



Administrative Decision on Rules governing the MS-track of the ECDC Fellowship Programme, field epidemiology path (EPIET) and public health microbiology path (EUPHEM)

Stockholm, 11 September 2018

Purpose: ECDC shall support and coordinate training programmes to assist Member States and the Commission to have sufficient numbers of trained specialists in epidemiological surveillance and field investigations, and to have a capability to control disease outbreaks.

Background: The processes described in this Administrative Decision are based on the outcome of consultations with the Advisory Forum, the National Focal Points for Training and the Training Site Forum (TSF), being the operational contact points within the Coordinating Competent Bodies (CCB) framework. At its meeting on 15–16 November 2016, the Management Board also supported the principles behind the processes described in this document.

Description: This Administrative Decision governs the MS-track of ECDC Fellowship Programme, EPIET field epidemiology path (EPIET) and EPIET public health microbiology path (EUPHEM) starting with Cohort 2019.



Decision by the Director of the European Centre for Disease Prevention and Control (ECDC) on Rules governing the MS-track of the ECDC Fellowship Programme, field epidemiology path (EPIET) and Public health microbiology path (EUPHEM)

Article 1 – General provisions

1.1. Scope

This decision governs the MS-track of the ECDC Fellowship Programme, with its field epidemiology path (EPIET) and public health microbiology path (EUPHEM). It applies to fellows as of cohort 2019 and thereafter.

1.2. Legal basis

The legal basis of this Administrative Decision lies on Article 9 (6) of Regulation (EC) No 851/2004 of the European Parliament and of the Council of 21 April 2004 establishing a European Centre for Disease Prevention and Control (the ECDC Founding Regulation):

'The Centre shall, as appropriate, support and coordinate training programmes in order to assist Member States and the Commission to have sufficient numbers of trained specialists, in particular in epidemiological surveillance and field investigations, and to have a capability to define health measures to control disease outbreaks.'

1.3. Organisation and objectives

The ECDC Fellowship Programme is a two-year competency based training with two paths: the field epidemiology path (EPIET) and the public health microbiology path (EUPHEM). Both provide training and practical experience in intervention epidemiology at the national and/or regional centres for surveillance and control of communicable diseases and in laboratories with public health function, acknowledged as collaborative training sites in the European Union (EU) and European Economic Area (EEA) Member States.

The objectives of the fellowship programme are the following:

- To strengthen the surveillance and control of infectious diseases and other cross-border health threats or issues of public health concern in the EU/EEA Member States and at EU level, supporting the implementation of Decision 1082/2013/EU;
- To enhance response capacities for effective field investigation and communicable disease control at national and community level to meet public health threats;

- To strengthen the European network of public health professionals through use of shared standards and methods, good practices and common public health objectives;
- To support cascading of training and capacity building within the Member States;
- To facilitate multi-disciplinary cooperation in the above fields.

The Fellowship Programme is part of ECDC's efforts to strengthen the public health workforce in the EU and benefits significantly from the contribution of EU/EEA Member States in terms of training resources. Member States provide training sites, supervision of the fellows and expert facilitation for EPIET/EUPHEM training modules, and are therefore key stakeholders in the programme.

EPIET and EUPHEM are complementary paths in field epidemiology and public health microbiology, respectively. Both paths recruit fellows in one of two tracks, the EU- and or the Member State (MS) -track. In the EU-track, fellows train in a country other than their country/ies of citizenship, whereas in the MS-track, they remain in their country of citizenship/residence.

This Administrative Decision governs the MS-track of the ECDC Fellowship Programme.

1.4. Assignment of the fellows:

In the MS-track, fellows are placed in one of the EPIET or EUPHEM Training Sites of their country/ies of citizenship /residence¹. Under the professional supervision of the training supervisor/s based at the training site, the fellows will carry out activities related to the core competencies of their respective path. The progress of the fellows is monitored by supervisors and scientific coordinators. The scientific coordinators review all of the fellows' outputs during their two-year training programme.

