1. Introduction

TAIEX stands for the Technical Assistance and Information Exchange. It is an instrument of the European Commission, which provides short-term, peer-to-peer assistance to central government administrations (recipients) in eligible beneficiary countries so as to support them, where appropriate, in:

- the understanding of,
- the convergence with,
- the approximation with,
- the transposition of,
- the implementation of,
- the enforcement of

the EU acquis (i.e. the entire body of EU Law), EU policies and EU standards.

This guide explains what the European Commission will arrange for the participants of the TAIEX study visit, such as transport and accommodation and also what is expected from you as the host institution.

Please note that the European Commission relies on an external service provider for the organisation of the logistical aspects of the event, which will be made on the basis of the information provided in the agreed agenda and other supporting documentation. Please also note that email is the preferred method of communication, and all emails regarding an event should include the five-digit event reference number.

2. What is a TAIEX Study Visit?

Study visits usually involve three officials from the beneficiary country travelling to visit an EU Member State administration (host institution) for an indicative duration of between two and five days. Field work is a key aspect of it. Study visits provide an opportunity to the beneficiary countries to work alongside EU Member State officials to discuss legislation, experience first-hand administrative procedures and infrastructure and to see examples of best practice, in the subject field.

3. How to host a TAIEX Study Visit?

After the request to organise a study visit has been accepted by TAIEX, an institution in an EU Member State is invited to host the study visit. The host institution confirms its interest and availability to host a study visit by filling in the host institution form.

The exact date of the study visit is to be determined according to the host institution’s availability and any preference for dates should be communicated to TAIEX as early as possible. TAIEX will liaise with the beneficiary/recipients’ institution to ensure that the proposed dates are suitable.

In principle four weeks before the start of the event, the agenda of the study visit (which is to be drafted by the host institution in collaboration with the beneficiary/recipients’ institution), shall be sent to TAIEX for final approval. To make the study visit as effective as possible it shall foresee, as a minimum, a programme covering the normal daily working hours of the host institution.

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4. Who is responsible for organisational and financial arrangements?

TAIEX may finance and book, via the service provider, the following:

- Travel and hotel costs for participants from abroad;
- Consecutive interpretation (if needed);
- Daily subsistence allowance (Per Diem) for participants to cover their personal expenses: e.g. local transport and meals.

While this is by no means obligatory, should your institution wish to invite the participants for meal(s), please notify this to the European Commission, so as to be able to deduct this from the Per Diem of the participants.

If possible, it would be appreciated if the host institution could arrange to collect and return the participants from/to the airport or other location of arrival/departure.

In certain cases, the host institution might be requested to provide invitation letters for participants to facilitate their visa application process.

Once the logistical preparations have been finalised by the external service provider, the host institution will receive a confirmation letter with all the relevant details.

Upon the host institution's request, the European Commission may pay a flat-rate compensation of EUR 350 per hosting day. This compensation can only be made via bank transfer to the host institution's bank account referred to in the host institution form. Please note that no real costs can be reimbursed.

5. How are TAIEX study visits evaluated?

Your opinion as the host institution on the outcome of the study visit matters to us as it will provide useful input for the improvement of future TAIEX assistance. For that reason, you will be invited by email to fill in an automatic feedback questionnaire shortly after the end of the event.