

Decision No. 2024/021 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;

Whereas:

It is necessary to draw up rules to govern in-service traineeships organised by EMSA,

Has adopted the following rules:

Article 1

General scope

These rules govern the official traineeship scheme of EMSA. This scheme is addressed to recent university graduates who have completed their studies no longer than three years prior to the deadline for applications.

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

- (1) To provide recent university graduates with a unique and first-hand experience of the work of EMSA as an EU Agency.
- (2) To provide an understanding of among others: maritime affairs, European maritime legislation or administrative areas such as legal, finance, human resources, communication, support services or ICT.
- (3) To enable such trainees to acquire practical experience and knowledge of the day-to-day work of the Agency.
- (4) To provide the opportunity to work in a multi-cultural and multi-linguistic environment, contributing to the development of mutual understanding, trust, and tolerance.
- (5) To promote European integration through active participation and to create awareness of true European citizenship.
- (6) To provide the opportunity to recent university graduates to put into practice knowledge acquired during their studies, and in particular, in their specific areas of competence.
- (7) To introduce these graduates to a new professional world and its constraints, duties, and opportunities.

EMSA, through its official traineeship scheme:

- (1) Benefits from the input of recent graduates, who can give a fresh point of view and bring up-to-date academic knowledge, which will enhance the everyday work of the Agency.
- (2) Creates a pool of people with first-hand experience and who are trained in European

procedures, who would be better prepared to collaborate and cooperate with EMSA or other EU Institutions, Agencies and Bodies 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 upon the number of traineeships to be offered in each unit, depending on the budgetary resources available and on the capacity of each unit to welcome and accommodate trainees.

Applicants are selected based on qualifications. An appropriate geographical distribution and gender balance is sought.

Article 2

Eligibility criteria

2.1. Nationality

Be an EU or EEA national. Exceptionally the Executive Director may authorise traineeships from non-EU and non-EEA nationals. Each traineeship call will specify whether it is open to non-EU and non-EEA nationals. Trainees with such nationalities will be solely responsible for their visa permits and no assistance will be provided by EMSA.

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 and no longer than three years prior to the closing date for applications.

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

If selected 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 benefit from the traineeship and to be able to follow meetings and perform adequately, candidates must have knowledge of English at least at B.2 level.

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

2.4 Previous participation

Candidates may not have participated in a previous traineeship programme at EMSA.

Article 3

Submission of applications

Applications should be submitted by the deadline established in the call for applications, following the procedures established by the Agency on its website and solely through the online application system. Spontaneous applications for traineeships are not accepted. Further instructions on how to apply are available on EMSA's website in the 'Traineeship at EMSA' section.

Article 4

Selection Procedure

For each traineeship intake, a Selection Committee (SC) is created. The work of the SC is confidential and applicants must refrain from contacting the members of the SC.

Once the call for applications is closed, the SC will examine all the applications based on the criteria established for the intake, as published on the Agency's website.

The SC will establish a list of eligible candidates and the list will be sent to the different EMSA entities for selection.

Candidates can be contacted over the phone or by videocall by the recruiting units 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.

Once candidates have been selected by the relevant EMSA entities, the trainees' nomination is confirmed by the Executive Director.

If an application is unsuccessful, candidates may re-apply for another traineeship period. It is, however, necessary to submit a new 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 e-mail to the address stated on the website.

EMSA respects the privacy of its trainees and processes applicants' personal data in line with Regulation (EC) 2018/1725 of 23 October 2018. Personal information requested in the context of the traineeship is processed in line with the Data Protection Privacy Statement on the processing of personal data in the context of Selection of Trainees at EMSA as available on the EMSA website.

Article 5

Rights and duties of the trainees

5.1. Duration of in-service traineeship

A traineeship lasts 12 months and will usually run from September to August of the next year with a single intake in September. In the interest of the service, other traineeship durations might be offered with a different start date.

