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## **EIGE'S TRAINEESHIP POLICY**

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*These provisions replace and repeal those adopted by Director's Decision No 77 of 27 June 2014*

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## **Foreword**

These guidelines outline the aims of the Institute's traineeships targeted mainly at young university graduates without excluding those who in the framework of lifelong learning, have recently obtained a university degree and are at the beginning of a new professional career.

In line with similar initiatives taken by the Commission and other European agencies, the aims of our traineeships are threefold:

- (i) to provide university graduates with a unique and first hand experience of the workings of the European Union in general, and the Institute in particular. The traineeships EIGE shall offer specifically seek to provide an understanding of the objectives and procedures of the Institute's work in connection with gender equality matters;
- (ii) to enable the selected trainees to acquire practical experience and knowledge of the day to day work of the Institute's units and to work in a multilingual, multicultural environment;
- (iii) to provide opportunities to university graduates to put into practice their knowledge acquired during their studies and in particular in their specific areas of competence. The traineeships are also intended to introduce graduates to the professional world and the constraints, duties and opportunities therein.

Moreover the benefits for the Institute resulting from the input of enthusiastic graduates who can give a fresh point of view as well as up to date academic knowledge that can also serve to contribute to the work of the Institute are not to be underestimated.

## **Article 1 - General provisions**

1.1 Traineeships are intended for university graduates who in the course of their studies or in some other manner have already gained some initial experience in the areas of work of the Institute. These training periods shall last for a minimum of four months and a maximum of six months.

1.2 These provisions shall apply to traineeships organised by the Institute, subject to any limits of office space and the availability of the personnel in charge of the aforesaid trainees.

1.3 The objectives of the Institute's traineeships shall seek principally to:

- provide training in gender equality issues and more specifically in the work programmes being carried out by the Institute;
- provide practical knowledge of the working of Institute's different departments;
- extend and apply knowledge acquired in the course of studies or working life;
- enable trainees to acquire personal experience through the contacts they make in their everyday work.

1.4 Subject to any timetable constraints, trainees may spend a maximum of half a day per week preparing a postgraduate thesis or an academic paper.

1.5 A maximum of four trainees will be admitted to the Institute at any one time.

## **Article 2 – Admission criteria and selection procedure**

2.1 Applications should be made in strict accordance with the procedures established by the Institute. All necessary instructions are published on the Institute's website. Applications postmarked after the closing date will be automatically rejected. Applicants must provide all of the supporting documents required, electronically scanned together with their application. No additional documents or justifications will be accepted after reception of the application.

2.2 Trainees shall be selected from among nationals of the Member States of the European Union and EFTA countries as well as IPA qualifying countries.

2.3 Subject to the constraints of the Institute's budget, traineeships shall be open to applicants who have not previously undertaken a traineeship in another European institution or body<sup>1</sup> and who meet the following requirements:

- a recognised university degree<sup>2</sup>, evidencing completion of a full cycle of study, or in the case of trainees who are at the end of their studies, an official attestation from their university stating the marks obtained;
- some initial experience in one of the areas of work of the Institute (see Article 2.5 below) obtained either through specialisation as part of the applicant's studies for a university degree, a dissertation or other research project conducted as part of their studies or in some other manner or through professional experience or a previous traineeship.

2.4 No age limit is imposed on the candidates for traineeships.

2.5 Applicants must have a thorough knowledge of one official language of the European Union and a satisfactory knowledge of another language of the European Union; one of these languages must be the principal language of the Institute (English).

2.6 The principal areas of the Institute's work which are taken into account in the requirements stated in Article 2.2 are:

- **Gender equality and Gender Mainstreaming**
- **Communications**
- **Knowledge Management**
- **Stakeholder Relations**
- **Gender Analysis, Research & Statistics, Indices Administration**

2.7 In allocating trainees, the Institute shall give priority to its Units that have places available. The Unit to which a chosen candidate is ultimately allocated may not always coincide with that for which s/he had expressed a preference.

