

Decision of the Executive Director 21/2024/DIR
on Rules Governing Traineeships at CEPOL
Adopted by the Executive Director
On 22nd April 2024

THE EXECUTIVE DIRECTOR,

Having regard to Regulation (EU) 2015/2219 of the European Parliament and of the Council of 25 November 2015 on the European Union Agency for Law Enforcement Training (CEPOL) and replacing and repealing Council Decision 2005/681/JHA¹ (hereinafter 'CEPOL Regulation'), and in particular Article 14 thereof,

Having regard to Decision of the Executive Director 71/2021/DIR on Rules governing Traineeships at CEPOL and Repealing 61/2017/DIR, adopted on 13 October 2021,

Whereas:

- (1) The Executive Director on 13 October 2021 adopted Decision 71/2021/DIR on Rules governing Traineeships at CEPOL,
- (2) There is a need of updating the current Rules governing Traineeships at CEPOL, considering the fact that they do not reflect the correct grant amount as annually published by the Traineeship office of the Commission.

HAS DECIDED:

Article 1

Purpose

1. These rules shall govern the traineeship scheme of the European Union Agency for Law Enforcement Training ('CEPOL' or 'the Agency'). The traineeship scheme targets university students or recent graduates with an interest in the work of the Agency.
2. The aim of the traineeship scheme is to benefit both parties – the Agency and the trainees – by providing university students or recent graduates with their first experience of working for an European Union body, while allowing them to assist in the completion of specific tasks which are useful to CEPOL.

Article 2

Objectives

1. The objectives of the CEPOL traineeship scheme are:
 - a) To provide trainees with a unique and hands on experience of the work of CEPOL, in particular, and of the European Union institutions, agencies and bodies, in general. It aims to provide an understanding of the objectives and goals of the CEPOL processes and policies;
 - b) To enable trainees to put into practice the knowledge they have acquired during their studies in their particular areas of competence. It aims to introduce the trainees to the professional world and the constraints, duties and opportunities therein;

¹ OJ L319, 4.12.2015, p.1.

- c) To give trainees the opportunity to gain experience and knowledge of the day-to-day work of CEPOL;
- d) To provide the opportunity to work in a multicultural and diverse working environment contributing to the development of mutual understanding, trust and tolerance;
- e) To promote European integration through active participation and to create awareness of true European citizenship.

2. CEPOL, through its official traineeship scheme benefits from:

- a) The input of enthusiastic trainees, who can give a fresh perspective and up-to-date academic knowledge and experience, which will enhance the everyday work of CEPOL;
- b) The contribution of trainees performing specific tasks of use to CEPOL;
- c) The creation of a pool of trainees with first-hand experience and training in CEPOL procedures, who will be better prepared to collaborate and cooperate with CEPOL in the future;
- d) The creation of long-term “goodwill ambassadors” to protect and promote ideas and values of CEPOL and of the European Union institutions, agencies and bodies.

Article 3 Eligibility

1. Any candidate who meets the following minimum eligibility criteria may apply for a traineeship at CEPOL:

- a) Be a national of the Member States of the European Union, Schengen Associated Countries or candidate countries benefiting from a pre-accession strategy;
- b) Have a level of education which corresponds to completed or ongoing university studies or vocational training relevant for the tasks of CEPOL;
- c) Have very good knowledge of English, the working language of CEPOL, at level B2 or higher;
- d) Provide a recent Certificate of Good Conduct prior to commencing the traineeship.

Annex A sets out an overview of relevant certificates for each of the Member States;

- e) Traineeships are, as a rule, open to candidates who have not yet had a possibility to work either as a staff member or as a trainee (formal or informal, paid or unpaid) in the European Union institutions, agencies or bodies.

However, if justified in the interest of the service, CEPOL may consider applications from candidates who have been trainees at other European Union institutions, agencies or bodies, if they may present particular value for the Agency.