During the two-year training programme, all fellows work towards a number of common learning outcomes, under the following key competency domains:

- Public health surveillance
- Outbreak investigation
- Applied public health research
- Public health microbiology and laboratory investigations
- Public health management and communication
- Training and teaching
- Biostatistical analysis

In addition, EPIET fellows develop further competencies in advanced statistics; and EUPHEM fellows, in biorisk and laboratory quality management.

¹ On 29 March 2017, The United Kingdom gave notification of its intention to leave the European Union, pursuant to Article 50 of the Treaty on European Union. At the time of adoption of this decision, no withdrawal agreement has been adopted setting out the conditions of the participation of the UK in EU funded programmes. Due to this uncertainty, since cohort 2018, the participation of the UK in the MS-track of the ECDC Fellowship Programme has been suspended.

Article 2 - Eligibility and selection criteria of candidates

Member States that have been allocated an MS-track post in the EPIET/EUPHEM training may engage in a process to select suitable candidates among their current workforce or open a selection process to recruit new staff².

2.1. Eligibility criteria

In order to be eligible for the ECDC Fellowship Programme, candidates for both paths need to fulfil the following set of formal requirements:

- Have a thorough knowledge of at least two official languages of the EU/EEA, one of which shall be English;
- Be a national of a Member State of EU/EEA³; and
- Be entitled to her or his full rights as a citizen.

In addition, depending on the path they apply for, candidates need to fulfil the following formal requirements:

Specific eligibility requirements for EPIET Path:

1. Post-secondary education attested by a diploma⁴ in medicine, public health, epidemiology, veterinary medicine, nursing, biology, microbiology, pharmacology, biomedicine or other health and social sciences, at the level of graduate diploma or Masters' degree or equivalent; and
2. At least one (1) year working experience in public health or applied epidemiology; on a case by case basis experience obtained during Doctoral (PhD) studies in a relevant discipline may be accepted to count as such professional experience.

Specific eligibility requirements for EUPHEM Path:

1. Post-secondary education attested by a diploma² in medicine, biology, microbiology, veterinary medicine, pharmacology, or biomedicine, at the level of graduate diploma or Masters' degree or equivalent; and
2. At least three (3) years of working experience in microbiology; or a PhD degree in microbiology or equivalent (e.g. clinical microbiology specialisation, veterinary medicine specialisations, or a specialisation in any microbiology field).

2.2. Selection criteria

Fellows are selected based on criteria relating to professional and personal characteristics/ interpersonal skills. The references to EPIET or EUPHEM in brackets below, refers to the path that these skills and experience are most relevant for.

² The staff can be seconded – see Article 1.5 of this decision.

³ UK nationals remain eligible to apply for the 2019 cohort. However, due to the uncertainties posed by the UK's notification of its intention to leave the European Union, ECDC cannot guarantee that candidates will be eligible to start or complete their fellowship at host sites, since the start date for Cohort 2019 is after 29 March 2019.

⁴ Only diplomas and certificates that have been awarded in EU member states or that are the subject of equivalent certificates issued by authorities in the said Member States shall be taken into consideration.

Professional skills and experiences

- Proven experience in public health and/or epidemiology (EPIET)
- Good scientific background in microbiology, and skilled in microbiological techniques (EUPHEM)
- Good scientific background in epidemiology, and a basic knowledge of biostatistics (EPIET)
- Good computer skills used for microbiological and/or epidemiological analysis

Personal characteristics/interpersonal skills

- Strong commitment to field epidemiology (EPIET)/public health microbiology (EUPHEM) in the EU
- Good organisational skills
- Ability to work under pressure, in interdisciplinary teams, and manage responsibilities
- Good command of scientific writing and oral communication in English

Advantageous criteria

- Previous experience in public health and/or epidemiology (EUPHEM)
- Ability to undertake independent working, demonstrating logical, analytical and innovative thinking.
- Experience of international activities and multicultural awareness.
- Understanding the public health regulatory framework and requirements in the Member States.

Article 3 – Selection procedure

Application process for acknowledged Training Sites in EU/EEA Member States

The main counterpart of ECDC in the Member States for the MS-Track Selection process are the National Focal Points for Training (NFPTs), under the structure of the ECDC Coordinating Competent Bodies.

