



European Judicial Training Network
Réseau Européen de Formation Judiciaire



TWO-WEEK EXCHANGES 2022

GENERAL EXCHANGES

FINANCIAL CONDITIONS¹

March 2022



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.

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

The following EJTN Exchange Programme Financial Conditions 2022 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 outbreak 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 being linked to the justified presence at the training venue, participants in an online activity do not receive any per diem.

More information and up-to-date financial conditions can be found at: <https://www.ejtn.eu/Exchange-Programme/Activities/exchange-programme-financial-conditions/>.

1. Description of the activity

1.1. Definition

Short-term general exchanges of two weeks in the courts and prosecutions 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

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

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

It is recommended to organise the exchanges by 15 November 2022. All exchanges must be completed by 31 December 2022 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 staff as well as judicial trainers.

2. Financial conditions

2.1. Terms of reimbursement²

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

The reimbursement will be made 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 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 as included in the rate of the daily allowances.

2.3. Per diem

Per diem are due to attendants of EJTN meetings and events that take place outside their country of residence.

For two-week exchanges, the *per diem* is considered to cover all expenses incurred by a participant, including travel, accommodation, sundry expenses, meals, local travels³ and any additional costs incurred by the COVID-19 outbreak.

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, entitle the participant to at least 11⁴ but less than 13 full daily allowances.

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 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.

⁴ 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.

COUNTRY	EJTN PER DIEM RATES
Austria	€ 195
Belgium	€ 205
Bulgaria	€ 205
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. 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. 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 may give 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 step.

The last day of the 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 the 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 form⁵ duly completed, the necessary supporting documents and an explanatory note addressed to the EJTN Finance Unit before any financial commitment is made. 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 13 for two-week exchanges.

2.4. Payment procedure

The amounts due to the participant will be paid in two instalments, provided that the registration is received 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 transmission of the online registration may make the transfer of the prepayment impossible, leading into the transfer of 100% of the *per diem*, within two months following the reception of all required documents by the EJTN.

After the exchange, and within a 2-month timeframe after the receipt by EJTN of all the required documents within the given 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.

2.5. Requested documents

The requested documents are considered as the evidence of your exchange. 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 and processing the prepayment:

⁵ The exception document must be requested to your EJTN contact point

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

The following documents⁶ 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 on the [EJTN website](#). The recommended length is about 2 pages excluding the programme of the exchange.
- A **certificate of attendance**⁷ (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 hosting institution to be uploaded on the Exchange Programme platform.

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 to justify such a situation. Each situation will be assessed on a case-by-case basis by EJTN and additional documents may be requested.

⁶ 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.

⁷ All participants are invited to carefully check the exact dates indicated on the certificate.



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.