



EIGE/CS/mj D/2024/318

DIRECTOR'S DECISION

Date: 27 June 2024

Decision No: 317

Title: **EIGE's Traineeship Policy**

Legal framework

Having regard to

- Regulation (EC) No 1922/2006 of the European Parliament and of the Council of 20 December 2006 establishing a European Institute for Gender Equality (hereinafter EIGE or the Agency),
- Commission Decision COM/2007/1221 of 14 March 2007 on the fixing of the amount of the grant to trainees under the official traineeships scheme of the European Commission and, in particular Article 1, thereof,
- Commission Decision COM/2024/132 of 20 March 2024 on a Proposal for a Directive of the European Parliament and of the Council on improving and enforcing working conditions of trainees and combating regular employment relationships disguised as traineeships ('Traineeships Directive'),
- Director's Decision No 304 of 24 January 2024 on EIGE's Traineeship Policy,
- The Agency's budget,

Whereas

- (1) By Director's Decision No 304 of 24 January 2024, the Traineeship Policy was updated to enable the Agency to assign trainees to its Liaison Office in Brussels.
- (2) The Agency's Traineeship Policy requires further updating in order to clarify certain aspects related to the right to appeal and trainee working conditions, aiming to align them with the forthcoming Traineeships Directive.
- (3) Other aspects, such as the method of calculation and communication of the traineeship grant revisions and the selection procedure for trainees, require simplification and clarity.
- (4) The present Decision on EIGE's Traineeship Policy will repeal and replace the following Director's Decisions:

- Director's Decision No 264 of 29 September 2022 on the Procedure for the Selection of Candidates for Traineeships,
 - Director's Decision No 291 of 17 November 2023 on EIGE's working arrangements for trainees,
- (5) The Agency's Administration Unit shall ensure implementation of this Decision and update any related processes and/or policies respectively.
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DECISION:

Article 1

The Director has decided that the Traineeship Policy enclosed herewith repeals and replaces:

- Director's Decision No 264 of 29 September 2022 on the Procedure for the Selection of Candidates for Traineeships,
- Director's Decision No 291 of 17 November 2023 on EIGE's working arrangements for trainees, and
- Director's Decision No 304 of 24 January 2024 on EIGE's Traineeship Policy.

Article 2

Entry into force and application

This Decision shall enter into force on the date it is signed.



Carlien Scheele



EIGE'S TRAINEESHIP POLICY

Adopted by Director's Decision No 317 of 27 June 2024

These provisions repeal and replace those adopted by Director's Decision No 304 of 24 January 2024.

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Foreword

These policy guidelines outline the aims of the Agency's traineeships targeted mainly at young university graduates without excluding those who, in the framework of lifelong learning, have recently obtained a university degree and are at the beginning of a new professional career.

In line with similar initiatives taken by the European Commission and other European agencies, the aims of the Agency's traineeships include the following:

- (i) to provide university graduates with a unique and first-hand experience of the workings of the European Union in general, and the Agency in particular. The traineeships EIGE shall offer specifically, seek to provide an understanding of the objectives and procedures of the Agency's work in connection with gender equality;
- (ii) to enable the selected trainees to acquire practical experience and knowledge of the day-to-day work of the Agency's Units and to work in a multilingual, multicultural environment;
- (iii) to provide opportunities to university graduates to put into practice their knowledge acquired during their studies and in particular in their specific areas of competence. The traineeships are also intended to introduce graduates to the professional world and the constraints, duties and opportunities therein.
- (iv) to promote European integration within the spirit of new governance and through active participation to create awareness of European citizenship.

Moreover, the benefits for the Agency resulting from the input of graduates who can give a fresh point of view as well as up to date academic knowledge that can also serve to contribute to the work of the Agency are not to be underestimated. It is maintained that these traineeships can create long-term "goodwill ambassadors" for European ideas and values both within the European Union and beyond its borders.

