

31 OCT 2007
Lisbon,
Ref: ED Decision 2007

**DECISION N° 2007/030 OF THE EXECUTIVE DIRECTOR
RELATING TO THE RULES GOVERNING THE TRAINEESHIP SCHEME OF EMSA**

The Executive Director of the European Maritime Safety Agency (EMSA),

Having regard to Regulation (EC) No 1406/2002 of the European Parliament and of the Council of 27 June 2002, setting up a European Maritime Safety Agency (hereafter EMSA or the Agency) as amended by Regulation (EC) No 1644/2003, Regulation (EC) No 724/2004 and Regulation (EC) No 2038/2006;

Having regard to the rules governing the official traineeship scheme of the European Commission of 02.03.2005;

Whereas it is necessary to draw up rules to govern in-service training organized by EMSA,

Has adopted the following rules:

Article 1

General Scope

These rules govern the official traineeship scheme of EMSA. This scheme is addressed mainly to young university graduates, without excluding those who - in the framework of lifelong learning- have recently obtained an university diploma and are at the beginning of a new professional career.

The aims of the official in-service training with the Agency are:

- (1) To provide young university graduates with a unique and first-hand experience of the workings of EMSA. To provide an understanding of the European maritime safety legislation, response to pollution at sea and cooperation among member states in safety at sea matters.

- (2) To enable such trainees to acquire practical experience and knowledge of the day-to-day work of the Agency's units and sections. To 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. To promote European integration within the spirit of new governance and through active participation to create awareness of true European citizenship.
- (3) To provide the opportunity to young university graduates to put into practice knowledge acquired during their studies, and in particular in their specific areas of competence. To introduce these graduates to the professional world and the constraints, duties and opportunities therein.

EMSA, through its official traineeship scheme:

- (1) Benefits from the input of young enthusiastic graduates, who can give a fresh point of view and up-to-date academic knowledge, which will enhance the everyday work of the Agency.
- (2) Creates a pool of young people with first-hand experience of and trained in European procedures, who will be better prepared to collaborate and cooperate with EMSA in the future.
- (3) Creates long-term 'good-will ambassadors' for European ideas and values both within the European Union and outside.

Every year the Executive Director shall decide the number of traineeships to be offered in each unit, depending on the credits available and on the capacity of each unit to welcome and accommodate trainees.

Applicants are selected on the basis of qualifications; an appropriate geographical distribution and gender balance will be maintained.

Article 2

Eligibility

2.1. Nationality

Trainees are selected from among nationals of the Member States, of Iceland and Norway, and of the candidate countries benefiting from a pre-accession strategy. However, a limited number of nationals of non-Member States may also be accepted according to available resources.

In case of nationals from non-Member States, candidates are fully responsible of arranging all the visa permissions, should they be needed.

2.2. University Diploma

Candidates must have completed the first cycle of a higher education course (university education) and obtained a full degree or its equivalent by the closing date for applications.

For minimum national qualifications required by the legislation in the country where the diploma was obtained , see Annex I.

Candidates must provide copies of diplomas (or the relevant official certificates), of all university or post-university studies declared in their application. For declared on-going studies an official declaration from the relevant university must be provided. Applicants whose university or post-graduate diploma are not issued in one of the official Community languages must provide a translation of these documents into English.

If recruited for a traineeship, certified copies of all diplomas declared and, if applicable, official certified translations will be required.

2.3. Languages

In order to fully profit from the traineeship and to be able to follow meetings and perform adequately, candidates must have a very good knowledge of English, which is the working language of the Agency. In addition, candidates from Member States, must have a satisfactory language of a second Community language.

Knowledge of the languages declared on the application form, other than the mother tongue, should be supported by the appropriate justification (i.e. diplomas, certificates, proof of having studied in the language in question, etc.).

Article 3

Submission of applications

Applications should be made in accordance with the procedures established by the Agency on its website. All necessary instructions are published on the EMSA website.

