



CONSELHO SUPERIOR DA MAGISTRATURA

ASSUNTO: **Rede Europeia de Formação Judiciária – Estágios de curta duração – Proc. 2021/UF/0069.**

DATA: 26-01-2021

DIVULGAÇÃO N.º 18/2021

Exmo(a). Senhor(a):
Juiz(a) Conselheiro(a),
Juiz(a) Desembargador(a),
Juiz(a) de Direito

Remete-se a V.Exa. o expediente anexo recebido pelo Centro de Estudos Judiciários sobre as candidaturas ao Programa de Intercâmbios da Rede Europeia de Formação Judiciária (REFJ), salientando-se a atenção para o modelo próprio de que se reveste o processo de candidatura, semelhante ao do ano anterior, na medida em que se mantém pela REFJ a formalização das candidaturas online.

Solicita-se a especial atenção de todos os interessados em concorrer para o facto de existirem condições específicas de candidatura para cada um dos tipos de intercâmbio disponíveis.

Assim, e em complemento da informação infra, sugerimos uma leitura atenta dos documentos em anexo.

Intercâmbios de curta duração:

- **General Short Term:** as candidaturas estão abertas a Magistrados Judiciais e Magistrados do Ministério Público.
- **Specialised exchanges:** de acordo com as regras de colocação da REFJ, o número de vagas atribuídas por membro é igual ao número de vagas disponibilizado para acolhimento. No caso de Portugal, está disponível apenas uma vaga a atribuir à Jurisdição Administrativa e Fiscal, para um intercâmbio especializado (independentemente da especialidade escolhida; cfr. a lista constante da plataforma de candidatura).



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NOTAS IMPORTANTES:

1. O Centro de Estudos Judiciários não integra a modalidade de Exchanges for Court Presidents/Chief Prosecutors, pelo que não existem vagas para magistrados nacionais neste tipo de intercâmbios. As eventuais candidaturas detetadas na plataforma da REFJ não serão, portanto, validadas;
2. O Centro de Estudos Judiciários não aderiu à modalidade de “Bilateral Exchanges between Courts”, pelo que os tribunais nacionais não poderão apresentar candidaturas a este tipo de intercâmbios. Ainda assim, o Centro de Estudos Judiciários não obsta ao acolhimento de delegações de tribunais estrangeiros que contactem tribunais nacionais, devendo a organização do intercâmbio ser tratada diretamente entre as duas instituições em apreço.
3. Devido à situação de pandemia enfrentada em 2020, está em curso uma transição entre o Programa de Intercâmbios 2020 e o Programa de Intercâmbios 2021, em resultado da qual a disponibilidade de alguns lugares pode ser afetada. As colocações finais efetuadas pela REFJ refletirão, igualmente, a alocação de participantes do Programa de 2020 cujos estágios tenham sido cancelados pela instituição de acolhimento.

Processo de formalização de candidaturas:

- 1- **A formalização das candidaturas** far-se-á através da aplicação informática *online* localizada no novo endereço: <https://exp-platform.ejtn.eu/>
- 2- Seguidamente, cada candidato deverá reencaminhar para o Conselho Superior da Magistratura a confirmação da formalização da sua candidatura online (que receberá da REFJ através de correio eletrónico). **Salienta-se a necessidade de indicar um endereço de email regularmente consultado pelo candidato.**
- 3- **O prazo para as candidaturas termina impreterivelmente no dia 26 de fevereiro de 2021, às 17:00 horas de Portugal**, data a partir da qual a aplicação informática online ficará indisponível.
- 4- **Não serão consideradas as candidaturas formalizadas sem observância do disposto nos pontos 1 e 2.**
- 5- Após dia 26 de fevereiro de 2021, o Conselho Superior da Magistratura graduará as candidaturas recebidas e comunicará ao Centro de Estudos Judiciários até ao dia 08 de



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março de 2021, privilegiando-se os magistrados que não tenham participado no programa de estágios em anos anteriores.

Vagas para estágios do Programa de Intercâmbios - 2021			
Tipos de Estágio		Magistrados Judiciais	
		Efetivos	Suplentes
Curta Duração	1 Semana	6	6
	2 Semanas	4	4

- 6- Os contactos subsequentes serão estabelecidos pela autoridade judiciária de acolhimento com os candidatos selecionados, devendo estes fornecer posteriormente ao Conselho Superior da Magistratura as informações pertinentes sobre o momento e local da realização do estágio.
- 7- Sem prejuízo dos documentos que se remetem em anexo, os candidatos deverão consultar previamente as informações disponíveis em <http://www.ejtn.eu/Exchange-Programme/Calls-for-participation/>
- 8- A organização do estágio fica integralmente a cargo do país/instituição de acolhimento.

O Departamento de Relações Internacionais do Centro de Estudos Judiciários está à inteira disposição de V. Exa. para prestar os esclarecimentos adicionais que tenha por convenientes, através dos contactos de e-mail cristina.c.messias@mail.cej.mj.pt e rui.p.costa@mail.cej.mj.pt, ou telefone 21 884 56 70.

Mais se relembra os Exmos. Magistrados da necessidade de elaboração de relatório a enviar ao Conselho Superior da Magistratura, de harmonia com o disposto no artigo 33.º, n.º 5, do Regulamento das Atividades de Formação Complementar dos Magistrados Judiciais (publicado no DR 2.ª Série, n.º 156, de 14-08-2017, pp. 17483-17492) e, bem assim, que a participação nos estágios não pode comportar inconveniente para o serviço.

Aplica-se, no mais, o Regulamento de atividades de formação complementar em vigor (publicado em 14 de agosto de 2017).





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A Juiz Secretária do Conselho Superior da Magistratura,



**Ana Cristina
Dias Chambel
Matias**

Juiz Secretária

Assinado de forma digital por Ana Cristina
Dias Chambel Matias
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Dados: 2021.01.26 12:26:00

[Ana Cristina Dias Chambel Matias]





European Judicial Training Network

**CORPORATE FINANCIAL POLICY FOR THE
ACTIVITIES IMPLEMENTED BY EJTN**

INTRODUCTION

1. Introduction

- 1.1. Unless the contrary is previously advertised by the Secretariat, the attendance to any EJTN activity entitles the participant, or his sending institution, the right to be reimbursed of his expenses within the strict terms and conditions defined in this document.
- 1.2. These rules aim at establishing, in a clear and unique set, the EJTN Corporate Financial Policy governing the eligibility criteria and the terms under which that reimbursement is made.
- 1.3. For the purposes of this document, an EJTN activity is defined as being any event integrated in the Network's programme of activities as foreseen in its operating annual budget (meetings, seminars, exchange programme internships, study visits etc...) as well as any other where the attendance of the participant either in representation or in the interest of the Network is authorized by the Secretary General.
- 1.4. This Regulation will apply to any EJTN activity. The single exception relates to those governed by a financial instrument other than the EJTN Ordinary Annual Operating Budget, whenever its respective rules of execution expressly contradict the current statements.
- 1.5. As provided by the Financial Regulation (Council Regulation (EC, Euratom) No 1605/2002) at its Article 111, in no circumstance shall the same costs be financed twice by the EU budget. This Regulation also applies to any activity funded by EJTN even in the event where a participant attends two different activities organised at the same period in time. If such case occurs, only the longer term activity will be financed.

