

Guidelines for tutors for the organisation of exchanges at courts/prosecution offices

A- General framework of the exchanges

The main objective of the EJTN Exchange Programme, implemented since 2006 by the European Judicial Training Network, is to enable the participants to share the work of their European counterparts and to familiarise themselves with a judicial system other than their own in order to develop mutual trust between judicial authorities. The current Exchange Programme gathers 34 partners from 24 Member States.

As a tutor, your role is fundamental. It is indeed usually with you, and in liaison with the contact point of the national institution from your country, that the participant will prepare his/her exchange. You will also welcome him/her and introduce him/her in the activities during his/her exchange.

B- Preparation of the exchange

- Making contact with the participant

The contact point of your country informs the participant about his/her hosting jurisdiction and tutor, providing him/her with your contact details. The participant should then contact you to discuss the dates as well as the content of the exchange.

Please feel free to contact the participant directly if you wish to do so.

- Dates of the exchange

The exchange period must suit both the participant and the hosting jurisdiction, necessitating a mutually-agreeable arrangement.

Nevertheless, some rules attached to the Exchange Programme and its funding system must be applied: the exchange must last 5 working days and should start on a Monday and end on a Friday.

If this is not possible, the participant will have to refer to EJTN before agreeing on the dates of the exchange.

- Content of the exchange

In order to fulfil the Exchange Programme's objectives, it would be useful for the participant, if possible, to attend court hearings, to examine the files and to be able to discuss cases with colleagues in the host jurisdiction. In addition, visits could be made to other judicial authorities, institutions or legal professionals.

According to feasibility, you are kindly asked to establish a programme for the exchange in line with the wishes expressed by the participant as well as the possibilities and opportunities offered at your court. In order for the participant to prepare for the exchange, it would be appreciated if the Programme could be sent to him/her before starting the exchange.

You will find hereafter the main suggestions from the participants in the Exchange Programme:

- Contacts with other institutions related to the judicial system of the host country: ie. lawyers, police officers, social workers, administrative authorities, etc.
- Possibility to attend deliberations
- Possibility to visit other courts, services
- Possibility to attend more hearings and be introduced the hearing beforehand
- Receive documentation beforehand
- More EU law or HR content
- More practice-oriented (participation in the preparation of files, drafting decisions, detailed study of judgments, etc.)

- Documentation

Before the exchange, EJTN will provide the participant with information on the main judicial institutions of the host country on the EJTN's website (<http://www.ejtn.eu/Exchange-Programme/Partners/>).

Any other background information you may wish to send prior to the exchange will be very much appreciated by the participant in order to assist him/her in the preparation of his/her exchange.

- Practical aspects

The participant is in charge of booking his/her accommodation in the host city. Do not hesitate to advise him/her.

For your information, the participant's expenses during the training period (travel between country of origin and host country, accommodation, meals, local travel and sundry expenses) are covered by a daily allowance paid by EJTN.

C- During the exchange

The participant agrees to respect the general conditions of the EJTN Exchange Programme, in particular the training schedule and its pedagogical content.

In principle, the exchange is organised during the working days of the host country. The participant must respect the same working hours as the colleagues of the host court.

D- After the exchange

EJTN would appreciate if you could fill in the evaluation form on the exchange. This document is of a great importance for EJTN in order to collect your opinion on the Exchange Programme, its interesting aspects and those areas which could be improved. All your comments and suggestions are very welcome. This evaluation form will be forwarded to you by the contact point of your national institution or by EJTN. It may be returned to EJTN either directly (exchangeprogramme@ejtn.eu), or through the contact point of your national institution.

