

Barcelona,

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**TRAINEESHIP SCHEME
DECISION OF THE DIRECTOR OF 'FUSION FOR ENERGY'****TITLE I
RATIONAL OF THE PROGRAMME*****Article 1 – Objective and Definitions***

'Fusion for Energy's (F4E) traineeship scheme is intended to promote training in the fusion field and in the ITER project as well as to allow university graduates to provide contributions to the work carried out by F4E.

F4E offers a Traineeship Scheme to university graduates who possess a level of education which corresponds to completed university studies of at least three years attested by a diploma. The university degree must have been obtained within the last 3 years before the closing date for applications.

The aims of F4E's traineeships scheme are:

- To gain practical experience of the daily work of F4E;
- To provide the opportunity to university graduates to put their learning & knowledge acquired during their studies into practice;
- To contribute to F4E's mission.

Through its traineeship scheme, F4E:

- Benefits from the input of enthusiastic graduates, who can give a fresh point of view and up-to-date academic knowledge, which will enhance the everyday work of F4E;
- Creates a pool of people with first-hand experience of F4E and its working methods, which will be better prepared to collaborate with F4E in the future.

The tasks performed by trainees are supervised by the Unit/Project Team they join. The tasks may consist of design and analysis tasks, preparation of reports, compilation of statistical data, execution of operational tasks, and the participation in ad hoc studies.

Article 2 – Relationship

The relationship between the trainee and F4E shall be governed by a letter signed by F4E's Director addressed to the selected candidate, which specifies the rights and obligations of both parties.

Traineeships at F4E shall not in any way imply that trainees are permanently or temporarily employed by F4E.

Admission to the traineeship shall not grant trainees employee status, nor shall it entail any right or priority to an appointment under F4E's Staff Regulations.

Article 3 – Start dates and duration

There are two possible annual intakes with a start date of 1 March and 1 October each year.

However, in exceptional and duly justified cases, after agreement with the recruiting Project Team/Unit, the date of commencement may be deferred, as long as the minimum traineeship period is respected. In any case, contracts shall begin on the 1st or on the 16th of the month.

The traineeship shall last a minimum of 4 months and a maximum of 9 months.

Article 4 – Eligibility criteria

The basic requirements for taking part in the traineeship are the following:

4.1. Nationality

To be a national of one of the Member States of the European Union or of a Third state fully associated with the Euratom fusion programme (Switzerland).

4.2. Diplomas

Candidates must be in possession of a university degree corresponding to at least 3 years of study (minimum a bachelor). Candidates must provide copies of official diplomas (or of relevant official certificates), of all university studies declared in their on-line application. If the degree course has been completed, but an official degree certificate has not yet been received/awarded, an official statement from the university confirming the degree result has to be provided. Applicants whose university diplomas are not issued in one of the official EU languages must provide a translation of these documents.

The minimum national qualifications as defined by the legislation of the F4E member states and giving access to the traineeship scheme are appended in Annex I.

4.3. Languages

In order for the trainees to fully benefit from the scheme and to be able to follow meetings and perform adequately, candidates must have working knowledge of English, the main working language of F4E.

4.4. Other

Candidates shall inform the relevant F4E HR services of any change in their situation that might occur at any stage during the traineeship's selection and recruitment process.

Applications will not be accepted from candidates who:

- have already benefited from any kind of in-service training within a European institution or body, or
- who have had or have any kind of employment within a European institution or body.

Article 5 – The selection process

Taking into account the existing conditions (size, results of the evaluations carried out, etc.) and the budget availability, the Director shall determine the number of placements to be attributed to each Department for each time period.

Each Department of F4E will define the corresponding profile for the traineeship and communicate it to HR.

Interested candidates will apply for a profile published on the F4E's official website. HR will confirm the application number to the applicant.

5.1. Publication of Profile

Each profile for a traineeship is published on F4E's website (<http://www.fusionforenergy.europa.eu/careers/xxxxxxx.aspx>). The profile shall typically include:

- a) A description of the tasks to be carried out / the goals of the traineeship
- b) The length of the traineeship
- c) Any special expertise or qualification needed
- d) Any training that will be provided
- e) A deadline for replying to the call

Only completed on-line applications via F4E's website will be considered. Candidates shall express their interest by completing an on-line application form. This shall include their preferred field of interest and a motivation letter. Applications submitted after the closing date will be automatically rejected.

