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| Title: Internal Policy governing the Traineeship programme in the European Centre for Disease Prevention and Control | |
| Number: <i>ECDC/IP/102</i> | |
| Date issued (effective date): | <i>22/11/2016</i> |

1. Purpose

This policy governs the traineeship programme of the European Centre for Disease Prevention and Control (ECDC). This scheme primarily targets recent university graduates who are at the beginning of a new professional career.

2. Scope

Trainees shall be selected from nationals of the Member States of the European Union, Norway, Iceland or Liechtenstein.

Candidates must have completed university education and obtained a full degree or its equivalent¹ by the closing date for applications.

Candidates must have a very good knowledge of English as the language of day-to-day operations in the Centre is generally English. Knowledge of additional EU languages is considered an asset.

Traineeships are open to candidates who have not:

- already benefited from a formal traineeship within a European institution, agency or body, or;
- had or have been employed by a European institution, agency or body, including anyone who is or has been an assistant to a Member of the European Parliament, a temporary staff member, a contract staff member or an auxiliary staff member of any EU institution, body, delegation or representative office.

Candidates should inform ECDC of any change in their situation that might occur at any stage of the application process.

3. Background

This policy governs the traineeship programme of the European Centre for Disease Prevention and Control (ECDC). This scheme primarily targets recent university graduates who are at the beginning of a new professional career.

The objectives of the ECDC traineeship programme are to:

- Provide recent university graduates with a unique and first-hand experience of ECDC;
- Provide an understanding of the objectives and goals of ECDC's coordination role in identifying, assessing and communicating current and emerging threats to human health from communicable diseases in the European Union;
- Enable trainees to acquire practical experience and knowledge of the day-to-day work of the Centre's units;
- Provide the opportunity for recent university graduates to put into practice knowledge acquired during their studies, and in particular in their specific areas of competence;
- Contribute to the professional development of recent university graduates and thereby facilitate their entry into professional life.

ECDC through its traineeships programme:

- Benefits from the input of enthusiastic graduates, who can provide new ideas and up-to-date academic knowledge, thereby enhancing the everyday work of ECDC;
- Creates a pool of people with first-hand experience and training in European procedures, who will be better prepared to collaborate and co-operate with ECDC in the future;

¹ See Annex I for minimum national qualifications required.

- Creates long-term "goodwill ambassadors" for European ideas and values both within the European Union and outside.

4. Description

4.1. Application and Selection Process

Applications should be made in accordance with the procedures established by ECDC². Detailed instructions on how to apply are published annually on the ECDC website in the Call for Applications.

ECDC selects trainees on the basis of the applications received. Successful candidates will typically have a background relating to the core activities or support functions of ECDC. Any candidate who meets the minimum eligibility criteria and any further selection criteria will be considered.

The personal information ECDC requests from applicants will be processed in line 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 by the Community institutions and bodies and on the free movement of such data.

Candidates may be contacted over the phone, or by other means, to discuss availability and reciprocal expectations prior to the final selection decision.

Each unit makes a final selection of applicants after consultation with Human Resources.

Successful applicants are informed by Human Resources via e-mail of the starting date and duration of the training period proposed and should respond confirming that they are willing and able to accept the offer.

Unsuccessful candidates may re-apply for a subsequent training period.

Applicants who are interviewed and assessed as suitable but for whom a traineeship offer is not available immediately may be placed on a reserve list for similar traineeship positions. This reserve list will be valid until the 31st of December of that year. It may be made public in accordance with Regulation 1049/2001.

4.2. Duration of traineeships and Organisation

Each year a decision is made regarding the number of trainees, to be attached to each unit, based on the Centre's needs and funds available.

The initial traineeship period lasts between three and nine months. Traineeships lasting for an initial period of less than nine months can be extended if the trainee, the supervisor, the Head of Unit and Human Resources agree and budget is available. Traineeship periods may not be repeated or extended beyond the maximum length of nine months.

Trainees are placed under the responsibility of a supervisor. The supervisor will guide and closely follow the trainee during his/her traineeship, acting as his/her mentor.

4.3 Rights and duties of trainees

Trainees must comply with the instructions given by their supervisor, their Head of Unit and with the instructions issued by Human Resources unless they are manifestly illegal or constitute a breach of the relevant safety standards.

Trainees are expected to take part in activities organised for them, respecting the timetables and programmes laid down.

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 unit to which they are attached. Subject to the approval of their

² Internal Procedure on Traineeships ECDC/IP/42

supervisor they may attend meetings in other units with the aim to get an understanding of the objectives and goals of ECDC.