2.8 The procedure for selection is based upon an official letter (via electronic mail) addressed to the HR Section enclosing a detailed application form specifying the candidate's details, background and motives for applying, and availability within the limits stipulated in Article 1 of this policy.

2.9 The HR Section will forward the application to colleagues serving in the committee responsible to shortlist and interview candidates before a recommendation is made for

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<sup>1</sup> For a list European Institutions and Bodies see Annex 1

<sup>2</sup> For a list of minimum national diplomas see Annex 2

the approval of the Institute's Director. The HR Section shall then contact each successful applicant with details to facilitate her/his engagement as a trainee including an offer letter. An engagement letter is to be signed upon arrival of the trainee to the Institute. The name of the person employed by the Institute who shall be assigned as a trainee counsellor is to be included in the engagement letter.

2.10 Before the commencement of the traineeship, the candidate is required to provide the following documents, in addition to a copy of the contract duly signed:

- an excerpt from police records (except in the case of civil servants);
- a medical certificate confirming that s/he is fit for work and free of any contagious diseases;
- a statement indicating whether the trainee is gainfully employed and if so the amount of his/her earnings;
- a statement indicating whether the trainee is in receipt of a grant or other subsistence allowance from another source and if so, the amount of these grants or allowances;
- a photocopy of an insurance policy covering the trainee for illness and accidents (other than accidents at work which will be covered in accordance with the terms of the insurance policy taken out to that end by the Institute) for the duration of the traineeship.

2.11 The awarding of a traineeship shall not give trainees the status of officials or staff of the institutions and bodies of the European Union. It shall confer neither entitlement to employment in the services of the Institute nor priority over other applicants for employment.

2.12 If an application is unsuccessful, a candidate may re-apply for a subsequent traineeship. It is however necessary to submit a fresh application together with all supporting documents.

### **Article 3 – Basic grants, insurances, allowances, reimbursements and tax matters**

3.1 Trainees will be awarded a monthly grant. The amount of the grant is decided by the Institute on a yearly basis and is subject to budgetary constraints. The amount of the basic grant shall be published accordingly on the Institute's website when the call for applications for its traineeships is announced.

3.2 Sickness insurance is mandatory. Trainees shall be responsible for organising their own insurance against health risks, along with any insurance required for family members for the duration of the traineeship.

3.3 Trainees shall be insured against the risk of accident at work in accordance with the terms of the insurance policy taken out to that end by the Institute with an insurance company.

3.4 Trainees are solely responsible for the payment of any taxes due on the Institute's grants by virtue of the laws in force in the State concerned. For tax purposes at the end of the traineeship, the Institute will provide a letter stating the amount of grant given to the trainee and confirming that tax and social security payments have not been made.

3.5 Trainees shall be reimbursed for actual travel in/out expenses at the beginning and at the end of their traineeship from and to their place of recruitment. Trainees whose place of recruitment is less than 50 km from the place of employment are not entitled to the reimbursement of travel in/out expenses.

If a trainee requests it, reimbursement of travel out expenses can be done to a place other than the place of recruitment, although this shall be limited to EU Member States, EFTA countries and IPA countries.

Reimbursement of travel in/out expenses shall be processed upon submission of a reimbursement request and the relevant travel documents specifying the amount paid and proof that the travel by the trainee actually took place.

The maximum reimbursement for extra luggage costs for trainees upon arrival and departure shall be 250 EUR each way. This ceiling applies for extra luggage taken onto an airplane by the travelling trainee or extra luggage that may be sent by freight.

#### **Article 4 – Rights and obligations of trainees**

4.1 Once the trainee is allocated to a Unit of the Institute, his/her work shall be directed by a trainee counsellor appointed by the Head of the Unit to which the trainee is allocated. The trainee counsellor shall be responsible for instructing the trainee and shall advise him/her in the performance of the work allocated. As far as possible, the counsellor shall ensure that the trainee is involved in the everyday work of the Institute. The counsellor shall as a rule, be responsible for only one trainee during each training period.

