

EUROPEAN PARLIAMENT

INTERNAL RULES GOVERNING TRANSLATION TRAINEESHIPS IN THE SECRETARIAT OF THE EUROPEAN PARLIAMENT

Chapter 1 - General provisions

Article 1

The various translation traineeship options at the European Parliament

1. With a view to contributing to the European education and vocational training of citizens and to giving them an insight into the way in which the Institution functions, the European Parliament offers various translation traineeship options in its Secretariat.
2. Those options are:
 - (a) paid translation traineeships (Robert Schuman Scholarships, language option), governed by Chapter 3 of these Rules;
 - (b) unpaid translation traineeships, governed by Chapter 4 of these Rules.

Article 2

Scope of these Rules

These Rules shall apply solely to translation traineeships. Traineeships for conference interpreters and other types of traineeship shall be governed by separate rules.

Chapter 2 - Provisions applicable to all translation traineeships

Article 3

Administrative responsibility

The authority empowered to decide on admission to translation traineeships (hereinafter referred to as the 'competent authority') shall be the Director-General of Translation and Publishing or his/her representative.

Article 4

General conditions for admission

Trainees must:

- (a) be nationals of a Member State of the European Union or of an applicant country, save where a derogation is granted on an exceptional basis by the competent authority;
- (b) be aged 18 or over on the traineeship starting date;
- (c) not have been awarded any other paid traineeship, or have been in paid employment for more than four consecutive weeks of, with a European institution or a Member or political group of the European Parliament.

Article 5

Admission procedure

1. Applicants must send their applications, using the appropriate application form and enclosing all the requisite supporting documents, to the Human Resources Unit of the Directorate-General for Translation and Publishing (hereinafter referred to as the 'competent department').
2. The competent department shall consider the admissibility of applications on the basis of the general conditions for admission laid down in Article 4 of these Rules and of the specific conditions governing admission to the various translation traineeship options laid down in Articles 16 and 19 of these Rules. For each traineeship period, it shall forward all the relevant information on every admissible application to the managers of the various administrative units in the Directorate-General for Translation and Publishing, taking account of applicants' requests for assignment. This may be done by computer.
3. The managers of the various administrative units in the Directorate-General for Translation and Publishing shall consider the applications on the basis of the applicants' merits the applicants and their units ability to accommodate trainees. They shall inform the competent department of their selections, listing applicants in order of priority. If applicants are of equal merit, the competent department will seek to ensure that the geographical spread among applicants is as balanced as possible and that a balance is struck between women and men. 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 Good Practice for the Employment of People With Disabilities, adopted by the Bureau on 22 June 2005.
4. The competent authority shall adopt the list of applicants thus proposed in the light of the financial resources available.
5. The outcome of the selection procedure shall not be published.

Article 6
General obligations of trainees

1. Throughout the entire period of the traineeship, trainees shall be 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 shall retain copyright 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 shall remain bound by that obligation after completion of their traineeship.

Article 7
Duties of the traineeships

1. The supervisor shall draw up a traineeships plan and shall supervise the work of trainees throughout their traineeship.
2. Unless specific instructions have been adopted by the Directorate-General for Translation and Publishing, the supervisor shall assist trainees in all administrative matters and provide administrative liaison between trainees and the competent department.
3. The supervisor shall notify the competent department forthwith of any significant incidents occurring during the traineeship (in particular, absences, sickness, accidents, or termination of the traineeship) which have come to his/her attention or about which the trainee has informed him/her.
4. The supervisor shall draw up a traineeship assessment, using the appropriate form, and shall certify the actual duration of the traineeship.

Article 8

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 submitted to the competent authority and approved by the supervisor,
 - or in response to a request by the supervisor, giving reasons, 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 of the trainee shall be suspended, without prejudice to the provisions of Article 6(4).

2. Unjustified absences

In the event of a trainee's absence which is not justified by a decision by the competent authority to suspend or terminate the traineeship or by sick leave pursuant to Article 14, the supervisor must notify the competent authority, which will send a letter to the trainee at his/her given address, instructing him/her to report to the department in which the traineeship is taking place within one week of receiving this instruction. After this deadline the competent authority shall decide whether the traineeship should be terminated and, if so, on what date.

Article 9

End of the traineeship

1. Traineeships shall 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 shall send it to the competent department.
3. On the basis of the traineeship report, the competent department shall issue the trainee with the 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 10

Travel expenses incurred at the beginning and at the end of the traineeship

1. Trainees shall be entitled to a flat-rate contribution towards the cost of travel between their actual place of residence and their place of employment at the beginning and end of their traineeships if the distance between the two places is more than 50 km. No request for a change of the actual place of residence shall be granted once the decision to award a traineeship has been taken.

Payment for their journey to the place of employment shall 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 payment shall be:

EUR 0.1200¹ per kilometre between 1 and 1000 km;
EUR 0.0800¹ for each km above 1001 km;
EUR 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 8(1)(a)), if this is not justified on any imperative grounds,
- the competent authority decides to terminate the traineeship following the trainee's unjustified absence (Article 8(2)),

the competent authority may decide not to reimburse the cost of the return journey.

