

Executive Director Decision

**DECISION N° 2016/116/ED
OF THE EXECUTIVE DIRECTOR OF THE AGENCY**

of 14th December 2016

ON THE RULES GOVERNING THE EASA GRADUATE TRAINEESHIP PROGRAMME (GTP)

REPEALING ED Decision 2012/040/ E OF 20 MARCH 2012

THE EXECUTIVE DIRECTOR OF THE EUROPEAN AVIATION SAFETY AGENCY

Having regard to the Regulation (EC) No 216/2008 of the European Parliament and of the Council of 20 February 2008, on common rules in the field of civil aviation and establishing a European Aviation Safety Agency, and in particular Article 29 thereof,

Having regard to the budget availability of EASA adopted each year for purposes of this decision,

WHEREAS:

The rules on traineeship need to be updated taking into account regulatory and organisational changes and the strategy of the Agency with regard to the requirement and use of graduate trainees.

The aims of the traineeships are:

- To contribute to enlarge and improve the understanding of the specific areas of competence of EASA, and therefore promote the role and the knowledge of the Agency among a large public.
- To enable trainees to acquire technical and operational experience by means of contact made in the course of their everyday work in the Agency and to further put into practice the technical knowledge they have acquired during their studies or professional careers.

Through these opportunities, EASA:

- Benefits from the input of recent graduates who provide up-to-date academic knowledge which will enhance the everyday work at EASA.
- Creates a pool of people with first-hand experience trained in European and EASA specific procedures, who will be better prepared to collaborate with EASA in the future.

After having consulted the Staff Committee

HAS DECIDED AS FOLLOWS:

Article 1 – Type and duration of the traineeship

The EASA Graduate Traineeship Programme (GTP) is mainly addressed to young university graduates, without excluding those who – in the framework of lifelong learning – have recently obtained a university diploma and are at the beginning of a new professional career.

Traineeships may last a maximum of 12 months.

Traineeship periods may not be repeated or extended beyond the maximum period as defined above.

The number of traineeship places will be defined annually in accordance with the analyses of the needs and in light of the general availability of resources.

Article 2 – Eligibility criteria

To be admitted to the EASA Graduate Traineeship Programme, applicants must:

- Be nationals of one of the EASA Member States or of a country with observer status in the EASA Management Board¹. However, in exceptional cases and when in the interest of the service, nationals of other third countries may be considered;
- Have a very good knowledge of English and preferably of another language of the European Union;
- Have completed the first cycle of a higher education course (at least three years of university education) and have obtained a full degree by the start of the traineeship period².

Applications will not be accepted from applicants who, for more than 6 weeks:

- Have already benefited or benefit from any kind of traineeship within a European institution or body³
or
- Have had or have any kind of employment within a European institution or body⁴.

Failure to comply with one or more of the eligibility criteria will result in disqualification of the concerned applicant.

Candidates should inform EASA of any change in their situation that might occur at any stage of the selection process.

The Agency reserves the right to amend the eligibility criteria as and when necessary. Any such changes will be published on the website before the opening of the application period.

¹ For the list of the EASA Member States, please check [here](#).

For the list of the States represented by the EASA Management Board Observers, please check [here](#).

² ECTS points are not accepted as equivalent degree, proof of completion of the full university degree needs to be provided by the start date of the traineeship.

³ For the list of European Institutions and bodies, please check [here](#).

⁴ This refers also to other working relationships, such as interim, Seconded National Expert, consultant, etc.

Article 3 – Application Process

3.1 Submission of applications

Applications must be submitted in accordance with the rules and procedures published on the EASA website. To be considered complete, applications must include as attachments scanned copies giving evidence of all the information provided by the candidate on the application form i.e. studies, professional experience and linguistic knowledge.

Incomplete applications and those received after the closing date indicated on the website, will be automatically rejected.

3.2 Eligibility check and Screening

The eligibility will be examined based on the eligibility and submission criteria as defined in Article 2 and Article 3.1.

Additional phases including test(s) and/or structured interviews may be included in the process.

A list of eligible and suitable applicants will be established whose applications, and in particular, educational background, qualifications, competences, motivations and preferences suit best the identified needs in accordance with the availability of places.

Prior to the final selection decision applicants may be contacted to check availability, suitability, linguistic knowledge and to discuss reciprocal expectations.

3.3 Final selection and decision of the Executive Director

The aforementioned list is forwarded for approval to the Executive Director. Trainees will be selected by the Executive Director based on the list of suitable applicants and on the number of places available.

3.4 Notification

All applicants can follow the status of selection procedures for traineeships on the EASA website.

