



Prague, **28 -05- 2020**  
GSA/HR/2020/257972

**DECISION OF THE EXECUTIVE DIRECTOR ON THE RULES GOVERNING THE TRAINEESHIP SCHEME OF  
THE EUROPEAN GNSS AGENCY**

THE EXECUTIVE DIRECTOR OF THE EUROPEAN GNSS AGENCY (GSA),

Having regard to Regulation (EU) No 912/2010 of the European Parliament and of the Council setting up the European GNSS Agency, as amended by Regulation (EU) No 512/2014 of 16 April 2014,

Whereas it is in the interest of the European Union and the European GNSS Agency (also the "GSA" or the "Agency") that the latter provides students and graduates with an experience of workings of the Agency,

HAS DECIDED:

Rules Governing the Traineeship Scheme of the European GNSS Agency, which are attached to this Decision, are hereby adopted.

Decision of the Executive Director on Traineeship Scheme, signed on 13 July 2018, ref. GSA/HR/2018/238415, is herewith repealed.

The present decision enters into force on the day following its signature.

Signed in Prague on

**Pascal Claudel**  
**Acting Executive Director**



## Rules Governing the Traineeship Scheme of the European GNSS Agency

### **Article 1 General provisions**

- 1) Traineeships are intended primarily for university graduates, but also under certain circumstances for students who in the course of their studies or in some other manner have already gained some initial expertise in the areas of work of the Agency, without excluding those who - in the framework of lifelong learning or further professional education - have recently obtained a university diploma and are at the beginning of a new professional career. The traineeship contract shall be concluded for 6 months, which may be extended for further 3 months (maximum twice) or further 6 months (maximum once). The maximum duration of the contract is therefore 12 months. Traineeships under Article 1(4)(ii) shall be concluded for 3 months maximum.
- 2) The objectives of the Agency's traineeships are mainly to:
  - provide trainees, through contributing to the everyday work of the GSA, with an experience of workings of the Agency;
  - enable such trainees to acquire practical experience and knowledge of the day-to-day work of the Agency departments and units;
  - provide the opportunity to work in a multi-cultural, multi-linguistic and multi-ethnic environment, contributing to the development of mutual understanding, trust and tolerance;
  - promote European integration within the spirit of new governance and through active participation to create awareness of true European citizenship;
  - provide the opportunity to trainees to put into practice knowledge acquired during their studies, and in particular in their specific areas of competence, thereby usefully complementing their studies as the case may be;
  - introduce these trainees to the professional world and the constraints, duties and opportunities therein.
- 3) The Agency, through its traineeship scheme, may benefit from the input of young students and graduates, who can give a fresh point of view and up-to-date academic knowledge, which may enhance the everyday work of the Agency.
- 4) The Agency may offer two types of traineeship:
  - (i) regular traineeships following publication of a vacancy notice by the Agency;



- (ii) ad hoc free traineeships following spontaneous expression of interest by a candidate (as a priority, these traineeships should be offered to university students who have to accomplish a compulsory training period as part of their ongoing university education).
- 5) Only trainees in “regular traineeship”, i.e. selected following publication of a vacancy notice, will be eligible to receive a monthly grant.
- 6) Traineeships shall not give trainees the status of officials or staff of the Agency. They shall confer neither entitlement to employment in the services of the Agency nor priority over other applicants for employment.
- 7) No age limit is imposed on the candidates for traineeships.
- 8) Trainees may only start on the 1<sup>st</sup> or 16<sup>th</sup> day of the month.

## Article 2

### Admission procedure for ad hoc traineeship

- 1) Candidates may spontaneously apply for a traineeship.
- 2) Spontaneous applications for ad hoc traineeship may be accepted by the Agency subject to the following conditions:
  - the Agency has the capacity to offer a traineeship position;
  - the candidate provides justification on the relevance of the ad hoc traineeship for educational purposes (e.g. ‘stage’ required within studies);
  - the candidate accepts a fully unpaid traineeship with no cost for the Agency; and
  - the candidate fulfils the following criteria:
    - be a national of the Member States of the European Union or Norway;
    - possess or pursue a recognised post-secondary or higher education degree/certificate (undergraduate or university education or equivalent), evidencing completion of a cycle of studies, or in the case of candidates who are at the end of their studies, an official attestation from their school or university stating the marks obtained;
    - have an initial experience or specific expertise that is found of interest by the Agency in one of its areas of work, obtained either through specialisation as part of the applicant’s studies, a dissertation or other research project conducted as part of their studies or through professional experience or a previous traineeship or otherwise;
    - have a thorough knowledge of one official language of the European Union and a satisfactory knowledge of another language of the European Union; one of these languages must be the working language of the Agency (English);
  - each application shall be accompanied by:
    - CV in Europass format;
    - motivation letter, indicating area/s of interest within the scope of the Agency and justifying the need of the ad hoc traineeship for educational purposes.