Article 11

Travel expenses incurred during the traineeship

1. During the traineeship, trainees may be sent on mission to one of the European Parliament's normal places of work in order to observe parliamentary business. The competent authority may authorise one two-day mission to Strasbourg and one one-day mission to Brussels.
2. Trainees sent on mission shall receive a flat-rate allowance:

¹ The payment per kilometre shall be adjusted, on 1 January every year in line with salary.

EUR 170¹ for a mission from Luxembourg to Strasbourg (transport being provided by the European Parliament);
EUR 130¹ for a mission from Luxembourg to Brussels.

Article 12

Sickness and accident insurance

1. Trainees must be insured against the risks of sickness and accident. The European Parliament shall take out an insurance policy on their behalf and shall 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 spouses and children. In that event, the trainees must pay the insurance premiums.

Article 13

Leave

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

Article 14

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 consecutive days. The Medical Service shall inform the competent department.

Chapter 3 - Provisions relating to paid translation traineeships

Article 15

Purpose of paid translation traineeships

Paid translation traineeships shall be awarded solely to graduates of universities or equivalent status institutions. Their purpose shall be 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 16

Specific conditions governing admission to paid translation traineeships

¹ The amount shall be adjusted on 1 January every year, without retroactive effect, in line with adjustments to mission expenses for Parliament officials.

Applicants for a paid translation 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) have perfect knowledge of one of the official languages of the European Union or of the official language of an applicant country and thorough knowledge of two other official languages of the European Union.

Article 17 **Duration of paid translation traineeships**

- 1. Paid translation traineeships shall be awarded for a period of three months.
- 2. Traineeships may exceptionally be extended for a maximum period of three months by decision of the competent authority in response to a reasoned request submitted by the supervisor and forwarded to the competent authority at least two weeks before the end of the traineeship. The traineeship must be extended with no intervening break, continuing at the same place and in the same department and with the same supervisor, unless a special exemption is granted by the competent authority, and the scholarship shall continue to be paid.

Article 18 **Emoluments**

- 1. The basis for calculating a scholarship shall be the basic monthly salary of an official in grade AD5¹, step 4, subject to the weighting applicable to the country in which the traineeship is carried out. That amount shall be updated on 1 January every year.
- 2. The monthly amount of the scholarship shall be 25% of that sum, payable on the 15th of the month in euro.
- 3. Trainees in receipt of a scholarship who are married and/or have one or more dependent children shall be entitled to a head of household allowance, which shall be 5% of the amount referred to in paragraph 1.
- 4. If, during his/her traineeship, the trainee in receipt of a scholarship receives an income from outside the European Parliament, this shall be deducted from the amount to which he/she is entitled under paragraphs 2 and 3 of this article.

¹ A*5 up to 30 April 2006.

5. On arrival, trainees may request an advance on the monthly scholarship amount 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 shall be solely responsible for meeting their tax obligations. The scholarship shall not be liable to the Community tax.
7. If the traineeship is terminated early, the scholarship shall be paid in proportion to the number of days worked.
8. On presentation of appropriate supporting documents, a disabled trainee may receive an additional payment of up to 50% of the scholarship. The competent authority may consult the Medical Service if necessary.

Chapter 4 - Provisions relating to unpaid translation traineeships

Article 19

Purpose of and specific conditions governing admission to unpaid translation traineeships

1. The European Parliament offers young people who have commenced higher education the opportunity of undertaking unpaid practical traineeships. Such traineeships shall be reserved, as a matter of priority, for young people who are required to complete a traineeship as part of their course of study.
2. Applicants for an unpaid translation traineeship must have perfect knowledge of one of the official languages of the European Union or of the official language of an applicant country and thorough knowledge of two other official languages of the European Union.
3. If a traineeship
 - forms part of a course at a university or equivalent institution,
 - forms one component of a high-level vocational training course organised by a non-profit-making body (in particular, public institutes or bodies), or
 - is a requirement for access to a profession,

the European Parliament may admit young citizens who meet the general conditions for admission on the basis of a request submitted by such a body or by entities which grant eligibility to exercise a profession. To that end, cooperation agreements may be concluded, subject to compliance with these Rules.

Article 20

Duration of unpaid translation traineeships

1. Unpaid translation traineeships shall be awarded for a period of between one and three months. The competent authority may make exceptions if they are undertaken pursuant to agreements drawn up under Article 19(3).
2. Traineeships may exceptionally be extended for a maximum period of three months by decision of the competent authority in response to a reasoned request submitted by the supervisor and forwarded to the competent authority at least two weeks before the end of the traineeship. The traineeship must be extended with no intervening break, continuing at the same place and in the same department and with the same supervisor, unless a special exemption is granted by the competent authority.

Chapter 5 - Final provisions

Article 21

Disputes

The Secretary-General shall be competent to rule on disputes arising out of the implementation of these Rules.

Article 22

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

Article 23

Entry into force

1. These Internal Rules, which supersede the previous Rules governing translation traineeships, shall enter into force on 15 February 2006.
2. Translation traineeships which started before 15 February 2006 shall continue to be governed by the Internal Rules governing translation traineeships in the Secretariat of the European Parliament dated 18 May 2004.

Done at Luxembourg on 2 February 2006

Julian PRIESTLEY
Secretary-General