



European Judicial Training Network
Réseau Européen de Formation Judiciaire



ONE-WEEK EXCHANGES 2020

GENERAL/SPECIALISED/BILATERAL/TRAINERS

USER GUIDE AND FINANCIAL CONDITIONS¹

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¹ These financial conditions may be subject to changes. Should that be the case, participants will be informed in due time.

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1. Description of the activity

1.1. Definition

This guide covers all types of exchanges defined below.

General exchanges 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.

Exchanges for **judicial trainers** in the training institutions of the EU MS allow the beneficiaries to become familiar with the training activities, methodologies and didactical tools of the hosting country.

Specialised exchanges give judges and prosecutors the opportunity to extend their expertise in a specific area of law in a court or prosecution office of another EU MS.

Bilateral exchanges allow groups of judges or prosecutors from the same court or prosecution office to spend one week in a court or prosecution office of another EU MS to exchange experiences and best practices on a specific topic of common interest.

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 one-week exchanges only. The financial conditions applying to two-week exchanges can be found on the [EJTN website](#).

Trainers exchanges usually have a duration of one week.

Specialised and bilateral exchanges also have a duration of ideally one week. However, shorter visits of a minimum of three full working days may be organised.

All exchanges must have been completed before 31st December 2020. 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. For bilateral exchanges, dates are agreed between the hosting and visiting delegations. Once agreed upon, participants must inform their national contact point as well as the EJTN secretariat.

1.3. Target audience

Participants are judges and prosecutors from 1st and 2nd instance ordinary and administrative courts as well as judicial trainers.

Court staff can take part in bilateral exchanges, however the majority of the delegation must be judges and prosecutors.

2. Financial conditions

2.1. Terms of reimbursement²

The reimbursement applies both to the participant's travel and ordinary expenses, the latter being made under the form of the payment of a daily allowance (*per diem*).

The reimbursement will be done within 3 months after the event provided that all required documents as stated under article 2.5 have been received by EJTN within the deadline set.

2.2. Travel costs³

The travel expenses incurred by participants are reimbursed based on 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.

The total eligible costs for the return journey **will not exceed 400 EUR**. Any exceeding amount shall be at the charge either of the participant or of her/his sending institution.

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 and long-distance bus: 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 Maps): journey km x 2 (in-out) x 0,22 € / km

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

³ Clarifications on the travel cost reimbursement can be found in the FAQ on EJTN's website. Participants are also invited to read this document before making any booking.

2.2.1. Requests for exceptions

Exceptions from the Corporate Financial Policy (e.g. amounts exceeding 400 EUR, variation in travel class) may be claimed if duly justified (i.e. urgency, complex route, island...) with the exception request form duly completed, the necessary supporting documents and an explanatory note addressed to the EJTN Finance Unit before any financial commitment is made by the participant. Such a request will be evaluated in a discretionary manner and on a case by case basis.

In case of early arrival or late departure from the city where the training is held, the itinerary must correspond to the most cost-effective travel route and its overall costs must remain under 400 EUR. The participants in such situations must provide a simulation or evidence that the earlier arrival and/or late departure are based on 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. No per diem will be paid for days exceeding the duration of the training event the participant has been selected for. The exception request form together with the necessary supporting documents and an explanatory note must be addressed to the EJTN Finance Unit before any financial commitment is made.

Any request for exception granted by EJTN must be communicated by the participants when submitting their expense claim documents to be effective. No exception will be granted after the exchange.

2.2.2. Specific rules for transport

In no case shall costs derived from excess luggage or travel insurances be reimbursed, neither options chosen by the participant (priority boarding, seat reservation, service packs or additional luggage).

Cost associated with the check-in of a single piece of luggage per person may be exceptionally reimbursed under the overall 400 EUR threshold applicable to the reimbursement of international travel costs. This applies only to a single piece of luggage exceeding the standard 'cabin allowance' weight or size but not exceeding the weight of 20 kg, when such cost is not included in the airline's ticket price. In order to be entitled to the reimbursement of such costs, participants must provide, in addition to their travel documents, sufficient evidence that the transport of such piece of luggage was not included in the paid airlines fare.

Taxi costs being a local transport, are considered as part of the *per diem*. Taxi costs are only reimbursed in case of flight arrival after 22:00 or flight departure before 7:00 on the day of the event (for exceptions, see article 2.2.1.). Participants must provide evidence of the time of arrival/departure of the flight. Additionally, the taxi receipt must show the date and time the service was used.

All transport claims must be justified by means of the expense claim form to which the pertinent travel documents, indicated below, must be attached.

The use of a personal car or car rental is only allowed if this is the most cost-effective means of transport compared to other means. The price of a car rental is not reimbursed.

In the case that several participants would share the same means of transport (e.g. personal car or car rental), only the person who did the booking or the owner of the car will receive the reimbursement of the travel expenses under the conditions as stated under article 2.5. This is also applicable in case of a taxi share. In case of double reimbursement, the reimbursement of the overpaid amount will be requested.

Participants who choose to travel by car discharge EJTN from being responsible in any occurrence of damage to the car or to third parties.

2.2.3. Specific rules if the institution pays for the travel

Participants must clearly state in their registration form whether any national institution have 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 respective national entity, but the participant must provide the documents indicated in article 2.5 as evidence that the trip was undertaken.

2.3. Per diem

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 other than the return journey referred to in article 2.2, including accommodation, sundry expenses, meals and local travels⁴.

2.3.1. Amount by country

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

⁴ Local travels should be understood in the following cases:

- Travels within the city of departure of the participant;
- Travels within the city of 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

2.3.2. Per diem 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.

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

2.3.3. Requests for exceptions

Exceptions from the Corporate Financial Policy (i.e. a full *per diem* paid for the last day of event / a *per diem* for the night before the event if the event starts from 10.00 a.m.) may be claimed if duly justified (i.e. unavailability of transport) with the exception request form duly completed, the necessary supporting documents and an explanatory note addressed to the EJTN Finance Unit before any financial commitment is made by the participant. Such a request shall be appreciated in a discretionary manner and on a case by case basis.

Any request for exception granted by EJTN must be communicated by the participant when submitting his/her expense claim documents to be effective. No exception will be granted after the exchange.

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

2.4. Payment procedure

The amounts due to one-week exchanges will be paid in a single instalment after the activity. Participants must send all documents listed in point 2.5 as soon as possible and at the latest four weeks after the exchange.

2.5. Requested documents

The requested documents are considered as the evidence of your journey. Without the documents mentioned below, no reimbursement can 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:

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

The following documents are required before processing the 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 on the [EJTN website](#). The recommended length is about 4 pages including the programme of the exchange.
- The **statement of costs** to be filled in on the Exchange Programme platform.
- The following **travel evidence** depending on the mode of transportation :

- ✓ If travelled by plane:
 - the **original of all boarding passes** corresponding to the journey. Paper boarding passes must be sent by post to the address below. Electronic boarding passes received by email must be uploaded on the Exchange Programme platform. Mobile boarding passes (received by SMS) must be downloaded or printed and added to the costs claim.

Attention: should the participant have lost one or all boarding pass/es, a certificate issued by the airline stating that the ticket was flown must be presented.
 - a copy of the flight ticket
 - the invoice issued by the travel agency or the airline (only if the ticket does not clearly show the amount claimed)

- ✓ If travelled by train or long-distance bus:
 - The **original** of the train or bus tickets. Paper tickets must be sent by post to the address below. Electronic tickets received by email and mobile train tickets (received by SMS) must be uploaded on the Exchange Programme platform.
 - the invoice issued by the travel agency or the train company (only if the ticket does not clearly show the amount claimed)

- ✓ If travelled by private car:
 - an itinerary mapping & detailing the journey to which the following calculation will be applied with a limit to a maximum of 1.200 km calculated on the basis of the shortest route: journey km x 2 (in-out) x 0,22 € / km

If original documents need to be **sent by post**, they must be sent with a note indicating the name and surname of the participant as well as the activity in which s/he took part, to the following address:

Finance Unit / Ms. Aziza Boussouab
 General or Specialised or Bilateral or Trainers exchanges
 European Judicial Training Network
 Rue du Commerce 123
 B-1000 Bruxelles
 Belgium

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.

No acknowledgment of receipt will be sent following the receipt of the financial documents. Participants are therefore invited to regularly check their bank account.

2.6. Cancellation or changes in the exchange

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

In case of unavoidable cancellation, the participant must inform the EJTN secretariat, the sending and hosting NCP and, if applying, the tutor 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.. 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, ...) EJTN must be informed without any delay.