



EMCDDA TRAINEESHIP POLICY

1. Purpose

The main aims of traineeships within the European Monitoring Centre for Drugs and Drug Addiction (EMCDDA) are:

- a. to give recent university graduates the opportunity to experience the general objectives and process of European integration;
- b. to provide trainees with practical knowledge of the workings of a European agency;
- c. to enable trainees to acquire practical experience and knowledge of the day-to-day work of the EMCDDA and its units;
- d. to provide trainees with the opportunity to work in a diverse and multilingual environment, contributing to the development of mutual understanding, trust and tolerance;
- e. to enable trainees to put into practice the knowledge they have acquired during their studies or professional careers.

In return, the EMCDDA benefits from the fresh perspective and up-to-date academic and scientific knowledge of recent graduates. Through the traineeship programme, the EMCDDA creates a pool of academics with first-hand experience and training in European procedures.

Every year, the Director shall decide the number of traineeships to be offered, depending on the budgetary resources available and the capacity of each unit to welcome and accommodate trainees. Applicants are selected based on their qualifications.

2. Eligibility criteria

Nationality

Preference will be given to recent university graduates who are citizens of EU Member States, Norway and Turkey; however, candidates from other countries may apply.

University diploma

Trainees shall have completed the first cycle of a higher education course (university education) and obtained a full degree or its equivalent by the closing date for applications. Candidates must provide copies of diplomas or the relevant official certificates for all university or post-university studies declared in their application. Where studies are declared to be ongoing, an official declaration from the respective university must be provided.



Languages

The main working language is English. Trainees are therefore required to have a thorough knowledge of oral and written English. Knowledge of languages other than the mother tongue, as declared on the application form, must be supported by the appropriate diplomas or certificates.

General competences

Here are some general competences that are desirable in a trainee:

Willingness to learn	Working together	Self-management	Communication	Intrapreneurship
Strives to understand own strengths and weaknesses.	Demonstrates cooperation and fosters diversity and inclusion.	Organises own work effectively.	Conveys information and opinions clearly and concisely (verbally and in writing).	Demonstrates initiative.
Responds positively to feedback and to constructive criticism.	Offers assistance and help to others.	Analyses time and plans its execution, setting priorities according to deadlines.	Tailors the message to respond to the needs of the person or persons with whom they are communicating.	Takes on new challenges when required.
Identifies opportunities to apply lessons learned and improve their performance.	Proactively shares knowledge for the benefit and learning of others on an ongoing basis.	Takes responsibility for own results and demonstrates a commitment to achieve their goals.	Uses convincing arguments and solid reasoning to put the message across.	Inspires and encourages others to take action and move ahead.

Application and selection procedure

Traineeship vacancies are published once a year by the EMCDDA. Applications received outside the stated time frame will not be considered.

1. Applicants for a traineeship shall apply through the EMCDDA e-recruitment tool, which is accessible through this link: <https://e-recruitment.emcdda.europa.eu>.
2. The EMCDDA's Human Resources Management Sector (HRMS) will screen applications to ensure they meet the eligibility criteria and will transmit them to the EMCDDA's heads of unit according to the priority given by the applicant on the application form. Heads of unit will select candidates on the basis of their qualifications and interviews, which may be organised where necessary.
3. Traineeships will be offered to the successful candidates, subject to an agreement on the starting period and length of the traineeship. These two variables are not predetermined. Candidates are requested at the time of their application to provide information on their availability.
4. Given the generally high quantity of applications, the EMCDDA will contact only the successful candidates. Candidates who have not been contacted by the EMCDDA 2 months after the closure of applications should consider that their application has been unsuccessful.

Admission to a traineeship at the EMCDDA does not confer on trainees the status of official or other servants of the Communities and in no way entitles trainees to be appointed/engaged by the EMCDDA.



3. Rights and duties of trainees

About the traineeship

Trainees are attached to one of the EMCDDA units and guided by the head of unit concerned or other EMCDDA staff, who supervise their training and guide them through their work. Trainees attend meetings on subjects of interest to them (unless these meetings are restricted or confidential), receive documentation, and participate in the work of the unit to which they are attached at a level corresponding to their educational and professional background.

In addition to assisting with the daily tasks of the unit concerned, trainees develop a traineeship project, which they present at the close of their traineeship.

To ensure a well-rounded experience, trainees are encouraged to assist in tasks outside their unit, where possible. Such tasks may include assisting the Staff Committee, organising or volunteering at events, writing articles for the internal newsletter, or similar.

