

EUROPEAN PARLIAMENT

INTERNAL RULES GOVERNING TRAINEESHIPS AND STUDY VISITS IN THE SECRETARIAT OF THE EUROPEAN PARLIAMENT

PART I: TRAINEESHIPS

Chapter 1 - General provisions

Article 1

The various types of traineeship in the European Parliament

1. With a view to contributing to citizens' European education and vocational training and enabling them to understand how the Institution functions, the European Parliament offers a number of traineeship options within its Secretariat.
2. Those options are:
 - (a) paid traineeships, governed by Chapter 3 of these Rules:
 - Robert Schuman scholarships, general option
 - Robert Schuman scholarships, journalism option
 - (b) unpaid traineeships, governed by Chapter 4 of these Rules.

Article 2

Field of application

These Rules apply to all traineeships except traineeships for conference interpreters and translators, which are governed by separate rules.

Chapter 2 – Provisions applicable to all traineeships

Article 3

Administrative and financial responsibility

1. The authority empowered to decide on admission to all the traineeships governed by these Rules ('the competent authority') is the Director-General of Personnel or his/her representative.
2. After the adoption of the European Parliament's budget, the competent authority will decide on the maximum number of paid and unpaid traineeships to be awarded during the financial year and the percentage of traineeships which may be extended under the terms of these Rules.

Article 4

Advisory Committee on Traineeships

1. The Advisory Committee on Traineeships ('the Committee') is responsible for monitoring the quality of the content and conduct of the traineeships and for establishing a structure to receive trainees. To that end, it submits recommendations to the Secretary-General. It receives and analyses the reports drawn up by the trainees at the end of their traineeships, together with the assessments drawn up by the trainees' supervisors. The results of this analysis are forwarded to the Secretary-General and the Director-General of Personnel. It will be consulted on any plan to amend the Rules.
2. The Committee consists of one representative from each directorate-general and autonomous administrative unit, appointed by the Secretary-General from among the officials responsible for traineeships in each of these bodies. The Secretary-General also appoints the chairman of the Committee, the secretary and an observer from the Committee on Equal Opportunities for women and men (COPEC). Members of the Committee, the chairman, the secretary and the COPEC observer are appointed to serve for one year, and their appointment is renewable.

Article 5

General conditions for admission

1. Trainees must:
 - (a) be nationals of a Member State of the European Union or of an applicant country;
 - (b) be aged 18 or over on the traineeship starting date;
 - (c) have a thorough knowledge of one of the official languages of the European Union and a good knowledge of a second;
 - (d) not have been awarded any other paid traineeship, or have been in paid employment for more than four consecutive weeks, with a European institution or a Member or political group of the European Parliament.

2. By way of derogation from the previous paragraph, citizens of third countries other than applicant countries may be awarded traineeships in the European Parliament, if the competent authority grants authorisation after considering their files, up to a maximum of 5% of the total number of traineeships that it decides on pursuant to Article 3.

Article 6

Admission procedure

1. Applicants should send their applications, using the appropriate application form and enclosing all the supporting documents required, to the Department for contract staff and Robert Schuman traineeships in the Directorate-General for Personnel, ('the competent department').

2. The competent department considers the admissibility of applications on the basis of the general conditions governing admission laid down in Article 5 of these Rules and of the specific conditions governing admission to the various traineeship options laid down in Articles 18 and 21. For each traineeship period, it forwards all the relevant information on every admissible application, by electronic or other means, to the directors-general and heads of autonomous administrative units in the Secretariat, taking account of the candidates' requests for assignment.

3. The directors-general and heads of autonomous administrative units in the Secretariat consider the applications on the basis of the applicants' merits and of specific needs in connection with their units' planned activities and ability to accommodate trainees. For each proposed application, they indicate the department to which the applicant would be assigned and the name and contact details of the supervisor, together with the supervisor's choice of topic on which the trainee would work. They inform the competent department of their selections, listing applicants in order of priority; if candidates are of equal merit, the department will seek a balance in their geographical origin and a balance between men and women. The European Parliament has an equal opportunities policy, and takes positive action with regard to the recruitment of trainees with disabilities, as laid down in the revised Code of Conduct on the employment of disabled persons, adopted by the Bureau on 22 June 2005.

4. The competent authority draws up the list of applicants thus proposed in the light of the total number of traineeships authorised under Article 3.2.

5. At the end of each selection procedure, the competent department informs the Committee of the number of applications received, the number of admissible applications and the outcome of the selections made.