All necessary instructions to apply shall be published on F4E's website.

Fusion for Energy reserves the right to amend the eligibility criteria as and when necessary. Any such changes will be published on the Website before the start of the opening of the application period.

5.2. Eligibility check and selection

After the closing date of the publication, the HR Unit will check the eligibility of the candidates that applied to the call based on their on-line application. Non-eligible candidates will be excluded from the selection procedure.

Following the eligibility screening, Departments may contact one or more pre-selected candidates in order to check more thoroughly their overall qualifications including motivation and linguistic skills.

Based on the outcome of this short telephone interview, the departments shall evaluate and rank applications according to the needs of the Department. Candidates that do not meet the needs of the Department shall be considered as non-apt and will not be placed on a reserve list for a possible traineeship. The Head of Department shall approve the selection results. Subject to budgetary availability and successful compliance with administrative requirements, the applicant(s) ranked highest shall be offered a traineeship.

When selecting the candidate, F4E shall take into account the applicant's qualifications and motivation as well as the needs of the organisation.

If an application is unsuccessful, the candidate may re-apply for a subsequent traineeship. It is however necessary to submit a new application together with all supporting documents.

5.3. Documentation required

At a later stage interested candidates shall be requested and obliged to provide:

- A photocopy of documents which prove that the eligibility criteria, as set out in Article 4, are met;
- One passport photograph;
- Documents showing that the applicant has public or private cover for sickness insurance for the entire duration of the traineeship period (in particular form E111 for nationals of the Member States, or a document showing that the applicant has private insurance cover).

5.4 Application validity

An application for a published profile will remain active in the database for a period of 4 months. After this period and in absence of an expression of interest from any Department within F4E, the application will automatically expire.

5.5 Withdrawal

Applicants may withdraw their expression of interest at any stage by informing F4E in writing or decline a traineeship offer.

5.6 Retention of personal data

F4E's data retention (storage) policy complies with the Regulation (EC) 45/2001 of 18 December 2000 regarding personal data. The policy will be applicable to both trainees and candidate trainees whether the applications gave rise to a traineeship, were rejected or withdrawn.

Successful applicants

All data shall be deleted after two years following the completion of the traineeship, except for:

- data necessary to re-issue the certificate of participation (name of trainee, duration of traineeship, date of traineeship, department, name of supervisor, nature of work) which are kept for up to thirty five years after the end of the traineeship.
- data concerning financial information needed by Fusion for Energy for discharging the budget, which are kept for up to five years after the discharging of the placement budget.

Article 6 – The Traineeship period

Each trainee shall be allocated a supervisor who shall be designated by the competent F4E Department before the traineeship period commences and selected amongst the F4E staff. The supervisor shall be responsible for supervising and counselling the trainee.

Trainees shall participate in meetings on subjects which are of interest to them and are not of a confidential nature. They shall receive the documents required for their assignment and take part in the activities of the service at a level corresponding to their traineeship.

Article 7 – Monthly and Travel Allowances

7.1 Monthly Allowance

Trainees shall be awarded a monthly maintenance allowance. The amount of the monthly allowance shall be decided by the Director on a yearly basis and is dependent on budgetary constraints. The amount of the monthly allowance shall be published annually on F4E's website.

A monthly allowance shall not be paid to those trainees that receive an equivalent allowance from their respective university.

7.2 Travel Expenses

Subject to budget availability, trainees may receive a travel allowance to compensate for travel expenses incurred from the place of residence to the offices of F4E and vice versa, at the beginning and at the end of the traineeship respectively.

The traineeship shall be at least of 4 months in order to qualify for the travel allowance. Trainees whose place of recruitment is less than 50 km from F4E's offices shall not be entitled to a travel allowance.

The postal address used in F4E's letter offering the traineeship shall be considered to be the place of recruitment. No request for a change of address shall be granted once the decision to award a traineeship has been taken.

The journey to and from the place of residence shall take place within a reasonable time-frame (i.e. no more than one month before the beginning and one month after the end of the traineeship) and it shall be directly linked to the traineeship.

