



The Hague, 02.06.2015
EDOC # 760546v7
Team C53

DECISION OF THE DIRECTOR on Internships

THE DIRECTOR OF EUROPOL,

Having regard to the Council Decision establishing the European Police Office (Europol) of 06 April 2009¹ (hereinafter the "Europol Decision"), particularly Article 38 thereof,

Having regard to the Council Decision of 30 November 2009 adopting the rules on the confidentiality of Europol information²,

Whereas

Europol supports the concept of internships within the organisation.

The contribution of internships is seen as important in raising the awareness of and promoting a positive image of Europol.

It is necessary to draw up rules to ensure transparency and consistency in the granting of internships.

It is necessary to review the Decision of the Director of 5 September 2012 on Internships, in particular to foresee the possibility of collaborating with educational centres for the selection of intern.

After consulting the Staff Committee.

HAS ADOPTED THIS DECISION:

Article 1

Purpose

This decision governs the official internship scheme of Europol.

Without prejudice to Article 5(2), agreements concluded with educational centres, in particular regarding the selection of students for internships at Europol, or the modalities according to which students can gain academic credits through an internship at Europol, shall not be in contradiction with the present decision.

This decision is not applicable to traineeships organised in cooperation with the competent authorities of the Member States defined by Article 3 of the Europol

¹ OJ L 121, 15.05.2009, p. 37-64

² OJ L 332, 17.12.2009, p. 17-22

Decision, with third countries or organisations, which are governed by a specific agreement concluded pursuant to Article 23 of the Europol Decision.

Article 2

Aims of the internship scheme

The aims of the official internship scheme with Europol are:

- To provide interns with a unique and first hand experience of the workings of Europol in particular and of the European Union institutions in general. It aims to provide an understanding of the objectives and goals of the Europol processes and policies.
- To enable interns to acquire practical experience and knowledge of the day-to-day work of Europol departments and services. 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 interns to put into practice knowledge acquired during their studies and training and in particular their specific areas of competence. To introduce these interns to the professional world and the constraints, duties and opportunities therein.

Europol, through its official internship scheme:

- Benefits from the input of enthusiastic interns, who can give a fresh point of view and up-to-date academic and educational knowledge, which will enhance the everyday work of Europol;
- Creates a pool of interns with first-hand experience of and training in Europol procedures, who will be better prepared to collaborate and co-operate with Europol in the future;
- Creates long-term “goodwill ambassadors” for European ideas and values both within the European Union and outside.

Article 3

Nature of the relationship between the intern and Europol

The concept of an internship is considered a partnership between Europol and an intern. An internship shall enhance interns’ educational and practical experience through structured work assignments. Under no circumstances should interns be used to fill vacant posts at Europol. Internship applications shall be subject to a formal process as outlined in this decision and must meet strict requirements before being authorised.

Interns shall not be considered as Europol staff members and their contribution to the organisation shall relate to explicitly defined internship projects with established objectives aimed to acquire or develop a particular expertise.

Article 4

Basic conditions

1. Interns must fulfil the following requirements:

- be a national of a Member State of the European Union;
- have reached the age of majority in their country of origin;

- have a level of education which corresponds to completed or ongoing university studies or vocational training relevant for the tasks of Europol;
 - have very good knowledge of at least two European Union languages, of which one should be English, the working language of Europol services;
 - provide a recent Certificate of Good Conduct prior to commencing the internship. Annex A sets out an overview of relevant certificates for each of the Member States.
2. In line with Article 40(2) of the Council Decision, all interns who may be entrusted with a sensitive activity or access classified information at Europol shall be security cleared at the appropriate level³, prior to commencing the internship.