II

EJTN MEETINGS AND TRAINING ACTIVITIES

2. Eligibility criteria for the attendance to EJTN Meetings and Training activities

- 2.1.** The following participants' expenses are financed by EJTN:
 - 2.1.1.** Delegates attending the General Assembly: two participants per member with the exception of the situations where a country is represented by several members; in this case EJTN will finance one participant per member, only.
 - 2.1.2.** Delegates attending the Steering Committee, the Working Groups and the sub-working groups: one participant per member elected in the bodies, unless otherwise approved by the Steering Committee.
 - 2.1.3.** Delegates attending Exchange Programme Contact Point meetings: one participant per partner' institutions.
 - 2.1.4.** Seminars and other activities: the number of participants allocated to each member in the activity description form.
 - 2.1.5.** Auditors attending the Steering Committee and the General Assembly upon invitation of the Secretary General.
 - 2.1.6.** EJTN personnel: the attendance is designated by the Secretary General upon his own discretion and within the limits foreseen in the annual EJTN budget.
- 2.2.** The Secretary General is entitled to invite any other members or third parties to any of the above meetings or seminars following an advice, as appropriate, either of the Steering Committee, of the Chair of the Steering Committee or the Working Group Conveners.
- 2.3.** The rules contained in this regulation will apply, duly adapted, both to the EJTN Secretary General or to any other entity, when acting in the official representation of the Network in any kind of meeting or event.

3. Terms of Reimbursement

- 3.1.** 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).
- 3.2.** The reimbursement will be done within 2 months after the event and upon reception of the complete file from participant within the deadline set.

4. Travel expenses

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

- 4.2.** Exceptions from the Corporate Financial Policy (ex. amounts in excess of 400 Euros, variation in travel class) may be claimed if duly justified (i.e. urgency, complex route, island...) with an explanatory note addressed to the Secretary General before any financial commitment is made. Such a request shall be appreciated discretionally and in a case by case basis.
- 4.3.** In no case shall costs derived from excess luggage or travel insurances be reimbursed. For the avoidance of doubt, and although the 400 Euros limit will be still applying, it will not be considered “an excess luggage cost” any expense related to the transport of one single piece of luggage per person (exceeding the standard planes’ cabin allowances’ weight or size but not exceeding the weight of 20kgs) whenever such cost is not included in the ticket’s price; in order to be entitled to the reimbursement of those costs, and in addition to the travel documents, participants must provide evidence enough that the transport of such piece of luggage was not included in the paid airlines fare.
- 4.4.** All transport claims may be justified by means of the expense claim form to which the pertinent travel documents, indicated below, shall be attached.
- 4.5.** The travel expenses incurred by participants are reimbursed on the basis of 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.
- 4.6.** Participants travelling from a non-EU country will be reimbursed for an amount equal to a travel between his/her national/resident EU country and the hosting country of the event. This applies also to overseas territories. Participants in such situation must do a simulation of the normal trip from their home country to the venue while booking the trip they intend to do. That simulation must be included in the cost claim to be sent after the event.
- 4.7.** Participant combining an EJTN activity and another professional or private activity will be reimbursed on the basis of the less expensive journey and avoiding double funding!
- 4.8.** 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: 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 Internet Maps): $\text{km} \times 2 \text{ (in-out)} \times 0,22 \text{ € / km} =$
- Participants who choose to travel by car discharge EJTN from being responsible in any occurrence to the car or to third parties.
- In case of car sharing, the expenditures of transport by private car will be reimbursed to the participant appointed to EJTN among the participants travelling together. This is also applicable in case of a taxi share.

Except in case of early departure and/or late arrival expressly requested for the purpose of attending the event and in dully circumstantiated cases studied on a case by case basis, local travels (taxi, etc.) are excluded from the specific reimbursement due to the rules determined by the European Union.

- Local travels, which are supposed to be covered by the per diem allowance paid to the participants (see infra), should be understood in the following cases:
 - o Travels within the city of departure of the participant.
 - o Travels within the city arrival (where the event/activity takes place);
 - o Travels within any city of transit ,
 - o Between the airport and the city of departure, any city of transit and the city of arrival.

4.9. The right to be reimbursed extinguishes due to the closure of the claiming file where, missing dully substantiated travel justifications, two reminders have been sent to the participant without any feedback or follow-up from his part within the time set in the last reminder.

5. Per diems - General

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

5.2. The per diem is calculated on the basis of the information provided in the registration form and the expenses claim form to be filled in by each funded participant.

5.3. The annexe 1 (table of per diem) indicates the amount paid by EJTN according to the country where the event¹ takes place. The per diem is considered to cover any and all of the participant's expenses other than the return journey referred to in the article 4.1., namely including accommodation, sundry expenses, meals and local travels as referred under article 4.8.

5.4. When catering expenses or any other are paid or offered, the per diem is reduced either in the amount of its actual cost basis, if paid by EJTN, or by reducing it by 15 EUR for a lunch and 25 EUR for a dinner, if paid by a third party.

6. Per Diem calculation method

6.1. The number of per diems to be paid equals the number of nights between the days of event and the night before the event (if the event starts before 10AM or if justified by travels possibilities). The last day of event gives right to a half (1/2) per diem. The same applies for a one (1) day event. However, a full per diem will be paid for the last day of event / one day event, if the participant demonstrates before any financial commitment is made that he/she cannot return in the same day the meeting ends due to unavailable transport.

6.2. The length of the stay abroad is determined by the documental evidence

¹ Per diem rates were reduced to 75% of those used in the framework of EC-funded external aid contracts (fractions rounded up to the next Euro unit) and therefore subject to variations according to regular updates made by the European institutions (source: update of 14/12/2010 http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/documents/perdiem_201012_version_to_be_published.pdf). Per diem' rates should be those in force at the beginning of the year and should not be changed in the course of implementation of any project, grant or activity.

provided by the participant according to 8.3. below.

7. Special situations applying to travel and per diems

- 7.1.** In special circumstances that would be previously advertised to participants, and upon the Secretary General's discretion, any funded delegate whose expenses would statutorily need to be borne by EJTN may see their per diem substituted, in whole or in part, for the direct payment by EJTN to the service providers. In this case, participants who exercise the option of using different service providers, namely for hotels, meals and coffee-breaks, will also see their per diem reduced in part or in total
- 7.2.** Participants residing in the country where the event takes place and as far as their expenses are not covered by their national institution will be entitled to the reimbursement of their travel and daily expenses due to the attendance of the meeting on the basis of their actual costs and upon presentation of dully substantiated receipts supplied by the participant or the invoice issued to the organizer. The reimbursement limits indicated above will apply.
- 7.3.** Participants with reduced mobility circumstances may beneficiate from surplus of expenditures upon documented request and left to the Secretary General's discretion.
- 7.4.** For calculation of per diem purposes, attendance to successive/consecutive meetings or activities is dealt as if they constituted one single meeting.

7. bis Costs of external service providers

7bis.1 Costs for any external services (for e.g. catering, accommodation, transport etc.) required for an EJTN event will be covered by EJTN, either by direct payment to the provider on the basis of an invoice issued to EJTN corresponding to the contract negotiated by the EJTN member organising the event or in the form of a reimbursement to the organising member having paid such invoice.

7bis.2 The relating invoice(s) must be received by the EJTN within a month after the end of the event, enabling EJTN to comply with its reimbursement rules. The EJTN failing to receive the invoice within such timeframe, the applicable deductions will be based upon the approved contracted service(s).

