

## FAQ

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

Question		Answer
<b>Compensation for exchange visit</b>		
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), travel arrangements and travel insurance. Per diems should be used to cover the cost of accommodation, food and local transport.
2.	What is NOT included in an exchange package?	Insurance for professional liability for visitors, costs incurred by hosting HCPs
3.	Can a visit be longer than 5 days?	Yes, it is possible to make exchange visits of 2 or 3 weeks. A package includes compensation for 5 working days. The length of a visit determines the number of packages used (i.e. total number of working days/5)
4.	Can a visit be shorter than 5 days?	A package of 5 working days is the basic unit for an exchange visit.
5.	Will costs for weekend days be reimbursed?	Packages include per diems for working days. For days off, no compensation is foreseen. For visits of 2 or 3 weeks, this means the participant will receive 1000 euro per week (5 working days*200 euro) to cover costs of accommodation, food and local travel
6.	Is there a maximum amount of money to be spent per visit?	The amount spent per visit depends on the length of the visit as per diems are a fixed amount. It is up to each ERN to decide the length of visits
7.	How does it work with the reimbursement of costs?	<p>Ecorys will organise and manage travel arrangements and provide administrative support for travels, including the provision of tickets and an information kit. Beneficiaries are expected to book their accommodation and cover the costs from the per diem compensation (see Q1).</p> <p>Due to the uncertainty derived from the Covid-19 situation, the wire transfer of the corresponding lump sum will be performed without delay upon receiving confirmation from your ERN that the exchange visit has been completed. Operating this way will prevent the scenario of last-minute cancellation after the allowance has been paid. Based on how the Covid-19 situation evolves, this process may be reviewed for the second and third editions.</p>
<b>Who can participate?</b>		
8..	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
9..	Are affiliated member HCPs eligible for exchange visits?	Affiliated partners are eligible but this is a decision of the ERN coordinator
10	Are HCPs that applied to become member of an ERN eligible for exchange visits?	The applicants under the ongoing assessment will be approved around the month of September 2021. Once approved they are eligible as well
11.	Can patient representatives participate in exchange visits?	Patients representatives are a very important asset of the ERN system but 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. Therefore the programme is addressed to healthcare professionals directly working for ERNs



		members. The programme should not address neither professionals nor experts that do not work in the ERNs centres
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
12.	Are non-members (including non-affiliated ones) eligible for exchange visits?	No (see also Q10 -Q12)
13	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 hosting centre. Visits to centres outside the EU27 + Norway are not foreseen
14	Are exchange visits to other ERNs allowed?	Yes they are
<b>Content of exchange visits</b>		
15.	What are the objectives of the Exchange Programme?	The Exchange Programme is meant to meet goals and strengthen capacity on the Network level. 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.
16.	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
17.	What are the criteria for approval of exchange visits?	It is the responsibility of each ERNs to define the themes to address and corresponding priority criteria for exchange visits by mid February 2021.
18.	Who will identify and propose exchange visits?	Each ERN will decide how to collect needs and proposals for exchange visits, and identify traveling professionals and hosting centres
19.	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. Or contact your hospitals representative at the ERN Board for further information
20.	Who will approve proposals for exchange visits?	The Coordinator of your ERN will decide which proposals will be rewarded, in consultation with the EC and Ecorys. Decisions will be guided by the specific goals and priority criteria that the Board of the Network has defined
21.	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.