



Directorate of Resources

EUROCONTROL Agency Traineeship Programme Regulations

The Traineeship Regulations that entered into force on 01/05/2010 have been reviewed and updated. The main changes concern:

Article 2 ELIGIBILITY CRITERIA

On the start date of the traineeship, the trainee must have reached the age of majority under the law in force in the State of his/her primary nationality.

Article 8 TRAINEESHIP ALLOWANCE

A flat-rate traineeship allowance of EUR 900 will be awarded to all trainees. The traineeship allowance will no longer be reduced to EUR 600 in case the place of residence of the trainee is 50 km or less from the EUROCONTROL site where the traineeship takes place.

Doctoral/post-doctoral trainees shall be awarded a flat-rate traineeship allowance of EUR 1,200.

Article 10 TRAVEL EXPENSES

EUROCONTROL shall contribute to travel expenses at the beginning and end of the traineeship period if the place where the trainee is living at the time of the selection for the traineeship, prior to the traineeship, is 150 km or more from the EUROCONTROL site where the traineeship is to take place.

Article 16 LEAVE AND SICK LEAVE

1. Annual leave

Trainees awarded a traineeship of 2 months or more shall be granted two days' leave per month.

5. Special leave

Trainees may be granted special leave in the following exceptional cases:

- court appearance as a witness in a case;
- elections away from the place of assignment;
- death of a spouse, child, relative in the ascending line or brother or sister.

Article 20 EXTENSION OF TRAINEESHIP

Article 21 EARLY TERMINATION OF TRAINEESHIP

- by the mentor;
 - by the trainee.
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Article 1 OBJECTIVE

The objective of these Regulations shall be to provide the framework for the EUROCONTROL Agency Traineeship Programme (hereinafter referred to as “the Traineeship Programme”). The Traineeship Programme shall aim to give eligible candidates an opportunity:

- to acquire work experience at an international organisation;
- to put into practice knowledge acquired during their studies; and
- to contribute to the promotion at universities and other educational establishments of the Agency’s work and achievements in the domain of air traffic and flow management activities.

Admission to the Traineeship Programme shall not give trainees the status of officials, servants or contract staff of the Agency. Trainees shall not therefore benefit from any privileges and immunities granted by the host country to Agency staff.

The Traineeship Programme may not under any circumstances be used to cover a shortfall in Agency staff.

Article 2 ELIGIBILITY CRITERIA

The Traineeship Programme shall be open to all students who have obtained a secondary school-leaving certificate or a degree at graduate or postgraduate level (including doctoral level).

The start date of the traineeship should be within eighteen months of completion of the candidate’s studies (date as indicated on the degree certificate).

Candidates should be nationals of EUROCONTROL ¹ or ECAC ² Member States.

The other requirements for taking part in the Traineeship Programme are the following:

- on the start date of the traineeship, the trainee must have reached the age of majority under the law in force in the State of his/her primary nationality.
- level of education corresponding to the requirements of the various categories set out in Article 3;
- excellent knowledge of either English or French and a working knowledge of the other of these two languages, in order for the trainee to benefit fully from the traineeship, follow meetings and perform adequately;
- general behaviour compatible with the security requirements of the Agency.

¹ EUROCONTROL currently has 39 Member States: Albania, Armenia, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Moldova, Monaco, Montenegro, the Netherlands, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, the former Yugoslav Republic of Macedonia, Turkey, Ukraine and the United Kingdom.

² ECAC currently has 44 Member States: all EUROCONTROL Member States plus Azerbaijan, Estonia, Georgia, Iceland and San Marino.

Article 3 TYPES OF TRAINEESHIP

There shall be two types of traineeship:

- Traineeships taking place during the period of study or forming part of an educational programme. The latter shall be for the preparation of a post-secondary degree and the traineeship programme must be directly related to the subject of the trainee's studies.
- Traineeships providing initial professional experience shall be for trainees who have obtained a secondary school-leaving certificate or a degree at graduate or postgraduate level (including doctoral level), provided the traineeship application is submitted in line with the provisions of Article 2.