7bis.3 EJTN members negotiating the contract applying to any external service (e.g. catering, accommodation, transport etc.) required for an EJTN event must obtain, from the EJTN Secretariat, the approval of such contract before it becomes binding. The suggested contract shall be deemed approved by the Secretariat if it does not respond within five working days from receipt of the request for approval. It is up to the EJTN to communicate timely the number of registered participants benefiting from any of the above-mentioned external service(s) which will be subject to deduction.

7bis.4 Unless decided otherwise by the EJTN SG, on the basis of the circumstances applying to a particular case, the hosting EJTN member shall assume full responsibility for the payment of any such service provided under a contract that has not been approved by EJTN as well as for any additional expense in excess of the contractual offer, in particular if the number of beneficiaries of the services has exceeded the number initially indicated or later approved by EJTN.

8. Payment procedure

8.1. Payment of the amounts due on what relates per diems and travel expenses are made in a single instalment after the event, upon the submission of an expense claim form to the Secretariat.

8.2. In particular cases properly grounded, the Secretary General is entitled to authorize the pre-payment to the participant of a percentage of the expected per diem.

8.3. Payments will not be made without the submission of the following documents to EJTN Secretariat:

- a) the registration form (before the event)
- b) the expense claim form
- c) the following travel documents depending on the mean of transport used:
 - ✓ If he has travelled by plane:
 - the invoice from the flight company
 - a copy of the flight ticket
 - the **original of all the boarding passes** (excluding when they are issued in electronic format) corresponding to the journey or a certificate from the airline that the ticket was flown. Mobile boarding passes must be printed and added to the costs claim!
 - ✓ If he has travelled by train:
 - the invoice from the train company (if applicable)
 - the **original** of the train tickets. Mobile train ticket must be printed and added to the costs claim!
 - ✓ if he has travelled by private car:
 - an itinerary mapping & detailing the journey to which will be applied the following calculation with a limit to a maximum of 1.200 km calculated on the basis of the shortest route(itinerary mapping in support – Michelin/Google Internet Maps): km x 2 (in-out) x 0,22
€ / km =

III

EXCHANGE PROGRAMME (EXCHANGES, AIAKOS AND STUDY VISITS...)

9. General

- 9.1.** All the above rules governing reimbursement of travel costs and payment of per diems in meetings and training activities will apply on Exchange Programme activities unless otherwise stated below.
- 9.2.** Participation in any kind of exchange programme activities organised by EJTN is defined by the appropriate set of rules established by the Exchange Programme Working Group.

10. Travel Expenses

For those exchanges or study visits entitling the participant to at least 11 full daily allowances no travel expenses will be reimbursed, as the corresponding amount is integrated in the rate of the daily allowances.

11. Per diems

- 11.1.** The annexe 1 (table of per diem) indicates the amount of per diem applicable to any exchange, AIAKOS and study visit that entitles the participant to less than 11 full daily allowances and indicates the amount of the per diem paid by EJTN according to the country where the event takes place. The per diem is considered to cover any and all of the participant's expenses other than the return journey referred to in the article 4.1., namely including accommodation, sundry expenses, meals and local travels as referred under article 4.8.
- 11.2.** The annexe 1 (table of per diem) indicates the amount of per diem applicable to any exchange and study visits that, according to their rules of execution, entitle the participant to at least 11 but less than 13 full daily allowances. The indicated amount of the per diem to be granted is supposed to cover all travel costs, including international travel, as well as accommodation, meals and sundry expenses and will be paid according to the country where the activity² takes place. Exchanges that last 3 months or more are paid with an invariable 120 EUR per diem rate for full working days and weekends irrespective of the country where they take place.

The per diem includes the travels costs as referred under the above-mentioned article 4.

² Ibidem.

12. Per Diem calculation method

- 12.1.** The number of per diems to be paid equals the number of nights between the days of event and the night before the event (if the event starts before 10AM or if justified by travels possibilities). The last day of event gives right to a half (1/2) per diem. The same applies for a one (1) day event. However, a full per diem will be paid for the last day of event / one day event, if the participant demonstrates that he cannot return in the same day the meeting ends due to unavailable transport.
- 12.2.** The length of the stay abroad is determined by the documental evidence provided by the participant according to 15.1. and 15.2. below. Whenever this evidence refers to a certificate of attendance, the last day payable will be the day on which the exchange has ended.
- 12.3.** In any case, the number of per diems paid will not exceed a full 13 for two-week exchanges and a full 6 for one-week exchanges.

13. Payment procedure for Exchanges of less than three months (short term)

- 13.1.** The amounts due to exchanges with a length inferior to three months and to study visits entitling the participant to more than four full daily allowances will be paid in two instalments. The amounts due to study visits and AIAKOS that entitles the participant to less than five full daily allowances will be paid in a single instalment.
- 13.2.** 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 diems.
- 13.3.** This amount will be paid to the bank account indicated in the registration form submitted by the participant, on an average of two weeks before the start of the exchange. EJTN will notify the participant as soon as this payment is made.
- 13.4.** Within the 2 months after the exchange and upon reception by EJTN of the indispensable documents indicated below, the final payment will be made. The amount of the final payment will correspond to 30% of the total amount of the per diems due plus the travel expenses, if any.
- 13.5.** In the cases mentioned above where the autonomous payment of travel expenses is foreseen, participants should clearly state in their expense claim forms if any national institution had 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 appropriate national entity but the participant is due to provide the documents indicated below as evidence that the trip was undertaken.

14. Payment Procedure for Exchanges of three months or longer (long term)

- 14.1.** The amounts due to exchanges of three months or longer will be paid in a first instalment prior to the exchange, monthly instalments, mid-term instalment when relevant and a last payment after the exchange.

- 14.2.** The first instalment is considered as a pre-financing of the foreseen expenses and will correspond to 100% of the first two months expected amounts due to per diems.
- 14.3.** This amount will be paid to the bank account indicated in the registration form submitted by the participant, on an average of two weeks before the start of the exchange. EJTN will notify the participant as soon as this payment is made.
- 14.4.** The following instalments will be paid on a monthly basis, on an average of a week before the beginning of the month, and will correspond to 70% of the expected amounts per month due to per diems.
- 14.5.** The mid-term instalment will be paid upon receipt of the interim report and will correspond to the balance of the 30% of the total amounts of the per diems due prior to this term.
- 14.6.** Within the 2 months after the exchange and upon reception by EJTN of the indispensable documents indicated below, the final payment will be made. The amount of the final payment will correspond to the balance of the remaining 30% of the total amounts of the per diems due.

15. Requested Documents

The requested documents are the following:

- 15.1.** For Exchanges and study visits entitling the participant to less than 11 full per diems:
- the report on the exchange and its summary in English or French if possible (except for participants to the study visits)
 - the evaluation form
 - the expense claim form
 - the following travel documents depending on the mean of transport used:
 - ✓ If he travelled by plane:
 - a copy of the flight ticket
 - the invoice from the travel agency or the airline (only if the ticket does not clearly show the amount claimed)
 - the boarding passes corresponding to the journey or a certificate from the airline that the ticket was flown. Mobile boarding passes must be printed and added to the costs claim
 - ✓ If he travelled by train:
 - the train tickets. Mobile train ticket must be printed and added to the costs claim
 - the invoice from the travel agency or the train company (only if the ticket does not clearly show the amount claimed)
 - ✓ if he travelled by private car:
 - an itinerary mapping & detailing the journey to which will be applied the following calculation with a limit to a maximum of 1.200 km calculated on the basis of the shortest route(itinerary mapping in

support – Michelin/Google Internet Maps): km x 2 (in-out) x 0,22
€ / km =

15.2. For Exchanges entitling the participant to at least 11 full per diems:

- the report on the exchange and its summary in English or French if possible
- the evaluation form
- a certificate of attendance (detailing the period in which the exchange took place) duly signed by the participant's referent and stamped with the official seal in use at the hosting institution. It is recommended though to keep the travel & accommodation documents until the end of the first quarter of the year following the activity year, as they may serve as proof of attendance for potential auditing purposes.
- a rental contract if participant leaves long term exchange before scheduled end date or if extension of exchange in following year.