4.2 Trainees may be entitled to attend training courses organised by the Institute and which coincides with their traineeship.

4.3 Throughout the traineeship, the trainee shall act as instructed by his/her counsellor. The trainee shall take part in the work of the Unit and in activities organised for his/her benefit, keeping to the timetables and programmes set. During the traineeship, the

trainee shall consult his/her trainee counsellor on any initiative s/he plans to take with regard to the work of the Institute.

- 4.4 Within the Unit to which s/he is allocated, the trainee shall (i) attend meetings on matters which are of relevance to him/her and which are not confidential, (ii) receive documentation and (iii) take part in the work of the Institute at a level as appropriate.
- 4.5 Subject to budgetary constraints, visits or study tours of relevance to the traineeship programme may be organised for trainees. Trainees shall not be sent on missions; however in exceptional cases the Director of the Institute may authorise this following a reasoned request by the trainee counsellor. This authorisation shall entitle the trainee to reimbursement of travel expenses and a daily subsistence allowance, under the budget for "Missions", and shall be calculated in accordance with those provisions of Articles 11 and Annex VII to the Staff Regulations.
- 4.6 The trainee shall treat with utmost confidentiality all facts and information to which s/he becomes privy in the course of the traineeship and shall sign a confidentiality statement. S/he shall not, in any manner whatsoever, divulge to unauthorised persons any document or information which is not in the public domain. The trainee shall not, without the permission of the Director of the Institute, publish, or have published any text concerning the work of the Institute, either carried out individually or in co-operation with others. Such permission shall be conditional on any terms that the Director may set. All rights attached to work done for the Institute in the course of a traineeship shall be vested in the Institute.
- 4.7 The Institute 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.
- 4.8 The former trainee shall remain bound by these obligations of confidentiality even after the traineeship has ended.
- 4.9 The trainee shall be subject to the same regulations concerning working hours as all personnel within the Institute. The trainee shall be required to be present during the core working hours during which all staff must be present and to register his/her times of arrival and departure in the time management system used to calculate hours worked. The trainee counsellor may grant permission to recover any additional hours worked and absences of not more than two days per month of traineeship served where there are just grounds for doing so. The counsellor shall notify the HR section accordingly. Trainees are also entitled to two days of leave for each month during their traineeship applied on a pro rata basis. Days of leave not taken by the end of the traineeship are not paid in lieu while no more than 12 days of leave can be deferred from one year to the next.



4.10 In the event of sickness, the trainee shall notify his/her trainee counsellor immediately. Should the period of absence extend to four days, the trainee shall send his/her counsellor a medical certificate indicating the probable length of absence. The trainee counsellor shall forward this certificate to the HR section, for the appropriate action to be taken. Where required in the interests of the service, the trainee shall undergo medical examinations.

## **Article 5 – End of the traineeship**

5.1 At the end of the traineeship, the trainee shall submit a report on his/her work to his/her trainee counsellor who shall forward it to the Head of Unit together with an evaluation report. After this report has been compiled and entered in his/her personal file, the trainee shall receive a certificate confirming the length of the period served.

5.2 The Director of the Institute may agree to suspend the traineeship for a specific period on receipt of a written request by the individual concerned and after obtaining the opinion of the trainee counsellor. The traineeship may only be resumed during the relevant training period and for the length of time still remaining in the contract between the trainee and the Institute.

5.3 The Director of the Institute may terminate the traineeship on receipt of a reasoned request by the trainee made through the trainee counsellor.

5.4 The Director of the Institute may decide at any time to terminate the traineeship on grounds of the trainee's behaviour, after hearing the trainee and the trainee counsellor concerned.

5.5 Traineeships are not renewable and may not, in principle, be extended. However, the Director may grant an extension at the end of each training period, which may not exceed five months. Requests for extensions will only be accepted if the budgetary appropriations and the capacity of the Unit to accommodate trainees allow and if objectively justified in the interest of the service.

