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**EUROPEAN EXTERNAL ACTION SERVICE**



GREFFE

**Decision of the Director-General for Budget and Administration  
of the European External Action Service**

**of 21/12/2017**

**on the Rules related to Traineeships in the Delegations of the European Union**

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THE DIRECTOR-GENERAL FOR BUDGET AND ADMINISTRATION OF THE EUROPEAN EXTERNAL ACTION SERVICE,

Having regard to Council Decision of 26 July 2010 establishing the organisation and functioning of the European External Action Service<sup>1</sup> 2010/427/EU, and in particular Article 4 (3) a), 2<sup>nd</sup> indent, thereof,

Having regard to the Council recommendation on a Quality Framework for Traineeships,

Whereas rules relating to traineeships in the Delegations of the European Union (the "EUDEL") should be laid down,

HAS DECIDED AS FOLLOWS:

## CHAPTER I GENERAL PROVISIONS

### *Article 1*

#### *Scope and applicable rules*

These rules govern the traineeship scheme of the EEAS in the EUDEL. Each Delegation will have to respect the local legislation on the organisation of traineeships in the Receiving State.

These rules shall apply to all traineeships offered by the EEAS in Delegations, except as specifically provided hereinafter. The Traineeship Agreement shall indicate the specific terms of the traineeship offered.

For paid traineeships, the specific terms of the traineeship offered are laid down in the Traineeship Agreement signed between the trainee and the EUDEL. For compulsory unpaid traineeships for students, the specific terms of the traineeships offered are laid down in the Traineeship Request completed by the trainee, the University and the EUDEL. The EEAS shall not be a party to any bilateral traineeship agreement proposed by a trainee's educational establishment or any other third party.

The Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union are not applicable to trainees.

The Decision PROC EEAS(2011)002 of 29 November 2011 of the Chief Operating Officer of the EEAS to extend the application of certain Commission Rules developing the provisions of the Staff Regulations and the Conditions of Employment of Other Servants, to the EEAS and, more particularly, the Commission Decision C(2006) 1624/3 of 26 April 2006 on the European

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<sup>1</sup> OJ L 201, 03.08.2010, p.38

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Commission Policy on protecting the dignity of the person and preventing psychological harassment and sexual harassment shall apply *mutatis mutandis* to trainees.

### ***Article 2***

#### ***Traineeship offer in the EEAS***

In order to contribute to the education and vocational training of citizen and to provide an insight into the institutional functioning of the EU Delegations, the EEAS offers the following types of traineeship:

- (a) paid traineeship for young graduates with less than one year of professional experience;
- (b) unpaid compulsory traineeship for students already residing and studying in the host country;
- (c) traineeship for students of national administration schools of Member States;
- (d) traineeship for trainee civil servants of an administration in a Member State as part of their professional compulsory training.

### ***Article 3***

#### ***Eligibility***

##### **3.1. Nationality**

Trainees are selected from nationals of the Member States of the European Union and of candidate countries which already signed an accession treaty or from nationals from the host country.

##### **3.2. Qualifications**

###### **(a) Diploma**

Except as otherwise provided hereinafter, minimum national qualifications required by the legislation in the country where the diploma was obtained are detailed in Annex I.

Candidates must provide certified copies of diplomas (or of 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 diplomas are not issued in one of the EU official languages must provide a translation of these documents into English or French. If selected for a traineeship, certified copies of all diplomas declared and, if applicable, official certified translations will be required.

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### (b) Languages

In order for the trainee to fully benefit from the traineeship and to be able to follow meetings and perform adequately, candidates must have the capacity to work in languages of the CFSP and external relations necessary for the performance of their duties. Knowledge of the official language of the host country would be an asset.

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).

### (c) Prior employment

The EEAS wishes to offer to as many people as possible the opportunity of training. Therefore, applications will not be accepted from candidates who:

- have already benefited or benefit from any kind of training (formal or informal, paid or unpaid) within an EU institution, body, agency, office, mission or
- who have had or have any kind of employment within an EU institution, body, agency, office or mission

for more than six weeks, including anyone who is or has been an assistant to a Member of the European Parliament, a consultant or researcher, a temporary staff member, a contract staff member, an auxiliary staff member or an interim staff member of any EU institution, body, agency, office, mission, delegation or representative office.

