



## European Judicial Training Network

### Exchange Programme for Judicial Authorities (2009)

#### Frequently Asked Questions

#### I- I may be interested in participating in an exchange

**1) What is the Exchange Programme?**

Its aims are the organization of training periods for members of the Judiciary in Europe. Since the beginning of this Programme the types of exchanges, institutions involved, beneficiaries have been constantly developed.

**2) How is an exchange organized?**

There are two main types of organizations of the exchange: individual exchanges and group exchanges (which often take place in a language other than the one of the hosting country). During individual exchanges, the visiting judge/prosecutor/trainer is shadowed by a counterpart from the hosting court/institution in its daily practice.

The general scheme of group exchanges is that during the first week, the group of participants is introduced to the judicial system of the host country whereas during the second week, it is separated into several court/prosecution offices for more specific activities.

**3) Who can participate in the Exchange Programme?**

The exchanges are aimed at judges and prosecutors from all degrees of jurisdictions, future judges and prosecutors, judicial trainers at both national and decentralized levels as well as members of Councils for the Judiciary.

**4) How long does an exchange last?**

If you are a judge or a prosecutor, future judge or prosecutor, you can apply for a 2-week exchange in a participating country.

If you are a trainer, you can choose between a 1 or 2 week(s) exchange.

For members of Councils of the Judiciary, the exchange last between 3 and 5 days.

**5) Where can I go on an exchange?**

In 2009, the EJTN implements the Exchange Programme with 27 partners in 21 countries. The list of hosting countries can be found in annex of the application form.

The choice of the hosting country shall be made according to the language requirements depending on the language of the exchange (most of the time the official language(s) of the country but exchanges in another language are possible).

**6) How is an exchange financed?**

The EJTN receives from the European Commission, a grant for the implementation of the Exchange Programme with which are paid the daily allowances and travel expenses to the participants.

Moreover, the partner institutions sending participants in an exchange contributes to the funding of the Programme by paying their salaries to the participants while they are in an exchange.

**7) Who can I contact if I am interested in participating in an exchange?**

You can contact the team of the European Judicial Training Network in charge of the implementation of the Programme:

Exchange Programme Department

[exchanges@ejtn.eu](mailto:exchanges@ejtn.eu) or +32 2 280 22 42

Or you can contact the contact point at your national institution. The list of contact points may be found in annex of the application form.

## **II- I have been selected for an exchange**

**1) What are the main steps I have to take?**

The main steps to be taken before, during and after your exchange are explained in the Guide for Exchanges.

**2) I have just been informed that I have been selected for an exchange, what should I do next?**

The contact point from your hosting country was also informed of your selection and received your application and will be looking for a hosting jurisdiction and a referent matching as most as possible, your wishes. The contact point will then contact you to inform you about your institution, your referent and if relevant the dates of your exchange (depending whether the dates are fixed by the central institution or by the referent and the participant). If you do not receive any information from the contact point in your hosting institution, please contact him.

**3) What should I do when I have been informed about my hosting jurisdiction and my referent?**

The best thing to do is to contact your referent to fix the dates of the exchange if relevant. This may also be an opportunity to discuss your wishes regarding the exchange, your main professional field... If possible, the referent will send you, before your exchange, a programme of this exchange.

**4) Which documents and information do I have to send to the EJTN before my exchange?**

As soon as you have been informed of the dates of your exchange (and no later than a month before the exchange), you must inform the EJTN about these dates and send your travel order duly completed to the Exchange Programme Department of the EJTN ([exchanges@ejtn.eu](mailto:exchanges@ejtn.eu)).

**5) Who is in charge of travel and accommodation bookings?**

The participant is in charge of organizing his/her own traveling and accommodation arrangements. Nevertheless, bookings should not be made more than a month before the starting date of the exchange.

**6) When do I receive the payment from the EJTN?**

Within a month before the exchange, the EJTN will pay you 80% of the daily allowance (see table of per diems in annex) and 150 Euros as an advance for transport costs.

Within 6 months after your exchange, and subject to the reception by the EJTN of all the requested documents to be sent after the exchange, the EJTN will pay you the remaining 20% of the daily allowance as well as, if relevant, the balance of the transport costs.

**7) Which document to I have to provide the EJTN with after my exchange?**

There are two kinds of documents which must be sent to the Exchange Programme Department of the EJTN: the documents on the exchange and the proof of transport costs.

The documents on the exchange are: the report and the summary as well as the evaluation form duly completed.

The transport documents differ according to the transport used and the detailed list can be found in the Guide for Exchanges. Nevertheless, if you travel by plane do not forget to keep the originals of all your boarding passes.

**ANNEX : TABLE OF PER DIEMS PER COUNTRY**

Country	Per diem	Country	Per diem	Country	Per diem
Austria	168,75	Germany	156	Netherlands	197,25
Belgium	174	Greece	166,5	Poland	162,75
Bulgaria	170,25	Hungary	166,5	Portugal	153
Croatia	202,5	Ireland	190,5	Romania	166,5
Cyprus	178,5	Italy	172,5	Slovak Republic	153,75
Czech Republic	172,5	Latvia	158,25	Slovenia	135
Denmark	202,5	Lithuania	137,25	Spain	159
Estonia	135,75	Luxembourg	177,75	Sweden	192,75
Finland	183	Macedonia (FYROM)	167,25	United Kingdom	207
France	183,75	Malta	153,75		