



EUROPEAN UNION SATELLITE CENTRE

Internal Rules governing the Traineeship Programme of the European Union Satellite Centre (SatCen)

The Director of the European Union Satellite Centre:

Having regard to COUNCIL DECISION 2014/401/CFSP of 26 June 2014 on the European Union Satellite Centre and repealing Joint Action 2001/555/CFSP on the establishment of a European Union Satellite Centre (SatCen) and its successive amendments

Has decided as follows:

Article 1

Scope and objectives

These rules govern the traineeship programme at SatCen. The Staff Regulations are not applicable to trainees.

The General policy and manual of procedures on protecting the dignity of the person and preventing psychological and sexual harassment at SatCen shall apply *mutatis mutandis*.

The objectives of the SatCen's traineeship programme are:

1. To provide opportunities for recent graduates to perform tasks that are predominantly in the interest of their training and principally serving to increase their knowledge and to gain relevant experience;
2. To provide recent university graduates with a unique and first-hand insight into the work of the SatCen as an EU Agency and its role in the field of Common Foreign and Security Policy (CFSP), and in particular in Common Security and Defence Policy (CSDP);
3. To provide the opportunity to contribute to the SatCen's mission in a multi-cultural, multilingual and multi-ethnic environment, contributing to the development of mutual understanding, trust and tolerance.

Through its traineeship programme, the SatCen and trainees will:

1. Benefit from access to the latest theoretical and technical knowledge that trainees can apply through practical assignments under a mentor's supervision;
2. Benefit from the input of trainees, who can give a fresh point of view and up-to-date academic knowledge, which will enhance the everyday work of the SatCen;
3. Trainees will experience first-hand European procedures and work culture of an EU Agency making them better prepared to collaborate and co-operate with the SaCen in the future;

4. Create long-term “goodwill ambassadors” for European ideas and values both within the European Union and outside;

5. Create opportunities for ‘reverse mentoring’ and learning of the SatCen staff, allowing the organization to adjust to a new workforce entering job market.

Article 2

Status of the trainees

A traineeship is an education and training programme, which is not intended to establish an employment relationship between the trainee and the SatCen. The award of a traineeship shall not, under any circumstance, grant trainees the status of SatCen staff member, nor shall entitle them in any way to subsequent recruitment. Trainees can be recruited after completing their traineeship, as long as the conditions and rules established for employment in the SatCen Staff Regulations and the Implementing Rules have been respected and applied.

Article 3

Starting dates and duration of the programme

As a general rule, traineeships are organised via **2 yearly intakes**:

- **In spring:** the traineeship programme is offered from 1 April until 30 September. The traineeship vacancies may be published between early October and mid-November.
- **In autumn:** the traineeship programme is offered from 1 October until 31 March. The traineeship vacancies may be published between early April and mid-May.

In the interest of the service and of the selected trainee, some flexibility can be applied to start and end dates.

In exceptional cases to cover specific opportunities/needs of the SatCen outside these two periods, the Director may decide to publish additional vacancies. In the same interest of the service, the Director may decide to shorten the vacancy notice time from the maximum of eight to a minimum of three weeks (fast track procedure).

Traineeships are offered for an initial period of 6 months. Depending on budget availability, work needs and performance, the traineeship can be extended up to a maximum total duration of 12 months.

Article 4

Eligibility criteria

The eligibility criteria of the specific trainee position is described in the Vacancy Notice.

In general terms, to be eligible to apply for the SatCen’s traineeship programme, candidates must:

1. be EU nationals;
2. be recent university graduates or in the last year of their studies. In line with the placement where the traineeship is to be performed, trainees may be required to hold a specific degree;
3. have a thorough knowledge of English (at least level B2¹) and good knowledge of another official EU language.

¹ According to the Common European Framework of References for Languages:
<https://www.coe.int/en/web/portfolio/self-assessment-grid>

Article 5

Application and Selection procedure

Applications shall be made to specific Vacancy Notices published for at least three weeks, via the SatCen's e-recruitment tool. Any other forms of application will not be considered.

