

Steering Committee decision of 29th September 2020
on the prolongation of the measures impacting the EJTN activities
in answer to the coronavirus (COVID-19)

- Further to its previous decisions communicated by the Secretary General on 14th July 2020 that is effective until 31st October 2020 (*found in the annex*);
- Considering the evolution of the Coronavirus pandemic, the perspectives of national lifting of the containment measures, their foreseen impact on all EU Member States, its citizens and in anticipation of the prolongation of the confinement measures and subsequent travel bans;
- Pursuing its monitoring and assessment, on a monthly basis, of the impact the prolongation measures of the online activities;
- Bearing the protection of the good health and well-being of EJTN Members, EJTN staff, and EJTN training activities' participants, experts, hosts or guests;

The EJTN Steering Committee has decided to modify and recast its decision of 6th July 2020, **effective from 1st November 2020 until 31st March 2021**, as follows:

1. Regularly scheduled activities involving face-to-face contact (exchanges, seminars and other training activities, working group meetings and other meetings, missions) will continue to be resumed to the largest possible extent effective from 1st November 2020. All other activities before this date of resumption will be treated according to the prior decision of 6th July 2020.
2. Activities will be **launched** by the EJTN secretariat usually **one to three months before the first day of the activity** and only after confirmation of the hosting institutions. Wherever possible, launched activities shall be held as hybrid ones, *i.e. enabling in-person as well as online attendance*.
3. Participants are allowed to make **travel arrangements** one month before the first day of any activity and only after confirmation and launch of the activity by the Secretariat. Wherever possible they are requested to book flexible and reimbursable transport tickets as offered now by many airlines and train companies, as well as accommodation that can be cancelled on short notice. They are advised to buy travel cancellation insurance policies, provided that such insurance covers the case of omission of the travel purpose due to cancellation of the training activity, or the case of cancellation of the travel by the traveller due to infection with the COVID-19 disease.
4. Non-launched and launched activities will be **suspended on** duly substantiated and documented **request by the host**. The suspension request should come from the hosting institution and include the reason (e.g. general national or institutional

approach towards meetings that are not mandatory and can be postponed, closing of access to public spaces). A decision or attestation of the national authority issuing the policy should be added.

5. The Secretary General remains mandated to encourage and urge all organisers (*being EJTN Members, Partners and Hosts, as well as Activity Coordinators*) to pursue their efforts to **hold suspended activities online** to the widest possible extent. Online activities shall be held without interpretation.
6. Where online implementation is not feasible, activities shall be **postponed** wherever possible **before** being considered, solely by the Secretary General, subject to full **cancellation**.
7. **Participants can cancel** their participation in any EJTN activity **individually** where they can demonstrate that they have - in the latest 14 days before the request – been affected by the pandemic or been in contact with persons affected by the pandemic, come from a risk area or belong to a high risk group, are subject to travel restrictions (regardless if issued by a government or internally by his/her hierarchy or sending institution), or that they have made the necessary arrangements to follow the activity online.
8. In case of a full cancellation of a face-to-face activity, or in case of an individual cancellation as mentioned under Nr. 7, costs already incurred will be **reimbursed** if the procedure under Nr. 3, 4, and 7. has been observed, and if the participant or his/her institution of origin certifies that the costs cannot be recovered from other resources (reimbursement by the transport provider and hotel, including vouchers; insurance as booked under Nr. 3).
9. The Secretary General remains mandated to:
 - a. to limit the EJTN staff missions to the essential ones;
 - b. to suspend all planned meetings and visits to the EJTN Headquarter, following the local sanitary legislation;
 - c. to suspend all or individual EJTN activities in case of a new outbreak of the pandemic, depending on its geographical scope;
 - d. to decide on exceptions to this policy on a discretionary basis, namely but not exclusively in relation to the long-term individual exchanges which shall be maintained if authorised by the hosting institutions;
 - e. to provide further information on possibilities of terminating or, if need be, prolonging this suspension proposal at its date of expiry.

Steering Committee decision of 6th July 2020
on the prolongation of the measures impacting the EJTN activities
in answer to the coronavirus (COVID-19)

- Further to its previous decisions communicated by the Secretary General on 27th April 2020 that suspended all EJTN meetings and training until 31st July 2020 (*found in the annex*);
- Considering the evolution of the Coronavirus pandemic, the perspectives of national lifting of the containment measures, their foreseen impact on all EU Member States, its citizens and in anticipation of the prolongation of the subsequent travel bans;
- Pursuing its monitoring and assessment, on a monthly basis, of the impact the prolongation measures of the online activities;
- Bearing the protection of the good health and well-being of EJTN Members, EJTN staff, and EJTN training activities' participants, experts, hosts or guests;

The EJTN Steering Committee has decided to modify and recast its decision of 21st April 2020 by online consultation closed on 1st July, **effective from 1st August until 31st October 2020**, as follows:

1. Regularly scheduled activities involving face-to-face contact (exchanges, seminars and other training activities, working group meetings and other meetings, missions) **will be resumed effective from 1st September 2020**. All other activities before this date of resumption will be treated according to the prior decision of 21st April 2020.
2. Such activities will be launched by the EJTN secretariat usually four to six weeks before the first day of the activity and only after confirmation of the hosting institutions.
3. Participants are allowed to make **travel arrangements** one month before the first day of any activity and only after confirmation and launch of the activity by the Secretariat. Wherever possible they are requested to book flexible and reimbursable transport tickets as offered now by many airlines and train companies, as well as accommodation that can be cancelled on short notice. They are advised to buy travel cancellation insurance policies, provided that such insurance covers the case of omission of the travel purpose due to cancellation of the training activity, or the case of cancellation of the travel by the traveller due to infection with the COVID-19 disease.
4. Non-launched and launched activities will be **suspended on** duly substantiated and documented **request by the host**. The suspension request should come from the hosting institution and include the reason (e.g. general national or institutional approach towards meetings that are not mandatory and can be postponed, closing of

access to public spaces). A decision or attestation of the national authority issuing the policy should be added.

5. The Secretary General remains mandated to encourage and urge all organisers (*being EJTN Members, Partners and Hosts, as well as Activity Coordinators*) to pursue their efforts to **hold suspended activities online** to the widest possible extent. Online activities shall be held without interpretation.
6. Where online implementation is not feasible, activities shall be **postponed** wherever possible **before** being considered, solely by the Secretary General, subject to full **cancellation**.
7. **Participants can cancel** their participation in any EJTN activity **individually** where they can demonstrate that they have - in the latest 14 days before the request – been affected by the pandemic or been in contact with persons affected by the pandemic, come from a risk area or belong to a high risk group, are subject to travel restrictions (regardless if issued by a government or internally by his/her hierarchy or sending institution), or that they have made the necessary arrangements to follow the activity online.
8. In case of a full cancellation of a face-to-face activity, or in case of an individual cancellation as mentioned under Nr. 7, costs already incurred will be **reimbursed** if the procedure under Nr. 3, 4, and 7. has been observed, and if the participant or his/her institution of origin certifies that the costs cannot be recovered from other resources (reimbursement by the transport provider and hotel, including vouchers; insurance as booked under Nr. 3).
9. The Secretary General remains mandated to:
 - f. to limit the EJTN staff missions to the essential ones;
 - g. to suspend all planned meetings and visits to the EJTN Headquarter, following the local sanitary legislation;
 - h. to suspend all or individual EJTN activities in case of a new outbreak of the pandemic, depending on its geographical scope;
 - i. to decide on exceptions to this policy on a discretionary basis, namely but not exclusively in relation to the long-term individual exchanges which shall be maintained if authorised by the hosting institutions;
 - j. to provide further information on possibilities of terminating or, if need be, prolonging this suspension proposal at its date of expiry.

Steering Committee decision
on the prolongation of the measures impacting the EJTN activities
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- Further to its previous decision communicated by the Secretary General on 16th March 2020 that suspended all EJTN meetings and training until 30th April 2020 (*found in annex n° 1*);
- Considering the evolution of the Coronavirus pandemic, the perspectives of national lifting of the containment measures, their foreseen impact on all EU Member States, its citizens and in anticipation of the prolongation of the subsequent travel bans;
- Pursuing its monitoring and assessment, on a monthly basis, of the impact the prolongation measures of the online activities;
- Bearing the protection of the good health and well-being of EJTN Members, EJTN staff, and EJTN training activities' participants, experts, hosts or guests;

The EJTN Steering Committee, on its meeting of 21st April 2020, has decided to prolong and modify its decision of 16th March, **effective from Monday 4th May 2020 until 31st July 2020**, as follows:

1. The Secretary General is mandated to encourage and urge all organizers (*being EJTN Members, Partners and Hosts, as well as Activity Coordinators*), to pursue their efforts to **hold online and transform**, to the widest possible extent, and by means of videoconferencing, tools for online conferencing, phone, etc. the following activities:
 - a. all EJTN meetings and meetings with institutional partners;
 - b. seminars, face-to-face training activities and related preparatory meetings;
 - c. the EJTN Exchange Programme, study visits and any other exchanges where possible: or;
2. Where online implementation is not feasible, activities shall be postponed wherever possible before being considered, solely by the Secretary General, subject to full cancellation;
3. Such online activities shall be held without interpretation;
4. The Secretary General is further mandated to:
 - a. to limit the EJTN staff missions only to the essential ones and to suspend all other missions;
 - b. to suspend all planned meetings and visits to the EJTN Headquarter;

- c. to reimburse all costs already incurred and declared eligible under the EJTN policy on the impact of the coronavirus (COVID-19) on EJTN activities in the updated version of 10th March (*found in annex n° 2*);
- d. to decide on exceptions to this policy on a discretionary basis, namely but not exclusively in relation to the long-term individual exchanges which shall be maintained if authorised by the hosting institutions;
- e. to provide further information on possibilities of terminating or, if need be, prolonging this suspension proposal at its date of expiry.