Article 4

Selection Procedure

For each training period a Selection Committee is created. The Selection Committee's task is to propose a list of suitable candidates to be considered. This list is forwarded to EMSA's units for the selection. The final nomination is confirmed by the Executive Director.

The work of the Selection Committee is confidential. Candidates are forbidden to contact the members of the Selection Committee. There is no appeal procedure.

Upon receipt of the application, the Selection Committee will examine all the applications on the basis of the criteria established, as published on the Agency website.

Candidates can be contacted over the phone by the members of the Selection Committee to check availability and to discuss mutual expectations prior to the final selection decision.

Candidates can also be invited for an interview or to take part in a written test.

All candidates will be informed of the outcome of their application.

If an application is unsuccessful, candidates may re-apply for another training period. It is, however, necessary to submit a fresh application together with all the supporting documents within the new deadline.

At any stage of the application process, applicants may withdraw their application by informing the Agency by mail to the address stated on the website.

EMSA respects Regulation (EC) 45/2001 of 18 December 2000 regarding personal data, therefore the keeping of files will be done accordingly.

Article 5

Rights and duties of the trainees

5.1. Duration of in-service training

Training periods last at least three months and at most five. The normal dates of commencement are 1st March and 1st October each year.

However, in exceptional and duly justified cases, after agreement of the Head of Unit where the traineeship is offered, the date of commencement may be deferred, as long as the minimum training period is respected. In any case, contracts begin on the 1st or the 16th of the month.

In-service training periods may not be repeated or extended beyond the maximum length laid down in these rules.

5.2. The traineeship itself

Trainees are placed under the responsibility of an adviser. The adviser must guide and closely follow the trainee during his/her traineeship, acting as his/her mentor. The adviser must notify immediately the competent service of any significant incidents occurring during the traineeship (in particular professional incompetence, absences, sickness, accidents, bad behaviour or interruption of the traineeship) which come to his/her attention or of which the trainee has informed him/her.

Trainees shall be required to comply with the instructions given by their adviser, by their superiors in the unit to which they are assigned and with the instructions issued by the Human Resources section.

Trainees are allowed to attend meetings on subjects of interest to their work (unless these meetings are restricted or confidential), receive documentation and participate in the work of the section to which they are attached at a level corresponding to their educational and working background. Prior to attending to a meeting, the trainee shall have the

authorisation from his/her adviser; in case of meetings in other units, the authorisation of the relevant Head of Section is also needed.

5.3. Interruption

Under exceptional circumstances, at a written request of the trainee stating the relevant reasons and with proper justification, the HR Section may, after consultation of the Head of Unit where the trainee is assigned, authorise an interruption of the traineeship for a given period. The grant is then suspended and the trainee is not entitled to reimbursement of any travel expenses incurred during that period.

The trainee may return to complete the unfinished part of the training, but only up to the end of the same training period. No extension is possible.

5.4. Early termination of contract

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 HR section 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 Head of Unit. Trainees may only terminate their contract on the 1st and 16th of the month. Where appropriate the equivalent part of the grant must be reimbursed to EMSA.

5.5. Future employment

Admission to a traineeship does not confer on trainees the status of officials or that of other servants of EMSA, nor does it entail any right or priority with regard to an appointment in the services of EMSA.

Trainees can be recruited after completing their in-service training, as long as the conditions and rules established for employment in the category of staff which he/she will be recruited for have been fully respected and applied. The same applies for ex-trainees who are selected through a call for tender procedure or through a call for expression of interest organised by EMSA, whether as an individual or as an employee of a selected company.

A person can only benefit from one traineeship experience in EMSA.

5.6 Absences

Trainees should keep the same hours of work and have the same official public holidays, if they fall during their traineeship, as EMSA staff.

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. Days of leave not taken are not paid in lieu. Days taken for participation to any competition, exam or university work, etc. are to be deducted from this entitlement.

The Human Resources section oversees that the above rules are respected. Leave requests should respect the needs of the service. They must first be approved by the adviser and then checked and approved by the person responsible for holidays within the Human Resources section.

In case of the sickness, trainees must notify their advisers immediately, and if absent for longer than two days, must produce a medical certificate, indicating the probable length of absence. 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 their adviser and unit, the Human Resources section shall instruct the trainee in writing to report to the unit concerned within a week of the reception of the written notification. The trainee must also provide proper justification for his/her unauthorised absence. These days of absence are automatically deducted from the trainee's leave entitlement. The Human Resources section may decide, following examination of the justification given, 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 EMSA. The trainee will also not be entitled to receive the travel allowance.

5.7 Confidentiality

Trainees must exercise the greatest discretion regarding facts and information that come to their knowledge during the course of their training. They must not, in any manner whatsoever, disclose to any unauthorised person any document or information not already made public. They will continue to be bound by this obligation after the end of their training. EMSA reserves its legal right to terminate the traineeship and to pursue any person who does not respect this obligation.

Trainees must not have any professional connections with third parties which might be incompatible with their traineeship (i.e. must not work for lobbyists, legal attachés, etc.), and they are not permitted to exercise any other gainful employment during the period of the traineeship which may adversely affect work assigned during the traineeship. If a conflict of interest should arise during their assignment, trainees should immediately report this to their adviser, to their unit and to Human Resources section in writing.

Trainees must respect the same rules for contacts with the Press as other EMSA staff and follow the instructions provided. EMSA reserves the right to terminate the traineeship and to pursue any person who does not respect this obligation.

Trainees must not, either alone or with others, publish or cause to be published any matter dealing with the work of EMSA without the written permission of the Appointing Authority (Human Resources section 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 or article published). Such permission is subject to the conditions in force for all

EMSA staff. All rights, for any articles or other work done for EMSA, are the property of the Agency.

5.8 Sanctions and disciplinary measures

Trainees must exercise their duties and behave with integrity, courtesy and consideration. If the conduct of the trainee does not prove satisfactory, the Appointing Authority, following a discussion with the adviser and the trainee, may at any moment decide to terminate the traineeship.

The Appointing Authority, following a justified request by the adviser and approved by the Human Resources section, 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.

The Appointing Authority 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 6

Financial matters

6.1 Basic grant

Trainees will be awarded a monthly grant. The amount of the grant is decided by the Appointing Authority on a yearly basis and is dependent on budgetary constraints. The amount of the basic grant will be published on the website.

If the 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.

6.2 Insurance

Sickness insurance is compulsory. Where the trainee is not covered by any other sickness insurance scheme, he/she will be insured against sickness under the conditions laid down in the sickness insurance policy that EMSA holds with an insurance company. In which case, the contribution of the trainees is one third of the premium, which is deducted from their grant.

Where a trainee has other sickness insurance, proof of this insurance must be presented to EMSA within one week of the start of the stage period. If this is not done within the deadline, the premium for EMSA insurance scheme will be deducted from the trainees' grant by default and the trainee will be automatically insured.

All trainees must be insured against the risk of accident under the conditions set out in the insurance policy taken out by the Agency. The trainees' contribution is one tenth of the premium, the remainder being born by EMSA.

6.3 Disability Allowance

Upon presentation of the proper justification, disabled trainees may receive a supplement to their grant equal to a maximum of 50% of the amount of the grant. Human Resources section may consult the medical service of EMSA if necessary before any decision on granting this supplement is given.

6.4 Travel Allowances

Recruited trainees may receive a travel allowance, subject to budget availability. Travel allowances are paid at the end of the training period.

Distance between place of recruitment and Lisbon (km)	Amount in €
0 - 150	0,00
> 150	75,68
> 300	134,54
> 500	218,65
> 800	353,20
> 1300	555,03
> 2000	664,37

The trainee must complete a minimum of 3 months of the training period to qualify for the travel allowance. Trainees whose place of recruitment is less than 150 km from the place of employment are not entitled to a travel allowance.