Article 5

Selection procedure

1. Without prejudice to paragraph 2, the selection of interns should be governed by the following provisions:
- a) Business Areas within Europol requesting an internship shall provide the Administration Business Area/ Learning & Development Team (C53) with an official request defining the internship project, demonstrating its benefit for Europol and outlining the proposed objectives submitted on the relevant standard forms. Objectives for an intern shall be aligned with the tasks and responsibilities of the respective Business Area. In the scope of this decision, an internship shall not be granted to carry out activities requiring access to operational law enforcement information.
 - b) After being approved by the Head of the Administration Business Area, the offers for internships at Europol shall be published in the Europol official web page, with the indication of the deadline for the submission of applications, and of the criteria which will be used for their selection, which must be related to the intern's profile sought, and take into account Europol's needs and requirements, as well as the nature of the internship project.
 - c) Each application for an internship at Europol shall be accompanied by:
 - a letter of motivation,
 - a CV,

The application and the supporting documents shall be received by C53 respecting the closing date set.

The successful applicants once they have been selected will be required to provide official documents justifying the fulfilment of the requirements listed in article 4.2.
 - d) The selection should be carried out by a committee consisting of one representative of C53/ C5 Administration and at least one representative of the requesting Business Area. The Committee can delegate (telephone) interviews to one or more of its members.
 - e) Applications for internships shall be judged on merit, on the basis of the published selection criteria, that should include the expected benefit of the project for the candidate. Europol should keep, to the best level possible, gender balance and equilibrium between interns from the different Member States. Interns may not be placed to any Business Area where a conflict of interest might occur, irrespective of the candidate's prior professional experience or

³ Reference to the Decision of the Security Coordinator on personnel security screening levels, EDOC# 591982.

nationality. Europol is under no obligation to accept an application and is at liberty to reject it, if deemed appropriate.

2. Europol may conclude agreements with educational centres, concerning the selection of interns on the basis of the value of their academic work. These agreements may lay down selection rules that deviate from those laid down by paragraph 1.
3. The keeping of files by C53/ C5 Administration shall respect the principles of Regulation (EC) n 45/2001 of 18 December 2000 implemented by Decision of the Director of Europol of 16 February 2010 regarding personal data, whether the applications gave rise to the conclusion of an internship agreement or were not considered, rejected or withdrawn.

Article 6

Duration

Internships shall be granted for a minimum period of 3 months and a maximum period of 6 months. Internships must be completed in an uninterrupted period of time, unless the objective of the internship requires a break. Taking into consideration the necessity to complete the internship project, an internship may be extended once and only for the period necessary to complete the internship project which, when added to the duration of the initial internship, shall not exceed 6 months. Any such extension must be justified in writing and approved by the respective Head of Business Area on request of the internship supervisor at least one month in advance of the original end date of the internship.

No intern may serve beyond this 6-month period at Europol in the same or a similar capacity (i.e. a second internship). In principle, no person who has completed an internship at Europol will be accepted in the future for another internship.

In the event that an intern wishes to terminate her/ his internship early, s/he must submit a written request indicating the relevant reasons. Such a request must be submitted to both the direct supervisor by original and C53 by copy two weeks in advance of the proposed termination date.

Internship periods shall start on the first day of any month with a general introductory training on Europol matters. Attendance at these introduction sessions is obligatory.

Article 7

Internship agreement

Internships shall be formally managed through an internship agreement. This shall be signed by the Deputy Director of the Capabilities Department prior its commencement, who shall also sign the renewal of this agreement if applicable. The agreement shall outline the purpose of the internship project, its location, duration and the allocated supervisor. It shall also state clearly the formal terms of the internship including financial matters as outlined in Article 8 of this decision.

Article 8

Financial matters

Interns shall be awarded a monthly maintenance grant during the period of internship. The amount of the grant is decided by the Director of Europol on a yearly basis and is dependent on budgetary constraints and the evolution of the costs of living in The Netherlands. The amount of the basic grant shall be published annually on the website.

The interns who continue to be paid by their employer for the purpose of following an internship at Europol, or who receive a grant from another source for the same

purpose or another subsistence allowance, shall only be entitled to a financial contribution from Europol if the sum they receive is less than the amount of the monthly maintenance grant. In that case, they shall receive the difference. If the internship is terminated by the intern or by Europol pursuant to Article 12, s/he will be required to proportionately reimburse part of the grant already paid relating to the period after termination date.

