

European Aviation Safety Agency

**DECISION NO 2010/175/E
OF THE EXECUTIVE DIRECTOR OF THE AGENCY**

of 16 December 2010

CONCERNING THE RULES GOVERNING THE EASA TRAINEESHIP PROGRAMME

THE EXECUTIVE DIRECTOR OF THE EUROPEAN AVIATION SAFETY AGENCY

Having regard to Council Regulation (EC) No 216/2008 of 20 February 2008 Article 29,

Having regard to the budget availability of EASA adopted each year for purposes of this decision

Whereas:

1. The setting up of a traineeship programme can contribute to enlarge and improve the understanding of the specific areas of competence of EASA, and therefore promote the role and the knowledge of the Agency among a large public;
2. Traineeships enable trainees to acquire technical and operational experience by means of contact made in the course of their everyday work in the Agency and to further put into practice the technical knowledge they have acquired during their studies or professional careers;
3. The aim of a traineeship programme is to attract highly qualified applicants who are competent and strongly motivated and to treat them in a professional manner, so that both parties can profit from the experience offered by the programme;
4. An official traineeship programme creates a pool of people with first-hand experience trained in European and EASA specific procedures, who will be better prepared to collaborate with EASA in the future;
5. Taking into account the labour market conditions and the scarce resources of aviation experts, it is important not only to be attractive for senior experts, but also to qualify young graduates internally.
6. It is necessary to establish a clear set of rules under which the Agency will organise and implement its traineeship programme.

After having consulted the Staff Committee

HAS ADOPTED THE FOLLOWING PROVISIONS:

Article 1 – Types and duration of traineeships within the programme

Three types of traineeships are offered:

- A. Graduate traineeship of 6 months, addressed to university graduates. Provisions relating to this traineeship are set out in Articles 2 to 8 of this Decision.
- B. Undergraduate traineeship of minimum 3 to maximum 6 months, addressed to students. Specific provisions relating to this traineeship are set out in Article 9 of this Decision.
- C. Technical traineeship (hereafter “training and qualification programme”) of maximum 2 years, addressed to young graduate engineers. Specific provisions relating to this programme are set out in Article 10 of this Decision.

Traineeship periods may not be repeated or extended beyond the maximum period as defined above. Trainees may receive a grant during their traineeship. The number of traineeship places will be defined annually in accordance with the analyses of the needs and in light of the general availability of resources.

Article 2 – Eligibility criteria for the graduate traineeship programme

To be admitted to the graduate traineeship programme, applicants must:

- Be nationals of a Member State of the European Union or nationals of Norway, Iceland, Liechtenstein or Switzerland¹;
- Have a very good knowledge of at least two Community languages, whereas one language should be English²;
- Have completed the first cycle of a higher education course (at least three years of university education) and will have obtained a full degree by the start of the traineeship period³.

Applications will not be accepted from applicants who, for more than 6 weeks:

- Have already benefited or benefit from any kind of traineeship within a European institution or body⁴ or
- Have had or have any kind of employment within a European institution or body.

Failure to comply with one or more of the eligibility criteria will result in disqualification of the concerned applicant.

¹ The Member States of the European Union are: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and United Kingdom.

The four non-EU countries adopted European Union aviation safety legislation and are official EASA Members represented in the Agency’s Management Board.

² Knowledge of languages declared on the application form, other than the mother tongue, should be supported by appropriate justification (i.e. diplomas, certificates, proof of having studied in the language in question, etc.).

³ ECTS points are not accepted as equivalent degree, proof of completion of the full university degree needs to be provided by the start date of the traineeship.

⁴ For the list of European Institutions and bodies see Annex I.

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

Article 3 – Application Process

3.1 Submission of applications

Applications must be submitted in accordance with the rules and procedures published on the EASA Website. To be considered complete applications must include as attachments scanned copies giving evidence of all the information provided by the candidate on the application form i.e. studies, professional experience and linguistic knowledge.

Incomplete applications and those received after the closing date defined for each traineeship period, as indicated on the website, will be automatically rejected.

3.2 Eligibility check and Screening

Upon receipt of the submitted applications, the eligibility will be examined based on the eligibility and submission criteria as defined in Article 2 and Article 3.1 for the graduate traineeship. For the undergraduate traineeship and the training and qualification programme the eligibility criteria are defined in Article 9.2, respectively Article 10.2.

A list of eligible and suitable applicants will be established whose applications, and in particular, educational background, qualifications, competences, motivations and preferences suit best the identified needs in accordance with the availability of places.