15.3. EJTN reserves the right to request the original documents (of any document received electronically/in copy). Therefore, participants are strongly encouraged to keep their original documents until the end of the first quarter of the year following the activity year, as they may serve for potential audit purposes.

16. Close of file

EJTN may request the reimbursement of any amounts it has advanced to the participant if the post-exchange requested documents are not produced.

ANNEX 1

COUNTRY	COUNTRY CODE	EU PER DIEM RATES	EJTN PER DIEM RATES	EJTN PER DIEM RATES < 11 DAYS								EJTN PER DIEM RATES	15 DAYS > EJTN PER DIEM RATES > 11 DAYS				EJTN PER DIEM RATES FOR LT EXCHANGES OF 3 MONTHS OR MORE				
				1 DAY	2 DAYS	3 DAYS	4 DAYS	5 DAYS	6 DAYS	9 DAYS	10 DAYS		11 DAYS	12 DAYS	13 DAYS	14 DAYS	3 MONTHS	5 MONTHS	6 MONTHS	9 MONTHS	
Austria	AT	€ 225	€ 170	€ 170	€ 340	€ 510	€ 680	€ 850	€ 1,020	€ 1,530	€ 1,700	€ 195	€ 2,145	€ 2,340	€ 2,535	€ 2,730	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Belgium	BE	€ 232	€ 180	€ 180	€ 360	€ 540	€ 720	€ 900	€ 1,080	€ 1,620	€ 1,800	€ 205	€ 2,255	€ 2,460	€ 2,665	€ 2,870	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Bulgaria	BG	€ 227	€ 180	€ 180	€ 360	€ 540	€ 720	€ 900	€ 1,080	€ 1,620	€ 1,800	€ 205	€ 2,255	€ 2,460	€ 2,665	€ 2,870	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Croatia	HR	€ 180	€ 150	€ 150	€ 300	€ 450	€ 600	€ 750	€ 900	€ 1,350	€ 1,500	€ 175	€ 1,925	€ 2,100	€ 2,275	€ 2,450	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Czech Republic	CZ	€ 230	€ 180	€ 180	€ 360	€ 540	€ 720	€ 900	€ 1,080	€ 1,620	€ 1,800	€ 205	€ 2,255	€ 2,460	€ 2,665	€ 2,870	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Cyprus	CY	€ 238	€ 180	€ 180	€ 360	€ 540	€ 720	€ 900	€ 1,080	€ 1,620	€ 1,800	€ 205	€ 2,255	€ 2,460	€ 2,665	€ 2,870	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Denmark	DK	€ 270	€ 210	€ 210	€ 420	€ 630	€ 840	€ 1,050	€ 1,260	€ 1,890	€ 2,100	€ 235	€ 2,585	€ 2,820	€ 3,055	€ 3,290	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Estonia	EE	€ 181	€ 150	€ 150	€ 300	€ 450	€ 600	€ 750	€ 900	€ 1,350	€ 1,500	€ 175	€ 1,925	€ 2,100	€ 2,275	€ 2,450	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Finland	FI	€ 244	€ 190	€ 190	€ 380	€ 570	€ 760	€ 950	€ 1,140	€ 1,710	€ 1,900	€ 215	€ 2,365	€ 2,580	€ 2,795	€ 3,010	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
France	FR	€ 245	€ 190	€ 190	€ 380	€ 570	€ 760	€ 950	€ 1,140	€ 1,710	€ 1,900	€ 215	€ 2,365	€ 2,580	€ 2,795	€ 3,010	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Germany	DE	€ 208	€ 160	€ 160	€ 320	€ 480	€ 640	€ 800	€ 960	€ 1,440	€ 1,600	€ 185	€ 2,035	€ 2,220	€ 2,405	€ 2,590	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Greece	GR	€ 222	€ 170	€ 170	€ 340	€ 510	€ 680	€ 850	€ 1,020	€ 1,530	€ 1,700	€ 195	€ 2,145	€ 2,340	€ 2,535	€ 2,730	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Hungary	HU	€ 222	€ 170	€ 170	€ 340	€ 510	€ 680	€ 850	€ 1,020	€ 1,530	€ 1,700	€ 195	€ 2,145	€ 2,340	€ 2,535	€ 2,730	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Ireland	IE	€ 254	€ 200	€ 200	€ 400	€ 600	€ 800	€ 1,000	€ 1,200	€ 1,800	€ 2,000	€ 225	€ 2,475	€ 2,700	€ 2,925	€ 3,150	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Italy	IT	€ 230	€ 180	€ 180	€ 360	€ 540	€ 720	€ 900	€ 1,080	€ 1,620	€ 1,800	€ 205	€ 2,255	€ 2,460	€ 2,665	€ 2,870	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Latvia	LV	€ 211	€ 160	€ 160	€ 320	€ 480	€ 640	€ 800	€ 960	€ 1,440	€ 1,600	€ 185	€ 2,035	€ 2,220	€ 2,405	€ 2,590	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Lithuania	LT	€ 183	€ 150	€ 150	€ 300	€ 450	€ 600	€ 750	€ 900	€ 1,350	€ 1,500	€ 175	€ 1,925	€ 2,100	€ 2,275	€ 2,450	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Luxembourg	LX	€ 237	€ 180	€ 180	€ 360	€ 540	€ 720	€ 900	€ 1,080	€ 1,620	€ 1,800	€ 205	€ 2,255	€ 2,460	€ 2,665	€ 2,870	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Malta	MT	€ 205	€ 160	€ 160	€ 320	€ 480	€ 640	€ 800	€ 960	€ 1,440	€ 1,600	€ 185	€ 2,035	€ 2,220	€ 2,405	€ 2,590	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Netherlands	PB	€ 263	€ 200	€ 200	€ 400	€ 600	€ 800	€ 1,000	€ 1,200	€ 1,800	€ 2,000	€ 225	€ 2,475	€ 2,700	€ 2,925	€ 3,150	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Poland	PL	€ 217	€ 170	€ 170	€ 340	€ 510	€ 680	€ 850	€ 1,020	€ 1,530	€ 1,700	€ 195	€ 2,145	€ 2,340	€ 2,535	€ 2,730	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Portugal	PT	€ 204	€ 160	€ 160	€ 320	€ 480	€ 640	€ 800	€ 960	€ 1,440	€ 1,600	€ 185	€ 2,035	€ 2,220	€ 2,405	€ 2,590	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Romania	RO	€ 222	€ 170	€ 170	€ 340	€ 510	€ 680	€ 850	€ 1,020	€ 1,530	€ 1,700	€ 195	€ 2,145	€ 2,340	€ 2,535	€ 2,730	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Slovak Republic	SK	€ 205	€ 160	€ 160	€ 320	€ 480	€ 640	€ 800	€ 960	€ 1,440	€ 1,600	€ 185	€ 2,035	€ 2,220	€ 2,405	€ 2,590	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Slovenia	SV	€ 180	€ 150	€ 150	€ 300	€ 450	€ 600	€ 750	€ 900	€ 1,350	€ 1,500	€ 175	€ 1,925	€ 2,100	€ 2,275	€ 2,450	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Spain	ES	€ 212	€ 160	€ 160	€ 320	€ 480	€ 640	€ 800	€ 960	€ 1,440	€ 1,600	€ 185	€ 2,035	€ 2,220	€ 2,405	€ 2,590	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Sweden	SU	€ 257	€ 200	€ 200	€ 400	€ 600	€ 800	€ 1,000	€ 1,200	€ 1,800	€ 2,000	€ 225	€ 2,475	€ 2,700	€ 2,925	€ 3,150	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
United Kingdom	UK	€ 276	€ 210	€ 210	€ 420	€ 630	€ 840	€ 1,050	€ 1,260	€ 1,890	€ 2,100	€ 235	€ 2,585	€ 2,820	€ 3,055	€ 3,290	€ 120	€ 10,800	€ 18,000	€ 21,600	€ 32,400
Average		€ 224	€ 175									€ 200					€ 120				

