroad is determined by the documental evidence provided by the participant according to article 1.2 below. Whenever this evidence refers to a certificate of attendance, the last day payable will be the day on which the exchange has ended.

In any case, the number of per diem paid will not exceed a full 13 for two-week exchanges.

1.2 Requested documents for payment

- the report on the exchange and its summary in English or French to be downloaded on the EJTN website and uploaded on the Exchange Programme platform.
- the online evaluation form to be filled in on the Exchange Programme platform.
- A certificate of attendance (detailing the period in which the exchange took place) duly signed by the participant's tutor and stamped with the official seal in use at the hosting institution⁷ to be uploaded on the Exchange Programme platform.

The right to be reimbursed extinguishes due to the closure of the claiming file where, missing dully substantiated justifications, two reminders have been sent to the participant without any feedback or follow-up from his 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.

2. One-week exchanges

2.1 Per diem (daily allowance)

The list below indicates the amount of per diem applicable to any exchange that entitles the participant to less than 11 full daily allowances and indicates the amount of the per diem paid by EJTN according to the country where the event takes place. The per diem is considered to cover any and all of the participant's expenses other than the return journey referred to in the article 2.2 below, namely including accommodation, sundry expenses, meals and local travels⁸ as referred. It does not cover international travel costs which are reimbursed on a real-cost basis (see below).

⁷ It is recommended though to keep the travel & accommodation documents up to six months after the activity as they may serve as proof of attendance for auditing purposes.

⁸ 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.

COUNTRY	EJTN PER DIEM RATES
Austria	€ 170
Belgium	€ 180
Bulgaria	€ 180
Croatia	€ 150
Czech Republic	€ 180
Cyprus	€ 180
Denmark	€ 210
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
United Kingdom	€ 210

Per Diem calculation method: The number of per diems to be paid equals the number of nights between the days of event and the night before the event (if justified). The last day of event gives right to a half (1/2) per diem. However, a full per diem will be paid for the last day of event / one-day event, if the participant demonstrates that he cannot return in the same day the meeting ends due to unavailable transport.

The length of the stay abroad is determined by the documental evidence provided by the participant according to article 2.3 below.

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

2.2 Reimbursement of travel expenses

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.

Exceptions (ex. amounts in excess of 400 Euros, variation in travel class) may be claimed if duly justified (i.e. urgency, complex route ...) with an explanatory note addressed to the Secretary General

(exchangeprogramme@ejtn.eu) before any financial commitment is made. 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. For the avoidance of doubt, and although the 400 Euros limit will be still applying, it will not be considered “an excess luggage cost” any expense related to the transport of one single piece of luggage per person (exceeding the standard planes’ cabin allowances’ weight or size but not exceeding the weight of 20kgs) whenever such cost is not included in the ticket’s price. In order to be entitled to the reimbursement of those costs, and in addition to the travel documents, participants must provide evidence enough that the transport of such piece of luggage was not included in the paid airlines fare.

All transport claims may be justified by means of the expense claim form to which the pertinent travel documents, indicated 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 place of the event in the hosting country.

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: 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 Internet Maps): $\text{km} \times 2 \text{ (in-out)} \times 0,22 \text{ € / km} =$
Participants who choose to travel by car discharge EJTN from being responsible in any occurrence to the car or to third parties.
In case of car sharing, the expenditures of transport by private car will be reimbursed to the participant appointed to EJTN among the participants travelling together. This is also applicable in case of a taxi share.

Except in case of early departure and/or late arrival expressly requested for the purpose of attending the event and in dully circumstantiated cases studied on a case by case basis, local travels (taxi, etc.) are excluded from the specific reimbursement due to the rules determined by the European Union.

In the cases mentioned above where the autonomous payment of travel expenses is foreseen, participants should clearly state in their expense claim form 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 above as evidence that the trip was undertaken.

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 event. 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 event.

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.

2.3 Requested documents for payment

- the report on the exchange and its summary in English or French to be downloaded on the EJTN website and uploaded on the Exchange Programme platform.
- the online evaluation form to be filled in on the Exchange Programme platform.
- the expense claim form to be uploaded on the Exchange Programme platform and sent by post to the below address together with the following travel documents depending on the chosen mode of transportation:

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- ✓ 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** (except for electronic boarding passes) corresponding to the journey or a certificate from the airline that the ticket was flown should the participant have lost one or all boarding pass/es. Mobile boarding passes must be printed and added to the costs claim.
- ✓ If travel by train:
 - the train tickets. Mobile train ticket 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: $\text{km} \times 2 \text{ (in-out)} \times 0,22 \text{ € / km} =$

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

3. Payment procedure (applicable to both types of exchanges)

The amounts due to exchanges 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 online 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 2 months after the exchange and upon reception by EJTN of the indispensable documents indicated in this document, 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.

