

**EEAS DEC(2014) 002**

**EUROPEAN EXTERNAL ACTION SERVICE**



GREFFE – Secretariat of EEAS Corporate Board

**Decision 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**

**of 22/01/2014**

**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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**DECISION**  
**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**

of 22/01/2014

**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**

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,

Having regard to the Joint Decision 2012/17/1 of 12 June 2012 of the Commission and the High Representative of the European Union for Foreign Affairs and Security Policy (hereafter “Joint Decision”) establishing a High Level Traineeship Programme (hereafter “Programme”) in the Delegations of the European Union (hereafter “Delegations”) in Partnership with the Member States of the European Union, in particular Article 3 thereof,

Whereas:

According to Article 3 of the above Joint Decision, the Chief Operating Officer of the EEAS shall take the necessary measures to ensure the implementation of this Joint Decision, in close coordination with the Commission and with each partner Member State of the EU.

HAS DECIDED AS FOLLOWS:


*Article 1*

1. The Implementing Rules governing the Programme are annexed to this decision.
2. The annex to this decision may be amended by a new decision of the Chief Operating Officer of the EEAS in agreement with relevant Commission Directors-General as laid out in the Joint Decision.

*Article 2*

This Decision enters into force on the date of its adoption.

Done at Brussels,



David O'SULLIVAN

## ANNEX

### **Implementing Rules of the High Level Traineeship Programme in the Delegations of the European Union**

#### **SECTION 1. TERMINOLOGY**

- the “Programme” means the “*High Level Traineeship Programme in the Delegations of the European Union*” which is also designated as the “Programme of Junior Professionals in Delegation (JPD)”;
- the “Joint Decision” means the “*Joint Decision (2012/17/1 of 12 June 2012) of the Commission and the High Representative of the European Union for Foreign Affairs and Security Policy establishing a High Level Traineeship Programme in the Delegations of the European Union*”;
- the “Implementing Rules” means the present “*decision of the Chief Operating Officer of the EEAS on the Implementing Rules of the High Level Traineeship Programme in the Delegations of the European Union*”
- the “EEAS” means the “*European External Action Service*”;
- the “Commission” means the “*European Commission*”;
- the “Delegations” means the “*Delegations of the European Union*” or “*Union Delegations*”;
- the “applicant” shall mean the EU citizen who applies to the programme through his/her national authority within a Member State;
- the “preselected candidate” shall mean the applicant whose application was considered by his/her Member State as eligible towards eligibility criteria established by the Joint Decision and who was preselected by his/her Member State and included in a list communicated formally to the EEAS.

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#### **SECTION 2. APPLICATION TO THE PROGRAMME**

- 2.1.** The call for applications is published at the same moment and with the same timeline on the EEAS website as well as on the respective websites of the Commission and Member States.

The call for applications contains:

- the Joint Decision and its Implementing Rules, including the latest decision on the adjustment of the latter;

- explanation and guidelines on modalities and deadlines for introducing applications exclusively through a standard form, the steps and indicative timelines, and if relevant, information on possible additional bilateral traineeship possibilities financed by partner Member States;
  - the details of the authority designated by partner Member States (a national public administration and/or an international organisation) to collect the applications and to carry out the eligibility check of applications and the pre-selection process for that Member State.
- 2.2. Applications are to be addressed exclusively to the authorities designated by each Member State for this Programme, within the timelines published on the EEAS website.

Applicants shall exclusively use the attached standard application form and sign it, followed by the hand written mention “read and approved”.

Applicants apply in general for either sections under the competence of the EEAS (political sections) or for sections under the competence of the Commission (mainly operational or trade sections). In that case, they can also indicate their preferred domain of activities (rural development, infrastructure, social affairs, economic affairs, governance and rule of law, trade, enlargement, humanitarian affairs, foreign policy instruments).

Regarding location for the traineeship, candidates shall indicate one or several regional preferences (such as for example: Africa, Asia, South East Asia, Latin America, etc). Candidates may also indicate whether they would be interested in a multilateral EU delegation (UN, WTO, etc). In case none of the choices expressed by the applicant can be granted, the EEAS and the Commission may propose an alternative choice for their respective traineeship positions.

During the course of the selection process, the EEAS and the Commission will each establish a list of priority delegations based upon the interest and the needs of the service, the capacity of the delegations, the context and the situation of the countries and the profile desired by the delegations. For bilateral funded posts, the location of the offered traineeships will be based on Member States preferences.

### **SECTION 3. PRE-SELECTION AND SELECTION**

#### **3.1. *Checking of the eligibility by Member States***

Once the deadline for application has expired, the Member States, or the bodies/agencies acting on their behalf and under their responsibility, perform the eligibility check of applicants towards criteria established by the Joint Decision.