6. The results of the selection procedure will not be published.

Article 7

General obligations of trainees

1. Throughout the entire period of the traineeship, trainees are under the responsibility of a supervisor.

2. Trainees must comply with the instructions given by their supervisors and by their superiors in the department to which they are assigned and with the administrative instructions issued by the competent authority. They must also comply with the internal rules governing the functioning of the European Parliament, in particular the rules on security.

3. Trainees must contribute to the work of the department to which they are assigned. The European Parliament retains all rights to research carried out during the traineeship.

4. Trainees must not have any professional connections with third parties which might be incompatible with their traineeship. They must respect the normal duty to observe the utmost discretion with regard to facts and information which come to their knowledge during their traineeship. They may not communicate to any person whatsoever any documents or information which have not been made public, except with the institution's prior consent. They remain bound by that obligation after completion of their traineeship.

Article 8 **Duties of the traineeship supervisor**

1. The supervisor must draw up a traineeship plan and supervise the work of trainees throughout their traineeship.

2. Unless specific instructions have been adopted by the directorate-general to which the trainee is assigned and issued to the competent department in accordance with Article 26.2, the supervisor must assist the trainee in all problems relating to administration and act as a link between the trainee and the competent department in administrative matters.

3. The supervisor must notify the competent department forthwith of any significant incidents occurring during the traineeship (in particular absences, sicknesses, accidents or interruption of the traineeship) which have come to his/her attention or about which the trainee has informed him/her.

4. The supervisor must draw up an assessment of the traineeship, using the appropriate form, and certify the actual duration of the traineeship.

Article 9

Suspension of the traineeship

1. Temporary suspension and termination

(a) Traineeships may be suspended temporarily by the competent authority for a maximum period of one month, or terminated:

- either in response to a request from the trainee, giving reasons, addressed to the competent authority and approved by the trainee's supervisor,
- or in response to a request by the supervisor, giving reasons, approved by his/her director-general and addressed to the competent authority; in particular, termination of the traineeship may be requested for imperative operational reasons or on the grounds of incompetence or of a breach of the obligations with which trainees are required to comply,
- or by decision of the competent authority, giving reasons, in particular for imperative operational reasons or on the grounds of a breach of the obligations with which trainees are required to comply.

(b) During a suspension of a traineeship, the respective rights and obligations of the European Parliament and the trainee will be suspended, without prejudice to the provisions of Article 7.4. If suspension is decided on at the request of the supervisor, the trainee may apply to the competent authority to continue the traineeship in another department or to terminate the traineeship at the date of the beginning of the suspension.

2. Unjustified absences

In the event of an absence of a trainee which is not justified by a decision by the competent authority to suspend or terminate the traineeship, or by sick leave pursuant to Article 15, the supervisor must notify the competent authority, which will send a letter to the trainee at his/her given address, instructing him/her to appear in the department in which the traineeship is taking place within one week of receiving this instruction. After this deadline, the competent authority has to decide whether the traineeship should be terminated and, if so, on what date.

Article 10

End of the traineeship

1. Traineeships end when the period for which they were awarded expires or by decision of the competent authority under the terms of the previous article.

2. On completion of the traineeship, trainees must draw up a traineeship report and their supervisors must draw up an evaluation report, using the appropriate form, which must be signed by the trainee and the supervisor, who sends it to the competent department.

3. On the basis of the traineeship report, the competent department will issue the trainee with a traineeship certificate, using the appropriate form, setting out the duration of the traineeship, the department to which the trainee was assigned, the name of the supervisor and the nature of the work performed.

Article 11

Travel expenses incurred at the beginning and end of the traineeship

1. Trainees are entitled to a flat-rate contribution to the cost of travel between their actual place of residence and their place of employment at the beginning and end of their traineeship, if the distance between the two places is more than 50 km. No request for a change of address of the actual place of residence will be granted once the decision to award a traineeship has been taken. Payment for the journey to the place of employment will be made at the beginning of the traineeship and for the journey back to the actual place of residence at the end of the traineeship.
2. The flat-rate payment¹ is:
 - €0.1200 per km between 1 and 1000 km,
 - €0.0800 for each km above 1001 km
 - €0.0000 for each km above 10 000 km.
3. By way of derogation from paragraph 1 of this article, if, during the first month of the traineeship,
 - the traineeship is terminated at the request of the trainee (Article 9.1(a)), if this is not justified on any imperative grounds,
 - the competent authority decides to terminate the traineeship following an unjustified absence of the trainee (Article 9.2),the competent authority may decide not to reimburse the cost of the return journey.

