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in the European Parliament**

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INTERNAL RULES

GOVERNING TRAINEESHIPS IN THE GROUP SECRETARIAT

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to enter into force on 1 June 2019

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CHAPTER I: GENERAL PROVISIONS

Article 1 Traineeship programmes

1. With a view to contributing to European education and vocational training and promoting a better understanding of the way the European institutions and the Group in the European Parliament function, the Group offers the following opportunities:

5 consecutive months traineeships

- Francis Vals Fund
- Traineeships for young persons with disabilities

3 consecutive months traineeships

- Herwig Kaiser International Cooperation Fund
- Ghilardotti Fund on Equality and Diversity
- Fund for young persons of Roma origin
- Individual traineeships

Article 2 Organisation of traineeships

1. The amounts needed to finance the programmes will be allocated from the Group's annual budget.
2. Trainees are based in the premises of the European Parliament in Brussels.
3. Traineeships cannot be renewed. No more than one traineeship shall be granted per person.
4. Trainees will be welcomed and advised throughout their traineeship by the competent HR service in the Group Secretariat. Trainees will take part in a programme of information meetings, an induction week and two assessment sessions over the course of their traineeship.
5. Traineeships offer an opportunity to carry out a piece of research related to the work of the Socialists and Democrats in the European Union and of the Group in the European Parliament in particular.
6. One or more tutors (selected staff members of the Group Secretariat) will supervise trainees throughout their traineeships.
7. The calendar year will be divided into two traineeship periods, starting in mid-February and mid-September respectively.

Article 3
General conditions governing eligibility and admission

1. Applicants for traineeships must meet the following conditions:
 - a. be aged at least 18 and maximum 35 on the traineeship start date;
 - b. be nationals of a Member State of the European Union unless the provisions of Article 21 apply;
 - c. share the values of the Group;
 - d. have a university degree (at least a BA or equivalent degree), unless the provisions of Article 25 apply;
 - e. have a thorough knowledge of English or French. A good knowledge of another of the official languages of the European Union is desirable.
2. The Group shall promote equal opportunities, ensure gender balance and exclude all types of discrimination as referred to in the Charter of Fundamental Rights. Selection and recruitment procedures are adapted to ensure that they do not disadvantage candidates with disabilities.
3. The trainee can, according to Article 1d(4) of the Staff Regulations of Officials of the European Union, request “reasonable accommodation” at the workplace, in relation to the essential functions of the job, which shall mean appropriate measures, where needed, to enable a person with a disability to have access to, participate in, or advance in employment, or to undergo training, unless such measures would impose a disproportionate burden on the employer.
4. Trainees must not be party to an employment contract or any working contractual relationship during their traineeship. Traineeships may be undertaken during an employment contract only if they form a part of a vocational education course or academic research activities.
5. The traineeship must not give rise to a situation of a conflict of interests. Trainees must not deal with a matter in which, directly or indirectly, they have any personal interests (e.g. family and/or financial interests), that may impair the performance of their duties. They must not have any professional connections with third parties that may be incompatible with their traineeship. Whenever the possibility of a conflict of interest arises during their assignment, trainees shall immediately report this in writing to the competent HR service, who will take a reasoned decision, following consultation with the Secretary General, as to the consequences thereof.
6. The Group shall not accept any other form of traineeship agreement with a third party.

Article 4
Application and
selection procedures

1. Candidates must apply via the Group's website.
2. The competent HR service will consider the admissibility of applications on the basis of the general conditions governing eligibility laid down in Article 3 and the specific conditions governing eligibility for the various types of traineeship set out in Chapter II.
3. Applicants will be notified by e-mail of the outcome of the relevant selection procedure and will receive a traineeship offer with posting in one of the services of the Group Secretariat according to the interest of the service and the applicants' preferences.

Article 5
Documents to be submitted for the application

1. The candidates must submit all the documents listed below to the competent HR service together with their online application by the deadline indicated on the call for applicants:
 - (a) a signed declaration by the candidate, concerning the duty of professional secrecy and discretion;
 - (b) copy of a valid identity document of the candidate;
 - (c) *a curriculum vitae*;
 - (d) documentary proof of the academic qualifications (as specified in Article 3.1).
2. When selected applicants do not provide the additional documents referred to in Article 5, or they withdraw or turn down the traineeship offer, they are excluded from that particular period of traineeship.
3. The award of a traineeship shall under no circumstances give recipients the status of official or other servant of the European Union, nor shall it entitle them in any way to subsequent recruitment by the Group secretariat.

