



## **Directors Decision No 11/2007**

### **Decision by the Director of ECDC**

### **Rules governing traineeships of the European Centre for Disease Prevention and Control**

#### *Article 1- General*

These rules govern the official traineeships scheme of ECDC. This scheme is addressed mainly to young 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 traineeships with ECDC are:

- To provide young university graduates with a unique and first hand experience of ECDC. To provide an understanding of the objectives and goals of ECDC's coordination role in identifying, assessing and communicating of current and emerging threats to human health from communicable diseases in the European Union.
- To enable such trainees to acquire practical experience and knowledge of the day-to-day work of the Centre's units.
- To provide the opportunity to young university graduates to put into practice knowledge acquired during their studies, and in particular in their specific areas of competence. To introduce these graduates to the professional world and the constraints, duties and opportunities therein.

ECDC through its official traineeships scheme:

- Benefits from the input of young enthusiastic graduates, who can give a fresh point of view and up-to-date academic knowledge, which will enhance the everyday work of ECDC;
- Creates a pool of young people with first-hand experience of and trained in European procedures, who will be better prepared to collaborate and co-operate with ECDC in the future;
- Creates long-term "goodwill ambassadors" for European ideas and values both within the European Union and outside.

## Article 2- Eligibility

2.1. Trainees are selected from nationals of the Member States of the European Union+ EEA/EFTA and of candidate countries benefiting from a pre-accession strategy. However, a limited number of nationals of non-Member States are also accepted according to available resources if justified.

Candidates must have completed the first cycle of a higher education course (university education) and obtained a full degree or its equivalent by the closing date for applications. For minimum national qualifications required by the legislation in the country where the diploma was obtained, see Annex I.

Knowledge of languages:

- Candidates from Member States must have very good knowledge of at least two Community languages, of which one should be the working language of ECDC (English).
- Candidates from non-Member States must have very good knowledge of the working language of ECDC (English).

Applicants are selected on the basis of qualifications; an appropriate geographical distribution will be maintained.

The Centre's Human Resources Unit 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.

2.2. Traineeships are open to candidates who have not:

- already benefited or benefit from any kind of traineeship (formal or informal, paid or unpaid) within a European institution or body<sup>1</sup>, or
- had or have any kind of employment within a European institution or body, including anyone who is or has been an assistant to a Member of the European Parliament, an intra-muros consultant or researcher, a temporary staff member, a contract staff member, an auxiliary staff member or an interim staff member of any EU institution, body, delegation or representative office.

Candidates should inform the ECDC of any change in their situation that might occur at any stage of the application process.

## Article 3 – Application Process

### *3.1. - Submission*

Applications should be made in accordance with the procedures established by the ECDC. All necessary instructions are published on the ECDC Website.

If an application is unsuccessful a candidate may re-apply for a subsequent training period. It is, however, necessary to submit a fresh application. The ECDC does not keep applicants' files from one in-take to another.

The keeping of files by the Centre's Human Resources Unit respects Regulation (EC) no. 45/2001 of 18 December 2000 regarding personal data, whether the applications gave rise to recruitment or were rejected or withdrawn.

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<sup>1</sup> See Annex II.

The Centre's Human Resources Unit does not keep applicants' files from one session to another.

### *3.2. - Selection procedure*

The ECDC makes its selection of trainees on the basis of the applications received. Successful candidates will typically have a background relating to the activities of the ECDC, i.e. Clinical infectious diseases, Microbiology, Public health, Epidemiology, Statistics and/or modelling of infectious diseases, Social sciences, Medical informatics, Scientific and/or risk communication, Programme evaluation, Training in any of the above areas, Other expertise within the remit of ECDC. Qualified candidates with an interest in any support function (for example information technologies, legal affairs, internal audit, internal communication, personnel administration, budget, accounts, infrastructure services, document management, project management and meeting management) are welcomed too. Any candidate who meets the minimum eligibility criteria may apply.

Candidates can be contacted over the phone by the different units of the ECDC to check availability and to discuss reciprocal expectations prior to the final selection decision.

The Head of Unit makes the final selection of applicants after discussion with Human Resources.

Successful applicants are informed by letter, in duplicate, of the dates of the training period. A copy of these rules is enclosed with the letter.

Recruited trainees are responsible for making sure that they obtain the correct visa, where applicable required by Swedish authorities.

### *3.3- Organisation*

Every year the Director determines the number of trainees, to be attached to each unit, on the basis of the Centre's needs and of the funds available.

Trainees are placed under the responsibility of an adviser. Each adviser may be responsible for only one trainee per training period. The adviser must guide and closely follow the trainee during his/her traineeship, acting as his/her tutor. The adviser must notify immediately the Head of Unit concerned and Human Resources of any significant incidents occurring during the traineeship (in particular professional incompetence, absences, sicknesses, accidents, bad behavior, or interruption of the traineeship), which come to his/her attention, or of which the trainee has informed him/her.

Trainees are allowed to attend meetings 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 adviser 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 goals of the ECDC.

