

Rules governing the 2015 official traineeships scheme of the European Foundation for the Improvement of Living and Working Conditions (Eurofound)

1. RATIONALE OF THE PROGRAMME

1.1. General

These rules govern the official traineeships scheme of Eurofound. This scheme is addressed mainly to recent university graduates, without excluding those who, in the framework of lifelong learning, have recently obtained a university diploma and are at the beginning of a new professional career.

Eurofound is an equal opportunities employer and welcomes applications from candidates with disabilities or special needs. Traineeships will be offered on the basis that the candidate has the ability to participate to the extent necessary and will benefit from the experience.

1.1.1. Aims

The aims of the official in-service training with Eurofound are:

- To provide fresh university graduates with a unique and first hand experience of the workings of Eurofound within the wider European context.
- To enable such trainees to acquire practical experience and knowledge of the day-to-day work of Eurofound units and sections.
- 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.
- To promote European integration within the spirit of new governance and through active participation to create awareness of true European citizenship.
- To provide the opportunity to recent university graduates to put into practice knowledge acquired during their studies, and in particular in their specific areas of competence.
- To introduce these graduates to the professional world and the constraints, duties and opportunities therein.

Eurofound, through its official traineeships scheme:

- benefits from the input of enthusiastic graduates, who can give a fresh point of view and up-to-date academic knowledge, which will enhance the everyday work of Eurofound;
- creates a pool of people with first-hand experience of - and trained in - Eurofound procedures, who will be better prepared to collaborate and co-operate with Eurofound in the future;

- creates long-term “goodwill ambassadors” for European ideas and values, both within the European Union and outside.

1.1.2. Location of traineeship

The majority of traineeships will be located in the Dublin offices of Eurofound. There will be a particularly small number of traineeships in the field of Information and Communication at the Liaison Office in Brussels.

2. ELIGIBILITY

2.1. Nationality

Trainees are selected from nationals of the Member States of the European Union (28 Member States) and of candidate countries. However, a limited number of nationals of non-Member States may also be accepted according to available resources.

2.2. Qualifications

2.2.1. University Diploma

Candidates must have completed the first cycle of a higher education course (university education) and obtained a full degree or its equivalent by the closing date for applications. For minimum national qualifications required by the legislation in the country where the diploma was obtained:
http://europa.eu/epso/doc/diplomes-fortheweb_en.pdf

Eurofound maintains the right to change these minimum qualifications used for the official traineeships programme. Any such changes will be published on the website of Eurofound, hereafter called ‘the website’:
<http://www.eurofound.europa.eu/about-eurofound/career-opportunities/graduate-traineeships>

If recruited for a traineeship, candidates will be required to provide copies of diplomas (or of relevant official certificates) of all university or post university studies declared in their on-line application. For declared ongoing studies an official declaration from the relevant university must be provided. Applicants whose university or post-graduate diplomas are not issued in one of the official EU languages must provide a translation of these documents into English, which is Eurofound’s working language. Certified copies of all diplomas declared and, if applicable, official *certified* translations will be required if recruited for a traineeship.

2.2.2. 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 very good knowledge¹ of at least two EU languages, of which one should be English - the working language of Eurofound;
- candidates from non-Member States must have a very good knowledge of English, as well as their mother tongue language.

If shortlisted, candidates will be required to provide the appropriate justification (i.e. diplomas, certificates, proof of having studied in the language in question, etc.) regarding the knowledge of other languages declared on the application form, other than the mother tongue.

2.3. Prior employment

Eurofound 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 body², 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 Eurofound's HR Unit of any change in their situation that might occur at any stage of the application process.

3. THE APPLICATION PROCESS

3.1. Submission

Applications should be made in accordance with the procedures established by Eurofound's HR Unit. All necessary instructions are published on the website. Only applications submitted through Eurofound's on-line recruitment system will be considered. Attempts to submit applications after the closing date will be rejected automatically. No additional documents or justifications will be accepted after reception of the application.

¹ see Europass self-assessment: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

² See list in Annex I

3.2. Eligibility check

Upon receipt by Eurofound's HR Unit of the electronic version of the applications, their eligibility will be examined on the basis of the criteria established by Eurofound's HR Unit, as set out in this notice.

Eurofound's HR Unit reserves the right to amend the eligibility criteria as and when necessary.

3.3. Pre-selection procedure

3.3.1. Objective

The main objective of the pre-selection procedure is to provide all Eurofound Units with the best possible choice of candidates with as wide a range of academic disciplines as possible from which the Units can make their final selection. The pre-selection procedure also aims to keep, to the best level possible, gender balance and equilibrium between candidates from the different Member States.

3.3.2. Pre-selection Committee

Pre-selection is carried out by Eurofound's HR Unit. Its decisions are final and binding. There is no appeal procedure.

The HR Unit reserves the right to amend the pre-selection criteria and procedure as and when necessary.

3.3.3. Pre-selection results

Pre-selected candidates appear in a database that is available to all Eurofound Units for the final selection process, hereafter called "the Database". Generally the Database contains over ten times as many applicants as there are training places available.