- 3) If a spontaneous candidate is unsuccessful, he/she may re-apply for another traineeship. It will however be necessary to submit a new application together with all supporting documents.

### Article 3

#### Admission criteria and selection procedure for regular traineeship

- 1) The selection of trainees is based on a vacancy notice published on the Agency's website. This vacancy notice will lay down the conditions of the traineeship, the prerequisites, admissibility and selection criteria as well as the application and selection procedure. The selection will be carried out by the Agency on the basis of the selection criteria as published in the vacancy notice.
- 2) Trainees shall be selected from among nationals of the Member States of the European Union and Norway.
- 3) Traineeships shall be open to applicants who have not previously undertaken a traineeship in the Agency and who meet the following requirements:
  - a recognised higher education degree (university education or equivalent), evidencing completion of a full cycle of study, or in the case of candidates who are at the end of their studies, an official attestation from their university or school stating the marks obtained;
  - have an initial experience or specific expertise in one of the areas of work of the Agency obtained either through specialisation as part of the applicant's studies for a university degree, a dissertation or other research project conducted as part of their studies or through professional experience or a previous traineeship or otherwise;
  - possess a thorough knowledge of one official language of the European Union and a satisfactory knowledge of another language of the European Union; one of these languages must be the working language of the Agency (English).

Each application shall be submitted via the GSA e-recruitment portal.

- 4) The Head of Department where the trainee will be allocated nominates the Department's representatives to carry out the selection of the most suitable candidate. The Department's representatives perform the selection of trainees on the basis of a detailed screening of the received applications and establish a list. In addition, candidates may be invited for a video interview or contacted by the Agency over the phone in order to discuss their experience and mutual expectations prior to the final selection decision.

Engagement for a traineeship will be decided by the Executive Director or his sub-delegate on the basis of a list of suitable candidates proposed by the evaluators. The established list may be used for other similar traineeships depending on the Agency's needs.

- 5) If an application is unsuccessful, a candidate may re-apply for another traineeship. It is however necessary to submit a new application.



## Article 4

### Documents of proof

- 1) Before the commencement of the traineeship, the candidate will be required to provide the following documents:
  - passport or ID;
  - diplomas or equivalent certificate/ reference letters;
  - an excerpt from police records or equivalent certificate;
  - documents showing that the trainee has public or private cover for accident insurance and sickness insurance against health risks for the entire duration of the traineeship period;
  - a medical certificate confirming that the trainee is fit for work and free of any contagious diseases;
  - declaration of confidentiality and absence of conflict of interests.

GSA HR Department may require additional documents.

## Article 5

### Grants, insurances and tax / social security matters

- 1) Trainees in “regular traineeship” will be awarded a monthly grant. The amount of the grant for full-time traineeship is decided by the Executive Director on a yearly basis and is dependent on budgetary constraints. The amount of the grant for full-time traineeship shall be defined in the annex hereto. If the traineeship is part-time (Article 7 §11), the grant shall be adjusted pro-rata.
- 2) If a trainee in “regular traineeship” provides a Financial Identification form with details about his/her Czech bank account, the grant shall be paid in Czech currency; otherwise it shall be in EUR to an account managed by a bank within any Member State of the European Union. All bank charges for incoming payments shall be carried by the trainee.
- 3) If a trainee in “regular traineeship” receives a grant or subsistence allowance of similar nature from another source for the same purpose, or he/she continues to be paid by his/her employer for the purpose of following a traineeship at the Agency, he/she shall only be entitled to the GSA traineeship grant if the sum he/she receives from the other source is inferior to the amount of the GSA grant. In such a case, the GSA grant shall be diminished by the amount received from the other source.
- 4) Trainees in both “regular” and “ad hoc” traineeships shall be responsible for organising their own accident insurance and sickness insurance against health risks, along with any insurance required for family members for the whole duration of the traineeship. The trainee should provide the proof of the insurance before the signature of the contract. Only in duly justified cases, the proof may be submitted after the signature of the contract. In such a case, if the trainee fails to provide proof of the insurance, the Agency may terminate the traineeship.