Article 4 APPLICATIONS AND PROCEDURE

Candidates shall complete the on-line EUROCONTROL traineeship application form and provide the following documents:

- copy of the candidate's ID card or passport;
- copy of the candidate's educational certificates;
- proof of enrolment in post-secondary education (e.g. student card, certificate from educational establishment, etc.) if the traineeship is part of an educational programme.

Before the start date of the traineeship, the candidate shall provide a recent criminal record sheet of the level required to work for a public service.

The application form and other documents submitted shall not be returned to unsuccessful candidates or kept by the Agency.

As soon as an application form is received, an acknowledgment shall be sent to the candidate. The application shall be published on the Agency Intranet (after initial pre-screening to check general eligibility) and made available to all Agency Directorates. If a Directorate is interested in a candidate's profile, the mentor shall contact the candidate. Candidates shall receive notification when their application form is removed from the Agency Intranet.

Article 5 TRAINEESHIP AGREEMENT

For legal reasons a trainee may not begin his/her traineeship or be paid any traineeship allowance without having signed a Traineeship Agreement at the latest on the first day of the traineeship.

A Traineeship Agreement shall be issued in three (or four) copies, to be signed by the trainee's Agency mentor, the candidate and the educational establishment (where applicable). A copy of the Traineeship Agreement shall be retained by the Recruitment and Mobility Service.

The Agency shall not accept any agreement other than its own. However, the Agency may, in duly justified cases and only after consultation with the relevant services, accept modifications to the Traineeship Agreement or agreements proposed by an educational establishment.

Before the start of the traineeship, the trainee shall sign a declaration regarding the Traineeship Programme.

Article 6 TRAINEESHIP PERIOD

The traineeship period shall range from a minimum of one month to a maximum of twelve months. This period shall be determined in accordance with the needs of the Agency and the budgetary funds available.

The traineeship period must start on the 1st or 16th of the month and end on the 15th or last day of the month.

Traineeships of less than two months shall not give entitlement to a traineeship allowance.

Article 7 MENTOR

A trainee shall be assigned an Agency mentor (hereinafter referred to as “mentor”) responsible for monitoring the trainee.

Before the start of the traineeship, the mentor shall establish the objectives for the traineeship in consultation with the trainee, the educational establishment (where applicable), and the mentor’s line manager.

During the traineeship period, the mentor shall be responsible for ensuring follow-up of the trainee’s work objectives and for monitoring the trainee’s progress.

The mentor shall not be related to the trainee in the first degree.

Article 8 TRAINEESHIP ALLOWANCE

Trainees shall be awarded a flat-rate traineeship allowance of EUR 900 per month.

Trainees at doctoral/post-doctoral level shall be awarded a further amount of EUR 300 per month (i.e. a total flat-rate traineeship allowance of EUR 1,200 per month).

If a trainee is in receipt of a study grant, any revenue linked to professional activity, including an unemployment allowance, or any other income, this amount shall be deducted from the traineeship allowance.

Traineeship allowances shall be paid at the end of the month, by bank transfer.

Traineeships of less than two months shall not give entitlement to a traineeship allowance.

If required by the applicant or educational establishment, a traineeship allowance shall not be awarded.

The EUROCONTROL exchange rate applied is reviewed quarterly and published quarterly by an internal Office Notice and is based on the information provided by the European Commission.

Article 9 TAXES

The traineeship allowances paid to trainees are not subject to the tax regulations applicable to Agency staff. Trainees are responsible only for payment of the tax due on the traineeship allowance under the law in force in the country of residence concerned. For this purpose, the Agency's services can provide a certificate at the end of the traineeship period. This certificate shall mention the amount of the traineeship allowance received and state that any tax and social security contributions are the responsibility of the trainee.

Article 10 TRAVEL EXPENSES

To ensure equal opportunities as regards access to traineeships for nationals of all EUROCONTROL and ECAC Member States, the Agency shall contribute to travel expenses at the beginning and end of the traineeship period if the trainee's place of residence, i.e. the place where the trainee is living at the time of selection for the traineeship, prior to the traineeship, is 150 km or more from the EUROCONTROL site where the traineeship is to take place. This shall also apply to traineeships of less than two months.

