



European Parliament

# TRAINEESHIPS WITH MEMBERS IN THE PREMISES OF THE EUROPEAN PARLIAMENT

All you need to know

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## **Disclaimer**

*Most links in this leaflet lead to the intranet pages of the European Parliament which can only be accessed by recruited trainees, who have already started their traineeship.*

# Table of Contents

<b>Welcome to the European Parliament!</b> .....	5
<b>What your role entails: a non-exhaustive job description</b> .....	6
<b>Your working environment</b> .....	7
<b>MEP-trainee working relationship</b> .....	8
<b>What to do when you start your traineeship?</b> .....	9
<b>Duration of the traineeship</b> .....	10
<b>Your rights and obligations towards the European Parliament</b> .....	11
Rights .....	11
Obligations .....	12
Monthly allowance .....	13
Fiscal obligations .....	14
Missions .....	14
<b>Practical information, support and contacts</b> .....	15
The European Parliament's buildings in Brussels, Strasbourg and Luxembourg .....	15
Official working hours .....	16
Sickness and accident insurance .....	17
Sick leave .....	18
Official holidays .....	18
Annual leave .....	19
<b>Trainees with disabilities: "reasonable accommodation"</b> .....	20
<b>Zero tolerance towards harassment</b> .....	21
<b>Any further questions?</b> .....	23



# Welcome to the European Parliament!



This leaflet provides answers to some of the questions that you may have about your traineeship and your rights and duties during your time at the European Parliament, for example:

- What will I do on my first day?
- What is expected of me during my traineeship?
- What can I expect from my Member of the European Parliament (MEP) and the European Parliament?

In order to contribute to EU citizens' understanding of the European Union and provide practical insights and work experience in an EU institution, MEPs may offer traineeships in their offices.

MEPs freely choose their trainees, provided they fulfil the general and specific conditions of admission. Members can have up to three trainees and study visitors at the same time, including those in their Member State of election.

This leaflet contains essential information about your traineeship with an MEP. You will also find more information and useful links on the European Parliament's [intranet](#). Under the 'Browse as' menu at the top left of the homepage, select the 'Trainees' profile to access all of the required information.

The Trainee Outreach and Recruitment Unit is at your disposal for any questions you might have about your traineeship. Please note that this leaflet is provided for informational purposes only. It does not confer any rights on third parties.

I wish you every success in your traineeship at the European Parliament!

A handwritten signature in blue ink, appearing to read 'Knudsen'.

**Kristian KNUDSEN**

*Director-General*

*Directorate-General for Personnel*



## What your role entails: a non-exhaustive job description

You have been recruited by the European Parliament at the request of an MEP. Members' trainees core task is to provide assistance to their MEPs in the exercise of their duties as Members of the European Parliament. In particular, you can expect to carry out a range of tasks that typically include:

- Carrying out research and preparation of files;
- Assist accredited parliamentary assistants (APAs), if requested, in the organisation and preparation of parliamentary work of the MEP;
- Organising the MEP's agenda;
- Dealing with phone/email inquiries;
- Organising business trips and missions for the MEP;
- Supporting the management of the MEP's accounts on social media;
- Contributing to the organisation of events; and
- Assisting in the reception of the MEP's visitors.

After you sign your Traineeship Agreement with the European Parliament, your MEP becomes your direct manager. MEPs are responsible for organising the work in their offices. If you have any doubts about the details of your duties, please raise these directly with your MEP.

Your place of work can only be Brussels or Strasbourg. (The place of work might be Strasbourg for Members using their offices there on a permanent basis).

As a trainee, you will receive a special trainee badge, granting you access to the European Parliament's buildings during working hours.



## Your working environment

Your traineeship is based on a triangular contractual relationship. You have been selected by your MEP, and your traineeship agreement has been made directly with the European Parliament.

On the one hand, from a legal point of view, **your employer is the European Parliament**. Therefore, as a trainee, you enjoy the respective rights and you are bound by the obligations set out in the Rules concerning Members' trainees.

On the other hand, from a practical point of view, trainees are **part of their MEP's team** and their role is to support their MEPs to fulfil their democratic mandate at the European Parliament.

