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in the European Parliament**

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INTERNAL RULES

GOVERNING TRAINEESHIPS IN THE S&D GROUP SECRETARIAT

Coming into force 1 July 2014

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CHAPTER I: GENERAL PROVISIONS

Article 1 S&D Group traineeship funds

1. With a view to contributing to European education and professional training and familiarising people with the workings of the European institutions, the S&D Group in the European Parliament offers the following traineeships:
 - traineeships financed from the Francis Vals Fund
 - traineeships financed from the International Co-operation Fund
 - traineeships financed from the Fiorella Ghilardotti Fund
 - traineeships financed from the Fund for young persons of Roma origin
 - traineeships for young persons with a disability
 - 'ad hoc' or individual traineeships.
2. These Funds offer scholarships for persons wishing to carry out studies and research into subjects relating to the work of the socialists and democrats in the European Union and of the S&D Group in the European Parliament in particular.
3. The amounts needed to finance the Funds shall be allocated from the annual budget of the S&D Group.

Article 2 Recipients and conditions governing eligibility

1. Applicants for traineeships must meet the following conditions:
 - be aged between minimum 18 and maximum 35;
 - be a national of one of the European Union Member States, unless the provisions of Article 22 apply;
 - share the values of European Socialists and Democrats;
 - have a university degree or have attended a university or an equivalent higher education establishment for three years (at least six terms), unless the provisions of Article 26 apply;
 - have a perfect knowledge of one of the official languages of the European Union and in addition a very good knowledge of one of the working languages of the S&D Group (English, French, Spanish or German).
2. The S&D Group maintains an equal opportunities policy and encourages applications from qualified men and women who fulfil the conditions for admission, excluding all discrimination. Selection and recruitment procedures are adapted to ensure that they do not disadvantage candidates with disabilities.

Article 3

Application procedure

1. Persons interested in undertaking a traineeship shall apply via the S&D Group's website. They shall complete electronically the document entitled 'application form', which, after validation, shall be imported into the database run by the Human Resources Unit of the S&D Group Secretariat.
2. The traineeship administrators in the Human Resources Unit of the S&D Group Secretariat shall consider the admissibility of applications on the basis of the general conditions governing eligibility laid down in Article 2 and the specific conditions governing eligibility for the various types of traineeship set out in Chapter II.
3. The traineeship administrators in the Human Resources Unit of the S&D Group Secretariat shall consider these applications on the basis of the applicants' skills, specific needs linked to the work of the Group's Secretariat units and the ability of the S&D Group Secretariat to accommodate trainees. The selection process is set out in Chapter II, which contains the specific provisions applicable to the various funds.
4. For each traineeship period, applicants shall be offered a posting in one of the units of the S&D Group Secretariat according to the wishes expressed by the applicants themselves and the ability of the S&D Group Secretariat to accommodate trainees.
5. Applicants shall be notified personally of the outcome of their application by means of an e-mail sent to the address given on their application form. Applicants who are selected shall receive a traineeship offer. The outcome of the selection procedure shall not be made public.
6. At least four months before the start of their traineeship, applicants must provide a detailed curriculum vitae, accompanied by copies of relevant diplomas and certificates and a certificate stating that they are covered by their national health insurance system.
7. Applicants who are not selected, who withdraw their application or who turn down the traineeship offer made to them may submit a fresh application for a subsequent traineeship period.
8. Selection for a traineeship shall not confer on applicants the status of European Union official or other servant and shall not under any circumstances entitle them to subsequent recruitment by the S&D Group Secretariat.

Article 4

Traineeship agreement

1. All applicants who agree to undertake a traineeship in the S&D Group Secretariat shall be required to sign a standard traineeship agreement.
2. That standard agreement shall be the only valid agreement. The S&D Group Secretariat shall not accept any traineeship agreement proposed by the educational establishment which the trainee is currently attending.

Article 5
Organisation of traineeships

1. Trainees shall be welcomed and advised throughout their traineeship by the traineeship administrators in the Human Resources Unit of the S&D Group Secretariat. Trainees shall take part in a programme of information meetings, an induction week and one or two assessment sessions over the course of their traineeship.
2. One or more traineeship tutors (selected staff members of the S&D Group Secretariat) shall supervise trainees throughout their traineeships.
3. The calendar year shall be divided into two traineeship periods, starting in mid-February and mid-September respectively.