Trainees should travel within one month of the start and end date of the traineeship.

Trainees should purchase the most economical fares available and use public transport where available.

Fares not meeting the conditions governing travel set out below shall be charged to the trainee.

1. Travel by air

Authorised only if the distance exceeds 800 km for a return journey and on the basis of the most economical air fares available, up to EUR **400** per return ticket.

For countries which are not EUROCONTROL or ECAC Member States, the amount is increased to a maximum of EUR **650** per return journey.

Travelling by air is authorised for return journeys of less than 800 km only if the cost is cheaper than travelling by rail or car.

2. Travel by car

Authorised only if total travel expenses do not exceed the cost of the most economical air fare available. Expenses shall be reimbursed based on an allowance of EUR **0.12/km**.

The user of a private car shall remain fully liable for any damage caused to the vehicle or by that vehicle to third parties. The Agency may not under any circumstances be held liable for any claims for compensation, irrespective of the reasons for which the private car has been used.

Toll expenses shall be reimbursed subject to provision of the receipts.

The number of kilometres taken into account corresponds to the shortest route by motorway, calculated using software specially designed for this purpose.

3. Travel by rail

Authorised in second class irrespective of the distance travelled, and only if it is cheaper than travelling by air.

Travel expenses shall be reimbursed at the end of the month, on presentation of supporting documents.

Supporting documents for inbound and outbound travel shall be provided at the latest within two months of the start and end date of the traineeship respectively.

The EUROCONTROL exchange rate applied is reviewed quarterly and published quarterly by an internal Office Notice and is based on the information provided by the European Commission.

Article 11 SICKNESS AND ACCIDENT INSURANCE

Trainees must be insured against the risk of sickness and accidents for the duration of the traineeship.

The Agency is only covered against the consequences of accidents on its premises for which it is legally liable.

Trainees from European Union countries, Iceland, Liechtenstein, Norway and Switzerland, covered by a national social security scheme, must obtain a European health insurance card from their social security authorities.

Article 12 OWNERSHIP OF WORK: CONFIDENTIALITY

Trainees shall exercise the greatest discretion with regard to all facts and information which come to their attention during the traineeship. They shall in no way disclose to any unauthorised person any document or information not already made public. They shall continue to be bound by this obligation after leaving the Agency. With the exception of the Traineeship Assessment Report, all rights relating to any written or other work carried out by trainees during the traineeship shall be the property of the Agency. The Agency shall have the right to use the Report for its own purposes and in order to perform the tasks assigned to it, with no obligation to pay any fees or royalties. Trainees shall be duly acknowledged where any use is made of their work by the Agency.

The Agency shall become the exclusive owner of all underlying property rights of any invention or discovery made by the trainee during or in connection with the traineeship. The Agency may, at its own expense and in its own name, apply for and obtain patents for such inventions in all countries it deems appropriate. Any invention or discovery made up to one year after the end of the traineeship shall be deemed *prima facie* to have been made during or in connection with the traineeship.

The Director General may award a special bonus to a trainee who is the author of an invention or discovery considered to be in the interests of the Agency.

Article 13 CONDUCT: DISCIPLINARY MEASURES

Trainees must comply with the security, health and safety regulations and rules of conduct in force at the Agency, and with all instructions given to them by their mentor. The mentor must be notified if the trainee infringes these rules, regulations and instructions, and must inform his/her line manager accordingly. The Director concerned may, after hearing the trainee's case, decide at any time to terminate the traineeship on the grounds of the trainee's behaviour.

Article 14 VISA FORMALITIES AND PERMITS

Since the formalities required for entry into a country in order to take up a traineeship vary according to the nationality of the trainee, the following information shall be for general guidance only, and trainees must ensure before they arrive for their traineeships that they have checked their own situation carefully and meet the legal requirements of the country in which they are to spend their traineeship.