MEPs are fully and solely responsible for the organisation of the work in their office and for the working conditions of their team, within the framework of Parliament's rules.

This is a unique working environment: MEP teams are usually quite small. Members have up to four APAs plus some local assistants working in their constituency and may have a maximum of three trainees and study visitors at the same time. Members' trainees are in direct contact with their MEP and their assistants most of the time. In addition, the Parliament is - by nature - a political environment where priorities can change quickly and tight deadlines are part of one's daily work.



# MEP-trainee working relationship

Mutual trust is essential to the working relationship between MEPs and their trainees.

## **Your MEP will expect you to:**

- carry out the duties that have been assigned to you and respect your obligation of loyalty to your Member and to the European Parliament as an Institution;
- refrain from actions or behaviour that might reflect adversely on your position as a trainee or on that of your Member;
- inform the Member of any possible conflicts of interest with regard to the MEP's position and activities;
- refrain from any unauthorised disclosure of information received; and
- undertake missions to the European Parliament's three places of work.

## **In return, you can expect to:**

- be treated with professionalism, dignity and respect;
- be given appropriate duties and tasks;
- have access to a suitable workplace;
- work in a healthy environment;
- enjoy the right to freedom of expression with due respect to the obligation of loyalty in relation to information received in your work capacity; and
- enjoy the rights provided for in the Rules concerning Members' trainees.





## What to do when you start your traineeship?

On your first day, please proceed to the Accreditation Centre (BRU: SPINELLI 02F035) with your traineeship admission letter and a valid passport or identity card. Here, you will receive your personal badge giving you access to the European Parliament's buildings.

On your first day, you will also receive your Traineeship Agreement by email. You have to sign and date this, and return it to the Trainee Outreach and Recruitment Unit. Please note that it is mandatory to sign and send your Traineeship Agreement on your first day of your traineeship. Otherwise, your traineeship will have to be postponed.

To enable the payment of your monthly traineeship allowance, you will need to complete a 'Financial Identification' Form (FIF). This document must be duly completed and stamped by your bank. If your bank is unable to stamp this document, it is possible to provide a recent bank statement along with the completed FIF form. The bank account, into which the allowance will be transferred, must be registered and located in an EU Member State and must be held in your own name.

After these necessary steps, you may report directly to your Member's office.



## Duration of the traineeship

Traineeships with MEPs undertaken at the European Parliament in Brussels or Strasbourg can be awarded for a period of **six weeks to five consecutive months**.

**Traineeships may be extended once**, for a maximum of up to **four consecutive months**, in response to a reasoned request by the Member, which must be submitted at least **two weeks** before the end of the initial traineeship.

An extension period to a traineeship may be carried out with a different MEP to that of your initial traineeship, if both Members agree. There can be **no interruption** between the end date stated in the Traineeship Agreement and the start of the requested extension period. In all cases, the **total length of a traineeship cannot exceed nine months**.

A traineeship may be terminated before its original end date, either at the trainee's request or by decision of the Competent Authority by delegation of the Director-General for Personnel, being the Head of the Trainee Outreach and Recruitment Unit.



# Your rights and obligations towards the European Parliament

## Rights

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Your rights during your traineeship in the European Parliament include:

- access to European Parliament's buildings and facilities in its places of work;
- a personal email account and access to other electronic resources (if your MEP wishes);
- reimbursement for missions undertaken in the framework of your work for your MEP, in accordance with existing rules;
- paid annual and sick leave;
- special leave may also be authorised (for marriage, marriage of a child, serious illness or death of close relatives, birth of a child, voting, attendance at a competition organised by EPSO, legal summonses, military obligations, consulting a doctor away from the place of employment); and
- the support of the European Parliament's administration.

As a trainee, you are insured for the duration of your traineeship by both sickness and accident insurance, in addition to whatever cover you may have under your own national or private insurance schemes.

At a trainee's request, the European Parliament may also insure spouses or registered partners and children. In this case, trainees must pay the insurance premiums themselves.