Interns receiving the grant, whose place of selection is more than 50 km from The Hague or who at the end of the internship return to a main residence which is more than 50 km from The Hague, shall be entitled to the reimbursement of their travel expenses respectively at the beginning and at the end of the internship. These expenses shall be calculated on the basis of the cheapest 2nd class rail fare or economy class air fare if the latter is less expensive. Travel expenses shall be reimbursed only in respect to that portion of the journey completed inside the geographical borders of the European Union. If the internship is terminated by the intern or by Europol pursuant to Article 12 without having completed an internship period of 3 months at least, the cost of the travel back will not be borne by Europol.

The grant paid to interns is not subject to the special tax regulations applying to Europol officials and to officials and other servants of the European Union. Interns are solely responsible for the payment of any taxes due on Europol grants by virtue of the laws in force in the State concerned.

In exceptional cases only, justified by the requirements of the internship project, the Director may grant authorisation for the intern to be sent on mission, on the condition that the mission is of a technical nature and not of a representative one. For the authorisation of the mission and the reimbursement of the travel costs, the paper driven approach in line with the Europol Financial Regulation and the Guide to Missions for Europol Staff will apply by analogy. The expenses will be taken on by the Business Area / Department which requests the mission. C53 should always receive a copy of the signed mission order.

All interns must possess sickness insurance throughout the entire period of their internship. Proof of this insurance must be presented to C53 before the start date of the internship.

All interns will be insured by Europol against the risk of accident or death while present or having a link to Europol premises.

Interns are advised to take out a civil liability insurance.

Article 9

Working conditions and absences

An intern shall keep the same hours of working as Europol staff and benefit from Europol public holidays.

An intern shall be granted two (2) days of leave per completed month of internship. Where the internship is terminated before the end of a month, the leave days will be reduced proportionally. Days of leave not taken are not paid in lieu.

In case of sickness, interns must notify their supervisors immediately and if absent for longer than three days, must produce a medical certificate indicating the probable length of absence.

When interns are absent without justification or without notifying their supervisor or Business Area, C53 shall instruct the intern in writing to report to the Business Area concerned within a week of the reception of the written notification. The intern must also provide proper justification for his/her absence. These days of absence are automatically deducted from the intern's leave entitlement. C53 may propose to the Deputy Director of the Capabilities Department, following examination of the justification given, or if no justification is received after this deadline, to immediately

terminate the internship without further notice. Any overpayment of the grant is to be reimbursed to Europol.

Article 10

Day to day management

An intern placed at Europol shall be allocated a formal supervisor who will be responsible for his/her supervision whilst at Europol. This shall include the establishment of formal learning objectives and assessing these at the end of the placement.

The supervisor must guide and closely follow the intern during his/her internship, acting as his/her mentor. The supervisor must notify immediately C53 of any significant incidents occurring during the internship (in particular professional incompetence, absences, sicknesses, accidents, inappropriate behaviours, or interruption of the internship) which come to his/her attention or of which the intern has informed him/her.

Interns shall be required to comply with the instructions given by their supervisors to which they are assigned and with the instructions issued by C53/ C5 Administration. They must also comply with the internal rules governing the functioning of Europol, in particular the rules concerning security and confidentiality.

Article 11

Rights and Obligations

Interns shall comply with the rules regarding the obligation of discretion and confidentiality in accordance with article 41 of the Europol Decision.

Details of activity at Europol shall not be disclosed unless written permission has been sought and granted by the Europol Director in advance. Any publication of work related to the internship project is prohibited unless prior written authorisation by the Europol Director is provided. All rights, for any articles or other work done for Europol, are the property of Europol.

Interns must respect the same rules for contacts with the Press as Europol staff and follow the instructions provided.

Interns must not have any professional connections with third parties which might be incompatible with their internship, and they are not permitted to exercise any other gainful employment during the period of the internship which may adversely affect the internship project work assigned during the internship. If a conflict of interest should arise during their assignment, interns should immediately report this to their supervisor and to C53 in writing.