Article 4 Recruitment Procedure

1. Candidates are to fulfil 3 requirements in order for the application to be considered valid:
 - a) Submit their application using the Europass CV² format, including a letter of motivation;
 - b) Clearly state in their application for which of the announced traineeship positions they are applying. Each traineeship position requires a separate application;
 - c) Submit the application electronically to the email address traineeships@cepol.europa.eu, in order for CEPOL to confirm the compliance with the eligibility criteria for the traineeship.

Applications which do not meet the eligibility criteria or are incorrectly submitted will not be taken into consideration.

2. The selection is to be carried out by a committee consisting of one member of the Human Resources Sector and at least one representative of the requesting Business Area.
3. Trainees shall be selected on the basis of a detailed screening of the received application forms. In addition, candidates may be contacted by CEPOL for an interview, in order to discuss their experience and mutual expectations prior to the final selection decision.
4. Only successful candidates shall be informed by an offer letter stating the starting date and duration of the traineeship.
5. Applicants may withdraw their applications at any time, by informing CEPOL of their decision in writing, to the email address traineeships@cepol.europa.eu. In such case, they are excluded from any further stage of the process.
6. If a candidate is unsuccessful, withdraws their application, or declines a traineeship offer, they may re-apply for a subsequent traineeship period. It will, however, be necessary to submit a new application, together with all supporting documents, in line with the criteria for the new traineeship call.

² <https://europa.eu/europass/en/create-europass-cv>

Article 5

Organisation

1. The traineeship lasts a minimum of three and a maximum of six months. The duration of a traineeship may not be extended beyond the maximum length laid down in these rules unless it is in the interest of CEPOL. The traineeship may be extended once for a further period of a maximum 6 months, under exceptional and duly justified circumstances.
2. Trainees at CEPOL shall start either on the 1st or on the 16th day of the month.
3. Upon the start of the traineeship, the trainee shall sign the traineeship contract, which states the rights and obligations of both the Agency and the trainee.
4. Before concluding the traineeship contract, trainees shall provide original documents of their identity, education, health insurance and a Certificate of Good Conduct. For declared ongoing studies, an official declaration from the relevant university is to be provided.
5. Applicants whose university or post-graduate diplomas are not issued in one of the official European Union languages must provide a translation of these documents into English, the working language of CEPOL.
6. At the beginning of the traineeship, the trainee will be asked to sign a written agreement, which states the conditions of the traineeship and the activities during the traineeship period, as well as a Declaration of Confidentiality and a Declaration of Interest.
7. CEPOL shall provide trainees with an office space, computer access and other equipment necessary to perform their duties.

Article 6

Location of the Traineeship

The traineeships will be held at the offices of CEPOL in Budapest, Hungary. If specified in the call for applications, the location of the traineeship may be at the CEPOL Liaison office in Brussels.

Article 7

Rights and Obligations of Trainees

1. Trainees do not have the status of other servants of the Communities, nor do they have any right or priority with regard to an appointment in the services of CEPOL.
2. Trainees shall be assigned to a supervisor who will be responsible for overseeing the work of the trainee. Trainees shall be required to comply with the instructions given by their supervisor, as well as the respective line managers.

3. Trainees shall comply with the internal regulations governing the functioning of CEPOL, in particular the rules concerning security, confidentiality, the Code of Good Administrative Behaviour and any other applicable internal rules and practices.
4. CEPOL reserves the right to terminate the traineeship and to take legal proceedings against any trainee who does not respect their obligations, including obligations related to discretion and confidentiality.
5. At the end of the traineeship period, trainees are to submit to their supervisor a report on their activities and objectives met during the traineeship period.
6. All trainees are to possess health insurance throughout the entire period of their traineeship. Proof of this insurance is to be presented to the Human Resources Sector before the start date of the traineeship. Trainees are also advised to have civil liability insurance.