Candidates shall either hold a valid personnel security clearance at the level defined in the Vacancy Notice, or be able and willing to apply for it immediately after the contract signature. No appointment will be fully confirmed until the security clearance has been received by SatCen from the competent National Security Authority.

As part of their application, candidates shall sign a declaration on whether they are aware of any past or present circumstances which could prevent them from obtaining such security clearance (Council Decision 2013/488/EU, Annex 1, Section III defines the security investigation criteria).

Candidates will be shortlisted for assessment based on their educational background, qualifications, competencies and motivation. Shortlisted candidates will be invited for a remote interview, which may be carried out in combination with further assessments. The Director makes the final selection of trainees based on the proposal submitted by the Selection Board. A reserve list of suitable candidates may be established.

Candidates offered a traineeship programme would be required to provide documented evidence of their qualifications prior starting the programme. Unsuccessful candidates may re-apply for a subsequent programme, it is however necessary to submit a new application.

Shortlisted candidates shall be notified of the outcome of their application. A Traineeship Agreement shall be signed by the successful candidate and SatCen. The Agreement will include the conditions, rules and code of conduct to be accepted by the trainee. The e-mail address indicated on the application form shall be used for contact.

SatCen has an equal opportunity policy and recruits trainees without discrimination on any grounds. If candidates' qualifications and skills are of an equal level, SatCen shall seek to ensure a balanced geographical spread and gender equality among candidates. SatCen takes positive action, as required, with regards to the recruitment of trainees with disabilities.

Processing, pursuant to this decision, of all the personal data of all candidates shall be governed by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. (Official Journal of the European Union L 295, 21 November 2018, p. 39–98), independent whether the applications gave rise to recruitment or were rejected or withdrawn. The personal information that the SatCen requests from trainees in the context of the traineeship programme is processed in line with the Privacy Statement for Selection and Recruitment.

Article 6

Roles, obligations and responsibilities

6.1. Mentors

Each trainee is assigned a mentor to guide, supervise and closely follow the trainee during their traineeship. The mentor helps the trainee to get familiar with the SatCen and to grow professionally by setting individual learning goals, providing training, monitoring the trainee's tasks, supervising the trainee's presentation at the end of the traineeship and serving as a contact person for questions. The mentor should also organise

the trainee's point-of-contact in the team, for periods of time when the mentor is absent (holidays, telework, missions, sick leave or other).

The mentor must immediately notify their line manager and Human Resources of any significant issues or incidents occurring during the traineeship (in particular professional incompetence, unauthorised absences, sickness, accidents, bad behaviour or interruption of the traineeship), which come to their attention, or of which the trainee has informed them.

6.2. Trainees

Before the start of the programme:

Prior to commencing the traineeship, successful candidates must provide the following documents:

1. A copy of their passport/ID card;
2. A copy of their most recently obtained qualification;
3. Signed traineeship agreement;
5. Proof of health insurance coverage.

During the programme:

Trainees shall comply with SatCen internal regulations and rules, instructions given by the receiving Head of Division and by the mentor, and with directives from Human Resources. Trainees shall take part in all compulsory activities.

In accordance with Title I, General provisions Art.2 (5) of the Staff Regulation of the SatCen published on 15 May 2017 (Council Decision (CFSP) 2017/824), employees (incl. trainees/interns) are required to hold a Security Clearance to at least level SECRET UE or equivalent. The SatCen will undertake to request this clearance on behalf of the trainee.

In line with the SatCen's Code of Conduct, trainees must exercise the greatest discretion regarding facts and information that come to their knowledge during the course of their traineeship, including in the course of contacts with representatives of the media. Trainees shall not, in any manner whatsoever, disclose any document or information that has not already been made public and shall continue to be bound by this obligation after the end of the traineeship. Trainees are strictly forbidden from having any contacts with the media regarding any matter dealing with the work of the SatCen and must report any approaches by the media to the Communication Office without delay.

Trainees must consult their mentor, or, if unavailable, Human Resources, if they would like to carry out additional/different tasks or if they would like to attend SatCen events/learning opportunities in addition to the agreed training programme.

Trainees may attend meetings on subjects of interest to their training (unless these meetings are restricted or confidential), receive documentation and participate in the work of the Division/Unit subject to the guidance of their mentor.

