



EUROPEAN CENTRAL BANK
EUROSYSTEM

DECISION OF THE EUROPEAN CENTRAL BANK

of 9 February 2010

on the rules governing the traineeship programme of the European Central Bank
(ECB/2010/NP4)

THE EXECUTIVE BOARD OF THE EUROPEAN CENTRAL BANK,

Having regard to the Statute of the European System of Central Banks and of the European Central Bank, and in particular Article 11.6 thereof,

Whereas:

- (1) Traineeships at the European Central Bank (ECB) promote European integration and European citizenship by providing post-graduate students and job entrants with an opportunity to put into practice knowledge they acquired during their studies and by providing them with insight into the ECB's activities and operations.
- (2) By offering a traineeship programme, the ECB benefits from the current state of academic research and the enthusiasm and new ideas that trainees bring to the ECB.
- (3) A traineeship at the ECB enables trainees to contribute to the ECB's mission, making them 'goodwill ambassadors' for the ECB's mission and values,

HAS ADOPTED THIS DECISION:

Chapter 1 – Purpose and administration

Article 1

Purpose of the traineeship

1. The purpose of traineeships at the ECB shall be:
 - (a) to provide trainees with practical knowledge of the working of the ECB;
 - (b) to enable trainees to contribute to the ECB's tasks;
 - (c) to provide the opportunity to trainees to acquire practical experience and to put into practice the knowledge they have acquired during their studies.

2. Admission to a traineeship shall neither confer on a trainee the status of member of staff of the ECB nor shall it entitle them to be subsequently appointed to a position at the ECB.

Article 2

Administrative responsibility

1. Trainees shall be placed under the responsibility of a line manager in the business area to which they are assigned (hereinafter the 'host business area'), through whom they contribute to the ECB's tasks.
2. The Directorate General HR, Budget and Organisation (DG/H), shall be responsible for monitoring the implementation of these Rules. The Director General of DG/H shall be delegated the authority to, where necessary, further define these Rules and publish such specifications on the ECB's website. The Director General or Deputy Director General of DG/H shall be responsible for granting derogations and taking decisions under these Rules, with the exception of requests for absences pursuant to Article 7(2), which shall be decided by the line manager.

Chapter 2 – Admission and selection

Article 3

Conditions of admission

1. At the closing date for applications, trainees shall:
 - (a) be 18 years or older;
 - (b) have a thorough knowledge of English and a good knowledge of another official language of the Union;
 - (c) be nationals of a Member State of the Union or of an acceding State;
 - (d) have completed a first cycle qualification evidenced by a full degree or its equivalent and:
 - (i) be enrolled in post-graduate studies or post-graduate training with a view to obtaining an additional qualification, or
 - (ii) after having already obtained their most recent qualification, have not been a trainee for more than six months and have not obtained more than a total of twelve months' professional experience;
 - (e) not have already carried out or be carrying out a traineeship at the ECB or have worked or are working for the ECB as a staff member, agency staff or in any other contractual arrangement after having obtained their most recent qualification.
2. Derogation from points (c) and (d) may be authorised in case of organisational need.

Article 4

The application process

1. Applicants shall submit their application via the ECB's website.
2. On the basis of an applicant's written application and, where applicable, their interview, the host business area shall identify suitable applicants for a traineeship taking into account the applicant's merits, the specific needs laid down in the vacancy notice and the host business area's planned activities.
3. All applicants shall be informed in writing of the decision taken on their application.
4. Successful applicants shall receive a letter confirming the dates of the traineeship and their host business area as well as a copy of these Rules.
5. Unsuccessful applicants may re-apply for other traineeships by submitting new applications. Applicants who are assessed as suitable but for whom a traineeship offer is not immediately available may be placed on a reserve list valid for 12 months as from the closing date for applications.