ANNEX 2

POST-EVENT TO DO LIST

This list is intended to provide a reminder of the documents to provide after the event. The following travel documents must be sent to EJTN in order to submit a valid expense claim form:

- the expense claim form
- the following travel documents depending on how the travel was made:
 - ✓ If travel by plane:
 - the invoice from the flight company
 - a copy of the flight ticket
 - the **original of all the boarding passes** (excluding when they are issued in electronic format) corresponding to the journey or a certificate from the airline that the ticket was flown. Mobile boarding passes must be printed and added to the costs claim
 - ✓ If travel by train:
 - the invoice from the train company (if applicable)
 - the original of the train tickets. Mobile train ticket must be printed and added to the costs claim
 - ✓ If travel by private car:
 - an itinerary mapping & detailing the journey to which will be applied the following calculation with a limit to a maximum of 1.200 km calculated on the basis of the shortest route(itinerary mapping in support – Michelin/Google Internet Maps): km x 2 (in-out) x 0,22 € / km =

EJTN EXCHANGE PROGRAMME FOR JUDICIAL AUTHORITIES

GUIDELINES

Background

The European Judicial Training Network (EJTN) brings together judicial training institutions from all European Union (EU) Member States and supports the interests of over 120,000 European judges, prosecutors and judicial trainers across Europe.

EJTN develops training standards and curricula, coordinates judicial training exchanges and programmes, disseminates training expertise and promotes cooperation between EU judicial training institutions.

Launched in 2005 at the initiative of the European Parliament, the Exchange Programme for judicial authorities is the EJTN flagship programme.

Objectives

The main objectives of the EJTN Exchange Programme are:

- To build trust and mutual recognition amongst the European judiciary;
- To foster a common European judicial culture;
- To enhance EU MS judges and prosecutors's knowledge of EU law, Union instruments and foreign judicial systems;
- To improve the language skills of the EU judiciary.

Through a judicial exchange, each participant will observe, understand, compare and learn about:

- the judicial environment of the host country: The participant is to discover the purpose, the organisation and the functioning of the main judicial institutions of the host country. S/he shall be given the essential information related to the national law of the host country as well as regarding the judicial practice and the legal guarantees offered by legislation of the host country;
- the implementation or references to Community instruments, the European Convention of Human Rights or the judicial cooperation instruments at the level of the host country: The participant is to discover how Community instruments are implemented, the relevance given by the members of the judiciary to the European Convention of Human Rights and how judicial cooperation instruments are used into the daily practice.

A judicial exchange should allow the participant to improve their individual practice, no matter if related to finding better solutions, better interpretation of the law, or simply by giving confidence and the feeling that they truly are European judges and prosecutors, no different from colleagues from other Member States. Additionally, even if a good level of the official language of the exchange is an essential pre-condition for the participation in the exchange, the exchange should enable the participants to improve their language skills.

Organisation

The EJTN Exchange Programme is implemented by several actors: the Exchange Programme team, the National Contact Points (NCPs) in the EU MS, the tutors in the host institutions and the participants.

Each of these actors are expected to fulfill key responsibilities to ensure a successful and productive exchange. The different steps of the Exchange Programme are outlined in annex 2.

Exchange Programme team

The Exchange Programme team of the EJTN secretariat is in charge of the general coordination and communication about the EJTN Exchange Programme.

The Exchange Programme team:

- sends out the calls for applications for Exchange Programme activities to the NCPs who then circulate the information to the national bodies;
- receives the applications selected by the NCPs and allocates the participants function of the available places and overall number of applicants;
- provides the NCPs with the details of the participants allocated to their country and ask them to liaise with them to start the concrete organisation of the exchange;
- makes sure the participants have fulfilled the pre and post-exchange requirements to secure the reimbursement of their expenses by the Finance unit of the EJTN secretariat;
- issues a certificate of completion to the participants having fulfilled all the necessary post-exchange requirements.

National contact points (NCPs)

A national contact point (NCP) for the Exchange Programme is appointed in each participating country. In countries where several institutions are responsible for the training of judges and prosecutors, an NCP is appointed in each institution.

The NCP is responsible for:

- the preselection and ranking of judges/prosecutors/trainers of their country/institution in the different activities of the Exchange Programme. The EJTN secretariat then allocates the preselected applications according to the choices of the candidates and the available places in the host countries;
- the facilitating and organisation of the exchanges in their country.

NCPs are expected to:

- get in touch with participants immediately after allocation;
- notify participants as soon as possible of the organisational framework of the exchange. Participants should benefit from timely information on the location as well as the start and end dates of the exchange;
- In case of individual exchanges, select tutors whose professional competence, personality and language skills work in favour of a successful exchange;
- In case of group exchanges:
 - try to take into account, when drafting the programme, the career, speciality and language information listed on the application form. Notwithstanding this, it remains the objective of the exchange programme to provide a general insight into the judicial system of the host country. It will not always be possible to dovetail this to the participant's individual background;
 - opt for a balanced combination of general information on the host country's judicial system and the opportunity to share expertise with the host country's practitioners;
 - take into consideration the suggestions listed under the section "Best Practices" in annex 1;
 - supply participants with a draft programme in writing, well ahead of the start of the exchange;
 - supply early on any documents that might help participants to prepare for the exchange.

Tutors (for individual exchanges or group exchanges at decentralised level)

The tutor is in charge of preparing the exchange of the participant in the host court/prosecution office, welcoming him/her and introducing him/her in the activities during his/her exchange.

Tutors are expected to:

- regard the exchange as an opportunity to showcase their country's judicial system whilst benefiting from the experience of their visiting colleagues (i.e. it is recommended to organise a session allowing the foreign visitor to present its own judicial system to his/her counterparts in the host court);
- let participants share the daily work as much as possible and integrate them into the team of the visited institution;
- make sure contact is made with the participant as soon as possible to discuss the period and content of the exchange:

- The exchange period must suit both the participant and the hosting jurisdiction, necessitating a mutually-agreeable arrangement,
 - Nevertheless, some rules attached to the EJTN Exchange Programme and its funding system must be applied,
 - the so-called 2-week exchanges must last 10 working days and should start on a Monday and end on a Friday,
 - One-week exchanges must last 5 working days and start on a Monday and end on a Friday,
 - The exchange must be organised during the working days of the host country,
 - The participant must respect the same working hours as the colleagues of the host court.
- Observe the suggestions for a successful programme listed under the section “Best Practices” in annex 1 and send the programme to the participant prior to the exchange;
 - Send any useful background information to the participant prior to the exchange in order to assist him/her in the preparation of the exchange;
 - In the case of 2-week exchanges only, provide a certificate of attendance. This document is the only tool on the grounds of which per diem to be paid to the participants are calculated. It must bear the signature of the tutor as well as the stamp of the hosting institution.

