



NETWORK OF THE PRESIDENTS
OF THE SUPREMES JUDICIAL COURTS
OF THE EUROPEAN UNION



RÉSEAU DES PRÉSIDENTS
DES COURS SUPRÊMES JUDICIAIRES
DE L'UNION EUROPÉENNE



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EXCHANGE PROGRAMME 2024

PRACTICAL INFORMATION ON THE ORGANISATION OF THE PROGRAMME

1. DATES, LOCATION AND LANGUAGE OF THE EXCHANGE

Exchanges last either **two weeks** (10 working days) or **one week** (5 working days) and should, as a rule, take place from Monday to Friday. If due to professional or other reasons the length of the exchange needs to be shortened the participant must require prior approval from the Secretariat of the of the Network of the Presidents of the Supreme Judicial Courts of the European Union (“the Secretariat of the Network”) by a duly justified e-mail (secretariat@networkpresidents.eu).

Exchanges longer than one week are conducted in the official language of the hosting Supreme Court. One-week exchanges can also be organised in other languages.

The Secretariat of the Network would like to draw attention to various **language courses provided by the European Judicial Training Network (EJTN)**. Please see **Annex 2 for more information about the available courses and the procedure of application**.

1.1. The Secretariat of the Network:

- Informs the Supreme Courts of the applications received,
- Notifies each participant of their selection and provides participants practical information regarding the exchange programme,
- Can be contacted at all times regarding the organisation of the exchange programme (secretariat@networkpresidents.eu).

1.2. The hosting Supreme Court:

- Assigns each participant to a hosting chamber and tutor and informs the participant thereof,
- Informs the participant and the Secretariat of the Network, at their earliest convenience, of the possible dates of the exchange.

1.3. The Participant:

- Contacts their tutor at the hosting Supreme Court to confirm the dates and the outline of the exchange,
- Informs the Secretariat of the Network of the details of the exchange.

2. THE EXCHANGE STEP BY STEP

2.1. Before the exchange

The Participant makes their travel and accommodation arrangements and sends the duly completed **information form** to the Secretariat of the Network (secretariat@networkpresidents.eu) together with a **copy of transport ticket**.

The Secretariat of the Network administers, as a rule two weeks before the exchange, the **first instalment of accommodation and subsistence allowance** (please see part 3 for further details).

2.2. During the exchange

The Participant shall respect the terms and conditions of the Exchange Programme (schedule, contents etc.).

2.3. Within one month after the exchange

The Participant sends to the Secretariat of the Network (secretariat@networkpresidents.eu)

1) the report of the exchange (in Word format) and **2) the completed evaluation form**.

The **Report** should be established in the **language of the exchange or French or English**. **Please provide a summary of the report in French or English** if the Report is not established in either language. All Reports are published on the **Intranet** of the Network. The reports of previous years can also be consulted on the [Intranet](#) using the username **ExchangeProgramme** and password **ExchangeProgramme2024**.

2.4. Within three months after exchange

The Secretariat of the Network administers the second instalment of the accommodation and subsistence allowance and the reimbursement of travel costs upon the receipt of the documents requested (report, evaluation form, expense claim form, copy of transport ticket).

3. FINANCIAL CONDITIONS

3.1. ELIGIBLE COSTS

3.1.1. Travel expenses

Unit costs are applied for travel expenses. All travel journey distances are to be measured using the [rail or flight calculator provided by the EU Commission](#).

How to calculate the distance:

Departure – place of employment, Arrival – place where the exchange takes place

Attention: Please indicate on the information form and the expense claim form if travel expenses are borne by the national institution. In such a case the Secretariat of the Network reimburses travel costs directly to the institution and the participant only receives the accommodation and subsistence allowance.

Travel journey between 50 and 399 km

Only travel by land is reimbursed. For journeys of less than 400 km not covered by land transport (e.g., Helsinki-Tallinn) the first distance band for air travel (400-600 km, i.e., 196 EUR) is applied. Use of private car is allowed according to the established unit cost amounts. For unit cost amounts please consult [table 5.3](#) (page 11) of the [European Commission decision C\(2021\)35 of 12 January 2021](#).

