



**European Judicial Training Network  
Réseau Européen de Formation Judiciaire**



# **EXCHANGES FOR COURT PRESIDENTS AND CHIEF PROSECUTORS 2023 FINANCIAL CONDITIONS<sup>1</sup>**

**Effective 1 January 2023**



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<sup>1</sup> These financial conditions may be subject to changes. Should that be the case, participants will be informed in due time. Matters not covered by the present document are considered to be governed by EJTN's Corporate Financial Policy in force at the time of the reimbursement. Any doubts concerning the interpretation and application of the present document shall be decided by EJTN in light of the applicable Corporate Financial Policy.

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## Foreword: Impact of the Covid-19 on the EJTN Exchange Programme financial conditions

The following financial conditions 2023 are the usual conditions applicable for any EJTN exchange. However, specific policies may be applied by EJTN due to the impact of the Covid-19 outbreak in Europe. Therefore, you are requested to strictly follow the instructions provided by your EJTN contact point as they may have an impact on the below financial conditions (e.g., change of delay to book, additional document to be provided, etc.)

The per diem being linked to the justified presence at the training venue, no per diem will be allocated to the participant for an online participation.

## 1. Description of the activity

### 1.1 Definition

Exchanges for court presidents and chief prosecutors aim to shape judicial leaders' skills by focusing on issues such as leadership and management for professionals, communication and relation with the media, financial and IT management and human resources.

### 1.2 Length and period

Exchanges for court presidents and chief prosecutors can last between 3 and 5 working days.

All exchanges must have been completed before 17 November 2023. In the case of group exchanges, the dates are decided upon by the host institution. In the case of individual exchanges, the dates are subject to agreement between the hosting and visiting delegations. Once agreed upon, participants must inform their national contact point as well as the EJTN secretariat.

### 1.3 Target audience

Participants are presidents of 1<sup>st</sup> and 2<sup>nd</sup> instance ordinary and administrative courts as well as chief prosecutors.

## 2. Financial conditions

### 2.1 Terms of reimbursement

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*).

Any additional costs due to unforeseen events and not previously approved are **not** refundable. EJTN shall not be held accountable for unforeseen events (strikes, delayed or cancelled transport, last-minute change of routes, ...) that do not depend on the organisation.

The reimbursement will be made within two (2) months after all required documents as stated under article 2.6 have been received by EJTN within the set deadline.

The participants must 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. They must make sure that they are insured against accident, death and invalidity risks. Costs associated with the social security scheme, health and insurance are not reimbursed by EJTN.

### 2.2 Travel costs<sup>2</sup>

All transport claims may be justified by means of the online statement of costs to which the pertinent travel documents, indicated under article 2.6 shall be attached.

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<sup>2</sup> Clarifications on travel costs reimbursement can be found in the FAQ on EJTN's website. Participants are invited to also read this document before making any booking.

The travel expenses incurred by participants are reimbursed based on the most cost-effective means of transport between the institution in the country of origin and the place of the activity in the hosting country.

The total eligible costs for the return journey **will not exceed 500 Euros**. Any exceeding amount shall be at the charge either of the participant or of his sending institution.

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 and long-distance bus: 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):  $\text{km} \times 2 \text{ (in-out)} \times 0,22 \text{ € / km} =$

### *2.2.1. Specific rules for travel*

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 activity. 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 activity.

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.

In no case shall costs derived from excess luggage or travel insurances be reimbursed, neither options chosen by the participant (priority boarding, seat reservation, service packs or additional luggage).

Cost associated with the check-in of a single piece of luggage per person may be exceptionally reimbursed under the overall 500 EUR threshold 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 20 kg, 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, in addition to their travel documents, sufficient evidence that the transport of such piece of luggage was not included in the paid airlines fare.

Taxi costs, being a local transport, are considered as part of the *per diem*. Taxi costs are only reimbursed in case of flight arrival after 22:00 or flight departure before 7:00 on the day of the activity (for exceptions, see article 2.4). 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.

The use of a personal car or car rental is only allowed if this is the most cost-effective means of transport compared to other means. The price of a car rental is not reimbursed.

In the case that several participants would share the same means of transport (e.g. personal car or car rental), only the person who did the booking or the owner of the car will receive the reimbursement of

the travel expenses under the conditions as stated under article 2.6. This is also applicable in case of a taxi share. In case of double reimbursement, the reimbursement of the overpaid amount will be requested.

Participants who choose to travel by car discharge EJTN from being responsible in any occurrence of damage to the car or to third parties.

### 2.2.2. Specific rules if the institution pays for the travel

Participants must clearly state in their expense claim form whether 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 under article 2.6 as evidence that the trip was undertaken.

### 2.3 Per diem (daily allowances)

*Per diem* are due to attendees at EJTN activities that take place outside their country of residence.

The *per diem* is calculated on the basis of the information provided in the registration form and the statement of costs to be filled in by each funded participant.

The *per diem* is considered to cover any and all of the participant's expenses, namely including accommodation, sundry expenses, meals and local travels<sup>3</sup>. It does not cover international travel costs which are reimbursed on a real-cost basis (see article 2.2). The list below indicates the amount of *per diem* applicable according to the country where the activity takes place.

#### 2.3.1. Amount by country

The table below indicates the amount paid by EJTN according to the country where the activity takes place.