6.5 Individual missions

In exceptional cases only, the Head of Unit in which a trainee has been placed may grant authorisation for a trainee to be sent on a mission, on the condition that the mission is of a technical nature and not of a representative one.

For the reimbursement of these mission expenses, the general procedure of reimbursement provided in the Staff Regulations for officials of the European Communities will apply. The expenses will be taken on by the unit which requests the mission.

6.6. Fiscal Arrangements

Grants awarded to trainees are not subject to the special tax regulations applying to officials and other servants of the European Communities. Trainees are solely responsible for the

payment of any taxes due on the grant they receive from EMSA by virtue of the laws in force in the State concerned.

Article 7

Reports and Certificates

7.1 Training reports

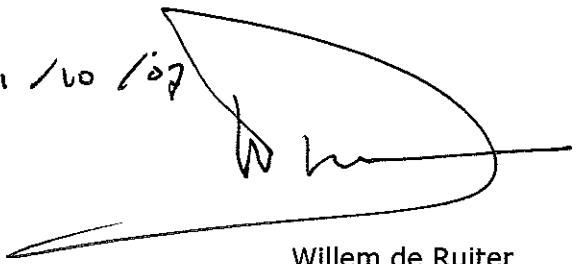
Trainees must complete the evaluation reports requested by the Human Resources section at the beginning and end of their traineeship. In addition, at the end of the traineeship, the advisers must also complete the relevant evaluation report prepared by the Human Resources section.

7.2 Certificates

Trainees who have completed the minimum required traineeship period will receive, after their training period, a certificate specifying the dates of their training period and the unit in which they were employed.

Done at Lisbon,

31 / 10 / 07



Willem de Ruyter
Executive Director

Annex 1

Examples of diplomas for which the level of education corresponds to that required for access to traineeship (situation as of 1 April 2007)

Bългария	Diplom za Visse Obrazovanie (Диплома за Висше Образование) Bakalavur (Бакалавър) Magister (Магистър)
Belgique / België / Belgien	Licence – Licentiaat
Ceská Republika	Diplom o ukončení Bakalářského studia
Danmark	Bachelorgrad
Deutschland	Fachhochschulabschluss (6-7 Semester) / Bachelor
Eesti	Bakalaureusekraad (>= 120 ainepunkti)
Eire / Ireland	Bachelor's degree
Ελλάδα	Πτυχίο Α.Ε.Ι. (πανεπιστημίου, πολυτεχνείου, Τ.Ε.Ι. υποχρεωτικής τετραετούς φοίτησης)
España	Diplomado / Ingeniero técnico
France	Licence
Italia	Laurea -L (breve)
Κύπρος / Kibris	Πανεπιστημιακό Πτυχίο
Latvija	Bakalaura diploms (>= 120 kredīti)
Lietuva	Bakalauras (>= 120 kreditų)
Luxembourg	Bachelor / Diplôme d'Ingénieur Industriel
Magyarország	Főiskola Oklevél
Malta	Bachelor's degree
Nederland	Bachelor
Österreich	Fachhochschuldiplom (6-7 Semester) / Bakkalaureus(rea)
Polska	Licencjat / Inżynier
Portugal	Bacharelato
România	Diplomă de Licența
Slovenija	Univerzitetna diploma
Slovenská Republika	Diplom o ukončení Bakalářského štúdia
Suomi / Finland	Kandidaatin tutkinto - Kandidatexamen / Ammattikorkeakoulututkinto / Yrkeshögskoleexamen (min 120 opintoviikkoa - studieveckor)
Sverige	Kandidatexamen (Akademisk examen omfattande minst 120 poäng varav 60 poäng fördjupade studier i ett ämne + uppsats motsvarande 10 poäng)
United Kingdom	Bachelor's degree