Article 8 Confidentiality

1. Trainees must exercise the greatest discretion regarding facts and information that come to their knowledge during the course of their traineeship. They must not, in any matter, disclose to any unauthorised person any document or information not already made public. To ensure this discretion, trainees shall be requested to implement and sign the Declaration of Confidentiality before starting the traineeship.
2. If the traineeship is to be used for the trainee's thesis or any other piece of academic work, the supervisor and the responsible Head of Unit are responsible for reviewing the texts to make sure that there are no confidentiality issues.

Article 9 EU Classified Information

The tasks proposed for the traineeship should not normally involve the handling of EU Classified Information (EUCI). Any deviation from this principle must be clearly justified by the responsible Head of Unit in the business case for the traineeship.

If the need for the trainee to process EUCI comes up during the traineeship, the responsible Head of Unit shall request advice in writing from the CEPOL Security Officer and following this advice, approval from the Executive Director, before the trainee is allowed to process EUCI.

Where there are realistic expectations that a trainee will have to work with EUCI above RESTREINTE UE/EU RESTRICTED, the trainee shall agree to participate in the security clearance process.

Article 10

Working Conditions

1. Trainees shall keep the same hours of work and have the same official public holidays, as CEPOL staff. Trainees shall be part of the hybrid working policy applicable in CEPOL.
2. Trainees are entitled to 2 days of annual leave per month. This entitlement is acquired pro rata to the months worked counted from the first day of the month. Days of leave not taken are not paid in lieu. Days taken for participation to any competition, exam or university work are to be deducted from annual leave entitlements.
3. The Human Resources Sector shall oversee that the above rules are respected. Leave requests should respect the needs of the Agency. They must first be checked by the trainee's supervisor and approved by their line manager.

Article 11

Absences

1. In case of sickness, trainees must notify their supervisor and the Human Resources Sector immediately. Any sick leave exceeding 2 working days must be justified with a medical certificate indicating the probable length of absence, which is to be submitted to the Human Resources Sector.
2. If a trainee is absent without justification or without notifying their supervisor and the Human Resources Sector, the Human Resources Sector shall instruct the trainee in writing to report to the Agency within a week of the reception of the written notification. The trainee is to provide proper justification for the unauthorised absence. These days of absence shall automatically be deducted from the trainee's leave entitlement.
3. The Executive Director of the Agency may decide, following examination of the justification given, or if no justification is received after this deadline, to immediately terminate the traineeship without further notice. Any overpayment of the grant is to be reimbursed to the Agency.

Article 12

Missions

1. In exceptional cases only, justified by the requirements of the traineeship project and/or the needs of the service, the Executive Director may grant authorisation for the trainee to be sent on a mission, on the condition that the mission is of a technical nature and not of a representative one.
2. This authorisation entitles trainees to reimbursement of mission expenses and per diem in accordance with relevant provisions of the CEPOL mission guide.

Article 13

Financial Matters

1. Trainees shall be entitled to a monthly grant during the period of the traineeship. The grant shall amount to 25% of the monthly basic salary of an official in grade AD 5, step 1. The grant shall remain unchanged throughout the traineeship and shall not take account of any updates of the salaries of officials during the traineeship period.
In the case where a traineeship period is extended, the monthly grant may be updated.
2. Trainees who continue to be paid by their employer for the purpose of completing a traineeship at CEPOL, or who receive a grant from another source for the same purpose or another subsistence allowance, shall only be entitled to a financial contribution from CEPOL if the sum they receive is less than the amount of the monthly grant.
3. The above-mentioned grant shall be calculated in EUR, and paid in EUR or in HUF, according to the applicable InforEuro³ monthly exchange rate. The grant shall be paid by the 16th day of each month. The grant for the first month of traineeship may be paid in four to six weeks following the start of the traineeship.
4. Trainees are solely responsible for the payment of any taxes due on the grants received from CEPOL by virtue of the laws in force in the State concerned. Grants awarded to trainees are not subject to the tax regulations applying to officials and other servants of the European Communities.
5. At the end of the traineeship and for tax purposes, the Human Resources Sector shall provide a certificate stating the total amount received by the trainee, confirming that tax and social security payments have not been paid by CEPOL.
6. Trainees subject to Article 15 are not entitled to the trainee grant.

Article 14

Travel Expenses Contribution

1. Trainees who receive a grant pursuant to Article 13 and whose place of recruitment has a geographical distance of 50 km or more from the place of employment, are entitled to a contribution towards travel expenses at the beginning and at the end of the traineeship.
2. Trainees whose place of recruitment is less than 50 km from the place of employment, are not entitled to a travel expenses contribution.
3. The travel expenses contribution shall be calculated based on the geographical distance between the capital city of the country the trainees are nationals of and the place of employment.

³ [exchange-rate-inforeuro](#)

4. Distances will be calculated through the same tool used by the European Commission for the Erasmus+ programme⁴.
5. The one-way distance is used to calculate the contribution covering a round trip journey.
6. The table below illustrates the corresponding travel expenses contributions to each distance interval.

One-way distance	One-way allowance	Two-ways allowance
0-49	0 €	0 €
50-99	20 €	40 €
100-249	50 €	100 €
250-499	90 €	180 €
500-1999	137.50 €	275 €
2000-2999	180 €	360 €
3000-3999	265 €	530 €
4000-7999	410 €	820 €
>8000	550 €	1,100 €

7. The trainee must complete a minimum of 3 months of the traineeship to qualify for the travel expenses contribution.
8. Trainees whose contracts are extended shall not benefit from an additional travel expenses contribution. Only one travel expenses contribution may be received during traineeship period at CEPOL.
9. The travel expenses contribution will be paid at the end of the traineeship period.

Article 15 Unpaid Traineeships

1. CEPOL may accept, by way of exception, unpaid traineeships upon request from European Union Member State academies, universities or law enforcement training organisations. This shall apply also in the case of requests related to the coverage of the grant by another institution.

⁴ [Distance Calculator | Erasmus+ \(europa.eu\)](#)

2. Unpaid traineeships may also be granted to individuals' requests whose motivation to complete a traineeship at CEPOL is in principle directly related to their future professional career path, or serves scientific or training purposes only.
3. CEPOL is in no way liable for any expenses borne by the trainee in pursuit of an unpaid traineeship. Notwithstanding this, the trainee is eligible for reimbursement of expenses related to any missions they may be required to undertake as part of their duties at CEPOL. The Authorising Officer may grant an advance of mission expenses to the unpaid trainee upon the trainee's request. Any sums paid by way of an advance shall be deducted from the amounts reimbursed to cover mission expenses.

Article 16

Part-Time Traineeships

1. If a trainee wishes to alter the traineeship to accommodate other responsibilities, in particular academic work related to ongoing university studies, they may request to have the working hours reduced to part-time hours.
2. The trainee must submit a written request to the Human Resources Sector, after consulting their supervisor and line manager, at least 15 days before the requested date, except in duly justified urgent cases.
The Human Resources Sector shall further assess and present the case to the Executive Director.
3. Leave entitlements in case of part-time traineeship shall be calculated pro-rata.

Article 17

Interruption and Termination of Training and Sanctions

1. At the written request of the trainee, the Executive Director of CEPOL may, after consulting the supervisor, authorise an interruption of the traineeship for a given period. The grant shall then be suspended, and the trainee shall not be entitled to reimbursement of any travel expenses incurred during that period. The trainee may return to complete the unfinished part of the training provided there is time remaining till the end of the training period as initially defined. Provided that the trainee has completed the minimum of 3 months of traineeship, they shall be entitled to a travel expenses contribution which cannot exceed the 50% of the total travel expenses contribution which would be paid if no termination would have taken place.
2. If a trainee wishes to terminate the traineeship earlier than the date specified in the contract, a written request shall be submitted by the trainee to the Human Resources Sector. This request shall be submitted at least 3 weeks in advance of the new termination date foreseen, via their supervisor and line manager.

