



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



# **EJTN-CEPOL JOINT EXCHANGE PROGRAMME 2021**

## **USER GUIDE AND FINANCIAL CONDITIONS<sup>1</sup>**

**July 2021**



With financial support from the Justice Programme of the European Union

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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.

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## 1. Description of the activity

### 1.1. Background

The European Judicial Training Network (EJTN) is the principal platform and promoter for the training and exchange of knowledge of the European judiciary. EJTN represents the interests of over 120,000 European judges, prosecutors and judicial trainers across Europe.

Formed in 2000, EJTN's fields of interest include EU, civil, criminal and commercial law and linguistics and societal issues training. The vision of EJTN is to help to foster a common legal and judicial European culture.

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

Since 2005, EJTN implements an Exchange Programme for judicial authorities with the aim to enhance the European judiciary's practical knowledge of other judicial systems as well as European and human rights law through direct contacts, exchange of views and experiences between judges, prosecutors and trainers from different EU Member States (EU MS).

CEPOL, the European Union Agency for Law Enforcement Training, is tasked with organising training for law enforcement officers in the Member States of the European Union (EU). The aim of CEPOL is to support, develop, implement and coordinate training for law enforcement officials in particular in the areas of prevention of and fight against serious and organised crime, terrorism, public order including law enforcement leadership and language skills.

CEPOL has been running an Exchange Programme for law enforcement officials since 2007, with the aim to provide exchangees the opportunity to create a network of colleagues and familiarise themselves with the working methods of other countries by exchanging experiences and sharing expertise. On a longer term it contributes to build trust and to establish a more efficient cooperation amongst not only the EU Member States, but all other involved countries, that fits well with the aspirations of the European Agenda on Security.

With the aim to foster a greater cooperation and information-exchange between the judiciary and law enforcement officers at the EU level, EJTN and CEPOL organise joint training activities gathering together members of the judiciary and law enforcement officials.

Those include seminars on topics such as Joint Investigation Teams, counter-terrorism, combating facilitation of illegal immigration, financial investigations and asset recovery for THB crimes, cross-border exchange of evidence, investigating and preventing corruption.

In 2020, EJTN and CEPOL are launching a pilot Exchange Programme between members of the judiciary and law enforcement officials.

### 1.2. Target group

The EJTN-CEPOL joint Exchange Programme is addressed to prosecutors, investigative judges and law enforcement officials involved in cross-border cases.

Judiciary participants (non-law enforcement) are funded and administered by EJTN while law enforcement participants are by CEPOL. For EJTN participants, the financial conditions described under article 2 apply.

### 1.3. Length and period

Exchanges to be implemented under the EJTN-CEPOL joint Exchange Programme must have a duration of one week (5 working days).

The exchanges must take place **by 19<sup>th</sup> November 2021**. The dates are subject to agreement between the exchange partners. Once agreed upon, judiciary participants must inform their national contact point as well as the EJTN secretariat.

### 1.4. Working language

The working language can be the language of the host country or a language commonly spoken by the exchange partners (ie.English, French). It is subject to agreement between the exchange partners, who both must have an adequate level of their chosen language in order for an effective exchange to take place.

### 1.5. Topics

The exchanges to be developed under the 2021 pilot EJTN-CEPOL joint Exchange Programme shall cover the following topics:

- Economic / Financial Crime
- Cybercrime
- Drug trafficking
- Trafficking in Human Beings
- Environmental Crime
- Corruption
- Joint Investigation Teams

## 2 Financial conditions

### 2.1 Terms of reimbursement<sup>2</sup>

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*).

The reimbursement will be done within 3 months after the activity provided that all required documents as stated under article 2.5 have been received by EJTN within the deadline set.

### 2.2 Travel costs<sup>3</sup>

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 400 EUR**. Any exceeding amount shall be at the charge either of the participant or of her/his sending institution.

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<sup>2</sup> 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

<sup>3</sup> Clarifications on the travel cost reimbursement can be found in the FAQ on EJTN's website. Participants are also invited to read this document before making any booking.

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): journey km x 2 (in-out) x 0,22 € / km

#### 2.2.1. Requests for exceptions

Exceptions from the EJTN's Corporate Financial Policy (e.g. amounts exceeding 400 EUR, variation in travel class) may be claimed if duly justified (i.e. urgency, complex route, island...) with the exception request form duly completed, the necessary supporting documents and an explanatory note addressed to the EJTN Finance Unit before any financial commitment is made by the participant. Such a request shall be appreciated in a discretionary manner and on a case by case basis.

In case of early arrival or late departure from the city where the training is held, the itinerary must correspond to the most cost-effective travel route and its overall costs must remain under 400 EUR. The participants in such situations must provide a simulation or evidence that the earlier arrival and/or late departure are based on 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. The exception request form together with the necessary supporting documents and an explanatory note must be addressed to the EJTN Finance Unit before any financial commitment is made.

Any request for exception granted by EJTN must be communicated by the participant when submitting his/her expense claim documents to be effective.

#### 2.2.2. Specific rules

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) be reimbursed.

Cost associated with the check-in of a single piece of luggage per person may be exceptionally reimbursed under the overall 400 EUR 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 23 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.

The taxi cost being a local transport, it is 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 event (for exceptions, see article 2.3.3). 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.

All transport claims must be justified by means of the expense claim form to which the pertinent travel documents, indicated below, must be attached.

The use of 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 2.5. 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 to the car or to third parties.

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.

### 2.2.3. Specific rules when the institution pays for the travel costs

Participants should clearly state in their expense claim form 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 in article 2.5 as evidence that the trip was undertaken.

