

FAQ

May 2022

Short-term mobility and exchange programme for capacity and knowledge sharing of healthcare professionals of European Reference Networks

| Answer | | |
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| Compensation for exchange visit | | |
| 1. | What does an exchange package include? | A package provides compensation for 5 working days including per diems for subsistence costs (200 euro per night spent) and travel arrangements. Per diems should be used to cover the cost of accommodation, travel insurance, food and local transport. |
| 2. | What is NOT included in an exchange package? | Costs incurred by hosting HCPs |
| 3. | Can a visit be longer than 5 days? | Yes, it is possible to make exchange visits of up to 6 weeks. |
| 4. | Can a visit be shorter than 5 days? | Yes, shorter visits are allowed |
| 5. | Will costs for weekend days or additional travel days be reimbursed? | As of 1 April 2022, per diems are paid for each night spent at the location of the visit. For visits of several weeks, this includes the weekends. For short visits, no weekend days will be compensated and in principle, a maximum of 5 per diems are available. In case travel schemes oblige a visitor to spend an additional night at the location of the visit, a written justification should be provided to Ecorys to request an additional per diem |
| 6. | Is there a maximum amount of money to be spent per visit? | As of 1. April 2022, the amount per visit is maximised at 40 per diems (and travel costs). |
| 7. | How does it work with the reimbursement of costs? | Once the signed Mobility Agreement is provided to Ecorys at least two months prior to the start of the exchange, Ecorys can organise and manage travel arrangements and provide administrative support for travels, including the provision of tickets and an information kit. Visitors in this case will also have the choice to book their own travel tickets and ask for reimbursement (for further information please see Q8). If the signed Mobility Agreement is provided less than two months prior to the start of the exchange, the visitor is responsible for arranging his/her own travel (see Q8). Beneficiaries are expected to book their accommodation and cover the costs from the per diem compensation (see Q1), irrespective of when the signed Mobility Agreement is provided to Ecorys. The wire transfer of the corresponding lump sum will be performed without delay upon receiving confirmation of arrival of the visitor by the host centre. Operating this way will prevent the scenario of last-minute cancellation after the allowance has been paid. |
| 8. | To what extent will travel costs be reimbursed if the visitor arranges his/her own travel? | When a visitor arranges his/her own travel, travel costs can be reimbursed up to € 300 at maximum for travel by air (by submitting proof of purchase) or car (on the basis of € 0.22/km, calculated on the basis of the distance between the sending institution and the hosting institution, with a maximum reimbursement of € 300). For travel by train, travel costs can be reimbursed up to € 200 at maximum. |
| Who can participate? | | |
| 9. | Who are eligible for exchange visits? | Health professionals working in the ERN centres– this includes all disciplines related to the relevant expertise area of the ERN, project managers of the ERN and patients |

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| | | representatives are eligible for exchange travels provided the objective of the visit is relevant |
| 10. | Are affiliated member HCPs eligible for exchange visits? | Affiliated partners are eligible but this is a decision of the ERN coordinator |
| 11. | Can patient representatives participate in exchange visits? | At this stage the aim of the mobility programme is to strengthen the clinical and organisational expertise and to share best practices in the field of healthcare. Patients play an important role in many ERNs. Participation of local patients in the programme organised by hosting centres is always possible. Patients are eligible to travel provided the objective of the exchange visit is relevant (e.g. design of patient pathways) |
| 12. | Are UK-members eligible for exchange visits? | Professionals from the UK are not eligible to participate in exchanges unless an agreement covering the ERNs system is reached between the EU and UK |
| 13. | Are non-members (including non-affiliated ones) eligible for exchange visits? | No (see also Q11 -Q12) |
| 14 | Are group meetings/visits allowed? | Yes, group meetings/visits are eligible as long as the proposed exchanges are in line with the goal of the contract i.e., to share expertise, experiences and, highly specialised knowledge under the scope and frame of the 24 European Reference Networks (see Q18). |
| 16. | Can visits be made to HCPs that are not a member of the ERN? | Only HCP's that are approved members of the ERN can act as a hosting centre. Visits to centres outside the EU27 + Norway are not foreseen |
| 17. | Are exchange visits to other ERNs allowed? | Yes, they are |
| Content of exchange visits | | |
| 19. | What are the objectives of the Exchange Programme? | The Exchange Programme is meant to meet goals and strengthen capacity on the Network level by sharing expertise, experiences and highly specialised knowledge under the scope and frame of the 24 European Reference Networks.. It is not meant for research nor for individual development (though this may be a secondary effect of the Exchange Programme). The Exchange Programme is intended to be a Network effort rather than a sum of individual trips. |
| 20. | What is the thematic scope to be addressed? | The thematic scope includes medical practice and skills but also organisational aspects of a Network. A horizontal approach of sharing experiences is preferable over a vertical teacher – apprentice approach |
| 21. | What are the criteria for approval of exchange visits? | Each ERNs has defined the themes to address and corresponding priority criteria for exchange visits |
| 22. | Who will identify and propose exchange visits? | Each ERN has developed its own approach to collect needs and proposals for exchange visits, identify visiting professionals and hosting centres |
| 23. | I have an exchange need. How can I get it on the programme of my ERN? | Your ERN will publish the procedures on its website. Contact your hospital representative at the ERN Board for further information |
| 24. | Who will approve proposals for exchange visits? | The Coordinator of your ERN selects the exchange visits to be submitted for approval; Ecorys in consultation with the European Commission will decide which visits will be granted. |
| 25. | Will I get an accreditation for the exchange? | Upon completion of the programme of your exchange visit, you receive a certificate stating duration and activities performed. |
| When will the exchange programme start? | | |
| 26. | When will the exchange visits take place? | The first exchange visits have taken place between March and December 2021. The remaining visits under this Programme can take place from 1. April to 31. December 2022. |



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| 27. | What happens with unutilised packages? | Unallocated packages will be subject to redistribution. ERNs can apply for additional packages via their account manager at Ecorys |
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