

Pilot Programme of traineeships for people with a disability in the Secretariat of the European Parliament

The European Parliament promotes equality of opportunity and encourages applications from women and men with a disability for all its traineeship programmes. In 2007 the European Parliament is launching a specific traineeship programme for people with a disability. This programme is a positive action measure, as described in Article 4 of the [Code of Good Practice for the Employment of People with Disabilities](#).

Objectives

The main purpose of the programme is to offer a number of people with disabilities a meaningful work experience as a trainee in the European Parliament, giving them an opportunity to familiarise themselves with its activities.

Additional objectives are:

- to put the European Parliament's equal opportunities principles into practice by supporting people with a disability in gaining professional experience, enhancing their opportunities for future employment;
- to provide the European Parliament with the contribution and positive experience disabled trainees are likely to bring to its working and cultural environment;
- to contribute to raising the general awareness of disability among Parliament staff, helping to remove barriers to the integration of people with disabilities.

Programme outline

The programme offers five-month paid traineeships to disabled candidates, and is run in addition to the other options for traineeships and study visits in the Secretariat of the European Parliament. Being exempted from Article 18 of the [Internal Rules governing traineeships and study visits in the Secretariat of the European Parliament](#), it offers candidates without a university degree the same conditions as other paid trainees.

Reasonable accommodation

If needed, trainees will be provided with reasonable accommodation at work to enable them to carry out the essential functions of the job to which they are assigned. Reasonable accommodation means *'appropriate measures, where needed, to enable a person with a disability to have access to, participate in, or advance in employment, or to undergo training, unless such measures would impose a disproportionate burden on the employer'*.

Partnership

The programme is being launched in liaison with the European Disability Forum (EDF), to ensure that it reaches a large number of potential trainee candidates in all Member States of the European Union and applicant countries.

Eligibility

Applicants 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 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;
- (e) be able to certify that they have a disability (medical certificate or disability card/certificate issued by a national authority).

Application

Candidates apply using the online traineeship application form, ticking the box to indicate that they have a disability. They are required to specify their disability and what adaptation related to their disability they believe is necessary, if any, and send this information to the Traineeships Office.

Admission procedure

Candidates will be selected after an evaluation of the applicant's merit and skills, matching the applicant's profile to the trainee placements available. The evaluation will be based on the information provided in the application. If candidates are of equal merit, a balance between men and women and a balance in their geographical origin will be sought, as far as the limited number of traineeships allows.

Practical arrangements

Once selected, the admitted candidates are welcome to contact the Equal Opportunities Unit, Directorate General for Personnel, for further information on the traineeship and its practical aspects, e.g. accessible housing and reasonable accommodation at work by sending an e-mail to traineeship-pilot@europarl.europa.eu.

Traineeship conditions

- **Monthly allowance**
Candidates admitted to a traineeship on this programme will be paid a monthly allowance of 1 119,37 euros.
- **Reimbursement of additional costs**
Trainees' additional costs directly related to the disability may be covered by up to a maximum of 50 % of the amount of the monthly scholarship, upon presentation of supporting documents, as appropriate, in accordance with Article 20(8) of the *Internal Rules*.
- **Reimbursement of travel costs**
Articles 11 and 12 of the *Internal Rules* apply.

- **Insurance**

The trainees taking part in this programme will, like other trainees, be covered by the compulsory Accident and Health insurance, as specified in Article 13 of the *Internal Rules*.

Applicable rules

For any aspect of the traineeship programme which is not explicitly covered in this programme description, the [*Internal Rules governing traineeships and study visits in the Secretariat of the European Parliament*](#) will apply.

Monitoring and evaluation of the programme

Trainees, supervisors and the departments concerned will be asked to evaluate their experience, in order to identify possible changes or improvements to the programme. The implementation of the programme will be monitored and an assessment made at the end of each traineeship period by the Equal Opportunities Unit, the Traineeships Office and the Unit of Prevention and Well-being at Work.