



The EMCDDA traineeships policy

Aims


1. The main aims of traineeships within the EMCDDA are as follows:
 - a. to give young university graduates the opportunity of experiencing the general objectives and process of European integration,
 - b. to provide trainees with practical knowledge of the workings of a European agency,
 - c. to enable trainees to acquire practical experience and knowledge of the day-to-day work of the EMCDDA and its units,
 - d. to provide trainees with the opportunity to work in a multi-cultural, multi-linguistic and multi-ethnic environment, contributing to the development of mutual understanding, trust and tolerance,
 - e. to enable trainees to put into practice the knowledge they have acquired during their studies or professional careers.
2. Trainees are attached to one of the EMCDDA units and are guided by the head of the unit concerned or other EMCDDA staff who supervise their training and guide them through their work.
3. Trainees attend meetings on subjects of interest to them (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.
4. Traineeships may last a minimum of three and a maximum of eight months. Traineeships may be extended not exceeding half the period of the initial agreement, and never beyond twelve months.

Requirements

5. English is the main vehicular language within the EMCDDA and, thus, trainees are required to have a thorough knowledge of oral and written English.
6. Trainees shall be university graduates (copy of degrees or diplomas will be requested) at the time of submitting their application to an EMCDDA traineeship.
7. Applicants are selected on the basis of qualifications.
8. Preference will be given to young graduates who are citizens of EU Member States and Norway, however, candidates from other countries may apply.

Procedure

9. Traineeships vacancies are published by the EMCDDA once a year and applications shall be submitted between 1 November and 31 December every year. Applications received outside the above-mentioned time frame will not be considered.
10. Applicants to a traineeship shall submit the MS Excel 'Traineeship application form', together with a fully completed CV (Europass format: <http://europass.cedefop.europa.eu/europass/home/vernav/Europasss+Documents/Europass+CV/navigate.action>) to the following email address: traineeships@emcdda.europa.eu.
11. The EMCDDA's Human resources management sector will screen applications to make sure they are valid and will transmit them to the EMCDDA's Heads of unit according to the priority given by the applicant on the application form. Heads of unit will select candidates on the basis of their qualifications and, where necessary, telephone interviews with candidates may be organised.

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12. Traineeships will be offered to the successful candidates, where there is agreement on the starting period and length of the traineeship. These two variables are not predetermined. Candidates are requested to provide information on their availability at the time of their application.
 13. Given the high quantity of applications received, the EMCDDA will only contact successful candidates. Candidates who have not heard from the EMCDDA at the end of the month of March in the year following submission of their application shall consider that their application has been refused.
 14. Admission to a traineeship at the EMCDDA does not confer on trainees the status of official or other servants of the Communities and in no way entitles trainees to be appointed/engaged by the EMCDDA.

Rights and duties of trainees

15. During the training period trainees will be supervised by the responsible person of the unit concerned.
16. Trainees will be required to work 7h30min per day, from Mondays to Fridays. Flexible working hours, in line with the EMCDDA Flexitime policy may be agreed with the Head of unit concerned.
17. Trainees shall exercise the greatest discretion with regard to all facts and information coming to their knowledge in the course of their traineeship.
Trainees shall 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;
 - publish or cause to be published any matter dealing with the work of the EMCDDA, whether alone or with others, without the permission of the Director. All rights in any writing or other work done for the EMCDDA are the property of the EMCDDA.
18. At the end of their traineeship, trainees shall submit to their Head of unit a report on their activities during the traineeship period. On submission of this report, trainees receive, at the end of the traineeship, a certificate specifying the length of the training and the unit to which they were attached.
19. Trainees are entitled to two days annual leave (holidays) per completed month of work.
20. In the case of sickness, trainees shall immediately inform the Head of unit concerned.

Grants, medical coverage and travel expenses at the beginning and end of the traineeship

21. Subject to budget availability, a limited number of paid traineeships may be made available at the EMCDDA every year. In addition, unpaid traineeships and trainees paid by third parties may also be accepted. Traineeships awarded through agreements concluded between the EMCDDA and Universities may fall under a different regime.
Paid traineeships will last a minimum of 6 months, and the trainees concerned receive a grant of EUR 960 per month. Applicants are to specify on the Traineeship application form whether they are interested in the paid and/or unpaid traineeship options, or whether they will be paid by third parties.
Trainees will need to arrange their own medical coverage (trainees may find coverage with the European health insurance card — <http://www.ehic.org/>).
Accident insurance: trainees are insured against accident under the conditions set out in the insurance policy contracted by the EMCDDA with an insurance company.
22. Trainees whose place of origin is not Lisbon are entitled to reimbursement of the travel expenses incurred at the beginning and end of the traineeship. These expenses are calculated on the basis of the most economic route by rail (second class) including, where necessary, a couchette or sleeper (second class), or air travel if this is cheaper. The travel expenses will only be reimbursed against presentation of supporting documents.

Fiscal arrangements

23. 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 payments of any taxes due on the grant they may receive from the EMCDDA by virtue of the laws in force in the state concerned. The EMCDDA will provide, if applicable, a certificate for tax purposes at the end of the traineeship period. This certificate should state the amount of grant received and confirm that tax and social security payments have not been made.

Missions

24. Only in exceptional cases the Head of unit concerned or authorised officer may grant authorisation to a trainee to participate in a business trip (mission), on the condition that the business trip is of a technical nature and not of a representative one.
For the reimbursement of the business trip expenses previously authorised, the general procedure for reimbursement provided by in the Staff Regulations of Officials of the European Communities and the internal EMCDDA rules shall apply. The expenses will be covered by the budget assigned to the unit that requests the mission.

Termination of training period

25. The traineeship may be terminated upon request from either the trainee or the Head of unit concerned. In the case where the traineeship is terminated at the request of the trainee, he/she shall reimburse the EMCDDA any travel expense costs paid on his/her account and any amount of the grant received resulting from a non-worked period of time.

Done and approved in Lisbon by the EMCDDA Director, on ...21.01., 2010.


Wolfgang Götz
Director