



**INTERNAL RULES ON TRAINEESHIPS
IN THE SECRETARIAT OF THE EPP GROUP
IN THE EUROPEAN PARLIAMENT**

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Article 1: General provisions¹

With a view to promoting the dissemination of knowledge on European integration and to contributing to young Europeans' education and professional training, the EPP Group offers traineeships in its Secretariat.

Traineeships also aim to provide university graduates with experience of working in a political organisation and practical knowledge of the activities of the EPP Group and of the European Parliament. The traineeships offer an opportunity to gain experience in an international, multi-lingual and multi-cultural environment.

The amount needed to cover the traineeships shall be included under a specific heading in the Group's annual budget.

Article 2: Types of traineeships

The Group offers the following types of traineeships:

- 1) Paid traineeships of 5 months for EU citizens and candidates from associated and candidate countries². A limited number of nationals from other countries can be granted a traineeship by way of derogation.
- 2) Unpaid traineeships of maximum 3 months if the traineeship is required in the framework of the university studies.
- 3) Training placement based on an agreement between the EPP Group and universities, national governments and external organisations.

Article 3: Conditions governing eligibility for admission

The applicants for paid traineeships must³:

- 1) Be a national of a Member State of the European Union or of an associated or candidate country;
- 2) Have a university degree or have completed three years of study (at least six semesters) at a university or an equivalent institute of higher education OR provide an attestation from the university stating that a traineeship is required in the framework of the studies;
- 3) Have a very good knowledge of two official EU languages, of which one should be one of the EU working languages i.e. English, French or German;

¹ Trainees selected by Members of the European Parliament and who work in their offices may not be considered to be trainees of the Group, and therefore fall under the scope of the Rules adopted by the Bureau of the European Parliament on 19 April 2010

² The number of trainees from third countries cannot exceed 20% of all paid trainees in the reference year.

³ Derogations may apply to applicants for unpaid traineeships or training placements.

Applicants from non-EU countries should have a very good knowledge of at least one of the EU working languages;

4) Not have been granted a paid traineeship in the EU Institutions or not have already been in a gainful employment after the completion of their studies.

Article 4: Equal opportunities

The EPP Group is an equal-opportunities employer and encourages applications from young qualified people with disabilities who fulfil the conditions governing eligibility set out in Article 3, excluding all discrimination.

Article 5: Protection of personal data

The EPP Group ensures that applicants' personal data are processed in line with Regulation (EC) No 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, particularly as regards their confidentiality and security.

Article 6: Admission procedure

1) Applications for traineeship should be sent to the Human Resources Unit of the Group according to the procedure described on the EPP Group website under Career section.

The admissibility of the applications will be examined on the basis of the conditions set out in Article 3.

All eligible applications will be considered on the basis of the applicants' qualifications, skills and specific needs of the Group's services by the Trainees' Selection Committee.

Applicants shall be informed of the outcome of their application and/or the decision of the Trainees' Selection Committee by email to the address provided in the application form.

2) The granting of a traineeship does not give trainees the status of a member of the Group's staff nor does it constitute a commitment by the Group to recruit the trainee in any capacity.

Article 7: Traineeships' duration, dates and deadlines for application

1) Paid traineeships are awarded for five months and no further extensions are possible. In duly justified cases, the traineeship may be awarded for a period shorter than 5 months.

Paid traineeship dates and deadlines for applications:

Traineeship period: February – June	Traineeship period: September – January
Deadline for application: 15 December (midnight)	Deadline for application: 15 June (midnight)

2) The length and starting date of unpaid traineeships and of training placements are adjusted to the needs of the service and/or bilateral agreements with universities, national governments and external organisations.

Article 8: Supporting documents to be provided

Before the beginning of the traineeship the selected applicants must provide the following supporting documents:

- 1) Proof of nationality (valid passport or identity card);
- 2) University studies diploma(s) OR a certificate proving that the applicant completed at least six semesters at a university OR an attestation from the university stating that a traineeship is compulsory within the framework of their studies;
- 3) Proof of linguistic knowledge⁴;
- 4) Letter of recommendation from a local, regional, national or European political figure who is a member of the EPP family member parties OR in case of an unpaid traineeship a university reference OR in case of a training placement a university or national authorities attestation;
- 5) Extract from the criminal records or a certificate of good conduct delivered within the preceding six months;
- 6) Certificate attesting that they are insured against the risk of illness; Proof of health insurance;

Article 9: Training supervisor

- 1) Each trainee shall work under the responsibility of a training supervisor.
- 2) The training supervisor shall plan and supervise the trainee’s work throughout the whole traineeship.
- 3) The training supervisor shall, at the beginning of the traineeship, explain to the trainee the work and/or projects to be performed during the traineeship.