Article 6
Traineeship agreement

1. By the start of the traineeship, a traineeship agreement is signed by the Secretary General of the Group and the trainee. That agreement shall be the only one applicable.
2. When the candidates have been selected for the traineeships they will have to submit the following documents to the competent HR service:
 - (a) a document issued by a financial institution clearly stating the name of the bank and the account holder, the IBAN and BIC/SWIFT code for the payment of the

- monthly allowance. The bank account should be opened in an EU Member State and be held by the trainee;
- (b) a copy of a valid visa for the entire duration of the traineeship in cases of nationals of other countries, where required;
 - (c) valid proof showing that they are covered by their national health insurance system.

Article 7

General obligations

1. Trainees shall be required to 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 will be required to comply with any instructions issued by their traineeship tutor and their superiors in the service to which they are assigned and to any instructions issued by the competent HR service.
3. Trainees will participate in the work of the service to which they are assigned. The Group will retain copyright to any studies drawn up during traineeships.
4. Throughout their traineeship, trainees shall be required to conduct themselves with the utmost discretion with regards to the daily work in the European Parliament and the Group. They may not communicate to any person who is not a Member or staff of the European Parliament / Group any documents or information which come to their knowledge and have not been made public, without the prior consent of the Group. They shall comply with the code of conduct applicable to staff in the European Parliament.
5. Trainees must respect the same rules for contacts with the press and social media as those for all statutory members of staff and must follow the instructions provided by the competent HR service at the beginning of the traineeship.
6. Trainees shall remain bound by the above-mentioned obligations after the completion of their traineeship.
7. Trainees should comply with the laws of the country in which their traineeship will take place, in particular with regard to registration on municipal population registers or visa obligations, where applicable.
8. Trainees are engaged on a full-time basis.
9. The hours of work shall be those applicable for the Group staff. Overtime shall carry no right to compensation or remuneration in the allowance.

Article 8
Duties of the traineeship supervisor

1. Tutors shall define a description of tasks and supervise the work of the trainees throughout the duration of the traineeship.
2. Tutors will provide trainees with all necessary information and documents to help them complete their traineeship successfully.
3. Trainees may be required to draw up a study or a project on a subject jointly agreed upon with the tutor/s.
4. Tutors have the obligation to assess the traineeship in writing.

Article 9
Duration of traineeships

1. The duration of traineeships will be five months for those financed from the Francis Vals Fund and the young persons with a disability traineeship, and three months for the International Cooperation Fund, The Ghilardotti Fund - Equality and Diversity Traineeship, the Fund for Young people of Roma origin, and Individual traineeships.
2. A traineeship shall not be extended or split and shall be minimum three months.

Article
10
Monthly allowance and tax obligations

1. Trainees within the meaning of Article 1 shall receive a monthly allowance.
2. The amount of the monthly allowance is 1350 EUR. These amounts may be adapted by the Bureau and shall be published on the Group's website.
3. The amount of the monthly allowance shall be the same throughout the traineeship.
4. In case the trainee already receive an allowance or a scholarship from another source, an amount equivalent to this external income shall be deducted from the amount provided for under paragraph 2 of this Article.
5. Trainees shall have sole responsibility for meeting their tax obligations. The allowance is not subject to Community tax.
6. If the traineeship starts or ends during the course of a month, the monthly allowance shall be paid on a pro rata basis.

**Article
11
Sickness and accident
insurance**

1. The Group shall take out complementary sickness insurance and accident insurance on behalf of trainees through the official suppliers of the European Institutions, for the duration of the contract only, which provides additional cover over and above the one available under national systems or any other scheme which a trainee may have joined. This insurance covers the trainee only. As a primary coverage, EU trainees must have a European Health Insurance Card from their own country, which covers any periods away from home.

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

1. Trainees will be entitled to reimbursement of the expenses incurred in travelling between their actual place of residence and Brussels (on economy class), within the geographical limits of the Union¹, at the beginning and end of their traineeship if the distance between the two places is more than 50 km.
2. Reimbursement will be effected in accordance with the Group Secretariat rules governing allowances and mission expenses. Travel expenses will be reimbursed as long as the travel is taking place up to one month before the start of the traineeship and one month after the end of the traineeship.

