

RULES GOVERNING THE TRAINEESHIP SCHEME OF THE JOINT RESEARCH CENTRE

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1 RATIONALE OF THE PROGRAMME

This is basically the same as the March 2005 version except (1) it includes the "integration with academic institution" benefit; (2) following the recent ombudsman-prompted EU decision to scrap age limits, the word "young" has been dropped; (3) in line with data protection requirements, the terminology relating to certificate of good conduct has been updated.

These rules govern the traineeships scheme of all the sites of the Joint Research Centre of the European Commission. The aims are to provide students or recent graduates with

1. the opportunity to put into practice knowledge acquired during their studies, and in particular in their specific areas of competence.
2. an introduction to the professional world and the constraints, duties and opportunities therein.
3. a unique and first hand experience of the workings of the JRC, in particular, and of the European Commission in general.
4. practical experience and knowledge of the day to-day work of the JRC and the scientific research it performs in support of European Union policy making.
5. experience in an international, multicultural, multi-linguistic and multi-disciplinary environment.

The JRC, through its official traineeships scheme benefits from the input of enthusiastic university students and/or graduates, who can give a fresh point of view and up-to-date academic knowledge, which will enhance the everyday work of the JRC.

The scheme will create long-term "goodwill ambassadors" for European ideas and values both within the European Union and outside.

2 ELIGIBILITY

2.1 NATIONALITY

Trainees are selected from, nationals of the Member States of the European Union, of candidate countries benefiting from a pre-accession strategy and of other countries contributing financially to the Framework Programme. However, a limited number of nationals of non-Member States may also be accepted with derogation from the Director General.

2.2 QUALIFICATIONS

2.2.1 Education

There are three different types of traineeship.

Type 1 Training related to the preparation of a thesis for a university degree

This type of training is for individuals who are receiving university education or its equivalent and are preparing a thesis for a university degree or Master's degree or PhD or its equivalent at graduate level. The purpose of the training must be directly related to the subject of the thesis.

Type 2 Training after university education (or its equivalent)

This type of training is for individuals who wish to gain work experience following the award of a university degree, Master's degree, or PhD.

Type 3 Industrial placement

This type of training is for individuals whose degree course includes an element of industrial experience.

2.2.2 Applicants whose university or post-graduate diplomas are not issued in one of the official Community languages must provide a translation of these documents into one of the European Commission working languages (English, French and German). If recruited for a traineeship, certified copies of all diplomas declared and, if applicable, official certified translations will be required. Languages

In order for the trainee to fully profit from the traineeship and to be able to follow meetings and perform adequately:

- Candidates from Member States must have a good knowledge of at least two Community languages, of which one should be one of the working languages of the European Commission (English, French or German).
- Candidates from non-Member States must have very good knowledge of at least one of the working languages of the European Commission (English, French or German).
- Additional language skills might be requested for particular traineeships

Knowledge of the languages declared on the application form, other than the mother tongue, should be supported by the appropriate justification (i.e. diplomas, certificates, proof of having studied in the language in question, etc.).

2.3 PRIOR EMPLOYMENT

The European Commission wishes to offer to as many people as possible the opportunity of in-service training. Therefore applications will not be accepted from candidates who — for more than six weeks:

- have already benefited or benefit from any kind of in-service training (formal or informal, paid or unpaid) within a European institution or body, or
- who have had or have any kind of employment within a European institution or body, including anyone who is or has been an assistant to a Member of the European Parliament, an *intra-muros* consultant or researcher, a temporary staff member, a contract staff member, an auxiliary staff member or an interim staff member of any EU institution, body, delegation or representative office.

Candidates should inform the Institutes/Directorates contact points, of any change in their situation that might occur at any stage of the application process

3 THE APPLICATION PROCESS

3.1 PUBLICATION OF PROJECT

Each project for a JRC traineeship will be published on the JRC corporate website including

1. a description of the project to be followed
2. the type of traineeship preferred (part of a thesis, post-graduate etc)
3. any special expertise or qualifications needed for the job
4. any training that will be provided (for example in the use of a specific instrument or a specific software package)
5. supporting documents to be provided by the applicant
6. a deadline for replying to the call

Trainees who can demonstrate that they have won a scholarship of at least half the level of the JRC maintenance allowance may negotiate a project directly with JRC staff without it being published beforehand.

3.2 SUBMISSION OF APPLICATIONS

The applicant will provide:

1. A CV
2. Application form
3. Details of constraints on timing of the traineeship
4. A short description as to why the particular project interests him/her
5. Any supporting documents requested

3.3 SELECTION OF TRAINEE

The Institute/Directorate concerned will rank the applicants according to the needs of the Institute/Directorate. The Director will authorise the process to go ahead subject to financial constraints. The Management Support Units (MSUs) will check the eligibility of the highest-ranked applicants. The eligible applicants ranked highest will be offered the traineeship. Should this candidate refuse, the second-ranked eligible candidate will be offered it. And so on.