All travel expenses shall be well documented and justified at the time of claiming (train or plane tickets, boarding passes, etc.) and the claim submitted within ten days of arrival.

7.3 Fiscal Arrangements

Allowances awarded to trainees shall not be subject to the special tax regulations applying to officials and other servants of the European Communities. Trainees shall solely be responsible for the payment of any applicable taxes due on F4E allowances by virtue of the laws in force in the State concerned. F4E may provide, upon request, a certificate for tax purposes at the end of the traineeship. This certificate shall state the amount of the allowance received and confirm that tax and social security payments have not been made.

Article 8 - End of Traineeship

The traineeship shall finish on the date agreed in the letter offering the traineeship. However, it may be terminated earlier in the following cases:

- a) At the request of the person concerned, with at least 2 weeks prior notification;
- b) Following a disciplinary measure pursuant to Article 11.

Where appropriate, the equivalent part of the monthly allowance and travel allowance (when applicable) shall be reimbursed to F4E.

Trainees must carefully follow the administrative procedures foreseen at the end of their traineeship period.

Traineeships are not repeated and may not, in principle, be extended. However, the Director may, by way of exception, grant an extension at the end of the traineeship period, which may not exceed 2 months but not beyond the maximum length laid down in these rules. Requests for extensions will only be accepted if the budgetary appropriations and the capacity of the Unit/Project Team to accommodate trainees allow so and if objectively justified in the interest of the service.

TITLE II SPECIAL PROVISIONS

Article 9 - Presence - Absences

9.1 Working hours and days of leave

Trainees must comply with the working hours in force at F4E. Trainees shall be entitled to two days of absence per calendar month of assignment. They shall, in any case, benefit from F4E's public holidays. Leave days for fractioned months shall be pro-rated. Days of leave not taken shall not be paid in lieu. Days taken for participation to any competition, examination or university work, etc. shall be deducted from this entitlement. Absences taken at the initiative of the trainee may be authorised by the supervisor on request. A copy of the approved requests must be transmitted to the Human Resources Unit.

Under exceptional circumstances, upon written request by the trainee in which the relevant reasons and justification are stated, and after consultation with the supervisor concerned, an interruption of traineeship for a given period may be authorised. The allowance shall then be

suspended and the trainee shall not be entitled to reimbursement of any travel expenses incurred during that period.

The trainee may return to complete the unfinished part of the traineeship, but only up to the end of the same period without any extension.

9.2 Absence without justification

When a trainee is absent without justification or without notifying their supervisor, the Human Resources Unit shall instruct the trainee in writing to report to the service in which the traineeship is taking place. Within a week of the reception of the written notification, the trainee shall provide proper justification for his/her unauthorised absence. The days of absence shall be automatically deducted from the trainee's leave entitlement. F4E may decide, following examination of the justification given, or if no justification is received, to immediately terminate the traineeship without further notice. Any overpayment of the monthly allowance shall be reimbursed to F4E. The trainee shall not be entitled to the travel allowance.

Article 10 – Absence due to Illness

In case of illness, trainees shall immediately inform their supervisor. If absent for more than three days they shall produce a medical certificate indicating the probable length of absence.

Article 11 – Disciplinary measures

11.1 Social Behaviour and Conduct

Trainees must exercise their duties and behave with integrity, courtesy and consideration. If the conduct of a trainee does not prove satisfactory, F4E, in response to a reasonable request by the supervisor and approved by the Head of Unit/Project Team Manager concerned, after hearing the trainee, may at any moment decide to terminate the traineeship.

Trainees shall comply with the health and safety regulations and the rules of conduct in force at F4E and with all instructions given to them by their supervisor.

Any infringements shall be reported to the trainee's supervisor who, in turn, shall inform the hierarchical superior. F4E, after consultation with the Line Manager concerned and the trainee, may at any time decide to terminate the traineeship on the grounds of the trainee's behaviour.

11.2 Unsatisfactory Performance

F4E, following a justified request by the supervisor and approved by the Human Resources Unit, reserves the right to terminate the traineeship if the level of the trainee's performance or knowledge of the working language is insufficient for the proper execution of his/her duties.