Part 1: Pre-selection process

3.1.1. Expression of Interest of the Member States

Every year, ECDC sends an invitation for expression of interest to the NFPTs to train EU- and MS-track fellows in the cohort of the following year. In this “Call for Expressions of Interest”, ECDC will ask the MS to propose national training sites interested in training a fellow in the ECDC Fellowship Programme, both for the EU-track and the MS-track. This is done by submitting a response form by the deadline stated in the invitation.

The Member States will inform ECDC about the sites interested in being a training site for the next cohort, as well as how many fellows they are willing and have capacity to train in each of the fellowship paths (EPIET/EUPHEM) and tracks (EU/MS). Note that only acknowledged Training Sites⁵ will be able to train a fellow in the upcoming cohort.

In the first allocation round of the fellowship posts for EU- and MS-track for each path, no country will receive more than one seat for each path. Prioritisations for EPIET and EUPHEM are independent from each other. Hence, the MS will need to prioritise between EU- and MS-track for each path separately. This principle is to ensure that the number and geographical range of countries hosting fellows is maximised.

⁵ An acknowledged training site is a training site that has a) trained a fellow in the last three years or b) has been visited and approved within the last three years or c) has had a successful training site appraisal (no later than December 2018). To host an EU-track fellow the site also needs to have a signed Framework Partnership Agreement on Training Fellows in place.

3.1.2. Number and allocation of fellowship posts

Based on financial resources available, ECDC will decide on the total number of fellowship posts each year and assign them to each track and path. After the deadline for the 'Call for Expression of Interest', ECDC will contact the NFP-Ts of the Member States that expressed their interest in an MS-track post in that year to inform them of the ranking and allocation of MS-track posts according to pre-established priority criteria that apply in case there are more applications than available posts.

Each cohort will have a minimum number of posts per path under the MS-Track, to be distributed among the requesting countries according to their expression of interest of path. Priority to receive a fellow will be given, in this order of importance, to MS that have trained the least number of fellows and have the least number of alumni in the public health work force, and by path.

The budget available for the MS-track will vary year by year. The total number of MS-track fellows would therefore be known only once the hosting countries for the EU-track have been identified. Additional fellowship posts will be assigned to the path/s based on the number of expression of interest for each path. This gives flexibility to distribute resources according to the needs and training capacity expressed by the Member State. For Cohort 2019 we anticipate to have a minimum of two posts that are not pre-assigned to a specific path.

If the number of Member States applying for a MS-track post in EPIET and/or EUPHEM exceeds the number of available posts, ECDC will apply a set of criteria discussed with the Advisory Forum. ECDC periodically consults the Advisory Forum and the National Focal Points for Training to update these criteria or adjust the ways in which they will be applied each year.

ECDC will generate a list of applying Member States, ranked according to the application of these criteria separately for EPIET and EUPHEM, and allocate available MS-track posts according to this list.

If a Member State has applied for two or more training posts within the same path and is granted only one MS-track post, it is up to the Member State to prioritise which Training Site will be granted the MS-track post in that path.

Once the number of EPIET and EUPHEM fellows in the MS-track has been decided, the further allocation of the fellows for the two paths among the countries are done independently from each other.

Only in case the assigned minimum of MS-track fellowship posts in either of the two paths exceeds the number of countries expressing interest to train fellows in that path, the remaining posts up to the minimum number will be distributed to Member States having expressed interest to train more than one fellow.

In case of a tied rank, ECDC will consider also the capacity needs of the country (which countries would benefit most from a fellow during the fellowship based on the number of alumni working currently in the country).

Part 2: Selection of candidates by the Member States

Member States requesting an MS-track seat are strongly encouraged to identify candidates meeting the eligibility criteria through mechanisms of their choice (e.g., internal search among their workforce or a call for internal or external applications) already by the time of expression of interest.

After the fellowship posts for the two paths have been allocated according to the above criteria, the results including the placements of the fellows and waiting list/s will be shared with all the MS.

The countries which have been allocated fellow/s are invited to, within a given deadline, nominate a candidate for each allocated fellowship post based on an application with a CV and a Letter of Motivation (LoM) of the nominated candidate/s.