3.4 RE-APPLICATION

If an application is unsuccessful at any stage of the application process, depending on the reason for rejection, a candidate may re-apply for a subsequent training period. It is, however, necessary to submit a fresh application, together with *all* supporting documents.

3.5 WITHDRAWAL

At any stage of the application process, applicants may withdraw their application by informing the Institutes/Directorates contact points by e-mail. In such a case, they are excluded from any further stage of the process. They may re-apply for a subsequent training period. It is however, necessary to submit a fresh application, together with *all* supporting documents. In this case the second-ranked eligible candidate will be offered the traineeship

3.6 KEEPING OF FILES

The keeping of files by the JRC respects Regulation (EC) n°45/2001 of 18 December 2000 regarding personal data, whether the applications gave rise to recruitment or were rejected or withdrawn. The JRC does not carry applicants' files over from one call to another.

4 RECRUITMENT PROCESS

The selected candidate shall provide the following documents before his/her entering into service:

1. two passport photographs.
2. an original criminal record extract executed within the preceding 3 months of the starting date of the traineeship.
3. a medical certificate certifying that the applicant is fit for work and does not have any infectious disease; a medical visit prior to entry into service may be performed by the medical service.
4. documents which show that the applicant has cover for sickness insurance for the entire duration of the training period (for nationals of the Member States, in particular the new European Health Insurance Card or a document showing that the applicant has private insurance cover)). If the trainee is unable to demonstrate health insurance cover this will be provided as described in *Article 6.2.1.*
5. Proof of knowledge of languages declared on the application form.

Trainees may not be recruited to any sector where a conflict of interest might occur, irrespective of the candidate's prior professional experience or nationality. Applicants who decline a contract offer will be excluded from the ongoing procedure. They may re-apply for a subsequent training period by submitting a fresh application, together with *all* supporting documents. Recruited trainees are obliged to provide any forms and certificates required by the JRC. They are responsible for making sure that they have the correct type of entrance visa, where applicable, and that they obtain all the documentation required by the authorities of the country in which they are recruited. The standard trainee contract is available on the JRC corporate website.

5 RIGHTS AND DUTIES OF TRAINEES

5.1 DURING TRAINEESHIP

5.1.1 Duration

The duration may not be for fewer than three months. The maximum is one year. The initial duration may be renewed up to the maximum of 12 months. The duration of training may exceed the limits set out above only in particular cases (e.g. obligatory training needed to obtain a university degree or other) that may be taken into consideration for derogation by the Director General upon request of the competent Director. Contracts begin on the 1st or the 16th of the month.

5.2 THE TRAINEESHIP ITSELF

Trainees are placed under the responsibility of an advisor (official or temporary agent). The advisor must guide and closely follow the trainee during his/her traineeship, acting as his/her mentor. The advisor must immediately notify the competent service of any significant incidents occurring during the traineeship (in particular professional incompetence, absences, sicknesses, accidents, inappropriate behaviour, or interruption of the traineeship) which come to his/her attention or of which the trainee has informed him/her. Trainees shall be required to comply with the instructions given by their advisors, by their superiors at the JRC and with the instructions issued by the JRC. They must also comply with the rules governing the in-service training programme and the internal rules governing the functioning of the JRC, in particular the rules concerning security and confidentiality. Trainees are allowed to attend meetings on subjects of interest to their work (unless these meetings are restricted or confidential), receive documentation and participate in the work of the department to which they are attached at a level corresponding to their educational and working background.

5.3 INTERRUPTION

Under exceptional circumstances, at the written request of the trainee stating the relevant reasons and with proper justification, the Head of the Human Resources Unit may, after consultation with the supervisor and the Director of the Institute/Directorate to which the trainee is assigned, authorise an interruption of training for a given period. The allowance is then suspended and the trainee is not entitled to reimbursement of any travel expenses incurred during that period. The trainee may return to complete the unfinished part of the training, but only up to the end of the same training period. No extension is possible.

5.4 EARLY TERMINATION OF CONTRACT

If a trainee wishes to terminate his/her traineeship earlier than the date specified in the contract, a written request must be submitted for approval by the trainee to the Recruitment and Training Unit for Ispra and to the MSUs for the other sites. The request, stating the relevant reasons, must be submitted at least three weeks in

advance of the new termination date foreseen, via his/her advisor and Unit Head. Trainees may only terminate their contract on the 30/31st and 15th of the month. Where appropriate, the equivalent part of the allowance must be reimbursed to the Commission.