Article 12

Travel expenses incurred during the traineeship

1. During the traineeship, trainees may be sent on mission to others of the European Parliament's normal places of work in order to follow parliamentary business. The competent authority may authorise two such missions of up to two days each.
2. In response to a request, giving reasons, from the Directors-General of the Presidency and of Information, the competent authority may authorise trainees assigned to these directorates-general to go on more and longer missions in order to attend European Parliament part-sessions.
3. (a) Trainees sent on a two-day mission will receive a flat-rate allowance² of:
 - €380 for a mission from Brussels to Strasbourg,
 - €320 for a mission from Luxembourg to Strasbourg,
 - €320 for a mission from Luxembourg to Brussels.

(b) Trainees sent on a longer mission to Strasbourg under paragraph 2 of this article will receive €130.94¹ (daily subsistence and night allowance) for each additional day after the first two days.

¹ The payment per km is adjusted on 1 January every year in line with salary.

² The amounts are adjusted on 1 January every year, without retroactive effect, in line with adjustments to mission expenses for Parliament officials.

(c) Trainees employed in the Member States' or applicant countries' information offices (other than Luxembourg, Brussels and Strasbourg) will receive €154.31¹ per day for missions to Brussels and € 130.94¹ per day for missions to Strasbourg. Their travel expenses will be reimbursed on presentation of the original travel documents. Air travel is reimbursed for economy class only, on presentation of the ticket and embarkation card or equivalent proof of travel.

4. Supervisors must fill out mission request forms, have them approved by their directors-general or his/her representative and forward them for authorisation to the Robert Schuman traineeships department at least one week before the start of the mission. After the mission, supervisors, or persons appointed to do so by the Directorate-General, must sign the declaration that the mission has been completed and forward it to the same department.

Article 13 **Sickness and accident insurance**

1. Trainees must be insured against the risks of sickness and accident. The European Parliament will take out an insurance policy on their behalf and bear the full cost of premiums for unpaid trainees and two-thirds of the cost for paid trainees.

2. At the request of trainees, the European Parliament may also insure their spouse and children. In that event, the trainees must pay the insurance premiums.

Article 14 **Leave**

Trainees are entitled to two days' leave for each completed month of their traineeship. Applications for leave must be submitted to the trainee's supervisor, who will sign them and send them to the competent department. Days of leave not taken will not be reimbursed.

Article 15

Sick leave

Trainees who fall ill must inform their supervisor immediately and forward a medical certificate to the medical service if they are absent for more than three calendar days. The medical service will inform the competent department.

Chapter 3: Provisions relating to paid traineeships

Article 16

Purpose of paid traineeships

Paid traineeships are awarded solely to graduates of universities or equivalent institutions. Their purpose is to enable trainees to supplement the knowledge which they acquired during their studies and to familiarise themselves with the activities of the European Union and, in particular, the European Parliament.

Article 17

Types of paid traineeship offered

Paid traineeships cover:

- Robert Schuman scholarships, general option
- Robert Schuman scholarships, journalism option.

Article 18

Specific conditions governing admission to paid traineeships

1. Applicants for a paid traineeship must:
 - (a) have obtained, before the deadline for applications, a university degree after a course of study of at least three years' duration;
 - (b) submit a written reference from a university lecturer or from a professional person who is able to give an objective assessment of the applicant's aptitudes.
2. Applicants for Robert Schuman scholarships, general option, must also demonstrate that they have produced a substantial written paper, as part of the requirements for a university degree or for a scientific journal.

One of these scholarships, known as the 'Chris Piening Fellowship'¹, may be awarded to a candidate whose paper was concerned particularly with relations between the European Union and the United States.

¹ Chris Piening was a European Parliament official who died in 2001; he organised the first meetings between the European Parliament and the American Congress.

3. Applicants for Robert Schuman scholarships, journalism option, must also demonstrate professional experience as evidenced either by works published, or by membership of an association of journalists in a Member State of the European Union, or by the award of a qualification in journalism recognised in the Member States of the European Union or in the applicant countries.

Article 19 **Duration of paid traineeships**

1. Paid traineeships are awarded for a period of five months. The starting dates and the deadlines for the receipt of applications are given in the following table.

