



EUROCONTROL Skyline Traineeship programme rules



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EUROCONTROL Skyline Traineeship Programme Rules

CHAPTER 1 – PURPOSE

ARTICLE 1 SCOPE

These rules govern the official EUROCONTROL Skyline Traineeship Programme (hereinafter referred to as “the Programme”).

These rules shall apply to all traineeships offered by EUROCONTROL. The signed Traineeship Agreement between the trainee and EUROCONTROL shall apply. The Traineeship Agreement shall indicate the specific terms of the traineeship offered. EUROCONTROL shall not be a party to any traineeship agreement proposed by a trainee's educational establishment or any other third party.

The Staff Regulations governing Officials of the EUROCONTROL Agency, General Conditions of Employment, and Conditions of Employment of Contract Staff at EUROCONTROL are not applicable to trainees.

ARTICLE 2 OBJECTIVES

The objective of these rules shall be to provide a framework for the Programme.

This Programme is aimed at candidates who are either:

- pursuing a post-secondary education course in university or its equivalent with a view to obtaining an undergraduate (first cycle), or postgraduate (second or third cycle) qualification: or
- have recently completed a post-secondary course in university or its equivalent and obtained an undergraduate (first cycle), or postgraduate (second or third cycle) qualification.

EUROCONTROL offers the following types of traineeship:

- paid traineeship;
- unpaid traineeship.

Under the Programme, EUROCONTROL aims to:

- provide the trainees with a unique and first-hand experience of the workings of EUROCONTROL;
- enable trainees to acquire practical experience and knowledge of the day-to-day work of EUROCONTROL;
- provide the trainees with the opportunity to experience a multi-cultural, multi-national and multi-ethnic environment;
- introduce the trainees to the professional work environment and its constraints, duties and opportunities.

Through its Programme, EUROCONTROL:

- fosters diversity and equality, by hosting trainees from its Member States with due regard to nationality and gender balance;
- benefits from the input of enthusiastic students and graduates, who can contribute with fresh views using up-to-date academic knowledge, and hence help enhance the skills and knowledge base;
- invests in a pool of “goodwill ambassadors” who, having been exposed to EUROCONTROL’s mission, values, work processes and procedures, will be prepared to integrate into relevant organisations, both within and outside its Member States, and to cooperate in the field of the Agency’s activities and of its stakeholders related activities.

CHAPTER 2 – ADMISSION

ARTICLE 3 ELIGIBILITY CRITERIA

3.1 Nationality

Trainees are selected from nationals of EUROCONTROL¹ or European Civil Aviation Conference (ECAC)² Member States.

3.2 Qualifications

Candidates who are studying for a degree must show that they are registered as students with their university or its equivalent as part of their application.

Candidates who have completed a post-secondary education course must provide a copy of the diploma as part of their application. In cases where the diploma has not yet been issued, an equivalent document from the educational institution will be accepted. Candidates whose diploma is not issued in one of the official languages of the EUROCONTROL Member States must provide a translation of the document in English or French.

For candidates who have recently obtained a final degree, the start date of the traineeship must be within twelve (12) months of completion of their studies. Completion of studies refers to the point at which a student has successfully fulfilled all the requirements of their academic program or course of study. This typically includes completing all the required courses, assignments, projects, examinations, and any other academic obligations outlined in the curriculum.

3.3 Language requirements

In order for the trainees to fully benefit from the traineeship and be able to follow meetings and perform adequately, candidates are required to be proficient users of English. Knowledge of French would be an asset.

3.4 Prior employment

EUROCONTROL wishes to offer to as many people as possible the opportunity of training.

¹ EUROCONTROL currently has 41 Member States: Albania, Armenia, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Moldova, Monaco, Montenegro, the Netherlands, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, The Republic of North Macedonia, Türkiye, Ukraine and the United Kingdom.

² ECAC currently has 44 Member States: all EUROCONTROL Member States plus Azerbaijan, Iceland and San Marino.

Therefore, applications will not be accepted from candidates who, for more than 6 months, have already benefited or benefit from any kind of training within EUROCONTROL.

ARTICLE 4 ADMISSION PROCEDURE

4.1 Traineeship opportunity

Based on the capacity and interests of a Directorate or Service, the Agency shall publish traineeship opportunities on the Website of EUROCONTROL (“the Website”).

Taking into consideration the existing conditions (size, absorption capacity, results of the evaluations carried out, etc.) and the budget availability, the Traineeship Office determines the number of trainees to be attributed to each Directorate and Service for each period mentioned in Article 9 below.

