

EXECUTIVE DIRECTOR DECISION

**ED DECISION No 34/2025
OF THE EXECUTIVE DIRECTOR OF THE AGENCY
of 24 June 2025,
on the Rules governing the traineeship programme at ENISA (Recast of the EDD No
92/2018)**

THE EXECUTIVE DIRECTOR OF THE EUROPEAN UNION AGENCY FOR CYBERSECURITY

HAVING REGARD TO

- Regulation (EU) 2019/881 of the European Parliament and of the Council of 17 April 2019 on ENISA (the European Union Agency for Cybersecurity) and on information and communications technology cybersecurity certification and repealing Regulation (EU) No 526/2013 (CSA), in particular its Article 20 p. 3 (a);
- ED Decision No 11/2024 of the Executive Director of the Agency of 23 February 2024 on Strategic Workforce Planning of the Agency [recast], in particular its Article 5 p. (6);

WHEREAS

- Traineeships create an opportunity to provide recent university graduates, including persons in the course of lifelong learning, with a unique and first-hand experience of the workings ENISA, while the Agency benefits from the input of recent graduates who may offer a fresh point of view and their up-to-date academic knowledge, which in turn enhances the everyday work of ENISA;
- Traineeships could create a pool of individuals who are trained in and who possess first-hand experience of the Agency's procedures, who may potentially constitute an additional source of talented candidates for the Agency's future recruitment procedures;
- A review of the rules governing the traineeships scheme of ENISA adopted by means of the ED Decision No 92/2018 of the Executive Director on December 2018, is necessary to ensure the adaptability to the constantly evolving environment and growth of the Agency.

HAS DECIDED

Article 1
Traineeship programme

1. The Rules governing the traineeship programme at ENISA as annexed to the present decision are hereby adopted.

Article 2
Implementing provisions

1. The present decision enters into force on the date of its signature and decision repeals and replaces the ED Decision No 92/2018 of 14 December 2018.
2. The Head of Corporate Support Services Unit is sub-delegated to draw up a relevant HR policy scheme for the traineeship programme, approve vacancy notices and appoint trainees as per the Annex I to the ED Decision No 11/2024 Strategic Workforce Planning of the Agency¹.

Done in Athens, 24/06/2025

[electronically signed]

[on behalf of the Executive Director]

Georgia Pappa

Head of Unit - Corporate Support Services

¹ [2024-11 ED Decision on Strategic Workforce Planning of the Agency \[RECAST\].pdf](#)

ANNEX - RULES GOVERNING THE TRAINEESHIP PROGRAMME

1. SCOPE AND OBJECTIVES

1.1. General

These rules govern the official traineeships scheme of ENISA, which is addressed mainly to university graduates without excluding those who – in the framework of lifelong learning – have recently obtained a university diploma or are at the beginning of a new professional career.

ENISA is an inclusive workplace and equal opportunities employer that welcomes applications from all candidates, including those with disabilities or special needs. Traineeships will be offered to candidates with the ability to participate and contribute to the extent necessary and who can benefit from the experience.

1.2. Objectives

The objectives of the traineeship programme at ENISA are mainly to:

- provide Trainees an understanding of the objectives and activities of ENISA;
- enable Trainees to acquire practical experience and knowledge of the day-to-day work of ENISA;
- enable Trainees to put into practice knowledge acquired during their studies, or professional careers;
- provide the opportunity to work in a diverse, multi-cultural, and multi-linguistic environment, contributing to the development of mutual understanding, trust and tolerance;
- introduce graduates to the professional world and the constraints, duties and opportunities therein.

ENISA, through its official traineeship programme:

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

1.3. Location

Traineeships take place at the ENISA's headquarters in Athens or in the Agency's local office in Brussels.

2. STATUS

Admission to the traineeship programme does not confer Trainees the status of other servants of the European Union nor does it entail any right or priority with regard to an appointment in the services of ENISA. Trainees can apply during their traineeship to ENISA open recruitment procedures.

3. ORGANISATION OF TRAINEESHIP

- (a) Before each traineeship programme period, the Executive Director will determine the number and allocation of Trainees on the basis of the funds available, the needs of the Agency, and the capacity to accommodate Trainees.
- (b) ENISA will advertise traineeship calls as the need arises. The number of Trainees for each intake will be confirmed and can vary.
- (c) In addition, the Agency may decide on additional Trainee intakes for special projects. The timing and duration of a special intake as well as the number of trainees and their allocation will be determined by the Agency as needed. The application and selection process are the same as for the intakes described in paragraph 5(a) of this Annex to the present ED Decision.
- (d) Trainees are allocated within ENISA as appropriate. During the traineeship, Trainees may rotate within the Agency or may be involved in cross-Agency projects or be even re-allocated to another position.
- (e) Trainees are placed under the responsibility of a mentor. The mentor must guide and closely follow the trainee during his/her traineeship.
- (f) The mentor must notify immediately the Reporting Officer concerned and Human Resources 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.

4. ELIGIBILITY CRITERIA

1. Nationality

Trainees have to be nationals of the Member States of the European Union or the European Free Trade Association (EFTA), unless an exception is authorized by the appointing authority, and enjoys his/her full rights as a citizen.

2. Qualifications

(a) University Diploma

Candidates must have completed a university-level education of at least 3 years and obtained a full bachelor degree or its equivalent by the closing date for applications. For an indicative list of minimum national qualifications required by the legislation in the country where the diploma was obtained, see the website of EPSO at the following link (point 3.1 in the list applicable to the relevant Member State):

<https://epso.europa.eu/documents/2392>.

(b) Languages

In order for the Trainee to fully profit from the traineeship and to be able to follow meetings and perform adequately, he/she must have very good knowledge of at least two EU languages, of which one should be the main working language of ENISA (English).

(c) Previous Traineeship Experience in EU Institutions

Candidates who have already completed a traineeship in any EU institution, body, or Agency are eligible to apply for this traineeship program.

The Agency reserves the right to amend the eligibility criteria as and when necessary. Any such changes will be published on the Agency's website.

5. APPLICATIONS

- (a) Applications should be made in accordance with the procedures established by ENISA. All necessary instructions are published on ENISA's website. The call for applications will contain specific instructions to candidates concerning the application process, the supporting documents required and the modalities of their submission. Any candidate who meets the eligibility criteria may apply.
- (b) If an application is unsuccessful, a candidate may re-apply for a subsequent traineeship programme. It is, however, necessary to submit a new application. ENISA does not keep applicants' files from one intake to another.

6. SELECTION PROCEDURE

- (a) ENISA makes its selection of Trainees on the basis of the applications received as per the call for applications for traineeships published on the ENISA website. Candidates who are offered a traineeship will be required to provide documented evidence of the eligibility criteria referred to in paragraph 4 of this annex to the present ED Decision on the Rules governing the traineeship programme at ENISA prior to starting the traineeship.
- (b) The selection of trainees is subject to a selection methodology determined by the hiring unit in conjunction with HR. All candidates will be notified of their respective outcome.
- (c) Candidates can request feedback regarding their outcome within 10 calendar days from the date in which their outcome was communicated to them. The request for feedback does not extend the deadline to submit a request for internal review.
- (d) Candidates who feel that an error has been made in relation to their non-admission to the selection procedure (i.e., not eligible) or to their exclusion from the selection procedure (i.e., not invited for an interview/written test) may request a review within 10 calendar days from the date on which they are notified about the decision.²
- (e) Successful candidates are selected on the basis of their educational background, qualifications, competences, and motivation and/or experience. The selection procedure aims to establish a diverse pool of shortlisted candidates to the best possible degree.
- (f) Applicants are selected on the basis of a review of their application and a phone or video interview which shall take into account the suitability of the person for the position and their qualifications. The Agency strives to maintain a balanced geographical origin of staff, interims and Trainees and will take this aspect into account as well.
- (g) Successful candidates will typically have a demonstrated affiliation with cybersecurity and a background relating to the activities of ENISA. Qualified candidates with an interest in any support function (for example: information technologies, EU policy making, legal affairs, internal audit & compliance, internal and external communication, human resources, budget, accounts, procurement, infrastructure services, document management, facility management, project management and meeting management) are welcomed too.
- (h) Candidates can be contacted over the phone, and by email for an online meeting by ENISA to check their availability, to discuss expectations, and to conduct a suitability interview prior to the final selection decision.

² Requests for internal review may be based on a material irregularity in the competition process and/or non-compliance by the Agency in regards to the traineeship call and/or the *Rules governing the traineeship programme at ENISA*. Candidates are not allowed to challenge the validity of the assessment concerning the quality of their performance in a test or the relevance of their qualifications and/or professional experience. This assessment is a value judgment made by the Agency and disagreement with the evaluation of the tests, experience and/or qualifications does not prove that it has made an error. Requests for review submitted on this basis will not lead to a positive outcome.

- (i) The Executive Director (or subdelegated authority as per paragraph 2 (2), of this annex of this present ED Decision) makes the final selection of applicants on the basis of the proposals / recommendations submitted to HR by the respective Reporting Officer.
- (j) Successful applicants will receive from HR a traineeship offer letter as well as their traineeship agreement and a copy of this traineeship policy.
- (k) Selected Trainees are obliged to provide any supporting documents and certificates required by Human Resources within the indicated deadline. They are responsible for making sure that they obtain all the documentation required by the national authorities, if necessary.
- (l) Admission to a traineeship shall not in any way imply that Trainees are permanently or temporarily employed by ENISA.

7. DURATION OF THE TRAINEESHIP PROGRAMME

- (a) Traineeship periods are initially offered for a period of six months with the option reserved to the Agency to extend the traineeship for another period **up to 6 months**, upon justification by the Head of Unit and budget availability of the Agency.
- (b) Trainees will be notified no less than one month in advance if they are to receive an extension to their traineeship of up to six months.
- (c) The maximum total duration of a traineeship is twelve months. Where no renewal is indicated, the traineeship shall terminate at the end of six months.
- (d) Traineeship periods may not be repeated or extended beyond the maximum length laid down in these rules.

8. RIGHTS AND DUTIES OF TRAINEES

The traineeship itself

- (a) Trainees shall be required to comply with the instructions given by their mentors, and where applicable by their Reporting Officer and with the instructions issued by Human Resources. They must 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.
- (b) Trainees must take part in all activities organised for them, respecting the timetables and programs laid down.
- (c) During their traineeship programme, Trainees must consult their mentors, or Reporting Officer on any action they propose to take on their own initiative relating to ENISA's activities.
- (d) Trainees are allowed to attend meetings on subjects deemed of interest to their work upon prior approval (unless these meetings are restricted or confidential), receive relevant documentation and participate in their area of work at a level corresponding to their professional and academic background. Subject to the prior approval of their mentor and providing it does not conflict with the accomplishment of the tasks assigned to them, they are entitled to attend meetings outside of their area of work, unless these meetings are restricted or confidential.
- (e) At the end of their traineeship programme, a Trainee must submit and present to their mentor a report on the activities they carried out during their traineeship period. The mentors will then forward this report to Human Resources who may add elements to this report as appropriate. Trainees receive, at the end of their traineeship programme, a certificate specifying the length of the traineeship programme and the unit/activity to which they were attached.

- (f) Under no circumstances may a trainee on his/her own represent the Agency with a view to provide views, entering into commitments, whether financial or otherwise, or negotiating on its behalf. Trainees are not entitled to represent ENISA in any meeting or activity involving external parties.
- (g) Trainees must carefully record their activities and their daily working hours from the first day up to the final day of service and follow the related instructions.