Some examples (based on table 5.3 and using the EU Commission rail distance calculator)

From—to	Distance (km)	Amount in EUR per round trip
Paris—Brussels	306,2	82
Paris—Luxembourg	391,5	82
The Hague—Brussels	177,7	82
Luxembourg—The Hague	359,3	82
Brno—Bratislava	130,3	21
Brno—Budapest	325,9	26
Budapest—Vienna	242,7	58
Vienna—Brno	147,3	58
Vienna—Ljubljana	377,7	58
Ljubljana—Zagreb	137,0	37
Bratislava—Vienna	78,4	58
Bucharest—Sofia	375,3	17
Riga—Vilnius	293,2	19

Travel journey 400 km and beyond

Travel by rail and/or plane is reimbursed. The unit costs also cover any associated land-based travel (e.g., bus or train trips from neighbouring cities to/from the airport or the central train station). The use of private car is allowed according to the unit cost amounts established for rail and/or plane travel.

Distance (km)	Amount in EUR per round trip
400-600	245
601-800	261
801-1200	276
1201-1600	288
1601-2000	369
2001-2500	429
2501-3500	541
3501-4500	659

3.1.2. Accommodation and subsistence allowance

Accommodation and subsistence allowance depends on the country of stay and the length of the exchange. **Accommodation** costs are expressed as an **amount per night**. **Subsistence** costs, to cover the costs of meals and other incidental expenses (e.g., local travel), are provided as an **amount per 24-hour period** (rounded up to the closest 24-hour).

Country	Accommodation - Amount in EUR per night	Subsistence - Daily rate in EUR
Austria	126	102
Belgium	137	102
Bulgaria	110	57
Croatia	104	75
Cyprus	120	88
Czechia	107	70
Denmark	158	124
Estonia	107	80
Finland	146	113
France	166	102
Germany	119	97
Greece	107	82
Hungary	105	64
Ireland	139	108
Italy	114	98
Latvia	95	73
Lithuania	94	69
Luxembourg	163	98
Malta	141	88
Netherlands	133	103
Poland	103	67
Portugal	109	83
Romania	109	62
Slovakia	98	74
Slovenia	113	84
Spain	117	88
Sweden	158	117

Some indicative examples:

One week exchange in Sweden starting on Monday and ending on Friday. Participant starts travelling from their place of employment at 12.00 on Sunday and arrives to Stockholm on Sunday evening. Participant leaves Stockholm right after the exchange on Friday evening and arrives to the place of employment at 23.00 Friday evening. The participant receives 5x158€ for accommodation and 5x117€ for subsistence (rounded up to the nearest 24h).

One week exchange in Bulgaria starting on Monday and ending on Friday. Participant wishes to have a longer stay in Sofia and therefore arrives on Saturday morning and leaves on Sunday after the end of the exchange. The participant receives an accommodation and subsistence allowance equal to that of them arriving to Sofia on Sunday evening and leaving on Friday evening — 5x110€ for accommodation and 5x57€ for subsistence.

Two-week exchange in Spain starting on Monday and ending on Friday. Participant starts travelling from their place of employment on Sunday afternoon at 15.00 and arrives to Madrid on Sunday evening. No reasonable mode of transport is available on Friday evening after the end of the exchange. The participant therefore leaves Madrid on Saturday morning and arrives to their place of employment at 13.00 the same day. The participant receives 13x117€ for accommodation and 13x88€ for subsistence (rounded up to the nearest 24h).

Participants are in principle assumed to leave the host country **in the evening of the final day of the exchange**. Participants are, however, entitled to an extra unit of accommodation and subsistence allowance if no reasonable mode of transport is available.

3.2. PROCEDURE OF PAYMENT

The payment is made in two instalments and covers three types of expenses: travel, accommodation, and subsistence.