5.6 After completing the training period, trainees shall not be entitled to a contract with the Institute until a period of one year has expired.

5.7 Trainees are, however, entitled to participate as candidates in any selection procedures organised by the Institute, provided that they meet the requirements for doing so; if they are successful they shall be entitled to a post accordingly.

## Annex 1 – European Institutions and Bodies

Source: [http://europa.eu/institutions/index\\_en.htm](http://europa.eu/institutions/index_en.htm)

### Institutions of the European Union

<b>Name</b>	<b>Short Description</b>
<i>European Parliament</i>	The European Parliament (EP) is elected by the citizens of the European Union to represent their interests.
<i>European Council</i>	The Council is the EU's main decision-making body. It represents the member states, and its meetings are attended by one minister from each of the EU's national governments.
<i>Presidency</i>	The Presidency of the Council rotates every six months. In other words, each EU country in turn takes charge of the Council agenda and chairs all the meetings for a six-month period, promoting legislative and political decisions and brokering compromises between the member states.
<i>European Commission</i>	The Commission is independent of national governments. Its job is to represent and uphold the interests of the EU as a whole. It drafts proposals for new European laws, which it presents to the European Parliament and the Council.
<i>Court of Justice</i>	Its job is to make sure that EU legislation is interpreted and applied in the same way in all EU countries, so that the law is equal for everyone. It ensures, for example, that national courts do not give different rulings on the same issue.
<i>Court of Auditors</i>	The Court's job is to check that EU funds, which come from the taxpayers, are properly collected and that they are spent legally, economically and for the intended purpose. Its aim is to ensure that the taxpayers get maximum value for their money, and it has the right to audit any person or organisation handling EU funds.

### Consultative Bodies

<b>Name</b>	<b>Short Description</b>
<i>European Economic and Social Committee</i>	The European Economic and Social Committee (EESC) is an advisory body representing employers, trade unions, farmers, consumers and the other interest groups that collectively make up 'organised civil society'. It presents their views and defends their interests in policy discussions with the Commission, the Council and the European Parliament.
<i>Committee of the Regions</i>	The Committee of the Regions (CoR) is an advisory body composed

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	of representatives of Europe's regional and local authorities. The CoR has to be consulted before EU decisions are taken on matters such as regional policy, the environment, education and transport – all of which concern local and regional government.
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### Financial Bodies

<b>Name</b>	<b>Short Description</b>
<i>European Investment Bank</i>	Its job is to lend money for projects of European interest (such as rail and road links, airports, or environmental schemes), particularly in the less well-off regions, candidate countries and the developing world. It also provides credit for investment by small businesses.
<i>European Investment Fund</i>	The European Investment Fund (EIF) was set up to help small businesses.
<i>European Central Bank (ECB)</i>	Its job is to manage the Euro – the EU's single currency. The ECB is also responsible for framing and implementing the EU's economic and monetary policy.

### Inter-institutional Bodies

<b>Name</b>	<b>Short Description</b>
<i>The Publications Office</i>	The full name of this body is the Office for Official Publications of the European Union. It acts as the publishing house for the EU institutions, producing and distributing all official European Union publications, on paper and in digital form.
<i>European Personnel Selection Office</i>	The European Personnel Selection Office (EPSO) became operational in January 2003. Its task is to set competitive examinations for recruiting staff to work in all the EU institutions. This is more efficient than having each institution organise its own recruitment competitions. EPSO's annual budget of roughly €21 million is 11% less than what the EU institutions used to spend on recruitment.
<i>European Administrative School</i>	The European Administrative School (EAS) was set up on 10 February 2005. Its task is to provide training in specific areas for members of EU staff. Its courses are open to staff of all the EU institutions, thereby helping spread common values, promoting better understanding among EU staff and achieving economies of scale. It works in close cooperation with the training departments of all the institutions to avoid any duplication of effort.

