

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.

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.
2. Trainees are placed under the responsibility of a mentor and a traineeship coordinator.
 - a) The mentor will act as a guide, providing advice and reviewing the quality of work on a regular basis. The mentor will normally be a Senior Analyst or qualified Associate Analyst.
 - b) The traineeship coordinator will act as the administrative supervisor and main point of contact.
3. Trainees are fully part of the EUISS team and are assigned work by their mentor/supervisor 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: candidates must possess a Master's degree or equivalent. 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.
 - c) Work experience: trainees are expected to have prior work experience including internships, traineeships and voluntary work.

Article 4 – Duration

1. Traineeships will last 5 months.
2. The EUISS holds two traineeship sessions: one beginning in September, and one beginning in February.
3. Based on the EUISS work programme, traineeships may be extended by the Director.

Article 5 – Selection

1. Applications should be made in accordance with the procedures published on the EUISS website. The decision 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) Educational background
 - b) Work experience
 - c) Competences and motivation
 - d) Performance during interview

Article 6 - Selection procedure

1. Following the closure of the application process, an initial screening takes place in which duplicates or ineligible applications are removed.
2. Shortlisted applications are then presented to the Director, who draws up a list of candidates to be interviewed.
3. These candidates will be contacted by the traineeship coordinator in order to verify details of their application and assess certain skills.
4. Candidates may be required to provide further information or documents as part of the selection procedure.
5. The Director of the EUISS makes the final selection of successful applicants.
6. Successful applicants:
 - a) Successful applicants are contacted by email. The email will outline the traineeship offer, including the 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 will be excluded from the ongoing procedure. They may re-apply for a subsequent traineeship by submitting a new application.
7. 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 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 coordinator, mentor or other staff member, 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 that come to their knowledge during the course of their traineeship. They must not disclose to any unauthorised person any document or information not already 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 days' leave per month, as well as statutory holidays.
6. Leave requests must first be approved by the mentor and then checked and approved by the traineeship coordinator.
7. In case of illness, trainees must notify the traineeship coordinator and 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 the traineeship coordinator in writing.
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. In exceptional cases, trainees may be sent on mission. Expenses incurred will be reimbursed in accordance with the Staff Regulations of the EUISS.
11. Trainees attending external events do so in an observer/note-taking capacity and should not intervene.

Article 8 - Financial matters

1. Trainees will be awarded a stipend of €1,000 net per calendar month.
2. Paris-based trainees will receive an additional €200 net 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. Stipends awarded to trainees are not subject to the special tax regulations applying to staff of the EUISS.
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 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.
2. The EUISS reserves the right to terminate the traineeship if the trainee's professional performance is inadequate.

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 two weeks' 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 25 January 2016.

Handwritten signature of Antonio Missiroli in black ink.

Antonio Missiroli
EUISS Director