A traineeship opportunity shall indicate to which of the Agency’s locations (Brussels, Brétigny-sur-Orge, Luxembourg or Maastricht) the selected candidate(s) will be assigned.

4.2 Submission of applications

Applications shall be made in accordance with the procedures established by the Traineeship Office. All necessary instructions are published on the Website.

Applicants must submit their application in accordance with the instructions published on the Website. No additional documents or change of information provided at the application stage will be accepted after the deadline for submission. Successful applicants may be required to produce supporting documents at a later stage.

EUROCONTROL accepts applications without discrimination based on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, financial situation, nationality, birth, disability, age, marital status, family situation or sexual orientation.

4.3 Selection Procedure

The main objective of the selection procedure is to provide all EUROCONTROL Directorates and Services with the best choice of candidates from as wide a range of academic disciplines as possible from which they can make the final decision.

The Traineeship Office, in coordination with the Directorates and Services, shall manage the selection procedure. The Agency makes its selection based on the applicant’s merits, the relevance of the applicant’s profile for its specific needs and the applicant’s availability. Candidates may be required to undergo a virtual, or face-to-face interview involving the hosting manager, the traineeship mentor and/or a representative from Human Resources. Candidates may also be required to provide further information and to take tests (e.g., language test and/or a work-related test relevant to the traineeship subject matter).

The Traineeship Office may take positive action in case of equal merits between two candidates, with regards to the selection of trainees to ensure a balanced geographical spread and gender equality. Any such policy shall be published on the Website before the start of the opening of the application procedure.

The Directorate and Services, following a search in the Database according to specific criteria, select their trainees from the list of suitable candidates. A description of the tasks and of the

educational goals for each trainee is prepared by the relevant Directorate or Service.

Trainees may not be selected to any Directorate or Service where a conflict of interest might occur, irrespective of the candidate's prior professional or educational qualifications.

4.4 Rejection of application

If an application is unsuccessful at any stage of the application process, depending on the reason for rejection, a candidate may re-apply for a subsequent traineeship period. It will, however, be necessary to submit a fresh application.

4.5 Withdrawal of application

At any stage of the application process, applicants may withdraw their application by informing the Traineeship Office in writing. In such case, they are excluded from any further stage of the process. They may re-apply for a subsequent traineeship period. It will, however, be necessary to submit a fresh application, together with all supporting documents.

4.6 Processing of personal data

EUROCONTROL processes the personal data it receives from all trainees and applicants for traineeships for the sole purpose of pursuing the objectives of these traineeship rules and in accordance with the EUROCONTROL Regulation on Personal Data Protection, whether the applications gave rise to an assignment, or were rejected or withdrawn.

To protect the personal data received, EUROCONTROL implements technical and organisational measures, which are kept up to date in accordance with the generally accepted standards.

EUROCONTROL only keeps the personal data it received from the successful candidates for two years after the end of the application period. For unsuccessful candidates, EUROCONTROL only keeps the personal data it received for six months after the end of the application period. In the case of contentious issues, data may be kept however until the end of the last possible legal procedure.

4.7 Successful Candidates

The e-mail address indicated on the application form will be used for communication purposes in this regard. The outcome of the selection procedure shall not be published. Subject to the specific conditions governing admission for each type of traineeship, each selected candidate shall provide further supporting documents required by the Traineeship Office at the latest when signing the Traineeship Agreement. Failure to provide the required supporting documents within the specified timeframe shall result in the withdrawal of the traineeship offer.

Applicants can only be offered a single agreement for a given traineeship.

ARTICLE 5 TRAINEESHIP AGREEMENT

A Traineeship Agreement, drawn-up in conjunction with these rules, shall be established and must be signed by the trainees before the start of the traineeship. The Traineeship Agreement will provide the selected applicant with the necessary information regarding the assignment and the related terms and conditions.

The Traineeship Agreement shall not constitute an employment contract.

CHAPTER 3 - TRAINEESHIP CONDITIONS

ARTICLE 6 TASKS

A trainee shall be assigned to one or more Directorates or Services of EUROCONTROL.

Traineeship periods begin with general induction meetings, lasting up to 2 days. Trainees shall take part in all compulsory activities organised by the Traineeship Office and participate in the work of the receiving Directorate or Service at a level corresponding to their educational and professional backgrounds.

On the other hand, trainees are allowed to attend meetings on subjects of interest to their tasks, or with the aim to get an understanding of the workings of EUROCONTROL, subject to authorisation by the traineeship mentor (hereinafter referred to as “the mentor”), the host manager and in conformity with EUROCONTROL rules.

