



**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 in Brussels.

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 short-term traineeships of a maximum length of 3 months when the traineeship is compulsory in the framework of the university studies. The Group can offer a limited number of this type of traineeship.
- 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 traineeships must:

- 1) Be a national of a Member State of the European Union or of an associated or candidate country.
- 2a) Applicants **for the paid traineeship** must 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.
- 2b) Having not completed 6 semesters of university studies, applicants **for the unpaid traineeship** must provide an attestation from the university stating that a traineeship is mandatory in the framework of the studies and its required length.

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 10 December 2018

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

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. 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: Supporting documents to be provided

1) Candidates for traineeship must provide the Selection Committee with all the supporting documents proving the accuracy of the information given on the application form. The copies of the following documents must be attached to the application form:

- University studies diploma(s)/a certificate proving that the applicant completed at least six semesters at a university (**for the paid traineeship**) OR an attestation from the university stating that a traineeship is compulsory within the framework of their studies and its requested length (**for the unpaid traineeship**);
- Letter of recommendation from a university professor;
- Letter of recommendation from a political figure (local, national or European) belonging to the EPP family is an asset;
- Documents proving the knowledge of the languages (certificates and diplomas);
- ID card or Passport

2) Before the beginning of the traineeship the selected applicants must provide the Human Resources Unit with an extract from the criminal records or a certificate of good conduct from their country of residence dated less than six months.

Article 5: 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 6: Protection of personal data

The EPP Group ensures that applicants' personal data are processed in line with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, particularly as regards their confidentiality and security and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

Article 7: Admission procedure

1) Candidates must complete the online application form available on the EPP Group website under “Traineeships and Programmes”.

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 8: Traineeships’ duration, dates and deadlines for application

1) Paid traineeships are awarded for 5 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 November (midnight)	Deadline for application: 15 May (midnight)

2) Unpaid traineeships are awarded for a maximum length of 3 months and starting date is adjusted to the needs of the service and, if possible, with taking into account the requirement of the university.

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

No traineeship can be conducted during the summer recess of the European Parliament.

Article 9: Supervisor

1) Each trainee shall work under the responsibility of a supervisor.

2) The supervisor shall plan and supervise the trainee’s work throughout the whole traineeship.

3) The supervisor shall, at the beginning of the traineeship, explain to the trainee the work and/or projects to be performed during the traineeship.

- 4) The supervisor must guide the trainee during the traineeship and act as a mentor.
- 5) The supervisor shall notify the Human Resources Unit immediately of any significant incidents occurring during the traineeship such as absences, illnesses, accident, etc.
- 6) The 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.

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 supervisor or the Director/Head of 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 directorate/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 for paid traineeship

1) Trainees shall receive a monthly traineeship grant of 1400€. This amount may be amended by decision of the competent authority of the Group³.

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 during the plenary session of the European Parliament. The missions for trainees are planned and authorised by the Human Resources Unit with taking into account the needs of services and the availability of budget. 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

The Group provides for compulsory, primary sickness and accident insurance during the entire duration of 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 supervisor and 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.

³ In case a trainee has a serious handicap, which for ex. necessitates the presence of an accompanying person and/or creates other costs linked to the handicap, the monthly allowance might be raised.

A traineeship may be suspended by the decision of the Group's Secretary-General at the request of the trainee, the 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 2020.

Brussels, 3 December 2019

Martin KAMP
Secretary-General