Confidentially and no conflict of interest

- (h) In line with ENISA's Code of Conduct, 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. ENISA reserves its legal right to terminate the traineeship and to pursue any person who does not respect this obligation. Trainees will need to sign prior to the start of their traineeship a Non-Disclosure Agreement to which they continue to be bound after the end of their traineeship.
- (i) Any conflicts of interest must be disposed of prior to the start of the traineeship. Trainees will be required to make a declaration of interest upon starting their traineeship.
- (j) Trainees must not have any professional or personal connections with third parties or staff members that are their mentor, or which otherwise might be incompatible with their traineeship (i.e. must not work for lobbyists, legal attachés, a family member or partner of the mentor, etc.), and they are not permitted to exercise any other gainful or non-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 mentor, to their Reporting Officer, and to Human Resources in writing allowing a proper conflict of interest assessment.
- (k) Upon leaving, during the time period equivalent to the length of the traineeship, trainees may be requested to inform ENISA of any occupational activity, paid or unpaid, they engage in. Within 45 working days from the date of the Trainee's request for engaging in an occupational activity, the Agency will communicate any objection or concerns to the Trainee regarding his/her request. No reaction from the Agency after 45 working days implies tacit agreement to the occupational activity stated in the request.
- (l) 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 of the relevant services. Human Resources will provide specific instructions on how to obtain such permission and should receive a copy of those permissions together with a copy of any publication (including thesis) or article published. Such permission is subject to the conditions in force for all ENISA staff. All rights, for any articles or other work done for the Agency, are the property of the Agency.
- (m) Trainees must respect the same rules for contacts with the Press as other ENISA staff and follow the instructions provided. ENISA reserves the right to terminate the traineeship and to pursue any person who does not respect this obligation.

9. WORK TIME, LEAVE AND ABSENCES

- (a) Working time arrangements of the Agency apply to Trainees. Trainees have the same work time and the same official public holidays as ENISA staff.
- (b) 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. Trainees are not permitted to take special leave, except for exam or graduation days (a maximum of 3 days per traineeship) and a maximum of 3 days for serious

family situations. Trainees should not take flexi leave or swap ENISA holidays with working days. Human Resources and the Reporting Officer concerned oversee that the above rules are respected. Absences have first to be approved by the Reporting Officer concerned.

- (c) In case of sickness, Trainees must notify their Reporting Officer and Human Resources immediately, and if absent for longer than three calendar 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.
- (d) When Trainees are absent without justification, or without notifying their mentor and the Reporting Officer concerned, Human Resources may decide to immediately terminate the traineeship without further notice. Any overpayment of the grant is to be reimbursed to ENISA. The Trainee will also not be entitled to receive the travel allowance.
- (e) Trainees may telework to some extent, subject to the approval of the relevant Head of Unit and in line with their duties and learning plan.

10. MATERNITY LEAVE

- (a) A Trainee who is pregnant shall be granted maximum maternity leave of twelve weeks, during which period she shall receive the grant as set out in section 12 of these rules. The leave shall start not earlier than six weeks before the expected date of confinement as shown in a medical certificate, which must be provided to Human Resources, and end not earlier than six weeks after the actual date of childbirth.
- (b) For health and safety reasons, a Trainee who is pregnant must inform Human Resources at the latest fifteen weeks before the expected date of confinement.
- (c) Maternity leave cannot go beyond the duration of the traineeship agreement.

11. INTERRUPTION AND TERMINATION OF TRAINEESHIP AND SANCTIONS

- (a) The traineeship shall end when the period for which it was awarded expires.
- (b) Trainees must exercise their duties and behave with integrity, courtesy and consideration. If the conduct of the Trainee does not prove to be satisfactory, Human Resources, in response to a reasonable request by the mentor and approved by the Reporting Officer concerned after hearing the Trainee in a session facilitated by HR, may at any moment decide to terminate the traineeship.
- (c) The Agency 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 documentation at the moment of application or during the traineeship period.
- (d) Human Resources, following a justified request by the mentor and approved by the Reporting Officer 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. During this process and before any decision is taken, the Trainee will be given the right to be heard.
- (e) If a Trainee wishes to terminate his/her traineeship earlier than the date specified in the agreement, a written request must be submitted by the Trainee to Human Resources for approval. The request should state the relevant reasons and must be submitted at least 6 weeks in advance of the new termination date. The Trainee must submit the request to Human Resources via his/her mentor and the Reporting Officer concerned. Traineeships can only terminate on the 15th or last day of the month. Where appropriate, the equivalent part of the grant must be reimbursed to ENISA.