ARTICLE 7 TRAINEESHIP MENTOR AND HOST MANAGER

Trainees shall be placed under the responsibility of a mentor appointed by the host manager. The mentor shall guide and supervise the trainee throughout the traineeship. The tasks and responsibilities of the mentor are provided in the “Guide for Traineeship Mentors”.

The mentor shall establish the objectives of the traineeship and communicate them to the trainee and, if applicable, to the trainee’s educational establishment.

The mentor shall act as the trainee’s sole reporting line.

The mentor’s line manager shall act as host manager and serve as contact person for all matters related to the traineeship, at the request of the trainee or the traineeship mentor.

Trainees with relatives/family members who are employed by EUROCONTROL shall not be assigned in the same Service as their relatives/family members. Trainees shall not be supervised, directly or indirectly, by a relative/family member.

Mentors shall pay attention to the trainee’s performance, deliverables and conduct and, where appropriate, report any significant incidents or circumstances (i.e. repeated absences, unsatisfactory contributions, breach of standards of conduct, etc.) to the host manager and to the Traineeship Office.

ARTICLE 8 RIGHTS AND DUTIES OF TRAINEES

8.1 Registration and residence permits

As soon as trainees reach their place of traineeship, they must register with the administrative authorities of the place where they are taking up residence within the deadline laid down under the law in force in the country of residence concerned.

Trainees shall themselves be responsible for ensuring that they comply with the laws of the country of their traineeship and are advised to check the details regarding registration and any residence permit requirements before they arrive or immediately upon arrival.

8.2 Conduct and confidentiality

Trainees shall comply with EUROCONTROL internal rules, instructions given by the host manager, the mentor, and with directives from the Traineeship Office. They must exercise their

duties and behave with integrity, courtesy and consideration.

Trainees must exercise the greatest discretion regarding facts and information that come to their knowledge during the course of their training. They must not disclose to any unauthorised person any document or information not already made public.

With the exception of the traineeship assessment report, all rights relating to any written work or other tasks performed by trainees during their traineeship and up to one year after the end of a traineeship shall be deemed *prima facie* to be the property of EUROCONTROL.

Trainees shall be duly acknowledged where any use is made of their work by EUROCONTROL. The Director General may award a special bonus to a trainee who is the author of an invention or written work considered to be in the interests of EUROCONTROL.

Trainees are bound by the obligations of conduct and of confidentiality. EUROCONTROL reserves the right to terminate the traineeship and to pursue, during and after the traineeship period, any person who does not respect these obligations.

8.3 Working hours

Trainees shall keep the same hours of work and have the same official public holidays, if falling during their traineeship, as the staff of EUROCONTROL.

Trainees can request to do *ad hoc* teleworking. However, *ad hoc* teleworking is not an individual entitlement and shall only be authorised by the host manager. Teleworking under the *ad hoc* formula shall not isolate staff from the working environment for more than 50% of the working month.

Trainees shall not work overtime.

8.4 Leave

This provision is only applicable to trainees performing a traineeship of at least three months.

Trainees shall be entitled to two leave days per month. This entitlement shall be acquired *pro rata* to the months worked, counting from the first day of the month. No payments shall be made for leave not taken.

Requests for leave days must take account of the needs of the receiving unit and abide by the rules set out above. The leave days shall be requested in advance and be approved by the mentor.

A list of public holidays shall be drawn up annually by the Director General for each Service and site. Trainees shall not be entitled to any of the compensation days referred to on this list.

8.5 Special Leave

This provision is only applicable to trainees performing a traineeship of at least three months.

Subject to the submission of supporting documents, trainees shall be granted special leave days, within the limits set out below.

Special leave may be taken as full days or in half-days.

Special leave may be combined with leave and EUROCONTROL public holidays.

Special leave should in principle be taken on the day of the event or shortly beforehand/thereafter.

Special leave shall be granted in the following circumstances:

- Death of a family member: mother / father / brother / sister / spouse / child / grandparent:
2 days

- Court appearance as a witness in a case:
1 day

Special leave for court appearance shall be granted only if the trainee is summoned to testify in a case in which he/she is not involved (i.e., is not under investigation), is not the party bringing a civil action, or is not the respondent.

- Elections away from the place of assignment:
1 day

Special leave for elections shall be granted only if voting takes place on a working day which is not a EUROCONTROL (public) holiday and if it is not possible to vote by post or at the embassy or consulate at the place of assignment without compromising the right to vote in other elections.

- Job interviews:
2 days

Special leave for job seeking shall be granted to trainees whose traineeships last a minimum of six (6) months.