Prior to the final selection decision applicants may be contacted over the phone to check availability, suitability, linguistic knowledge and to discuss reciprocal expectations.

3.3 Final selection and decision of the Executive Director

The aforementioned list is forwarded for approval to the Executive Director. Trainees will be selected by the Executive Director based on the list of suitable applicants and on the number of places available.

3.4 Notification

All applicants can follow the status of selection procedures for traineeships on the EASA website, and will also be informed in writing on the outcome of the selection procedure.

They will receive all necessary information concerning the traineeship, including further explanation regarding submission of the documents⁵ to be provided prior to the start of the traineeship. If a candidate is unable to supply the requested documents within the given deadline, EASA can withdraw the offer.

⁵ a declaration indicating whether the applicant is in receipt of a maintenance grant, a declaration that the applicant will be covered by sickness and insurance scheme during the duration of the traineeship

Applicants should note that trainees at EASA may not be eligible for a second traineeship in other European Institutions.

Non successful applicants may reapply for a subsequent training period. However, applicants must submit a new application, together with all requested documents.

3.5 Withdrawal

At any stage of the application process, applicants may withdraw their application by informing the Agency's HR department in writing. In such case, they are excluded from any further stage of the process. They may reapply for a subsequent training period. It is, however, necessary to submit a new application, together with all supporting documents.

Article 4 – Rights and duties

4.1 General obligations for trainees

Trainees must comply with the following general obligations:

- Trainees are requested to comply with the instructions given to them by their advisor or their superior in the department to which they are assigned, and with the existent EASA administrative guidelines including the rules concerning confidentiality and security. They must comply with the internal rules applicable to trainees provided at the moment of the signature of the contract;
- Trainees must respect the working hours and contribute to the work of the department to which they have been assigned;
- Trainees are allowed to attend meetings on subjects of interest to their work and receive documentation and participate in the work of the department to which they are attached at the level corresponding to their educational and professional background;
- Trainees must exercise the greatest discretion regarding data, facts and information that come to their knowledge during the course of their traineeship. They must not disclose to any unauthorised person any document or information not already made public. Trainees are bound by this obligation after the end of their traineeship. The Executive Director reserves his/her rights to terminate the traineeship and to take action against any person who does not respect this obligation;
- Trainees must consult and inform their advisers, Section Manager or Head of Department, or if unavailable, the HR Department on any action they propose to take on their own initiative relating to the Agency's activities;
- Trainees must not have any professional connection with third parties which might be incompatible with their traineeship and they are not permitted to exercise any other gainful employment during the period of traineeship which may adversely affect the work assigned during the traineeship;
- Upon engagement trainees will be requested to sign appropriate documentation on confidentiality obligations, documentation on the code of good administrative practice and a declaration of the absence of any conflict of interest;
- Trainees must record their activities and their daily working hours in the EASA Timesheet during the whole period of their traineeship;

- For the purpose of issuing a traineeship certificate, trainees must -at the end of their traineeship- submit to their advisers a report on their activities performed during the training period.

4.2 The role and duties of the traineeship advisor

A traineeship advisor will be appointed for each trainee, and the trainee will be under his/her supervision and responsibility. In cooperation with the HR Department the trainee advisor will:

- Develop and submit to HR/Recruitment a specific training plan;
- Instruct the trainee and advise on the performance of the work allocated;
- Ensure that the trainee is involved in the everyday work of EASA as far as possible;
- Supervise the trainee's work throughout the traineeship;
- Help the trainee with any technical/administrative matters;
- Write and submit an evaluation of the traineeship, at least 2 weeks after the end of the traineeship;
- Inform the HR Department of any significant event occurring during the traineeship (in particular professional incompetence, absences, illnesses, accidents, inappropriate behaviour, interruption of traineeship, etc.).

4.3 Training certificates and reports

At the end of the traineeship, trainees will receive a certificate specifying the duration of their traineeship, the department to which they were assigned and the tasks that were performed. In addition, also the advisor must complete the relevant evaluation report.

In order to constantly improve the traineeship programme trainees will be requested to complete the evaluation and feedback reports requested by the HR department at the end of the traineeship.

4.4 Status

Admission to a traineeship does not confer on trainees the status of temporary agents or other servants of the European Communities nor does it entail any right or priority with regard to future engagement in the Agency. Trainees can not benefit from any privileges and immunities granted by the host country to Temporary Agents or other servants of the European Aviation Safety Agency.