This includes validating by all necessary means the truthfulness of the formal statement signed by applicants in the application form (declaration on the honour). The EEAS sets timelines for the submission of a formal list of pre-selected eligible candidates by the Permanent Representation of each Member State to the Chief Operating Officer of the EEAS. In exceptional circumstances, Member States may benefit from an extension of this period.

### **3.2. *Pre-selection of candidates by Member States***

The Member States are committed to conduct a fair, transparent and objective pre-selection process, on the basis of the applicants' own merits, qualifications and assets as specified in the Joint Decision.

The pre-selection phase is aimed at creating a list of eligible pre-selected candidates to be submitted to the EEAS or to the Commission. The number of candidates on this list shall be from twice to four times the number of traineeship places available for each partner Member State.

*For instance, based on the assumption that in principle, there should be one (1) candidate for the EEAS and one (1) for the Commission, each Member State should present two (2) to four (4) candidates for validation to the EEAS and two (2) to four (4) candidates for validation to the Commission.*

### **3.3. *Evaluation of pre-selected candidates***

All candidates pre-selected by Member States are considered of a high quality as they have passed a first selection process. The evaluation carried out by the EEAS and Commission aims at retaining a short list that will be considered in priority for recruitment by EU Delegations.

An evaluation of the eligible pre-selected candidates is organised in principle on the basis of the written applications. This thorough examination may be conducted jointly or separately by the EEAS and the Commission.

The EEAS and the Commission are committed to conduct a fair, transparent and objective evaluation process, on the basis of the candidates' own merits, qualifications and assets as specified in the Joint Decision.

The panel will assess all pre-selected eligible applications based on a total of 100 points. The panel of each Institution will establish at the beginning of the selection round, the weighting and distribution of points to be given for each criterion. The main criteria to be assessed by the panel are, besides pertinence of qualifications with regard to indicated preferences:

- academic qualifications and merits;
- professional experience;
- languages;
- additional merits.

The result of the evaluation will be a short list of candidates for recruitment. The number of short listed candidates will be equal to the number of traineeship possibilities. These candidates will be contacted directly by the EEAS and Commission to inform them that their application will now be submitted to EU delegations. The other candidates will be included in order of priority in a reserve list.

There will in principle be one candidate recruited from each Member State. However, should the number of positions funded by the EEAS or the Commission be higher or lower than the number of Member States, an equivalent number of candidates will be selected amongst the best qualified, taking into account that a maximum of partner Member States should benefit from the positions available. The EEAS and the Commission apply an equal opportunity policy.

The results will be communicated by the EEAS and the Commission to each Member State. The latter shall then inform by all appropriate means these applicants in due time about the result of their application. Unsuccessful applicants may reapply, subject to eligibility criteria, for subsequent selection rounds by submitting a *fresh* application with all supporting documents.

#### **3.4. *Assignment of the candidates to the Delegations***

Delegations where JPD positions will be on offer can consult the candidates' profiles in the list or database referred to under paragraphs 3.3. Candidates shall be selected by Delegations on the basis of their own merits with regard to the training possibilities offered. Delegations will select three candidates and communicate their names (in order of preference) to the EEAS Headquarters.

The EEAS will ensure, in coordination with the Commission, the final matching taking into account Delegations' training possibilities, candidates' preferences and, for the bilateral folder, the priorities indicated by the Member States concerned. In case arbitration is needed, the EEAS in cooperation with the Commission and Delegations will be responsible for ensuring consistency in the allocation of trainees in Delegations. As far as the bilateral folders are concerned, the EEAS shall act in agreement with the Government of the relevant Member State.

### **3.5. *Communication of results, traineeship agreement and information***

Once the final matching is completed, selected candidates will receive by the most appropriate means (such as an e-mail) from the EEAS, an offer for a traineeship.

If a candidate refuses the offer he/she may be excluded from the on-going traineeship period procedure. He/she may reapply for subsequent traineeship periods. In duly justified circumstances, the EEAS and the Commission may decide to propose an alternative. In case the final offer is not accepted, a traineeship may be offered to a candidate in the reserve list

## **SECTION 4. TRAINEESHIP AGREEMENT WITH TRAINEES**

### **4.1. *Signing of the traineeship agreement and administrative modalities***

In case of acceptance of the training offer, candidates shall send a signed scanned version of the proposed traineeship agreement to the EEAS. The traineeship starts in Brussels with a short induction course.

The expenses for the journey to Brussels are not reimbursed, but during the induction training, trainees shall receive their monthly accommodation allowance.

### **4.2. *Compulsory induction training***

Throughout their stay in Brussels trainees will have the opportunity to meet their counterpart colleagues in the EEAS and Commission respective departments and services. .

