



European Judicial Training Network
Réseau Européen de Formation Judiciaire



LONG TERM TRAINING PERIODS

FINANCIAL CONDITIONS 2023¹

September 2022



With the support of the European Union

¹ These financial conditions may be subject to changes. Should that be the case, participants will be informed in due time.

1. Description of the activity

Long term training periods are organised at Eurojust, the Court of Justice of the European Union (CJEU) and the European Court of Human Rights (ECHR). The participants are assigned to the office of a National Member (Eurojust), to the Cabinet of a Member of the Court (CJEU) or to the Registry (ECHR) and they help them carrying the tasks assigned to them. Therefore, they get acquainted with the work, procedures and decision of these Europe-wide bodies. Once back in their country, they might be asked to disseminate the knowledge gained during the training period by participating in national events.

2. Length of training and calendar in each institution

Institution	Length
Court of Justice of the European Union	6 or 10 months
European Court of Human Rights	12 months
Eurojust	3 to 4 months depending on the availability of each National Desk

3. Persons concerned

At Eurojust, the participant must be a practicing prosecutor or judge (preferably investigative judge) in an EU Member State, work at a national level where rogatory letters and other forms of judicial cooperation in criminal matters are dealt with and have at least three years of practical experience in the field of criminal law.

At the Court of Justice of the European Union, the participant must be a judge or a prosecutor from an EU Member State, have at least one year of experience as a judge/prosecutor, be familiar with EU law and have a proven knowledge of French as well as of another EU language.

At the European Court of Human Rights, the participant must be a judge (either ordinary or administrative) or a prosecutor, have between 5 and 10 years of professional experience and have a thorough command of French or English.

4. Financial conditions

- Per diem

Long-term training periods that last 3 months or more are paid with an invariable **120 EUR per diem rate** for full working days and weekends of presence at the venue of the training.

The indicated amount of per diem to be granted is supposed to cover all travel costs, including international travel, as well as accommodation, meals, and sundry expenses.

The number of per diems to be paid equals the number of nights between the days of event and the night before the event (if justified). The last day of the training gives right to a half (1/2) per diem. The length of the stay abroad is determined by the documental evidence provided by the participant according to point 5 below. Whenever this evidence refers to a certificate of attendance, the last day payable will be the day on which the training period has ended.

- Payment procedure

The amounts due to training periods of three months or longer will be paid in a first instalment prior to the exchange, monthly instalments, intermediary instalment when relevant and a last payment after the training period.

The first instalment is considered as a pre-financing of the foreseen expenses and will correspond to 100% of the first two months expected amounts of per diems. This first instalment will not be paid for participants residing in the country where the training takes place.

This amount will be paid to the bank account indicated in the registration form submitted by the participant, on an average of two weeks before the start of the exchange.

The following instalments will be paid monthly, on an average of a week before the beginning of the month and will correspond to 70% of the expected amounts of per diems per month.

An intermediary instalment – if relevant – will be paid upon receipt of the interim report and will correspond to the balance of the remaining 30% of the total amounts of the per diems due prior to this term.

Within the 2 months after the training period and upon reception by EJTN of the indispensable documents indicated below, the final payment will be made. The amount of the final payment will correspond to the balance of the remaining 30% of the remaining amounts of the per diems due.

Adjustments to the last instalment might be made by EJTN based on the conditions met during the training period (i.e., number of days of absence at the Court not justified; leave periods not requested/ agreed with EJTN and/ or the Court; departure/ end of the training before the final day; participation to other EJTN activities that involves payment for a service).

- Special situations applying for participants residing in the country where the training takes place

In line with EJTN's Corporate Financial Policy, participants residing in the country where the event takes place do not receive a per diem. As far as their expenses are not covered by their national institution, their daily expenses due to the participant to training periods of three months or longer will be paid on the basis of their actual costs and upon presentation of duly substantiated receipts supplied by the participant or the invoice issued to the organiser. The per diem limits indicated above will apply.

5. Requested documents for payment

First instalment

- Online registration form duly filled in

Intermediary instalment (if relevant)

- Interim report on the training period and its summary in English or French, uploaded on the Exchange Programme platform

Final payment

- Report on the training period and its summary in English or French, uploaded on the Exchange Programme platform
- Evaluation form, uploaded duly filled in on the Exchange Programme platform
- A certificate of attendance (indicating the starting and completion dates of the training period) signed by the tutor of the participant and bearing the official stamp of the host institution. For training periods running over two different calendar years, two distinct certificates covering the two different years will be requested. The template certificate of attendance can be downloaded from the EJTN Website and should be uploaded once completed, signed, and stamped on the Exchange Programme platform.
- If necessary: a rental contract if the participant leaves the long-term training period before scheduled end date or if extension of the training period in following year.

EJTN reserves the right to request the original documents (of any document received electronically/in copy). Therefore, participants are strongly encouraged to keep their original documents until the end of the first quarter of the year following the activity year, as they may serve for potential audit purposes. Additional documents may be requested on a case-by-case basis by EJTN's Financial Unit.

The right to be reimbursed extinguishes due to the closure of the claiming file where, missing dully substantiated justifications, two 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-training requested documents are not produced.

ANNEX: Policy on leave days during long-term training periods

The payment of per diem allowances is calculated on the basis of the days of training. Training-free days, i.e. days that the participant is not present at the hosting institution (e.g. leave days), are not taken into account for the calculation of the amount of per diems due to be paid to the participant.

The number of per diems equals the number of nights between the beginning and the end of the activity. A full per diem for the day before the beginning of the event is paid if justified. The last day of the event gives rights to half (1/2) a per diem. The duration of the participant's stay abroad is determined by the justification documents provided by the participant. If a certificate of attendance is issued, the last day to be paid is the day when the exchange terminates.

There are four types of days that do not count as training days:

1. Leave days taken at the beginning or the end of the long-term training: these days do not give right to any payment of per diem allowances. Anticipated late arrival or early departure to / from the training venue does not require the payment of a per diem because the above-mentioned costs are no longer justified.
2. Weekends and public holidays: Exceptionally, participants will receive a per diem for the weekends and public holidays provided that their ongoing local costs will continue (rental contract etc.). In principle, this exception is applied without the necessity for the participant to request an exception. If the weekend follows potential taken leave days, please refer to point 4 "Other leave days taken during the training".
3. Leave days taken at the end of the year: In principle, these days will not be counted for the calculation of the per diem allowances. Potentially though, per diem allowances will continue to be paid to the participant if the following conditions are met entirely:
 - a. Presence at the training venue is justified by the fact that the training continues in the new year.
Required document: copy of the letter confirming the selection by the EJTN
 - b. Continuation of the rental contract in the city of training.
Required document to be sent to the EJTN: copy of the rental contract
 - c. Explanations about the reasons and justification for the continuation of the payment of per diem allowances during the period.
Required document: short explanation from the participant
4. Other holidays taken during the training: In principle, these days are not taken into account for the calculation of the amount of per diems due. Exceptionally though, per diem allowances will continue to be paid to the participant if the following conditions are met entirely:
 - a. Continuation of the rental contract in the city of the training.
Required document: copy of the rental contract.
 - b. Explanations about the reasons and justification for the continuation of the payment of per diem allowances during the period if the **leave exceeds five days**.

Required document: short explanation from the participant.

The continuation or interruption of the per diem allowances during any other training-free days, not foreseen in the present document, will be assessed on a case-by-case basis by EJTN. Should you be in this situation, please liaise with your EJTN contact point to have further information on how to proceed.