## Obligations

Under Article 12 of the Rules concerning Members' trainees, you:

- are required to comply with the instructions given by your Member;
- must observe the European Parliament's internal rules, in particular those concerning security;
- will be required to conduct yourself with the utmost discretion regarding your work in the European Parliament (the obligation of loyalty). You may not disclose any document or information that has not been made public without the prior written agreement from the Competent Authority. The Competent Authority, by delegation of the Director-General for Personnel, is the Head of the Trainee Outreach and Recruitment Unit. If this agreement is granted, the trainee must provide the European Parliament with a copy of any publication or article;
- must respect the same rules for contacts with the press as all other members of staff of the European Parliament, and must follow the instructions provided in the [Guide to the Ethical Obligations of Parliament staff](#) (Browse the European Parliament intranet as 'Officials and other agents'): **Human Resources and Administration / Rules, rights, data protection / Rights, obligations and staff conduct / Rights and obligations of officials, temporary staff, contract staff and accredited parliamentary assistants;**
- remain bound by these obligations after the completion of your traineeship; and
- must comply with the laws of the country in which your traineeship takes place, in particular regarding registration with the municipal population register or any visa obligations where applicable.

**i** [More details regarding your Obligations](#)

Browse the EP Intranet as 'Trainees': **Parliamentary life / EP governing bodies /Bureau / Compendium of rules / 2.3.3 Trainees**



## Monthly allowance

All trainees receive a monthly allowance from the European Parliament. The exact amount is to be decided by the Member, ranging between **EUR 921 and EUR 1.510 for full-time contracts** (amounts for the year 2024). In order to maintain the purchasing power of Members' trainees, the European Parliament may adapt the amounts of this monthly allowances on a yearly basis.

Members can recruit a trainee either on a full-time or on a 50% part-time basis. In the case of part time traineeships, the trainees allowance cannot exceed 50% of the maximum monthly allowance.

If your traineeship is extended, the amount of the monthly allowance can be increased only once, for the duration of the extension period, up to the maximum monthly allowance.

Your Member may also decide to pay a **flat-rate travel allowance amount of EUR 300** to partly cover travel expenses incurred relocating from your home to your place of work, following what is stated in Article 27 of the [Internal Rules governing traineeships in the Secretariat of the European Parliament](#), which can be found under (Browse as 'Trainees'): **Human Resources and Administration/ Recruitment - Career Recruitment and contracts/ Traineeships: admission - recruitment/ Traineeships in the Secretariat**.

The payment of your allowance is always made towards the end of each month. If a contract starts after the 19th in a given month, your first payment will come at the end of the following month.





## Fiscal obligations

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Trainees shall be solely responsible for meeting their tax obligations by virtue of the laws in force in the country concerned.

## Missions

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Missions for MEP trainees are managed by the APA Missions front desk:  
[PERS-APAMissionsFrontDesk@europarl.europa.eu](mailto:PERS-APAMissionsFrontDesk@europarl.europa.eu)

As a trainee, you can only go on mission to the European Parliament's three places of work (Strasbourg, Luxembourg and Brussels). Missions to your country of normal residence are not possible.



# Practical information, support and contacts

## The European Parliament's buildings in Brussels, Strasbourg and Luxembourg

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You can get to know the European Parliament's various buildings in its three places of work through the EP Intranet:



[More details regarding European Parliament's building](#)

Browse the EP Intranet as 'Trainees': **Buildings and Security / Parliament's buildings**



## Official working hours

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Your working hours are those applicable to European Parliament staff. Overtime - work performed outside normal working hours - does not give you the right to any compensation or remuneration.

The working week is **40 hours**.

The official working hours for staff members not operating under specific constraints are:

- Monday to Thursday and Fridays preceding a session in Strasbourg:
  - Morning: 8.30-12.45
  - Afternoon: 13.30-17.45 or 14.30-18.45
- Fridays not preceding Strasbourg sessions ('short Fridays'):
  - Morning: 8.30-13.30

You can access the European Parliament buildings on working days during office opening hours. Access on weekends and on public holidays may only be authorised on an exceptional basis, at the request of your MEP.