Article 6
General obligations

1. By accepting a traineeship in the S&D Group, trainees undertake to comply with the Group Secretariat's internal rules, including in particular working hours. They must also comply with the internal rules governing the functioning of the Group and its Secretariat, in particular the rules governing security at the European Parliament.
2. Trainees shall be required to comply with any instructions issued by their traineeship tutor and their superiors in the service to which they are assigned and any instructions issued by the competent authority.
3. As part of their training, trainees shall participate in the work of the service to which they are assigned. The S&D Group shall retain copyright to any studies drawn up during traineeships.
4. Trainees shall be required to maintain the utmost discretion regarding facts and information which come to their attention during their traineeship. They must not communicate to unauthorised persons, documents or information in any form which have not been made public, unless the S&D Group has given its agreement in advance. This obligation shall continue to apply after the traineeship has come to an end.
5. Trainees must not have an employment relationship with a third party or National Delegation of the S&D Group which is incompatible with the traineeship.

Article 7
Duties of the traineeship supervisor/trainee

1. Traineeship tutors shall draw up traineeship programmes for and supervise the work of their trainees throughout the duration of their traineeships. They shall inform trainees of the substance of the traineeship programme, of the topics to be addressed and of the tasks they will be asked to perform.
2. Traineeship tutors shall issue trainees with a set of documents (welcome package) to help them complete their traineeships successfully (calendar of meetings, list of reports/proposals/questions, list of contact persons in their teams and any other document or information essential for the successful completion of the traineeship).

3. Trainees shall receive a description of the tasks to be performed during their traineeship and details of the main duties of their traineeship tutors.
4. Trainees shall be required during their traineeship to draw up at least one study on a subject to be agreed with their traineeship tutors.
5. The traineeship tutors shall draw up an assessment of that study, using the relevant form, and state the time taken to produce the study.

Article 8 **Duration of traineeships**

The duration of traineeships shall be maximum five months for those financed from the Francis Vals Fund and maximum three months for all others. Traineeships may not be extended or be accumulated and shall be minimum three months.

Article 9 **Emoluments**

1. Trainees shall receive a monthly scholarship of €1300. This amount may be altered only by means of a decision taken by the Bureau of the S&D Group.
2. If during his or her traineeship a trainee is in receipt of income from a source outside the S&D Group (scholarship, salary, etc.), he or she shall be entitled only to the difference between that income and the scholarship awarded by the S&D Group.

Article 10 **Tax arrangements**

Traineeships shall not be covered by the specific tax arrangements applicable to officials and other servants of the European Communities. Each trainee shall be solely responsible for meeting his or her tax obligations.

Article 11 **Sickness and accident insurance**

1. Trainees must be covered against the risk of sickness and accident.
2. The Group shall take out sickness insurance and accident insurance on behalf of trainees which provides additional cover over and above that available under national systems or any other scheme which a trainee may have joined.
3. If a trainee is not covered, the Group shall insure him or her against the risk of sickness under the terms set out in the 'Group' sickness insurance policy taken out with a private insurance company. The Group shall also insure him or her against the risk of accidents occurring in the context of private and professional life.

Article 12
Travel expenses at the beginning and end of the traineeship

1. Trainees shall be entitled to reimbursement of the expenses incurred in travelling between their actual place of residence and Brussels, within the geographical limits of the Union¹, at the beginning and end of their traineeship (within a maximum of one month, calculated from the beginning and end dates) if the distance between the two places is more than 50 km.
2. Reimbursement shall be effected in accordance with the S&D Group Secretariat rules governing allowances and mission expenses which will be given to the trainee at the beginning of the traineeship.

Article 13
Mission during the traineeship

1. During their traineeship trainees shall be sent on mission to Strasbourg (twice in the case of five month traineeship and once in the case of three month traineeship) to observe parliamentary business. In exceptional cases and if needed, trainees might be sent on mission related to their tasks and/or special activities of the S&D Group outside the usual working places.
2. All mission orders must be initialled by the Head of Unit of the trainee sent on mission and signed by the Deputy Secretary General responsible for the unit. The mission order shall then be forwarded to the Human Resource Unit for their approval before the Secretary General will finally approve the mission order.
3. Their travel expenses shall be reimbursed and they shall receive daily mission allowances in accordance with the S&D Group's Secretariat internal rules governing missions.
4. Payment shall consist of:
 - a. an advance of €400
 - b. settlement of the balance on receipt of a duly completed mission expenses claim accompanied by any supporting documents required.
5. The S&D Group Secretariat may recover all or part of the amounts in question should the mission be cancelled or shortened.
6. Once their names have been entered on the official mission establishment plan for Strasbourg, trainees may use Parliament's approved travel agency, with the result that they will not be required to pay the cost of their tickets.

Article 14
Authorisation of absence

Trainees shall not be entitled to annual leave, but the Secretary-General of the S&D Group Secretariat may, on an exceptional basis (family obligations, exams, job applications, etc.) authorise periods of absence which shall not exceed a total of 10 days in the case of a five month traineeship and a total of 6 days in the case of a three month traineeship. Unjustified absence may lead to the termination of a traineeship.

¹ Except in the case of traineeships financed from the International Co-operation Fund.

Article 15
Sick leave

1. Trainees who fall sick shall be required to ring immediately the special telephone number brought to their attention at the beginning of their traineeship.
2. Trainees who are absent for more than three days shall be required to forward a medical certificate to the traineeship administrators in the Human Resources Unit of the S&D Group Secretariat.

Article 16
Suspension of the traineeship

On the basis of a reasoned request from the trainee concerned, a traineeship may be suspended by means of a decision of the Secretary-General of the S&D Group Secretariat. During that period, payment of the scholarship shall be suspended and the trainee shall not be entitled to reimbursement of his or her travel expenses.

Article 17
Termination and end of traineeships

1. Traineeships shall end when the period for which they were awarded expires. However, the traineeship administrators in the Human Resources Unit of the S&D Group Secretariat, who award traineeships, may terminate a traineeship before the scheduled completion date with two weeks' written notice:
 - either on the basis of a reasoned request from the trainee concerned,
 - or in response to the inadequacy of a trainee's work or a failure on the part of a trainee to meet the obligations laid down in these rules.
2. At the end of their traineeship trainees shall receive a certificate by the Human Resource Unit, giving details of the duration of the traineeship and the service in which it was undertaken and outlining the duties performed.
3. Following a request by the trainee, a more specific letter of recommendation, provided by the traineeship tutor, will be made available for the trainee.

Article 18
Disputes

1. Disputes arising in connection with the application of these rules shall be dealt with by the Secretary General of the S&D Group Secretariat and/or by the President and its Bureau of the S&D Group.
2. However, the staff representation of the S&D Group Secretariat and its responsibilities within the S&D Group Secretariat is at the disposal for all trainees and their needs/concerns.

Article 19
Processing of personal data

Processing of the personal data of all trainees and all applicants for a traineeship covered by these rules shall be governed by Regulation (EC) No 45/2001 of 18 December 2000 on the protection of personal data.

Article 20
Date of entry into force

These internal rules shall enter into force on 1 July 2014.

CHAPTER II: SPECIFIC PROVISIONS APPLICABLE TO THE VARIOUS FUNDS

Article 21
The Francis Vals Fund

1. The Francis Vals Fund was set up by means of a decision of the Socialist Group (now Group of the Progressive Alliance of Socialists and Democrats in the European Parliament) in 1974 in honour of the memory of its late President.
2. By way of derogation from Article 3, traineeships shall be awarded on the basis of a proposal from a national delegation.
3. Each national delegation shall be entitled to one traineeship per year. The national delegation may choose the traineeship period.
4. Applicants must meet the conditions governing eligibility set out in Article 2.
5. When awarding traineeships, the Human Resources Unit of the S&D Group Secretariat shall take account, inter alia, of:
 - the applicants' qualifications,
 - the budget available,
 - the need for a fair division of traineeships between the nationalities represented in the S&D Group Secretariat.
6. Traineeships shall last five months maximum.
7. In all other respects, the General Provisions shall apply.

Article 22
The International Co-operation Fund

1. By way of derogation from Article 2(2), nationals of an applicant country or of a third country with which the S&D Group has a special partnership on the basis of a decision

adopted by its Bureau may undertake a traineeship in the S&D Group Secretariat. The number of trainees shall be maximum 10 young persons per year.

2. Applicants from third countries shall ensure that they have complied with the visa rules before entering the territory of the country in which they will undertake their traineeship. Applicants selected shall ensure, in particular, that their visa is valid for the entire period of their traineeship and enables them to move freely between Belgium and France, the countries in which two of the S&D Group's places of work are situated. The S&D Group Secretariat shall not cover visa application expenses.
3. Apart from Article 2 (2), applicants must meet the conditions governing eligibility set out in Article 2.
4. A call for applications shall be issued by the Secretary General of the S&D Group Secretariat and/or the Leaders of the sister parties/groups in the countries concerned. In specific cases, for example that of Israel and Palestine or South East Europe or other countries, provision may be made for trainee twinning arrangements.
5. 'International Co-operation Fund' trainees shall be chosen by the Selection Committee comprising the Vice-President(s) of the S&D Group responsible for the policy areas concerned, the Secretary-General of the S&D Group or his or her representative, the Head of the Human Resources Unit of the S&D Group Secretariat and a representative of the staff of the S&D Group Secretariat.
6. The selection shall be made solely on the basis of the applicants' profiles and merits, irrespective of their nationality.
7. Traineeships shall last three months maximum.
8. In all other respects the General Provisions shall apply.