The Member State is responsible for selecting the candidate(s) to be trained using the following selection procedure:

- Member States may appoint a selection panel and conduct interviews with the shortlisted candidates to check the eligibility of the candidate(s) and apply the selection criteria. Two Fellowship Scientific Coordinators take part in the selection panel conducting these interviews. Alternatively, two Fellowship Scientific Coordinators interview the candidates separately. The interview language is English. Candidates who do not demonstrate sufficient English language skills during the interview will be asked to take a proficiency test documenting a minimum B-2 level.
- Member States create a shortlist of candidates (including Europass CVs and letters of motivation in English) and send these via the NFPT to ECDC for review of the eligibility and selection criteria by the Fellowship Scientific Coordination team.
- After eligibility check, the Head Scientific Coordinators (or by delegation to other coordinators) will organise a teleconference to interview the candidates for confirmation of their suitability. In case of non-suitability, the nominating Member State will be invited to nominate another potential fellow. If this fails, the post will be given to the next Member State on the waiting list.
- Member States make the final choice of the candidate among all eligible candidates; however, at Member States' request, ECDC can make a recommendation on the suitability of the candidates.
- Member States that are offered an MS-track post but who cannot identify candidate(s) meeting the eligibility and selection criteria will not be able to fill their post; the post will be offered to the next ranked Member State on the list (as specified in Article 2.2).
- The selection panel will guide potentially good candidates who have knowledge, experience or language skill gaps through provision of recommendations for improvement to allow them to fill these gaps and reapply at a later date.

Article 4 - Protection of Personal Data

Any personal data collected by ECDC will be processed solely for the purposes of the selection process and performance, management and follow-up of the ECDC training activities in accordance with [Regulation \(EC\) n. 45/2001](#) of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data. This may involve distribution of data to ECDC Coordinating Competent Bodies, in particular to the NFPs for Training in the EU/EEA Member States, the Training Site Forum, and the scientific coordinators. Personal data submitted during the application process will be stored for a maximum period of 24 months. Data subjects have the right to access and rectify their personal data at any moment. For more information on personal data protection and related documents, reference is made to the ECDC website. Queries or requests concerning the processing of personal data may be addressed to the relevant ECDC Data Controller (epiетеuphem@ecdc.europa.eu) or the Data Protection Officer (dpo@ecdc.europa.eu).

Fellows are advised to contact their relevant Training Site for advice on personal data retained by the Training Site and its respective retention, processing and distribution.

Data subjects have the right of recourse to the [European Data Protection Supervisor](http://www.edps.europa.eu/) (<http://www.edps.europa.eu/>).

Article 5 - Organisation

Fellows are placed at one of the training sites under the responsibility of a main supervisor, experienced in applied epidemiology (EPIET) or public health microbiology (EUPHEM). The supervisor must guide and closely monitor the fellow during his/her fellowship, acting as his/her mentor. An assigned co-supervisor will assist the main supervisor in scientific and practical issues. In addition to the main and the co-supervisors, a team of project supervisors shall be available to work closely with the fellow. For the EUPHEM fellows a dedicated epidemiology

supervisor shall be assigned to support and supervise fellows with epidemiological competencies and facilitate the link between field epidemiology and public health microbiology. For EPIET fellows, where relevant, a microbiology supervisor should be assigned to support the fellow with microbiological content of her/his projects.

The training site will provide individual supervision meetings for the fellow for at least an average of at least four hours per week during the fellowship. The training site will grant the fellow access to supervised field activities, to datasets and vital records in order to achieve the objectives of the training.

The scientific coordination of the programme is ensured by the scientific coordinator team, composed of the head scientific coordinators of EPIET and EUPHEM based at ECDC, and the scientific coordinators who are mostly employed and based at various hosting institutes in the Member States. Scientific coordinators provide guidance to fellows and assist supervisors on how to best develop the required field epidemiology and public health microbiology competencies.

The supervisor must immediately notify the head scientific coordinators of EPIET and EUPHEM of any significant incidents occurring during the fellowship (in particular professional incompetence, prolonged absences, sicknesses, accidents, unprofessional behaviour, or interruption of the fellowship), which come to his/her attention, or of which the fellow informs him/her. Similarly, the head scientific coordinators of EPIET and EUPHEM are to be informed if any incidents arise that affect the availability of the supervisor, like prolonged absences.

Article 6 - Contracts and agreements

Fellows will sign an employment or similar contract with the Training Site (if not already employed). A further two-party agreement (named 'Training Site Agreement') will be signed between the Training Site and ECDC to document that (a) the Training Site accepts the terms and conditions of the MS-track EPIET/EUPHEM fellowship described in this Decision and in the programme manual, and (b) that ECDC covers the fellow's costs of travel, accommodation, and per diem for participation in all required EPIET/EUPHEM modules and participation to ESCAIDE. However, ECDC will not be a party to the employment contract signed between the fellows and the employer.

In cases where the Training Site is not the employer of the fellow, it is up to the parties involved to develop an agreement that will guarantee compliance of all parties to the rules laid down in this Decision and in the Training Site Agreement.

The Training Site shall reserve funding for travels within the country to perform duties related to the fellow's activities, including, but not restricted to, outbreak investigations. The Training Site may assign the fellow to perform training activities in other institutes, if this is required to meet the training objectives within the timeframe of the fellowship.

Article 7 - Rights and duties of fellows

7.1. Duration of the fellowship

The fellowship is a full-time, learning by doing programme and the training period lasts 24 months. Fellows who end the fellowship before 23 months will not be eligible for the EPIET/EUPHEM diploma.

Under certain circumstances, such as in case of serious illness, pregnancy, birth or adoption of a child, fellowship periods may be extended beyond the maximum length laid down in this Decision subject to (1) terms and conditions of the employment contract and (2) availability of funds at ECDC to cover the cost of participation in the EPIET/EUPHEM activities. The fellow shall inform the main supervisor, the head scientific

coordinator and FFO as soon as possible of the reasons and need for leave, keeping the Fellowship Programme and the training site informed of expected duration of leave and return date.

7.2. Prolongation of the training

The aim of any potential prolongation is to achieve the minimum period of 23 months training. Under such circumstances, the extension will be approved by ECDC and the training site on a case-by-case basis.

Any attendance to modules during the prolongation of the training is subject to availability of ECDC funds.

7.3. Compliance with instructions and regulations

Fellows shall comply with the instructions given by their training site supervisors as well as with the present Administrative Decision. Fellows must respect the rules of the training site in accordance with their employment contract and national legislation.

7.4. Obligatory training activities

Fellows must take part in all activities organised under the auspices of the ECDC fellowship programme, respecting the timetables and programmes laid down by ECDC.

7.5. Confidentiality

Fellows must treat in strict confidentiality, facts and information that come to their knowledge during the course of their training. They must not disclose to any unauthorized person any document or information not already in the public domain. They will continue to be bound by this obligation even after expiry of their employment contract.

7.6. Conflict of interests

A conflict of interest in this context is said to exist when a fellow undertakes an activity which may conflict, or may reasonably be perceived by a third party as conflicting with the interests of ECDC or the European Union, including anything which calls the independence and transparency of ECDC into question. If a conflict of interest should arise during their assignment, fellows should immediately report this to their supervisor and to the respective head scientific coordinator (EPIET or EUPHEM). In the event that an international assignment for a fellow is proposed (see Article 11 on international assignments), the supervisor and head scientific coordinator shall require the fellow to complete a declaration of interest which they (the supervisor and head scientific coordinator) shall then review in order to determine whether there are any conflicting interests. If a conflict of interest is identified, then the international assignment cannot be approved. Completed declarations shall be filed for reference.

Fellows are not permitted to enter into gainful employment, provide consultancy services, participate in other training activities or any activities which may adversely affect the work assigned during the fellowship period.

Scientific coordinators and all actors in the Fellowship Programme are also required to ensure that they act independently of third party interests in all aspects of their work.

7.7. Publications

Fellows must not, either alone or with others, publish or cause to be published any material dealing with the work of their training site without the prior written permission of their supervisor and frontline coordinators. Work carried out jointly with ECDC experts requires approval by the head scientific coordinator of EPIET or the head scientific coordinator of EUPHEM, depending on the respective path of the fellow, and clearance by the Chief Scientist of ECDC. Approved publications of EPIET and EUPHEM fellows need to include the affiliation of their respective paths, either 'ECDC Fellowship Programme, Field Epidemiology path (EPIET), European Centre for Disease Prevention and Control (ECDC), Solna, Sweden' or 'ECDC fellowship Programme, Public Health Microbiology path (EUPHEM), European Centre for Disease Prevention and Control (ECDC), Solna, Sweden'.

Publications resulting from work not related to the training objectives under the Fellowship or as a result of previous work, require prior permission from the head scientific coordinator of the fellow's path (EPIET or EUPHEM). The publication may not pose a conflict of interest or negatively affect the achievement of the Fellowship objectives in any way.

7.8. Regular Progress Reports

Fellows must update their supervisors and the scientific coordinators on their activities during the training period on a monthly basis, using the format proposed by the scientific coordinator's team.

7.9. Diploma

Fellows who have completed the minimum required fellowship period of 23 months and achieved all training objectives in accordance with the ECDC Fellowship Manual will receive the ECDC Fellowship Programme diploma, with reference to the specific path (EPIET or EUPHEM).

Article 8 - Absences

8.1. Holidays

Fellows should keep the same reporting working hours; have the same public holidays and entitlements to annual leave as the other staff at their training site. Fellows cannot take holidays during mandatory training activities such as the Introductory Course, modules, and during ESCAIDE. ECDC will not reimburse to their partners monetary payments for holidays that have not been taken by the fellows.

The training site supervisors and EPIET/EUPHEM scientific coordinators ensure that the above rules are respected. Leave requests should comply with the service needs of the training site and must be approved by the training site supervisor.

8.2. Sickness

In the event of sickness, fellows must notify the supervisor immediately and obtain and present a medical certificate according to the rules of the training site. In case of prolonged sickness, the head scientific coordinators of EPIET/EUPHEM as well as the FFO must be informed, especially if the sick leave has implications which might prevent the fellow from participating in modules or any other mandatory fellowship activity.

8.3. Pregnancy and birth or adoption of a child

In case of pregnancy and birth or adoption, fellows must notify the supervisor and respective head scientific coordinator of EPIET or EUPHEM as soon as possible, and must produce a medical certificate or the appropriate documentation for the Training Site and FFO.

In the event of pregnancy and birth or adoption, fellows are entitled to maternity or paternity leave according to the rules of the employer. The training period may be extended in order to ensure the minimum length of 23 months to be eligible for the diploma.

Fellows must notify the training site supervisor and confirm their communicated return date to the head scientific coordinator of EPIET or EUPHEM and FFO in accordance with the national law, but at least 30 days in advance.

8.4. Absence without justification and notice

If fellows are absent without justification, the main supervisor of the training site will inform the head scientific coordinator of EPIET/EUPHEM in order for decisions regarding consequences to be coordinated in terms of fellowship (ECDC) and employment contract (Training site).

8.5. Exceptional leave

In the event of severe illness or death of close family members and in exceptional circumstances, fellows may be granted additional days of leave according to the employment rules of the training site.

Article 9 - Financial provisions and working conditions

9.1. Fellows will receive a salary from the Training Site. The amount of the salary is decided by the Training Site according to their local salary scales.

9.2. ECDC does not cover pension payments, social security (e.g., sickness insurance) or insurance against occupational hazards. Therefore, the fellow and/or the Training Site are responsible for making the necessary arrangements as per the national legislation, and are responsible for the payment of the taxes and social charges related to the employment contract.

Since ECDC is not part of the contract between the fellows and the training site, ECDC is not responsible for any possible breach of labour law or breach of taxation law committed by the Training Site and/or the fellows. Neither will ECDC be directly liable to the fellows for any payments or reimbursements due to the fellow under their contract of employment.