## Sickness and accident insurance

### Sickness insurance

The [Healthcare Plan for European Institutions Trainees of the Allianz Care \(https://www.allianzcare.com/en/group-hub/eurotrainees.html\)](https://www.allianzcare.com/en/group-hub/eurotrainees.html) covers a portion of your medical fees, worldwide. European Parliament trainees are automatically covered throughout the entire duration of their traineeship under the “Primary Insurance Plan”.

Their dedicated website allows you to find more information about their coverage, the reimbursement rates, the procedure to submit a claim (including all the necessary forms) and all updated contacts.

Please note that when claiming a reimbursement for the first time you do not need to fill in any individual policy number. The individual policy number will be attributed by Allianz after the submission of your first request, and can then be used in subsequent claims.

For certain treatments, prior authorisation from the insurer is necessary. In this case, you should download and use the appropriate forms.

Additional information: It is possible to also insure your spouse and your children, or to subscribe a complementary coverage, but this entails paying the respective insurance premiums. Please contact the Trainee Outreach and Recruitment Unit for more details.

### Accident insurance

As a trainee, you are covered worldwide by the ALLIANZ “Group accident insurance for non-statutory EU staff”.

Each accident declaration should be sent to the following email address:

[disability.services@e.allianz.com](mailto:disability.services@e.allianz.com)

You can also contact the insurance company by using the same email address.



[More details regarding Sickness and Accident Insurance](#)

Browse the EP Intranet as ‘Trainees’: **Human Resources and Administration / Welcome and Information / Welcome and Information - trainees / Sickness insurance and accident insurance**

## Sick leave

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If you fall ill you must inform your Member immediately. If you are absent for more than **three consecutive days**, you must email a copy of your medical certificate to the Medical Leave Service - [absencesmedicales@europarl.europa.eu](mailto:absencesmedicales@europarl.europa.eu).

Uncertified sick leave is limited to a number of days equal to the number of months of the traineeship.



[More details regarding Sick leave](#)

Browse the EP Intranet as 'Trainees': **Human Resources and Administration / Sickness and Accident insurance / Sickness and absences/ Sick leave**

## Official holidays

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You can find information on official holidays and office closing days of the European Parliament on the intranet.



[More details regarding Official holidays](#)

Browse the EP Intranet as 'Trainees': **Human Resources and Administration / Working time and calendars / Annual calendar of work and public holidays**





## Annual leave

Trainees are entitled to annual leave (calculated in hours) during their traineeship. The exact number of leave hours that each trainee is entitled to is calculated according to the working hours in each calendar month over the duration of their traineeship. This is generally equivalent to around 16 hours per month. The exact leave balance can be consulted via the HRM Portal.

The number of leave hours deducted from your leave entitlement will depend on the day of the week requested: 8.5 hours is deducted for a standard working day, 5 hours for a short Friday and 4.25 hours for half a day.

In case you need assistance regarding your leave entitlements you can contact the Working Time Service via [conges@europarl.europa.eu](mailto:conges@europarl.europa.eu)

Trainee leave requests must be approved by their Member and subsequently registered in the HRM Portal.

Please note that untaken days of leave will be lost and will not be reimbursed at the end of your traineeship.



[More details regarding Annual leave](#)

Browse the EP Intranet as 'Trainees': **Human Resources and Administration / Leave and absences / Annual leave for trainees**



## Trainees with disabilities: “reasonable accommodation”

The European Parliament in its capacity as an employer may provide “reasonable accommodation” to trainees with a disability. “Reasonable accommodation” is designed to enable trainees with a disability to work under the same conditions as their colleagues without disabilities. Adjustments may be made to the working environment by e.g. providing ergonomic furniture, adapting working times or implementing any other change that may prove necessary.

The Competent Authority will process trainee requests for “reasonable accommodation” once their disability has been recognised by the European Parliament’s medical service.

Trainees who have stated in their application form that they have a disability and that they require “reasonable accommodation” are not required to undergo a specific medical examination, however will be asked to provide medical reports and will be contacted for an interview by one of the European Parliaments medical officers.



