

## **DECISION**

### **Subject: Rules governing the traineeship programme at the EUISS**

#### **Article 1 - General provisions**

These rules govern the traineeship programme at the EUISS. The programme is aimed at postgraduates who specialise in a topic linked to foreign policy, security or defence and who wish to pursue a career in a related field.

The aims of the traineeship at the EUISS are:

1. To provide a professional experience that enables theoretical knowledge to be put into practice.
2. To reinforce research skills.
3. To deepen understanding of the main strategic security and defence-related challenges facing the European Union.
4. To promote European values pertaining to the EU's external action, and security and defence among young professionals.
5. To provide support to EUISS activities through on-the-job training.

#### **Article 2 - Organisation of traineeship**

1. The Director shall decide the number of traineeships to be offered both at the Paris Headquarters and Brussels Liaison Office, depending on the needs and work programmes of each location.

Each trainee is placed under the responsibility of a Senior Analyst, a qualified Associate Analyst or the Brussels Executive Officer for trainees Brussels-based trainees, who will act as a manager and guide (providing advice and reviewing the quality of work on a regular basis), as well as an administrative supervisor.

2. Trainees are part of the EUISS team and are assigned work by their supervisors according to the needs of the EUISS.

### **Article 3 - Eligibility criteria**

1. Nationality: trainees are selected from nationals of the member states of the European Union.
2. Qualifications:
  - a) University degree: at the moment of the start of the traineeship, candidates must possess a Master's degree. If selected for a traineeship, the candidate may be required to provide certified copies of all diplomas/degrees declared accompanied by, if applicable, official certified translations.
  - b) Languages: candidates must have an excellent command of English, as well as thorough knowledge of at least one other EU language.
  - c) Work experience: although not an eligibility criterion, prior relevant work experience including internships, traineeships and voluntary work may be an asset.

### **Article 4 – Duration**

1. Traineeships will last 10 months, normally starting in September. Traineeships may not be extended.
2. Starting or completing a traineeship at the EUISS shall not grant any right to obtain another post under a different status within the organisation. If eligible to apply for any such advertised post, trainees shall be put treated in the same manner same as all other candidates.

### **Article 5 – Selection**

1. Applications should be made in accordance with the procedures published on the EUISS website. The selection made by the EUISS is final and there is no appeal procedure.
2. The EUISS makes its selection of trainees on the basis of the applications received, and more specifically:
  - a) Relevance of educational background.
  - b) Competences and motivation.
  - c) Performance during interview.
  - d) Relevant work experience, if applicable.

### **Article 6 - Selection procedure**

1. Following the closure of the application process, the Head of Administration and Personnel shall make an initial screening, removing all ineligible applications.
2. An initial list of approximately 10 applications per available post is then presented to the Deputy Director who, in cooperation with the relevant Senior or Associate Analyst concerned (or the Brussels Executive Officer for trainees to be selected for the Brussels Liaison Office), draws up a shortlist of candidates to be interviewed. This shortlist shall be approved by the Director.
3. Shortlisted candidates will be interviewed by phone. The Deputy Director, the Head of Administration and Personnel and the Senior or Associate Analyst concerned (or the Brussels Executive Officer for trainees to be selected for the Brussels Liaison Office), shall be part of

the selection committee.

4. The selection committee shall make a proposal to the Director, who shall make the final decision on the candidates to recruit.
5. Successful applicants:
  - a) Successful applicants are contacted by email. The email will outline the traineeship offer, including the exact dates of the traineeship, as well as other conditions.
  - b) Applicants will be given a period of seven working days to respond by email.
  - c) Applicants who decline the offer will be excluded from the ongoing procedure. They may re-apply for a subsequent traineeship by submitting a new application.
6. Unsuccessful applicants
  - a) Unsuccessful applicants are contacted by email.
  - b) Unsuccessful shortlisted candidates will be asked if they wish to remain on a reserve list. If they agree, their applications will be kept only for the duration of the session they originally applied for.

### **Article 7 - Rights and duties**

1. Trainees shall comply with the instructions given by their supervisor or other staff members of the EUISS, as applicable. They must also comply with these Rules and the Staff Regulations of the EUISS.
2. Trainees must exercise the greatest discretion regarding facts and information learned during the course of their traineeship. They must not disclose to any unauthorised person any document or information which has not already been made public. They will continue to be bound by this obligation after the end of their traineeship.
3. Admission to the traineeship programme does not confer on trainees the status of Temporary Agents, nor does it entail any right or priority with regard to recruitment at the EUISS.
4. Trainees should adhere to the working hours of the EUISS (09:00-18:00).
5. Trainees are entitled to 1.5 day's leave per month, as well as statutory holidays.
6. Leave requests must be approved by the Head of Administration and Personnel.
7. In case of illness, trainees must notify their supervisor and EUISS administration as soon as possible.
8. During their traineeship, trainees cannot work or exercise gainful employment for third parties linked to the area of work of the EUISS. This includes interest groups/lobbies, press and media or private entities related to the fields of security, defence or any other area of study of the EUISS. They may not exercise any other gainful employment which may adversely affect the work assigned during the traineeship. If a conflict of interest should arise, trainees should immediately report this to their supervisor in writing, who shall then inform the Director, who shall decide on the appropriate actions to be taken.
9. Trainees must not, either alone or with others, publish on any matter dealing with the work of the EUISS without the written permission of the Director.
10. Whenever justified, trainees may be sent on mission. Expenses incurred will be reimbursed in accordance with the Staff Regulations of the EUISS.

### **Article 8 - Financial matters**

1. Trainees will be awarded a stipend of €1,300 per calendar month. These stipends may be subject to national taxation.
2. Paris-based trainees will receive an additional €200 as a cost-of-living adjustment.
3. In order to be eligible for the first payment of the stipend, trainees must have completed 10 working days of their traineeship.
4. Trainees are not covered by the privileges and immunities granted to the contract staff members of the Institute.
5. Health and accident insurance is compulsory. The EUISS does not provide such insurance. Proof of insurance must be presented to the EUISS at the latest on the first day of the traineeship and should be valid for the entire period.
6. The EUISS does not provide any financial assistance pertaining to travel and accommodation. All living costs are entirely borne by the trainee.

### **Article 9 - Termination of traineeship**

1. Trainees shall complete a probationary period of three months. If unsuccessful, the traineeship shall be terminated immediately.
2. Trainees must exercise their duties with integrity, courtesy and consideration. If the conduct of the trainee does not prove satisfactory, the EUISS may decide to terminate the traineeship without notice.
3. The EUISS reserves the right to terminate the traineeship if it becomes apparent that the trainee knowingly made wrongful declarations, or provided false statements or papers at the moment of application or during the traineeship period.
4. On receipt of a written request from the trainee, the EUISS may terminate the traineeship with one month's notice.

### **Article 10 - Data protection**

The processing of personal data by the EUISS is governed by Regulation (EC) N°45/2001. By submitting an application for a traineeship, the applicant consents to the processing of the personal data contained in the application form and the supporting documents enclosed therewith, in the sense of Article 5 (d) of the Regulation. The personal data in question is collected by the EUISS for the sole purpose of the selection of trainees.

### **Article 11 - Entry into force**

These rules take effect on 8 June 2018.

Gustav Lindström  
EUISS Director