The EU institutions or bodies referred to in this paragraph are listed in Annex II. This list is not exhaustive.

### *Article 4*

#### *Admission procedure*

#### **4.1 Submission**

Applications shall be made in accordance with the procedures established by the EEAS. All necessary instructions are published on the website of the EEAS<sup>2</sup>, hereafter called "the Website".

Applicants must provide all supporting documents as required by the EEAS exclusively to the contact point of the EUDEL.

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<sup>2</sup> (link to EEAS website xxx)

### **4.2 Selection procedure**

The EUDEL, in coordination with the services of the EEAS, shall manage the selection procedure.

The EEAS has an equal opportunity policy and recruits trainees without discrimination on any grounds. If candidates' qualifications and skills are of an equal level, the EUDEL shall seek to ensure a balanced geographical spread and gender equality among candidates. At the end of the year, each EUDEL will produce a complete report on the selection procedures with the names, first names, nationalities, the status "paid trainee" or "compulsory traineeship for student" and the family link, if any, with staff of EU institutions/bodies. The EUDEL has to explain how the selection process was based primarily on the merit of the candidate irrespective of the availability of external resources of finance.

The outcome of each selection procedure shall not be published.

### **4.3 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 is, however, necessary to submit a new application, as well as all supporting documents.

### **4.4 Withdrawal**

At any stage of the application process, applicants may withdraw their application by informing the EUDEL 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 is, however, necessary to submit a new application, as well as all supporting documents.

### **4.5 Protection of personal data**

Processing, pursuant to this decision, of all the personal data of all trainees and applicants for traineeships shall be governed by Regulation (EC) n°45/2001 of 18 December 2000 on the protection of individuals with regards to the processing of personal data, whether the applications gave rise to recruitment or were rejected or withdrawn. The EEAS has taken the decision that the list of the names of trainees serving in the Delegations will be a public document. This list will be issued once a year on the EEAS website.

### **4.6 Successful candidates**

Candidates shall be notified personally of the outcome of their application, after prior approval of Headquarters. A Traineeship Agreement shall be signed by the successful candidate and the

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EUDEL. The e-mail address indicated on the application form will be used. Subject to the specific conditions governing admission for each type of traineeship, each selected candidate shall be required to provide, all supporting documents required by the EEAS, by the signing of the Traineeship Agreement, at the latest.

Trainees may not be posted to any EUDEL or Section where a conflict of interest might occur, irrespective of the candidate's prior professional experience or nationality.

Applicants can only be offered a single agreement for a given traineeship. Applicants who decline a traineeship offer will be excluded from the on-going procedure. They may re-apply for a subsequent traineeship period by submitting a new application, as well as all supporting documents.

### *Article 5*

#### ***Organisation of traineeships***

##### **5.1 Tasks**

A trainee shall be attached to one or more sections of the EUDEL. Trainees shall participate in the work of the receiving section at a level corresponding to their educational and professional background. Participation of trainees in meetings shall be subject to authorisation by the traineeship adviser and in conformity with EEAS rules. Under no circumstances may a trainee on his own represent the EUDEL with a view to entering into commitments, whether financial or otherwise, or negotiating on its behalf.

##### **5.2 Traineeship adviser**

A trainee shall be placed under the responsibility of a traineeship adviser appointed by the Head of Delegation or Head of Section. The traineeship adviser shall guide and supervise the trainee throughout the traineeship. The tasks and responsibilities of the traineeship adviser is lined out in the "Guide for Traineeship Advisers".

##### **5.3 Visits and missions**

###### **(a) Study visits**

The EUDEL may organise study visits of relevant interest, subject to the availability of funds. The trainee shall be accompanied by his adviser during the visit.

###### **(b) Missions**

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In exceptional cases, the Head of Delegation may authorise trainees to go on a mission in the receiving country as part of a delegation led by an official or temporary staff member of the EUDEL, provided it is a technical mission with no representative function. The trainee will introduce a mission request via MIPS and the EUDEL will cover the costs of such mission with its own appropriations.

Such authorisation shall entitle a trainee to the reimbursement of mission expenses in accordance with the general rules governing reimbursement laid down in the Mission Guide of the EEAS. These costs shall be borne by EUDEL requesting the mission.

