



Decision of the Executive Director No 42/2023

on the EUAA traineeship programme

THE EXECUTIVE DIRECTOR,

HAVING REGARD to Regulation (EU) 2021/2303 of the European Parliament and of the Council of 15 December 2021 on the European Union Agency for Asylum¹ (hereinafter ‘the EUAA Regulation’), and in particular Article 47(5)(a) thereof,

WHEREAS:

- 1) Traineeships create an opportunity to provide recent university graduates, including persons in the course of life-long learning, with a unique and first-hand experience of the workings of the European Union Agency for Asylum (hereinafter ‘the EUAA’ or ‘the Agency’), whilst 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 the EUAA.
- 2) In addition, 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.
- 3) Moreover, traineeships contribute to the development of mutual understanding, trust and tolerance, which are essential ingredients for promoting European integration and creating awareness of true European citizenship.
- 4) A review of the rules governing the traineeships scheme of the European Asylum Support Office (EASO) adopted by the Executive Director on 11 February 2016, which are based on the European Commission’s rules², is necessary,

HAS DECIDED AS FOLLOWS:

Article 1 Traineeship programme

1. An EUAA traineeship programme is hereby established.
2. The traineeship programme shall be governed by the rules in annex to this Decision.

¹ Regulation (EU) 2021/2303 of the European Parliament and of the Council of 15 December 2021 on the European Union Agency for Asylum and repealing Regulation (EU) No 439/2010, (OJ L 468, 30.12.2021, p. 1).

² [Rules governing the official traineeships scheme of the European Commission](#), (Commission Decision of 2.03.2005 - C(2005)458).





Article 2
Delegation to the Head of the Administration Centre (C5)

The Head of the Administration Centre (C5) is hereby delegated the responsibility for the implementation of the Rules governing the Agency's traineeship programme. The traineeship programme shall be implemented gradually, taking into account *inter alia* the need for electronic tools to handle applications from and selection of trainees.

Article 3
Publication

This Decision shall be communicated within the Agency and made public on the EUAA's website.

Article 4
Entry into force

This Decision enters into force on the date of its signature and repeals and replaces the Rules governing the traineeships scheme of the European Asylum Support Office (EASO) adopted by the Executive Director on 11 February 2016.

Done at Valletta Harbour, on 10 March 2023

Signature on file

Nina Gregori
Executive Director

Annex: Rules governing the traineeship programme



Annex

Rules governing the traineeship programme

1. Scope and objectives of the programme

1.1 General

The EUAA's traineeship programme is targeted at recent university graduates, including persons who, in the framework of lifelong learning, recently obtained a university diploma and are at the beginning of a new professional career.

The EUAA is an inclusive workplace and equal opportunities employer and welcomes applications from candidates with disabilities or special needs. Traineeships will be offered on the basis that the candidate has the ability to participate to the extent necessary and will benefit from the experience.

1.2 Objectives

The objectives of the EUAA's traineeship programme are to provide trainees with the following opportunities:

- to put into practice and increase their academic knowledge, in particular in specific areas of competence;
- to become familiar with the work in a professional environment and the constraints, duties and opportunities therein;
- to acquire a unique and first-hand experience of the activities of the EUAA as an agency of the European Union, also in the context of its cooperation with EU institutions;
- to acquire practical experience and knowledge of the day-to-day work of the EUAA's centres, units, sectors and offices;
- to work in a multi-cultural and multi-lingual environment, contributing to the development of mutual understanding, trust and tolerance;
- to promote the values of the Agency and European integration.

Through the traineeship programme, the EUAA is expected:

- to benefit from the work and 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 EUAA;
- to create long-term "goodwill ambassadors" for European ideas and values, both within the European Union and outside.

1.3 Location

Traineeships take place at the EUAA's headquarters in Malta or at one of the Agency's operational offices in the EU.



2. Eligibility

2.1 Nationality

Nationals of EU Member States are eligible to be selected for EUAA traineeships, as well as nationals of Schengen associated countries (Iceland, Liechtenstein, Norway and Switzerland)³.

2.2 Qualifications

2.2.1 Higher education

By the start date of the traineeship, candidates (i) must have completed at least the first cycle of a higher education course (at least three years of studies) and obtained the relevant qualification at EQF⁴ level 6 or higher before starting the traineeship, or (ii) must be currently enrolled as a student in a higher education course leading to a qualification at EQF level 6 or higher (having completed at least three years of studies before starting the traineeship).

If selected for a traineeship at the Agency, candidates will be required to provide:

- a) copies of diplomas (or of relevant official certificates) of all higher education studies declared in their online application,
- OR
- b) for declared ongoing studies, an official declaration from the relevant academic institution providing details on the subjects and credits obtained.

Candidates whose diplomas are not issued in one of the official EU languages must provide a translation of these documents into English, which is the EUAA's working language. Copies of all diplomas declared and, if applicable, certified translations are required if selected for a traineeship.

2.2.2 Languages

Trainees are required to have a good working level of English (at least level B2 in accordance with the Common European Framework for Languages⁵) so that they can fully benefit from their traineeship.

3. The selection process

3.1 Expression of interest via the online application tool

Candidates interested in the traineeship programme shall create a profile on the Agency's online application tool for traineeships and submit their application for a traineeship through that tool.

³ Subject to the provisions of the working arrangements in place with each associate country in accordance with Article 34 of the EUAA Regulation.

⁴ European Qualifications Framework (EQF) – [description of the eight EQF levels](#).

⁵ <https://europa.eu/europass/en/common-european-framework-reference-language-skills>



Applications shall be submitted in English. The profile may be updated, and applications may be re-submitted at any time. Candidates shall be advised to keep their profiles updated.

Only applications submitted through the online application tool will be considered.

3.2 Identification of the Agency's needs

To initiate the selection of a trainee, the interested centre or unit of the Agency shall submit a request to the Human Resources Unit, stating the trainee's required qualifications, the tasks to be carried out and the learning objectives. The request shall be assessed taking into consideration the Agency's needs and the available budget.

3.3 Selection procedure

The Agency shall, as needed, select trainees through:

- a) Advertisement of a specific traineeship profile on the EUAA's website,
- OR
- b) A search from the pool of existing candidates' curricula vitae (CVs) in the online application tool for traineeships to identify the most suitable candidate profiles.

The relevant links and instructions shall be made available on the EUAA's website.

The Human Resources Unit shall check the candidates' eligibility. The relevant centre or unit shall then identify candidates from the applications matching the specific profile or carry out a search in the online application tool for traineeships taking into consideration the required knowledge, skills and competencies.

The relevant centre or unit shall contact the most suitable candidates and invite them for an interview and inform the Human Resources Unit of the chosen candidate. As there may be large numbers of applications, only those candidates selected for an interview shall be notified and informed of the interview outcome. The Human Resources Unit shall then initiate the process leading to the award of the traineeship. The decisions made shall be final and binding. There shall be no appeal procedure.

Candidates may only benefit from one traineeship experience at the EUAA.

Trainees may not be assigned to any centre, unit, sector or office where a conflict of interest might occur, irrespective of the candidate's prior professional experience. Trainees shall be required to comply with the Agency's policy on the management of conflicts of interest⁶.

The EUAA shall aim to achieve, to the best possible extent, gender balance and geographical balance.

⁶ Decision of the Executive Director No 13 of 27 January 2023 on the policy on the prevention and management of conflicts of interest, related post-employment and ethical guidance, and the role of ethics correspondent.



Selected trainees shall be obliged to submit any forms, certificates or other documents required by the Agency's Human Resources Unit prior to the start of the traineeship.

3.4 Equal opportunities

The EUAA applies an equal opportunities policy and shall accept applications without discriminating on the basis of gender, race, colour, ethnic or social origin, genetic features, language, religion, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

4. Rights and duties of trainees

4.1 Duration of traineeship and working arrangements

Traineeship agreements shall start on either the 1st or the 16th of the month.

A traineeship shall run for a duration of up to six months and may be extended for another period of up to six months, if mutually agreed and as justified by the interest of the service. The total duration of a traineeship shall not exceed 12 months.

Trainees may telework, subject to the approval of the relevant head of centre, unit or sector as appropriate and in line with their duties and learning plan.

4.2 Rules applicable to the traineeship

Trainees shall be placed under the responsibility of a mentor. The mentor shall establish learning objectives, guide and closely follow the trainee during their traineeship and provide regular feedback.

The mentor shall also receive guidance and follow instructions from the Agency regarding their role, tasks and objectives, both prior to and during the traineeship, as necessary.

Trainees shall act within the limits of the tasks assigned to them by their mentor at the Agency and comply with the instructions received therefrom, as well as with the instructions issued by the Human Resources Unit or any other competent service within the Agency.

Trainees shall comply with the rules governing the traineeship programme and the internal rules governing the functioning of the EUAA, in particular the rules concerning security, protection of personal data and confidentiality. Trainees may seek additional clarifications and instructions about those rules from their mentor, as needed.

Additional rules of conduct applicable specifically to trainees may be further developed by the Agency as necessary, in the implementation of the traineeship programme.

Trainees shall be duly informed of the rules applying to them at the start of their traineeship at the Agency.



The mentor shall immediately notify the Human Resources Unit of any serious incidents relating or attributable to the trainee and occurring during the traineeship (such as breach of confidentiality, conflict of interest, long-term absences, accidents, or misconduct) which come to their attention or of which the trainee has informed them.

Trainees shall, at the mentor's discretion, be allowed to attend meetings on subjects of interest to their work, receive documentation and participate in the work of the entity to which they are assigned at a level corresponding to their educational background and work experience.

Visits and missions of relevant interest may be organised for trainees by the EUAA subject to budget availability, the EUAA's priorities and internal rules.

Trainees may benefit from the EUAA's induction training and professional development activities of the Agency in line with and as required by their objectives, subject to budget availability and following approval by their mentor and the Human Resources Unit.

4.2.1 Interruption period

In exceptional circumstances due to *force majeure*, at the written request of the trainee stating the relevant reasons and with proper justification, the Human Resources Unit may, after consultation with the mentor and the head of the centre or unit to which the trainee is assigned, if the latter is different from the trainee's mentor, authorise an interruption of the traineeship for a given period.

Consequently, the grant shall be suspended, and the trainee shall not be entitled to reimbursement of any travel expenses incurred during the period of interruption.

At the end of the period of interruption, the trainee shall complete the remaining part of the traineeship. The end date of the traineeship shall not be postponed due to an interruption, except in duly justified cases in which it is determined by the Human Resources Unit that the interruption was beyond the control of the trainee and provided that such postponement would be in the interest of the service.

4.2.2 Early termination of the traineeship agreement

If a trainee wishes to terminate their traineeship earlier than the date specified in the traineeship agreement, they shall submit a written request to their mentor, stating the reasons for the termination, at least two weeks in advance of the new (earlier) termination date. The request shall be approved by the head of the centre or unit to which the trainee is assigned and transmitted to the Head of the Human Resources Unit. The provisions of section 5.1.2 on reimbursement of grants paid to trainees shall apply.

The Human Resources Unit, following a reasoned request by the mentor, 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 their duties. Similarly, if the conduct of the trainee does not prove satisfactory in accordance with section 4.3.2, the Human Resources Unit, in



response to a reasoned request by the mentor and after hearing the trainee, may at any moment decide to terminate the traineeship.

The Human Resources Unit 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 documents at the moment of application or during the traineeship and that the false information furnished was a determining factor in their being offered a traineeship.

4.2.3 Potential future employment with the Agency

The traineeship agreement with the Agency shall not be construed as an employment contract with the Agency.

Trainees shall not be considered statutory staff of the Agency within the meaning of Article 60(3) of the EUAA Regulation. In other words, the traineeship shall not confer on trainees the status of an official or that of any other servant of the European Union, nor shall it entail any right or priority with regard to employment at the EUAA.

Trainees may apply for open vacancies within the EUAA in accordance with the conditions laid down in the relevant vacancy notice.

Protocol No 7 to the Treaties on the Privileges and Immunities of the European Union, as further implemented by the Headquarters Agreement between the Republic of Malta and the EUAA or any hosting arrangements with Member States in which the Agency has regional offices, shall not apply to the trainees, without prejudice to Section 5.7.

4.3 Performance and conduct assessment

4.3.1. Traineeship Report

At the end of the traineeship, the mentor shall draw up a traineeship report which shall outline the tasks performed by the trainee during the traineeship, as well as any feedback to the trainee. The report shall be discussed with the trainee prior to its finalisation, and a copy thereof shall be provided to the trainee.

4.3.2 Standards of behaviour and conduct

Trainees shall perform their tasks and behave with integrity, courtesy, and discretion.

During their traineeship, trainees must consult their mentor or, if the latter is absent or indisposed, the head of the centre or unit to which they have been assigned, on any action they propose to take on their own initiative relating to the activities of the EUAA.



4.4 Absences

4.4.1 Holidays

Trainees shall observe the same hours of work and have the same public holidays as EUAA staff.

Trainees shall be entitled to two days of leave per month. This entitlement shall be acquired *pro rata* to the months worked, counted from the 1st or 16th day of the month. Days of leave not taken shall not be paid in lieu.

Upon written justification and submission of supporting documents, trainees may be granted special leave days for family reasons, examinations and participation in competitions, job interviews and elections. Such special leave shall not exceed 10 days during their traineeship period.

Leave requests shall be approved by the head of centre, unit or sector to which the trainee has been assigned. Approval or rejection of leave requests shall take into account the needs of the centre or unit to which the trainee is assigned.

4.4.2 Absence in case of sickness

In case of sickness, trainees shall immediately notify their mentor, and if absent for longer than two days, they must produce a medical certificate indicating the probable length of absence, which shall be forwarded to the Human Resources Unit. The Human Resources Unit may seek medical advice from an external provider.

4.4.3 Unauthorised Absence

The mentor shall inform the Human Resources Unit when a trainee is absent without justification or without notifying their mentor or head of centre or unit or the Human Resources Unit. The Human Resources Unit shall instruct the trainee in writing to report to the centre or unit to which they have been assigned within a week of the receipt of the written notification from his mentor. The trainee shall provide proper justification for their unauthorised absence. Days of unjustified absence shall be automatically deducted from the trainee's leave entitlement. The Human Resources Unit may decide, following examination of the justification given, or if no justification is received, to immediately terminate the traineeship without further notice. Any overpayment of the grant shall be reimbursed by the trainee to the EUAA. Consequently, the trainee shall not be entitled to receive the travel allowance for the return travel to the place of origin.

4.5 Confidentiality and conflicts of interests

Trainees shall be required to sign a confidentiality declaration at the beginning of their traineeship.

Trainees shall exercise the greatest discretion regarding facts and information that come to their knowledge during their traineeship. They shall not, in any manner whatsoever, disclose to any unauthorised person any document or information received in the line of duty, unless such document or information has already been made public or is accessible to the public. They shall continue to be



bound by this obligation after the end of their traineeship. The EUAA reserves its right to terminate the traineeship and to pursue legal action against any person who does not respect this obligation.

Trainees shall not have any professional connections with third parties, which might be incompatible with their traineeship (i.e., they must not work for lobbyists, legal attachés, etc.) and they shall not be permitted to exercise any other gainful employment during the period of the traineeship which is such as to interfere with the performance of the tasks assigned during the traineeship or is incompatible with the interests of the EUAA. If a conflict of interest arises during their assignment, trainees should immediately report this to their mentor and to the Human Resources Unit in writing. In this regard, trainees shall be required to comply with the Agency's policy on the management of conflicts of interest.

4.5.1 Contacts with the press

Trainees shall respect the same rules for contacts with the press as are applicable to EUAA staff and shall follow the instructions provided. As per the Agency's [Communications Strategy](#), "only the Executive Director and the Spokesperson(s)/Head of Communication and Public Relations Unit/Sector are authorised to speak to journalists or media." The EUAA reserves the right to terminate the traineeship if these rules are not respected. If approached by a journalist, trainees should immediately notify press@euaa.europa.eu.

4.5.2 Publications

Trainees shall not, either alone or with others, publish or cause to be published any matter dealing with the work of the EUAA without the written permission of the relevant Head of Centre and the Executive Director. Such permission shall be subject to the conditions in force for EUAA staff, which apply by analogy to trainees. The Human Resources Unit shall provide specific instructions on how to obtain such permission and shall receive a copy of those permissions, once granted. All rights in any writings or other work done by the trainee in the performance of their duties, shall be the property of the EUAA, where such writings or work relate to its activities.

5. Financial matters

5.1 Basic grant

5.1.1 Basic amount

Trainees shall be awarded a monthly grant, paid for the number of month(s) worked. The amount of the grant shall be decided by the EUAA, published on the EUAA website and revised on a regular basis depending on the available budget.



5.1.2 Early termination of contract

If the trainee terminates their contract early, in accordance with Section 4.2.2, they shall be required to reimburse that part of the grant which they may have received relating to the period after the termination date.

5.2 Insurance

5.2.1 Sickness insurance

Sickness insurance shall be compulsory. Trainees shall be expected to arrange their own sickness insurance or to be holders of a valid European Health Insurance Card.

Proof of this insurance shall be presented to the Human Resources Unit before the start of the traineeship.

5.2.2 Liability insurance

During the traineeship, trainees may be covered against the risk of accidents under any insurance policies that the Agency may have in place, in accordance with the terms of those policies.

5.3 Disability allowance

Upon presentation of the proper supporting documentation before the start of the traineeship, disabled trainees may receive a supplement to their grant equal to 50% of the amount of the grant. The Human Resources Unit may seek medical advice from an external provider in applying this section.

5.4 Travel allowances

Trainees who need to change their place of residence by more than 100 km in order to start their traineeship shall be entitled to a travel allowance upon production of the relevant tickets. The EUAA will apply the reimbursement rules used for candidates participating in selection procedures and/or attending a pre-recruitment medical examination.

5.5. Individual missions

In exceptional cases, and as justified by the interest of the service, the head of the centre or unit to which a trainee has been assigned may grant authorisation for a trainee to be sent on mission, on the condition that the mission is of a technical and not representative nature.

For the reimbursement of these mission expenses, the general procedure of reimbursement provided in the Staff Regulations for officials of the European Union shall apply by analogy, as set out in the Commission Decision of 27 September 2017 on the general provisions for implementing Articles 11, 12 and 13 of Annex VII to the Staff Regulations of Officials (mission expenses) and on authorised travel (Guide to missions and authorised travel), applicable to the Agency by virtue of Management Board



Decision No 39 of 30 June 2018 laying down provision on the application by analogy of the Guide to mission and unauthorised travel. The expenses shall be borne by the centre that requests the mission.

5.6 Accommodation

The EUAA shall not be responsible for providing or making arrangements for trainees' accommodation. Trainees shall be responsible for finding their own accommodation.

5.7 Fiscal Arrangements

Grants awarded to trainees shall not be subject to the special tax regulations applying to officials and other servants of the European Union. Trainees shall be solely responsible for the payment of any taxes due on the EUAA grants by virtue of the laws in force in the Member State where the traineeship is to take place. The Human Resources Unit may provide a certificate for tax purposes at the end of the traineeship period. This certificate shall state the amount of grant received and confirm that tax and social security deductions have not been made.

6. Certificates

Trainees shall receive, on their request after the end of their traineeship period, a traineeship certificate specifying the dates of their traineeship and the centre, unit, sector or office to which they were assigned.