- Exams:
2 days

Special leave for exams shall be granted where the traineeship is part of the trainee's educational programme. It is granted to sit final exams or to defend a thesis in order to obtain the degree.

8.6 Absences

• Absence in case of sickness

In the event of sickness, a trainee shall immediately notify the traineeship mentor indicating, where possible, the likely duration of the absence. The traineeship mentor shall inform the Traineeship Office.

For all absences of more than three calendar days (weekends and public holidays included), trainees shall send a medical certificate to the Traineeship Office, which shall notify the mentor. Where an absence falls on a Friday and continues to the Monday, the weekend in between is taken into account as days of absence. This absence shall not be deemed an uncertified absence, and the trainee concerned must provide a medical certificate. The Agency allows for a degree of flexibility whereby the trainee does not need to provide a medical certificate when sick for a short period (up to 3 days of sickness including weekends and public holidays).

Trainees are allowed to take a maximum of uncertified sick leave days equal to the duration in months of their traineeship period, without requiring a medical certificate. If the trainee exceeds this, any additional uncertified sick days will be automatically deducted from his annual leave entitlement.

A trainee who is absent because of sickness may be subject to medical checks at EUROCONTROL's request.

Health-related absence without a medical certificate may not directly precede or directly follow a planned period of leave or special leave. In such a case, if the absence is not certified, it will be deducted from the leave.

Repeated absences or an extended duration of sick leave may lead to termination of the traineeship assignment in accordance with Article 8.10.

• **Absence without justification**

When a trainee is absent without justification or without notifying the traineeship mentor, the latter shall inform the Traineeship Office. The Traineeship Office shall then instruct the trainee in writing to report to the receiving Directorate or Service within a week of the reception of the written notification. Upon return, the trainee shall provide proper justification for the unauthorised absence. The days of unauthorised absence shall be automatically deducted from the trainee's leave entitlement. If the trainee does not have a sufficient leave entitlement to cover the total unauthorised absence the balance shall be deducted from the trainee's monthly allowance. The Traineeship Office may decide, following examination of the trainee's justification, or if no justification is received upon return of the trainee or within a week after the reception of the written notification, to terminate the traineeship without further notice.

8.7 Visits and trips

Visits and trips of relevant interest may be organised for trainees by the Traineeship Office subject to budget availability. Trainees who take part in official activities organised for them by the Traineeship Office must respect the timetables and programmes laid down. The Traineeship Office may demand the reimbursement of costs incurred for the organisation of such activities (e.g. visits to other EUROCONTROL sites, etc.) from trainees who absent themselves without due and proper justification.

8.8 Persons with disabilities

To ensure the right of persons with disabilities to participate in the Programme, on an equal basis with others, reasonable accommodation is provided where needed. It means necessary and appropriate modification and adjustments in the work environment not imposing a disproportionate or undue burden to EUROCONTROL.

8.9 Suspension of the traineeship

Under exceptional circumstances, at the written request of the trainee stating the relevant reasons and with proper justification, the Head of the Traineeship Office may, after consultation with the Directorate or Service to which the trainee is assigned, authorise an interruption of training for a given period. The traineeship and allowance are 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 traineeship period. The duration of the traineeship will not be extended to make up for any periods of suspension.

8.10 Early termination of the traineeship by EUROCONTROL

Following a substantiated request from the host manager, EUROCONTROL reserves the right to terminate the traineeship if the trainee's professional performance or conduct is inadequate, if the trainee is repeatedly absent, if the trainee provided false statements or documents at the time of application or during the traineeship period, or in case of breach of confidentiality.

The Traineeship Office shall inform the trainee concerned in writing with at least two weeks' notice. However, depending on the seriousness of the reasons for termination, EUROCONTROL may decide to terminate the Traineeship Agreement forthwith, suspend access to the site and settle the two weeks' notice.

8.11 Early Termination of the traineeship by the trainee

If a trainee wishes to terminate his/her traineeship earlier than the date specified in the Traineeship Agreement, a written request must be submitted by the trainee to the Traineeship Office for approval. The request, stating the relevant reasons, must be submitted at least three weeks in advance of the new termination date foreseen, via his/her mentor.

Trainees may only terminate their contract on the last day of the month. Early termination of traineeship shall result in termination of payment of the traineeship allowance. Trainees shall be required to reimburse their travel allowance if they do not complete half of the traineeship.

8.12 Future employment

The award of a traineeship shall not, under any circumstance, grant trainees the status of member of staff of EUROCONTROL, nor shall entitle them in any way to recruitment. Trainees could be recruited after completing their traineeship if the conditions and rules established for employment have been respected. The same applies to former trainees who are selected through a call for tender procedure or through a call for expression of interest organised by EUROCONTROL, whether as an individual or as an employee of a selected company.