## 4. Rights and duties of trainees

4.1. Training periods last at least three and at most six months. Traineeship periods may not be repeated or extended beyond the maximum length laid down in these rules.

4.2. Trainees shall be required to comply with the instructions given by their advisers, by the Head of Unit of the Unit to which they are assigned and with the instructions issued by Human Resources.

4.3. Trainees must take part in all activities organised for them, respecting the timetables and programs laid down.

4.4. During their traineeship, trainees must consult their advisers or Head of Unit on any action they propose to take on their own initiative relating to the ECDC's activities.

4.5. Trainees must exercise the greatest discretion regarding facts and information that come to their knowledge during the course of their training. 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 training. ECDC reserves its legal right to terminate the traineeship and to pursue any person who does not respect this obligation.

Trainees must not have any professional connections with third parties, who 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 adviser, to their Head of Unit and to Human Resources in writing.

4.6. Trainees must respect the same rules for contacts with the Press as other ECDC staff and follow the instructions provided.

4.7. Trainees must not, either alone or with others, publish or cause to be published any matter dealing with the work of the ECDC without the written permission in accordance with ECDC rules. All rights, for any articles or other work done for the Centre, are the property of the Centre.

4.8. At the end of their traineeship, trainees must submit to their advisers a report on their activities during the training period. The advisers will then forward this report to Personnel Administrator together with their own reports on the trainees. In the light of these reports, the trainees receive, at the end of the traineeship, a certificate specifying the length of training period and the unit to which they were attached.

4.9. Trainees must carefully record their activities and their daily working hours in from the first day up to the final day of service.

4.10. Trainees must also comply with the present rules governing the traineeships at ECDC and the internal rules and procedures of the ECDC, in particular the rules concerning security and confidentiality. ECDC reserves the right to terminate the traineeship in case of non compliance with these obligations.

#### Article 5 - Absences

5.1. Trainees should keep the same hours of work and have the same ECDC holidays, if they fall during their traineeship, as ECDC staff. Trainees are entitled to 2 days leave per month. This entitlement is acquired pro rata to the months worked. Days of leave not taken are not paid in lieu. Days taken for participation to any competition, exam or university work, etc. are to be deducted from this entitlement.

Head of Unit concerned and the *Human Resources* oversee that the above rules are respected. Leave requests should respect the needs of the service. Absences must first be approved by the Head of Unit concerned. A copy of the approved requests must be sent to Personnel Administrator.

5.2. In case of sickness, trainees must notify the secretary of the Head of Unit immediately, and if absent for longer than seven days, must produce a medical certificate, indicating the probable length of absence, which must be forwarded to *Human Resources*. A trainee who is absent because of illness may be subject to medical checks in the interest of the service.

5.3. When trainees are absent without justification or without notifying their adviser and the Head of Unit concerned, ECDC may decide to immediately terminate the traineeship without further notice. Any overpayment of the grant is to be reimbursed to ECDC. The trainee will also not be entitled to receive the travel allowance.

#### Article 6 - Grants

6.1 Trainees will be awarded a monthly grant. The amount of the grant is decided by ECDC on a yearly basis and is dependent on budgetary constraints. The amount of the basic grant will be published on the Website.

6.2. If the trainee terminates his/her contract early, he/she will be required to reimburse that part of the grant, which he/she may have received, relating to the period after the termination date.

6.3. Upon presentation of the proper justification, disabled trainees may receive a supplement to their grant equal to a maximum of 50% of the amount of the grant.

#### Article 7 - Travel expenses at the beginning and end of the traineeship<sup>2</sup>

7.1. Trainees who receive a grant, whose place of recruitment at the beginning of the traineeship is not Stockholm are entitled to a compensation for the travel expenses incurred at the beginning and end of the traineeship as determined here below. The trainee does not need to present proof of traveling.

7.2. The trainee must complete a minimum of three months of the training period to qualify for the travel allowance. Trainees whose place of recruitment is less than 150 km from the place of employment are not entitled to a travel allowance.

7.3. The postal address used in ECDC's letter awarding the traineeship shall be considered to be the place of recruitment. No request for a change of address shall be granted once the decision to award a traineeship has been taken.

7.4. Travel expenses for the inward journey and for the outward journey are compensated in the form of a unique flat-rate payment based on the distance in km between the place of recruitment and Stockholm. Such unique payment will be made at the end of the traineeship.

7.5. For members whose place of recruitment is outside EU, the allowance is calculated from the international airport or largest city in the EU geographically closest to the place of recruitment.

#### Article 8- Individual missions

8.1. In exceptional cases only, the Director may, on a request from the Head of Unit concerned stating the grounds, grant authorization for a trainee to be sent on mission.

8.2. This authorization entitles trainees to reimbursement of mission expenses in accordance with the ECDC rules.

#### Article 9- Tax arrangements

Grants awarded to trainees are not subject to the special tax regulations applying to officials and other servants of the European Communities. Trainees are solely responsible for the

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<sup>2</sup> See Annex III.

payment of any taxes due on the grant they receive from the ECDC by virtue of the laws in force in the State concerned.