1st instalment (prefinancing)

The first instalment is 80% of the total accommodation and subsistence allowance. The first instalment is transferred to the bank account indicated on the **information form** of the participant, as a rule, no later than 2 weeks before the exchange. The Secretariat of the Network informs the participant of the transfer.

2nd instalment (final payment)

The final payment is composed of **1)** 20% of the total accommodation and subsistence allowance and **2)** travel expenses according to unit costs established by the European Commission.

The Secretariat of the Network proceeds to the final payment within three months after the exchange and upon the receipt of the following documents:

- **report of the exchange** (established in the language of the exchange or French or English with a summary in French or English if the report is not established in either of the languages),
- **evaluation form**,
- **expense claim form**,
- **copy of transport ticket**.

ANNEX 1 – PARTICIPANT CHECKLIST

The Secretariat of the Network can be contacted at secretariat@networkpresidents.eu

1. Once the Secretariat of the Network has informed you of your selection

- ☐ The hosting Supreme Court or the designated tutor will contact you regarding your exchange. Otherwise, contact the Secretariat of the Network.
- ☐ Contact your tutor at the hosting jurisdiction to arrange the details of the exchange (dates, if not fixed already, schedule, content, etc.).
- ☐ Inform the Secretariat of the Network of the dates of the exchange at your earliest convenience.

2. Before the exchange (as soon as the dates of the exchange have been confirmed)

- ☐ Make your transport and accommodation arrangements.
- ☐ Send your information form duly completed to the Secretariat of the Network together with a copy of your transport ticket(s).
- ☐ 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 your insurance covers medical assistance.

3. Within one month after your exchange

The following documents must be sent to the Secretariat of the Network for the final payment to be made:

- ☐ Report
- ☐ Evaluation form
- ☐ Expense claim form
- ☐ Copy of transport ticket

ANNEX 2 – EJTN LANGUAGE COURSES

1. LINGUISTIC ACTIVITIES OF 2024

The European Judicial Training Network (EJTN) offers legal language training in **English, French, German, Spanish and Italian**.

Please see the [EJTN 2024 Calendar of Training Activities](#) (information on linguistic seminars can be found starting on page 108) and the [online catalogue of linguistic seminars/webinars](#).

The EJTN also organises lunchtime webinars, some of which, also focus on linguistics. Please see the [EJTN website](#) for more information.

2. APPLICATION PROCEDURE (LINGUISTIC SEMINARS)

- Consult EJTN's online database for a full listing of all training seminars.
- Get in touch with your **national judicial training institution** to apply for EJTN's training seminars – **EJTN's national judicial training institutions exclusively handle all application and selection procedures**.
- Watch for a selection notice from EJTN in your inbox.
- Once selected, return to the online application portal to complete your personal registration details.
- After your training seminar, return to the online application portal to complete your feedback form and expense claim, as well as to receive a certificate confirming your participation.

3. LINGUISTIC HANDBOOKS

- [Handbook. English for Judicial Cooperation in Civil Matters \(2016\)](#)
- [Manuel. Français pour la coopération judiciaire en matière civile \(2016\)](#)
- [Handbook. English for Judicial Cooperation in Criminal Matters \(2015\) – Manuel. Français pour la coopération judiciaire en matière pénale \(2015\)](#)
- [Handbook. Language training on the vocabulary of judicial cooperation in criminal matters \(2012\) – Manuel. Formation linguistique consacrée à la terminologie de la coopération judiciaire en matière pénale \(2012\)](#)
- [Handbook. English for Judicial Cooperation in Family Law \(2022\)](#)
- [Manuel. Français pour la coopération judiciaire en droit de la famille \(2022\)](#)
- [Handbook. English for Human Rights EU Law](#)
- [Handbook. The Language of Cybercrime](#)
- [Handbook. The Language of Competition Law – Manuel. Le vocabulaire du droit de la concurrence](#)
- [Handbook on the Language of Data Protection](#)