Entry dates can only be the 1st or the 16th of the month.

Additional calls for particular positions might be possible in the interest of the service.

5.2. The traineeship

The traineeship programme is designed to provide trainees with first-hand experience of the work of EMSA as an EU agency and provide the opportunity to put into practice knowledge acquired during their studies.

Trainees are placed under the responsibility of an adviser in a specific unit/department. The adviser must guide and closely follow the trainee during their traineeship, acting as their mentor.

In the interest of the service, trainees may be able to work in other related units/department to provide the trainee with a wider working experience

EMSA has an onboarding and induction programme with a series of welcome activities for trainees to allow for full integration at the Agency.

At EMSA, we value continuous growth. Training opportunities, subject to approval by the respective Head of Unit, are available based on individual needs, availability and their impact on EMSA's resources.

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 entity to which they are attached, at a level corresponding to their educational and working background. Prior to attending a meeting, the trainee shall have the authorisation from their adviser; in case of meetings at other entities, the authorisation of the relevant line manager is also needed.

Trainees shall be required to comply with EMSA's rules and regulations, ethical standards and with the instructions given by their adviser or by their superiors in the unit to which they are assigned and with the instructions issued by HR.

The adviser must immediately notify the Human Resources and Internal Support Unit (HR) of any significant incidents that occur during the traineeship (in particular professional incompetence, absences, sickness, accidents, bad behaviour, or the interruption of the traineeship) that come to their attention or of which the trainee has informed them.

5.3. Interruption

By way of exception, upon duly justified request of the trainee and after consulting the relevant Head of Unit, HR may authorise an interruption of the traineeship for a given period. The traineeship grant is then suspended, and the trainee is not entitled to the 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 traineeship intake. No extension is possible.

5.4. Early termination of traineeship

In case a trainee wishes to terminate their traineeship earlier than the date specified in the offer letter, they must submit a written request to HR for approval. Such a request, stating the relevant reasons, must be submitted at least two weeks in advance of the envisaged termination date, via their Head of Unit.

Trainees may only terminate their contract on the 15th or the last day of a calendar month. Where appropriate the equivalent part of the grant must be reimbursed to EMSA. In the event of early termination of the traineeship by EMSA, the agency will provide the trainee with a minimum of one month's notice and no further traineeship grant will be paid following the expiration of the said notice.

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 for Temporary Agent or Contract Agent positions through an external selection procedure published by EMSA, after completing their in-service traineeship period, as long as the conditions and rules established for employment in the corresponding category of staff have been fully respected. The same applies to ex-trainees who would be 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.

5.6 Absences

Trainees should keep the same hours of work and have the same official public holidays as EMSA staff. EMSA promotes a flexible working environment and teleworking from the place of employment is possible from the 4th month of the assignment, in the same conditions as EMSA staff, subject to approval by the supervisor. However, trainees are encouraged to come to the office and make the most of this opportunity to work in person at the office. Teleworking outside of the place of employment is not possible.

Trainees are entitled to 2 days of leave per month. This entitlement is acquired pro rata to the months worked counted as from the first day of the month. Days of leave not taken will not be paid at the end of the traineeship.

HR monitors that the above-mentioned rules are followed. Leave requests should respect the needs of the service. They must first be approved by the adviser and then checked and approved by the HR Leave Manager.

In case of sickness, trainees must notify the HR Leave Manager and their advisers immediately and if absent for longer than two days, must produce a medical certificate indicating the probable length of their 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, HR shall instruct the trainee in writing to report within a maximum of a week upon reception of the communication to HR providing a proper justification for their unauthorised absence. These days of absence are automatically deducted from the trainee's leave entitlement. HR 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.

In exceptional circumstances, trainees may ask for special leave. Such requests will be examined in light of the special leave provisions applicable to EMSA staff and will be decided on an ad-hoc basis. If authorisation is granted, the respective procedures will apply by analogy. Special leave cannot be granted beyond the traineeship end date.