Article 5 – Financial matters

5.1 Grants

Depending on budget availability graduate and undergraduate trainees may be awarded a monthly grant of 25% respectively 20% of an AD 5 step 1 basic salary. For technical trainees the possible monthly grant shall amount to 60% of an AD 5 step 1 basic salary. The amount of the basic grant will be published on the Agency's website.

Upon presentation of proper justification, disabled trainees may receive a supplement to their grant equal to a maximum of 50% of the amount. This additional payment is designed to help those trainees to cover certain additional expenses that they may encounter. The EASA medical service may be consulted, if necessary.

Traineeship grants shall not be governed by the tax regulation applicable to EASA staff members. Trainees shall have the sole responsibility for complying with the tax regulation of their home state, which may apply to grants received from EASA. To this purpose, if requested, a certificate might be provided at the end of the traineeship period.

Trainees who benefit from any grant from another source or another subsistence allowance shall only be admitted to a financial contribution from EASA, if the sum received is less than the amount of the traineeship grant. In that case, they shall receive the difference.

If a trainee terminates his/her contract earlier as foreseen in the contract, he/she will be required to reimburse parts of the grant which he/she may have received related to the period after the termination date.

5.2 Travel allowances

Recruited trainees entitled to a grant and completing at least a 3 months traineeship may receive a travel allowance, subject to budget availability. Travel allowances are paid at the end of the traineeship for the travel from the place of residence to Cologne and back. The HR department establishes the method of calculation of this travel allowance, the modalities, and the procedure to be followed. All relevant information will be published on the website.

5.3 Insurance

The Agency does not cover sickness and accident insurance. Within the first three days of entry into service trainees must provide proof that they are covered by a sickness and accident insurance scheme for the entire duration of their stay at the Agency. If a trainee fails to provide proof of the insurance the traineeship must be terminated.

Article 6 – Leave and absences

6.1 Leave

Trainees should keep the same working hours (37,5 hrs per week) and shall be entitled to the same official public holidays as EASA staff members. Trainees are entitled to 2 days leave per month. This entitlement is acquired pro rata to the months worked, counted from the first day of the month. No payments will be made for leave not taken. Days of leave taken to participate to university exams will not be deducted from the leave entitlement under the condition that a certificate is provided. Any other absence than sickness, annual leave or leave to participate to university exams will generate a proportional reduction in the grant. Leave requests must be approved by the Section Manager or Head of Department.

6.2 Absence

In the event of illness, trainees must notify their advisor immediately and, if absent for longer than 2 days, must produce a medical certificate, indicating the probable length of the absence, to be forwarded to the HR Department. A trainee who is absent because of illness may be subject to medical checks in the interest of the service.

When trainees are absent without justification or without notifying the advisor or the HR Department, they must provide as soon as possible written justification for the unauthorised absence. The Executive Director may decide following evaluation of the justification given, or if no justification is given by a given deadline, to terminate the traineeship immediately. In case a grant is paid, any overpayments must be reimbursed.

6.3 Interruption

Under exceptional circumstances and subject to a written request from the trainee setting out the relevant reasons and with proper justification, and after prior consultation of the HR department the Head of Department may authorise an interruption of the training for a specific period. If a grant is awarded it will then be suspended and the trainee is not entitled to reimbursement of any travel expenses incurred during that period. The trainee may then return to complete the remaining part of the training, but only up to the date specified in the contract.

6.4 Early termination of the contract

If a trainee wishes to terminate his/her traineeship earlier than the date specified in the contract, a written request must be submitted by the trainee to the HR Department for approval, at least 3 weeks in advance. The grant and the contract may only be terminated every 1st and 16th of the month. Any trainee who terminates his/her traineeship earlier will be required to reimburse that part of the grant which he/she may have received, relating to the period after the termination date.

6.5 Missions and visits

In exceptional cases only and following a duly substantiated request from the competent Directorate, the Director may grant authorisation for trainees to be sent on mission, on the condition that the mission is of a technical and not representative nature. Trainees of the training and qualification programme shall be granted authorisation of missions required to complete their training programme. For the reimbursement of the mission expenses, the general arrangements on missions for EASA staff members will apply.

Article 7 – Sanctions and disciplinary measures

Trainees must perform their duties and act with integrity, and courtesy, and must follow the applicable provisions of the Code of good administrative behaviour for EASA staff members. If the behaviour of a trainee does not prove satisfactory, in response to a reasonable request from the advisor and after having heard the trainee, the Executive Director may decide to terminate the traineeship at any time. In particular, on the basis of a justified request from the advisor, the Executive Director reserves the right to terminate the traineeship:

- a) If the level of the trainee's professional performance or his/her knowledge of the working language turns out to be insufficient for the performance of his/her duties;
- b) If the trainee knowingly made wrong statements or submitted false documentations at the time of the application or during the traineeship period.