In exceptional cases, the Head of Division may authorise trainees to go on a mission, provided it is a technical mission with no representative function. Such authorisation shall entitle a trainee to the reimbursement of mission expenses in accordance with the SatCen Staff Regulations.

Trainees must not have any professional connections with third parties, which might be incompatible with their traineeship, and they are not permitted to exercise any other gainful or non-gainful employment during the period of the traineeship, which may adversely affect the tasks assigned during the traineeship. If a conflict of interest should arise during their assignment, trainees should immediately report this to their mentor and to Human Resources in writing.

Trainees must not, either alone or with others, publish or cause to be published any matter dealing with the work of the SatCen without the written permission of the relevant entities. Human Resources will provide

specific instructions on how to obtain such permission and should receive a copy of those permissions together with a copy of any publication (including thesis) or article published. Such permission should be subject to the conditions in force for all SatCen staff. All intellectual property rights relating to work done during a traineeship for the SatCen shall be devolved upon the latter.

The SatCen is entitled to terminate the traineeship with immediate effect if there is a reason for doing so, which shall – but not exclusively be the case - in instances of unauthorised absences, unacceptable and deviant behaviour, integrity issues, theft, fraud, aggression, violence, refusing – without good reason – to carry out the necessary duties related to the traineeship and seriously lacking the skills required for the traineeship.

Trainees must exercise their duties and behave with integrity, courtesy and consideration. If the conduct of the trainee does not prove satisfactory, Human Resources, in response to a reasonable request by the mentor and approved, after hearing the trainee, by the Head of Administration, may at any moment decide to terminate the traineeship.

If, in the course of the traineeship, a trainee becomes aware of facts which give rise to a presumption of the existence of possible illegal activity, including fraud or corruption detrimental to the interests of the SatCen, or of conduct relating to the discharge of professional duties which may constitute a serious failure to comply with the obligations of SatCen employees, the trainee shall immediately notify Human Resources in writing. If such notification is received, Human Resources must take the measures to ensure that the trainee's rights are respected.

In exceptional cases, following a substantiated written request by the trainee stating the relevant reasons and proper justification, a suspension of the traineeship may be granted by the SatCen. The trainee's allowance shall be suspended for the relevant period. The trainee may return to complete the unfinished part of the traineeship, up to the end of the original traineeship.

If the trainee decides to terminate the traineeship before the foreseen end date, the trainee shall submit a substantiated written request to Human Resources and shall provide 15 days' notice.

At the end of the programme:

At the end of their traineeship programme, trainees must prepare a report on their activities and learning during the traineeship period.

Trainees receive a certificate testifying their traineeship in the SatCen. Upon request, trainees may also receive a recommendation letter from their mentor.

6. 3. Human Resources

Human Resources is responsible for:

- Organising the traineeship programme, including organisation of the selection procedures;
- Being the point of contact for trainees, mentors and managers;
- Providing advice to trainees, mentors and managers, as required;
- Ensuring that deadlines are kept;
- Reviewing the traineeship rules and related documents as required;
- Further enhancing the programme in line with lessons learned.

Article 7

Working conditions

SatCen does not provide trainees with sickness insurance cover. Before the start of their traineeship, trainees shall provide evidence that they are covered in the event of illness or accident by a national social security scheme or a private insurance policy, and that the said scheme or policy will cover medical expenses incurred in Spain. At the start of the traineeship at the latest, the trainee must prove coverage for health insurance during the entire traineeship.

Under the conditions laid down in the insurance policy of the SatCen, the trainee shall be insured against work-related accidents. SatCen shall bear all of the relevant insurance premium.

During the traineeship, trainees keep the same working hours (40 hours per week) and shall be entitled to the same public holidays as SatCen staff members. Trainees are entitled to 2.5 days of leave per month. This entitlement is acquired pro rata to the months worked, counted from the first day of the month. The leave days not taken during the traineeship period cannot be paid for.

When the entitlement for leave is exhausted, the SatCen may grant special leave for exceptional reasons in accordance with SatCen regulations.