Duration of the traineeship

Traineeships may last a minimum of 3 and a maximum of 9 months. Traineeships may be extended, by no longer than half the period of the initial agreement, and never beyond 12 months.

Working hours

Trainees will be required to work 8 hours per day, from Monday to Friday. Flexible working hours, in line with the EMCDDA Flexitime policy, may be agreed with the head of unit concerned.

Leave and absences

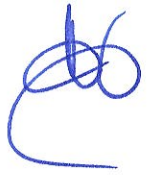
Trainees are entitled to 2 days of annual leave (holidays) per completed month of work. Rules governing public holidays and office closing days for EMCDDA staff also apply to trainees.

In the case of sickness, trainees shall immediately inform the appropriate head of unit and traineeship supervisor. If the absence for medical reasons lasts more than 3 days (including the weekend, public holidays and office closing days), the trainee must send a medical certificate to the HRMS leave manager.

Confidentiality and right to intellectual property

Trainees shall exercise the greatest discretion with regard to all facts and information coming to their knowledge in the course of their traineeship. Trainees must not, in any manner whatsoever, disclose to any unauthorised person any document or information not already made public. They will continue to be bound by this obligation after the end of their traineeship. Trainees must not publish or cause to be published any matter dealing with the work of the EMCDDA, whether alone or with others, without the permission of the Director. Trainees must respect the same rules for contacts with the press as all EMCDDA staff and follow the instructions provided.

All rights to the work that is performed by the trainee in the framework of the traineeship are the intellectual property of the EMCDDA.



Traineeship project

As part of their traineeship at the EMCDDA, trainees shall develop a traineeship project, which they shall present at the close of their traineeship to their supervisor and/or head of unit.

For more information read the Guidelines on traineeship projects.

Traineeship report and certificate

At the end of their traineeship, trainees shall submit to their head of unit a report on their activities during the traineeship period. At the end of their traineeship and upon submission of the traineeship report, trainees receive a certificate specifying the length of their traineeship and the unit to which they were attached.

Termination of the training period

The traineeship may be terminated upon request from either the trainee or the head of unit concerned. In the case where a traineeship is terminated early at the request of the trainee, the trainee shall reimburse the EMCDDA for any travel expenses paid on their account and any amount of the grant received resulting from a non-worked period.

4. Financial matters

Grants, medical coverage and travel expenses at the beginning and end of the traineeship

Subject to budget availability, a limited number of paid traineeships may be made available at the EMCDDA every year. In addition, unpaid traineeships and trainees paid by third parties may also be accepted. Traineeships awarded through agreements concluded between the EMCDDA and universities may fall under a different regime. Paid traineeships will last a minimum of 6 months, and the trainees concerned receive a grant (25% of the basic monthly salary of a temporary member of staff in grade AD5, step 1 using the weighted correction coefficient). Applicants should specify on the traineeship application form whether they are interested in the paid and/or unpaid traineeship options or whether they will be paid by a third party.

Trainees whose place of origin is not Greater Lisbon are entitled to reimbursement of the travel expenses incurred at the beginning and end of the traineeship. The travel expenses are calculated on the basis of the most economic route by train (second class), including, where necessary, a sleeper (second class), or air travel if this is cheaper. The travel expenses will be reimbursed only upon presentation of supporting documents.

Fiscal arrangements

Grants awarded to trainees are not subject to the special tax regulations that apply to officials and other servants of the European Communities. Trainees are solely responsible for the payment of any taxes due on the grant they may receive from the EMCDDA under the laws in force in the state concerned. The EMCDDA will provide, if applicable, a certificate for tax purposes at the end of the traineeship period. This certificate should state the amount of grant received and confirm that tax and social security payments have not been made.



Insurance

Trainees must arrange their own medical insurance coverage (trainees may obtain coverage with the European Health Insurance Card — <http://www.ehic.org/>). Trainees are insured against accidents under the conditions set out in the insurance policy contracted by the EMCDDA with an insurance company.

Missions

Only in exceptional cases may the head of unit concerned or an authorised officer grant authorisation to a trainee to participate in a business trip (mission), on the condition that the mission is of a technical nature and not a representative one.

For the reimbursement of the mission expenses previously authorised, the general procedure for reimbursement provided in the Staff Regulations of Officials of the European Communities and the internal EMCDDA rules shall apply. The expenses will be covered by the budget assigned to the unit that requests the mission.

Done and approved in Lisbon by the EMCDDA Director, on ¹⁸..... September 2023.



Alexis Goosdeel

Director