### **5.4 Reports and certificates**

At the end of the traineeship, an activity report shall be drawn up and signed by the trainee and a traineeship evaluation report shall be drawn up and signed by the traineeship adviser. Both reports shall be archived in the EUDEL and a copy will be addressed to the Division in charge of Traineeships at Headquarters. Subject to the trainee fulfilling the traineeship's obligations, the EUDEL shall issue a certificate specifying the length of the traineeship and the receiving section.

## *Article 6*

### *Rights and obligations of trainees*

#### **6.1 Duty to comply with EEAS internal rules and traineeship instructions**

Trainees shall comply with EEAS internal rules, instructions given by the head of the receiving EUDEL and by the traineeship adviser, and with directives from the Division in charge of Traineeships at Headquarters. Trainees shall take part in all compulsory activities organised by the EUDEL.

#### **6.2 Confidentiality and intellectual property rights**

##### **(a) Confidentiality**

Trainees shall exercise the utmost discretion with regard to any facts or information that come to their knowledge in the course of the 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. The rules on ethics for officials apply also to trainees<sup>3</sup>.

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<sup>3</sup> <http://intragate.ec.europa.eu/eeas/eeaszone/general/ethics>



### (b) Intellectual property rights

Trainees shall not, either alone or with others, publish or cause to be published any text relating to the EU's activities without first informing the Appointing Authority via the traineeship adviser or the head of the receiving EUDEL. All intellectual property rights relating to work done during traineeships for the EEAS shall be devolved upon the latter.

### 6.3 Classified information

The provisions of EEAS Decision HR DEC(2013) 006 of 19 April 2013 on the security rules for protecting EU classified information shall apply to trainees. Trainees shall have no access of any kind to the EU classified information above the level RESTREINT UE/EU RESTRICTED, nor to places where such information is processed. The EUDEL reserves the right to terminate the traineeship without notice in case of breach of this provision.

### 6.4 Underperformance

Following a substantiated request from the head of the receiving EUDEL and the traineeship adviser, the EEAS reserves the right to terminate the traineeship without notice, if the trainee's professional performance or knowledge of languages extensively used for communication within EUDEL, *i.e.* English, French or Spanish, is inadequate to proper performance of the assigned tasks.

### 6.5 Wrongful declaration of facts

The EUDEL reserves the right to terminate a traineeship without notice if, at any time, it becomes apparent that a trainee knowingly made wrongful declarations or provided false statements or papers at the time of application, during the selection or during the traineeship.

### 6.6 Social behaviour and conduct

Trainees must exercise their duties and behave with integrity, courtesy and consideration<sup>4</sup>. If the conduct of the trainee does not prove satisfactory, the Head of the receiving Section, in response to a reasonable request by the traineeship adviser and approved, after hearing the trainee, by the Head of Delegation may at any moment decide to terminate the traineeship.

### 6.7 Whistleblowing

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

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<sup>4</sup> <http://intragate.ec.europa.eu/eeas/eeaszone/general/ethics>



the interests of the Union, or of conduct relating to the discharge of professional duties which may constitute a serious failure to comply with the obligations of officials of the Union or of trainees, the trainee shall immediately notify the Head of Delegation or the Division in charge of Traineeships at Headquarters in writing. The provisions of Articles 22a, 22b and 22c of the Staff Regulations of Officials of the European Union shall apply *mutatis mutandis* to the trainee concerned in order to ensure that the trainee's rights are respected.

This paragraph shall also apply in the event of serious failure to comply with a similar obligation on the part of a member of an institution or any other person in the service of or carrying out work for an institution.

### **6.8 Suspension of the traineeship**

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 Head of Delegation. However the maximum duration of the traineeship including any period of suspension is limited to a six month period. The trainee's grant, where applicable, 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.

### **6.9 Early termination of the traineeship**

If the trainee decides to terminate the traineeship before the starting date, but after signing the Traineeship Agreement, the EEAS may decide to reject any future application of the trainee for a further traineeship. If the trainee decides to terminate the traineeship at any moment after the starting date, the trainee shall submit a substantiated written request to the Head of Delegation and shall provide a three weeks' notice. The Head of Delegation may decide not to provide the traineeship certificate in case of early termination by the trainee. Where applicable, the Head of Delegation may decide to request the reimbursement of the traineeship grant for the remaining part of the traineeship.

### **6.10 Future employment**

The award of a traineeship shall not, under any circumstance, grant trainees the status of officials or other servant of the European Union, 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 category of staff in which the trainee will be recruited have been respected and applied.

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## 6.11 Persons with disabilities

To ensure the right of persons with disabilities to work, on an equal basis with others, a proper working space shall be provided where required, including necessary and appropriate modification and adjustments in the work environment not imposing a disproportionate or undue burden to the EUDEL.

### *Article 7*

#### *Working conditions*

#### 7.1 Insurance

##### (a) Health insurance

Health insurance is compulsory. Before the start of the traineeship, the trainee must prove coverage for health insurance during the entire traineeship. This proof of health insurance coverage constitutes a condition for admission to traineeship. If the trainee is coming from another country, he must also prove coverage for repatriation insurance during the entire traineeship.

##### (b) Complementary accident insurance

Under the conditions laid down in the insurance policy of the EEAS for non-statutory staff<sup>5</sup>, a trainee shall be insured against accident. The EEAS shall bear the costs of the relevant insurance premium.

#### 7.2 Working hours

The hours of work shall be those applicable for staff of the EUDEL. Trainees shall be entitled to the same public holidays and days when the offices are closed as other EUDEL officials.

#### 7.3 Leave entitlement

A trainee shall be entitled to two days leave per month. This entitlement shall be acquired pro rata to the months worked, counting from the first day of the month and shall apply to all types of leave, except as otherwise provided hereinafter. No payments shall be made for leave not taken. When the entitlement for leave is exhausted, the EUDEL may grant special leave for exceptional duly substantiated reasons. Requests for leave must take account of the needs of the receiving section and abide by the rules set out above. The leave requests shall first be approved by the traineeship adviser or the head of the receiving section and then authorised by the Head of Delegation. Leave

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<sup>5</sup> contract No PMO/PO/2016/2034 – No AXA010.730.428.398.0004

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requests shall respect the needs of the relevant section. Leaves for the trainees are managed locally by the Head of Administration outside SYSPER.

### **7.4 Absences**

#### **(a) Absence in case of sickness**

In the event of illness, a trainee shall immediately notify the traineeship adviser indicating, where possible, the likely duration of the absence. The traineeship adviser shall inform the Head of Administration and the head of the receiving section. For all absences of more than three calendar days (weekends and public holidays included), trainees shall send a medical certificate to the Head of Administration, which shall notify the receiving section. Uncertified sick leave shall be limited to one day per month of traineeship, calculated on the basis of the traineeship's total duration. A trainee who is absent because of illness may be subject to medical checks at Head of Delegation's request.

#### **(b) Absence without justification**

When a trainee is absent without justification or without notifying the traineeship adviser, the latter shall inform the Head of Administration, either directly or via the head of the receiving section. The Head of Administration shall then instruct the trainee in writing to report to the receiving section 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. The Head of Delegation 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. Where applicable, the EUDEL shall be reimbursed for any overpayment of the grant.

### **7.5 Discrimination**

The EEAS applies a zero-tolerance policy towards discrimination, including harassment. In case of such behaviour, trainees have right to use services and procedures available in the EEAS.

**CHAPTER II**  
**SPECIFIC PROVISIONS REGARDING TYPES OF TRAINEESHIP**

*Article 8*

*Paid traineeship*

**8.1 Professional experience and diplomas**

As an admission condition to a paid traineeship, the candidate shall obtain at least a Bachelor (B.A.) level, by the signing of the Traineeship agreement at the latest and will have less than one year of professional experience after his graduation.

**8.2 Duration**

The duration of the traineeship is limited to a maximum of six months and shall not be extended. In exceptional circumstances, for organisational reasons, the EUDEL may offer a shorter traineeship, of a minimum of one month.

**8.3 Traineeship grant**

The paid trainees will be awarded a monthly traineeship grant and this amount will remain unchanged throughout the traineeship. The amount of the grant shall be 25% of the monthly basic salary of a local agent in Function Group I in the respective country. However, the maximum amount of the grant is limited to 25% of the basic remuneration for an official at grade AD 5/1 in Brussels. This amount shall also apply automatically in EUDEL not employing local agent in Function Group I. The table (Annex III) with the amount of the grant shall be updated once a year taking into account the salaries of local agents in a specific country. No retroactivity will be applicable.

