



Innovation and Networks Executive Agency

Human Resources

RULES GOVERNING IN-SERVICE TRAINEESHIP OF INEA

The in-service traineeship is offered as an exceptional and short traineeship scheme, strictly subject to the needs, resources and availability of the INEA units, the priority being to the standard "blue book" traineeship.

To be allowed access to an in-service traineeship, the trainee should not have already benefitted from another in-service training or employment in one of the EU Institutions or bodies for a period exceeding 6 weeks.

This traineeship is addressed mainly to recent higher education graduates.

Admission to this traineeship shall not confer on the trainees the status of officials or other servants of the European Institutions and bodies.

1. Aims of the in-service traineeship:

The purpose of the traineeship shall be

For the trainee:

- To provide with first-hand experience of the workings of INEA in particular, and the European institutions in general;
- To enable them to acquire practical experience and knowledge by means of the contacts made in the course of their everyday work;
- To provide the opportunity to work in a multi-cultural, multi-linguistic and multi-ethnic environment, contributing to the development of mutual understanding, trust and tolerance and thus contributing to raising awareness of true European citizenship
- To enable them to deepen and put into practice the knowledge they have acquired during their studies or early professional careers.

For the Agency:

- To benefit from the input of motivated recent graduates, who can provide fresh insight and up-to-date academic knowledge;
- To create a pool of people with experience with the European Institutions procedures, who will be better prepared to collaborate and co-operate with the European Institutions and bodies in the future.

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- Creates long-term "goodwill ambassadors" for European ideas and values both within the European Union and outside.

2. General rules

The in-service traineeship is an unpaid scheme. Therefore, trainees accepted under this scheme do not receive any remuneration, grant, financial support or reimbursement from INEA.

A traineeship agreement may be concluded with the trainee for a period from one up to a maximum of five months, depending on the requirements of the applicant's educational establishment and the needs and resources available at INEA (Annex I). The date of commencement is fixed by the Director.

Trainees are attached to specific INEA activities and placed under the responsibility of an Adviser. The Adviser is chosen from the unit where the trainee is allocated. S/he guides the trainee during his/her traineeship, acting as a mentor, will instruct and closely follow the trainee during the traineeship. The Adviser will establish the job description of the trainee, explaining to the trainee what is expected from him/her. During the traineeship, any questions concerning the daily work is to be discussed with the Adviser.

At the end of the traineeship, trainees receive an "in-service traineeship certificate" issued by the Human Resources Department (Annex III).

The traineeship may be terminated by INEA at the request of the trainee, subject to three weeks notice addressed in writing to the Director of INEA and stating the reasons for the request.

Trainees attend meetings on subjects of interest to them, unless these meetings are confidential, receive documentation and participate in the work of the activity to which they are attached at a level corresponding to their educational and working background.

Visits and trips of relevant interest may be organised for trainees by the Human Resources Section. Rules foreseen in the Missions guide will be applied by analogy.

Part of the period may be devoted to preparing a postgraduate thesis or an academic paper, provided that this does not interfere with the traineeship programme.

3. Trainees' Rights and Obligations

3.1 General obligations:

During the traineeship period trainees must comply with the instructions given by their Advisers and with the directives and decisions of the Human Resources section.

Trainees must take part in all activities organized for them, respecting the timetables and activities laid down.

During their traineeship, trainees must consult their Advisers on any action they propose to take on their own initiative relating to the activities of INEA.

3.2 Confidentiality

Trainees must exercise the greatest discretion with regard to all facts and information coming to their knowledge in the course of their traineeship.

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 traineeship.

Trainees must not, whether alone or with others, publish or cause to be published without the permission of the Director any matter dealing with the work of INEA.

All rights on any writings or other work done for INEA are the property of INEA.

3.3 Termination of traineeship by INEA

On the basis of a justified request by the Adviser and with the approval of the Director, INEA may terminate the traineeship if it is considered that the level of the trainee's professional performance or his/her knowledge in the language declared in his/her application is insufficient for the proper execution of his/her duties.

INEA may also terminate the traineeship immediately and without notice if at any moment it becomes apparent that the trainee knowingly made a wrongful declaration or provided false statements or papers at the moment of application or at any time during the traineeship.