**Article
13
Missions**

1. Trainees will be sent on mission to Strasbourg (twice in the case of a five month traineeship and once in the case of a three month traineeship) to observe parliamentary work. In exceptional cases and if needed, trainees might be sent on mission related to their tasks and/or special activities of the Group outside the usual working places.
2. All mission orders must follow the hierarchical approval procedure.
3. Their travel expenses shall be reimbursed and they will receive daily mission allowances in accordance with the Group's Secretariat internal rules governing missions.
4. Payment shall consist of:

¹ Except in the case of traineeships financed from the Herwig Kaiser International Cooperation Fund.

- a. An advance of €100 per day of mission to Strasbourg
 - b. Settlement of the balance on receipt of a duly completed mission expenses claim accompanied by any required supporting documents.
5. The Group Secretariat may recover all or part of the amounts in question should the mission be cancelled or shortened, or if the trainee fails to provide the necessary justifications, or if the expenditure is inferior to the amount of the advance.
6. Once trainees are included on the official mission establishment plan for Strasbourg, they may use the European Parliament's official travel agency, in which case they will not be required to pay the cost of their tickets.

**Article
14
Leaves and absences,
including sick leave**

1. The yearly established EP calendar regarding public holidays and office closing days shall apply to traineeships in the Group. Trainees are entitled to two days' leave for each month worked, to be taken in agreement with the tutor and competent HR service but with no right to accumulate these days. Days of annual leave not taken will not be reimbursed. As regards absences, the Group's Internal Rules apply.
2. Unjustified absence may lead to the termination of a traineeship.

**Article
15
Interruption of the
traineeship**

1. On the basis of a reasoned request from the trainee concerned, a traineeship may be interrupted by means of a decision by the Secretary-General of the Group Secretariat. During that period, payment of the grant will be interrupted and the trainee will not be entitled to reimbursement of travel expenses associated with the interruption.

**Article
16
Early termination and end of
traineeships**

1. Traineeships shall end when the period for which they were awarded expires. However, the Secretary General in consultation with the competent HR service 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 if the level of the trainee's professional performance or knowledge of the required language is insufficient for the proper execution of their duties.
2. Subject to the trainees fulfilling all their obligations, the competent HR service shall issue them with a traineeship certificate, recording the duration of the traineeship and the service to whom the trainee was attached.
 3. Trainees can request a more specific letter of recommendation, provided by the tutor.

Article 17 Disputes

1. A trainee under an agreement with the Group wishing to challenge a decision taken in application of an early termination shall make a reasoned submission to the Secretary General who as the competent authority shall make a reasoned reply within two months.
2. Trainees can refer to the staff representatives of the Group Secretariat.

Article 18 Processing of personal data

- 1 Any personal data generated in connection with the traineeships shall be processed pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by Union institutions and bodies, offices and agencies, and on the free movement of such data. Any personal data shall be processed only for the purpose and in the framework of the present Decision. The trainee should acknowledge that their name will be published on the website of the Group for the duration of the traineeship agreement.

Article 19 Date of entry into force

1. These internal rules shall repeal earlier rules and enter into force on 1 June 2019.

CHAPTER II: SPECIFIC PROVISIONS APPLICABLE TO THE VARIOUS PROGRAMMES

**Article 20
The Francis Vals Fund**

1. The aim of the Francis Vals Fund, which was set up by means of a decision of the Group in 1974 in honour of the memory of its late President, is to give young people an insight into the way in which European Institutions and our Parliamentary group function.
2. Traineeships will be awarded on the basis of a proposal from a national delegation.
3. Each national delegation is entitled to one traineeship per year. The national delegation may choose the traineeship period, while respecting the Group's capacity.
4. Applicants must meet the conditions governing eligibility set out in Article 3 and provide the documents as specified in Article 5.
5. When awarding traineeships, the competent HR service will ensure conformity with the applicants' admissibility and admission criteria.
6. Traineeships shall last five months.
7. In all other respects, the General Provisions will apply.

**Article 21
Herwig Kaiser International
Cooperation Fund**

1. In 2004 the S&D Group launched the Peace Fund, now called the Herwig Kaiser - International Co-operation Fund, in honour of the memory of the late Austrian Deputy Secretary General of the Group.
2. The aim of this programme is to promote the values of peace, dialogue and co-operation beyond national borders and to champion conflict resolution in vulnerable areas and countries bordering the EU. By way of derogation from Article 3(1), nationals of an applicant country or of a third country, including those with which the Group has a special partnership based on a decision adopted by its Bureau, may undertake a traineeship in the Group Secretariat. The number of trainees will be a maximum of 10 young persons per year, including 2 statutory refugees based in an EU Member State.
3. Applicants from third countries will ensure that they have complied with the relevant visa rules before entering Belgium. Applicants selected will 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 Group Secretariat will not cover visa application expenses.