3.4. Final selection procedure

Taking into consideration the existing conditions (size, absorption capacity, results of the evaluations carried out, etc.) and the budget availability, Eurofound's HR Unit determines the number of trainees to be attributed to each Unit for each period.

Eurofound Units, following a search in the Database according to specific criteria and an established "profile", select their trainees from the list of suitable candidates meeting these criteria. A representative of that Unit will contact the applicant directly for an interview. A job description for each trainee selected is prepared by the relevant Unit.

3.5. Rejection of 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 requested supporting documents. Candidates not selected for a traineeship will not receive notification.

3.6. Withdrawal

At any stage of the application process, applicants may withdraw their application by informing Eurofound's HR Unit in writing. In such 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 requested supporting documents.

3.7. Keeping of Files

The keeping of files by Eurofound's HR Unit 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.

Eurofound's HR Unit does not keep applicants' files from one session to another.

4. RECRUITMENT PROCEDURE

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. Relevant information, as provided by the Units, is published on the website.

Applicants can only be offered a single contract for a given training period, subject to provisions of paragraph 5.1.1 below.

Applicants who decline a contract offer will be excluded from the on-going procedure. They may re-apply for a subsequent training period by submitting a fresh application, together with requested supporting documents.

Recruited trainees are obliged to provide any forms and certificates required by Eurofound's HR Unit at the time of their recruitment. They are responsible for making sure that they have the correct visa, where applicable, and that they obtain all the documentation required by the authorities of the country in which they are employed.

5. RIGHTS AND DUTIES OF TRAINEES

5.1. Duration of Traineeship

5.1.1. Duration

The standard traineeship is for a duration of 6 months which may be extended for up to a further 6 months, if mutually agreed and for strong business reasons.

5.1.2. The Traineeship itself

Trainees are placed under the responsibility of a supervisor. The supervisor must guide and closely follow the trainee during his/her traineeship, acting as his/her mentor. The supervisor must notify immediately the HR Unit of any significant incidents occurring during the traineeship (in particular professional incompetence, absences, sicknesses, accidents, bad 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 supervisor and with the instructions issued by Eurofound's HR Unit. They must also comply with the rules governing the in-service training programme and the internal rules governing the functioning of the Eurofound, 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. Subject to the approval of their supervisor and providing it does not conflict with the accomplishment of the tasks assigned to them, they are entitled to attend meetings in a department other than the one to which they are attached or in another institution (provided they are allowed access by that institution), unless these meetings are restricted or confidential, with the aim to get an understanding of the objectives and goals of the EU policies.

Visits and trips of relevant interest may be organised for trainees by Eurofound subject to budget availability. Trainees may participate, subject to the conditions of organisation.

5.1.3. Interruption

Under exceptional circumstances, at the written request of the trainee stating the relevant reasons and with proper justification, the Head of Eurofound's HR Unit may, after consultation with the supervisor and the Head of the Unit to which the trainee is assigned, authorise an interruption of training for a given period.

The grant 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.

5.1.5. 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 by the trainee to the HR Unit for approval. This request, stating the relevant reasons, must be submitted at least three weeks in advance of the new termination date foreseen, via his/her supervisor and the Head of the Unit to which the trainee is assigned. Where appropriate, the equivalent part of the grant must be reimbursed to Eurofound.

5.1.6. Future Employment

Admission to a traineeship does not confer on trainees the status of officials or that of other servants of the European Union, nor does it entail any right or priority with regard to an appointment in the services of Eurofound.

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 Eurofound, whether as an individual or as an employee of a selected company.

A person can only benefit from one traineeship experience in Eurofound.

5.2. Absences

5.2.1. Holidays

Trainees should keep the same hours of work and have the same official public holidays, if they fall during their traineeship, as Eurofound staff.

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.

Eurofound's HR Unit oversees that the above rules are respected. Leave requests should respect the needs of the Unit to which the trainee is assigned. They must first be approved by the supervisor/Head of Unit and then checked and approved by the HR Unit.

5.2.2. Absence in case of sickness

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

5.2.3. Absence without Leave

When trainees are absent without justification or without notifying their supervisor/Head of Unit, Eurofound's HR Unit shall instruct the trainee in writing to report to the Unit 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 HR Unit 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 grant is to be reimbursed to Eurofound. The trainee will also not be entitled to receive the travel allowance.

5.3. Confidentiality

5.3.1. 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. Eurofound 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 to their supervisor and to Eurofound's HR Unit in writing.

Trainees will be required to sign a non-conflict of interest declaration at the beginning of their assignment with Eurofound.

5.3.2. Contacts with the Press

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

5.3.3. Publications

Trainees must not, either alone or with others, publish or cause to be published any matter dealing with the work of Eurofound without the written permission of the relevant Unit (Eurofound's HR Unit will provide specific instructions on how to obtain such permission and should receive a copy of those permissions together

with a copy of any publication or article published). Such permission is subject to the conditions in force for all Eurofound staff. All rights, for any articles or other work done for Eurofound, are the property of Eurofound.

5.4. Sanctions and disciplinary measures

5.4.1. 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 Eurofound's HR Unit, in response to a reasonable request by the supervisor and after hearing the trainee, may at any moment decide to terminate the traineeship.