VI. CONTACTS

EXCHANGE PROGRAMME DEPARTMENT WITHIN EJTN

exchangeprogramme@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	Ms Julia GEBETSBERGER	Julia.Gebetsberger@bmj.gv.at	+43 1 52152 2732
	Association of Austrian Administrative Judges	administrative judges	Ms Susanna GAMAUF-BOIGNER	susanna.gamauf-boigner@uvs.wien.gv.at	+43 1 4000 38782
Belgium	Institut de Formation Judiciaire/Instituut voor gerechtelijke opleiding	ordinary judges, prosecutors, trainers	Ms Umit ORAL	Umit.Oral@igo-ifi.be	+32(2)518 49 66
Bulgaria	National Institute of Justice	ordinary judges, prosecutors, trainers	Mr. Stanislav GRIGOROV	s.grigorov@nij.bg	+359 2 9359 118
Croatia	Judicial Academy	ordinary and administrative judges, prosecutors	Ms Nella POPOVIC	Nella.Popovic@pravosudje.hr	+385 1 371 4743
Czech Republic	Justicni Akademie	ordinary and administrative judges, prosecutors, trainers	Ms Renata VYSTRCILOVA	rvystrcilova@akademie.justice.cz	+420 573 505 175
Estonia	Prosecutor's Office of Estonia	prosecutors	Ms Marianne TIIGIMAA	Marianne.Tiigimaa@prokuratuur.ee	+372 613 9418
	Supreme Court of Estonia	ordinary, administrative judges and trainers	Mr Tanel KASK	tanel.kask@riigikohus.ee	+372 7 309 075
			Ms Maarja Mere	maarja.mere@riigikohus.ee	+372 7 309 088

Finland	Oikeusministeriö	judges and prosecutors	Ms Sari PIIROINEN	sari.piiroinen@om.fi	+358 295 150 277
France	Ecole Nationale de la Magistrature	ordinary judges, prosecutors, trainers	Ms Myriam ELEORE	myriam.eleore@justice.fr	+33 1 44 41 99 54
	Conseil d'Etat	administrative judges	Ms Marie DELORD	marie.delord@conseil-etat.fr	+33 1 40 20 83 46
Germany	Bundesministerium der Justiz	ordinary and administrative judges, prosecutors	Ms. Wiebke HILDEBRANDT	RB6@bmjv.bund.de	+49 (0)30 18 580 0 Request to be made by e-mail
Greece	National School for judges	trainers	Ms. Efi PAPADOPOULOU	info@esdi.gr	
Hungary	Hungarian Judicial Academy	ordinary judges	Ms. Bernadett Ersebet SIMKO	SimkoB@obh.birosag.hu	+36 1 487 6803
	Office of the Prosecutor General	prosecutors	Mr. Gábor SZÉPLAKI-NAGY	szeplakinagy.gabor@mku.hu	+36 1 354 55 05
Italy	Scuola Superiore della Magistratura	ordinary judges, prosecutors, trainers	Mr. Luca PERILLI	internazionale@scuolamagistratura.it	+39 (0)6 85271226
	Consiglio di Presidenza della Giustizia Amministrativa	administrative judges	Ms Maria Laura MADDALENA	ml.maddalena@gmail.com	+39 320 7983607
Latvia	Latvian Judicial Training Center	ordinary and administrative judges	Ms Darta MESTERE	darta@ltmc.lv	+371 6789 5877
Lithuania	National Courts Administration of the Republic of Lithuania	ordinary and administrative judges	Ms. Agnė ALBRECHTAITĖ	agne.albrechtaite@teismai.lt	+370 52 514126
Luxembourg	Parquet général du Grand-Duché du Luxembourg	ordinary and administrative judges,	Ms Mylène REGENWETTER	mylene.regenwetter@justice.etat.lu	+352 47 59 81 497

		prosecutors			
Netherlands	Studiecentrum Rechtspleging (SSR)	ordinary judges, prosecutors, trainers	Ms Nathalie GLIME	Glime@ssr.nl ssr.international@ssr.nl	+31 88 361 3212
			Ms Elise BLOEM	e.bloem@ssr.nl	+316 1178 8430
Poland	National School of the Judiciary	ordinary judges, prosecutors, trainers	Ms Anna NATORSKA-MICHROWSKA	a.michrowska@kssip.gov.pl	+48 81 440 87 16
Portugal	Centro de Estudos Judiciarios	ordinary and administrative judges, prosecutors, trainers	Ms Cristina MESSIAS	cristina.c.messias@mail.cej.mj.pt	+351 21 884 56 00
Romania	National Institute of Magistracy	ordinary and administrative judges, prosecutors, trainers	Ms Diana MIHAILA	dilica@just.ro	+40 21 407 62 53
Slovakia	Judicial Academy	ordinary judges and prosecutors	Ms. Tatiana Mezzey	tatiana.mezzey@justice.sk	+421 33 88 18 305
			Mr. Miroslav SLASTAN	miroslav.slastan@justice.sk	+421/33/69 03 302
Slovenia	Ministry of Justice Judicial Training Center	ordinary and administrative judges, prosecutors	Ms Jurka PAVLOVCIC ILOVAR	Jurka.Pavlovcic-Ilovar@gov.si	+386 1 369 52 38
Spain	Escuela Judicial Española	ordinary and administrative judges, trainers	Ms. 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	+ 34- 91 4551696
Sweden	Domstolsakademin,	ordinary and	Ms Ann-Marie BASUN	ann-marie.basun@dom.se	+4636442 21 32 mobile

	Domstolsverket	administrative judges			+46739-18 58 48
			Ms Monica CHIACIG	Monica.chiacig@dom.se	+46 36-155375
	General Prosecutor's Office	prosecutors	Mr. Daniel LARSON	daniel.larson@aklagare.se	+46 10 562 50 52
UK England & Wales	Judicial College	ordinary judges	Ms. Emma KILLICK	Emma.Killick@judiciary.gsi.gov.uk	+44 20 7073 1612
			Mr. David THOMAS	david.thomas1@judiciary.gsi.gov.uk	+44 (0)20 3334 2798
UK – Scotland	Judicial Institute	trainers	Sheriff A DUFF	judicialinstitute@scotcourts.gov.uk	+44 (0)131 240 6930
Academy of European Law (ERA)	Academy of European Law (ERA)	trainers	Mme Cornelia RIEHLE	criehle@era.int	