Successful candidates will receive all necessary information concerning the traineeship, including further explanation regarding submission of the documents⁵ to be provided prior to the start of the traineeship. If a candidate is unable to provide the requested documents within the given deadline, EASA may consider the offer as withdrawn.

⁵ Example of documents that may be required include but are not limited to: proof of identity, education, health insurance, declaration on further maintenance grant, absence of criminal records, declaration of interest. Trainees are responsible for making sure that they have the correct visa, where applicable, and that they obtain all the documentation required by the relevant authorities (e.g. extract of police records) before commencing their traineeship.

Non successful applicants may reapply for a subsequent traineeship period. However, applicants must submit a new application, together with all requested documents.

3.5 Withdrawal

At any stage of the application process, applicants may withdraw their application by informing the Agency's HR department in writing. In such case, they are excluded from any further stage of the process. They may reapply for a subsequent training period. It is, however, necessary to submit a new application, together with all supporting documents.

Article 4 – Rights and duties

4.1 General obligations for trainees

Trainees must comply with the following general obligations:

- Trainees are requested to comply with the instructions given to them by their advisor or their superior in the department to which they are assigned, and with the existent EASA administrative guidelines including the rules concerning confidentiality and security. They must comply with the internal rules applicable to trainees provided at the moment of the signature of the contract;
- Trainees must respect the working hours and contribute to the work of the department to which they have been assigned;
- Trainees are allowed to attend meetings on subjects of interest to their work and receive documentation and participate in the work of the department to which they are attached at the level corresponding to their educational and professional background;
- Trainees must exercise the greatest discretion regarding data, facts and information that come to their knowledge during the course of their traineeship. They must not disclose to any unauthorised person any document or information not already made public. Trainees are bound by this obligation after the end of their traineeship. The Executive Director reserves his/her rights to terminate the traineeship and to take action against any person who does not respect this obligation;
- Trainees must consult and inform their advisers, Section Manager or Head of Department, or if unavailable, the HR Department on any action they propose to take on their own initiative relating to the Agency's activities;
- Trainees must not have any professional connection with third parties which might be incompatible with their traineeship and they are not permitted to exercise any other gainful employment during the period of traineeship which may adversely affect the work assigned during the traineeship;
- Upon engagement trainees will be requested to sign appropriate documentation on confidentiality obligations, documentation on the code of conduct and to complete a declaration on the absence of any conflict of interest;
- For the purpose of issuing a traineeship certificate, trainees must -at the end of their traineeship- submit to their advisers a report on their activities performed during the training period.

4.2 The role and duties of the traineeship advisor

A traineeship advisor will be appointed for each trainee, and the trainee will be under his/her supervision and responsibility. In cooperation with the HR Department the traineeship advisor will:

- Develop and submit to HR a specific work and training plan;
- Instruct the trainee and advise on the performance of the work allocated;
- Ensure that the trainee is involved in the everyday work of EASA as far as possible;
- Supervise the trainee's work throughout the traineeship;
- Help the trainee with any technical/administrative matters;
- Write and submit to HR an evaluation report, at the end of the traineeship;
- Inform the HR Department of any significant event occurring during the traineeship (in particular professional incompetence, absences, illnesses, accidents, inappropriate behaviour, interruption of traineeship, etc.).

4.3 Training certificates and reports

At the end of the traineeship, trainees will receive a certificate specifying the duration of their traineeship. In order to constantly improve the traineeship programme, trainees will be requested by the HR department to complete evaluation and feedback reports at the end of the traineeship. In addition, also the advisor will be requested to complete the relevant evaluation report.

4.4 Status

Admission to a traineeship does not confer on trainees the status of temporary agents or other servants of the European Union nor does it entail any right or priority with regard to future engagement in the Agency. Trainees cannot benefit from any privileges and immunities granted by the host country to Temporary Agents or other servants of the European Aviation Safety Agency.

Article 5 – Financial matters

5.1 Grants

Trainees will be awarded a monthly maintenance grant. The amount of the grant is determined by the HR department, depending on budgetary availability, and is revised on a yearly basis. The amount of the grant is published on the related call for traineeship on the EASA website.

Upon presentation of proper justification, disabled trainees may receive a supplement to their grant equal to a maximum of 50% of the amount. This additional payment is designed to help those trainees to cover certain additional expenses that they may encounter. The EASA medical service may be consulted, if necessary.

Grants awarded to trainees are not subject to the tax regulations applicable to EASA staff. Trainees are solely responsible for the payment of any taxes due on EASA grants by virtue of the laws in force in the State concerned. To this purpose, if requested, a certificate might be provided at the end of the traineeship period.

This certificate will state the amount of the grant received and confirm that tax and social security payments have not been made.