Tutors are not expected to:

- Book accommodation for the participant. Participants are in charge of booking their travel to the host country and their accommodation in the host city. Tutors may however provide some useful advice with regards to accommodation location.
- Support hosting-related costs. Participants are expected to cover the costs related to their stay in the host country for the purpose of the exchange (accommodation, meals, local travels) with the daily allowances they are granted by EJTN.

Participants

Participants are expected to:

- take due care when applying to take part in the EJTN Exchange Programme. In particular, they shall communicate their professional experience and specialisation precisely, so the host can take this into account when drafting the programme;
- be realistic about their language skills. If necessary, they shall participate in language trainings offered by EJTN or other providers to acquire the requisite proficiency level;
- be fully aware that allocation to an exchange is binding and that participants are entitled to withdraw only in exceptional and unforeseen circumstances, at the earliest possible. In such case, participants must inform all involved actors (EJTN, NCP, tutor) as soon as possible so the place can be allocated to another participant on the waiting list;

- get in touch with the contact person in the host country as soon as possible;
- once allocated, undertake the exchange by the 31st of December of the calendar year;
- make proper preparations for the exchange. In aid of this, EJTN supplies information on the host country's judicial system;
- check with their employer that they will remain covered during the whole training period by the social security scheme applicable to the concerned national administration and that the latter will support the health expenses incurred abroad;
- make sure that they are insured against accident, death and invalidity risks;
- obey the national law and national rules of conduct of the host country while on exchange. Any violation of the host country's rules/law might lead EJTN to stopping the exchange;
- be ambassadors for the sending country's judicial system and share with judges/prosecutors of the host court knowledge about their own judicial system;
- respect the training schedule and pedagogical content of the exchange;
- fully take part in the work programme that is organised by the host. If there is a social programme, they shall give best endeavours to attend this as well;
- work with the Exchange Programme and Finance unit of the EJTN secretariat on all organisational matters in a full and timely fashion.
- complete the post-participation requirements within the deadline set for the activity, including providing proper feedback on their experience.

ANNEX 1

Best practices on the content-related design of the exchanges

The collection of best practices is based on years of experience gathered by EJTN members.

Experience shows that an exchange is viewed as highly productive every time the visitors are given an insight into the host country's judicial system that is as realistic and practice-oriented as possible. This includes real-life trials and original case files. Institutions outside the judicial structures are often visited to gain a broader overview of how things are done in the host country. The list below shows a number of options for making the exchange profitable:

This is what participants have regarded as particularly profitable:

- preparation, visit and review of court hearings together with a practitioner of the host country
- Possibility to attend deliberations
- Access to and discussion of trial documents
- Dialogue with various practitioners
- Visit to courts and prosecutor's offices at all levels and across all branches of the judicial system
- Information on judicial structures, court hierarchy and the principles of procedural and substantive law in the host country
- Overview of ethics and deontology and disciplinary matters
- Information on settlements, mediation and alternative dispute resolution
- Information on how EU instruments are applied in the host country, i.e. European Arrest Warrant and Mutual Legal Assistance in civil and criminal matters, Human Rights content
- Useful documentation sent prior to the exchange

During group exchanges, these activities have proved successful:

- Team handling of real case files
- Face-to-face interviews with host country practitioners
- Case studies, mock trials
- Interactive elements, such as presentations by the participants of how cases are handled in the home country

Beside courts and prosecutors' offices, visits to these institutions have been seen as being particularly productive:

- Correctional facilities
- Police
- Forensic science service
- Parole and probation offices
- Psychiatric Hospitals, drug counsellors
- Social workers, administrative authorities
- Representatives of other legal professions (i.e. attorneys, public notaries)
- Legal Faculties of local universities
- EJT contact points
- International institutions such as CJEU, ECtHR, ICC, EUROJUST

- Local government representatives
- Legal conferences

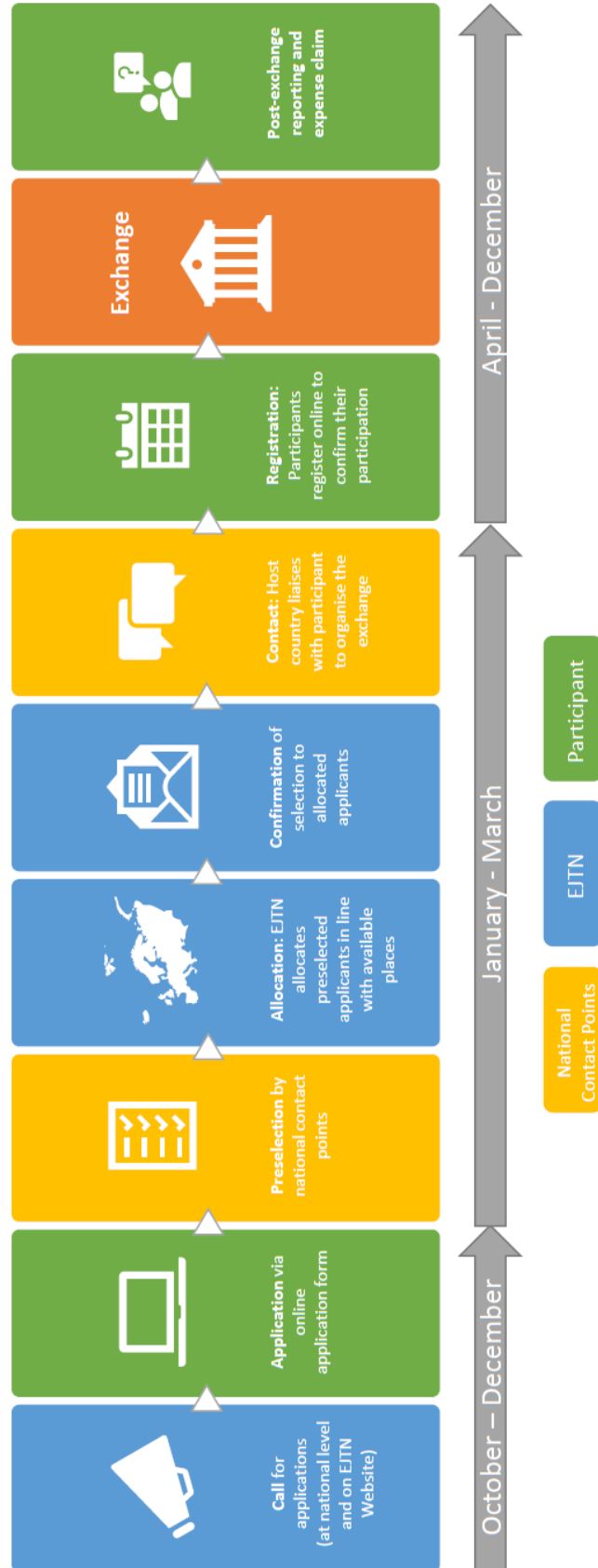
Activities appreciated in particular by participants in exchanges that focus on criminal law have included:

- Police or prosecution service 'ride-alongs', including investigation on the spot and house searching
- Insight into the work of (investigative) magistrates
- Sitting in on witness interviews

Finally, a supporting social programme helps promote after-work exchange and serves to introduce participants to the culture of the host nation. Resulting personal contacts have regularly been rated as particularly valuable.