Europol reserves the right to terminate the internship in case the intern does not respect the aforementioned obligations.

Article 12

Sanctions and Disciplinary measures

Interns must fulfil the internship project assignment and behave with integrity, courtesy and consideration, in line with the Code of Conduct of Europol. If the conduct of the intern does not prove satisfactory, the Deputy Director of the Capabilities Department, in response to a reasonable request addressed by the supervisor to the Head of the Administration Business Area may at any moment decide to terminate the internship, after hearing the intern.

The Deputy Director of the Capabilities Department, following a justified request by the supervisor addressed to the Head of the Administration Business Area, reserves the right to terminate the internship if the level of knowledge, skills and competencies of the interns, his or her knowledge of the working language, or his or her work are insufficient for the proper execution of the internship project.

The Head of the Administration Business Area reserves the right to propose the Deputy Director of the Capabilities Department to terminate the internship if at any moment it becomes apparent that the intern knowingly made wrongful declarations, or provided false statements or papers at the moment of application or during the internship period. Any overpayment of the grant is to be reimbursed to Europol.

Article 13

Certificates

After the end of the internship interns will be provided with a certificate indicating the dates of their internship period and the Business Area where it was completed. Upon request statement of the project work and an assessment may also be provided, subject to the provisions of Article 41 of the Europol Decision.

Article 14

Future employment

Admission to an internship does not entail or provide any priority with regard to employment at Europol. Interns may be recruited during and after completing their internship provided that they apply as external candidates and successfully complete the full selection process applicable for the post in question.

Article 15

Entry into force

This Decision shall enter into force on the day after its publication in the Europol intranet. It shall simultaneously be published on the Europol official internet website.

Current internship agreements and agreements made prior to the publication of this decision shall not be affected and shall remain subject to the Directors Decision of 5 September 2012 on Internships.

Done at The Hague on 02 June 2015

Signed by

Oldřich Martinů

On behalf of the

Director

Annex A “Certificate of Good Conduct” – EU Member States

Austria: <i>"Polizeiliches Führungszeugnis"</i>
Belgian: <i>"extrait de casier judiciaire – uittreksel uit het strafregister"</i>
Bulgaria: <i>"Свидетелство за съдимост"</i>
Croatia : <i>Potvrda o podacima iz kaznene evidencije</i>
Cyprus: <i>"Πιστοποιητικό Ποινικού Μητρώου"</i>
Czech: <i>"Výpis z rejstříku trestů"</i>
Denmark: <i>"Straffeattest"</i>
Estonia: <i>"Karistusregistri teatis"</i>
Finland: <i>"turvaselvitys"</i>
France: <i>"extrait de casier judiciaire"</i>
Germany: <i>"Polizeiliches Führungszeugnis"</i>
Greece: <i>"αντιγράφο ποινικού μητρώου "</i>
Hungary: <i>"Erkölcsi bizonyítvány"</i>
Ireland: <i>"certificate granted under the Data Protection Act"</i>
Italy: <i>"certificato del casellario giudiziario"</i>
Latvia: <i>"Izziņa par sodāmību"</i>
Lithuania: <i>"PAZYMA APIE TEISTUMA"</i>
Luxembourg: <i>"certificat de bonne vie et moeurs" or "extrait du casier judiciaire"</i>
Malta: <i>"conduct certificates" - Ċertifikati tal-Kondotta"</i>
Portugal: <i>"certificado de registo criminal"</i>
Poland: <i>"Zaświadczenie o niekaralności"</i>
The Netherlands: <i>"Verklaring omtrent het gedrag (VOG)"</i>
Spain: <i>"certificado de antecedentes penales"</i>
Sweden: <i>"Utdrag ur belastningsregistret för utlandsändamål"</i>
Slovakia: <i>"VYPIS Z REGISTRA TRESTOV"</i>
Slovenia: <i>"Potrdilo o nekaznovanosti"</i>
Romania: <i>"Certificat de Cazier Judiciar"</i>
United Kingdom: <i>"Standard & Enhanced Disclosures, to be applied for with the Criminal Records Bureau"</i>