
PRACTICAL GUIDE TO THE EXCHANGE PROGRAMME 2017-2019



February 2018

European Lawyers Foundation

ANBI – Dutch Public Benefit Organisation

Neuhuyskade 94, 2596 XM Den Haag, The Netherlands – Tel. +31 (0) 70 335 35 33

E-mail: info@europeanlawyersfoundation.eu – Website: www.elf-fae.eu



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

Table of contents

I. Background	3
The European Lawyers Foundation	
The Exchange Programme	
Objectives of the Exchange	
II. Selection procedure	4
Call for applications	
Pre-selected candidates	
Final placement	
III. Before, during and after the exchange	6
Before the exchange	
During the exchange	
After the exchange	
IV. Financial conditions	8
Daily allowance and travel allowance	
Payment procedure and requested documents	
V. Useful contacts	10
Contact persons in partner bars/law societies	
VI. Annex	11
Provisional list of hosting institutions in partner countries	

I. Background

The European Lawyers Foundation

The European Lawyers Foundation (ELF), coordinator of this project, is a non-profit organisation headquartered in The Hague, The Netherlands. It was established by the Council of Bars and Law Societies of Europe (CCBE) in 2014. ELF's objective is to undertake projects that relate to the exercise of the profession of lawyers, the development of the law and practice pertaining to the rule of law and administration of justice and substantive developments in the law itself, both at a European and international level. For more information on ELF's work, please visit our website: <http://elf-fae.eu>

The Exchange programme

The Multilateral Exchange of Lawyers (MULTILAW) is a long-awaited initiative, co-funded by the European Union (EU), which aims to allow greater mobility of lawyers within the European Union and contributes to the development of a European judicial culture. It will set up the first European training exchange scheme for lawyers, based on the good practices established by the European Judicial Training Network for the exchange of judges and prosecutors.

The project is led by the European Lawyers Foundation, in partnership with the local Bars of Athens and Paris, the Polish Legal Advisors and the national bars of Romania, Lithuania, Spain and the Czech Republic. During its life cycle, lawyers from 7 EU Member States (young lawyers with up to 5 years of professional experience) will have the opportunity to be trained abroad in host institutions from the legal sector.

The duration of each placement will be two weeks, and host institutions in partner countries will be either local and national bars or private law firms with cross-border activities within Europe. The first exchanges are expected to take place in November 2017, and the total number of lawyers to participate in the exchanges will be 75.

Objectives of the exchange

The exchange offers the opportunity to young lawyers to become familiar with other EU Member States' legal systems, to create or consolidate cross-border networking capacities, and to improve their legal and linguistic skills and competences. Lawyers offered a placement in local or national bars and law societies should expect institutional type of work for issues affecting the legal profession, whereas lawyers offered a placement in law firms will work on practical cases according to their field of expertise. Each lawyer participating in the exchange will be guided by a "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. Other activities such as attendance at court hearings, participation in conferences and seminars, visits to national institutions or European organisations based in the host country, or attendance at networking events, are strongly recommended to be included in the exchange programme whenever possible.

II. Selection procedure

Call for applications

The call for applications is launched by the respective bars and law societies in different periods throughout each year (see tables below). The provisional list of host institutions in partner countries which offer placements for foreign lawyers is annexed at section VI of this guide. Information about the calls and the exact deadlines can be requested from the national contact points in each partner country (see also section V – useful contacts). Regarding the application process, applicants must fill in the MULTILAW application form (see attached document 1 below) and provide information about their preferred countries for the exchange (3 preferences), their preferred dates, their spoken languages and their preferred practice areas. Their CV should also be attached to the application form. As shown in the table below, the third call for application will be open until 9 July 2018 and the fourth call until 9 November 2018. Lawyers selected under the third call will be exchanged during the period September 2018 – December 2018, taking into account their preferences and the availability of posts in the host institutions. Likewise, the fourth (and final) round of exchanges will take place from January until April 2019.

		2017				2018					
		SE P	OC T	NO V	DE C	JA N	FE B	MA R	AP R	MA Y	JU N
Call applications	for										
Exchanges											
Call applications	for										
Exchanges											

		2018						2019			
		JU L	AU G	SE P	OC T	NO V	DE C	JA N	FE B	MA R	APR
Call applications	for										
Exchanges											
Call applications	for										
Exchanges											

Attached Document

1. MULTILAW – Application form



Pre-selected candidates

After the end of the selection process, partner countries will need to provide within one week a list of pre-selected candidates to ELF. The ELF will then try to match the profile and preferences of the pre-selected lawyers with the desired profile from host institutions in partner countries. ELF will use its best efforts to find a suitable placement for pre-selected candidates but there is no guarantee that pre-selected candidates will finally be offered a placement or that the final placement will fully correspond to their preferences.