Article 5

Submission of documents

1. Prior to commencing their traineeship, trainees shall provide the following documents:
 - (a) an extract from their police record or a certificate of criminal record, the security clearance self-declaration and the consent form for security clearance;
 - (b) a medical certificate to the effect that they are fit to carry out the traineeship;
 - (c) a copy of their most recent qualification obtained;
 - (d) a declaration by the trainee indicating whether or not they will receive a payment comparable to the traineeship grant or the reimbursement of travel expenses from outside the ECB for any part of the traineeship, and, if so, the amount thereof;
 - (e) proof of cover under a medical insurance policy or notice that they do not have such cover.
2. The ECB may at any time request the originals of the abovementioned documents or other relevant documents.
3. The processing of personal data by the ECB is governed 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 data by the Community institutions and bodies and on the free movement of such data¹.

¹ OJ L 8, 12.1.2001, p. 1.

Chapter 3 – Traineeship period

Article 6

Duration of traineeships

1. The initial duration of the traineeship shall be from three to six months.
2. The duration of the traineeship may be prolonged once, up to a maximum of 12 consecutive months. Prolongations shall be offered to the trainee in writing at least two weeks prior to the expiry of the initial duration of the traineeship.
3. The trainee may submit, via their line manager to DG/H, a reasoned written request with supporting documentation to interrupt the traineeship for a minimum period of two consecutive weeks and a maximum total period of three months because of compelling study reasons or other exceptional circumstances.
4. If a traineeship is interrupted, the traineeship grant shall be suspended during that period and expenses incurred during the period of interruption shall not be reimbursed. Trainees who are insured via the ECB may apply to remain covered under the medical insurance as laid down in Article 15 provided they pay in advance the full insurance contribution, including the ECB's contribution. If the interruption lasts for at least one consecutive month, trainees may via their line manager request an extension of the traineeship of the duration of the interruption.

Article 7

Attendance and Absences

1. The trainees' activities shall take place during standard working hours.
2. Two and a half days of absence shall be granted for each completed month of the traineeship, the approval of which shall depend on the needs of the service. Days not taken during the traineeship shall not be paid in lieu. Additional absences shall result in a deduction in the traineeship grant based on a standard 21 working-day month with one day's justified absence being equivalent to one day's payment.
3. In the event of illness or accident, trainees shall notify their line manager immediately and, where necessary, provide their contact details. If absent for more than two consecutive working days, trainees shall provide to DG/H a medical certificate indicating the probable length of absence. The medical certificate shall indicate the date on which the illness commenced and the date on which it is expected to end. A single medical certificate may certify an absence of up to a maximum of six weeks in duration. A trainee who is absent because of illness may be subject to a medical examination as requested by the ECB's Medical Adviser.
4. If trainees are absent without justification or without notifying their line manager, trainees shall be notified in writing to either immediately provide a proper justification or to resume their activities within a week of receipt of the written notification. After expiry of the deadline, it may

be decided, following due consideration of any justification put forward by the trainee for their absence, to immediately terminate the traineeship with immediate effect.

Article 8

Termination of the traineeship

1. A traineeship shall end when the period for which it is awarded or prolonged has expired.
2. Trainees may terminate their traineeship at any time by giving a two-week written notice to DG/H to that effect.
3. The ECB may terminate a traineeship at any time by giving a two-week written notice if it has established the trainee's unsatisfactory language skills, repeated unsatisfactory contributions, breach of obligations including those laid down in the ECB's ethical framework, or behaviour incompatible with the ECB values.
4. In addition to the circumstance set out in Article 7(4), the ECB may terminate a traineeship with immediate effect if the ECB has established that the trainee has knowingly made wrongful declarations, provided a false statement or false documents at the time of application or during the traineeship, or in other cases of gross misconduct.

Chapter 4 – Supervision of the traineeship

Article 9

Trainees' duties

1. Upon commencing their traineeship, trainees shall take advantage of the induction sessions and familiarise themselves with:
 - (a) the ECB's ethical framework, in particular the rules on professional secrecy and conflicts of interest;
 - (b) the ECB values;
 - (c) the internal rules governing the functioning of the ECB as laid down in the Business Practice Handbook, in particular the rules on the management and confidentiality of documents, on health and safety, on physical and information system security and the use of IT facilities, internet, telephones and fax equipment.
2. At all times during the traineeship programme, trainees shall:
 - (a) comply with these Rules, the rules and regulations mentioned in paragraph 1 and the instructions given to them;
 - (b) contribute to the ECB's tasks in line with the objectives of the traineeship;
 - (c) not jeopardise the ECB's reputation, independence and impartiality.

