

DECISION

Subject: Rules governing the traineeship programme at the EUISS

Article 1

General Provisions

These rules govern the traineeship programme at the EUISS. The programme is aimed at postgraduates who specialise in a topic linked to foreign policy, security or defence and who wish to pursue a career in a related field.

The aims of the traineeship at the EUISS are:

- To provide a professional experience that enables theoretical knowledge to be put into practice.
- To reinforce research skills.
- To deepen understanding of the main strategic security and defence-related challenges facing the European Union.
- To promote European values pertaining to the EU's external action, and security and defence among young professionals.
- To provide support to EUISS activities through on-the-job training.

Article 2

Organisation of Traineeship

1. The Director shall decide the number of traineeships to be offered both, at the EUISS Paris Headquarters and the EUISS Brussels Liaison Office, depending on the needs and work programmes of each location.

Each trainee is placed under the responsibility of a Senior Analyst or another qualified Analyst who will act as a mentor and advisor (providing advice and reviewing the quality of work on a regular basis), as well as an administrative supervisor.

One trainee may be placed under the responsibility of the Director.

On an ad hoc basis, trainees may also be required to work with other individuals within the research team and assist them on particular projects.

2. Trainees are part of the EUISS team and are assigned work by their supervisors according to the needs of the EUISS.

Article 3

Eligibility Criteria

1. Nationality: trainees are selected from nationals of the member states of the European Union.

2. Qualifications:

- a) University degree: at the start of the traineeship, candidates must possess a Master's degree. If selected for a traineeship, the candidate may be required to provide certified copies of all diplomas/degrees declared accompanied by, if applicable, official certified translations.
- b) Languages: candidates must have an excellent command of English, as well as thorough knowledge of at least one other EU language.
- c) Work experience: although not an eligibility criterion, prior relevant work experience including internships, traineeships and voluntary work may be an asset.

Article 4

Duration

1. Traineeships will last 10 months, normally starting in September. Traineeships may not be extended.
2. Starting or completing a traineeship at the EUISS shall not grant any right to obtain another post under a different status within the organisation. If eligible to apply for any such advertised post, trainees shall be treated in the same manner as all other candidates.

Article 5

Selection Procedure

1. Applications should be made in accordance with the annual calls published on the EUISS website. The selection made by the EUISS is final and there is no appeal procedure.
2. The EUISS makes its selection of trainees on the basis of the applications received, and more specifically:
 - a) Relevance of educational background.
 - b) Competences and motivation.
 - c) Performance during interview.
 - d) Relevant work experience, if applicable.
3. Following the closure of the application process, EUISS HR shall make an initial screening, removing all ineligible applications.
4. For each domain of expertise, the Head of Administration and Personnel, in cooperation with the Director or the relevant Analyst draws up a shortlist of candidates to be interviewed. This shortlist shall be approved by the Director.
5. Shortlisted candidates will be interviewed by videoconference. For each domain of expertise, the Head of Administration and Personnel and the Director or Analyst concerned shall be part of the selection committee.
6. The selection committee shall make a proposal to the Director, who shall take the final decision on the candidates to recruit.
7. Successful applicants:
 - a) Successful applicants are contacted by email. The email will outline the traineeship offer, including the exact dates of the traineeship, as well as other conditions.
 - b) Applicants will be given a period of five working days to respond by email.
 - c) Applicants who decline the offer will be excluded from the ongoing procedure. They may re-apply for a subsequent traineeship by submitting a new application.

8. Unsuccessful applicants:
 - a) Unsuccessful applicants are contacted by email.
 - b) Unsuccessful shortlisted candidates will be asked if they wish to remain on a reserve list, should such list be envisaged. If they agree, their applications will be kept only for the duration of the traineeship period they originally applied for.

Article 6

Rights and Duties

1. Trainees shall comply with the instructions given by their supervisor or other staff members of the EUISS, as applicable. They must also comply with these Rules and the Staff Regulations of the EUISS.
2. Trainees must exercise the greatest discretion regarding facts and information learned during the course of their traineeship. They must not disclose to any unauthorised person any document or information which has not already been made public. They will continue to be bound by this obligation after the end of their traineeship.
3. Trainees should adhere to the same working time and hybrid working arrangements as EUISS employees.
4. Trainees are entitled to 1.5 day's leave per month, as well as statutory holidays.
5. Leave requests must be approved by their supervisor. In case of illness, trainees must notify their supervisor and EUISS administration as soon as possible.
6. During their traineeship, trainees cannot work or exercise gainful employment for third parties linked to the area of work of the EUISS. This includes interest groups/lobbies, press and media or private entities related to the fields of security, defence or any other area of study of the EUISS. They may not exercise any other gainful employment which may adversely affect the work assigned during the traineeship. If a conflict of interest should arise, trainees should immediately report this to their supervisor in writing, who shall then inform the Director, who shall decide on the appropriate action to be taken.
7. Trainees must not, either alone or with others, publish on any matter dealing with the work of the EUISS without the written permission of the Director.
8. Whenever justified, trainees may be sent on mission. Expenses incurred will be reimbursed in accordance with the Staff Regulations of the EUISS.

Article 7

Financial Matters

1. Trainees will be awarded a monthly grant. The grant shall correspond to 30% of the basic salary of a contract staff member of grade A1 step 1, as determined in the salary scales applicable to their duty station. The level of the grant shall be calculated at the beginning of the traineeship and shall remain fixed for its entire duration.
2. To be eligible for the first payment of the grant, trainees must have completed 10 working days of their traineeship.
3. Trainees are not covered by the privileges and immunities granted to the contract staff members of the Institute; their stipends may be subject to national taxation. Trainees are solely responsible for the payment of any taxes that may be due on the stipend they receive from the EUISS by virtue of the laws in force in the country in which they are fiscally resident.
4. Health and accident insurance is compulsory. The EUISS does not provide such insurance. Proof of insurance must be presented to the EUISS at the latest on the first day of the traineeship and should be valid for the entire period.

5. The EUISS does not provide any financial assistance pertaining to travel and accommodation. All living costs are entirely borne by the trainee.

Article 8

Termination of Traineeship

1. Trainees shall complete a probationary period of one month. If unsuccessful, the traineeship shall be terminated immediately.
2. Trainees must exercise their duties with integrity, courtesy and consideration. If the conduct of the trainee does not prove satisfactory, the EUISS may decide to terminate the traineeship without notice.
3. The EUISS reserves the right to terminate the traineeship
 - a) If the level of the trainee's professional performance or knowledge of the working language is insufficient of the proper execution of duties.
 - b) If 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.
4. On receipt of a written request from the trainee, the EUISS may terminate the traineeship with one month's notice. Traineeship may only be terminated on the 1st or 16th of the month.

Article 9

Data Protection

The processing of personal data by the EUISS 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 with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) NO 45/2001 and Decision NO 1247/2002/EC. By submitting an application, the applicant consents to the processing of the personal data contained in the application form and the supporting documents enclosed therewith, in the sense of Article 5.1 (a) of the Regulation. The personal data in question is collected by the EUISS for the sole purpose of the selection of trainees.

Article 10

Entry into force

This Decision shall enter into force on 1 September 2024. It repeals Decision EUISS(2022)05.



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Director