Trainees who take part in official activities organised for them by Eurofound must respect the timetables and programmes laid down. Eurofound may demand the reimbursement of costs incurred for the organisation of such activities from trainees who absent themselves without due and proper justification.

During their training, trainees must consult their supervisor or, if unavailable, the Head of the Unit to which they have been assigned, on any action they propose to take on their own initiative relating to the activities of Eurofound.

5.4.2. Incapacity of Performance

The Head of the HR Unit, following a justified request by the supervisor, 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.

5.4.3. Wrongful declaration of facts

The Head of the HR Unit 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. Basic Grant

6.1.1. Basic amount

Trainees will be awarded a monthly grant. The amount of the grant is normally related to the one established by the European Commission for their own trainees (25% of the AD5/1 grade for Officials). To this amount we apply the Irish country coefficient (currently 115.9%). The grant will vary depending from the corresponding proportion if worked for less than a full month (e.g. in case of abrogation of the traineeship). The full monthly grant for 2015 will be €1,247.

6.1.2. Early Termination of Contract

If the trainee terminates his/her contract early, he/she will be required to reimburse that part of the grant, which he/she may have received, relating to the period after the termination date.

6.2. Insurance

6.2.1. Sickness Insurance

Sickness insurance is compulsory. Trainees are expected to arrange their own sickness insurance, or to be holders of a valid European Health Card.

Proof of this insurance must be presented to Eurofound within one week of the start of the stage period.

6.3. Disability Allowance

Upon presentation of the proper justification, disabled trainees may receive a supplement to their grant equal to a maximum of 50% of the amount of the grant. The Head of the HR Unit may consult the medical service of Eurofound if necessary.

6.4. Travel Allowances

6.4.1. The Travel Allowance

The transfer from the trainee's place of origin to Dublin and return ticket will be reimbursed by Eurofound on production of tickets, provided that the trainee has purchased the cheapest airfare possible.

6.4.2. Minimum qualifying period – distance

The trainee must complete a minimum of 3 months of the training period to qualify for the travel allowance. Trainees whose place of recruitment is less than 50 km from the place of employment are not entitled to a travel allowance.

6.4.4. Individual missions

In exceptional cases only, the Head of the Unit in which a trainee has been placed may grant authorisation for a trainee to be sent on mission³, 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 in the Staff Regulations for officials of the European Communities will apply. The expenses will be taken on by the Unit which requests the mission.

Eurofound's HR Unit should always receive a copy of the signed mission order.

³ Mission = business travel

6.5. Fiscal Arrangements

Grants 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 Eurofound grants by virtue of the laws in force in the State concerned. Eurofound's HR Unit can provide a certificate for tax purposes at the end of the traineeship period. This certificate should state the amount of grant received and confirm that tax and social security payments have not been made.

7. CERTIFICATES

7.1. Certificates

Trainees who have completed the minimum required traineeship period can receive, on request 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 Head of the HR Unit, is responsible for the implementation of these Rules.

Annex I

European Institutions and Bodies

EU institutions:

European Parliament
Council of the European Union
European Commission (including Delegations and Representation offices and executive agencies)
Court of Justice (European Union's Judicial Cooperation Unit)
European Court of Auditors
European Ombudsman
European Data Protection Supervisor

Financial bodies:

European Central Bank
European Investment Bank
European Investment Fund

Advisory bodies:

European Economic and Social Committee
Committee of the Regions

Interinstitutional bodies:

Office for Official Publications of the European Communities
European Personnel Selection Office
European Administrative School

Decentralised bodies of the European Union (agencies):

Community agencies

Body of European Regulators for Electronic Communications (BEREC)
European Global Navigation Satellite Systems Agency
Community Plant Variety Office
European Agency for the operational management of large-scale IT systems in the area of freedom, security and justice (eu-LISA)
European Agency for Reconstruction
European Agency for the Management of Operational Cooperation at the External Borders
European Agency for Safety and Health at Work
European Asylum Support Office
European Aviation Safety Agency
European Banking Authority
European Centre for Disease Prevention and Control
European Centre for the Development of Vocational Training
European Chemicals Agency
European Environment Agency

European Fisheries Control Agency
European Food Safety Authority
European Foundation for Improvement of Living and Working Conditions
European Institute for Gender Equality
European Insurance and Occupational Pensions Authority
European Maritime Safety Agency
European Medicines Agency
European Monitoring Centre for Drugs and Drug Addiction
European Network and Information Security Agency
European Railway Agency
European Security and Markets Authority
European Training Foundation
European Union Agency for Fundamental Rights
Office for Harmonisation in the Internal Market
Translation Centre for the Bodies of the European Union.

Common Foreign and Security Policy
European Defence Agency, European Union Institute for Security Studies
European Union Satellite Centre

Police and Judicial Cooperation in criminal matters
European Police College,
European Judicial Cooperation Unit
European Police Office

Executive agencies
Education, Audiovisual and Culture Executive Agency
Executive Agency for the Public Health Programme
Intelligent Energy Executive Agency