3. After completion or termination of the traineeship programme, trainees shall continue to be bound by the rules of professional secrecy.
4. All rights in respect of any writings, inventions or other works produced by trainees during their traineeship shall automatically be vested in the ECB, except for any moral rights. Subject to prior permission, trainees may use these works for their own benefit.

Article 10

Management duties

1. Line managers shall ensure guidance and mentoring of the trainees assigned to them.
2. Line managers shall pay attention to and where appropriate report any significant incidents or circumstances to DG/H occurring during the traineeship, in particular:
 - (a) absences, sicknesses, accidents, or interruption of the traineeship;
 - (b) unsatisfactory language skills;
 - (c) repeated unsatisfactory contributions;
 - (d) a breach of duties, behaviour incompatible with the ECB's Ethical Framework or the ECB values and gross misconduct.

Article 11

Traineeship certificates

Trainees may request DG/H to issue a letter of reference specifying the duration of the traineeship and the host business area. Upon their request, the letter may also include the line manager's assessment of the trainee's contribution to the ECB's tasks.

Chapter 5 – Financial and insurance matters

Article 12

Traineeship grant

1. Trainees shall be paid a monthly traineeship grant payable on the 15th calendar day of each month, as further specified on the ECB's website taking into account the tasks to be performed by the trainee and the qualification required for their performance as specified in the vacancy notice.
2. Trainees who will receive a payment comparable to the traineeship grant from outside the ECB during their traineeship shall receive the difference up to the amount of that comparable payment declared to DG/H under Article 5(1)(d).

3. In case of termination of the traineeship, trainees shall reimburse that part of the grant for the period of the traineeship including any days of unjustified absence under Article 7(4) that was not performed.

Article 13

Accommodation

Trainees whose place of recruitment is more than 50 kilometres from the ECB shall either be provided with accommodation or be reimbursed their accommodation expenses under the conditions and within the limits further specified on the ECB's website.

Article 14

Travel expenses

1. Trainees whose place of recruitment is more than 50 kilometres from the ECB shall be reimbursed travel expenses incurred at the beginning and at the end of their traineeship, unless they are entitled to claim travel expenses from any other source. Return travel shall not be reimbursed if the traineeship was terminated in accordance with Articles 7(4) or 8(4).
2. The ECB shall reimburse travel expenses incurred on the basis of the most convenient and economic way of carriage, as further specified on the ECB's website.

Article 15

Insurance

1. The ECB shall insure trainees against accidents at work under the conditions laid down in the insurance policy that the ECB holds with an insurance company.
2. The ECB shall provide trainees with medical insurance under the conditions laid down in the insurance policy that the ECB holds with an insurance company, unless trainees have presented proof of medical insurance prior to commencing their traineeship. If insured via the ECB, the trainee shall contribute towards one third of the premium, which shall be deducted from the traineeship grant.

Article 16

Liability and obligations vis-à-vis third parties

1. Trainees shall not be liable for any damages caused to the ECB or to third parties because of or in the due performance of their traineeship, unless such damages are due to gross negligence or wilful misconduct.
2. The traineeship grant shall not be subject to tax for the benefit of the European Communities. Trainees shall be solely responsible for discharging tax and social security contributions arising

out of their traineeship with the ECB in accordance with the applicable laws in the relevant Member State.

3. Trainees shall be solely responsible for fulfilling all obligations required by German legislation concerning aliens, including the obligation to hold all relevant permits for the period of their traineeship.

Chapter 6 – Final provision

Article 17

Entry into force and transitional regime

1. This Decision shall enter into force on 1 April 2010.
2. Articles 3 and 4 shall apply for all selection procedures that have a closing date for application on or after 1 April 2010.
3. Until 30 September 2010, in derogation from Article 6(2), the traineeship may be prolonged twice, up to a maximum of 12 consecutive months.

Done at Frankfurt am Main, 9 February 2010.

[signed]

The President of the ECB

Jean-Claude TRICHET