

Exchange Agreement

Planned period of the exchange: from till

The Host Institution

Institution's name	
Country	
Supervisor's name	
Function	
E-mail	
Phone number	

The Participant

Name	
Nationality	
E-mail	
Phone number	

The Sending Institution

Institutions's name	
Country	
Contact person	
E-mail	
Phone number	



The project is co-funded
by the Justice Programme
of the European Union



The project is coordinated
by the European Lawyers
Foundation (ELF)

I. TERMS AND CONDITIONS OF THE EXCHANGE PROGRAMME

Language(s) of the exchange:

1. Objectives of the exchange

The exchange should offer the opportunity to participants to immerse themselves in other EU Member States' legal systems, to create or consolidate cross-border networking capacities, and to improve their legal and linguistic skills and competences. Each lawyer participating in the exchange will be put together with an experienced lawyer in the host institution, the "supervisor", who will provide the necessary guidance to quickly integrate the lawyer into the working life of the host institution. The supervisor will be responsible for giving assignments to lawyers participating in the exchange, providing information and insights on national legislation in any area of law relevant to the lawyer's work and accompanying him or her in day-to-day professional work, including relations with other colleagues and clients.

2. Start date and duration of the exchange

The start date of the exchange is

The duration of the exchange is **10 consecutive working days**. Working days should be from Monday to Friday as a general rule.

3. Daily allowance and travel allowance

Each participant is entitled to a daily allowance of **100 EUR per day** (1400 EUR for the whole duration of the exchange) plus a travel allowance of a **maximum of 400 EUR** for the travel costs from the place of residence to the place of destination and vice versa. The daily allowance is a fixed amount and it aims to cover the participant's subsistence costs (accommodation, local transport and living expenses) during the exchange. The participant is fully responsible for the travel and accommodation arrangements during the period of the exchange. The organisation responsible for the payments of the daily and travel allowances will be the European Lawyers Foundation (hereinafter referred to as "ELF"). There will be no financial commitment of any kind from the host institution, the sending institution or the receiving institution vis-à-vis the participant.

4. Payment procedure

The payment of the daily and travel allowances will take place in two different instalments as follows:

- A. **In the beginning of the exchange after signature of the exchange agreement and completion of the Expense Sheet:** after the participant has taken up his/her duties in the host institution as expected and has sent to ELF the signed Exchange Agreement and the Expense Sheet, ELF will reimburse the travel cost from the place of residence to the place of destination and will make a first payment to the participant for an amount of 50% of the total allowance (700 EUR in total).
- B. **In the end of the exchange after reception of all the reporting documents:** on the last day of the exchange, the participant will need to complete the participant's exchange report and the evaluation form and send them electronically to the ELF. During the same day, the supervisor will need to complete and send electronically to the ELF the "supervisor's report" and a scanned copy of the "exchange certificate of attendance" properly signed. Once ELF receives all these documents and after checking them, it will proceed to the reimbursement of the travel cost from the city of destination to the city of residence and to the payment of the remaining 50% of the total allowance (700

EUR). This second and final payment by the ELF will take place within one month after the electronic reception of all abovementioned reporting documents. If any of the reporting documents is missing from the participant's file, there will be significant delays in the reimbursement process. Finally, if the ELF does not receive the reporting documents duly completed during the last day of the exchange and following to one reminder, the final reimbursement will not take place.

5. Interruption of the exchange

If an exchange is expected to be interrupted before the planned end date, the ELF should be notified immediately (unless there is *force majeure*) either by the supervisor or the participant. The ELF will cover the daily allowance from the start date of the exchange until the date it was interrupted, and only if the interruption is duly justified. In case the participant received a higher amount than the one he/she was entitled to receive on the date when the exchange was interrupted, then the participant will need to transfer back to ELF's bank account the undue amount already advanced. Participants will be receiving EU public funds, so the transfer of ineligible funds back to ELF is mandatory in all cases. Written proof of the interruption of the exchange, mentioning the exact date of interruption and the reason, should be sent to ELF by the supervisor of the host institution through the form of a "declaration of honour". Even in the case of interruption, the participant will still need to complete all the reporting documents (Exchange Report, Evaluation Form and Expense Sheet) and send them to the European Lawyers Foundation.

6. Health and other insurances

The participant should have in his possession his/her **European health insurance card**, which should cover him/her for any health expenses incurred abroad for the whole duration of the exchange. The participant should also make sure that he/she is insured against accident, death and invalidity risks.

7. Reporting documents

On the last day of the exchange, the participant will need to complete (in English) and send electronically to ELF the following reporting documents (templates are included in the project's practical guide):

- A. **"The participant's report"**, a comprehensive document where the participant takes stock of the most important elements from the exchange programme.
- B. **"The evaluation form"**, a document where the participant is asked to evaluate certain aspects of the exchange programme and make a self-assessment of the learning outcome.

Further, on the last day of the exchange, the host institution's supervisor will need to complete (in English) and send electronically to ELF the following reporting documents (templates are also included in the project's practical guide):

- A. **"The exchange certificate"**, including the names of the participant and the supervisor, the host institution and the duration of the exchange. The certificate should be duly signed by the supervisor.
- B. **"The supervisor's report"**, a short document where the supervisor will evaluate the work undertaken by the lawyer participating in the exchange.

II. COMMITMENT OF THE THREE PARTIES

By signing this document, the host institution, the participant and the sending institution confirm that they approve the proposed exchange agreement.

The participant will share his/her experience, in particular its impact on his/her professional development on the sending institution, as a source of inspiration to others.

The host institution will communicate immediately to the sending institution and the European Lawyers Foundation any problems occurred during the exchange period or any changes on the signed exchange agreement.

The host institution

Name of supervisor:

Date:

Signature:

The participant

Name of participant:

Date:

Signature:

The sending institution

Name of contact person:

Date

Signature: