

PROVISIONS GOVERNING IN-SERVICE TRAINING AT THE EUROPEAN INVESTMENT FUND (EIF)

General provisions

1. These provisions shall apply to in-service training organised by the EIF, to the extent that funds are available.

Aims and organisation of in-service training

2. In-service training at the EIF is intended to:

- * give trainees an overview of the EIF's objectives and the problems posed in achieving them,
- * provide them with practical knowledge of the workings of the EIF,
- * enable them to gain a first professional and personal experience through the contacts established in the course of their everyday work,
- * allow them to build on and put into practice the skills acquired during their studies.

3. Acceptance for in-service training shall not entitle trainees to the status of EIF staff member, nor shall it entitle them to employment within the Fund for a definite or an indefinite period.

4. Training advisers designated by host departments shall guide the trainees in their work programmes and shall be responsible for supervising their training as well as advising them in the performance of the tasks assigned to them. The training advisers shall regularly discuss with the trainees the general problems of the departments concerned.

5. Trainees shall participate in tasks of relevance to the department to which they are assigned and may attend non-confidential meetings.

6. The Head of HR shall determine the commencement dates of in-service training periods, which shall last a maximum of five months.

Acceptance and selection of trainees

7. Trainees shall be selected from among nationals of the Member States of the European Union. However, a limited number of nationals of non-member countries may be accepted.

8. In-service training shall be open to applicants who have successfully reached a certain level of university education or vocational training and who have no more than 12 months' professional experience. However, should the training follow a period of postgraduate studies, an exception may be made with regards to the prior work experience.

9. Applicants must have a thorough command of one of the Fund's internal working languages (French/English). Knowledge of another Community language would be an advantage.

10. All trainees will have to present:

- a) an extract of the police register;
- b) a medical certificate to the effect that they are:
 - * fit for work;
 - * not suffering from an infectious disease;
- c) a copy of the most recent degree or diploma obtained;
- d) a statement indicating whether trainees are receiving a grant or any other kind of subsistence allowance, and, if so, specifying the amount received;

11. Applicants shall be eligible on the basis of qualifications and in keeping with an appropriate geographical distribution.

Preference shall be given to applicants who have completed or commenced a course on European integration or in a field relating to the EIF's activities as the European Union's financing institution.

Procedural aspects

12. The Head of HR shall decide on the list of successful applicants.

13. Successful applicants shall be informed by letter, in duplicate, of the dates of the training period. A copy of these provisions shall be enclosed with that letter.

Rights and obligations of trainees

14. Throughout the training period, trainees must comply with the instructions given by their advisers and the directives and decisions of HR Department.

15. Trainees must take part in all activities organised for them, respecting the normal working hours of the Fund and the programmes laid down by the adviser.

16. During their training, trainees must consult their advisers on any initiative which they intend to take in connection with the Fund's activities

17. Trainees/students shall treat as confidential all data, information and documents, in whatever form, which they acquire from the EIF or any other person or to which they have access during their training period at the EIF. They shall neither divulge nor transmit these data, information and documents on any account to any third party without the EIF's written prior approval.

Trainees are reminded of their general obligation of discretion and secrecy, as well as their obligation to respect the applicable legal provisions with regard to the confidentiality and security of personal data, in particular the relevant provisions of [Regulation \(EC\) 45/2001](#) on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies.

The foregoing obligation of confidentiality shall not apply to any information that is in the public domain.

Trainees/students shall continue to be bound by this obligation after the end of their training period at the EIF.

Trainees/students shall not keep any copy, file or list, in whatever form, of the data, information and documents to which they have access during their training at the EIF.

All records, documents and other information, together with any copies or extracts thereof, made or acquired by the trainees/students in the course of their training shall be the property of the EIF and must be returned to the EIF on termination of the training.

They must not disclose, in any manner whatsoever, to any unauthorised person, the contents of any documents or any information that has not been made public.

Trainees must not, whether alone or with others, publish or cause to be published any text dealing with the work of the EIF, without the express authorisation of the Head of HR. Such authorisation shall be subject to the conditions laid down by the latter. All rights attaching to work done for the EIF during in-service training shall be the property of the latter.

18. At the end of their training, trainees must submit a report on their activities to their advisers, who shall forward this report to HR Department together with, where appropriate, their own reports on the trainees.

In the light of these reports, trainees may receive at the end of their training a certificate specifying the length of the training and the department to which they were assigned.

19. In-service training gives no entitlement to holidays. Advisers may, however, where good reasons exist, grant leave of absence of not more than two days for every completed month of training.

20. In the event of illness, trainees must notify their advisers immediately. If absent for more than three days, they must provide the latter with a medical certificate indicating the probable length of their absence. The adviser shall forward this certificate to HR Department. If warranted by the interests of the department, trainees may be required to undergo a medical examination.

Training allowances

21. Trainees may be granted an allowance. The Head of HR shall determine the amount of this allowance.

Trainees with disabilities may receive a supplementary allowance corresponding to up to half the amount of the above allowance.

22. Trainees who continue to receive payment from their employer or who receive financial assistance shall only be entitled to a financial contribution from the EIF if the amount that they receive is less than the amount of the allowance. In that case, they shall receive an amount that will bring their income up to the amount of the allowance.

Travel expenses at the beginning and end of training

23. Trainees recruited from outside Luxembourg, and whose place of residence is not in Luxembourg, shall be entitled to reimbursement of the travel expenses incurred at the beginning and end of their training. These expenses shall be calculated on the basis of the lowest transport cost possible, taking the most economical route.

24. The cost of return journeys shall be reimbursed upon presentation of corresponding tickets.

25. Trainees assigned to a place other than Luxembourg and not resident in Luxembourg shall receive, during the initial training period in Luxembourg, a daily allowance determined by HR, in addition to their travel expenses. This provision shall also apply if a trainee is called to

Luxembourg for work reasons. The amount of this allowance shall be adjusted in line with any increases in the training allowance.

Individual missions

26. In exceptional cases only, the Head of HR may grant permission for a trainee to be sent on a mission, following a duly supported request from the adviser.

The corresponding travel expenses shall be met by the department ordering the mission.

Tax arrangements

27. Training allowances shall not be subject to the special tax regulations applying to officials and other servants of the European Communities.

Trainees shall be solely responsible for payment of any taxes due on the allowances granted by the EIF by virtue of the laws in force in the State concerned.

Health and accident insurance

28. Health insurance: health insurance shall be compulsory. It shall be assumed that trainees have contracted their own health insurance and be incumbent upon them to prove that they are covered by a health insurance scheme.

Accident insurance: under the conditions stipulated in the insurance policy taken out by the EIF with an insurance company, trainees are insured against accident.

Interruption of a training period

29. On written request from the trainee concerned and after consulting the adviser, the Head of HR may allow training to be interrupted for a given period. In this event, payment of the allowance shall be suspended and the trainee shall not be entitled to reimbursement of travel expenses.

The trainee may return to complete the unfinished part of the training only up to the end of the training period.

Termination of training period

30. On a reasoned request from a trainee submitted via the latter's adviser, the Head of HR Department may terminate the training.

Disciplinary measures

31. For reasons of misconduct or manifest professional incompetence on the part of a trainee, or of breach of the obligation to keep information secret, and after hearing the trainee, the Head of HR may at any time decide to terminate the training.

Final provisions

32. The Head of HR shall be responsible for implementing these provisions.

33. These provisions shall enter in force on 1st March 2003.