During their traineeship, trainees must consult their supervisor or Head of Unit on any action they propose to take on their own initiative relating to ECDC's activities.

Trainees must exercise the greatest discretion regarding facts and information that come to their knowledge during the course of their training. They may not, in any manner, disclose to any unauthorised person documents or information not already in the public domain. They will continue to be bound by this obligation after the end of their traineeship. ECDC reserves its legal right to terminate the traineeship and to pursue any (former) trainee who does not respect this obligation.

Trainees may not have any professional connections with third that might be incompatible with their traineeship (i.e. they may not work for lobbyists, legal attaches, etc.) and they are not permitted to exercise any other gainful employment or receive any third party financial contribution during the period of the traineeship which may adversely affect the work assigned during the traineeship or may lead to an actual or perceived conflict of interest. If a conflict of interest should arise during their assignment, trainees should immediately report this to their supervisor, to their Head of Unit and to Human Resources in writing.

Trainees must respect the same rules³ for contacts with the Press as other ECDC staff and follow the instructions provided.

Trainees may not, either alone or with others, publish or contribute to publishing any matter dealing with the work of ECDC without written permission in accordance with ECDC rules⁴. All rights, for any articles or other work done for the Centre are the property of ECDC.

At the end of their traineeship, trainees should submit a traineeship report to Human Resources on their activities during the training period. The supervisor should also submit an Evaluation Report on the trainee to Human Resources. At the end of the traineeship, the trainee will receive a traineeship certificate specifying the length of training period and the unit to which they were attached.

Trainees must carefully record their activities and their daily working hours from the first day up to the final day of service.

Trainees must comply with the rules governing the traineeships at ECDC and the internal rules and procedures of the ECDC, in particular the rules concerning security and confidentiality. ECDC reserves the right to terminate the traineeship and to pursue any (former) trainee in cases of non compliance with these obligations.

4.4 Absences

During the traineeship, trainees should adhere to the same hours of work and be entitled to the same ECDC annual holidays as ECDC staff as approved annually by the Decision of the Director. Trainees are entitled to two leave days per month. This entitlement is acquired pro rata to the months worked. Days of leave not taken are not paid in lieu. Days taken for participation in any competition, exam or university work, etc. are to be deducted from this entitlement.

The trainee's supervisor and Human Resources oversee that the above rules are respected. Leave requests should respect the needs of the service. Absences must first be approved by the trainee's supervisor.

In case of sickness, trainees must notify one of the Unit secretaries, the trainee's supervisor and copy in Human Resources on the first day of sickness. If absent for longer than seven calendar days, trainees must provide Human Resources with a medical

³ IP on Press Releases and Contact with the Media. ECDC/IP/21

⁴ IP on Scientific and Technical Publications. ECDC/IP/59

certificate indicating the probable length of absence. A trainee who is absent because of illness may be subject to medical checks in the interest of the service. During justified absences the full grant will continue to be paid.

When trainees are absent without justification or without notifying their supervisor, ECDC can decide to immediately terminate the traineeship. Any overpayment of the grant is to be reimbursed to ECDC. Additionally, the trainee will not be entitled to receive the travel allowance.

4.5 Grants

Trainees will be awarded a monthly grant. The amount of this grant is decided by ECDC on a yearly basis and will be published in the traineeship call for applications on the ECDC Website.

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.

4.6 Travel allowance

Trainees whose place of recruitment at the beginning of the traineeship is a distance greater than 150 km from Stockholm are entitled to a travel allowance towards the travel expenses incurred at the beginning and end of the traineeship. The trainee does not need to present proof of travelling.

The trainee must complete a minimum of three months of the training period to qualify for the travel allowance.

The postal address used in ECDC's traineeship offer letter shall be considered to be the place of recruitment. No request for a change of address shall be granted once the decision to award a traineeship has been taken.

The travel allowance is paid in the form of a flat-rate payment⁵ based on the distance in km between the place of recruitment and Stockholm. Payment will be made at the end of the traineeship.

For members whose place of recruitment is outside the EU, the allowance is calculated from the international airport or largest city in the EU geographically closest to the place of recruitment.

4.7. Individual missions

In exceptional cases, the Head of Unit may grant authorisation for a trainee to be sent on mission under the supervision of a staff member. Trainees shall not represent ECDC or attend external meetings on their own.

This authorisation entitles trainees to reimbursement of mission expenses in accordance with the ECDC rules.

4.8. Tax arrangements

Grants awarded to trainees are not subject to the special tax regulations applying to officials and other servants of the European Union. Trainees are solely responsible for the payment of any taxes due on the grant they receive from the ECDC by virtue of the laws in force in any jurisdiction. Should the traineeship exceed six months in duration, trainees may be liable for tax in Sweden for the whole duration of the traineeship.

4.9. Sickness and accident insurance

ECDC does not cover sickness insurance and trainees must therefore take out such insurance prior to the start of their traineeship at the ECDC. ECDC covers accident insurance from the first day of the traineeship up until and including the last day of the traineeship.

⁵ See Annex II

4.10. Interruption and termination of traineeship

Under exceptional circumstances, at the written request of the trainee stating the relevant reasons and with proper justification, the trainee's supervisor may, after consultation with their Head of Unit and Human Resources, 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 until the foreseen end date of the original period.

If a trainee wishes to terminate his/her traineeship earlier than the date specified in the offer of traineeship, a written request must be submitted to his/her supervisor, copied to the Head of Unit and Human Resources, for approval. This request, stating the relevant reasons, should be submitted at least three weeks in advance of the new foreseen termination date. Unless there is an emergency trainees may only terminate their contract on the 1st and 16th of the month. Where appropriate, the equivalent part of the grant must be reimbursed to ECDC.

The traineeship shall end when the period for which it was awarded expires.

Trainees must exercise their duties and behave with integrity, courtesy and consideration. If the conduct of the trainee does not prove satisfactory ECDC may decide to terminate the traineeship.

ECDC, following a justified request by the supervisor and approved by the Head of Unit concerned, 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.

ECDC reserves the right to terminate the traineeship if it becomes apparent that the trainee knowingly made wrongful declarations, or provided false statements or documents in the application process or during the traineeship period. In such cases no travel allowance will be paid.

5. Final provisions

This policy will enter into force on the date they are issued and replace the former Director's Decision 33/2013.

Annex I

Examples of diplomas for which the level of education corresponds to that required for access to the traineeship

| Country | Basic diplomas required for the traineeship |
|-----------------------------|---|
| Bългария | Diplom za Visse Obrazovanie (Диплома за Висше Образование) Bakalavur (Бакалавър) Magister (Магистър) |
| Belgique / België / Belgien | Licence - Licentiaat |
| Ceská Republika | Diplom o ukončení Bakalářského studia |
| Danmark | Bachelorgrad |
| Deutschland | Fachhochschulabschluss (6-7 Semester) |
| Eesti | Bakalaureusekraad (> = 120 ainepunkti) |
| Eire / Ireland | Bachelor's degree |
| Ελλάδα | Πτυχίο Α.Ε.Ι. (πανεπιστημίου, πολυτεχνείου, Τ.Ε.Ι. υποχρεωτικής τετραετούς Φοίτησης) |
| España | Diplomado / Ingeniero técnico |
| France | Licence |
| Italia | Laurea -L (breve) |
| Κύπρος / Kibris | Πανεπιστημιακό Πτυχίο |
| Latvija | Bakalaura diploms (>= 120 kredīti) |
| Lietuva | Bakalauras (>= 120 kreditų) |
| Luxembourg | Bachelor / Diplôme d'Ingénieur Industriel |
| Magyarország | Főiskola Oklevél |
| Malta | Bachelor's degree |
| Nederland | Bachelor |
| Österreich | Fachhochschuldiplom (6-7 Semester) / Bakkalaureus(rea) |
| Polska | Licencjat / Inżynier |
| Portugal | Bacharelato |
| România | Diplomă de Licență |
| Slovenija | Univerzitetna diploma |
| Slovenská Republika | Diplom o ukončení Bakalářského štúdia |
| Suomi/Finland | Kandidaatin tutkinto - Kandidatexamen / Ammattikorkeakoulututkinto / Yrkeshögskoleexamen (min 120 opintoviikkoa - Studieveckor) |
| Sverige | Kandidatexamen (Akademisk examen omfattande minst 120 poäng varav 60 poäng fördjupade studier i ett ämne + uppsats motsvarande 10 poäng). |
| United Kingdom | Bachelor's degree |
| Other countries | University level diploma requiring at least 3 years study |

Annex II

Travel allowance

| Distance between place of recruitment and Stockholm (km) | Flat rate payment (in Euros) |
|--|------------------------------|
| 0-150 | 0 |
| > 150 | 70 |
| > 300 | 120 |
| > 500 | 200 |
| > 800 | 300 |
| > 1300 | 500 |
| > 2000 | 600 |