ARTICLE 9 TRAINEESHIP PERIOD

There are two traineeship periods per year:

- from 1 April to the end of September; and
- from 1 October to end of March of the following year.

Within these two fixed periods, the paid traineeships will last a minimum of three and a maximum of 12 months, whereas the unpaid traineeships will last less than three months.

The traineeship office shall accommodate ad-hoc requests for trainees outside of the two standard traineeship periods if EUROCONTROL has an opportunity that would be of interest to students or graduates, or if there is a scheduling conflict between the trainee's educational timetable and the standard traineeship periods.

The traineeship period starts on the first working day of the month and ends on the last day of the month.

ARTICLE 10 REPORTS AND CERTIFICATES

10.1 Training Reports

Trainees and mentors must complete the evaluation reports requested by the Traineeship Office at the beginning and end of their traineeship.

10.2 Certificates

Trainees will receive a certificate specifying the dates of their traineeship period and the Unit in

which they were assigned.

CHAPTER 4 – FINANCIAL MATTERS

ARTICLE 11 FINANCIAL MATTERS

11.1 Traineeship allowance for paid traineeships

The paid trainees will be awarded a monthly traineeship allowance. The amount of the allowance is decided by the Traineeship Office on a yearly basis and is dependent on budgetary availability. The amount of the allowance will be published annually on the Website. Cost of living weightings applicable to staff will be applicable to trainees.

The allowance will be covered by the budget of the Directorate or Service which welcomes the trainee.

Upon receipt of proper justification, trainees with disabilities may receive a supplementary amount up to half the traineeship allowance, after consideration of the specific situation by EURCONTROL medical services.

11.2 Unpaid traineeship

The trainees under an unpaid traineeship are not entitled to a traineeship allowance. However, they are entitled to the disability allowance, as per Article 11.1, and to travel allowance, as per Article 11.3.

11.3 Travel allowance

Subject to budget availability, if the place of assignment of the trainee is outside a 50 km area of the place of residence of the trainee the trainee shall be entitled to an allowance to cover the travel expenses incurred at the beginning and the end of the traineeship. A trainee shall complete at least a quarter of the traineeship in order to qualify for a travel allowance. The place of residence is considered at the address indicated on the application form. No request for change shall be accepted after the signing of the Traineeship Agreement. All relevant information, including the actual amount of travel allowance payable, shall be published on the Website.

11.4 Taxes

The traineeship allowance is not subject to the special tax regulations applying to EUROCONTROL staff members. Trainees are solely responsible for the payment of any taxes due on the traineeship allowances by virtue of the laws in force in the Member State concerned. The Traineeship Office will provide a certificate for tax purposes at the end of the traineeship on request. This certificate should state the amount of the traineeship allowance received and confirm that no deductions were made for tax and social security payments in the absence of any employment relationship.

Admission to the EUROCONTROL traineeship programme does not confer on trainees the status of a EUROCONTROL staff member. Trainees do not benefit from any privileges and

immunities granted by the host country to staff members.

11.5 Missions

The host manager 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. Trainees must, in principle, be accompanied by a staff member. For the reimbursement of these mission expenses, the general procedure of reimbursement provided in the Staff Regulations for officials will apply by analogy to trainees. The expenses will be taken on by the Directorate or Service which requests the mission and the provisions of the EUROCONTROL Missions Guide relating to the reimbursement of mission expenses shall apply by analogy to trainees. Trainees must ensure that they are fully covered by their health insurance policy during the mission, including any accidents that may occur while travelling.

11.6 Insurances

Medical Insurance is a mandatory requirement for all trainees and proof of this insurance must be presented to the Traineeship Office before the start of the traineeship period.

EUROCONTROL may offer trainees a medical insurance policy obtained through an established insurance company. Should a trainee choose to opt into a EUROCONTROL provided policy, the terms and conditions as outlined in the EUROCONTROL medical insurance policy will apply. The amount of the contribution of the trainees to the cost of the premium is decided by the Traineeship Office on a yearly basis and is dependent on budgetary availability. The amount of the contribution will be published annually on the EUROCONTROL Website in the traineeship section.

The Agency shall provide cover in respect of the consequences of accident in its premises for which it is liable.

11.7 Additional expenses

EUROCONTROL shall reimburse, upon presentation of the relevant documents, additional expenses incurred by the trainees in order to comply with compulsory administrative formalities triggered by participation in the traineeship, such as the issuing of visas.



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