## **DECENTRALISED BODIES**

### **Community agencies**

A Community agency is a body governed by European public law; it is distinct from the Community Institutions (Council, Parliament, Commission, etc.) and has its own legal personality. It is set up by an act of secondary legislation in order to accomplish a very specific technical, scientific or managerial task, in the framework of the European Union's "first pillar". The European Community agencies include:

- Community Fisheries Control Agency (CFCA)
- Community Plant Variety Office (CPVO)
- European Agency for Safety and Health at Work (EU-OSHA)
- European Agency for the Management of Operational Cooperation at the External Borders (FRONTEX)
- European Aviation Safety Agency (EASA)
- European Centre for the Development of Vocational Training (Cedefop)
- European Institute for Gender Equality (EIGE)
- European Chemicals Agency (ECHA)
- European Institute of Innovation and Technology (EIT)
- European Environment Agency (EEA)
- European Food Safety Authority (EFSA)
- European Foundation for the Improvement of Living and Working Conditions (EUROFOUND)
- European Fundamental Rights Agency (FRA) - previously EUMC
- European GNSS Supervisory Authority (GSA)
- European Maritime Safety Agency (EMSA)
- European Monitoring Centre for Drugs and Drug Addiction (EMCDDA)
- European Network and Information Security Agency (ENISA)
- European Railway Agency (ERA)
- European Training Foundation (ETF)
- Office for Harmonisation in the Internal Market (Trade Marks and Designs) (OHIM)
- Translation Centre for the Bodies of the European Union (CdT)
- Community Fisheries Control Agency (CFCA)
- Agency for the Cooperation of Energy Regulators (ACER)

### **Common Foreign and Security Policy agencies**

Agencies have been set up to carry out very specific technical, scientific and management tasks within the framework of European Union's Common Foreign and Security Policy (CFSP) – the "second pillar" of the EU. At present, these agencies are:

- European Defence Agency (EDA)

- European Union Institute for Security Studies (ISS)
- European Union Satellite Centre (EUSC)

### **Police and judicial cooperation in criminal matters agencies**

Another group of agencies has been set up to help the EU Member States co-operate in the fight against organised international crime. This co-operation in criminal matters is the "third pillar" of the EU. At present, these agencies are:

- European Judicial Cooperation Unit (EUROJUST)
- European Police College (CEPOL)
- European Police Office (EUROPOL)

### **Executive agencies**

Executive agencies are organisations established in accordance with Council Regulation (EC) No 58/2003 (OJ L 11, 16.1.2003) with a view to being entrusted with certain tasks relating to the management of one or more Community programmes. These agencies are set up for a fixed period. Their location has to be at the seat of the European Commission (Brussels or Luxembourg). These agencies include:

- Education, Audiovisual and Culture Executive Agency (EACEA)
- Research Executive Agency (REA)
- European Agency for Health and Consumers (EAHC)
- Trans-European Transport Network Executive Agency (TEN-T EA)
- European Agency for Competitiveness and Innovation (EACI)

### **EURATOM agencies and bodies**

These bodies are created to support the aims of the European Atomic Energy Community Treaty (EURATOM). The purpose of the Treaty is to coordinate the Member States' research programmes for the peaceful use of nuclear energy, to provide knowledge, infrastructure and funding of nuclear energy and to ensure sufficiency and security of atomic energy supply. At present, these agencies are:

- EURATOM Supply Agency (ESA)
- European Joint Undertaking for ITER and the Development of Fusion Energy (Fusion for Energy)

**Annex 2 – Examples of diplomas for which the level of education corresponds to that required for access to the traineeship**

