



Title Name Surname,  
Address 1,  
Address 2,  
Address 3,  
Country.

**Subject: Traineeship with the European Institute for Gender Equality**

Dear <<Title Surname>>,

I would like to confirm the following details relating to your traineeship with the European Institute for Gender Equality (EIGE) more specifically in its <<specify Unit >> within <<specify team>>.

### **1. Date of commencement and duration**

The traineeship starts on << day month year >> until <<day month year >>.

### **2. Role and accountability**

You shall be based at the Institute's offices in Vilnius, Lithuania. Your role will involve providing administrative assistance to << name of counsellor >> to whom you shall report. In her role as your counsellor, << name of counsellor >> is responsible to ensure that you receive basic training about the Institute and its work with EIGE stakeholders within the wider EU framework. You are expected to act professionally, demonstrating integrity and courtesy at all times.

### **3. Working Hours**

Your working hours shall be based on the Institute's working time policy and agreed in conjunction with << name of counsellor >>.

### **4. Grant**

The Institute shall pay you a monthly grant equivalent to << as per applicable traineeship announcement in EUR >> for the entire period of the traineeship unless you are in receipt of another kind of remuneration.

### **5. Travel costs**

Travel costs (flights) from your home country to Vilnius at the beginning of the traineeship and vice versa at the end of the traineeship will be reimbursed to you.

## **6. Sick leave**

You will need to inform <<name of counsellor>> if you are unwell and unable to work.

## **7. Insurance**

You shall be responsible for your own insurance against health and accident risks.

## **8. Missions**

As a trainee you shall not be sent on missions; however in exceptional cases the Director may authorise this following a reasoned request by your counsellor.

## **9. Confidentiality**

You shall at all times maintain full confidentiality with respect to information relating to your work with the Institute unless that information has already been made public or is accessible to the public. This understanding applies both during and after your traineeship. Moreover, you must not remove any documents or tangible items which belong to the Institute or which contain confidential information without proper advance authorisation.

## **10. Potential Conflict of Interest**

In order to avoid any potential conflict of interest you are precluded from working simultaneously for any other organisation during the period of your traineeship.

Should you be in agreement with the terms outlined above you are requested to sign and return the other two attached copies of this letter.

Whilst looking forward to receiving your confirmation of these conditions, I would like to wish you every success during this traineeship.

Done in English and Lithuanian at Vilnius on <<Day Month Year>>.

Yours sincerely,

I accept,

Carlien Scheele

<<Name and Surname of trainee>>