Steering Committee
decision on the impact of the coronavirus (COVID-19) on EJTN activities

- Considering the Coronavirus infection spreading across the EU Member States;
- Following the first cases diagnosed across the EU Institutions and other partner institutions;
- In order to protect the good health and well-being of EJTN Members, EJTN staff, and EJTN training activities' participants, experts, hosts or guests

The EJTN Steering Committee has decided as follows:

1. The Steering Committee endorses the EJTN policy paper on the impact of the coronavirus (COVID-19) on EJTN activities in the updated version of 10th March and approves its content as adequate measure for the time being, without limiting the Secretary General's power to further adapt the paper to the evolving situation in close cooperation with the European Commission;
2. The Secretary General is mandated to implement, conditional on the approval of the European Commission, and **effective from Monday 16th March 2020 until 30th April 2020**, the following measures:
 - a. to suspend all EJTN meetings, face-to-face training activities and related preparatory meetings;
 - b. to apply similar suspension to the EJTN Exchange Programme and any other exchanges, seminars, study visits or meetings with institutional partners;
 - c. to limit the EJTN staff missions only to the essential ones and to suspend all other missions;
 - d. to suspend all planned meetings and visits to the EJTN Headquarter;
 - e. to reimburse all costs already incurred and declared eligible under the EJTN policy on the impact of the coronavirus (COVID-19) on EJTN activities in the updated version of 10th March;
 - f. to decide on exceptions to this policy on a discretionary basis, namely but not exclusively in relation to the long-term individual exchanges which shall be maintained if authorised by the hosting institutions;
 - g. to provide further information on possibilities of terminating or, if need be, prolonging this suspension proposal at its date of expiry.
3. All suspended activities, including the EJTN bodies meetings, shall to the widest possible extent be held online by means of video-conferencing, skype, phone, etc. Such online activities shall be held without interpretation. Where online implementation is not feasible, activities shall be postponed wherever possible before full cancellation.



Policy on the impact of the coronavirus (COVID-19) on EJTN activities

Update of 10th March 2020

The EJTN is permanently assessing the impact of the rapidly evolving COVID-19 situation on its activities and is taking the following preventive measures which apply to all EJTN activities (body meetings, training activities including preparatory meetings) and all persons involved in these activities, hereinafter called participants (delegates to EJTN body meetings, experts, training participants, EJTN staff members). The requests of cancellations will be analysed on case by case basis.

1. Cancellation of activities:

EJTN will cancel activities on duly substantiated and documented request by the host. The cancellation request should come from the hosting institution and include the reason (e.g. general national or institutional approach towards meetings that are not mandatory and can be postponed, closing of access to public spaces). A decision or attestation of the national authority issuing the policy should be added.

2. Individual cancellations – eligibility criteria:

- a. The following category of participants are requested to cancel their participation to EJTN activities: Persons showing symptoms of the Coronavirus;
- b. The following categories of participants are requested to cancel their face-to-face participation to EJTN activities, but stay invited to join the activity by skype et al. videoconference means where possible:
 - i. Persons who have been in contact with or taking care of Coronavirus patients in the last 14 days before the activity;
 - ii. Persons who have been in **high risk areas** within the last 14 days before the activity. This includes travel itineraries through these areas and stopovers at airports in these areas. The following high risk areas are currently declared as such by national authorities:
The yellow and red zones in Italy.
 - iii. Persons advised by their national authorities to reduce the non-essential travels, forbidden to travel or to be in contact with other participants by a duly substantiated and documented decision of the institution of origin.
- c. Participants can individually cancel their face-to-face participation if they can make their necessary arrangements to follow the activity online.

3. Travel arrangements and reimbursement of costs:
- a. Costs for travel arrangements already paid by participants before 4th March 2020 will be reimbursed in all the cases mentioned above if the participant or his/her institution of origin certifies that the costs cannot be recovered from other resources (cancellation of flights and hotels, insurance).
 - b. New travel arrangements should not be made until further express notice or authorisation by the EJTN secretariat. This applies also to activities already launched.
4. Other individual cancellations:
- EJTN believes that these preventive measures are necessary, but sufficient to address the risk of the Coronavirus at the current state. Cancellations of individual participants not falling under the abovementioned categories will therefore only be approved in exceptional cases. Any such request must be sent to the EJTN Secretariat and approved before any costs for travel arrangement can be reimbursed. The general, not substantiated fear of infection or quarantine measures is not considered sufficient reason for such cancellation.

Resources

- [The European coronavirus response](#)
- [EU Agency European Centre for Disease Prevention and Control](#)
- [Sources of updated information on COVID-19 in the EU/EEA and the UK](#)
- [Coronavirus outbreak: current status Belgian health authorities](#)

Brussels, 10th March 2020



Judge Markus Brückner
Secretary General of the European Judicial Training Network