- **Nationals of a country belonging to the European Union** must contact the administrative authorities of the country of destination for detailed information on the residence permit.
- **Nationals of non-European Union countries** must contact the embassy or consulate of the country of destination for detailed information on the visa formalities.
- Trainees must allow enough time for the formalities to be carried out before the start of their traineeship.

Article 15 REGISTRATION AND RESIDENCE PERMITS

As soon as they reach their place of traineeship, trainees must register with the administrative authorities of the place in which they are taking up residence within the deadline laid down under the law in force of the country of residence concerned.

Trainees shall themselves be responsible for ensuring that they comply with the laws of the country of their traineeship, and are advised to check the details of registration and any residence permit requirements before they arrive or immediately upon arrival.

Article 16 LEAVE AND SICK LEAVE

1. Annual leave

Trainees awarded a traineeship of two months or more shall be granted two days' leave per month. Leave shall be requested in advance and shall be approved by the mentor.

Traineeships of less than two months shall not give entitlement to annual leave.

Annual leave may be taken all at once or in several periods as desired by the trainee and according to the requirements of the service.

Leave days not taken shall not be paid in lieu.

Where a traineeship for which no annual leave was initially granted is extended for a total duration of at least two months, the trainee shall be entitled to annual leave corresponding to the total duration of the traineeship.

2. Public holidays and official compensation days

Trainees shall be entitled to the EUROCONTROL public holidays and official compensation days that fall during the period of their traineeship. A list of public holidays and official compensation days is drawn up annually by the Director General for each service and site.

3. Sick leave

Trainees who report sick must immediately inform their mentor, and provide a medical certificate if their absence lasts more than one day.

A maximum of one day of uncertified absence per month may be authorised.

Where an absence of more than one day is not certified, the traineeship allowance or annual leave (where no traineeship allowance is awarded), if any, shall be reduced by the number of days of uncertified absence taken in excess.

4. Leave without pay

Leave without pay shall be granted under exceptional circumstances, and only when no annual leave remains. The request should be approved in advance by the Recruitment and Mobility Service. The traineeship allowance or travel expenses, if any, shall be reduced by the number of days' absence.

5. Special leave

Trainees may be granted special leave in exceptional cases:

Court appearance as a witness in a case

Where trainees are summoned by a court or official judicial body (e.g. an examining magistrate) to appear as a witness in a case which does not concern them directly or personally, one working day of special leave may be granted upon submission of the summons, to which travelling time may also be added.

Special leave shall be granted only if the trainee is summoned to testify in a case in which he/she is not involved, i.e. not under investigation, or the party bringing a civil action, or the opposing party.

Trainees must provide DR Recruitment and Mobility with the summons issued by the court or official judicial body.

Elections away from the place of assignment

A maximum of one day's special leave may be granted to vote in one of the following types of election:

- presidential;
- parliamentary;
- European Parliament;
- referendum;
- regional (German Länder, Spanish autonomous communities, Italian regions, etc.);
- municipal, local, provincial and cantonal.

Special leave will be granted only if voting takes place on a working day which is not a EUROCONTROL holiday.

Special leave may be combined with annual leave. Special leave will not be granted if it is possible to vote by post or at the embassy or consulate at the place of assignment without compromising the right to vote in other elections.

Trainees must provide DR Recruitment and Mobility with an official document certifying that they have actually voted away from their place of assignment.

Death of a spouse, child, relative in the ascending line or brother or sister

4 days' special leave shall be granted for the death of a trainee's spouse or child.

2 days' special leave shall be granted for the death of a trainee's relative in the ascending line or brother or sister.

These must be taken during the days following the death or at the time of the funeral.

If the death entails additional obligations (inquest, autopsy, etc.) ordered by the relevant national authority, special leave may be taken during a period the end of which coincides with the days following the official completion of those obligations.

Special leave may be split into days or half-days.

Trainees must provide DR Recruitment and Mobility with a copy of the death certificate or any other supporting document from which the trainee's relationship with the deceased can be clearly established.