5.7 Confidentiality

Trainees must exercise the greatest discretion regarding facts and information that come to their knowledge during the course of their traineeship. 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 traineeship. EMSA reserves its legal right to terminate the traineeship and to take any further measures necessary in relation to any person who does not respect this obligation.

Before starting the traineeship, trainees shall sign a declaration of confidentiality.

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 employment during the period of the traineeship which may adversely affect work assigned during the traineeship. Should a conflict of interest arise during their traineeship, trainees should immediately report this to their adviser, to their unit, and HR in writing.

Trainees must respect the same rules for contacts with the Press as all EMSA staff, and follow the instructions provided. EMSA reserves the right to terminate the traineeship and to take any further measures necessary in relation to any person who does not respect this obligation.

Trainees must not, either alone or with others, publish or cause to publish any matter dealing with the work of EMSA without the written permission of the EMSA Appointing Authority (HR will provide specific instructions on how to obtain such permission). Such permission is subject to the conditions in force for all EMSA staff. All intellectual property rights for any articles published 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 HR, 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 their duties.

In the aforementioned scenarios, the Agency will provide the trainees with a minimum of one month's notice, and no further traineeship grant will be paid following the expiration of the said notice.

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 documents at the moment of application or during the traineeship period.

Article 6

Financial matters

6.1 Grant

Trainees will be awarded a monthly maintenance grant. The amount of the grant corresponds to 25% of an AD5 step 1 basic monthly salary as defined by the European Commission and weighted using the correction coefficient for Portugal. The amount is fixed to the values in place on 1 July of the previous year. The amount will be published on the website annually.

If the trainee terminates their contract early, they will be required to reimburse the relevant part of the grant.

6.2 Insurance

Sickness insurance is compulsory. The agency does not provide private health insurance. Prior to the start of their traineeship, trainees need to provide a copy of their medical insurance card i.e. European Health Insurance Card (which can be obtained from the authorities in their home country) or proof of other private insurance arrangements. Trainees are responsible for ensuring they have sufficient coverage and for registering with their local General Practitioner (GP). The employer's contribution to social security is not applicable since trainees are not staff members of the Agency.

All trainees are insured against the risk of accident under the conditions set out in the insurance policy in place with an external contractor. For this purpose, EMSA will require trainees to provide a Portuguese tax number (NIF). Trainees can request a NIF number, directly from the local tax branch or request support from EMSA's protocol team to request it on their behalf.

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. HR will consult the Medical Service of the European Commission before any decision on granting this supplement is taken.

6.4 Travel Allowances

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

Distance between place of recruitment and Lisbon (Km)	Amount in €
0 — 150	€0,00
> 150	€100.00
> 300	€150.00
> 500	€250.00
> 800	€400.00
> 1300	€600.00
> 2000	€700.00

The trainee must complete a minimum of three months of the traineeship 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.

The kilometric distance is established by calculating the single direct linear distance “as the crow flies” between the place of recruitment and EMSA. For this purpose, the European Commission (EC) distance calculator available in the EC website is used.

6.5 Trainee's 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 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 for in the EMSA Mission Guide will apply.

6.6 Tax obligations

Grants awarded to trainees are not subject to the Protocol of Privileges and Immunities that applies to officials and other servants of the European Union. 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 Traineeship reports

Trainees must complete the evaluation report requested by HR at the end of their traineeship. In addition, at the end of the traineeship, the trainee's adviser must also complete the relevant evaluation report prepared by HR.

7.2 Certificates

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

Article 8

Repeal

Decision N°2022/036 of the Executive Director of 10/05/22 relating to the Rules Governing the Traineeship Scheme at EMSA is hereby repealed and replaced.

Article 9

Entry into force and communication

The current rules enter into force upon the date of signature and will be published on the EMSA website.

Done at Lisbon, 18 July 2024



Maja Markovčić Kostelac
Executive Director