



European Judicial Training Network
Réseau Européen de Formation Judiciaire



TWO-WEEK EXCHANGES 2023

GENERAL EXCHANGES

FINANCIAL CONDITIONS¹

Effective 1 January 2023



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.

Table of Content

TABLE OF CONTENT	2
FOREWORD: IMPACT OF THE COVID-19 ON THE EJTN EXCHANGE PROGRAMME FINANCIAL CONDITIONS	3
1. DESCRIPTION OF THE ACTIVITY	4
1.1. Definition	4
1.2. Length and period	4
1.3. Target audience	4
2. FINANCIAL CONDITIONS	4
2.1. Terms of reimbursement	4
2.2. Travel costs	5
2.3. <i>Per diem</i> (daily allowances)	5
2.3.1. Amount by country	5
2.3.2. Calculation method	6
2.4. Requests for exceptions	7
2.5. Payment procedure	7
2.6. Requested documents	7
2.7. Cancellation or changes in the exchange	8



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

The following EJTN Exchange Programme Financial Conditions 2023 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 pandemic 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 is linked to the justified presence at the training venue. Participants in an online activity therefore do not receive any per diem.

1. Description of the activity

1.1. Definition

General exchanges of two weeks 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.

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 two-week exchanges only.

A two-week exchange must be organised on two consecutive work weeks. Any exception shall be justified and requested to EJTN.

All exchanges must be completed by 17 November 2023 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. 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/prosecution staff as well as judicial trainers.

2. Financial conditions

2.1. Terms of reimbursement²

The reimbursement applies to the participant's ordinary expenses which is made in the form of the payment of a daily allowance (*per diem*).

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

Any additional costs due to unforeseen events and not previously approved are not refundable. EJTN shall not be held accountable for unforeseen events (strikes, delayed or cancelled transport, last-minute change of routes, ...) that do not depend on the organisation.

The reimbursement will be made within two (2) months after all required documents as stated under article 2.6 have been received by EJTN within the set deadline.

The participants must check with their employer that they 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. They must make sure that they are insured against accident, death and invalidity risks. Costs associated with the social security scheme, health and insurance are not reimbursed by EJTN.

2.2. Travel costs

The costs incurred by the participants in two-week exchanges are reimbursed solely through increased daily allowances (*per diem*). No travel expenses will be reimbursed, as the amount is considered included in the rate of the daily allowances.

2.3. Per diem (daily allowances)

Per diem are due to attendants 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, including travel, accommodation, sundry expenses, meals, local travels and any additional costs incurred by the COVID-19 pandemic.

2.3.1. Amount by country

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

This table indicates the amount of *per diem* applicable to any exchange that, according to their rules of execution, entitles the participant to at least 11³ but less than 13 full daily allowances.

COUNTRY	EJTN PER DIEM RATES
Austria	€ 195
Belgium	€ 205
Bulgaria	€ 205

³ In case, due to exceptional circumstances, the length of an exchange initially entitling the participant to 11 daily allowances is reduced, the same *per diem* rate as initially foreseen will apply.

Croatia	€ 175
Czechia	€ 205
Cyprus	€ 205
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
Romania	€ 195
Slovak Republic	€ 185
Slovenia	€ 175
Spain	€ 185
Sweden	€ 225

2.3.2. 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. No *per diem* will be paid for days of absence at the training venue (e.g. no-show, sick leave, late arrival or early departure).

The night before the event gives 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 stage.

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

2.4. Requests for exceptions

Exceptions from the EJTN Corporate Financial Policy may be claimed if duly justified. Possible exceptions include request for extra *per diem* for the night before the activity if the event starts from 10.00 a.m., full *per diem* for the last day of the activity, additional costs.

Any exception request must be claimed using the [Exception Request Form](#). The document must be duly filled in and communicated by the participant after the activity when submitting his/her statement of costs on the Exchange Programme platform.

2.5. Payment procedure

The amounts due to the participant will be paid in two instalments, provided that the registration form is completed on time and that the file is complete for final payment.

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 diem*. 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.

Attention: The non-compliance with the timeframe of completion of the online registration form may result in the payment of 100% of the *per diem* after the activity.

After the exchange, and within two (2) months after all required documents as stated in article 2.6 have been received by EJTN within the set deadline, the final payment will be made. The amount of the final payment will correspond to 30% of the total amount of the *per diem* due.

Participants must send all documents listed in point 2.6 as soon as possible and at the latest four (4) weeks after the exchange (unless other deadline communicated by EJTN). No acknowledgment of receipt will be sent following the receipt of the financial documents. Participants are therefore invited to regularly check their bank account.

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.

2.6. Requested documents

The requested documents are considered as the evidence of your exchange. Without the documents mentioned below, no reimbursement will 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 and processing the prepayment:

- The **registration form** duly filled in on the Exchange Programme platform

The following documents⁴ are required before processing the final 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 by clicking [here](#). The recommended length is about 2 pages excluding the programme of the exchange.
- A **certificate of attendance**⁵ (detailing the exact period in which the exchange took place) duly signed by the participant's tutor and stamped with the official seal in use at the host institution to be uploaded on the Exchange Programme platform.

2.7. Cancellation or changes in the exchange

Cancelling participation in the Exchange Programme shall be avoided as cancellations and reallocation of the places generate a significant extra workload for the host institution and impacts the overall organisation of the activity.

In case of unavoidable cancellation, participants must inform the EJTN secretariat, the sending and hosting training institution and, if applicable, the tutor as soon as possible 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.

⁴ 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.

⁵ All participants are invited to carefully check the exact dates indicated on the certificate.