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# **INTERNAL RULES**

## **GOVERNING TRAINEESHIPS IN THE S&D GROUP SECRETARIAT**

**Coming into force 1 July 2014**

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## TABLE OF CONTENTS

<b>CHAPTER I: GENERAL PROVISIONS.....</b>	<b>p. 3</b>
Article 1.- S&D Group traineeship funds .....	p. 3
Article 2.- Recipients and conditions governing eligibility .....	p. 3
Article 3.- Application procedure .....	p. 4
Article 4.- Traineeship agreement .....	p. 4
Article 5.- Organisation of traineeships .....	p. 5
Article 6.- General obligations .....	p. 5
Article 7.- Duties of the traineeship supervisor/trainee .....	p. 6
Article 8.- Duration of traineeships .....	p. 6
Article 9.- Emoluments .....	p. 6
Article 10.- Tax arrangements .....	p. 7
Article 11.- Sickness and accident insurance .....	p. 7
Article 12.- Travel expenses at the beginning and end of the traineeship .....	p. 7
Article 13.- Missions during the traineeship.....	p. 8
Article 14.- Authorisation of absence .....	p. 8
Article 15.- Sick leave .....	p. 8
Article 16.- Suspension of the traineeship .....	p. 9
Article 17.- Termination and end of traineeships .....	p. 9
Article 18.- Disputes .....	p. 9
Article 19.- Processing of personal data .....	p. 10
Article 20.- Date of entry into force .....	p. 10
<b>CHAPTER II: SPECIFIC PROVISIONS APPLICABLE TO THE VARIOUS</b>	
<b>FUNDS .....</b>	<b>p. 10</b>
Article 21.- The Francis Vals Fund .....	p. 10
Article 22.- Herwig Kaiser International Cooperation Fund .....	p. 11
Article 23.- Ghilardotti Fund - S&D Equality and Diversity Traineeship.....	p. 11
Article 24.- The Fund for young people of Roma origin .....	p. 12
Article 25.- Traineeships for young persons with a disability .....	p. 12
Article 26.- Individual traineeships .....	p. 13

## **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 Herwig Kaiser International Cooperation Fund
  - traineeships financed from the Ghilardotti Fund - S&D Equality and Diversity
  - Traineeship traineeships financed from the Fund for young persons of Roma origin
  - traineeships for young persons with a disability
  - 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 will be allocated from the S&D Group's annual budget.

### **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 must apply via the S&D Group's website. They should electronically complete the document entitled 'application form', which, after validation, will 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 will 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 will 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, successful applicants will 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 will 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 will receive a traineeship offer. The outcome of the selection procedure will 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 as well as 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 will be required to sign a standard traineeship agreement.

2. That standard agreement will 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 will be welcomed and advised throughout their traineeship by the traineeship administrators in the Human Resources Unit of the S&D Group Secretariat. Trainees will 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) will supervise trainees throughout their traineeships.
3. The calendar year will 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 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 authority.
3. As part of their training, trainees will participate in the work of the service to which they are assigned. The S&D Group will 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 documents or information in any form to unauthorised persons, which have not been made public, unless the S&D Group has given its agreement in advance. This obligation will 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 will 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 will 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 will receive a description of the tasks to be performed during their traineeship and details of the main duties of their traineeship tutors.
4. Trainees will 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 will 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**

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 Herwig Kaiser International Cooperation Fund, Ghilardotti Fund - S&D Equality and Diversity Traineeship, the Fund for Young people of Roma origin, and shall not exceed three months for Individual traineeships. (Except in exceptional circumstances authorised by the Head of Department of Organisational and Administrative Affairs).
2. A traineeship may not be extended, fragmented or accumulated and shall be minimum three months. The suspension of a traineeship is a special case (see article 16).
3. The trainees' contract is a one-time occurrence; the trainee may not benefit from another contract whether it is in another year or another mandate.

**Article 9**  
**Emoluments**

1. Trainees will 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 will only be entitled to the difference between that income and the scholarship awarded by the S&D Group.

## **Article 10**

### **Tax arrangements**

Traineeships are not covered by the specific tax arrangements applicable to officials and other servants of the European Communities. Each trainee will 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 through the official suppliers of the European Institutions, for the period of the contract only, which provides additional cover over and above that available under national systems or any other scheme which a trainee may have joined. Although the trainee is covered against the risk of sickness and accident for the full duration of the traineeship contract, the sickness and accident insurance begins on the first day and ends on the last date of the trainee's contract. It is therefore strongly recommended for a trainee to have a European Health Card from their own country to cover any supplementary 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, within the geographical limits of the Union<sup>1</sup>, 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 will 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.

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<sup>1</sup> Except in the case of traineeships financed from the Herwig Kaiser International Cooperation Fund.

**Article 13**  
**Mission during the traineeship**

1. During their traineeship, 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 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 will 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 will 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 €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 S&D 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 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 are not 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.

**Article 15**  
**Sick leave**

1. Trainees who fall sick are required to immediately ring the special telephone number brought to their attention at the beginning of their traineeship.



2. Trainees who are absent for more than three days are 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 by the Secretary-General of the S&D Group Secretariat. During that period, payment of the scholarship will be suspended and the trainee will 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 will receive a certificate from the Human Resources 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 will be dealt with by the Secretary General of the S&D Group Secretariat and/or by the President and the S&D Group's Bureau.
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 will 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 the 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 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.
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 will take account, inter alia, the following:
  - 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 will last five months.
7. In all other respects, the General Provisions will apply.

**Article 22**  
**Herwig Kaiser International Cooperation 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 will be a maximum of 10 young persons per year.
2. Applicants from third countries will ensure that they have complied with the relevant visa rules before entering the territory of the country in which they will undertake their traineeship. 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 countries in which two of the S&D Group's places of work are situated. The S&D Group Secretariat will 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 will 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. 'Herwig Kaiser International Cooperation Fund' trainees will 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 will be made solely on the basis of the applicants' profiles and merits, irrespective of their nationality.
7. Traineeships will last three months.
8. In all other respects, the General Provisions shall apply.

**Article 23**  
**Ghilardotti Fund - S&D Equality and Diversity Traineeship**

1. The aim of the Fund is to enable a maximum of 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, the Ghilardotti Fund - S&D Equality and Diversity Traineeship trainees are posted, as a matter of priority, to the FEMM, EMPL, LIBE, DEVE and AFET committees.
2. Applicants for the Ghilardotti Fund - S&D Equality and Diversity 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 will 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 will be made solely on the basis of the applicants' profiles and merits, irrespective of their nationality.
5. Traineeships will last three months.
6. In all other respects, the General Provisions shall apply.

#### **Article 24**

##### **The Fund for young people of Roma origin**

1. Every year a maximum of three young trainees of Roma origin will 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 will 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 will be made solely on the basis of the applicants' profiles and merits, irrespective of their nationality.
5. Traineeships will last three months.
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 will 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 will be allocated on a case-by-case basis.
4. The trainees will be chosen by the Selection Committee comprising the Vice-President of the S&D Group responsible, 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 will be made solely on the basis of the applicants' profiles and merits, irrespective of their nationality.
6. Traineeships will last five months.
7. In all other respects, the General Provisions shall apply.

## **Article 26**

### **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.

Twice a year, the S&D Group secretariat selects one or more candidates in order to accommodate trainees with specific skills who respond to specific profiles.

Apart from these two registration periods, you can always send your CV and contact details to: [s\\_d.traineeships@ep.europa.eu](mailto:s_d.traineeships@ep.europa.eu)

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 Resources 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 will 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.