

LONG TERM TRAINING PERIODS GENERAL CONDITIONS

1. Description

Long-term training periods are organised at Eurojust, the Court of Justice of the European Union (CJEU), the European Court of Human Rights (ECtHR), and the European Public Prosecutor's Office (EPPO). Participants' assignments depend on the institution to which they apply:

- At Eurojust, participants will be assigned to the National Desk of their Member State;
- At the ECtHR, participants will join a case processing unit of the Court's Registry. Additionally, one candidate may be allocated to the Department of Social Rights and Secretariat of the European Committee of Social Rights;
- At the Court of Justice of the EU, participants will be assigned either to the chamber of a Member of the Court of Justice, the General Court or the Directorate for Research and Documentation;
- At the EPPO, trainees will be appointed either to the operations unit of the EPPO, the legal service office or the data protection office.

The duration of long-term training periods varies depending on the host institution:

CJEU	ECtHR	Eurojust	EPPO
6 or 12 months*	12 months*	3 or 4 months	6 months*

* Long-term training periods at the EPPO, CJEU and ECtHR start on the first working day of September.

The above lengths cannot be altered. Training periods can neither be extended nor shortened.

In addition, benefiting from an EJTJN training period at the CJEU, ECtHR, Eurojust, or EPPO does not entitle to any right regarding employment or secondment once the training period is over.

A complete application and training calendar can be found in the annexe of the online application form.

2. Application and selection procedure

- Applicants can apply for one institution only. Detailed requirements for each institution can be found in the annexe of the online application form.
- Applicants must have been granted the authorisation by their hierarchy before applying. The National contact point will verify such an authorisation during the selection process.
- Applicants are preselected by their national training institutions. The final selection is the prerogative of the hosting institution.
- A participant who has completed a long-term training period will not be eligible to apply for another one until 3 years have passed since the initial long-term training period began.

3. Training conditions

a. Financial support during long-term training periods

Any long-term trainee residing in a country different from their Member State of affiliation will be awarded a daily allowance of € 120 by EJTN during the entire training period according to the EJTN Financial Conditions.

These allowances **do not** constitute a salary in any form. They are paid based on the certified attendance at the training venue. Taxation of the daily allowances is governed by the national tax law in the participant's country of affiliation. *Per diem* allowances are not subject to taxation in Belgium. Moreover, they serve as financial support for the temporary expatriate commitment to cover all costs directly linked to the training days, including the return journey from the place of residence to the training venue, local travel costs, accommodation costs, meals and sundry expenses.

Therefore, the applicant for a long-term training period must ensure a continued affiliation to the social security scheme, health insurance, pension funds and private insurance in their respective country of affiliation. Insurance against accident, death, invalidity, and personal liability is mandatory and must be taken care of by the participant. EJTN neither supports nor provides any financial support apart from the per diem allowances paid based on the training days at the hosting institution.

Participants shall continue receiving their national remuneration as a judge or prosecutor while participating in an EJTN long-term training period.

By presenting an application and supporting a candidate, the national training institution confirms that the relevant national body has met the above-mentioned conditions and will ensure they are upheld during the entire training period.

b. Policy on leave days during long-term training periods

The payment of *per diem* allowances is calculated based on the training days. Training-free days, i.e., days when the participant is not present at the hosting institution (e.g., leave days), are not considered for calculating the amount of *per diem* due to be paid to the participant.

The number of *per diem* equals the number of nights between the activity's beginning and end. A full *per diem* for the day before the beginning of the event is paid if justified. The event's last day gives rights to half (1/2) a *per diem*. The length of the participant's stay abroad is determined by the documentation provided by the participant. The final day eligible for payment will be the day the long-term training period concludes as indicated in the certificate of attendance issued by the host institution.

Four types of days do not count as training days:

1. Leave days taken at the beginning or the end of the long-term training: these days do not give the right to any payment of *per diem* allowances. Anticipated late arrival or early departure to/from the training venue does not require the payment of a *per diem* because the above-mentioned costs are no longer justified.
2. Weekends and public holidays: Exceptionally, participants will receive a *per diem* for the weekends and public holidays provided their ongoing local costs will continue (rental contract, etc.). In principle, this exception is applied without requiring the participant to request an exception. If the weekend follows potential taken leave days, please refer to point 4, "Other leave days taken during the training".
3. Leave days taken at the end of the year: In principle, these days will not be counted for calculating the *per diem* allowances. Potentially, though, *per diem* allowances will continue to be paid to the participant if the following conditions are met entirely:
 - a. Presence at the training venue is justified because the training continues in the new year.
Required document: copy of the letter confirming the selection by the EJTN
 - b. Continuation of the rental contract in the city of training.
Required document to be sent to the EJTN: copy of the rental contract
 - c. Explanations about the reasons and justification for continuing the payment of *per diem* allowances during the period.
Required document: short explanation from the participant

4. Other holidays taken during the training: In principle, these days are not considered for calculating the amount of *per diem* due. Exceptionally, though, *per diem* allowances will continue to be paid to the participant if the following conditions are met entirely:
 - a. Continuation of the rental contract in the city of the training.
Required document: copy of the rental contract.
 - b. Explanations about the reasons and justification for continuing the payment of *per diem* allowances during the period if the **leave exceeds five days**.
Required document: short explanation from the participant.

The continuation or interruption of the *per diem* allowances during any other training-free days, not foreseen in the present document, will be assessed on a case-by-case basis by EJTN. Should you be in this situation, please liaise with your EJTN contact point for further information on how to proceed.

- c. Policy on participation in other EJTN activities during long-term training periods

The long-term trainee shall inform the EJTN secretariat of his participation in any other EJTN activity during their training period.

Under the no-double funding principle, participants in such a case will not be entitled to any EJTN funding for their participation in the other EJTN activity as a participant or as an expert. They will keep receiving the long-term training period per diem.

- d. Policy on schooling of children

Neither EJTN, CJEU, ECtHR, Eurojust or EPPO are involved in enrolling children of long-term trainees in any school in the country of the training. Neither EJTN, CJEU, ECtHR, Eurojust or EPPO collect data or information on the long-term trainees' family status, as this matter is private.

Selection for long-term training does not constitute the right or automatic entitlement of children to a place in any European or national school in the country of the training in any way.

It is the selected long-term participants' sole responsibility to organise their children's schooling during their training periods.

4. Dissemination of knowledge

Once back in their country, beneficiaries may be asked to disseminate the knowledge gained during the training period by participating in national events.