3. Trainees may terminate their contract either on the 15th day or on the last day of a month. In the case where the trainee has received a grant for a whole month, but the traineeship is terminated before the end of that month, CEPOL will recover overpayments as per the EU Financial Regulations provisions on recovery. Provided that the trainee has completed the minimum of 3 months of traineeship, they shall be entitled to a travel expenses contribution which cannot exceed the 50% of the total travel expenses contribution which would be paid if no termination would have taken place.
4. The Agency reserves the right to terminate the traineeship at any time if the conduct or performance of the trainee does not prove satisfactory, if their language knowledge is insufficient for the performance of the duties, if they breach their obligations under these rules, or if 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. In any of the above circumstances, the traineeship may be terminated by the Executive Director, following a justified request by the respective line manager.
5. In the event of termination for any of the above reasons, the trainee shall reimburse any overpayment of the grant to the Agency and the trainee shall not be entitled to receive the travel expenses contribution at the end of the traineeship.

Article 18

Reports and Certificates

1. At the end of their traineeship, the Traineeship Period Report will have to be completed by the trainee and their supervisor.
2. Trainees will receive, after their traineeship period, a certificate specifying their traineeship period and the Unit in which they were in service.

Article 19

Personal Data

The processing of personal data of the candidates shall follow the provisions of Regulation (EU) 2018/17251 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the European Union institutions, bodies, offices and agencies and on the free movement of such data.

Article 20

Final Provisions

Decision of the Executive Director 71/2021/DIR on Rules governing Traineeships at CEPOL and Repealing 61/2017/DIR, adopted on 13 October 2021, is hereby repealed.

This Decision shall enter into force on the date of signature and shall be applicable as from the next call for traineeship applications.

Decision of the Executive Director 21/2024/DIR
on Rules Governing Traineeships at CEPOL
Effective from 22/ 04/ 2024



This Decision shall not apply to ongoing traineeships.

Done in Budapest on 22nd April 2024

A handwritten signature in blue ink, consisting of a large, stylized 'M' shape with a smaller, more complex scribble underneath it.

Maria Montserrat Marín Lopez
Executive Director

Annex A "Certificate of Good Conduct" - EU Member States

Austria: *"Polizeiliches Führungszeugnis"*

Belgian: *"extrait de casier judiciaire - uittreksel uit het strafregister"*

Bulgaria: *"conviction status certificate"*

Croatia: *"Uvjerenje da se ne vodi kazneni postupak"*

Czech: *"Vypis z rejstrlku trestu"*

Cyprus: *"Certificate of Clear Criminal Record" - "ΠΙΣΤΟΠΟΙΗΤΙΚΟ ΛΕΥΚΟΥ ΠΟΙΝΙΚΟΥ ΜΗΤΡΩΟΥ".*

Denmark: *"Straffeattest"*

Estonia: *"Karistusregistri teatis"*

Finland: *"turvaselvitys"*

France: *"extrait de casier judiciaire"*

Germany: *"Polizeiliches Führungszeugnis"*

Greece: *"criminal record certificate" - "Πιστοποιητικό Ποινικού Μητρώου"*

Hungary: *"Erkolcsi bizonyitvány"*

Ireland: *"certificate granted under the Data Protection Act"*

Italy: *"certificato del casellario giudiziario"*

Latvia: *"Izziņa par sodamību"*

Lithuania: *"PAZYMA APIE TEISTUMA"*

Luxembourg: *"certificat de bonne vie et moeurs" or "extrait du casier judiciaire"*

Malta: *"conduct certificates" - Certifikati tal-Kondotta"*

Portugal: *"certificado de registo criminal"*

Poland: *"Zaswiadczenie o niekaralnosci"*

The Netherlands: *"Verklaring omtrent het gedrag (VOG)"*

Spain: *"certificado de antecedentes penales"*

Sweden: *"Utdrag ur belastningsregistret for utlandsandamSI"*

Slovakia: *"VYPIS Z REGISTRA TRESTOV"*

Slovenian: *"Potrdilo o nekaznovanosti"*

Romanian: *"Certificat de Cazier Judiciar"*