



RULES GOVERNING TRAINEESHIP PERIOD AT ENISA

1. General

These rules govern the traineeship scheme of European Network and Information Security Agency (ENISA). It 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 traineeship at ENISA are:

- To provide trainees an understanding of the objectives and activities of ENISA.
- To enable trainees to acquire practical experience and knowledge of the day-to-day work of ENISA Departments and Units.
- To promote European integration within the spirit of new governance and through active participation to create awareness of true European citizenship.
- To enable trainees to put into practice knowledge acquired during their studies, or professional careers.

ENISA through its traineeship 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 ENISA.

Every year the Executive Director shall decide the number of traineeships to be offered in each Department, depending on the level of funds available and on the capacity of each Department to accommodate trainees.

2. Eligibility

2.1. Nationality

Trainees are selected from nationals of the Member States of the European Union 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.

2.2. University Diploma

Candidates must have completed the first cycle of university education (preferably computer science, mathematics, physics) and obtained a full degree or its equivalent by the closing date for applications (see Annex I). ENISA maintains the right to

change these minimum qualifications used for the traineeships programme. Any such changes will be published on the website of ENISA.

For declared ongoing studies an official declaration from the relevant university must be provided. If recruited for a traineeship, certified copies of all diplomas declared and, if applicable, official certified translations will be required.

2.2. Languages

In order to fully profit from the traineeship and to be able to follow meetings and perform adequately, candidates must have very good knowledge of English and another Community language.

2.3. Prior employment

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 body¹, 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.

3. The application process

The pre-selection procedure is carried out by the Human Resources Section which draws up a list of candidates to be considered. This list is forwarded to ENISA's departments for the selection. The final nomination is confirmed by the Executive Director.

Successful applicants are selected on the basis of qualifications and and/or experience. The pre-selection procedure aims to keep to the best possible level gender balance and geographical equilibrium.

Successful applicants are informed by letter of the dates of the traineeship, the department to which they have been allocated and the list of final documents they should provide prior to commencement of the traineeship.

The keeping of files respects regulation (EC) no 45/2001 regarding personal data, whether the applications gave rise to recruitment or not.

4. Recruitment procedure

Trainees may not be recruited to any department where a conflict of interest might occur, irrespective of the candidate's prior professional experience or nationality.

¹ See Annex II.

Applicants can only be offered a single contract for a given traineeship period.

Recruited trainees are obliged to provide any forms and certificates required by the Human Resources Section at the time of their recruitment. They are responsible for making sure that they have the correct visa, where applicable, and that they obtain all the documentation required by the authorities of the country in which they are employed.

5. Rights and duties of trainees

The traineeship may last a minimum of three and a maximum of five months. Traineeship periods may not be repeated or extended beyond the maximum length laid down in these rules or beyond the end of the traineeship period.

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

Trainees shall be required to comply with the instructions given by their advisers. They must also comply with the rules governing the traineeship programme and the internal rules governing the functioning of ENISA, in particular the rules concerning security and confidentiality.

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 Department to which they are attached at a level corresponding to their educational and working background.

Admission to a traineeship does not confer on trainees the status of officials or that of other servants of the European Communities, nor does it entail any right or priority with regard to an appointment at ENISA.

Trainees should keep the same working hours and have the same official public holidays, if they fall during their traineeship, as ENISA's staff.

Trainees are entitled to 2 days leave per month. 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.

Leave requests must be approved by the adviser and then checked and approved by the person responsible for holidays within the Human Resources Section.

In case of sickness, trainees must notify their advisers immediately, and if absent for longer than two days, must produce a medical certificate, indicating the probable length of absence.

Trainees must exercise the greatest discretion regarding facts and information that come to their knowledge during the course of their traineeship. 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 traineeship. ENISA 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 which might be incompatible with their traineeship (i.e. must not work for lobbyists, legal attachés, 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, and to the Human Resources Officer in writing.