If applicants for a traineeship who reside outside the country where the traineeship would take place receive financial support from a university or another public institution located elsewhere in the world which is at least equivalent to 25% of the basic remuneration for a local agent in Function Group I, the EEAS may accept such a traineeship.

**8.4 Travel allowance**

Trainees are not entitled to an allowance of the travel expenses incurred at the beginning and the end of the traineeship.

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### 8.5 Taxes

The traineeship grants are not subject to the special tax regulations applying to officials and other servants of the European Union. Trainees are solely responsible for the payment of any taxes due on the traineeship grants by virtue of the laws in force in the Hosting Country concerned. The Head of Administration of the EUDEL will provide a certificate for tax purposes at the end of the traineeship. This certificate should state the amount of the traineeship grant received and confirm that no deductions were made for tax and social security payments.

### 8.6 Reimbursements to EUDEL

Under the terms of Articles 6.9 ("Early termination of the traineeship") and 7.4 (b) (Absence without justification"), the EUDEL may request reimbursement of the relevant parts of the traineeship grant. In the event of justify medical absence based on a medical certificate, a trainee shall keep being paid and the traineeship will end on the date reported in the traineeship agreement.

### *Article 9*

#### *Unpaid compulsory traineeships for students already residing and studying in the host country*

### 9.1 Professional experience and diplomas

The candidate will have no professional experience and, as an admission condition to an unpaid compulsory traineeship, the candidate shall be a third, fourth or fifth-year student (or equivalent) of a higher-education<sup>6</sup> establishment or university in the host country which requires such a period of training to be undertaken as part of the course of study or for access to a profession or to be required to do research for a thesis or doctorate. Proof of such compulsory traineeship request shall be provided by the candidate's educational establishment, by submission of application. The candidate must reside in the host country before the submission of the application and proof of residence shall be provided by the candidate.

### 9.2 Duration

The traineeship shall be of minimum one month and maximum six months and shall not be extended beyond six months.

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<sup>6</sup> Based on the new International Standard Classification of Education (ISCED) of 2011, ISCED-6 'Bachelor's or equivalent level' is designed to provide participants with intermediate academic and/or professional knowledge, skills and competencies, leading to a first degree or equivalent qualification. Typical duration: 3-4 years full-time study. These are traditionally offered by universities and equivalent tertiary educational institutions.

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### **9.3 Financial matters**

Trainees under an unpaid compulsory traineeship are not entitled to a traineeship grant.

### *Article 10*

#### *Traineeships for students of national administration schools of Member States*

##### **10.1 Admission condition**

As an admission condition, the candidate shall be enrolled with a national administration school of a Member State and shall prove coverage of health insurance for the duration of the traineeship.

##### **10.2 Duration**

The traineeship shall be of minimum one month and maximum six months and shall not be extended beyond six months. The starting date shall be decided by mutual agreement by the EUDEL and the national administration school concerned.

##### **10.3 Financial matters**

Trainees under a national administration school traineeship are not entitled to a traineeship grant as defined by this Decision. All traineeship costs shall be borne by the sending national administration school.

### *Article 11*

#### *Traineeships for trainee civil servants as part of their compulsory professional training*

##### **11.1 Admission condition**

As an admission condition, the candidate shall have a status of trainee civil servant assigned to a national administration of a Member State.

##### **11.2 Duration**

The traineeship shall be of minimum three months and a maximum of six months. The starting date shall be decided by mutual agreement between the EUDEL and the national administration concerned.

**11.3 Financial matters**

Trainees covered by this Article 11 are not entitled to a traineeship grant as defined by this Decision. The candidate must be remunerated by the national administration concerned and benefit from social security coverage provided by his/her national administration.

**CHAPTER III  
FINAL PROVISIONS**

*Article 12*

*Powers*

All powers conferred to the EEAS under this Decision shall be exercised by the Director-General of the EEAS. The Director-General of the EEAS is authorised to delegate any or all of his powers to the Director of Human Resources.

*Article 13*

*Complaints*

An applicant or a trainee wishing to challenge a decision taken in application of these provisions shall introduce a written submission to the Division in charge of Traineeships at Headquarters who shall reply to the trainee within two months.