COUNTRY	Secondary education (giving access to post-secondary education) <sup>1</sup>	Post-secondary education	University level education – At least 3 years in length <sup>2</sup>	University level education – At least 4 years in length
Belgique/ Belgique/ Belgien	Certificat de l'enseignement secondaire supérieur - Diploma secundair onderwijs	Candidature - Kandidaat / Graduat - Gegradeerde		Licence - Licentiaat
Danmark	Studentereksamen	Videregående uddannelse	Bachelorgrad	Kandidatgrad
Deutschland	Abitur/ Allgemeine Hochschulreife	Berufsakademieabschluss	Fachhochschulabschluss (6-7 Semester) / Bachelor	Hochschulabschluss / Fachhochschulabschluss (8 Semester) / Master
Ελλάδα	Απολυτήριο ενιαίου λυκείου	Διπλώμα επαγγελματικής κατάρτισης (Ι.Ε.Κ.)		Πτυχίο Α.Ε.Ι. (πανεπιστημίου, πολυτεχνείου, Τ.Ε.Ι. υποχρηματικής τετραετούς φοίτησης)
España	Bachillerato	F.P. grado superior (Técnico superior)	Diplomado/ Ingeniero técnico	Licenciatura
France	Baccalauréat	DEUG/BTS/DUT	Licence	Maitrise/Master
Ireland/Eire	Leaving certificate -2 honours, 4 passes	National Certificate/ National Diploma	Bachelor's degree	University degree (4 years)
Italia	Diploma di maturità / Diploma di superamento dell'esame di Stato conclusivo dei corsi di studio di istruzione secondaria superiore		Laurea -L(breve)	Laurea specialistica-LS/ Laurea
Luxembourg	Diplôme de fin d'études secondaires	BTS		
Nederland	Diploma VWO	Kandidaatsexamen	Bachelor	Doctoraal examen/Master

COUNTRY	Secondary education (giving access to post-secondary education) <sup>1</sup>	Post-secondary education	University level education – At least 3 years in length <sup>2</sup>	University level education – At least 4 years in length
Kύπρος / Kibris	Απολυτήριο ενιαίου λυκείου	Programmes offered by Public/Private Schools of Higher Education (for the later accreditation is compulsory)		Πανεπιστημιακό Πτυχίο
Česká Republika	Vysvědčení o maturitní zkoušce	Vysvědčení o absolutoriu / diplomovaný specialista (DiS.)	Diplom o ukončení bakalářského studia	Diplom o ukončení vysokolejského studia / Magistr
Eesti	Gümnaasiumi lõputunnistus + riigieksamitunnistus		Bakalaureusekraad (<160 ainepunkti)	Bakalaureusekraad(160 ainepunkti) / Magistrakraad
Magyarország	Gimnáziumi érettségi bizonyítvány	Felsőfokú szaklepesítést igazoló bizonyítvány	Főiskola OKlevél	Egyetemi OKlevél
Latvija	Atestāts par vispārējo vidējo izglītību		Bakalaura diploms (<160 kredīti)	Bakalaura diploms (160 kredīti) / Magistra diploms
Lietuva	Brandos atestatas		Bakalauras (<160 kreditas)	Bakalauras (160 kreditas) / Magistas
Malta	Matriculation certificate (2 subjects at advanced Level and 4 at Intermediate Level including systems of knowledge)		Bachelor's degree	University degree (4 years)
Polska	Świadectwo Dojrzalosci		Licencjat / Inżynier	Magister / Magister Inżynier
Slovenská Republika	Vysvedčenie o maturitnej skúške	Absolventský diplom	Diplom o ukončení bakalárskeho štúdia	Diplom o ukončení vysokolejského štúdia / Magistr
Slovenija	Maturitetno spričevalo	Diploma višje strokovne sole		Univerzitetna diploma

COUNTRY	Secondary education (giving access to post-secondary education) <sup>1</sup>	Post-secondary education	University level education – At least 3 years in length <sup>2</sup>	University level education – – At least 4 years in length
Bulgaria	Diploma za Zavrsheno Sredno Obrazovanie (Diploma za Zavrsheno Sredno Obrazovanie)	Specialist po..( Stenialist po..)		Diplom za Visse Obrazovanie (Diploma za Visse Obrazovanie)
Romania	Bacalaureat	Diplomă de absolvire (Colegiu universitar)		Bacalaureat (Magister)