- (f) Under exceptional circumstances, at the written request of the Trainee stating the relevant reasons and with proper justification, the Head of Human Resources may, after consultation with the Reporting Officer concerned, authorise an interruption of the traineeship 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 traineeship, but only up to the end of the same traineeship period. No extension is possible.

12. GRANTS

- (a) Trainees will be awarded a monthly grant³. The amount of the grant shall be decided by ENISA, published on the ENISA website and revised on a regular basis depending on the available budget. The amount of the grant may be reviewed during the traineeship⁴.
- (b) Grants awarded to Trainees are not subject to the special tax regulations applying to officials and other servants of the European Union.
- (c) Trainees are exempt from compulsory contributions to the national social security organisations of the Hellenic Republic for the duration of their traineeship.
- (d) The grants awarded to Trainees are not subject to the special tax regulations applying to officials and other servants of the European Union. Trainees are solely responsible for the payment of any taxes due on the grant they have received from ENISA by virtue of the laws in force in the state in which they are fiscally resident. Upon request, a certificate for tax purposes will be provided at the end of the traineeship period. This certificate should state the amount of allowance paid and confirm the above-mentioned exemption from national taxes and social security scheme of the Hellenic Republic.
- (e) If the Trainee terminates his/her traineeship agreement 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.
- (f) 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. Human Resources may consult the medical service of ENISA if necessary.

13. TRAVEL EXPENSES

- (a) Trainees who receive a grant, whose place of recruitment at the beginning of the traineeship programme is not Athens or Brussels (according to the assignment), are entitled to compensation for the travel expenses incurred at the beginning and end of their traineeship as determined under this article. The Trainee is responsible for informing Human Resources immediately of any change of address.
- (b) The Trainee must complete a minimum of three months of the traineeship 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.
- (c) The postal address provided by the candidate in their application shall be considered as the place of recruitment.
- (d) Travel expenses for the inward journey and for the outward journey are compensated (flat rate based on the geographical distance).

³ 25% of the basic salary of an AD5 step 1.

⁴ In line with the country coefficient and the indexation updates made throughout the year.

- (e) Unless specific provision is made to the contrary, where the place of recruitment is outside the European territory of a Member State, travel expenses shall be reimbursed only from the point in the European territory of a Member State, which is nearest to the place of recruitment.

14. INDIVIDUAL MISSIONS

- (a) In exceptional cases only, the Reporting Officer concerned may, upon request, grant authorization for a trainee to be sent on mission. For external events, the Trainee should always be accompanied by an ENISA staff member.
- (b) This authorization entitles Trainees to reimbursement of mission expenses in accordance with the Staff Regulations of Officials and Other Servants of the European Union.

15. INSURANCE

- (a) Sickness and accident insurance is mandatory and the sole responsibility of the Trainee. ENISA does not provide social or health insurance to Trainees, they therefore need to be insured before the start of their traineeship.
- (b) Trainees are responsible for their own social and health insurance coverage during the traineeship. Trainees will have to provide to ENISA proof of social and health insurance coverage for the duration of the traineeship period.
- (c) Trainees are not covered by the national social security system of the Hellenic Republic, but may voluntarily join the national social security system. In such a case, the costs of the social security contributions shall be paid by the Trainee.
- (d) During the traineeship programme a Trainee is insured against the risk of work-related accidents on the premises of ENISA on the same terms as other employees who are not covered by the Staff Regulations.

16. DATA PROTECTION

The processing of personal data by the Authority is governed by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons regarding the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, exclusively for the purpose of selection of trainees (see [ENISA Privacy statement/record on selection and recruitment procedures](#)).