COUNTRY	EJTN PER DIEM RATES
Austria	€ 170
Belgium	€ 180
Bulgaria	€ 180
Croatia	€ 150
Czech Republic	€ 180
Cyprus	€ 180
Estonia	€ 150
Finland	€ 190
France	€ 190
Germany	€ 160

<sup>3</sup> Local travels should be understood in the following cases:

- Travels within the city of departure of the participant;
- Travels within the city arrival (where the event/activity takes place);
- Travels within any city of transit;

Between the airport and the city of departure, any city of transit and the city of arrival.

Greece	€ 170
Hungary	€ 170
Ireland	€ 200
Italy	€ 180
Latvia	€ 160
Lithuania	€ 150
Luxembourg	€ 180
Malta	€ 160
Netherlands	€ 200
Poland	€ 170
Portugal	€ 160
Romania	€ 170
Slovak Republic	€ 160
Slovenia	€ 150
Spain	€ 160
Sweden	€ 200

### 2.3.2. *Per diem* calculation method

The number of *per diem* to be paid equals the number of nights between the days of the event. The length of the stay abroad is determined by the documental evidence provided by the participant. No *per diem* will be paid for days of absence at the training venue (e.g. no-show, sick leave, late arrival or early departure).

The night before the event may give right to a full *per diem* only when the participant declares in the online registration form his day of arrival to be the eve of the activity and **if the activity starts before 10:00 a.m. the following day**. The EJTN Finance Unit will assess the eligibility on the basis of the documented evidence of the start date and time provided by the participant (i.e., official programme of the exchange) and submitted at the reimbursement stage.

The last day of event gives right to a half (1/2) *per diem*. In any case, the number of *per diem* paid will not exceed a full 6 for one-week exchanges.

### 2.4 Requests for exceptions

Exceptions from the EJTN's Corporate Financial Policy may be claimed if duly justified. Possible exceptions include requests for travel costs over 500 Euros, extra *per diem* granted for the night before the event if the event starts from 10:00 a.m., full *per diem* for the last day of the activity, additional costs, early arrival to/late departure from the city where the training is held.

Any exception must be claimed using the Exception Request Form. The document must be duly completed, and communicated by the participant after the activity when submitting his/her statement of costs on the Exchange Programme platform.

### 2.5 Payment procedure

The amounts due will be paid in a single instalment within a 2-month timeframe after the activity and upon good receipt by EJTN of all required documents indicated under article 2.6.

Participants must send the requested documents as soon as possible and at the latest four (4) weeks after the exchange (unless other deadline communicated by EJTN). No acknowledgment of receipt will be sent following the receipt of the financial documents. Participants are therefore invited to check regularly their bank account.

The right to be reimbursed extinguishes due to the closure of the claiming file where, missing duly substantiated justifications, two (2) reminders have been sent to the participant without any feedback or follow-up from his part. In addition, EJTN may request the reimbursement of any amounts it has advanced to the participant if the post-exchange requested documents are not produced.

## 2.6 Requested documents

The requested documents are considered as the evidence of the participant's journey. Without the documents mentioned below, no reimbursement can be made. Additional documents may be requested on a case-by-case basis by the EJTN Finance Unit.

The following document is required before taking part in an exchange:

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

The following documents are required before processing the payment:

- the online **evaluation form** to be filled in on the Exchange Programme platform
- the online **statement of costs** to be completed on the Exchange Programme platform
- the following **travel evidence** depending on the mode of transportation:
  - ✓ If travel by plane:
    - A copy or the original of all the boarding passes corresponding to the journey.  
**Attention:** should the participant have lost one or all boarding pass/es, a certificate from the airline that the ticket was flown must be presented.  
**Attention:** Many mobile tickets or boarding passes received by SMS or apps tend to disappear after use. Participants are strongly advised to take screenshots of their boarding passes and tickets.
    - 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)
  - ✓ If travel by train or long-distance bus:
    - A copy or the original of the train or bus tickets.  
**Attention:** should the participant have lost one or all train or bus ticket(s), a certificate from the train or bus company that the ticket was used must be presented.  
**Attention:** Many mobile tickets received by SMS or apps tend to disappear after use. Participants are strongly advised to take screenshots of their tickets.
    - the invoice from the travel agency or the train or bus company (only if the ticket does not clearly show the amount claimed)
  - ✓ if travel by 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:  $\text{km} \times 2 \text{ (in-out)} \times 0,22 \text{ € / km} =$



If original documents need to be sent by post, they must be sent with a note indicating the name and surname of the participant as well as the activity in which s/he took part, to the below address:

European Judicial Training Network Finance Unit / [Activity code] Rue du Commerce 123; B-1000 Brussels Belgium
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## 2.7 Cancellation or changes in the exchange

Cancelling the participation in the Exchange Programme shall be avoided as much as possible as cancellations and reallocation of the places generate a significant extra workload for the host institution and on the overall organisation of the activity.

In case of unavoidable cancellation, **the participant must inform the EJTN secretariat, the sending and hosting NCP and, if applying, the tutor** so the place can be allocated to another participant on the waiting list.

If the cancellation occurs after the participant has committed funds for travel or accommodation, those costs will be not be reimbursed by EJTN.

If the exchange has to be shortened, the participant has to inform EJTN as soon as possible. Each situation will be assessed on a case-by-case basis by EJTN and additional documents may be requested.

In case of changes agreed upon between the participant and the tutor (e.g. change of dates of the exchange, location, tutor, ...) EJTN must be informed without any delay.

