

# MNB Technical Cooperation Programme

## General Terms and Conditions

### General purpose

Cooperation has become a key element in today's fast-paced and globalised economic environment. Magyar Nemzeti Bank, the central bank of Hungary launched its Technical Cooperation Programme to strengthen its international network, enhance cooperation with its partners and foster knowledge sharing and financial dialogue among central banks. Gaining knowledge and establishing valuable personal connections can significantly contribute to effective economic policymaking, financial stability and growth, therefore it benefits all parties involved.

### Enrolment

- We are looking forward to welcoming the delegates of central banks and supervisory authorities (hereinafter: sending institutions) primarily from the following countries, regions:
  - Western-Balkans
  - Caucasus Region
  - Middle East
  - Central-Asia
  - Southeast-Asia
  - North-Africa
- The required level of expertise shall be indicated for each course, in the course description.
- Applications should be submitted online on our website:  
<https://www.mnb.hu/en/technical-cooperation/>
- Please specify the HR correspondent or superior validating the application. You are advised not to use special character, accents and copy-paste from word.
- A notice of receipt is sent to candidates upon registration. The confirmation of the participation is sent in due time before the starting date, taking in consideration that for seminars to be confirmed, a sufficient number of applicants is necessary.
- We can guarantee the participation of up to two colleagues from one central bank for the seminars, nevertheless after the registration deadline we can offer seats depending on availability upon request. If you intend to register more than two participants, kindly reach out to us. Following the application deadline, we will contact you regarding the availability.
- Upon request participants shall receive an official invitation letter by email, in particular for visa purposes.

### Terms and conditions

Please note, that the application implies accepting the General Terms and Conditions and the Privacy Policy of the MNB Technical Cooperation Programme, both available on the application website. The applying person hereby confirms that:

- The applicant has direct or other employment contract at the sending institution at the time of signature. The applicant is obliged to notify the MNB immediately if his/her employment terminates prior to the commencement of the course.
- The applicant, if accepted, is under the obligation to attend the entire course.
- The applicant, if accepted, will have no duties or assignments for the duration of the course that would conflict with devoting his/her full time and attention to the course.
- The applicant, prior to arrival in Budapest, is not suffering from any medical condition that could prevent his/her full attendance during the program.
- The applicant certifies that he/she can express himself/herself in English proficiently.
- The sending institution will cover the cost obtaining a visa for Hungary as well as the travel expenses to and from Budapest.
- By submitting the application, the applicant expresses to be bound by the General Terms and Conditions.

### **Charges**

- Our seminars are free of charge.
- Participation includes accommodation, breakfast and buffet lunch as well as social events.
- Participants are assumed to have adequate insurance cover for medical treatment abroad.
- Participants cover **the cost of travel expenses to and from Budapest, transport (to and from the airport and within Budapest as well), additional meals, visa fees**.

### **Organization**

- The duration of all seminars is 4 days.
- The seminars are held at the MNB facilities in Budapest.
- Due to the security regulations of our institution, participants may be requested to prove their identity by presenting a certified ID upon entrance to the building.
- All events are held in English with no translation provided. Participants are required to have a good command of spoken and written English.
- The dress code for our training events is smart casual.

### **Accommodation**

- The MNB provides accommodation free of charge located closely to the event venue. Accommodation is provided for the duration of the seminar, from the evening prior to the seminar to the night after (5 nights). The MNB covers accommodation for participants only.
- In case of extended stay in Budapest, or if your spouse/guest would accompany you, please contact the hotel directly on the e-mail address provided before the seminar. Please indicate in the email that your reservation was made within the framework of the MNB Technical Cooperation Programme.

## **Cancellation**

- In case of unforeseeable events, cancellations should be made at least ten days prior to the first day of the seminar at [technicalcooperation@mnb.hu](mailto:technicalcooperation@mnb.hu) e-mail address.
- As late cancellations deprive others of the opportunity to attend the seminar and may involve hotel cancellation costs, we may charge no-show fees payable to the sending institution involved.
- In case of cancellation we accept alternate participant nominated by the respective sending institution.

## **Visas**

- Please check the [website of the Hungarian Consular Services](#) to see if you are required to have a visa to visit Hungary. If you do need a visa to travel to Hungary, we suggest contacting the relevant Hungarian Embassy to ensure that the necessary formalities are completed on time.
- The MNB is willing to issue official invitation letters upon the request of participants for visa purposes.

## **Sound and image recording**

- The participants acknowledge that the MNB, or other third parties may produce sound and image recordings of the course or the related events of the course.
- Accordingly, the participants, by virtue of their participation at the course, or the related events of the course, give express permission to the recording and publication of their image, likeness and actions.

## **Liability for damage**

- The participants acknowledge that they must undertake to pay for all the damages they may cause for MNB, or any third parties relating to the course.

## **Modification of Terms and Conditions**

The participants agree that the MNB is entitled to modify this General Terms and Conditions unilaterally.