BEGINNING OF TRAINEESHIP	DURATION	DEADLINE FOR RECEIPT OF APPLICATIONS
1 March	5 months	15 October
1 October	5 months	15 May

2. Paid traineeships may be not be extended.

Article 20 **Emoluments**

1. The basis for calculating a scholarship is the basic monthly salary of an official in category AD5¹, step 4, subject to the weighting applicable to the country in which the traineeship is carried out. The amount is updated on 1 January every year.

2. The monthly amount of the scholarship is 25% of that sum, payable on the 15th of the month in euro.

3. Trainees who are married and/or have one or more dependent children are entitled to a head of household allowance, which is 5% of the amount referred to in paragraph 1.

4. If, during his/her traineeship, the trainee receives an income (salary) from outside the European Parliament, this will be deducted from the amount to which he/she is entitled under paragraphs 2 and 3 of this article.

5. On arrival, trainees may request an advance on the monthly scholarship for the first month, which may be authorised by the competent authority. It may not exceed 90% of the monthly amount of the scholarship.

6. Trainees are solely responsible for meeting their tax obligations. The scholarship is not liable to the Community tax.

7. If the traineeship is terminated prematurely, the scholarship will be paid in proportion to the number of days worked.

¹ A*5 up to 30 April 2006

8. On presentation of appropriate supporting documents, a disabled trainee may receive an additional payment of up to 50% of the scholarship. The Traineeships Office may consult the Medical Service if necessary.

Chapter 4: Provisions relating to unpaid traineeships

Article 21

Specific conditions governing admission to unpaid traineeships

1. The European Parliament offers the opportunity of undertaking unpaid traineeships to young people who have gained the baccalaureate before the closing date for applications or have reached an equivalent level of higher or technical education. Priority will be given to young people who are required to complete a traineeship as part of their course of study.

2. If provision is made for a traineeship within the framework:

- of a course at a university or equivalent institution,
- of high-level vocational training organised by a non-profit-making body (notably public institutes or bodies),
- of a requirement for access to a profession,

the European Parliament may admit young citizens who fulfil the general conditions of admission for the purposes of these organisations or bodies which grant access to a profession. To this end cooperation protocols may be signed, subject to full compliance with these Rules.

Article 22

Duration of unpaid traineeships

1. Unpaid traineeships are awarded for a period of between one and four months. The competent authority may make exceptions concerning the starting date and duration of traineeships if they are carried out in accordance with protocols drawn up under Article 21.2. The starting dates and the deadlines for the receipt of applications are given in the following table.

BEGINNING OF TRAINEESHIP	DURATION	DEADLINE FOR RECEIPT OF APPLICATIONS
1 January	maximum 4 months	1 October
1 May	maximum 4 months	1 February
1 September	maximum 4 months	1 June

2. Traineeships may exceptionally be extended for a maximum period of two months by decision of the competent authority in response to a reasoned request by the supervisor, approved by his/her director-general and forwarded to the competent authority at least two weeks before the end of the traineeship. The traineeship must be extended without any interruption, continuing at the same place and in the same department and with the same supervisor.

PART II: STUDY VISITS

Article 23

1. Study visits are designed to provide citizens with opportunities for more detailed study of specific subjects relating to European integration, either through consulting documents in the European Parliament's libraries or archives or through contacts with MEPs or specialist officials.
2. The maximum duration of any study visit is one month.
3. People wishing to undertake study visits should apply to the competent authority of the Directorate-General for Personnel, which will ascertain whether the relevant European Parliament departments or bodies are able to accommodate the applicants and will inform them whether their application has been successful.
4. The European Parliament will not meet costs of any nature incurred by visitors.

PART III: FINAL PROVISIONS

Article 24 Disputes

The Director-General for Personnel is competent to rule on disputes arising out of the implementation of these Rules, except when he/she is materially involved, in which case competence passes to the Secretary-General.

Article 25

The award of a traineeship under no circumstances gives recipients the status of official or other servant of the European Union, nor does it entitle them in any way to subsequent recruitment.

Article 26 Entry into force

1. These Internal Rules, which supersede the previous Rules, enter into force on 15 February 2006.
2. The directorates-general, as addressees of these Rules, must take whatever measures are necessary to ensure that they are implemented as fully as possible and must forward them to the competent department.
3. Traineeships which started before 15 February 2006 will continue to be governed by the internal rules governing traineeships and study visits in the Secretariat of the European Parliament dated 18 May 2004.

Done at Luxembourg, 1 February 2006,

(signed) Julian PRIESTLEY
Secretary-General