*Article 14*

*Entry into force and transitory measures*

This decision shall enter into force the day of its signature and shall apply as of 22 December 2017.

Done at Brussels, 21/12/2017



*Gianmarco DI VITA  
Director General  
for Budget and Administration*



**ANNEX I** as referred in Article 3.2. 'Qualifications', (a) 'Diploma'

Example of diploma for which the level of education corresponds to that required for access to the traineeship.<sup>7</sup> The EEAS maintains the right to change minimum qualifications used for the traineeships programme. Any such changes will be published on the Website.

Country	University level education – at least 3 years in length
Bългария	Diploma za visse obrazovanie (Диплома за висше образование) Bakalavar (Бакалавър) Magistar (Магистър)
België Belgique Belgien	Academisch gerichte Bachelor (lange type) Bachelor académique (type long) Akademischer Bachelor (lang)
Ceská Republika	Diplom o ukončení Bakalářského studia
Croatia	Preddiplomski sveučilišni studij (3 to 4 years)
Danmark	Bachelorgrad
Deutschland	Fachhochschulabschluss (6-7 Semester) / Bachelor
Eesti	Bakalaureusekraad (min 120 ainepunkti)
España	Diplomado / Ingeniero técnico
France	Licence
Greece / Ελλάδα	Πτυχίο Α.Ε.Ι. (πανεπιστημίου, πολυτεχνείου, Τ.Ε.Ι. υποχρεωτικής τετραετούς φοίτησης)
Ireland / Eire	Honours Bachelor Degree (3 years)
Italia	Laurea –L (breve)
Κύπρος / Kibris	Πανεπιστημιακό Πτυχίο
Latvija	Bakalaura diploms (min 120 kredīti)
Lietuva	Bakalauras (min 120 kreditų )
Luxembourg	Bachelor
Magyarország	Főiskolai oklevél
Malta	Bachelor's degree
Nederland	Bachelor (WO) / HBO bachelor degree (4 years)
Österreich	Fachhochschuldiplom (6-7 Semester) / Bakkalaureus(rea)
Polska	Licencjat / Inżynier
Portugal	Bacharelato
România	Diplomă de Licență
Slovenija	Diploma o pridobljeni visoki strokovni izobrazbi
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	(Honours) Bachelor degree - 3 years
Other countries Autres pays Andere Länder	University level diploma requiring at least 3 years study Diplôme de niveau universitaire sanctionnant des études de 3 ans minimum Mindestens dreijährige Hochschulstudien mit Abschlussdiplom

<sup>7</sup> Situation as of 20 July 2016.

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## **ANNEX II as referred to in Article 3 'Qualifications', (c) 'Prior employment'**

### **EU institutions:**

- European Parliament
- Council of the European Union
- European Commission (including Delegations and Representation offices and Agencies)
- Court of Justice of the European Communities
- European Court of Auditors

### **Financial bodies:**

- European Central Bank
- European Investment Bank
- European Investment Fund

### **Advisory bodies:**

- European Economic and Social Committee
- Committee of the Regions

### **Interinstitutional bodies:**

- Office for Official Publications of the European Communities
- European Communities Personnel Selection Office
- European Administrative School

### **Other specialised bodies:**

- European Ombudsman
- European Data Protection Supervisor
- European External Action Service

**and all agencies and missions of the European Union.**

ANNEX III - GRANT 2018 as referred in Article 8.3 'Traineeship grant'