- 5) Trainees shall bear sole responsibility for the fulfilment of their obligations under any applicable laws and towards any authorities, in particular (without limitation) as regards their tax and social security / health insurance status / situation and duties. Specifically, trainees in “regular traineeship” shall bear sole responsibility for the payment of any taxes due on the received grants by virtue of the laws in force in the State concerned. For tax purposes, the GSA will provide at the end of the traineeship a letter stating the amount of the grant given to the trainee (in “regular traineeship”) and confirming that tax and social security payments have not been made at source.
- 6) Trainees shall expressly acknowledge that traineeship contracts constitute no employment contracts and shall not create or be interpreted as creating any employment relationship in any aspect whatsoever between the Agency and the Trainee.

## Article 6

### Travel expenses

- 1) Trainees in “regular traineeship” shall be entitled under the conditions set out in this article to reimbursement of the real cost of travel up to the ceiling of 1 200 EUR, subject to budget availability. The reimbursement shall cover the cost of travel:
  - a. at the beginning of the traineeship, from the place of residence to the place of traineeship;
  - b. at the end of the traineeship, from the place of traineeship to the place of residence.
- 2) The place of residence and the amount of travel expenses shall be established, by analogy, in accordance with Article 7 of Annex VII of the Staff Regulations<sup>1</sup>.
- 3) The HR Department establishes the method of calculation of this travel allowance, the modalities, and the procedure to be followed. A trainee who proves that he/she will be assigned to a place other than his/her place of residence at the end of the traineeship shall be entitled to payment of the travel expenses to that new place under the conditions laid down in paragraph 2. However, the amount of travel expenses may not exceed the amount that would have been paid had the trainee returned to his/her place of residence.
- 4) By way of derogation from paragraph 2, trainee’s spouse and dependants are not entitled to travel expenses.
- 5) Travel expenses shall not be reimbursed, if they have been covered by another body.
- 6) Travel expenses shall be paid at the end of the traineeship period and under the condition that the trainee has successfully completed at least 6 months of the traineeship.

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<sup>1</sup> Trainees whose place of recruitment is less than 200 km from the place of employment are not entitled to a travel allowance (Article 7 of Annex VII of the Staff Regulations).



## Article 7

### Rights and obligations of trainees

- 1) Once the trainee is allocated to a Department of the Agency, his/her work shall be directed by a traineeship counsellor appointed by the Head of the Department to which the trainee is allocated. The traineeship counsellor shall be responsible for instructing the trainee and shall advise him/her on the performance of the work allocated. As far as possible, the counsellor shall ensure that the trainee is involved in the everyday work of the Agency.
- 2) Trainees are entitled to participate only in relevant training courses organised internally by the Agency and subject to the prior approval of their traineeship counsellor.
- 3) Throughout the traineeship, the trainee shall act as instructed by his/her traineeship counsellor. The trainee shall take part in the work of the Department and in activities organised for his/her benefit, keeping to the timetables and programmes set. During the traineeship, the trainee shall consult his/her traineeship counsellor on any initiative s/he plans to take with regard to the work of the Agency. Under no circumstances may a trainee on his/her own represent the Agency in any manner whatsoever, in particular (without limitation) with a view to entering into commitments, whether financial or otherwise, or negotiating on its behalf.
- 4) Within the Department to which s/he is allocated, the trainee shall (i) attend meetings on matters which are of relevance to him/her and which are not confidential or classified, (ii) receive documentation and (iii) take part in the work of the Department at a level appropriate to his/her qualifications.
- 5) Subject to budgetary constraints, visits or study tours of relevance to the traineeship scheme may be organised for trainees. Trainees shall not be sent on missions. However, in exceptional cases, the Executive Director may authorise this following a reasoned request by the traineeship counsellor with visa from the Head of Administration. This authorisation shall entitle the trainee to reimbursement of travel expenses and a daily subsistence allowance in accordance with relevant provisions applicable to staff members.
- 6) The trainee shall treat with utmost confidentiality all facts and information to which she/he becomes privy in the course of the traineeship and shall sign a confidentiality statement. She/he shall not, in any manner whatsoever, divulge to unauthorised persons any document or information which is not in the public domain.
- 7) The trainee shall not, without the permission of the Executive Director, publish, or have published, any text concerning the work of the Agency, either carried out individually or in co-operation with others. Such permission shall be conditional on any terms that the Executive Director may set. All rights attached to work done for the Agency in the course of a traineeship shall be vested in the Agency. The former trainee shall remain bound by these obligations of confidentiality even after the traineeship has ended.