Trainees must not, either alone or with others, publish or cause to be published any matter dealing with the work of ENISA without the written permission. Such permission is subject to the conditions in force for all ENISA staff. All rights in any writings or other work done for ENISA are the property of ENISA.

On receipt of a justified request from the trainee, submitted through his/her adviser, the Human Resources Section may terminate the traineeship.

If the conduct of the trainee does not prove satisfactory, the Head of the Department, following a discussion with the adviser and the trainee, may at any moment decide to terminate the traineeship.

6. Financial Matters

Trainees will be awarded a monthly grant of 700 EUR. This amount may be reduced under specific circumstances, such as in the case where grant is already paid by another institution or if the trainee's place of origin is within 50 kilometres from the site of ENISA.

Sickness and accident insurances are compulsory. ENISA does not cover such insurances. Trainees must take out these insurances prior to the start of their traineeship. Proof of the insurances must be presented to ENISA within one week of the start of the stage period.

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.

Recruited trainees will get reimbursed the travel expenses incurred at the beginning and at the end of the traineeship. The basis of calculating this reimbursement shall be the economy class airfare.

Where the place of the recruitment is less than 50 km from the place of employment such reimbursement is not valid.

In exceptional cases only, the Head of the Department in which a trainee has been placed may grant authorisation for a trainee to be sent on mission, on the condition that the mission is of a technical nature and not of a representative one.

For the reimbursement of these mission expenses, the general procedure of reimbursement provided in the Staff Regulations for Officials of the European Communities will apply.

Grants awarded to trainees are not subject to the special tax regulations applying to officials and other servants of the European Communities. A certificate for tax purposes will be provided at the end of the traineeship period.

7. Reports and Certificates

At the end of their traineeship, trainees must submit a report on their activities during the traineeship period to their advisers.

In the light of these reports, trainees will receive, after their traineeship period, a certificate specifying the dates of their traineeship period and the Department in which they were employed.

8. Final Provisions

These rules will enter into force on 1st September 2006.

Annex I

Examples of diplomas for which the level of education corresponds to that required for access to the traineeship program

Country	University level education – at least 3 years in length
Belgium FR	Actuellement : Licence ou équivalent - A l'avenir: Bachelor
Belgium NL	At present: Licentiaat, Meester, industrieel ingenieur, Gegradueerde In future: Bachelor (According to the Higher Education Act of 4 April 2003)
Ceská Republika	Diplom o ukončení Bakalářského studia
Danmark	Bachelorgrad
Deutschland	Fachhochschulabschluss (6-7 Semester)
Eesti	Bakalaureusekraad (<160 ainepunkti)
España	Diplomado/Ingeniero Técnico
France	Licence
Greece/Ελλάδα	Δίπλωμα Α.Ε.Ι. (πανεπιστημίου, πολυτεχνείου, Τ.Ε.Ι. υποχρεωτικής τετραετούς φοίτησης)
Ireland/Eire	Bachelor's degree
Italia	Laurea –L (breve)
Κύπρος/Kypros	Πανεπιστημιακό δίπλωμα
Latvija	Bakalaura diploms (<160 kredīti)
Lietuva	Bakalauras (<160 kreditas)
Luxembourg	Diplôme d'Ingénieur Technicien
Magyarország	Főiskolai Oklevél
Malta	Bachelor's degree
Nederland	Bachelor
Österreich	Fachhochschuldiplom (6-7 Semester)
Polska	Licencjat – Inżynier
Portugal	Bacharelato
Slovenija	Diploma o Pridobljeni Visoki Strokovni Izobrazbi
Slovenská Republika	Diplom o ukončení Bakalářského štúdia
Suomi/Finland	Kandidaatti / Kandidat examen Ammattikorkeakoulututkinto/Yrkeshögskoleexamen (min. 120 opintoviikkoa /studieveckor)
Sverige	Kandidatexamen (Akademisk examen omfattande minst 120 poäng, varav 60 poäng av fördjupade studier i ett ämne)
United Kingdom	Bachelor's degree / Diploma of Higher Education (DipHE)

Annex II

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