Article 23 **The Fiorella Ghilardotti Fund**

1. The aim of the Fund is to enable maximum three young people per year to carry out research and gain practical experience in the areas of social rights and employment, women's rights, non-discrimination, equal opportunities and fundamental freedoms and rights. Accordingly, 'Fiorella Ghilardotti' trainees are posted, as a matter of priority, to the FEMM, EMPL, LIBE, DEVE and AFET committees.
2. Applicants for a 'Fiorella Ghilardotti' traineeship must meet the conditions governing eligibility set out in Article 2 and have experience or have carried out studies in the areas of social rights and employment, women's rights, non-discrimination, equal opportunities and fundamental freedoms and rights.
3. The trainees shall be chosen by the Selection Committee comprising the Vice-President(s) of the S&D Group with responsibility for these policy areas, the Secretary-General of the S&D Group or his or her representative, the Head of the Human Resources Unit of the S&D Group Secretariat and a representative of the staff of the S&D Group Secretariat.
4. The selection shall be made solely on the basis of the applicants' profiles and merits, irrespective of their nationality.

5. Traineeships shall last three months maximum.
6. In all other respects the General Provisions shall apply.

Article 24
The Fund for young people of Roma origin

1. Every year maximum three young trainees of Roma origin shall be given the chance to play an active part in the work of the S&D Group Secretariat in order to gain a detailed insight into the workings of the S&D Group and of the European Parliament and experience of the European working environment.
2. Applicants must meet the conditions governing eligibility set out in Article 2 and must be able to prove that they are of Roma origin or involved in the defence of the rights of Roma population groups.
3. The trainees shall be chosen by the Selection Committee comprising the Vice-President(s) of the S&D Group with responsibility for these policy areas, the Secretary-General of the S&D Group or his or her representative, the Head of the Human Resources Unit of the S&D Group Secretariat and a representative of the staff of the S&D Group Secretariat.
4. The selection shall be made solely on the basis of the applicants' profiles and merits, irrespective of their nationality.
5. Traineeships shall last three months maximum.
6. In all other respects the General Provisions shall apply.

Article 25
Traineeships for young persons with a disability

The S&D Group is particularly concerned at the discrimination and the serious level of economic and social exclusion which is increasingly affecting young persons with a disability.

1. Each year at least one young person with a disability shall be given the chance to play an active part in the work of the S&D Group Secretariat in order to gain a detailed insight into the workings of the S&D Group and of the European Parliament and real experience of a European working environment.
2. Applicants must meet the conditions governing eligibility set out in Article 2 and prove, by means of an official certificate, that they have a disability and the degree of that disability and provide details of their specific needs.
3. In order to cover any specific or technical needs, sums over and above the standard scholarship shall be allocated on a case-by-case basis.
4. The trainees shall be chosen by the Selection Committee comprising the Vice-President of the S&D Group responsible for this policy area, the Secretary-General of the S&D Group or his or her representative, the Head of the Human Resources Unit of the S&D Group Secretariat and a representative of the staff of the S&D Group Secretariat.

5. The selection shall be made solely on the basis of the applicants' profiles and merits, irrespective of their nationality.
6. Traineeships shall last three months.
7. In all other respects the General Provisions shall apply.

Article 26
Ad hoc or individual traineeships

A certain number of trainees may, on an individual basis or on the basis of a traineeship agreement, take part in the activities of the S&D Group Secretariat on the same basis as other trainees. The number of trainees concerned shall be determined on the basis of the ability of the S&D Group Secretariat to accommodate them.

1. The number of individual trainees may not exceed six per half-year.
2. The duration of traineeships may not exceed three months.
3. By way of derogation from Article 2, the S&D Group President and/or Secretary General, with support of the Human Resource Unit of the S&D Group Secretariat, may consider applicants with a specific profile, in particular regarding the educational and/or professional background as well as language skills - otherwise applicants must meet the conditions governing eligibility set out in point 2 Article 2.
4. The selection shall be made solely on the basis of the applicants' profiles and merits, irrespective of their nationality.
5. In all other respects the General Provisions shall apply.