



European Judicial Training Network
Réseau Européen de Formation Judiciaire



LONG TERM TRAINING PERIODS FINANCIAL CONDITIONS 2015¹

January 2015

With the support 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.

1. Description of the activity

Long term training periods are organised at Eurojust, the Court of Justice of the European Union (CJEU) and the European Court of Human Rights (ECHR). The participants are 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 help them carrying the tasks assigned to them. Therefore, they 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.

2. Length of training and calendar in each institution

A. Eurojust

Length

3 months	4 months
Austrian National Desk	Belgian National Desk
Czech National Desk	Bulgarian National Desk
Estonian National Desk	Croatian National Desk
Finnish National Desk	German National Desk
Latvian National Desk	Italian National Desk
Hungarian National Desk	Lithuanian National Desk
Polish National Desk	Romanian National Desk
Portuguese National Desk	Slovak National Desk
Swedish National Desk	Slovene National Desk
	Spanish National Desk

Calendar

November-December 2014	Application period
January-February 2015	Selection of applications by Eurojust
March-December 2015	implementation of the training periods (all training periods must be completed by 31 December 2015)

B. Court of Justice of the European Union

Length

6 or 10 months (September 2015 to February or June 2016)

Calendar

November-December 2014	Application period
January-April 2015	Selection of applications by the CJEU
April-May 2015	Notification of selected participants by EJTN
May-September 2015	Preparation of the selected candidates in view of the training period.
September 2015	Start of the training period

C. European Court of Human Rights

Length

12 months (September 2015 to August 2016)

Calendar

November-December 2014	Application period
January-February 2015	Selection of applications by the ECHR
March-April 2015	Notification of selected participants by EJTN
April-September 2015	Preparation of the selected candidates in view of the training period.
September 2015	Start of the training period

3. 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.

4. Per diem

The costs incurred by the participants in long-term training periods are covered through the payment of an invariable **120 EUR *per diem* rate** for full working days and weekends irrespective of the country where they take place.

The *per diem* covers all costs, including travel between the country of origin to the host country, local travels, accommodation, meals and sundry expenses.

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 6 below). The last day payable will be the day on which the training period has ended.

5. Payment procedure

The amounts due will be paid in a first instalment prior to the training periods, 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 70% 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 30% of the total amounts of the per diems due prior to this term.

Within the 6 months after the training period 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 30% of the total amounts of the per diems due.

6 .Requested documents for payment

First installment

- Registration form duly filled in

Mid-term installment

- Interim report on the training period

Final payment

- report on the training period and its summary in English or French if possible
- a certificate of attendance (indicating the starting and completion dates of the training period) duly signed by the tutor of the participant and bearing the official stamp of the host institution. For training periods running over calendar years, two distinct certificates covering the two different years will be requested.

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-training requested documents are not produced.