The aim of this induction training is to prepare trainees for the activities in Delegations. According to available budgetary resources, the training may include theory (EU policies) and practical training as regards security and health prevention in Delegations, the organisation and functioning of Delegations and of EEAS/Commission Headquarters.

## **SECTION 5. FINANCIAL COMPONENTS OF THE TRAINEESHIP AGREEMENT**

### **5.1. *Grant***

Trainees will be awarded a monthly basic grant for the entire duration of the agreement. The amount of this grant is set at **1,300 EUR** (one thousand and three hundreds euro).



## 5.2. *Financial contributions*

Trainees may 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 basis. Details are published on the EEAS internet website.
- a monthly accommodation contribution throughout the duration of the traineeship which amount is set at **1,000 EUR** (one thousand 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 modalities for the payment of this contribution may be communicated by the EEAS to trainees.
- an installation contribution which, in principle, is due at the beginning of the first traineeship period. The amount of which is set at **2,000 EUR** (two thousand euro).
- a contribution towards the cost of the journey to and return from the place of the of the traineeship.. This contribution shall be set at **2,500 EUR** (two thousand and five hundreds euro) for each traineeship period of 9 (nine) months.
- a contribution towards the cost of the insurance premium. This contribution shall be set at **500 EUR** (five hundreds euro) for each traineeship period of 9 (nine) months.

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## SECTION 6. OTHER ELEMENTS OF THE TRAINEESHIP AGREEMENT WITH TRAINEES

### 6.1. *Insurances*

The trainee must conclude a set of individual health, accident and repatriation insurances before the start of the traineeship in a Delegation. Upon acceptance of the traineeship agreement, the trainee will be required to provide a formal statement as regards his/her insurance coverage in which he/she declares it to be sufficient and inclusive of the host country of the traineeship. The EEAS may ask the trainee to provide all relevant documents concerning the trainee's insurance coverage.

The preceding paragraph applies, *mutatis mutandis*, to the insurance coverage of the trainee's dependents following him or her to the place of the traineeship.

## **6.2. *Privileges and immunities***

The EEAS shall seek to obtain from the receiving State the granting to the trainee of necessary privileges and immunities equivalent to at least those granted to administrative and technical staff and shall provide assistance to the trainee and members of his/her family as regards any proceedings brought against them by reason of his/her engagement as a trainee or his/her assignments within the Delegation.

As of 2014, should the Head of Delegation feel that it is 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 EEAS Managing Director Patrick Child via the EEAS MDR A4 Protocol functional box.

## **6.3. *Annual leave***

Trainees are entitled to two and a half (2.5) working days of leave per month. In case of renewal of the traineeship agreement, annual leave may be carried over to the next training period up to the maximum of twelve (12) days with the authorisation of the Head of Delegation. The trainee shall inform the Delegation of his leave address and telephone number.

## **6.4. *Special leave***

In addition to normal leave and by way of exception, the trainee may be granted special leave on the grounds of the following family circumstances:

- marriage of the trainee: four (4) working days;
- birth of a child of the trainee: ten (10) working days;
- serious illness of a child, the spouse, or a relative in the ascending line of the trainee: two (2) working days;
- death of the spouse or of a child: four (4) working days;
- death of a relative in the ascending line of the trainee or the spouse: two (2) working days.

Travelling time of two (2) calendar days shall be added to the period of special leave. Any travelling expenses incurred shall be borne solely by the trainee.

The procedure for applying for such leave shall be identical to that laid down in respect of annual leave.

#### **SECTION 7. CONDITIONS FOR THE RENEWAL OF THE TRAINEESHIP AGREEMENT**

At the end of the first traineeship period of nine (9) months, trainees may be offered a renewal of the traineeship agreement for a subsequent period of nine (9) months.

The renewal is subject to the evaluation of the trainee by the trainee's supervisor/advisor in the Delegation, and the recommendation by the Head of Delegation to renew the traineeship agreement.

The form has to be sent to the EEAS Headquarters at least three (3) weeks before the end of the first traineeship period.

The renewal of the traineeship agreement may provide the trainee with an update of the description of his/her assignments subject to the proposal by the Head of Delegation and the agreement of the trainee and his/her supervisor/advisor.

#### **SECTION 8. PREMATURE END OF THE TRAINEESHIP AGREEMENT**

In case of premature termination of the traineeship agreement the grant and all lump-sum contributions shall be calculated on a pro-rata basis.

In case the traineeship agreement is ended upon request of the trainee before the completion of the first six (6) months, the trainee has to reimburse the received amount for the installation contribution and the portion of the grant, monthly hardship and accommodation contribution calculated on a pro-rata basis.

#### **ATTACHED DOCUMENTS**

*Application form*