5.5 FUTURE EMPLOYMENT

Admission to a traineeship does not confer on trainees the status of officials or that of other servants of the European Commission, nor does it entail any right or priority with regard to an appointment in the services of the European Commission. Trainees can be recruited after completing their in-service training, as long as the conditions and rules established for employment in the category of staff in which he/she will be recruited have been fully respected and applied. The same applies for ex-trainees who are selected through a call for tender procedure or through a call for expression of interest organised by the Commission or one of its services, whether as an individual or as an employee of a selected company. A person can only benefit from one stage period in the European Commission with the exception of the case mentioned in point 2.3 above (i.e. one training period of six weeks maximum).

5.6 ABSENCES

5.6.1 Holidays

Trainees should keep the same hours of work and have the same official public holidays, if they fall during their traineeship, as JRC officials. Trainees are entitled to 2 days leave per month. This entitlement is acquired *pro rata* to the months worked counted from the first day of the month. Days of leave not taken are not paid in lieu. Days taken for participation in exams or university work, etc. are to be deducted from this entitlement. Special leave may be granted for participation in Community exams/competitions on the basis of one day for written exams and one day for the oral exams.

The Recruitment and Training Unit verifies that the above rules are respected. Leave requests should respect the needs of the service. They must be registered in SYSPER 2, be approved by the advisor and then checked and approved by the person responsible for holidays within the JRC.

5.6.2 Absence in case of sickness

In case of sickness, trainees must notify their advisors immediately and if absent for longer than three days, must produce a medical certificate indicating the probable length of absence, which must be forwarded to the medical service. A trainee who is absent because of illness may be subject to medical checks in the interest of the service.

5.6.3 Absence without Leave

When trainees are absent without justification or without notifying their advisor and Institute / Directorate concerned, the Recruitment and Training Unit for Ispra / MSUs for the other sites, shall instruct the trainee in writing to report to the service in which the traineeship is taking place within a week of the reception of the written notification. The trainee should also provide proper justification for his/her unauthorised absence. These days of absence are automatically deducted from the trainee's leave entitlement. The Recruitment and Training Unit for Ispra/ MSUs for the other sites may decide, following examination of the justification given, or if no justification is received after this deadline, to immediately terminate the traineeship without further notice. Any overpayment of the allowance is to be reimbursed to the JRC. The trainee will also not be entitled to receive the travel allowance.

5.7 CONFIDENTIALITY

5.7.1 General

Trainees must exercise the greatest discretion regarding facts and information that come to their knowledge during the course of their training. They must not, in any manner whatsoever, disclose to any unauthorised person any document or information not already made public. They will

continue to be bound by this obligation after the end of their training. The JRC reserves its legal right to terminate the traineeship and to pursue any person who does not respect this obligation.

Trainees must not have any professional connections with third parties which might be incompatible with their traineeship (i.e. must not work for lobbyists, legal attachés, etc.), and they are not permitted to exercise any other gainful employment during the period of the traineeship which may adversely affect the work assigned during the traineeship. If a conflict of interest should arise during their assignment, trainees should immediately report this in writing to their advisor and to the Recruitment and Training Unit for Ispra / MSUs for the other sites.

5.7.2 Contacts with the Press

Trainees must respect the same rules for contacts with the Press as other Commission staff and follow the instructions provided. The Commission reserves the right to terminate the traineeship and to pursue any person who does not respect this obligation.

5.7.3 Publications

Trainees are subject to the standard quality control and publication rules of other JRC staff. Trainees must not, either alone or with others, publish or cause to be published any matter dealing with the work of the JRC without the written permission of the relevant Institutes / Directorates. For purposes of documenting the achievements of trainees, a copy of published articles should be sent to the Recruitment and Training Unit for Ispra / MSUs for the other sites together with a copy of the permission to publish. **All rights, for any articles or other work done for the JRC, are the property of the Commission.**

5.8 SANCTIONS AND DISCIPLINARY MEASURES

5.8.1 Social behaviour and conduct

Trainees must exercise their duties and behave with integrity, courtesy and consideration. If the conduct of the trainee does not prove satisfactory, the Head of the Recruitment and Training Unit for Ispra /MSUs for the other sites, in response to a reasonable request by the advisor and approved, after hearing the trainee, may at any moment decide to terminate the traineeship. During their training, trainees must consult their advisors on any action they propose to take on their own initiative relating to the activities of the European Commission.

5.8.2 Professional incompetence

The Head of the Recruitment and Training Unit for Ispra / MSUs for the other sites, following a justified request by the advisor and approved by the Director of Resource Management, reserves the right to terminate the traineeship if the level of the trainee's professional performance or knowledge of the working language is insufficient for the proper execution of his/her duties.

