

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) and the European Court of Human Rights (ECtHR). 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 (ECtHR), and they help carry out the tasks assigned to them. Therefore, the participants get acquainted with the work, procedures and decision-making 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.

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

CJEU	ECtHR	Eurojust
6 or 10 months*	12 months*	3 or 4 months

* Long-term training periods at the CJEU and ECtHR always start on 1st September.

The above lengths are not modifiable, i.e. the training periods at the CJEU, ECtHR and Eurojust cannot be extended nor shortened.

In addition, benefiting from an EJTN training period at the CJEU, ECtHR and Eurojust does not entitle to any right with regards to employment or secondment once the training period is over.

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

2. Application and selection procedure

- Applicants can apply for one institution only. Detailed requirements to apply for each institution can be found in annex of the online application form.
- Applicants must have been granted the authorisation of their hierarchy before applying. Such an authorisation will be verified by the national contact point during the selection process.

- Applicants are preselected by their national training institutions. The final selection is the prerogative of the hosting institution.

3. Training conditions

Financial support during long-term training periods

Any long-term trainee residing in a different country than their member state of affiliation will be awarded a daily allowance of 120- € by the 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 presence at the venue of the training. Taxation of the daily allowances is subject to the rules pertaining to national tax law in the country of affiliation. Per diem allowances are not subject to taxation in Belgium. Moreover, they serve as a 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 venue of the training, local travel costs, accommodation costs, meals and sundry expenses.

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

Participants shall continue to receive their national remuneration as a judge or prosecutor while taking part in an EJTN long-term training period.

By presenting an application and supporting a candidate, the national training institution confirms that the above-mentioned conditions have been provided for by the relevant national body and will remain fulfilled during the entire period of training.

Policy on leave days during long-term training periods

The payment of per diem allowances is calculated on the basis of the days of training. Training-free days, i.e. days that the participant is not present at the hosting institution (e.g. leave days), are not taken into account for the calculation of the amount of per diems due to be paid to the participant.

The number of per diems equals the number of nights between the beginning and the end of the activity. A full per diem for the day before the beginning of the event is paid if justified. The last day of the event gives rights to half (1/2) a per diem. The duration of the participant's stay abroad is determined by the justification documents provided by the participant. If a certificate of attendance is issued, the last day to be paid is the day when the exchange terminates.

There are four types of days that 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 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 that their ongoing local costs will continue (rental contract etc.). In principle, this exception is applied without the necessity for 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 the calculation of 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 by the fact that 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 the continuation of 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 taken into account for the calculation of the amount of per diems 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 the continuation of 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 to have further information on how to proceed.