Final placement

After finding a suitable placement, the ELF will inform the pre-selected candidates about the offer, and the latter should provide a final answer within a deadline of one week. In case of an affirmative reply, candidates will secure their placement and will be able to proceed to travel and accommodation arrangements in the country of destination (for financial aspects see section IV). They will also receive the contact details of the host institution as well as the name of their supervisor. Candidates rejecting the offer can apply for future rounds but they will not have any preferential treatment over other candidates.

III. Before, during and after the exchange

Before the exchange

The selected lawyers are responsible for making their own travel and accommodation arrangements and for sending copies of the travel tickets to the European Lawyers Foundation (stathopoulos@europeanlawyersfoundation.eu) at the latest two weeks before the beginning of the exchange (see also the “financial conditions” section for a detailed description of the reimbursement process). Before travelling to the country of destination, the selected lawyers should have the exchange agreement (see attached document 2 below) originally signed by the contact person in their respective bar/law society (see also section V – Useful contacts). Participating lawyers should also provide ELF with a copy of their **European health insurance card or a similar private health insurance**, which should cover them for any health expenses incurred abroad for the whole duration of the exchange. Finally, participants should also make sure that they are insured against accident, death and sickness risks.

Attached Document

2. MULTILAW – Exchange agreement



MULTILAW -
Exchange agreemen

During the exchange

During the first day of the placement, the participant and the supervisor should sign the exchange agreement (see attached document 2 above) which should enter immediately into force and serve as a proof that the participant took up his/her duties as expected (this is important for the first payment of the subsistence allowance and the reimbursement of the travel costs).

The duration of the training is in principle 14 consecutive days including weekends and excluding travel days. The minimum number of working days for the completion of the exchange programme should be 10 days. Working days should be from Monday to Friday as a general rule. Any issues arising during the exchange should first be addressed to the supervisor of the host institution and, if no satisfactory solution is found, participants should contact either the contact point in their home country, or the European Lawyers Foundation.

If the exchange is interrupted before the planned end date, the ELF should be notified immediately either by the supervisor or the participant (mentioning the exact reason for the interruption). 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. Written proof of the interruption of the exchange, mentioning the exact date of interruption, should be sent to ELF by the supervisor of the hosting institution through the form of a “declaration of honour”.

After the exchange

After the end of the exchange, the participant will need to complete (in English) and send to ELF the following reporting documents (templates are attached below):

- A. **“The lawyer’s exchange report”**, a comprehensive document where the participant takes stock of the most important elements from the exchange programme (see attached document 3 below).
- B. **“The participant’s 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 (see attached document 4 below).

Further, the host institution’s supervisor will need to complete (in English) and sign the following documents:

- A. **“Certificate of attendance”**, including the names of the participant and the supervisor, the hosting institution and the duration of the exchange. The certificate should be duly signed by the supervisor and stamped with the official seal in use at the host institution (see attached document 5 below).
- B. **“The supervisor’s exchange report”**, a document where the supervisor will evaluate the work undertaken by the lawyer participating in the exchange (see attached document 6 below).

Attached Documents

3. MULTILAW – Lawyer’s exchange report



MULTILAW -
Lawyer's Exchange R

4. MULTILAW – Evaluation form (for participants)



MULTILAW -
Evaluation form for |

5. MULTILAW – Certificate of participation



MULTILAW -
Certificate of partici|

6. MULTILAW – Supervisor’s exchange report



MULTILAW -
Supervisor's Exchanç

IV. Financial conditions

Daily allowance and travel allowance

Travel allowance: Each participant is entitled to a travel allowance of a **maximum of 500 EUR** for a return ticket from the place of residence to the place of destination and for transport costs from/to the airport. Participants should claim their travel costs by filling in an expense sheet template (see attached document 7 below) with their travel itinerary and the detailed costs. Every travel cost claimed needs to be properly justified with the respective original invoices, receipts or tickets.

