**REPORT ON THE EXCHANGE AND SUMMARY**

Instructions:

1. Please use the template below to write your report (minimum 2 pages, summary and programme excluded).
2. Please write in English or French. Should this not be possible, the report can be written in another language, but the summary must be in English or French.
3. Please read the guidelines for drafting the report (in Annex). Feel free to add any other relevant information in your report.
4. The summary shall contain a synthesis of the most important information of the report.
5. Please note that NO NAMES, neither yours nor the ones of the persons you met during your exchange, should appear in the report in order to ensure anonymity[[1]](#footnote-1). Initials can be used when necessary.

**Identification of the participant**

Name:

First name:

Nationality:

Country of exchange:

**Publication**

**For dissemination purposes and as information for future participants in the Programme please take note that, if you allow it, EJTN may publish your report in its website. In this case the report will remain anonymous and your name and surname will not appear. To this aim, please do not mention any names in the reports. Initials can be used instead.**

Please tick this box if you wish your report to be published [ ]

**Identification of the participant**

Nationality:

Functions:

Length of service:

**Identification of the exchange**

Hosting jurisdiction/institution:

City:

Country:

Dates of the exchange:

Type of exchange:

[ ]  General exchange [ ]  Bilateral exchange

[ ]  Trainer exchange [ ]  Specialised exchange (specify your specialisation:      )

Format of exchange:

[ ]  Group [ ]  Individual

**PROGRAMME**

Please insert the programme of your exchange in this section (image or text)

**REPORT**

Please fill in the report in this section (minimum 2 pages)

**SUMMARY**

Please fill in the summary in this section

**ANNEX**

**GUIDELINES FOR DRAFTING THE REPORT**

1. **Programme of the exchange**

Institutions you have visited, hearings, seminars/conferences you have attended, judges/prosecutors and other judicial staff you have met…

The aim here is not to detail each of the activities but to give an overview of the contents of the exchange.

If you have received a programme from the hosting institution, please provide a copy.

1. **The hosting institution**

Brief description of the hosting institution, its role within the court organisation of the host country, how it is functioning…

1. **The law of the host country**

With regard to the activities you took part in during the exchange, please develop one aspect of the host country’s national law that you were particularly interested in.

1. **The comparative law aspect in your exchange**

What main similarities and differences could you observe between your own country and your host country in terms of organisation and judicial practice, substantial law..? Please develop.

1. **The European aspect of your exchange**

Did you have the opportunity to observe the implementation or references to Community instruments, the European Convention of Human Rights, judicial cooperation instruments? Please develop.

1. **The benefits of the exchange**

What were the benefits of your exchange? How can these benefits be useful in your judicial practice? Do you think your colleagues could benefit of the knowledge you acquired during your exchange? How?

1. **Suggestions**

In your opinion, what aspects of the Exchange Programme could be improved? How?

1. To that purpose, the first page of this report will be taken out before any possible publication [↑](#footnote-ref-1)