1.200 EUR/mois	1.100 EUR/mois	1.000 EUR/mois	900 EUR/mois	800 EUR/mois	700 EUR/mois	600 EUR/mois	500 EUR/mois	400 EUR/mois	300 EUR/mois
AUSTRALIA, Canberra	ANGOLA, Luanda	BRAZIL, Brasilia	AFGHANISTAN, Kabul	COLOMBIA, Bogota	AZERBAIJAN, Baku	ARMENIA, Yerevan	ALBANIA, Tirana	BURMA/MYANMAR, Yangon	GAMBIA, Banjul
Austria (UN), Vienna	ARGENTINA, Buenos Aires	CHINA, Beijing	BOLIVIA, La Paz	DIBOUTI, Djibouti	BANGLADESH, Dhaka	BENIN, Cotonou	ALGERIA, Algiers	CUBA, Havana	GUINEA REPUBLIC, Conakry
BARBADOS, Bridgetown	NEW ZEALAND, Wellington	CONGO, Democratic Rep., Kinshasa	CONGO, REP, Brazzaville	EL SALVADOR, San Salvador	BOSNIA HERZEGOVINA, Sarajevo	BURKINA FASO, Ouagadougou	BELARUS, Minsk	GHANA, Accra	MADAGASCAR, Antananarivo
PERU, Lima	KENYA, Nairobi	COSTA RICA, San Jose	GABON, Libreville	GABON, Libreville	BOTSWANA, Gaborone	BURUNDI, Bujumbura	KYRGYZSTAN, Bishkek	SIERRA LEONE, Freetown	SOLOMON ISLANDS, Honara
CHILE, Santiago	MOROCCO, Rabat	ECUADOR, Quito	MONTENEGRO, Podgorica	MONTENEGRO, Podgorica	CAMEROON, Yaounde	CAMBODIA, Phnom Penh	LAOS, Vientiane		
France (OECD/UN), Paris	MIDZAMBIQUE, Maputo	GUATEMALA, Guatemala	IRAQ, Baghdad	NIGERIA, Abuja	CENTRAL AFRICAN REPUBLIC, Bangui	FIJI, Suva	MAURITANIA, Nouakchott		
HONG-KONG, Hong-Kong	SERBIA, Belgrade	MEXICO, Mexico	RUSSIA, Moscow	RUSSIA, Moscow	DOMINICAN REPUBLIC, Santo Domingo	GUYANA, Georgetown	NEPAL, Katmandu		
ICELAND, Reykjavik	SOMALIA, Nairobi (Kenya)	PANAMA, Panama	TAIWAN, Taipei	TAIWAN, Taipei	ETHIOPIA (African Union), Addis Ababa	HONDURAS, Tegucigalpa	SRI LANKA, Colombo		
ISRAEL, Tel Aviv	SOUTH AFRICA, REP., Pretoria	SENEGAL, Dakar	PANAMA, Panama	PANAMA, Panama	ETHIOPIA, Addis Ababa	INDIA, New Delhi	TAJIKISTAN, Dushanbe		
JAPAN, Tokyo	UKRAINE, Kiev	TRINIDAD AND TOBAGO, Port of Spain	SENEGAL, Dakar	SENEGAL, Dakar	INDONESIA, Jakarta	LIBERIA, Monrovia	TIMOR-LESTE, Dili		
KAZAKHSTAN, Astana	VENEZUELA, Caracas	TURKEY, Ankara	TRINIDAD AND TOBAGO, Port of Spain	TURKEY, Ankara	INDONESIA, Jakarta	LIBERIA, Monrovia	TUNISIA, Tunis		
KOREA, Seoul					INDONESIA, Jakarta	LIBERIA, Monrovia			
LEBANON, Beirut					INDONESIA, Jakarta	LIBERIA, Monrovia			
NEW CALEDONIA, Noumea					INDONESIA, Jakarta	LIBERIA, Monrovia			
NORWAY, Oslo					INDONESIA, Jakarta	LIBERIA, Monrovia			
SAUDI ARABIA, Riad					INDONESIA, Jakarta	LIBERIA, Monrovia			
SINGAPORE, Singapore					INDONESIA, Jakarta	LIBERIA, Monrovia			
SWITZERLAND, Bern					INDONESIA, Jakarta	LIBERIA, Monrovia			
SWITZERLAND (UN), Geneva					INDONESIA, Jakarta	LIBERIA, Monrovia			
SWITZERLAND (WTO), Geneva					INDONESIA, Jakarta	LIBERIA, Monrovia			
UNITED ARAB EMIRATES, Abu Dhabi					INDONESIA, Jakarta	LIBERIA, Monrovia			
USA, New York					INDONESIA, Jakarta	LIBERIA, Monrovia			
USA, Washington					INDONESIA, Jakarta	LIBERIA, Monrovia			
URUGUAY, Montevideo					INDONESIA, Jakarta	LIBERIA, Monrovia			
WEST BANK & G.S., East Jerusalem					INDONESIA, Jakarta	LIBERIA, Monrovia			
ZIMBABWE, Harare					INDONESIA, Jakarta	LIBERIA, Monrovia			