ANNEX 2

Exchange Programme Timeline



Frequently Asked Questions

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1. Foreign participants – not living in the country where the event takes place

A. General

1. Am I to book my transport and accommodation myself?

Participants are responsible for proceeding to their own accommodation and transport booking, except in exceptional and duly notified circumstances previously advertised by the organiser that may proceed to group booking. The amounts advanced by the participants are reimbursed after the activity upon presentation of the required documents and in line with the provisions laid down in the applicable EJTN Corporate financial policy.

B. Travel

1. I can only find flights for over 400€. Will I be reimbursed for my costs over 400€?

Travel costs above 400€ may be partially covered, on an exceptional basis, if duly justified (i.e. urgency, complex route, etc.). In order to do so, participants must send a list of available return flights/trains (e.g., by adding a print-screen/copy of the list of available flights/trains as displayed on a regular search engine, such as Skyscanner or E-dreams) and an explanatory email to the EJTN Secretariat before undertaking any financial commitment/booking their travel. This request should be addressed to the EJTN Secretary General and will be assessed on a case-by-case basis. In case the request is accepted by EJTN, the participant must submit the proof of the approval together with his/her claim for reimbursement of expenses after the event.

2. In order to get to the training venue, I had to use more than one form of transportation (train, flight, private car). Can I claim costs for all different forms of transport used or only for one?

EJTN will reimburse participants for the combined value of all forms of transportation used to reach the city where the activity is to take place, up to the maximum amount of 400€ applicable to the reimbursement of international travel costs. Participants should therefore clearly indicate in their Expense Claim Form all the international travel expenses they wish to claim. Please note that costs incurred with travel from the airport/train station to the venue are considered 'local travel costs', reimbursed through the applicable per diem paid after the event.

Local travel costs are understood as all costs with travel:

- a) within the city of departure of the participant;
- b) within the city of arrival (where the event/activity takes place);
- c) within any city of transit;
- d) between the airport and the city of departure, any city of transit and the city of arrival.

3. The only way for me to reach the training venue from the nearest airport/train station is by taxi. Will these costs be reimbursed?

Under exceptional circumstances, where it is proven that there is no other available form of transport between the nearest airport/train station and the training venue, participants may claim the reimbursement of the actual taxi costs within the overall limit of the 400€ ceiling applicable to international travel costs.

4. The arrival/departure of my flight does not allow me to use public transportation to reach the airport. Will taxi costs be reimbursed?

Taxi costs are reimbursed in case of late arrival/early departure. 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.

5. My travel comprised a bus shuttle for which I did not receive neither a boarding pass nor a bus tickets as the price was included in my plane ticket. Will I get full reimbursement of my ticket?

Yes, upon presentation of a confirmation from the airline company (attestation/certificate/email).

6. Can I book a package covering both travel and accommodation?

Yes, as long as the costs of travel and accommodation are clearly separated allowing EJTN Finance unit to reimburse travel costs on a real cost basis.

7. I would like to travel to/from the venue of the activity from/to a country which is not my country of residence. Will my return flight costs/train ticket be reimbursed?

Participants combining an EJTN activity and another professional or private activity will be reimbursed on the basis of the less expensive journey to avoid double funding. The approval of the EJTN Finance Unit is necessary in any case of exception and before any financial commitment is made. The participants in such situation must provide a simulation of the travel to/from the venue of the activity from/to the country of residence and the travel to/from the country where they wish to travel. In case the request is accepted by EJTN, the participant must submit the proof of the approval together with his/her claim for reimbursement of expenses after the event.

8. I want to go to the city where the training is being held a few days before and/or leave a few days after the training. Will this affect the reimbursement of my travel costs?

Early arrival to or late departure from the city where the training is held will not, in principle, affect the reimbursement of international travel costs, provided the travel still corresponds to the most cost-effective travel route and its overall costs remain under 400€. The participants in such situation must provide a simulation or evidence that the earlier arrival and/or late departure are based upon 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. Furthermore, it must avoid double funding. Additional per diems will not, however, be awarded for a stay longer than the duration of the training event for which the participant was selected. The approval of the EJTN Finance Unit is necessary in any case of exception and before any financial commitment is made. In case the request is accepted by EJTN, the participant must submit the proof of the approval together with his/her claim for reimbursement of expenses after the event.

C. Per diems (daily allowance):

1. How many per diems will I receive?

The number of per diems to be paid equals the number of nights between the days of event and the night before the event (if justified). The last day of event gives right to a half (1/2) per diem. The same applies for a one (1) day event.

If an event is starting before 10AM in the morning arrival on the eve is justified by the agenda of the event.

If the event starts after 10AM, arrival on the eve has to be justified by participants who have to prove that there was no mean of transport available in the morning of the day the event started (see B1 for supportive documents). The approval of the EJTN Finance Unit is necessary in any case of exception and before any financial commitment is made. In case the request is accepted by EJTN, the participant must submit the proof of the approval together with his/her claim for reimbursement of expenses after the event.

2. Can I receive the per diems before the training takes place?

Participants will receive the per diems after the event, together with the reimbursement of their travel costs. Both per diems and travel costs will be reimbursed only once all necessary reimbursement documents are received and processed by the EJTN Finance Unit. In particular cases properly grounded, the Secretary General is entitled to authorize the pre-payment to the participant of a percentage of the expected per diem.

The above provisions do not apply to exchanges of 2 weeks or more for which a specific instalment scheme is set in EJTJN's Corporate Financial Policy.

3. There are no return flights/trains available to my place of residence on the last day of the training. Will I receive a full per diem for the last day of the training and, if so, how do I make proof that I could not return to my place of residence on that day?

Under exceptional circumstances, a full per diem may be awarded to participants who make proof that there was no form of transportation available to get them to their place of residence on the last day of the training. In order to make proof of lack of transportation, participants must submit a list of available flights/trains for the last day of the training, at the time of booking (e.g., by adding a print-screen/copy of the list of available flight/trains as displayed on a regular search engine, such as Skyscanner or E-dreams), and a formal letter requesting the payment of the additional per diem. This letter should be addressed to the EJTJN Finance Unit before undertaking any financial commitment / booking, with a clear indication of the number/reference of the activity which the participant attended. In case the request is accepted by EJTJN, the participant must submit the proof of the approval together with his/her claim for reimbursement of expenses after the event.

4. Although group lunches were organised during the event, I had lunch elsewhere. Will I still be charged for the group lunches?

Yes. Unless otherwise stated by the EJTJN Secretariat, whenever lunches, coffee-breaks or dinners are organised by and directly invoiced to the EJTJN, the corresponding amount will be automatically deducted from the participant's per diem.

