

ADMIN(2017) 8

EUROPEAN EXTERNAL ACTION SERVICE



GREFFE

**Decision of the Director-General of Budget and Administration
of the European External Action Service in agreement with
the Directors-General of DG DEVCO and DG HR of the European Commission**

of 21/06/2017

**on the Implementing Rules of the High Level Traineeship Programme in the
Delegations of the European Union in Partnership with the Member States of
the European Union**

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THE DIRECTOR-GENERAL OF BUDGET AND ADMINISTRATION OF THE EUROPEAN EXTERNAL ACTION SERVICE, IN AGREEMENT WITH THE DIRECTORS-GENERAL OF DG DEVCO AND DG HR OF THE EUROPEAN COMMISSION,

Having regard to Council Decision of 26 July 2010 establishing the organisation and functioning of the European External Action Service¹ 2010/427/EU, and in particular Article 1(3) thereof,

Having regard to the Joint Decision of the European Commission and the High Representative for Foreign Affairs and Security Policy of 12 June 2012 (JOIN(2012)17 final) establishing a High Level Traineeship Programme in the Delegations of the European Union in partnership with the Member States of the European Union² ('Joint Decision'), and in particular Article 3 thereof,

Having regard to the Decision of 22 January 2014 of the Chief Operating Officer of the European External Action Service in agreement with the Directors-General of DG DEVCO and DG HR of the European Commission (EEAS DEC(2014)002),

Whereas:

The Joint Decision JOIN(2012)17 final of 12 June 2012 has been amended by the Joint Decision JOIN(2017)22 of 19 June 2017 and the following changes should be taken into account:

- the extension of the maximum duration of the Traineeship from 18 months to two years;
- the biennial adjustment of the grant and contributions allowed based on the adjustment to the remuneration of officials of the EU;
- the grant of a maternity leave,

HAS DECIDED AS FOLLOWS:

Article 1

The Annex to the Decision EEAS(2014)002 of 22 January 2014 is amended as follows:

(1) Point 5.1 is replaced by the following:

'Trainees shall be awarded a monthly basic grant for the entire duration of the agreement. The amount of this grant is set at **1,375 EUR**³ (one thousand three hundreds and seventy-five euro).'

¹ OJ L 201, 03.08.2010, p.38

² As amended by the Joint Decision JOIN(2017)22 of 19 June 2017,

³ The amounts fixed in 2012 shall be adapted taking into account the annual update of the remuneration of the officials of the European Union: first the increase of 2.4% based on the adaptation published in OJ C 415 of 15.12.2015, p. 3, and after the increase of 3.3% based on adaptation published in OJ C 466 of 14.12.2016, p. 5.

(2) Point 5.2 is replaced by the following:

‘Trainees shall be paid the following financial contributions, established on a lump-sum basis:

- a monthly hardship contribution for the difficulties encountered by the trainee when the traineeship is to take place in a country where living conditions may not be regarded as equivalent to those normally encountered in the EU according to the rules applicable to the EEAS and the Commission. The amount of this hardship contribution varies according to the host country from 10% to 40% of the monthly grant and of the monthly accommodation contribution. This amount corresponds to the Living Conditions Allowance as decided on a yearly base. As mentioned in Point 6.1 of the Joint Decision, details shall be published on the EEAS internet website.
- a monthly accommodation contribution throughout the duration of the traineeship, the amount of which is set at **1,058 EUR** (one thousand and fifty eight euro). Depending on the real estate conditions prevailing in the traineeship place, the EEAS may authorise an advance payment of the equivalent of nine months of this contribution upon a duly justified request from the trainee, supported by the relevant Delegation. Further details for the payment of this contribution shall be communicated by the EEAS to trainees upon request.
- an installation contribution which is due at the beginning of the first traineeship period, the amount of which shall be set at **2,116 EUR** (two thousand one hundred and sixteen euro).
- a contribution towards the cost of the journey to and return from the place of the traineeship, the amount of which shall be set at **2,644 EUR** (two thousand six hundred and forty-four euro) for each traineeship period of one year.
- a contribution towards the cost of the insurance premium. This contribution shall be set at **705 EUR** (seven hundreds and five euro) for each traineeship period of one year.
- One yearly budget for missions or trainings in the interests of the service may be allowed taking into account the budgetary constraints.’

(3) In Point 6.2, the second paragraph is replaced by the following:

‘Should the Head of Delegation consider justified to issue to the trainee and his/her family forming part of his/her household during the period of the traineeship with a Laissez-Passer for purposes of security and/or notification to the authorities, he/she can request so by means of a note to the Director-General for Budget and Administration via the functional mailbox EEAS PROTOCOL DELEGATIONS.’

(4) In Point 6.4, the first paragraph is replaced by the following:

‘In addition to normal leave and by way of exception, the trainee may be granted some special leave on the grounds of the following family circumstances and under the conditions set out in the respective sections of the Annex to Commission Decision C(2013) 9051 of 16 December 2013 on leave⁴:

⁴ Made applicable by analogy to the EEAS by virtue of the Decision of the Chief Operating Officer of the European External Action Service of 29 November 2011 to extend the application of certain Commission Rules developing the provisions of the Staff Regulations and of the Conditions of Employment of Other Servants, to the EEAS, PROC EEAS(2011) 002, as last amended by Decision EEAS DEC(2014)009 of 13 February 2014

- marriage of the trainee: four working days;
- birth of a child of the trainee: ten working days of paternity leave if the trainee is not entitled to maternity leave;
- serious illness of a child, the spouse, or a relative in the ascending line of the trainee: two working days;
- death of the spouse or of a child: four working days;
- death of a relative in the ascending line of the trainee or the spouse: two working days.'

(5) In Section 6, a Point 6.5 is added:

'6.5. Maternity leave

A pregnant trainee whose maternity leave starts during the traineeship period shall be entitled to a maternity leave of maximum 20 weeks. This leave shall start not earlier than six weeks before the expected date of confinement mentioned in the medical certificate and end not earlier than fourteen weeks after the actual date of confinement.

During the maternity leave, the trainee shall be entitled to the monthly grant. The monthly accommodation contribution and the monthly hardship contribution will be paid if the trainee resides at the place of the training during the maternity leave.

In case the maternity leave as laid down in the first paragraph of this point exceeds the end of the traineeship, the trainee is deemed to remain in service until the end of the maternity leave as laid down in the first paragraph of this point. During this period, the trainee shall continue to receive the monthly grant to which she was entitled in the month preceding the month in which the traineeship expired. The trainee shall continue to be entitled to the accommodation contribution and the hardship contribution under the condition that she resides at the place of the training during the maternity leave.

The period in which the maternity benefits are payable, as set out in the previous paragraph, shall not end earlier than 14 weeks after the date of confinement; it may not be extended because of an illness or an accident.'

(6) In Section 7, the first paragraph is replaced by the following:

'At the end of the first traineeship period of one year, trainees may be offered a renewal of the traineeship agreement for a subsequent period of one year.'

Article 2 – Date of taking effect and application

This Decision shall take effect on the date of its adoption and shall be applicable to the Traineeship Programme beginning in September 2017.

Done at Brussels, 21/06/2017



Gianmarco DI VITA
Director-General
Budget and Administration