[More details regarding “reasonable accommodation”](#)

Browse the EP Intranet as ‘Trainees’: **Human Resources and Administration / Equality, Inclusion and Diversity / Disability / Staff member(s) with disabilities and support measures / Recognition of a disability and reasonable accommodation**



## Zero tolerance towards harassment

The European Parliament strives to maintain an open and inclusive working environment, free from abuse of power, harassment and discrimination. As an employer, it has a duty of care towards its employees, and it takes all reasonable steps to ensure their health, safety and well-being is looked after on a daily basis.

As a trainee at the European Parliament, you are expected to treat others with professionalism, dignity and respect while carrying out your work, and you have the right to expect the same treatment in return.

Nonetheless, in a large multicultural institution like the European Parliament, workplace conflicts can arise and may not necessarily amount to harassment, which is in itself, persistent or repetitive behaviour that has a serious impact on the victim in question. In any event, it is better to deal with a conflictual situation rather than letting it get progressively worse.

If you are suffering due to a workplace conflict, consider yourself to be a victim of harassment or have witnessed behaviour which may be harassment, then the first step is to talk to someone who can give you qualified advice. You may feel comfortable addressing the issues with your MEP, but if for whatever reason you cannot or do not want to talk to your MEP, you can do one of the following:

- talk to a confidential counsellor,



[More details regarding confidential counsellors](#)

Browse the EP Intranet as 'Trainees': **Human Resources and Administration / Equality, Inclusion and Diversity / Confidential counsellors**

- seek support from a doctor, psychologist or social worker from the European Parliament's medical service,



[More details regarding our Medical Service](#)

Browse the EP Intranet as 'Trainees': **Human Resources and Administration / Medical Service, health and well-being / Services provided by the Medical Service (select applicable service)**

- or contact the secretariat or a member of one of the European Parliament's Advisory Committees on harassment (*see below*).

## Harassment procedure in the European Parliament

The European Parliament has two advisory committees dealing with cases of harassment. Information on both can be found on the European Parliament intranet under (Browse as 'Officials and other agents'): **Human Resources and Administration / Rules, rights, data protection / Advisory committees and staff representation / Advisory committees:**

- [The Advisory Committee on harassment and its prevention at the workplace](#), which deals with cases of harassment between all staff members. This also applies to cases between two trainees or between trainees and staff members. (Browse as 'Officials and other agents the European Parliament intranet under': **Human Resources and Administration/ Rules, rights, data protection/ Advisory committees and staff representation Advisory committees/ Advisory Committee on Harassment and its prevention at the workplace**)
- [The Advisory Committee dealing with harassment complaints concerning Members of the European Parliament](#), which deals exclusively with cases of harassment concerning Members. (Browse as 'Officials and other agents the European Parliament intranet under': **Human Resources and Administration/ Rules, rights, data protection/ Advisory committees and staff representation Advisory committees/ Advisory Committee dealing with harassment complaints concerning Members of the European Parliament**).

For more information, see the relevant Intranet page.



[More details regarding our Harassment procedures](#)

Browse the EP Intranet as 'Trainees': **Human Resources and Administration / Equality, Inclusion and Diversity / Zero tolerance of harassment**



# Any further questions?

For questions about your contractual rights and obligations, please contact the **Trainee Outreach and Recruitment Unit**.

Email: [PERS-MEP-Trainees@europarl.europa.eu](mailto:PERS-MEP-Trainees@europarl.europa.eu)

Offices: SPAAK 00A055, SPAAK 00A059, SPAAK 00A063

Telephone number: 20444

**MEP Trainees Desk** on the SPINELLI 3rd floor:

Staff Cube - 03G295ES

The **MEP Trainees Desk's** opening hours are as follows:

Tuesday-Wednesday-Thursday:

10.00 - 12.30 and 14.00 - 16.30

## Legal references

Rules concerning Members' Trainees Bureau Decision of 10 December 2018  
([https://epintranet.in.ep.europa.eu/SibData/10\\_Recueil/2/2.3/2.3.3/422018\\_net7\\_en.pdf](https://epintranet.in.ep.europa.eu/SibData/10_Recueil/2/2.3/2.3.3/422018_net7_en.pdf))