Article 8 – Protection of personal data

Applications and supporting documents will not be returned to the applicant but will be kept on file by the Agency.

The Agency will ensure on its part that applicants' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (Official Journal of the European Union L 8 of 12 January 2001). This applies in particular to the confidentiality and security of such data.

Article 9 – Specific provisions relating to the undergraduate programme

9.1 General

On an annual basis and according to the general availability of resources the Executive Director may decide to offer a small number of traineeship places to undergraduates. Articles 3 to 8 of these rules are applicable by analogy to the undergraduate traineeship programme.

9.2 Eligibility criteria for the undergraduate traineeship programme

To be admitted to the undergraduate traineeship programme, applicants must:

- Be nationals of a Member State of the European Union or nationals of Norway, Iceland, Liechtenstein or Switzerland⁶;
- Have a very good knowledge of at least two Community languages, whereas one language should be English⁷;
- Be students who have completed at least two years of university studies and aim at doing a voluntary traineeship or are requested to complete a traineeship
 - a) as part of their studies or;
 - b) for access to a profession or;
 - c) to carry out research for their final thesis.⁸

Applications will not be accepted from applicants who, for more than 6 weeks:

⁶ Cf. Footnote 1 on page 2 of this Decision.

⁷ Cf. Footnote 2 on page 2 of this Decision.

⁸ In addition to the documents mentioned in Article 3.1, applicants must also submit an immatriculation certificate provided by the University and, if applicable, an official university documentation confirming the obligation of the applicant to complete a traineeship as part of his/her studies or for access to a profession or the requirements to carry out research for a university level thesis.

- Have already benefited or benefit from any kind of traineeship within a European institution or body⁹ or
- Have had or have any kind of employment within a European institution or body.

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

The selection procedure will be the same as for the graduate traineeship. In accordance with Article 1, B the duration and the timeframe of the undergraduate traineeship will be agreed between the trainee, the hiring department and the HR department.

Article 10 – Specific provisions relating to the training and qualification programme

10.1 General

On an annual basis and according to the general availability of resources the Executive Director may decide to offer traineeship places to young graduate engineers. Articles 3 to 8 of these rules are applicable by analogy to the training and qualification programme, if not stated otherwise.

10.2 Eligibility criteria for the training and qualification programme

To be admitted to the training and qualification programme, applicants must:

- Be nationals of a Member State of the European Union or nationals of Norway, Iceland, Liechtenstein or Switzerland¹⁰;
- Have a very good knowledge of at least two Community languages, whereas one language should be English¹¹;
- Have completed the first cycle of a higher engineering education course (at least three years of university education) and will have obtained a full engineer degree by the start of the traineeship period¹².

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

Previous traineeships within a European institution or body or previous employments within a European institution or body are no exclusion criteria.

The selection procedure will follow the same principles as for the graduate traineeship. Moreover, applicants for the training and qualification programme shall undergo a more thorough examination through written tests and personal interviews. In

⁹ Cf. Footnote 4 on page 2 of this Decision.

¹⁰ Cf. Footnote 1 on page 2 of this Decision.

¹¹ Cf. Footnote 2 on page 2 of this Decision.

¹² ECTS points are not accepted as equivalent degree, proof of completion of the full university degree needs to be provided by the start date of the traineeship.

accordance with Article 1, C the duration and the timeframe of the apprenticeship will be agreed between the trainee, the hiring department and the HR department.

Article 11 – Final provisions

This decision shall take effect on the day following that of its adoption. It shall be published in the intranet of the Agency.

Done at Cologne, 16 December 2010

P. GOUDOU

Annex I

European Institutions and Bodies

EU institutions:

- European Council
- European Parliament
- Council of the European Union
- European Commission
- Court of Justice of the European Union
- European Court of Auditors
- European Central Bank
- European Ombudsman
- European Data Protection Supervisor

Financial bodies:

- European Investment Bank
- European Investment Fund

Advisory bodies:

- European Economic and Social Committee
- Committee of the Regions

Interinstitutional bodies:

- European External Action service
- Publications Office of the European Union
- European Personnel Selection Office
- European Administrative School

EU Agencies:

- Common Foreign and Security Policy agencies
- Police and judicial cooperation in criminal matters agencies
- "Community" agencies
- Executive agencies
- EURATOM Agencies and bodies
- European Institute of Innovation and Technology (EIT)