5.8.3 Wrongful declaration of facts

The Head of the Recruitment and Training Unit for Ispra / MSUs for the other sites, reserves the right to terminate the traineeship if at any moment it becomes apparent that the trainee knowingly made wrongful declarations, or provided false statements or papers at the moment of application or during the traineeship period.

6 FINANCIAL MATTERS

6.1.1 Basic amount

Trainees can benefit from a monthly allowance. The amount of the allowance is decided by the Director General of DG JRC, on a yearly basis and is dependent on budgetary constraints. The amount of the basic allowance will be published on the corporate website. All trainees **are** entitled to the basic allowance irrespective of nationality.

Trainees, whose place of recruitment is fewer than 50 Km from the JRC site where the traineeship will take place, will receive half the basic allowance.

6.1.2 Scholarships

Trainees who receive a scholarship from a bona-fide institution or foundation (as determined by the Institute / Directorate Director) can benefit from a monthly allowance that brings their total allowance up to the standard JRC level.

6.1.3 Early Termination of Contract

If the trainee terminates his/her contract early, he/she will be required to reimburse that part of the allowance, which he/she may have received, relating to the period after the termination date. If the trainee contract is terminated early by the JRC, the trainee will receive the allowance due until the date of termination of the contract.

6.2 INSURANCE

6.2.1 Sickness Insurance

Sickness insurance is compulsory. Where the trainee is not covered by any other sickness insurance scheme, he/she will be insured against sickness under the conditions laid down in the sickness insurance policy that the JRC holds with an insurance company. In which case, the contribution of the trainees is one third of the premium, which is deducted from their allowance.

When a trainee has other sickness insurance, proof of this insurance must be presented to the JRC within one week of the start of the stage period. If this is not done within the deadline, the premium for the JRC insurance scheme will be deducted from the trainee's allowance by default and the trainee will be automatically insured.

6.2.2 Accident Insurance

Trainees are insured against accident risks in the workplace under the terms of the JRC's policy with an insurance company.

6.3 DISABILITY ALLOWANCE

Upon presentation of the proper justification, disabled trainees may receive a supplement to their allowance equal to a maximum of 50% of the amount of the allowance. The Recruitment and Training Unit for Ispra / MSUs for the other sites should consult the Medical Service where necessary.

6.4 TRAVEL ALLOWANCES

6.4.1 The Travel Allowance

Trainees shall be entitled to one return travel allowance based on the distance between the place where the Institute is established and their place of recruitment. The travel allowance shall be equal to:

- second class rail travel if the place of origin of the trainee is within the European Union;
- an APEX plane ticket from the point in the European territory of a Member State which is nearest to the place of origin if the latter is outside the European Union

Place of recruitment: means the place where you were habitually resident at the time of recruitment. Places of temporary residence, e.g. for the purpose of study, military service, training periods or holidays, are not regarded as places of habitual residence.

6.4.2 Minimum qualifying period and distance

The trainee must complete a minimum of 2 months of the training period to qualify for the travel allowance. Trainees whose place of recruitment is fewer than 50 km from the place of employment are not entitled to a travel allowance.

6.4.3 Individual missions

In exceptional cases only, the Director of the Institute/Directorate may grant authorisation for a trainee to be sent on mission, on the condition that the mission is of a technical nature and not of a representative one.

For the reimbursement of these mission expenses, the general procedure of reimbursement provided for in the Staff Regulations of Officials of the European Communities will apply. The expenses will be taken on by the Institute/Directorate which requests the mission.

6.4.4 Fiscal Arrangements

Allowances awarded to trainees are not subject to the special tax regulations applying to officials and other servants of the European Communities. Trainees are solely responsible for the payment of any taxes due on Commission allowances by virtue of the laws in force in the State concerned. The Recruitment and Training Unit for Ispra / MSUs for the other sites will provide a certificate for tax purposes at the end of the traineeship period. This certificate will state the amount of allowances received and confirm that tax and social security payments have not been made.

7 REPORTS AND CERTIFICATES

7.1 TRAINING REPORTS

Trainees must complete the evaluation reports requested by the Recruitment and Training Unit for Ispra / MSUs for the other sites, at the end of their traineeship. In addition, at the end of the traineeship, the advisors must also complete the relevant evaluation report.

7.2 CERTIFICATES

Trainees who have completed the minimum required traineeship period will receive from the Recruitment and Training Unit for Ispra / MSUs for the other sites, after their training period, a certificate specifying the dates of their training period and the department in which they were employed.

8 FINAL PROVISIONS

The Director General of the JRC is responsible for the implementation of these rules. These rules will enter into force on the date on which they are signed by the Director General.

Brussels



R. Schenkel