



DECISION OF THE EXECUTIVE DIRECTOR 6/2022

RULES GOVERNING THE TRAINEESHIP PROGRAMME AT ELA

THE EXECUTIVE DIRECTOR,

HAVING REGARD to Regulation (EU) 2019/1149 of the European Parliament and of the Council of 20 June 2019 establishing the European Labour Authority (hereafter “the Authority” or “ELA”) amending Regulations (EC) No 883/2004, (EU) No 492/2011, and (EU) 2016/589 and repealing Decision (EU) 2016/344;

HAVING REGARD to the budget of the Authority;

WHEREAS it is in the interest of the Authority to draw up rules to govern the traineeship programme organised by ELA.

HAS DECIDED AS FOLLOWS:

Article 1 - General Provisions

These rules govern the traineeship programme at ELA. This scheme is addressed mainly to university graduates, without excluding those who - in the framework of lifelong learning - have recently obtained a university diploma and are at the beginning of a new professional career.

The aims of the traineeship at ELA are:

- To provide trainees with an understanding of the objectives and activities of ELA.
- To enable trainees to acquire practical experience and knowledge of the day-to-day work of ELA Units and sectors.
- To provide the opportunity to work in a diverse, multi-cultural, and multi-linguistic environment, contributing to the development of mutual understanding, trust and tolerance.
- To enable trainees to put into practice knowledge acquired during their studies, and in their specific areas of competence. To introduce these graduates to the professional world and the constraints, duties and opportunities therein.

Through its traineeship programme, ELA:

- Benefits from the input of enthusiastic graduates, who can give a fresh point of view and up-to-date academic knowledge, which will enhance the everyday work of ELA.
- Creates long-term "goodwill ambassadors" for European ideas and values both within the European Union and outside.

Article 2 - Organisation of the traineeship

1. The Executive Director shall decide on the number of traineeships to be offered in the Authority, depending on the funds available, the needs of the Authority, and the capacity to accommodate trainees.
2. Trainees are placed under the responsibility of a supervisor (i.e. Head of Unit/Head of Sector or Task coordinator). The supervisor must guide and closely follow the trainee during his/her traineeship, acting as his/her mentor.
3. The traineeship programme will be announced on the Authority's website.
4. Traineeship agreements are initially offered for a period of six months with the option for extension for a further six months period, upon justification by the Head of Unit and budget availability.
5. The traineeship may last a minimum of six and a maximum of 12 months. Traineeships may not be repeated or extended beyond the maximum length laid down in these rules.
6. Traineeship agreements begin on the 1st or the 16th of the month.
7. The traineeship shall not give trainees the status of officials or staff of the European Union. It shall confer neither entitlement to employment in the services of the Authority nor priority over other applicants for employment.

Article 3 - Eligibility criteria

1. Nationality

Trainees are selected from nationals of the Member States of the European Union. The ELA traineeship programme may be open to applicants from other countries outside the European Union. That information will be published on the Authority's website in the call for applications.

2. Qualifications

a) University Diploma

Candidates must have completed the first cycle of a higher education course (i.e. university education) and obtained a full degree or its equivalent by the closing date for applications.

For declared on-going post-graduate studies an official declaration from the relevant university/institute must be provided.

b) Languages

For the trainees to fully profit from the traineeship and to be able to attend meetings and perform adequately, applicants must have a very good knowledge of at least two official languages of the European Union¹, of which one must be English, as English is the main vehicular language within ELA.

The Authority reserves the right to amend the eligibility criteria as and when necessary. Any such changes will be published on the Authority's website before the opening of the application period.

¹ Very good knowledge is required at least at B2 level. The assessment is done in accordance with the Common European Framework of reference for Languages (CEFR) <http://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf>

Article 4 - Application

Applications should be made in accordance with the procedures established by the Authority. All necessary instructions are published on the ELA website. The call for applications will contain specific instructions to candidates concerning the application process, the supporting documents required and the modalities of their submission. Any candidates that meet the minimum eligibility criteria may apply.

Article 5 - Selection

1. ELA makes its selection of trainees on the basis of the applications received as per the call for applications for traineeships published on the ELA website.
2. The eligibility check of candidates is carried out by Human Resources and is aimed to verify the eligibility of the applicants. The list of eligible candidates is forwarded to ELA Heads of Unit for selection of successful applicants.
3. Successful candidates are selected on the basis of educational background, qualifications, competences, and motivation and/or experience. The selection procedure aims to keep to the best possible level a diverse pool of short-listed candidates.
4. During the selection, short-listed applicants may be contacted for an online interview or phone interview to check their availability, language skills, and to discuss reciprocal expectations. Candidates might as well be requested to provide further information or documents as part of the selection procedure. At this stage such contacts don't imply the successful result of the selection.
5. At the end, the Heads of Unit establish a short list with the most suitable trainees to be proposed to the Executive Director.
6. The Executive Director will make the final decision on the traineeship agreement(s) to be offered.
7. Successful trainees are informed by a traineeship offer letter by Human Resources. They will receive a traineeship agreement in duplicate.
8. Selected trainees are obliged to provide any supporting documents and certificates required by Human Resources within the indicated deadline. They are responsible for making sure that they obtain all the documentation required by the national authorities, if necessary.
9. Unsuccessful candidates may submit a new application for subsequent traineeships.

Article 6 - Rights and duties of trainees

The traineeship itself

1. Trainees shall be required to comply with the instructions given by their supervisors, by their Head of Unit to which they are assigned, and with the administrative instructions issued by Human Resources. They must also comply with the rules governing the traineeship programme and the internal rules governing the functioning of ELA, in particular the rules concerning good administrative behaviour, security and confidentiality.
2. The trainee shall take part in the work of the Unit and in activities organised for his/her benefit, keeping to the timetables and programme set. During the traineeship, the trainee shall consult his/her trainee supervisor on any initiative s/he plans to take with regard to the work of ELA.

3. Trainees are allowed to attend meetings in ELA on subjects of interest to their work (unless these meetings are restricted or confidential), receive documentation and participate in the work of the Unit to which they are attached at a level corresponding to their educational and working background. Subject to the approval of their supervisor and providing it does not conflict with the accomplishment of the tasks assigned to them, they are entitled to attend meetings in a Unit other than the one to which they are attached, unless these meetings are restricted or confidential, with the aim to get an understanding of the objectives and activities of ELA.
4. Under no circumstances may a trainee on his/her own represent the Authority with a view to entering into commitments, whether financial or otherwise, or negotiating on its behalf. Trainees are not entitled to represent ELA in any meeting or activity involving external parties.
5. At the end of their traineeship, trainees must submit to their supervisor a report on their activities during the traineeship period. The supervisor will then forward this report to Human Resources together with their own report on the trainees. In the light of these reports, the trainees receive, at the end of their traineeship, a certificate specifying the length of the traineeship and the unit to which they were attached.

Confidentially and no conflict of interest

6. Trainees must exercise the greatest discretion regarding facts and information that come to their knowledge during their traineeship and shall sign a confidentiality statement. They must not, in any manner whatsoever, 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. ELA reserves its legal right to terminate the traineeship and to pursue any person who does not respect this obligation.
7. Trainees must not have any professional connections with third parties which might be incompatible with their traineeship (i.e. must not work for lobbyists, legal attaches, etc.), and they are not permitted to exercise any other gainful employment during the period of the traineeship which may adversely affect the work assigned during the traineeship. If a conflict of interest should arise during their assignment, trainees should immediately report this to their supervisors and to Human Resources in writing.
8. Trainees must not, either alone or with others, publish or cause to be published any matter dealing with the work of ELA without the written permission of the Executive Director. Such permission shall be conditional on any terms that the Executive Director may set. All rights in any writings or other work done for ELA are the property of the Authority.

Work time, leave and absences

9. Trainees should have the same work time, flexible working and the same official public holidays, if they fall during their traineeship, as ELA staff.
10. Trainees are entitled to two days leave per month of service. Days of leave not taken are not paid in lieu.
11. Trainees are entitled to special leave for participation in job competitions, or post-graduate exams, subject to provision of official documentation from the job competition or their university supporting the request.

12. In exceptional cases only, trainees will be allowed to be sent on mission on the condition that the mission is of a technical or support nature, and not a representative one. For the reimbursement of these mission expenses, the general procedure of reimbursement provided in the relevant provisions applicable to ELA will apply.
13. In case of sickness, trainees must notify their supervisors, Head of Unit and ELA HR immediately, and if absent for longer than three consecutive days, must produce a medical certificate, indicating the probable length of absence. Where required in the interest of service, the trainee shall undergo medical examinations.

Termination of the traineeship

14. The traineeship shall end when the period for which it was offered expires.
15. The Authority reserves the right to terminate the traineeship if at any moment 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.
16. The Executive Director may agree to suspend the traineeship for a specific period on receipt of a written request by the individual concerned and after obtaining the opinion of the trainee supervisor and Head of Unit. The traineeship may only be resumed during the relevant traineeship period and for the length of time remaining in the agreement between the trainee and ELA.
17. The Executive Director may terminate the traineeship on receipt of a reasoned request by the trainee made through the trainee supervisor and Head of Unit. Trainees may request termination of their agreement keeping minimum one month notice period. Traineeships can only terminate on the 15th or 31st day of the month.
18. Trainees must exercise their duties and behave with integrity, courtesy and consideration. If the conduct of the trainee does not prove satisfactory, The Executive Director may decide at any time to terminate the traineeship, after hearing the trainee and the trainee supervisor concerned.
19. The Executive Director, following a justified request by the supervisor and approved by the Head of Unit concerned, reserves the right to terminate the traineeship if the level of the trainee's professional performance or knowledge of the working language is insufficient for the proper execution of his/her duties.

Article 7 - Allowances, tax, reimbursements and insurance matters

1. Trainees are awarded a monthly allowance of 25 % of the basic pay of a temporary agent at grade AD 5 / step 1. The amount of the allowance is set on a yearly basis and is subject to the annual revision of the remuneration. For example, a trainee allowance in 2022 is at 1.252,68 EUR / month².
2. Allowances awarded to trainees are not subject to the special tax regulations applying to officials and other servants of the European Union. Trainees are solely responsible for the payment of any taxes due to the ELA's allowance by virtue of the laws in force in the State concerned. Upon request, a certificate for tax purposes will be provided at the end of the traineeship period. This certificate should state the amount of allowance paid and confirm that tax and social security payments have not been made.

² Amount is indicated for information purposes and may vary by the time the selected candidate takes up his/her traineeship following the annual revision of the remuneration.

3. Trainees whose place of selection at the beginning of the traineeship is more than 50 km from the place of employment are entitled to a reimbursement for the travel expenses incurred at the beginning and end of the traineeship. Where the place of selection is less than 50 km from the place of employment such reimbursement is not valid.
4. Sickness insurance is mandatory. Trainees shall be responsible for organising their own health cover for the duration of their traineeship. EU insurance card is a common use.

Article 8 - Data Protection

The processing of personal data by the Authority is governed by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons regarding the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, exclusively for the purpose of selection of trainees (see ELA Privacy statement/record on selection and recruitment procedures).

Article 9 - Entry into force

These rules shall take effect on the date of its signature.

Done in Bratislava, on 16/03/2022

Cosmin Boiangiu
Executive Director