Article 17 WORKING HOURS

Trainees must comply with the working hours in force at the Agency. The number of hours worked shall be determined by the normal working arrangements at the place of assignment. The number of working hours shall be 37 hours and 30 minutes per week. Trainees shall not be eligible for flexitime compensation days, part-time or teleworking arrangements.

Overtime shall be worked only in exceptional circumstances. If the trainee works overtime, it shall be for the mentor to decide when such overtime is made up.

Article 18 MISSIONS

If a trainee is sent on an official mission during his/her traineeship, he/she shall be accompanied by an Agency staff member. Under no circumstances shall a trainee represent the Agency.

The provisions of the EUROCONTROL Missions Guide shall apply *mutatis mutandis*.

Article 19 TRAINING

Trainees may exceptionally be allowed to participate in training sessions if the training is directly related to the objectives of the traineeship. The trainee should be able to apply the training content within the traineeship.

The budget for training is provided by the business area hosting the trainee.

Training for trainees shall be approved by the mentor and his/her line manager.

Article 20 EXTENSION OF TRAINEESHIP

A traineeship may be extended; however, the cumulative traineeship period for which training is provided under one or more traineeship programmes may not exceed 12 months for any given trainee.

Article 21 EARLY TERMINATION OF TRAINEESHIP

A traineeship shall end when the period for which it is awarded expires. However, the traineeship may be terminated by the mentor or the trainee before the end of the traineeship.

Early termination of the traineeship by the mentor

The mentor may, with the agreement of his/her line manager, terminate a traineeship prior to the expiry date by informing the trainee concerned in writing with at least two weeks' notice. The new end date of the traineeship must be the 15th or last day of the month.

Traineeships may be terminated by the mentor:

- on the grounds of unsatisfactory performance or attendance; or
- where the trainee's obligations are breached.

The mentor shall inform the Recruitment and Mobility Service immediately if he/she intends to terminate the traineeship prior to the expiry date. Early termination of the traineeship shall lead to termination of payment of the traineeship allowance, if any. The trainee shall be required to reimburse the proportion of the traineeship allowance, if any, corresponding to the period of the traineeship not performed and any annual leave days taken in advance.

Early termination of the traineeship by the trainee

The trainee may terminate a traineeship prior to the expiry date by informing his/her mentor in writing with at least two weeks' notice. The new end date of the traineeship must be the 15th or last day of the month.

The trainee shall inform the Recruitment and Mobility Service immediately if he/she intends to terminate the traineeship prior to the expiry date. Early termination of the traineeship shall lead to termination of payment of the traineeship allowance, if any. The trainee shall be required to reimburse the proportion of the traineeship allowance, if any, corresponding to the period of the traineeship not performed and any annual leave days taken in advance.

Article 22 END OF TRAINEESHIP

A traineeship shall end when the period for which it is awarded expires.

The period of the traineeship not performed and the annual leave days, if any, taken in advance, shall be deducted from the traineeship allowance or travel expenses, if any. The trainee may also be requested to reimburse the amount.

Traineeship Assessment Report

At the end of the traineeship, the mentor and the trainee shall complete the Traineeship Assessment Report on the trainee's performance and progress.

The mentor shall provide the Recruitment and Mobility Service with a copy of the Traineeship Assessment Report.

Traineeship certificate

At the end of the traineeship, the trainee shall receive a traineeship certificate, signed by the mentor.

Article 23 PROTECTION OF PERSONAL DATA

In accordance with the EUROCONTROL Regulation on Personal Data Protection, dated 2.7.08, personal data relating to candidates applying for a traineeship at EUROCONTROL shall be used only to manage the administrative process of the Traineeship Programme.

Article 24 ENTRY INTO FORCE

These Regulations shall enter into force on 15 March 2011 and shall replace any other version of the EUROCONTROL Agency Traineeship Programme Regulations.

By way of derogation, the new provisions concerning the traineeship allowance and travel expenses shall apply to traineeships starting after the entry into force date.