3.4 Traineeship reports

At the end of their traineeship, trainees must submit to their Advisers a report on their activities during the traineeship period. The Adviser will then forward this report to the Human Resources section together with his/her own report on the trainee (Annexes II-A and II-B). The report of the trainee and of the Adviser will contain practical details (dates of the traineeship, duties, ...) but also a more descriptive part through which an assessment of the traineeship can be made.

The trainees receive, at the end of their traineeship, a certificate specifying the length of the traineeship and programme/activity to which they were attached.

3.5 Leave

Trainees shall keep the same working hours and have the same official public holidays as INEA staff.

In addition, trainees shall be entitled to two days' leave per month. This entitlement is acquired pro rata to the number of full months worked, counted from the first day of the month.

Requests for leave shall be first submitted to the trainee's adviser for approval, who shall determine if the request respects the needs of the service. If approved, the request shall then be sent to the Human Resources section.

3.6 Absences

In case of sickness trainees must notify their Advisers and their unit's secretariat immediately; if absent for more than three days they must produce a medical certificate, indicating the probable length of absence, which the Adviser will forward to the Human Resources section.

3.7. External activities during the traineeship

During the traineeship period, the trainee is not entitled to work for his/her employer or any other company.

If, for professional reasons, the trainee must interrupt the traineeship, a written request has to be made to the Director who will, after consulting the Adviser, authorise or not an interruption for a given period.

4. Requirements for admission and selection of trainees

The applicant shall be any national of one of the Member States of the European Union who:

- has completed at least a post-secondary degree;
- has less than 5 years of professional experience post graduation
- has a thorough knowledge of one of the official languages of the European Union and a good knowledge of another of these languages, one of which has to be English;
- is enjoying the full rights of citizen and the appropriate character references as the suitability for the performance of the duties to take up in INEA.

In order to enable as many European citizens as possible to familiarise themselves with the European Institutions and bodies, no application will be accepted from any person who has already received more than 6 weeks of any kind of in-service traineeship within the European Institutions or bodies, or who has been in any kind of employment within the European Institutions or bodies.

INEA will check the applications against the admission requirements set out here above and failing one of them, the applications will not be considered admissible.

Although admissible, the final acceptance of an application depends on the actual needs and resources available at INEA and an appropriate geographical distribution will be maintained.

The Agency will recruit trainees on an ad-hoc basis according to its needs taking them from the pool of spontaneous applications received.

5. Submission of application

5.1 – Composition of an application

An application for an in-service traineeship shall include the following:

- a) A Curriculum Vitae;
- b) A motivation letter stating the reasons for the application and the requested period for the in-service traineeship;
- c) A copy of the passport or identity card, giving the surname, forenames, date and place of birth, as well as the nationality of the applicant;
- d) A copy of the degrees or diplomas held or a statement describing the professional activity in which they are engaged;
- e) Copies of all relevant professional experiences;

- f) Copies of diplomas or certificates proving the thorough knowledge of one of the official languages of the European Union and a good knowledge of another of these languages, one of which has to be English;
- g) According to the national law, an official document issued by the competent authority certifying that the applicant is enjoying the full rights of citizen;
- h) A declaration of honour of the trainee which certifies that the applicant has not already undertaken more than 6 weeks in-service traineeship with a European Institution or body;

5.2 - Submission of application

The application has to be sent to the following e-mail address: INEA-HR-INFO@ec.europa.eu

6. Sickness and accident insurance

Sickness insurance: sickness insurance is compulsory. The trainee is entirely responsible for his/her health insurance coverage.

Accident insurance: under the conditions set out in the insurance policy taken out by INEA with an insurance company, trainees are insured against accidents.

7. Data Protection

All personal data submitted to INEA in connection with a traineeship are processed according to the Regulation (EC) 45/2001 of the European Parliament and of the Council of 8 December 2000 on the protection of individuals with regard to the processing of personal data by the European Institutions and bodies and on free movement of such data, and in line with the terms described by the related Specific Privacy Statement annexed to the traineeship agreement (Annex I B).