4. Applicants must meet the conditions governing eligibility set out in Article 3, with the exception of EU nationality.
5. A call for applications will be issued by the Secretary General of the 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.
6. 'International Cooperation Fund' trainees will be chosen by the Selection Committee comprising the Vice-President(s) of the Group responsible for the policy areas concerned, the Secretary General of the Group or the Deputy Secretary General in charge of Organisational and Administrative Affairs, the Head of the Human Resources Unit and staff representative of the Group Secretariat.
7. The selection will be made solely on the basis of the applicants' profiles and merits, irrespective of their nationality.
8. Traineeships shall last three months.
9. In all other respects, the General Provisions shall apply.

Article 22

Ghilardotti Fund - Equality and Diversity Traineeship

1. Inspired by the work of former Italian MEP and women's rights campaigner Fiorella Ghilardotti, this fund was created in 2004 to enable young people to gain practical experience in the areas of social rights and employment, women's rights, anti-discrimination, equal opportunities and fundamental rights and freedoms.
2. The aim of this Fund is to enable a maximum of three young people per year to carry out research and gain practical experience in the above-mentioned areas. Accordingly, trainees are posted, principally, to the FEMM, EMPL, LIBE, DEVE and AFET committees.
3. Applicants for this Fund must meet the conditions governing eligibility set out in Article 3 and have experience or have carried out studies in the areas of social rights and employment, women's rights, anti-discrimination, equal opportunities and fundamental rights and freedoms.
4. The trainees will be chosen by the Selection Committee comprising the Vice-President(s) of the Group with responsibility for these policy areas, the Secretary General of the Group or the Deputy Secretary General in charge of Organisational and Administrative Affairs, the Head of the Human Resources and a staff representative of the Group Secretariat.
5. The selection will 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 23
The Fund for young people of Roma origin

1. The aim of this programme, created in 2010, is to promote European integration and make fundamental rights a reality for everyone in the EU by providing opportunities for young people of Roma origin.
2. Every year a maximum of three young people of Roma origin will be selected.
3. Applicants must meet the conditions governing eligibility set out in Article 3 and must be of Roma origin or involved in defense of Roma rights.
4. The trainees will be chosen by the Selection Committee comprising the Vice-President(s) of the Group with responsibility for these policy areas, the Secretary General of the Group or the Deputy Secretary General in charge of Organisational and Administrative Affairs, the Head of the Human Resources and a staff representative of the Group Secretariat.
5. The selection will 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 24
Traineeships for young persons with disabilities

1. The aim of this programme, created in 2012, is to promote European integration and make fundamental rights a reality for everyone and to implement the commitment of the Group to increase the number of people with disabilities in the working environment.
2. Each year at least one young person with disabilities will be selected.
3. Applicants must meet the conditions governing eligibility set out in Article 3 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.
4. In order to cover any specific or technical needs, amounts over and above the standard monthly allowance may be given on a case-by-case basis, and in accordance with Article 3.3 of those traineeship rules.
5. The trainees will be chosen by the Selection Committee comprising the Vice-President of the Group responsible, the Secretary General of the Group or the Deputy Secretary

General in charge of Organisational and Administrative Affairs, the Head of the Human Resources and a staff representative of the Group Secretariat

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

Article 25 **Individual traineeships**

1. The aim of this programme is to accommodate trainees with specialised profiles who meet the needs of the Group in specific work areas.
2. Individual applications for traineeships may be made, and the individual trainees may take part in the activities of the Group Secretariat on the same basis as other trainees. The number of trainees concerned shall be determined on the basis of the capacity of the Group Secretariat to accommodate them, no more than 6 per half year.
3. The duration of traineeships shall not exceed three months.
4. By way of derogation from Article 3.1.d, the Group President and/or Secretary General, with support of the Human Resources Unit, may consider individual 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 Article 3.
5. The selection will be made solely on the basis of the applicants' profiles and merits, irrespective of their nationality.
6. In all other respects, the General Provisions shall apply.