Requests for leave must take account of the needs of the receiving Division and abide by the rules set out above. The leave requests shall first be approved by the mentor or the Head of the receiving Division and then confirmed by Human Resources. Leave requests shall respect the needs of the relevant Division.

In the event of illness, trainees shall immediately notify the mentor, indicating, where possible, the likely duration of the absence. The mentor shall inform Human Resources and the Head of the receiving Division. For all absences of more than three calendar days (weekends and public holidays included), trainees shall send a medical certificate to Human Resources (administration@satcen.europa.eu), which shall notify the receiving Division. Uncertified sick leave shall be limited to one day per month of traineeship, calculated on the basis of the traineeship's total duration, within the limit established in the SatCen Staff Regulations. A trainee who is absent because of illness may be subject to medical checks at SatCen's request.

In case trainees are absent without justification or without informing their mentor and Head of Division, SatCen may decide to terminate the programme immediately. Any overpayment of the traineeship allowance should be reimbursed to SatCen.

SatCen applies a zero-tolerance towards discrimination, including harassment. In case of experiencing such behaviour, trainees have the right to use services and procedures available at SatCen.

Article 8

Traineeship allowance

Trainees will be awarded a monthly traineeship allowance of EUR 1000, plus a travel allowance as applicable to SatCen staff members.

In case trainees terminate the programme early, they may be required to reimburse the part of the traineeship allowance, which they might have received relating to the period after the termination date.

Upon presentation of the proper medical justification and costs incurred, disabled trainees may receive a supplement to their allowance equal to a maximum of 50% of the amount of the allowance, due to additional costs they may have to make.

Article 9

Travel expenses at the beginning and end of the traineeship programme

Trainees residing further than 100 km away from the seat of the SatCen before the start of the traineeship are entitled to a contribution to the travel expenses incurred at the beginning and end of the traineeship. In general, the postal address used in the traineeship agreement shall be the place considered for that purpose.

The contribution is paid after joining the SatCen. In case of termination of the traineeship without notice, the contribution will not be due and may be recovered, if already paid.

Article 10

Tax arrangements

The traineeship allowance is not subject to the special tax regulations in accordance with the Decision of the Representatives of the Governments of the Member States of the European Union, meeting within the Council on the privileges and immunities granted to the European Union Satellite Centre, and to their staff members. Trainees are solely responsible for the payment of any taxes due on the traineeship allowance by virtue of the laws in force in the Member State concerned. Human Resources will provide a certificate for tax purposes at the end of the traineeship. This certificate should state the amount of the traineeship allowance received and confirm that no deductions were made for tax and social security payments.

Article 11

Complaints

A trainee wishing to challenge a decision taken in application of these provisions shall introduce a written complaint to Human Resources who shall reply to the trainee within two months. A trainee who considers to be subject to maladministration has the right to introduce a complaint to the European Ombudsman, after raising the maladministration alleged issue with Human Resources in writing. Human Resources shall reply to the trainee within two weeks.

Article 12

Entry into force and transitory measures

This decision shall enter into force on the day of its signature.



EUROPEAN UNION SATELLITE CENTRE

Annex I

Obligation to hold a valid Personnel Security Clearance

Declaration of Acknowledgement

The European Union Satellite Centre (SatCen) applies the Council Decision of 23 September 2013 on the security rules for protecting EU classified information (2013/488/EU).

In accordance with Art 2.5 of SatCen Staff Regulations, all employees, and by extension trainees and interns, shall have security clearance giving them access to classified information in the course of their duties.

The successful candidate must hold a valid personnel security clearance at the level defined in the vacancy notice, or be able and willing to apply for it immediately after the contract signature. No appointment will be fully confirmed until the security clearance has been received by SatCen from the competent National Security Authority.

The procedure for obtaining a personnel security clearance shall be initiated on request of SatCen only, and not by the individual candidate.

Considering the above,

I,, hereby declare that I am willing to apply for a security clearance when required to do so if recruited by the SatCen, and that I am not aware of any past or present circumstances which could prevent me from obtaining such security clearance (Council Decision 2013/488/EU, Annex 1, Section III defines the security investigation criteria).

Signature

Date