⁴ Linguistic knowledge can be proved by secondary education or university studies done in language or an official certificate proving that your knowledge of a language is at least at the [CEFR](#) level B2 (Common European Framework of Reference for Languages).

- 4) The training supervisor must guide the trainee during the traineeship and act as a mentor.
- 5) The training supervisor shall notify the Human Resources Unit immediately of any significant incidents occurring during the traineeship such as absences, illnesses, accident, etc.
- 6) The training supervisor shall draw up an assessment of the traineeship, using the relevant form, and certify that the traineeship period was duly completed and the tasks assigned have been completed. A copy of this assessment shall be kept on file in the Human Resources Unit.

Article 10: General obligations of trainees

- 1) By accepting a traineeship within the EPP Group, trainees shall abide by the internal rules of the EPP Group, in particular as regards working hours and the rules governing security at the European Parliament premises.
- 2) Trainees shall follow the instructions given by their training supervisor or the head of the service/unit to which they are assigned and comply with administrative instructions issued by the competent authority.
- 3) Trainees must participate in and contribute to the work of the service/unit to which they are assigned. All rights in any writings or other work carried out by the trainee in the performance of his/her duties shall be the property of the EPP Group.
- 4) Trainees are not entitled to act or speak on behalf of the Group. They shall use the office equipment allocated to them (telephone, email and Internet access) solely for the purpose of carrying out their work as part of the traineeship.
- 5) Trainees must exercise the utmost discretion with regard to any information that comes to their knowledge in the course of the traineeship. They shall not disclose to an unauthorised person any document or information, that has not been made public without the prior authorisation of the supervisor. The Group reserves the right to terminate the traineeship if the obligation of confidentiality as enshrined herein is not respected. The trainees continue to be bound by this obligation even after the completion of their traineeship.

Article 11: Traineeship agreement

All selected applicants who agree to undertake a traineeship within the EPP Group shall sign, before the beginning of their traineeship, a standard traineeship agreement in order to confirm that they respect the general obligations of trainees as laid down under article 10.

Article 12: Emoluments

- 1) Trainees shall receive a monthly traineeship grant of 1300€ This amount may be amended by decision of the competent authority of the Group.

2) The grant paid by the EPP Group is not subject to the European Union's officials and other servant's tax regulations. Trainees are held responsible for the payment of any taxes due to the traineeship grant received in accordance with the tax law of their country of origin.

Article 13: Missions during a traineeship

During the traineeship, trainees may be sent on mission to Strasbourg once or twice depending on the length of their traineeship, the needs of the service and the availability of budget.

The missions for trainees are planned by the HR Unit with taking into account the needs of services and authorised by the Secretary-General. Trainees sent on a mission shall be entitled to a flat rate payment to cover travel expenses and accommodation cost.

Article 14: Accident and sickness insurance

Trainees must have a valid health insurance for the entire duration of the traineeship.

Before the beginning of a traineeship, trainees have to prove that they are covered under a health insurance scheme.

The Group shall insure trainees against the risk of accident occurring during the traineeship.

Article 15: Leave

Trainees shall be entitled to two days' leave for each completed month of their traineeship. This entitlement is acquired pro rate to the number of full months accomplished. The training supervisor shall be responsible for authorising requests for leave. Unused leave shall not be reimbursed. Any unjustified absence may lead to the suspension of the traineeship.

In addition, trainees are entitled to leave on public holidays and office closing days of the European Parliament occurring during their traineeship.

Article 16: Sick leave

In the event of illness, trainees must immediately notify their training supervisor, who shall then inform the Human Resources Unit.

If the absence is longer than three consecutive days, the trainee has to send a medical certificate to the Human Resources Unit. In any event, sick leave without medical certificate is limited to one day per month of the overall duration of the traineeship.

Article 17: End of the traineeship and suspension of the traineeship

The traineeship shall terminate upon expiry of the period for which it was granted.

A traineeship may be suspended by the decision of the Group's Secretary-General at the request of the trainee, the training supervisor and other competent authority in case of duly justified reasons.

Article 18: Disputes

The Secretary-General of the Group shall decide on disputes arising from the application of these rules.

Article 19: Entry into force

These rules enter into force on 1 January 2016.

Brussels, 22 December 2015

Martin KAMP
Secretary-General