A provisional expense sheet needs to be filled in by participants two weeks before the exchange, scanned and sent by e-mail to ELF together with the supporting documents for the travel costs. When the exchange is over and participants return back home, they need to fill in the final expense sheet, sign it and send it by post together with the original invoices, receipts and tickets at the ELF's postal address below:

European Lawyers Foundation
Neuhuyskade 94
2596 XM – THE HAGUE
THE NETHERLANDS
Tel: +31 70 335 35 33

Daily allowance: Each participant is entitled to a daily allowance of **100 EUR per day** (1400 EUR for the whole duration of the exchange). The daily allowance is a fixed amount which cannot be exceeded and it aims to cover the participant's subsistence costs (accommodation 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. There will be no financial commitment of any kind from the host institution or the sending institution vis-à-vis the participant.

Payment procedure and requested documents

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

- A. **At the beginning of the exchange after signature of the exchange agreement:** after the participant has taken up his/her duties in the host institution as expected and after all parties have signed the exchange agreement (attached document 2 above), ELF will reimburse the travel cost from the place of residence to the place of destination and make a first payment to the participant for an amount of 50% of the total allowance (700 EUR in total). If the participant had advanced travel and accommodation costs but, for any reason, he or she was unable to participate in the exchange, then these costs cannot be covered by the project.
- B. **At the end of the exchange after reception of the reporting documents:** within one month following the end of the exchange, the participant will need to complete (in English) the lawyer's exchange report (attached document 3 above) and the evaluation form (attached document 4 above) and send them

electronically to the ELF together with a scanned copy of the “certificate of participation” (attached document 5 above), signed by the host institution’s supervisor. The participant needs also to send to the ELF by post the final expense sheet signed, together with all original supporting documents (invoices, tickets or receipts) for the travel costs incurred for the purposes of the exchange. Once ELF receives all these documents and after checking them, it will proceed to the reimbursement of the travel cost from the place of destination back to the place of residence and to the payment of the remaining 50% of the total allowance (700 EUR). If ELF does not receive the post-exchange documents duly completed within the deadline of one month and following to two reminders, the final reimbursement will not be made.

Attached Document

7. MULTILAW – Expense sheet



MULTILAW expense
sheet.xlsx

Final note

If you are unable to open the documents attached to this practical guide, you can download them from the ELF’s website through the following link:
<http://elf-fae.eu/multilaw/>

Country	Contact person	Contact details
Netherlands (Coordinator)	Vasileios Stathopoulos (Project Manager, General enquiries)	stathopoulos@europeanlawyersfoundation.eu info@europeanlawyersfoundation.eu
Spain	Diego León Burgos (Contact person for Spain)	diego.leon@abogacia.es
Greece	Dominikos Arvanitis (Contact person for Greece)	arvanitis.dom@dsa.gr
France	Ariane Baux (Contact person for France)	abaux@avocatparis.org
Czech Republic	Lenka Vobořilová (Contact person for Czech Republic)	Voborilova@cak.cz
Poland	Maria Napiontek (Contact person for Poland)	komisjagraniczna@kirp.pl
Romania	Veronica Morecut (Contact person for Romania)	unbr@unbr.ro
Lithuania	Eglė Kybartienė (Contact person for Lithuania)	egle.kybartiene@advokatura.lt

V. Useful contacts

Contact persons in partner bars/law societies

VI. Annex

Provisional list of host institutions in partner countries

Country	Names of host institution offering places for lawyers
Czech Republic	International Department of the Czech Bar Association
Czech Republic	Štros Kusák Attorneys at law and Patent Attorneys
Czech Republic	Law firm Holubová advokáti
Czech Republic	Law firm Brož & Sokol & Novák
Czech Republic	Law firm Giese & Partner
Czech Republic	PRK Partners attorneys at law
Czech Republic	Žižlavský, law firm - Insolvency administrators
Greece	Bahas, Gramatidis and partners
Greece	Ballas, Pelekanos & associates LPC
Greece	I G Anagnostopoulos law firm
Greece	Kyriakides Georgopoulos law firm
Greece	M&P Bernitsas law offices
Greece	Potamitis Vekris
Greece	Rokas law firm
Lithuania	Eversheds Saladžius, BC Victoria
Lithuania	Tark Grunte Sutkiene
Lithuania	Cobalt
Lithuania	Glimstedt
Poland	19 Regional Bars of Attorneys-at-Law
Romania	National Association of the Romanian Bars (UNBR)
France	Ordre des avocats auprès de la cour d'appel de Paris
France	La Garanderie Avocats
France	Navacelle Law
France	Alerion avocats
Spain	SNAbogados Barcelona
Spain	MTAbogados Barcelona
Spain	RVAbogados Pontevedra