#### Article 10- Sickness and accident insurance

10.1. The ECDC does not cover sickness nor accident insurance and trainees must take out such insurance prior to the start of their traineeship at the ECDC.

#### Article 11 - Interruption and termination of training and sanctions

11.1. Under exceptional circumstances, at the written request of the trainee stating the relevant reasons and with proper justification, the Head Unit concerned may, after consultation with the Human Resources, authorise an interruption of training for a given period. The grant is then suspended and the trainee is not entitled to reimbursement of any travel expenses incurred during that period.

The trainee may return to complete the unfinished part of the training, but only up to the end of the same training period. No extension is possible.

11.2. 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 Head of Unit with copy to Human Resources for approval. This request, stating the relevant reasons, must be submitted at least three weeks in advance of the new termination date foreseen, via his/her adviser. Trainees may only terminate their contract on the 1<sup>st</sup> and 16<sup>th</sup> of the month. Where appropriate, the equivalent part of the grant must be reimbursed to ECDC.

11.3. Traineeship shall end when the period for which it was awarded expires.

11.4. Trainees must exercise their duties and behave with integrity, courtesy and consideration. If the conduct of the trainee does not prove satisfactory, in response to a reasonable request by the adviser and approved, after hearing the trainee, by the Head of Unit concerned, may at any moment decide to terminate the traineeship.

ECDC, following a justified request by the adviser 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.

ECDC 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.

#### Article 12 - Final provisions

These rules will enter into force on 1 January 2008.

Implementation of these rules will be defined in an internal procedure where relevant.

Done at Stockholm, November 13, 2007



Zsuzsanna Jakab

Director

## Annex I

### Examples of diplomas for which the level of education corresponds to that required for access to the traineeship<sup>3</sup>

Country	Basic diplomas required for the traineeship
<b>Bälgarija</b>	Diplom za Visse Obrazowanie (Диплома за Висше Образование) Bakalavur (Бакалавър) Magister (Магистър)
<b>Belgique / België / Belgien</b>	Licence - Licentiaat
<b>Ceská Republika</b>	Diplom o ukončení Bakalářského studia
<b>Danmark</b>	Bachelorgrad
<b>Deutschland</b>	Fachhochschulabschluss (6-7 Semester)
<b>Eesti</b>	Bakalaureusekraad (> = 120 ainepunkti)
<b>Eire / Ireland</b>	Bachelor's degree
<b>Ελλάδα</b>	Πτυχίο Α.Ε.Ι. (πανεπιστημίου, πολυτεχνείου, Τ.Ε.Ι. υποχρεωτικής τετραετούς Φοίτησης)
<b>España</b>	Diplomado / Ingeniero técnico
<b>France</b>	Licence
<b>Italia</b>	Laurea -L (breve)
<b>Κύπρος / Kıbrıs</b>	Πανεπιστημιακό Πτυχίο
<b>Latvija</b>	Bakalaura diploms (>= 120 kredīti)
<b>Lietuva</b>	Bakalauras (>= 120 kreditų)
<b>Luxembourg</b>	Bachelor / Diplôme d'Ingénieur Industriel
<b>Magyarország</b>	Főiskola Oklevél
<b>Malta</b>	Bachelor's degree
<b>Nederland</b>	Bachelor
<b>Österreich</b>	Fachhochschuldiplom (6-7 Semester) / Bakkalaureus(rea)
<b>Polska</b>	Licencjat / Inżynier
<b>Portugal</b>	Bacharelato
<b>România</b>	Diplomă de Licență
<b>Slovenija</b>	Univerzitetna diploma
<b>Slovenská Republika</b>	Diplom o ukončení Bakalářského štúdia
<b>Suomi/Finland</b>	Kandidaatin tutkinto - Kandidatexamen / Ammattikorkeakoulututkinto / Yrkeshögskoleexamen (min 120 opintoviikkoa - Studieveckor)
<b>Sverige</b>	Kandidatexamen (Akademisk examen omfattande minst 120 poäng varav 60 poäng fördjupade studier i ett ämne + uppsats motsvarande 10 poäng).
<b>United Kingdom</b>	Bachelor's degree
<b>Other countries</b>	University level diploma requiring at least 3 years study

<sup>3</sup> Situation as of 1 April 2007

**European Institutions and Bodies**

**EU institutions:**

- European Parliament
- Council of the European Union
- European Commission (including Delegations and Representation offices and executive agencies)
- Court of Justice of the European Communities
- European Court of Auditors
- European Ombudsman

**Financial bodies:**

- European Central Bank
- European Investment Bank
- European Investment Fund

**Advisory bodies:**

- European Economic and Social Committee
- Committee of the Regions

**Interinstitutional bodies:**

- Office for Official Publications of the European Communities
- European Communities Personnel Selection Office

**Travel allowance<sup>4</sup>**

Distance between place of recruitment and Stockholm (km)	Amount in Euro of the unique flat rate payment
0-150	0
> 150	72.39
>300	128.69
>500	209.13
> 800	337.83
> 1300	530.87
>2000	635.45

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<sup>4</sup> Situation as of 1 April 2007