## 2.3 Per diem

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

The *per diem* is considered to cover all expenses incurred by a participant other than the return journey referred to in article 2.2, including accommodation, sundry expenses, meals and local travels<sup>4</sup>.

### 2.3.1. Amount by country

The table below indicates the amount paid by EJTN according to the country where the event 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

<sup>4</sup> Local travels should be understood in the following cases:

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

Germany	€ 160
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.

The night before the event gives right to a full *per diem* **only if the event starts before 10.00 a.m.** the following day.

### 2.3.3. Requests for exceptions

The last day of event gives right to a half (1/2) *per diem*. The same applies for a one (1) day event. However, exceptions from the EJTN Corporate Financial Policy (i.e. a full *per diem* paid for the last day of event / a *per diem* for the night before the event if the event starts from 10.00 a.m.) may be claimed if duly justified (i.e. unavailability of transport) with the exception request form duly completed, the necessary supporting documents and an explanatory note addressed to the EJTN Finance Unit **before any financial commitment is made by the participant.** Such a request shall be appreciated in a discretionary manner and on a case by case basis.

Any request for exception granted by EJTN must be communicated by the participant when submitting his/her expense claim documents to be effective. No exception will be granted after the exchange.

In any case, the number of *per diem* paid will not exceed a full 6 for one-week exchanges.

## 2.4 Payment procedure

The amounts due to one-week exchanges will be paid **in a single instalment after the activity.** Participants must send all transport documents as soon as possible and at the latest **four weeks after the exchange.**

## 2.5 Requested documents

The requested documents are considered as the evidence of your journey. Without the documents mentioned below, no reimbursement can be foreseen. Additional documents may be requested on a case-by-case basis by the EJTN Finance unit.

The required document before taking part in the exchange is :

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

The required documents before processing the payment are:

- The **evaluation form** to be filled in on the Exchange Programme platform
- The **post-exchange report** and its summary in English or French to be downloaded on the EJTN website and uploaded on the Exchange Programme platform. The recommended length is around 4 pages including the programme of the exchange.
- The **expense claim form** to be filled in on the Exchange Programme platform
- The following **travel evidence** depending on the mode of transportation:

✓ If travel by plane:

- the **original of all the boarding passes** corresponding to the journey. Paper boarding passes must be sent by post to the address below. Electronic boarding passes received by email may be uploaded on the online Exchange Programme platform. Mobile boarding passes (received by SMS) must be printed and added to the costs claim.  
**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.
- 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:

- The **original** of the train or bus tickets. Paper tickets must be sent by post to the address above. Electronic tickets received by email and mobile train ticket (received by SMS) may be uploaded on the online Exchange Programme platform.
- the invoice from the travel agency or the train 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:  $\text{journey km} \times 2 \text{ (in-out)} \times 0,22 \text{ € / km}$

If some original documents need to be **sent by post**, they must be sent with a note giving the name, surname and the activity the participant took part in, to the following address:

Finance Unit / EJTN-CEPOL joint exchanges  
European Judicial Training Network  
Rue du Commerce 123  
B-1000 Bruxelles  
Belgium

***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 within the time set in the last reminder. In addition, EJTN may request the reimbursement of any amounts it has advanced to the participant if the post-exchange requested documents are not produced.***

***No acknowledgment of receipt will be sent following the receipt of the financial documents. Participants are therefore invited to regularly check their bank account.***

## 2.6 Cancellation or changes in the exchange

Cancelling participation in the Exchange Programme should be avoided as much as possible as this has an impact on the host institution and on the overall organisation of the activity.

In case of unavoidable cancellation, participants must inform the EJTN secretariat as soon as possible 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.

**ANNEX: CHECK LIST FOR PARTICIPANTS**  
**Compulsory documents for the reimbursement**

Please ensure that you enclose ALL the documents listed below/**We strongly recommend** that you keep a COPY of all the documents you send.

**1) Before the activity**

- Make your transport and accommodation arrangements.
- Register online using the individual link received by e-mail from EJTN
- Check with your employer that you 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 you are insured against accident, death and invalidity risks.

**2) Within a month after you attended the activity**

The following documents must be sent to EJTN in order for the final payment to be made to you:

- Fill in the online evaluation form using the individual link received by e-mail from EJTN
- Fill in the online expense claim form using the individual link received by e-mail from EJTN
- Upload a scanned copy of the below travel documents

**And/Or**

- Send the originals by post to “Finance Unit – EJTN-CEPOL joint exchanges – European Judicial Training Network – Rue du Commerce 123 – B-1000 Bruxelles”:

✓ If travel by plane:

- the **original of all the boarding passes** corresponding to the journey. Paper/cardboard boarding passes (issued at the airport) must be sent by post to the address above. Electronic boarding passes received by email may be uploaded on the Exchange Programme platform. Mobile boarding passes (received by SMS) must be printed and added to the costs claim.

**Attention:** should the participant have lost one or all boarding pass/es, a certificate from the airline that the ticket was flown should be presented.

- a copy of the flight ticket
- the invoice from the travel agency or the airline (if the ticket does not clearly show the amount claimed)

✓ If travel by train:

- the **original** of the train tickets. Paper/cardboard boarding passes must be sent by post to the address above. Electronic tickets received by email may be uploaded on the Exchange Programme platform. Mobile tickets (received by SMS) must be printed and added to the costs claim.

- the invoice from the train company (if the ticket does not clearly show the amount claimed)

✓ 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:      km x 2 (in-out) x 0,22 € / km =