

LONG TERM TRAINING PERIODS GENERAL CONDITIONS

1. Description

Long-term training periods are organised at Eurojust, the Court of Justice of the European Union (CJEU), the European Court of Human Rights (ECtHR), and the European Public Prosecutor's Office (EPPO). The participants are assigned to the office of a National Member (Eurojust), to the Cabinet of a Member of the Court or the General Court (CJEU), the Directorate for Research and Documentation (DRD, CJEU) or to the Registry (ECtHR). The EPPO offers trainings at the Operations Unit, the Legal Service, and the Data Protection Unit.

Participants they help carry out the tasks assigned to them. Therefore, the participants get acquainted with the work, procedures and decision-making 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.

The duration of long-term trainings varies depending on the host institution:

CJEU	ECtHR	Eurojust	EPPO
6 or 12 months*	12 months*	3 or 4 months	Between 6 and 12 months

* Long-term training periods at the CJEU and ECtHR always start on 1 September.

The above lengths are not modifiable, i.e., the training periods at the CJEU, ECtHR, Eurojust, and EPPO can neither be extended nor shortened.

In addition, benefiting from an EJTN training period at the CJEU, ECtHR, Eurojust, or EPPO does not entitle to any right with regards to employment or secondment once the training period is over.

A complete application and training calendar can be found in annex of the online application form.

2. Application and selection procedure

- Applicants can apply for one institution only. Detailed requirements for each institution can be found in annex of the online application form.
- Applicants must have been granted the authorisation by their hierarchy before applying. Such an authorisation will be verified by the National contact point during the selection process.
- Applicants are preselected by their national training institutions. The final selection is the prerogative of the hosting institution.
- EJTN long-term trainees of the previous year are not eligible to apply.

3. Training conditions

Financial support during long-term training periods

Any long-term trainee residing in a different country than their Member State of affiliation will be awarded a daily allowance of 120 € by the EJTN during the entire training period according to the EJTN Financial Conditions.

These allowances **do not** constitute a salary in any form. They are paid based on the certified presence at the venue of the training. Taxation of the daily allowances is subject to the rules pertaining to national tax law in the country of affiliation. *Per diem* allowances are not subject to taxation in Belgium. Moreover, they serve as a financial support for the temporary expatriate commitment to cover all costs directly linked to the training days, including the return journey from the place of residence to the venue of the training, local travel costs, accommodation costs, meals and sundry expenses.

The applicant for a long-term training period must therefore ensure a continued affiliation to the social security scheme, health insurance, pension funds and private insurances in their respective country of affiliation. Insurances against accident, death, invalidity and personal liability are mandatory and must be taken care of by the participant. The EJTN does neither support nor provide any financial support apart from the per diem allowances paid based on the training days at the hosting institution.

Participants shall continue to receive their national remuneration as a judge or prosecutor while taking part in an EJTN long-term training period.

By presenting an application and supporting a candidate, the national training institution confirms that the above-mentioned conditions have been provided for by the relevant national body and will remain fulfilled during the entire period of training.

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 diem* due to be paid to the participant.

The number of *per diem* 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 diem* 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.

Policy on participation to other EJTN activities during long-term training periods

The long-term trainee shall inform the EJTN secretariat in due time of his participation in any other EJTN activity.

In virtue of the no-double funding principle, participants in such a case will not be entitled to be granted any EJTN funding for their participation in the other EJTN activity. They will keep receiving the long-term training period *per diem*.

Policy on schooling of children

Neither EJTN, nor CJEU, ECtHR, or Eurojust are involved in the enrolment of children of long-term trainees in any school in the country of the training. Neither EJTN, nor CJEU, ECtHR, or Eurojust collect data or information on the long-term trainees' family status, as this is a private matter.

Selection for long-term training does not constitute the right or automatic entitlement of children to a place in any European or national school in the country of the training in any way.

It is the sole responsibility of the selected long-term participants to organise the schooling of their children during their training periods.

Policy on eligibility to apply for other long-term training periods

A participant in a long-term training period will not be eligible to apply for another long-term training period until 3 years after his participation. The reference year is the year the long-term training period started.