- 8) Trainees must respect the same rules for contacts with the press or media as any Agency staff and follow the instructions provided. The Agency reserves the right to terminate the traineeship and to take action against any person who does not respect this obligation.
- 9) Trainees must exercise their duties and behave with integrity, courtesy and consideration. They shall perform work assigned to them with the utmost care and apply the highest professional standards to such work, in the best interest of the Agency.
- 10) Trainees shall respect Agency's internal rules and procedures.
- 11) The trainee shall be subject to the same rules concerning working hours as apply to staff members within the Agency. If the contract states that the traineeship is part-time, the traineeship counsellor shall keep a time sheet for every part-time trainee.
- 12) Up to a ceiling of 2,5 days per 6 months, 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 annual leave balance or traineeship grant.
- 13) The trainee shall be entitled to annual leave of two working days per month during the traineeship. If the traineeship is part-time, this leave shall be pro-rated. The leave request may be authorised only after completion of the first month of the traineeship. In special and justified circumstances, leave days during the first month can be granted to the trainee by way of exception. Days of leave not taken shall not be paid in lieu.
- 14) The trainee shall respect the same public holiday schedule as applies to Agency staff in the same location.
- 15) In the event of sickness, the trainee shall notify his/her traineeship counsellor and the Human Resources Department<sup>2</sup> immediately. If the period of absence exceeds three following calendar days, the trainee shall inform the traineeship counsellor and send to the Human Resources Department a medical certificate stating that he/she is unfit to work and indicating the probable length of absence. Where required in the interest of the service, the trainee shall undergo medical examinations.
- 16) When trainees are absent without justification or without notifying their traineeship counsellor and Department, the Human Resource Department shall instruct the trainee in writing to report to the Department in which the traineeship is taking place within a week of the reception of the written notification. The trainee should also provide proper justification for his/her unauthorised absence. These days of absence are automatically deducted from the trainees leave entitlement. The Executive Director may decide, following examination of the justification given and upon advice from the Human Resource Department, or if no justification is received after this deadline, to immediately terminate the traineeship without further notice. Any overpayment of the grant is to be reimbursed to the Agency.





## Article 8

### End of the traineeship

- 1) At the end of the traineeship, the trainee shall submit a report on his/her work to his/her traineeship counsellor who shall forward it to the Head of Department together with an evaluation report. After this report has been compiled and entered in his/her personal file, the trainee shall receive a certificate confirming the length of the period served and the area where it was completed.
- 2) The Executive Director may agree to suspend the traineeship for a specific period on receipt of a written request by the trainee and after obtaining the opinion of the traineeship counsellor with Head of Administration's visa. During the period of suspension of the traineeship, grant payments will be suspended and the trainee is not entitled to the reimbursement of the travel allowance incurred during that period.
- 3) The Executive Director may terminate the traineeship on receipt of a reasoned request by the trainee made through the traineeship counsellor with Head of Administration's visa.
- 4) The Agency 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.
- 5) The Executive Director may decide at any time to terminate the traineeship on grounds of the trainee's behaviour, after hearing the trainee and the traineeship counsellor concerned.
- 6) The Executive Director, following a justified request by the traineeship counsellor and approved by the Human Resources Department with Head of Administration's visa, reserves the right to terminate the traineeship if the level of the trainee's professional performance or knowledge of the working language is insufficient for the proper execution of his/her duties.
- 7) If a trainee wishes to terminate his/her traineeship earlier than the date specified in the contract, a written request must be submitted by the trainee to the Executive Director for approval. This request, stating the relevant reasons, must be submitted at least two weeks in advance of the new termination date foreseen, via his/her traineeship counsellor and the Human Resource Department. Trainees may only terminate their contract on the last day of the month or on the 15th day of the month.
- 8) If the regular trainee terminates his/her contract early, he/she will be required to reimburse that part of the grant, which he/she may have received, relating to the period after the termination date.



## Article 9

### Final provisions

- 1) The Human Resource Department is responsible for the implementation of these rules.
- 2) These rules shall enter into force on the day following their signature.
- 3) If the travel expenses referred to in Article 6(1) were not eligible for reimbursement before the entry into force of the present rules, they can be reimbursed only if they occur after entry into force of these rules.



## ANNEX — Monthly Grant

The monthly grant for regular traineeships (under Article 1(4)(i) and on fully time basis) is set as follows:

-1,200 EUR

The amount of the grant shall not be subject to correction coefficient.

