

## Guide for host institution – Study Visits

### **1 - TAIEX study visit**

The study visits are designed to provide short assistance to beneficiary countries on the approximation and implementation of EU legislation.

Study visits are made by a limited number of officials of the beneficiary countries to Member State administrations (hosting institution). They give an opportunity to the beneficiaries to work alongside Member State officials to discuss legislation, experience first-hand administrative procedures and infrastructure and see examples of best practices.

### **2 - How to host a TAIEX a study visit**

After a request for study visit has been accepted by the Institution Building Unit<sup>1</sup> of the Directorate General for Enlargement of the European Commission, the hosting institution is responsible for receiving the participants.

The exact date of the study visit would be determined according to your availability. If you have any preference for dates, please let us know at your earliest convenience.

**The agenda of the study visit will be drafted by you (the hosting institution) in collaboration with the beneficiary country and sent to TAIEX to be agreed.**

In case you cannot host a given study visit, we would appreciate if you could suggest us another suitable institution we could contact.

### **3 – Organisation and financial arrangement**

TAIEX will **organise** and cover the costs of travel and accommodation of the participants, as well as arrange for interpretation (if needed).

We also pay participants a daily subsistence allowance to cover their personal expenses: **e.g. taxi, lunch and dinner.**

The maximum number of participants to a TAIEX study visit is set to 3 people. In exceptional circumstances and when this is well justified, TAIEX might accept more than 3 participants.

It is our external service provider that is responsible for the organisation, booking and paying of the logistics (conference venue, hotel, flights, interpretation, and technical equipment, **transfer for visiting different locations**). The hosting institution will not bear any costs in relation to the travel and stay of participants in their country, for the duration of the visit.

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<sup>1</sup> Responsible Commission service for TAIEX implementation

TAIEX is financing and booking (via the service provider) the following items:

- Travel and hotel costs for the participants coming from abroad
- Interpreters and Interpretation equipment
- The conference venue and technical equipment (if needed)

In addition, it is in general appreciated, if the hosting institution can arrange a pick-up for the participants coming from abroad from the airport.

It is also appreciated that you make available paper copies of the presentations, and distribute these during the meetings.

Upon the host institution's request, the European Commission may pay it 250 euro per hosting day. This payment can only be made via bank transfer to the institution's bank account.

#### **4 - Feedback form**

**You will receive a feedback form. We would be grateful if you could fill it in and send it back to us once the study visit has taken place.**

### **EVALUATION REPORT – STUDY VISIT**

#### **Event name and reference number**

- Please complete this report in detail and return it electronically to: [File.Handler@ec.europa.eu](mailto:File.Handler@ec.europa.eu) within 2 weeks of the completion of the Study visit.

#### **DETAILS OF THE PARTICIPANT ACTING AS COORDINATOR<sup>2</sup>**

Name, position and institution	
Country	
Telephone and E-mail	

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<sup>2</sup> Data Protection

Personal data contained in this document will be processed in accordance with the privacy statement of the TAIEX instrument (see <http://taieux.cec.eu.int/PrivacyStatement>) and in compliance with the Regulation (EC) N° 45/2001.

## REPORT

1. <u>Objective of the study visit</u>	
2. <u>Observations: information provided according to the agenda, outcome of discussions; etc.</u>	
3. <u>Conclusions and overall evaluation</u>	
4. <u>Recommendations (if any)</u>	