11.3 Wrongful Declaration of Facts

F4E reserves the right to terminate the traineeship if at any moment it becomes apparent that the trainee knowingly made wrongful declarations, or provided false statements or papers at the moment of application or during the traineeship period.

Article 12 - Confidentiality – Rights in Respect of Work

Trainees shall maintain absolute confidentiality about all facts and information which come to their knowledge during the traineeship period. They shall not in any manner whatsoever disclose to any unauthorised person any document or information not already made public. In particular, trainees shall not publish or have published, either on their own initiative or in collaboration with others, any document concerning the activities of F4E and relating to

confidential facts or information without written permission from the Director. They shall comply with these obligations even after completion of the traineeship.

Trainees shall complete a Declaration of Absence of Conflict of Interest upon confirmation of their traineeship with F4E.

Candidates may not be assigned to any service where a conflict of interest might occur, irrespective of his/her prior professional experience or nationality.

During the traineeship period, trainees shall consult their supervisor or, if unavailable, the coordinator, on any action they propose to take on their own initiative relating to the activities of F4E.

All rights relating to the activities carried out by the trainee during the traineeship period are property of F4E.

Article 13 – Sickness and Accident Insurance

Sickness insurance is compulsory. F4E does not cover sickness insurance and trainees must provide proof, one week prior to the start of the stage period, that they are covered by a sickness insurance scheme for the entire duration of the traineeship at F4E (for nationals of the Member States, this means the E-111 form or a document proving that the trainee is covered by private insurance).

During the traineeship a trainee is only personally insured against the risk of accidents according to the F4E insurance policy.

Article 14 – Missions

Trainees shall not be sent on mission.

TITLE III FINAL PROVISIONS

Article 15 – Final Report

At the end of the period spent at F4E, trainees shall submit a report to be approved by their supervisor who shall forward it to the Head of Unit/ Project Team Manager. After this report has been compiled and entered in his/her personal file, the trainee shall receive a certificate specifying the length of their traineeship and the service to which they were attached.

Article 16 – Entry into Force

These rules shall enter into force on the date of their publication.



Pietro Barabaschi
Acting Director

Annex I

Examples of diplomas for which the level of education corresponds to that required for access to the traineeship ¹

Country	University level education – at least 3 years in length
Belgium FR	Actuellement: Licence ou equivalent – A l’avenir: Bachelor
Belgium NL	At present: Licentiaat, Meester, industrieel ingenieur, Gegradueerde In future: Bachelor (According to the Higher Education Act of 4 April 2003)
Ceská Republika	Diplom o ukončení Bakalářského studia
Danmark	Bachelorgrad
Deutschland	Fachhochschulabschluss (6-7 Semester)/Bachelor’s degree
Eesti	Bakalaureusekraad (<160 ainepunkti)
España	Diplomado/Licenciado/Ingeniero Técnico
France	Licence
Greece/Ελλάδα	Δίπλωμα Α.Ε.Ι. (πανεπιστημίου, πολυτεχνείου, Τ.Ε.Ι. υποχρεωτικής τετραετούς φοίτησης)
Ireland/Eire	Bachelor’s degree
Italia	Laurea –L (breve)
Κύπρος/Kıbrıs	Πανεπιστημιακό δίπλωμα
Latvija	Bakalaura diploms (<160 kredīti)
Lietuva	Bakalauras (<160 kreditas)
Luxembourg	Diplôme d’Ingénieur Technicien
Magyarország	Főiskolai Oklevél
Malta	Bachelor’s degree
Nederland	Bachelor
Österreich	Fachhochschuldiplom (6-7 Semester)
Polska	Licencjat – Inżynier
Portugal	Bacharelato
Slovenija	Diploma o Pridobljeni Visoki Strokovni Izobrazbi
Slovenská Republika	Diplom o ukončení Bakalářského štúdia
Suomi/Finland	Kandidaatti / Kandidat examen Ammattikorkeakoulututkinto/Yrkeshögskoleexamen (min. 120 opintoviikkoa / studieveckor)
Sverige	Kandidatexamen (Akademisk examen omfattande minst 120 poäng, varav 60 poäng av fördjupade studier i ett ämne)
United Kingdom	Bachelor’s degree / Diploma of Higher Education (DipHE)

¹ Situation as of 1 August 2004