Trainees who benefit from any grant from another source or another subsistence allowance shall only be admitted to a financial contribution from EASA if the sum received is less than the amount of the traineeship grant. In that case, they shall receive the difference.

If a trainee terminates his/her contract earlier as foreseen in the contract, he/she will be required to reimburse the parts of the grant which he/she may have received related to the period after the termination date.

5.2 Travel allowances

Trainees having completed at least a 3 months traineeship may receive a travel allowance, subject to budget availability. Travel allowances are paid at the end of the traineeship for the travel from the place of residence to Cologne and back. The HR department establishes the method of calculation of this travel allowance, the modalities, and the procedure to be followed.

5.3 Insurance

During the traineeship, trainees shall be covered by EASA against the risk of accident according to the relevant EASA insurance contract.

EASA does not provide health insurance. Prior to the start date, trainees must provide proof that they are covered by a sickness insurance scheme for the entire duration of their stay at the Agency (e.g., through the European Health Insurance Card or through private insurance). If a trainee fails to provide proof of the insurance, the traineeship shall be terminated.

Article 6 – Leave and absences

6.1 Leave

The working hours and the official public holidays applicable to EASA staff members apply also to trainees. Trainees are entitled to 2 days leave per month. This entitlement is acquired pro rata to the months worked, counted from the first day of the month. No payments will be made for leave not taken. Days of leave taken to participate to university exams will not be deducted from the leave entitlement under the condition that a certificate is provided. Any other absence than sickness, annual leave or leave to participate to university exams will generate a proportional reduction in the grant.

Leave requests must be submitted through the dedicated EASA internal tool and approved by the respective Section Manager or Head of Department.

6.2 Absence

In the event of illness, trainees must notify their advisor immediately and, if absent for longer than 3 days, must provide a medical certificate, indicating the probable length of the absence, to be forwarded to the HR

Department. A trainee who is absent because of illness may be subject to medical checks in the interest of the service.

When trainees are absent without justification or without notifying the advisor or the HR Department, they must provide as soon as possible written justification for the unauthorised absence. The Executive Director may decide following evaluation of the justification given, or if no justification is given by a given deadline, to terminate the traineeship immediately. Any overpayments must be reimbursed.

6.3 Interruption

Under exceptional circumstances and subject to a written request from the trainee setting out the relevant reasons and with proper justification, and after prior confirmation by the HR Department, the relevant Head of Department may authorise an interruption of the training for a specific period. The grant will then be suspended and the trainee will not be entitled to reimbursement of any travel expenses incurred during that period. The trainee may then return to complete the remaining part of the training, but only up to the date specified in the contract.

6.4 Early termination of the contract

If a trainee wishes to terminate his/her traineeship earlier than the date specified in the contract, he/she must submit a written request to the HR Department for approval, at least 3 weeks in advance. The grant and the contract may only be terminated every 15th or last day of the month.

Any trainee who terminates his/her traineeship earlier will be required to reimburse the part of the grant which he/she may have received, relating to the period after the termination date.

6.5 Missions and visits

In exceptional cases only and following a duly substantiated request from the interested Department, the Director of the respective Directorate may grant authorisation for trainees to be sent on mission, on the condition that the mission is of a technical and not of a representative nature.

For the reimbursement of the mission expenses, the general arrangements on missions for EASA staff members will apply.

Article 7 – Sanctions and disciplinary measures

Trainees must perform their duties and act with integrity and courtesy, and must follow the applicable provisions of the EASA Code of conduct. If the behaviour of a trainee does not prove satisfactory, in response to a reasonable request from the advisor and after having heard the trainee, the Executive Director may decide to terminate the traineeship at any time. In particular, on the basis of a justified request from the advisor, the Executive Director reserves the right to terminate the traineeship if:

- a) the trainee breaches his/her obligations under these rules;
- b) the trainee knowingly makes wrong statements or submits false documentations at the time of the application or during the traineeship period;

- c) the level of the trainee's professional performance or his/her knowledge of the working language turns out to be insufficient for the performance of his/her duties;
- d) the social behaviour or the conduct of the trainee does not prove to be satisfactory;
- e) the trainee does not comply with EASA's rules concerning working conditions, security, safety, conflict of interest and confidentiality.

The trainee shall reimburse any overpayment of the grant to EASA and shall not be entitled to receive any travel allowance.

Article 8 – Protection of personal data

All applicants' personal data are dealt with as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (Official Journal of the European Union L 8 of 12 January 2001).

Article 9 – Repeal

Decision 2012/040/ E of 20 March 2012 "On the rules governing the EASA Traineeship Programme" is hereby repealed.

Article 10 – Final provisions

This Decision shall be published on the website of the Agency and shall become effective on the day of its signature.

Done in Cologne, 14/12/2016

Patrick KY