



EXTRACT FROM THE PROVISIONS CONCERNING IN-SERVICE TRAINING PERIODS WITH THE EUROPEAN ECONOMIC AND SOCIAL COMMITTEE

The Economic and Social Committee (EESC) organizes in-service training twice a year for periods of long duration (five months) or short duration (one to three months) for candidates from universities or the public or private sector who already have a knowledge of one of the EESC's areas of activity. The in-service training periods begin on 16 February and 16 September each year and take place in Brussels.

1. DEFINITION AND ORGANIZATION OF IN-SERVICE TRAINING PERIODS

The main aims of in-service training periods with the EESC are as follows:

- ↳ to round off and apply knowledge acquired by the trainee during his/her studies or at work;
- ↳ to provide the trainee with practical knowledge of the working of the EESC's various departments;
- ↳ to enable the trainee to gain personal experience through contacts established in day-to-day work.

Admission to in-service training does not confer upon the trainee the status of official or other servant of the Communities, nor does it entail any right or priority with regard to an appointment in the service of the EESC or the common structure with the Committee of the Regions.

2. ADMISSION AND SELECTION OF TRAINEES

The EESC offers in-service training periods of long duration to young university graduates who, in the course of their studies or in some other connection, have already acquired either an initial qualification in the areas in which the EESC operates or a good knowledge of the socio-occupational organizations which are active within the EU. These training periods last for five months and are arranged twice a year, from 16 February to 15 July (spring in-service training period) and from 16 September to 15 February the following year (autumn in-service training period).

In addition, the EESC can grant training periods of short duration (from one to three months) to university students who are required to complete their degree course by carrying out a period of in-service training.

2.1 CONDITIONS GOVERNING IN-SERVICE TRAINING PERIODS OF LONG DURATION

Subject to available budget resources and space, in-service training periods of long duration are offered to candidates who fulfil the following conditions:

- ↳ candidates must hold a recognized university-level degree attesting to the completion of at least three years of study or a certificate confirming that the candidate has attained a

level of education corresponding to the eighth semester of a university course;

- ↳ candidates have acquired an initial qualification in one of the EESC's areas of activity (see list in point 7) in the course of their studies or in some other way: either through an in-depth study carried out as part of a university degree, a thesis or some other research work; or through occupational experience or a previous in-service training period outside the European institutions;
- ↳ candidates must have a thorough command of one Community language and satisfactory knowledge of another Community language. Candidates from non-member countries are required to have only a thorough command of one Community language.

2.2 CONDITIONS GOVERNING IN-SERVICE TRAINING PERIODS OF SHORT DURATION

No age limit applies in the case of in-service training periods of short duration (one to three months). Training periods are offered to candidates who satisfy the following conditions:

- ↳ candidates must hold a recognized university-level degree attesting to the completion of at least three years of studies, or a certificate confirming that the candidate has achieved a level of education corresponding to the eighth semester of a university course;
- ↳ candidates are required to carry out (or may have the option of carrying out) a period of in-service training in an international institution in order to complete their university degree. In all cases priority will be given to candidates for whom such a period of in-service training is compulsory;
- ↳ candidates must have a thorough command of one Community language and a satisfactory knowledge of another Community language. Candidates from non-member countries are required to have only a thorough command of one Community language.

3. OPENING OF THE IN-SERVICE TRAINING PROGRAMME TO THIRD COUNTRIES

In order to enable the maximum number of persons to familiarize themselves with the Community institutions, applications will not be accepted from persons who have already completed a period of paid or unpaid in-service training of two months or longer with a Community institution, agency or office.

The same applies to applications from persons who are serving or have served as an assistant to a Committee member or a member of the European Parliament or who are serving or have served as a consultant or person carrying out a

study or a member of the temporary or auxiliary staff or agency staff of an institution, agency or representative office of the European Communities.

Moreover, a maintenance grant for in-service training with the EESC and a "François Staedelin" grant cannot be held concurrently.

4. MAINTENANCE GRANTS FOR IN-SERVICE TRAINING PERIODS

In principle, trainees who have been granted an in-service training period of long duration are entitled to a maintenance grant.

Trainees who continue to receive pay from their employer or who receive a grant from another body or receive another subsistence allowance are not entitled to a financial contribution from the EESC unless the amount they receive is less than the maintenance grant. In this case they receive an amount that will bring their income up to the level of the maintenance grant.

5. ALLOWANCE FOR TRAVELLING EXPENSES

Trainees receiving a grant and whose place of recruitment is more than 200 km from Brussels are entitled to an allowance for the travelling expenses. The calculation of this allowance is based on the distance in kilometres between the place of recruitment and Brussels inside the geographical limits of the European Union.

6. TAX ARRANGEMENTS

The maintenance grants are not subject to the special tax regulations applying to officials and servants of the European Communities.

Trainees are solely responsible for the payment of any taxes due on EESC maintenance grants by virtue of the legal regulations obtaining in the State concerned.

7. THE EESC'S AREAS OF ACTIVITY

Examples for the EESC's main areas of activity are as follows:

a) consultative work:

economic, financial and monetary questions; external relations, trade and development policy; social, family, educational and cultural affairs; protection of the environment, public health and consumer affairs; agriculture and fisheries; regional development and town and country planning; industry, commerce, crafts and services; transport and communications, energy, nuclear questions and research, organized civil society...

b) other areas:

presidency and groups ("Employers", "Workers" and "Various Interests"); relations with socio-occupational bodies in third countries, including the countries of Central and Eastern Europe and the Mediterranean countries ("Delegations" unit); administration and personnel management; informatics and telecommunication, public relations, press; translation...

8. SUBMISSION OF APPLICATIONS FOR A LONG-TERM TRAINEESHIP

The applications for a long-term traineeship have to be submitted exclusively by the online form (www.eesc.europa.eu).

Applications registered before 1 April are considered for the autumn in-service training period, before 1 October for the spring in-service training period.

The services of the EESC will pre-select about 150 candidates who will be asked to send a complete proof of the information that they gave in the online form

The EESC will recruit the trainees for the appropriate period among this group of candidates.

9. SUBMISSION OF APPLICATIONS FOR A SHORT-TERM TRAINEESHIP

Applications for the short-term traineeship have to be sent by mail on the official application form including the documents proving that the conditions of paragraph 2.2 are met to:

European Economic and Social Committee
In-service training
Ref.: Short term traineeship
99, rue Belliard

1040 Brussels (Belgium)