9.3. When travelling on ECDC's request, ECDC will arrange for the travel, accommodation and per diems of the fellows under ECDC rules of travel for experts.

Article 10 - Place of fellowship

10.1. The placement of the fellow will be at the training site.

10.2. Fellows are required to participate in EPIET/EUPHEM training modules and courses and may occasionally be deployed to ECDC or to other Member States for projects with an EU dimension, and to international assignments outside the EU. The head scientific coordinators of EPIET and EUPHEM will indicate which training activities are obligatory and which are optional.

Article 11 – Projects tackling EU cross-border health threats and international assignments

11.1. During the fellowship, fellows might be offered opportunities for international assignments/missions by the training site, or to take part in projects that involve a stay at ECDC, or participate in assignments following requests by a third party. ECDC may also suggest mobilization of fellows to respond to a request for assistance to support outbreak response.

11.2. The head scientific coordinator/s review the relevant terms of reference and decide whether the proposed assignment is suitable for fellows according to the provisions of the international assignments standard operating procedures.

11.3. Fellows interested in applying for international assignments, projects that involve a stay at ECDC, requests by a third party, or provision for assistance to support outbreak response will first seek the approval of their main supervisor to ensure the assignment will not interfere with the training outputs of the fellow. The training site also ensures the assignment is compatible with the fellow's employment contract. International assignments, projects that involve a stay at ECDC or requests by a third party are not a mandatory activity of the fellowship.

11.4. The party that requests the assignment/mission covers all costs (travel, accommodation, per diems and insurances) and shall provide ECDC and the employer with a copy of the terms and conditions of this coverage before the assignment.

11.5. The fellow selected to go on an international assignment shall not receive any bonuses, or salaries from the requesting party.

11.6. These assignments should offer a clear added-value and not be in conflict with the activities and projects conducted by the fellow at the hosting site of their employment.

Article 12 - Tax arrangements

Salaries paid to fellows are subject to the tax regulations of the country of employment. It is the responsibility of the fellow to independently ensure declaration of the salary and payment of taxation on the salary received.

Article 13 - Interruption and termination of fellowship and consequences

13.1. At the written request of the fellow stating the relevant reasons and with proper justification, the training site and ECDC will jointly decide whether or not to accept the interruption of the fellowship. Should the interruption be accepted, the fellowship may be interrupted only once during its entirety for a maximum one (1) month. In addition, the fellow will not be entitled to reimbursement by ECDC of any travel expenses incurred during the suspension period. In justified circumstances, the fellow may extend his/her training for a

maximum of one (1) month to complete the unfinished part of the training, with the aim of achieving the minimum training period of 23 months.

13.2. If a fellow wishes to terminate his/her fellowship earlier than the date specified in the agreement with ECDC, the fellow must submit a written request to the head scientific coordinator of EPIET or EUPHEM, respectively, via his/her main supervisor. The termination request, stating the relevant reasons, must conform with the national law valid at the training site. ECDC will respond to this request within 10 working days. Where appropriate, the training site will reimburse ECDC for any amount unduly paid.

13.3. Fellows must exercise their duties and behave with integrity, courtesy and consideration. The training site supervisor will inform ECDC of the following situations: if the conduct of the fellow does not prove satisfactory, if the fellow's professional performance or knowledge of the working language is insufficient for the proper execution of his/her duties, if it becomes apparent that the fellow has knowingly made false declarations or provided false statements or documentation at the moment of application or during the fellowship period, if the fellow does not comply with Articles 7.3, 7.4, 7.5 and 7.6, and in cases of unjustified absences. ECDC and the training site will coordinate the consequences in terms of fellowship (ECDC) and employment contract (Training Site). Any pre-term termination of the employment contract will be subject to the national employment legislation in force.

13.4. Notwithstanding the exceptions detailed in Articles 13.1, 13.2, and 13.3 above, the fellowship employment contract shall end upon expiry of the period for which it was awarded.

Article 14 - Final provisions

These rules will enter into force on the day following their signature. They take effect from September 2018.

Implementation of these rules may be defined in work instructions.

2018-09-11

Done at Solna on: _____ 2018/



Andrea Ammon

Director