

## INSTRUCTIONS – REPORTS FOR LONG TERM TRAINING PERIODS

### Deadline

The midterm report must be sent to EJTN within a month after the midterm date of the training period. Midterm reports are not requested for training periods of less than 6 months.

The final report must be sent to the same address within a month after the end of the training period.

### Language of the report

Since the participation to a long term training period requires a good knowledge of either English or French, the report must be written in one of these two languages.

### Format

Please use the standard report form sent to you together with these instructions and guidelines in order to write your report.

### Content

Please read the guidelines for drafting the report (below). They describe the aspects which are of great importance to EJTN in order to manage and evaluate the Exchange Programme, especially with reference to the long term training periods. Nevertheless, please feel free to add any other relevant information to your report.

Owing to the time span of the long term training periods, a large body of knowledge is acquired, the benefits of which are of immense value. In order to give a full account of this experience, the midterm report should be at least 5 pages long and the final report at least 10 pages long.

Please note that the final report ought not to be an extended copy of the midterm report. Useful experience obtained during the second part of the training period should be incorporated.

### Evaluation grid

An evaluation grid, especially designed for participants to long term training periods, must be sent to EJTN together with the final report.

### Authorization prior to publication

Before sending your report to EJTN, you must submit it for approval in view of publication to your referent (judge, national member...) and to the EJTN's contact point in the hosting institution.

If you obtain the approval for publication from the hosting institution, your report can be published on the EJTN's website. Though publication of reports is of great interest to EJTN, you have the right to refuse it. Should you decide so, please tick the relevant box in the template report.

## GUIDELINES FOR DRAFTING THE REPORTS

### I- The host institution

Short description of the hosting institution and its organization.

### II- Your role during the training period

- 1) The task(s) given to you (description, did these tasks evolve during the training period? In which way?)
- 2) Your integration into the team
- 3) Your integration into the institution itself (have you had access to the institution's services: language course, seminars...? have you been in contact with members of staff other than the person you worked closely with? ...)

### III- With respect to the confidentiality agreement you may have signed, please outline a subject, procedure or case you have been particularly involved in during your training period.

### IV- Benefits from the training period

- 1) What are the benefits of your training period (in reference to your knowledge of European and community law, of comparative law, in reference to your knowledge of European legal systems and the hosting institution's functioning and procedures? Regarding the way of working you experienced during your training period?)
- 2) In what way do you think you will use these benefits in your professional practice?
- 3) In what way do you think you could transfer these benefits and the knowledge gained during your training period to your colleagues?

### V- General evaluation and observations on the Programme

- 1) In reference to the preparation of your training period and its practical organization
- 2) In reference to the conditions of your training period.

### VI- Suggestions

In your opinion, which aspect(s) of the long term training periods / the Exchange Programme should be improved regarding the organization, the preparation, the training period itself?

Which improvement(s) would you suggest?