D. Reimbursement of costs:

1. What does the EJTJN cover/not cover?

The EJTJN covers	The EJTJN does not cover
<ul style="list-style-type: none"> ● Up to 400€ in international travel costs in economic class (plane/train roundtrip in economy class between the participant's place of residence and the city where the EJTJN event takes place); ● Accommodation, meals, local travel costs and other sundry expenses incurred by the participant during the training (reimbursed through a per diem) ● Extra luggage not covered by the international travel ticket 	<ul style="list-style-type: none"> ● Taxi costs; (except early departure/ late arrival/no other mean of transport) ● Travel insurance; ● Seat reservations; ● Mobile text messages (flight reservation); ● Travel by car related costs such as tolls, parking fees and gas/petrol costs, etc.; ● Priority boarding ● Extra luggage costs

2. What are local travel costs?

Local travel costs, whichever mean of transport is used are understood as all costs with travel:

- a) within the city of departure of the participant;
- b) within the city of arrival (where the event/activity takes place);
- c) within any city of transit;
- d) between the airport and the city of departure, any city of transit and the city of arrival.

Local travel costs are covered by the per diem/daily allowance paid to the participant after the event.

3. I travelled to the training venue by private car:

a) *How will my costs be reimbursed?*

Participants travelling to the venue by private car will have to submit a claim for the reimbursement of private car expenses, online, as provided to them by their contact point at the EJTN Secretariat. Expenses associated with private car travel are reimbursed on the basis of the number of kilometres travelled between the participant's place of residence and the training venue, combined with the corresponding return journey. A maximum of 1200kms will be reimbursed. Reimbursement is done on the basis of total number of kilometres travelled, multiplied by 0.22€. The maximum reimbursable value is therefore of 264€ for a roundtrip journey. This also apply in case of car renting.

b) *Will my costs with parking and tolls be covered?*

No. The EJTN does not reimburse participants for costs associated with parking fees, tolls or gas/petrol, etc.

c) *I travelled with one or more colleagues. Will we both/all be entitled to claim these travel costs?*

No. Costs associated with private car travel will be reimbursed only to one of the participants. When two or more participants travel together by car, they should inform the EJTN Finance Unit to whom the reimbursement should be made.

4. I had to pay to check in my luggage. Will this cost be covered under the overall 400€ ceiling for international travel costs?

While costs with 'excess luggage' are not covered by EJTN's Corporate Financial Policy under any circumstances, costs associated with the check in of a single piece of luggage per person may be exceptionally reimbursed under the overall 400€ ceiling 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 23kgs, 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 the EJTN, in addition to their travel documents, with evidence that the transport of such piece of luggage was not included in the paid airlines fare. Proof of such can be made by enclosing to the documents sent to the EJTN a short overview of the corresponding airline's official luggage policy, as described on their website or other corporate documents.

5. Due to a professional commitment, I will not be able to attend part of the training. Will this affect the reimbursement of my expenses?

Per diems will only be awarded for the days of training which the participant attended.

6. I was selected to attend an EJTN seminar and I have already booked my travel. Due to unexpected circumstances, I will no longer be able to attend the seminar. Am I entitled to the reimbursement of the cost I incurred?

No. The EJTN does not reimburse costs incurred by the participants when the change in circumstances is not imputable to the EJTN.

7. What documents do I need to send to the EJTN Finance Unit in order to be reimbursed? Do I need to keep all the invoices/receipts of my expenses?

In order to be reimbursed for their travel costs and daily expenses, foreign participants must send the EJTN Finance Unit the following documents after the training:

- a) A completed 'Expense Claim Form'(either electronic or paper form)
- b) Their travel documents; i.e., original boarding passes/train tickets, and/or a 'Claim for the Reimbursement of Private Car Travel' (if they travelled by car);
- c) A booking confirmation or invoice clearly indicating the amount paid for their flights/train journey.

No additional invoices or receipts (e.g., hotel invoice, etc.) need to be sent to the EJTN.

The above provisions do not apply to exchanges of 2 weeks or more for which a certificate of attendance duly signed and stamped by the tutor is requested.

8. How should I send my boarding passes to the EJTN?

a) I checked in at the airport and received a paper boarding pass:

Please upload the scan of your original paper boarding passes on the online system and send it by post together with your additional supporting documents, to the EJTN Finance Unit.

b) I checked in online and received a PDF version of my boarding pass:

Please upload the scan of your PDF boarding passes to the online system. All electronically issued documents do not need to be sent by post

c) I checked in online and received a mobile boarding pass:

Please upload the scan of your mobile boarding passes to the online system. All electronically issued documents do not need to be sent by post

9. I lost my boarding pass. What should I do?

If you lost one or more of your boarding passes, you must send to the EJTN Finance Unit a certificate from your flight company where it is stated that you took the flight for which you claim reimbursement, together with the email correspondence between yourself and the airline.

10. Can I give my travel documents directly to the EJTN staff at the training?

No. All reimbursement documents must be sent directly to the EJTN Finance Unit to the address specified in the invitation or the form. Please indicate clearly on the envelope the reference of the activity you took part in (i.e. code of the activity indicated in the invitation, type of exchange...)

11. When should I expect my reimbursement to be processed?

Reimbursements are processed within 2 months after the reception of the final documents for reimbursement from participant within the deadline set.

12. When will I receive my Certificate of Participation?

An electronic version of your Certificate of Participation will be sent after the activity to the email address provided at the time of application / registration. EJTN does not provide hard-copy/paper certificates.

2. National participants – living in the country where the event takes place

A. Travel and daily expenses:

1. I live and/or work in the city where the EJTN event will take place. Which of my costs will be reimbursed?

Participants residing and/or working in the city where the event takes place will be entitled to the reimbursement of their actual costs incurred towards meals and public transport during the training within the limits of the applicable activity's per diem to foreign participants.

The reimbursement of meals will not exceed the amounts set out in the specific conditions governing the rules of the activity.

2. I live in the country, but not in the city, where the EJTN event will take place.

a) *Can I claim the reimbursement of travel costs?*

Yes. If justified, you may claim up to 200€ for a roundtrip between your city of residence and the city where the event takes place.

Under exceptional circumstances, the EJTN may also authorise the reimbursement of travel costs above the limit of 200€, on the basis of an express and duly substantiated request by the participant, submitted before undertaking any financial commitment/booking his/her travel. Such request will be assessed on a case-by-case basis.

b) *Which of my daily expenses will be reimbursed?*

Participants residing in the country of the event, but in a city other than that in which the event takes place, will be entitled to the reimbursement of their daily expenses (in so far as these are not covered by their national institution) on the basis of their actual costs. The following costs may be considered:

- a) Accommodation for the night before the first day of the event, up to the night before the event's last day;
- b) One dinner per day for the duration of the event, starting with the day before the event's first day, but excluding the final day of the event;
- c) One lunch for each day of the event, except for lunches organised by EJTN and directly paid by the EJTN;
- d) Local transport costs for journeys made using public transportation.

The reimbursement of meals will not exceed the amounts set out in the specific conditions governing the rules of the activity.

The overall daily costs will not be reimbursed above the amount of the activity's per diem.

B. Reimbursement of costs:

1. Do I need to keep all invoices/receipts of my expenses and submit them to the EJTN Finance Unit in order to be reimbursed?

YES. National Participants must upload the scan of all the receipts/invoices to the online reimbursement form via the link gotten via e-mail after the seminar and send them by post to the EJTN Financial Unit. Participants attending the Exchange Programme activities must directly send all the receipts/invoices attesting to each expense listed in their Expense Claim Form to the EJTN Finance Unit.

2. When should I expect my reimbursement to be processed?

Reimbursements are processed within 2 months after the event and upon reception of the complete file from participant within the deadline set.

3. When will I receive my Certificate of Participation?

An electronic version of your Certificate of Participation will be sent after the activity to the email address provided at the time of registration. Please note that the EJTN does not provide hard-copy/paper certificates.