

FAQ

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

Question		Answer
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 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, travel insurance, food and local travel
6.	Is there a maximum amount of money to be spent per visit?	The amount per visit is maximised to three packages (and travel costs). This maximum is introduced to make sure a considerable number of professionals can benefit from the Programme.
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 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.</p>
Who can participate?		
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. Patients are eligible for exchange travels provided the objective of the visit is relevant (.e.g. design of patient pathways)
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?	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
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
Content of exchange visits		
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 hospital 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.
When will the exchange programme start?		
22.	When will the exchange visits take place?	The exchange visits will be organised in 3 editions, from March-July 2021, September 2021-February 2022 and March-July 2022
23.	Is it possible to distribute the packages unevenly? Can the packages be saved until the third edition for example?	The original projection was to use 20% of the packages in the 1 st edition and 40% in the 2 nd and 3 rd edition. Due to COVID19-related travel restrictions, the share of packages in the 1 st edition may be lower than projected. An even distribution of packages over the 2 nd and 3 rd edition is recommended to learn from experiences as well as to avoid underutilisation of packages.
24.	What happens with unutilised packages?	Unallocated packages will be subject to redistribution. December 2021 (halfway through the second edition period) is a deadline when unallocated packages will be re-allocated to other ERNs. Redistribution will be done considering the size of ERNs. For instance, unused packages for a small ERN may be offered to another small ERN with ample demand for exchange visits.