Article 1 – General provisions

- 1.1. Traineeships are intended for university graduates who, in the course of their studies or in some other manner, have already gained some initial experience in the Agency's areas of work. These types of traineeships shall last for eleven months without the possibility of renewal.
- 1.2. These provisions shall apply to traineeships organised by the Agency, subject to any limits of budget, office space and the availability of the personnel in charge of the aforesaid trainees.
- 1.3. Annually, the Director, in their role of Authorising Officer, shall decide on the number of traineeships to be offered in each Unit, depending on the needs of the Agency, the funds available and the capacity of each Unit to accommodate trainees.
- 1.4. The objectives of the Agency's traineeships shall seek principally to:
 - provide training in gender equality issues and more specifically in the areas of work being carried out by EIGE;
 - provide practical knowledge of the working of the Agency's different Units;
 - extend and apply knowledge acquired in the course of studies or working life;
 - enable trainees to acquire personal experience through the contacts they make in their everyday work.
- 1.5. Subject to any timetable constraints, trainees may spend a maximum of half a day per week preparing a postgraduate thesis or an academic paper.
- 1.6. Trainees engaged by EIGE may be based either in Vilnius or Brussels.

Article 2 – Admission criteria

- 2.1. Applications should be made in strict accordance with the procedures established by the Agency. All necessary instructions are published on the Agency's website. Applications received after the closing date will automatically be rejected. Applicants must provide all of the supporting documents when requested.
- 2.2. The Agency will promote traineeship vacancies broadly e.g., via Facebook/LinkedIn; with former trainees; the European Women's Lobby (EWL); European Disability Forum (EDF); ILGA Europe; European Network against Racism (ENAR); Equinet; European Platform for Roma inclusion (EPRI); EIGE's social media channels, and Google Display Network.
- 2.3. Traineeships shall be open to applicants who have not previously undertaken a paid or unpaid traineeship in another European institution, agency or body¹ and who meet the following requirements:

¹ Including anyone who is or has been an assistant to a Member of the European Parliament, an *intra-muros* consultant or researcher, a temporary staff member, a contract staff member, an auxiliary staff

- Be 18 years of age or older;
 - Be nationals of a Member State of the European Union, EFTA as well as IPA qualifying countries;
 - Have a recognised university degree², evidencing completion of a full cycle of study, or in the case of trainees who are at the end of their studies, an official attestation from their university stating the marks obtained, and
 - Have a thorough knowledge (C1 level) of one official language of the European Union³ and a satisfactory knowledge (B2 level) of another language of the European Union; one of these languages must be the Agency's working language, which is English.
- 2.4. Successful candidates are selected based on educational background, qualifications, competencies, motivation and/or any initial experience in one EIGE's of the areas of work, obtained either through specialisation as part of the applicant's studies for a university degree, a dissertation or other research project conducted as part of their studies or in some other manner, or through professional experience, or a previous traineeship. The selection procedure aims to keep, to the best possible level, a diverse pool of short-listed candidates.
- 2.5. EIGE commits to supporting, ensuring and safeguarding equality and diversity, regarding characteristics such as gender; race; colour; ethnic or social origin; genetic features; language; religion or belief; political or any other opinion; membership of a national minority; property; birth; disability; nationality; age; sexual orientation, or gender identity within all organisational aspects at EIGE. For trainees with disabilities, EIGE will ensure all means to provide reasonable accommodation, where needed.
- 2.6. The principal areas of the Agency's work which are taken into account in the requirements stated in Article 2.3 are:
- Administration
 - Communications
 - Gender Based Violence
 - Gender Mainstreaming
 - Research and Statistics
 - Stakeholder Relations

member or an interim staff member of any EU institution, body, delegation or representative office. For a list of European Institutions and Bodies see Annex 1.

² For a list of minimum national diplomas see Annex 2.

³ The languages of the EU are Bulgarian, Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, Irish, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovene, Spanish, and Swedish.

- 2.7. In allocating trainees, the Agency shall give priority to its Units that have places available. The Unit to which a chosen candidate is ultimately allocated may not always coincide with that for which they had expressed a preference.

Article 3 – Selection procedure

- 3.1. The number of available places for a traineeship shall be defined based on organisational feasibility and resource availability.
- 3.2. A call for expressions of interest for the traineeship programme (hereinafter the 'call') shall be launched following the approval of the Director.
- 3.3. Applications shall be submitted in accordance with the requirements of the published call. Incomplete applications, applications not in line with the requirements of the published call and those received after the closing date for submission of applications will automatically be rejected.
- 3.4. Upon receipt of the submitted applications, the validity and eligibility of the applicants will be examined by the Human Resources (HR) team. The HR team will share the eligible applications with the Team Leader(s) of the respective Unit(s) and the respective project manager(s) who will supervise⁴ the trainee(s).
- 3.5. The Team Leader(s) of the respective Unit(s) and the supervisor(s) shall assess each application. Before starting the selection process, the Team Leader(s) and the supervisor(s) will be requested to declare if they know any of the candidates and in what capacity. Actual or potential conflicts of interest shall be assessed by the HR team. If a conflict of interests is identified, the Director may decide to replace the staff member affected by the conflict of interests or apply any other mitigating measures, as appropriate.
- 3.6. The Team Leader(s) and supervisor(s) identify the candidates who best suit the sought profiles in particular, with regard to their educational background, qualifications, competences, motivations and preferences. The result of this assessment shall be communicated to the HR team.
- 3.7. The HR team will invite the short-listed candidates to an interview with the Team Leader and the traineeship supervisor before the final selection decision takes place. The purpose of the interview is to verify candidate suitability to the profile and their language skills.
- 3.8. Based on the results of the interviews and the opinion of the Team Leader(s) and supervisor(s), the HR team proposes the list of the selected candidates to the Director.
- 3.9. The Director, in their role as Authorising Officer, shall authorise the proposed list of candidates taking into account the number of traineeship places available.

⁴ If the Team Leader is the trainee supervisor, the selection will be performed by the Team Leader and a staff member from the respective team, chosen by the Team Leader.

Article 4 – Notification

- 4.1. The HR team shall contact each successful applicant with details to facilitate their engagement as a trainee, as well as with an offer letter. A traineeship agreement shall be signed upon arrival of the trainee to the Agency. Alternatively, if possible, should a trainee have a qualified electronic signature (QES), the traineeship agreement may be signed electronically before the first day of traineeship. The name of the trainee's supervisor shall be included in the traineeship agreement.
- 4.2. Before commencing the traineeship, the candidate is required to provide the following documents:
- an excerpt from police records (except in the case of civil servants);
 - a medical certificate confirming that they are fit for work and free of any contagious diseases;
 - a statement indicating whether the trainee is gainfully employed, and if so, the amount of their earnings;
 - a statement indicating whether the trainee is in receipt of a grant or other subsistence allowance from another source, and if so, the amount of these grants or allowances;
 - a photocopy of an insurance policy covering the trainee for illness and accidents (other than accidents at work, which will be covered in accordance with the terms of the insurance policy taken out to that end by the Agency) for the duration of the traineeship.
- If a candidate is unable to provide the requested document(s) within the given deadline, EIGE may withdraw the traineeship offer.
- 4.3. Applicants should note that subsequent to completing a traineeship programme period at the Agency, they might not be eligible for a further traineeship in other European Institutions, agencies, or bodies. Also to be noted, the awarding of a traineeship does not grant trainees the status of an official or staff member of the institutions and bodies of the European Union. It shall neither confer entitlement to employment in the services of the Agency nor give them priority over other applicants for employment.
- 4.4. Non-successful applicants may re-apply for a subsequent traineeship programme, but they will have to submit a new application.

Article 5 – Basic grants, insurances, allowances, reimbursements and tax matters

- 5.1. Trainees will be awarded a monthly grant. The amount of the grant for trainees undertaking a traineeship at the Agency shall be calculated in accordance with Article 1 of Commission Decision C(2007)1221 of 14 March 2007, which sets the grant amount for trainees at the Agency's Liaison Office in Brussels at 25 % of the basic remuneration for an official at grade AD 5, step 1.

- 5.2. The amount of the traineeship grant for trainees assigned to the Agency's headquarters in Vilnius shall be adapted in accordance with the changes in the correction coefficient⁵, as communicated to the Agency by the Commission's Paymasters Office. The amount shall be included in all calls for traineeship applications when announced on EIGE's website and shall be communicated by the HR team to incumbent trainees. The revision of the traineeship grant does not have retroactive effect and shall enter into force in the next payment period following the communication from the Paymasters Office.
- 5.3. Sickness insurance is mandatory. Trainees shall be responsible for organising their own insurance against health risks, along with any insurance required for family members for the duration of the traineeship.
- 5.4. Trainees shall be insured against the risk of accidents at work in accordance with the terms of the insurance policy taken out to that end by the Agency with an insurance company.
- 5.5. Grants awarded to trainees are not subject to the special tax regulations applying to officials and other servants of the European Union. Thus, trainees are solely responsible for the payment of any taxes due on the Agency's grants by virtue of the laws in force in the State concerned. For tax purposes, upon request at the end of the traineeship, the Agency can provide a letter stating the amount of the grant given to the trainee and confirming that tax and social security payments have not been made.
- 5.6. Trainees shall be reimbursed for actual travel in/out expenses at the beginning and at the end of their traineeship from and to their place of recruitment. Trainees whose place of recruitment is less than 50 km from the place of employment are not entitled to the reimbursement of travel in/out expenses.
- 5.7. If a trainee requests it, reimbursement of travel out expenses can be done to a place other than the place of recruitment, although this shall be limited to EU Member States, EFTA countries and IPA countries.

Reimbursement of travel in/out expenses shall be processed upon submission of a reimbursement request and the relevant travel documents specifying the amount paid and proof that the travel by the trainee actually took place.

The maximum reimbursement for extra luggage costs for trainees upon arrival and departure shall be EUR 250 each way. This ceiling applies for extra luggage taken onto an airplane by the travelling trainee or extra luggage that may be sent by freight.

Article 6 – Reasonable accommodation at the workplace

- 6.1. The Agency will take appropriate measures, where needed in a particular case, to enable trainees with a disability to have access to and participate in, the traineeship. In order to guarantee compliance with the principle of equal treatment

⁵ Determined by the European Commission in accordance with Article 64 of the EU Staff Regulations

in relation to persons with a disability, the Agency will provide reasonable accommodation. Persons with a disability have the right to reasonable accommodation unless such measures would impose a disproportionate burden on the Agency.

- 6.2. Reasonable accommodation can include the provision or modification of equipment or technical devices, the adjustment of policies or practices, etc. There is no one size fits all solution. To provide the appropriate accommodation, case-by-case examination is therefore needed.
- 6.3. To request reasonable accommodation, an applicant must send an email to eige.hr@eige.europa.eu after submission of their application. The request should describe the reasonable accommodation arrangements that the applicant would need during the traineeship, indicating their full name and address. Further documentary justification of the need for reasonable accommodation requirements may be required in case the applicant is selected.
- 6.4. If information concerning specific reasonable accommodation requirements provided by applicants is not substantial and precise enough, this may result in delays in providing trainees with reasonable accommodation at work. In the worst case, if the Agency is unable to offer a temporary solution, this may result in termination of the traineeship.
- 6.5. Any information about a candidate's disability is used only within the Agency and solely for the purpose of providing specific adaptations at the workplace and to enable successful candidates in their search for accessible housing, transport and other necessary assistance. The data provided is processed in line with the privacy notice featured in the call for applications.

Article 7 – Rights and obligations of trainees

- 7.1. Once the trainee is allocated to a Unit within the Agency, their work shall be directed by a supervisor appointed by the Head of Unit to which the trainee is allocated. The supervisor shall be responsible for instructing the trainee and shall advise them in the performance of the work allocated. As far as possible, the supervisor shall ensure that the trainee is involved in the everyday work of EIGE. The supervisor shall, as a rule, be responsible for only one trainee during each training period.
- 7.2. Trainees may be entitled to attend training courses organised by the Agency for all staff and which coincide with their traineeship.
- 7.3. Throughout the traineeship, the trainee shall act as instructed by their supervisor. The trainee shall take part in the work of the Unit and in activities organised for their benefit, keeping to the timetables and programmes set. During the traineeship, the trainee shall consult their supervisor on any initiative they plan to take with regard to the work of the Agency.

- 7.4. Within the Unit to which the trainee is allocated, they shall (i) attend meetings on matters which are of relevance to them, and which are not confidential, (ii) receive documentation and (iii) take part in the work of the Agency at an appropriate level.
- 7.5. Subject to budgetary constraints, visits or study tours of relevance to the traineeship programme may be organised for trainees. Trainees shall not be sent on missions; however, in exceptional cases, the Director may authorise this following a reasoned request in writing by the Head of the respective Unit. The mission shall be of a technical nature and not representative. This authorisation shall entitle the trainee to reimbursement of travel expenses and a daily subsistence allowance, under the budget for "Missions", and shall be calculated in accordance with those provisions of Articles 11 and Annex VII to the Staff Regulations.
- 7.6. Trainees must exercise the greatest discretion regarding facts and information that come to their knowledge during their training. They must not, in any manner whatsoever, disclose to any unauthorised persons any document or information not already made public. They will continue to be bound by this obligation after the end of their traineeship. The Agency reserves its legal right to terminate the traineeship and to pursue any person who does not respect this obligation.
- 7.7. Trainees must not have any professional connections with third parties which might be incompatible with their traineeship (i.e., must not work for lobbyists, advocacy groups, etc.), and they must submit an external activity request should they wish to engage in any gainful employment during the period of the traineeship as this may adversely affect the work assigned during the traineeship. The request shall be submitted via the ethics module in Sysper for the authorisation of the Director. If a conflict of interests should arise during their assignment, trainees should immediately report this to their supervisor in writing.
- 7.8. Trainees must not, either alone or with others, publish or cause to be published any matter dealing with the work of EIGE without the written permission of the Agency's Director. Such permission is subject to the conditions in force for all Agency staff and shall be submitted via the ethics module in Sysper. All rights, for any articles or other work done for EIGE, are the property of the Agency.
- 7.9. The trainee shall have sole responsibility for complying with any civil obligations incumbent on them particularly, but not exclusively, arising from establishing temporary residency in the Agency's host country and obligations regarding military service.
- 7.10. The Agency 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 papers at the moment of application or during the traineeship period.
- 7.11. The trainee shall not represent the Agency or allege to represent EIGE. The trainee is liable to inform adequately third parties that they are not a European civil servant.
- 7.12. Except in cases of *force majeure*, the trainee shall make good any damage caused to the Agency.

Article 8 – Working hours, leave and absences

- 8.1. Only full-time traineeships are envisaged. Trainees shall comply with the working hours of the Agency⁶, and shall not be subject to recuperation.
- 8.2. Trainees should be available for interaction with other colleagues from 09:30 to 12:00 and from 14:30 to 16:00, Monday to Friday. Trainees shall be encouraged to take regular breaks, especially when working in front of a screen. They shall take a minimum of one break of at least 20 minutes per working day.
- 8.3. Line managers and other staff may not contact trainees or request them to work from 20:00 to 08:00 ('disconnection period'), except in any of the following cases:
 - emergency;
 - pre-agreement.

The same right to disconnect shall apply at weekends, on public holidays and during the trainee's annual leave or other types of leave provided for under the conditions of their traineeship.

- 8.4. The supervisor shall ensure that the trainee's workload is manageable during an 8 hour/day and 40 hours/week working time. If, in an exceptional case and due to the interest of the service, the trainee is required by the supervisor to work more than 8 hours in a working day, the trainee is entitled to work shorter hours in the subsequent days/weeks, as agreed with the supervisor.
- 8.5. Trainees are entitled to teleworking up to 60 % of the working week. Requests shall be submitted accordingly in the Agency's leave management system and shall be approved by the line manager before teleworking begins.
- 8.6. Requests for telework exceeding 60 % of the working week can be accommodated in case of health or mobility issues. Mobility issues shall be certified by a doctor.
- 8.7. In addition to providing adequate IT tools required for both work at the office and telework, the Agency may provide support, upon request, with office furniture from its own inventory, depending on the availability of the items. All furniture and equipment shall be returned to the Agency at the end of the traineeship.
- 8.8. Telework shall, in principle, be carried out at the place of the traineeship, and trainees should, in principle, telework from their usual place of residence during their traineeship. In exceptional circumstances, such as duly documented imperative family reasons, an authorisation to telework outside the place of traineeship may be requested in the Agency's leave management system and may be granted by the Director for up to two weeks, after consulting the trainee's supervisor.

⁶ The normal working time is set at 40 hours per week, spread over five working days, from Monday to Friday. The typical working hours are between 08:00 and 20:00. A full working day shall be 8 hours, while a half working day shall be 4 hours.

- 8.9. Trainees are entitled to two days of leave for each month during their traineeship applied on a pro rata basis. Days of leave not taken by the end of the traineeship are not paid *in lieu*.
- 8.10. In the event of sickness, the trainee shall notify their supervisor immediately. Should the period of absence extend beyond three calendar days, the trainee shall send to the Agency's medical adviser a medical certificate indicating the probable length of absence. Any unauthorised absence shall be deducted from the annual leave entitlement.

Article 9 – End of the traineeship

- 9.1. At the end of the traineeship, the trainee shall have an 'end of traineeship conversation' with their supervisor and/or Head of Unit. This conversation is based on a report on their work sent to their supervisor who shall forward it to the Head of Unit together with an evaluation report. After this report has been compiled and entered in their personal file, the trainee shall receive a certificate confirming the length of the period served.
- 9.2. The Agency's Director may agree to suspend the traineeship for a specific period on receipt of a written request by the individual concerned and after obtaining the opinion of the supervisor. The trainee is not entitled to receive the traineeship grant or any financial contribution from the Agency during this period. The traineeship may only be resumed during the relevant training period and for the length of time still remaining in the contract between the trainee and the Agency.
- 9.3. If a trainee wishes to terminate the traineeship earlier than the date specified in the traineeship agreement, they shall submit to the HR team a written request for the approval of the Director. The trainee shall communicate this request, stating the reasons, to their supervisor and submit it to the HR team at least one month before the requested termination date. Where appropriate, EIGE may recover proportionally the part of the grant paid to the trainee.
- 9.4. The Agency's Director may decide at any time to terminate the traineeship after hearing the trainee and the supervisor concerned and for any of the following reasons:
- If the level of the trainee's professional performance or their knowledge of the working language is insufficient for the performance of their duties;
 - If the behaviour of a trainee does not prove satisfactory;
 - If the trainee knowingly made false statements or submitted false documentations at the time of the application or during the traineeship programme period;
 - If the trainee's professional connection with third parties may give rise to a potential conflict of interest.

Article 10 – Appeal procedure

Any trainee may submit to the Director a complaint against an act under this Decision taken by the Agency, which adversely affects them. The appeal must be lodged within one month of the date of notification of the decision to the person concerned, but in no case later than the date on which the latter received such notification. The Director shall notify the person concerned of their reasoned decision within two months from the date on which the complaint was lodged. If at the end of that period no reply to the complaint has been received, this shall be deemed to constitute an implied decision rejecting it.

Annex 1 – European Union Institutions and Bodies

Source: http://europa.eu/institutions/index_en.htm

Institutions of the European Union

Name	Short Description
<i>European Parliament</i>	The European Parliament (EP) is elected by the citizens of the European Union to represent their interests.
<i>European Council</i>	The European Council takes decisions regarding the EU's political direction. It brings together the heads of state or government of every EU Member State.
<i>Council of the European Union</i>	The members of the Council of the European Union are government ministers from all Member States. The Council plays an important role in the law-making process in the European Union and usually meets around specific policy areas.
<i>Presidency of the Council of the European Union</i>	The Presidency of the Council of the European Union rotates every six months. In other words, each EU country in turn takes charge of the Council agenda and chairs all the meetings for a six-month period, promoting legislative and political decisions and brokering compromises between the Member States.
<i>European Commission</i>	The Commission is independent of national governments. Its job is to represent and uphold the interests of the EU as a whole. It drafts proposals for new European laws, which it presents to the European Parliament and the Council.
<i>Court of Justice of the European Union</i>	Its role is to make sure that EU legislation is interpreted and applied in the same way in all EU countries, and that countries and EU institutions abide by EU law.
<i>European Court of Auditors</i>	The Court of Auditors role is to check that EU funds, which come from the taxpayers, are properly collected and that they are spent legally, economically and for the intended purpose. Its aim is to ensure that the taxpayers get maximum value for their money, and it has the right to audit any person or organisation handling EU funds.

Consultative Bodies

Name	Short Description
<i>European Economic and Social Committee</i>	The European Economic and Social Committee is an advisory body representing employers, trade unions, farmers, consumers and the other interest groups that collectively make up 'organised civil society'. It presents their views and defends their interests in policy discussions with the Commission, the Council and the European Parliament.
<i>European Committee of the Regions</i>	The Committee of the Regions is an advisory body composed of representatives of Europe's regional and local authorities. It has to be consulted before EU decisions are taken on matters such as regional policy, the environment, education and transport – all of which concern local and regional government.

Financial Bodies

Name	Short Description
<i>European Investment Bank</i>	Its job is to lend money for projects of European interest (such as rail and road links, airports, or environmental schemes), particularly in the less well-off regions, candidate countries and the developing world. It also provides credit for investment by small businesses.
<i>European Investment Fund</i>	The European Investment Fund was set up to help small businesses.
<i>European Central Bank (ECB)</i>	Its job is to manage the Euro – the EU's single currency. The ECB is also responsible for framing and implementing the EU's economic and monetary policy.

Inter-institutional Bodies

Name	Short Description
<i>Publications Office of the European Union</i>	The full name of this body is the Office for Official Publications of the European Union. It acts as the publishing house for the EU institutions, producing and distributing all official European Union publications, on paper and in digital form.
<i>European Personnel Selection Office (EPSO)</i>	EPSO became operational in January 2003. Its task is to set competitive examinations for recruiting staff to work in all the EU institutions. This is more efficient than having each institution

	organise its own recruitment competitions. EPSO's annual budget of roughly €21 million is 11% less than what the EU institutions used to spend on recruitment.
<i>European Administrative School</i>	The European Administrative School was set up on 10 February 2005. It provides training in specific areas for members of EU staff. Its courses are open to staff of all EU institutions, thereby helping spread common values, promoting better understanding among EU staff and achieving economies of scale. It works in close cooperation with the training departments of all the institutions to avoid any duplication of effort.
<i>Computer Emergency Response Team for the EU institutions, bodies and agencies (CERT-EU)</i>	CERT-EU responds to information security incidents and cyber threats affecting the computer systems of all EU institutions, agencies and bodies.

EU decentralised agencies

An EU agency is a body governed by European public law; it is distinct from the EU Institutions (Council, Parliament, Commission, etc.) and has its own legal personality. It is set up by an act of secondary legislation in order to accomplish a very specific technical, scientific, or managerial task, in the framework of the European Union's "first pillar". EU decentralised agencies include:

- EU Agency for the Cooperation of Energy Regulators (ACER)
- Agency for Support for BEREC (BEREC Office)
- Translation Centre for the Bodies of the European Union (CdT)
- European Agency for the operational management of large-scale IT systems in the area of freedom, security and justice (eu-LISA)
- European Banking Authority (EBA)
- European Centre for Disease Prevention and Control (ECDC)
- European Fisheries Control Agency (EFCA)
- European Insurance and Occupational Pensions Authority (EIOPA)
- European Medicines Agency (EMA)
- European Public Prosecutor's Office (EPPO)
- Community Plant Variety Office (CPVO)
- European Cybersecurity Competence Centre (ECCC)
- European Union Agency for Asylum (EUAA)
- European Union Agency for the Space Programme (EUSPA)
- European Securities and Markets Authority (ESMA)

- European Agency for Safety and Health at Work (EU-OSHA)
- European Border and Coastguard Agency (FRONTEX)
- European Aviation Safety Agency (EASA)
- European Centre for the Development of Vocational Training (CEDEFOP)
- European Institute for Gender Equality (EIGE)
- European Chemicals Agency (ECHA)
- European Institute of Innovation and Technology (EIT)
- European Environment Agency (EEA)
- European Food Safety Authority (EFSA)
- European Labour Authority (ELA)
- European Foundation for the Improvement of Living and Working Conditions (EUROFOUND)
- European Fundamental Rights Agency (FRA)
- European GNSS Supervisory Authority (GSA)
- European Maritime Safety Agency (EMSA)
- EU Drugs Agency (EUDA)
- EU Agency for Cybersecurity (ENISA)
- European Railway Agency (ERA)
- European Training Foundation (ETF)
- European Union Intellectual Property Office (EUIPO)
- Single Resolution Board (SRB)

Common Foreign and Security Policy agencies

Agencies have been set up to carry out very specific technical, scientific and management tasks within the framework of European Union's Common Foreign and Security Policy (CFSP) – the "second pillar" of the EU. These agencies include:

- European Defence Agency (EDA)
- European Union Institute for Security Studies (EUISS)
- European Union Satellite Centre (SatCen)

Police and judicial cooperation in criminal matters agencies

Another group of agencies has been set up to help the EU Member States co-operate in the fight against organised international crime. This co-operation in criminal matters is the "third pillar" of the EU. These agencies include:

- European Judicial Cooperation Unit (EUROJUST)
- European Police College (CEPOL)
- European Police Office (EUROPOL)

Executive agencies

Executive agencies are organisations established in accordance with Council Regulation (EC) No 58/2003 (OJ L 11, 16.1.2003) with a view to being entrusted with certain tasks relating to the management of one or more Community programmes. These agencies are set up for a fixed period and are located at the seat of the European Commission (Brussels or Luxembourg). They include:

- Education, Audio-visual and Culture Executive Agency (EACEA)
- Research Executive Agency (REA)
- European Agency for Health and Consumers (EAHC)
- Trans-European Transport Network Executive Agency (TEN-T EA)
- European Agency for Competitiveness and Innovation (EACI)

EURATOM agencies and bodies

These bodies are created to support the aims of the European Atomic Energy Community Treaty (EURATOM). The purpose of the Treaty is to coordinate the Member States' research programmes for the peaceful use of nuclear energy, to provide knowledge, infrastructure and funding of nuclear energy and to ensure sufficiency and security of atomic energy supply. These agencies include:

- EURATOM Supply Agency (ESA)
- European Joint Undertaking for ITER and the Development of Fusion Energy (Fusion for Energy)

Annex 2 – Examples of diplomas for which the level of education corresponds to that required for access to the traineeship

Country	University level education (at least three years in length)
Albania/Shqipëria	Diplomë e Nivelit të Parë — 180 ETCS
Belgium/France/The Netherlands	Bachelor académique (dit <<de transition>>-180 ECTS Academisch gerichte Bachelor - 180 ECTS
Bosna i Hercegovina	Bachelor ili Baccalaureat - 180 ETCS
Bulgaria	Diplom za Visse, Obrazovanie, Bakalavur
Ceská Republika	Diplom o ukoněení BakaláYského studia - 180 ETCS
Crna Gora	Diploma Osnovnih Studija/Becelor - 180 ETCS
Danmark	Bachelorgrad
Deutschland	Fachhochschulabschluss (6-7 Semester), Bachelor
Eesti	Bakalaureusekraad (min 120 ainepunkti)
España	Diplomado/Ingeniero Técnico
France	Licence
Greece/Eλλάδα	Δίπλωμα Α.Ε.Ι (πανεπιστημίου, πολυτεχνείου, Τ.Ε.Ι. υποχρεωτικής τετραετούς φοίτησης)
Ireland/Eire	Bachelor's degree
Italia	Laurea - L 180 credits
Kıjnpoç/Kıbrıs	Bachelor Programmes offered by Public/Private Schools of Higher Education for the later accreditation is compulsory
Kosovo	Diplomë e Nivelit të Parë — 180 ETCS
Latvija	Bakalaura diploms (min 120 krediti)
Lietuva	Bakalauras (min 120 kreditas)
Luxembourg	DEES, Diplôme d'Ingénieur Industriel, DPCU, DUT, Certificat (+)
Bivša jugoslavenska Republika Makedonija	Diploma za Dodiplomske studije — 180 ETCS
Magyarország	Főiskolai Oklevél (pre-Bologna); Alapfokozat (bachelor degree - 180 credits)
Malta	Bachelor's degree
Nederland	Bachelor (WC)
Österreich	Fachhochschuldiplom (6-7 Semester)/ Bakkalaureus(rea)
Polska	Licencjat - Inzynier
Portugal	Bacharel - 3 years; Licenciado 180 ECTS (1st cycle)
Republica Hrvatska/Croatie	Baccalaureus/Baccalaurea (Sveučilišni Prvostupnik/Prvostupnica)
Romania	Diplomă de Licență
Slovenija	Diploma o Pridobljeni Visoki Strokovni Izobrazbi
Srbija	Diploma Osnovnih Studija/Becelor - 180 ETCS
Suomi/Finland	Kandidaatin tutkinto - Kandidatexamen
Ammattikorkeakoulututkinto	Yrkeshögskoleexamen (min 120 0 intoviikkoa -studieveckor)

Sverige	Kandidatexamen (Akademisk examen omfattande minst 120 poäng varav 60 poäng fördjupade studier i ett ämne + uppsats motsvarande 10 poäng; Bachelor
Turkey/Türkiye	Lisans Diploması/bachelor
United Kingdom	(Honours) Bachelor's degree; NB: Master's degree in Scotland