



## Provisions governing In-Service Training at the European Investment Bank

### General provisions

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

Aims and organisation of in-service training

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

- \* give trainees an overview of the EIB's objectives and the problems posed in achieving them,
- \* provide them with practical knowledge of the workings of the EIB,
- \* 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 EIB staff member, nor shall it entitle them to employment within the Bank 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 Director General of Human Resources shall determine the commencement dates of in-service training periods, which shall last between three and five months and can be exceptionally extended for a total of up to twelve months. In-service training periods in External Offices shall last between three and five months and no further extensions are possible.

### Acceptance and selection of trainees

7. Trainees will be selected from among nationals of the Member States of the European Union and candidate countries. A limited number of non-EU nationals may be considered.

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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 Bank's internal working languages (French/English). Knowledge of another Community language would be an advantage. For trainees in External Offices knowledge of the official language of the country the External Office is located would be considered an advantage.

10. All trainees will have to present:

- a) an extract of the criminal record;
- 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

In case of failure to submit the above mentioned documents within one month from the beginning of the internship, the Bank has the right to terminate the contract.

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 university course in a field relating to the EIB's activities as the European Union's financing institution.

### **Procedural aspects**

12. The Director General of Human Resources 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 the Human Resources Directorate.

15. Trainees must take part in all activities organised for them, respecting the normal working hours of the Bank 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 Bank's activities

17. 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

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personal data, in particular the relevant provisions of Regulation (EU) 2018/1725 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 Union institutions, bodies, offices and agencies and on the free movement of such data

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 EIB.

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 EIB.

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 EIB and must be returned to the EIB on termination of the training.

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

18. Trainees are required to abide by the EIB's Code of Conduct as amended and supplemented from time to time. For reasons of grave misconduct or manifest professional incompetence on the part of a trainee, or of breach of the obligation to keep information secret or other serious breach of the Code of Conduct and after hearing the trainee, the Director General of Human Resources may at any time decide to terminate the training. Principles enshrined in Art. 38-40 of the Staff Regulations apply by analogy.

19. The provisions of the Staff Regulations shall apply by analogy in all cases of administrative omissions.

20. At the end of their training, trainees must submit a report on their activities to their advisers, who shall forward this report to the Human Resources Directorate 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.

21. In-service training gives entitlement to 1 day of holiday per month of traineeship. Advisers may, however, where good reasons exist, grant leave of absence.

22. In the event of illness, trainees must notify their advisers immediately. If absent for more than three days, they must provide the Occupational Health Service of the Bank with a medical certificate indicating the probable length of their absence. If warranted by the interests of the department, trainees may be required to undergo a medical examination.

### **Training allowances**

23. Trainees are granted an allowance. The Director General of Human Resources shall determine the amount of this allowance. Trainees in External Offices shall the same monthly allowance adjusted in line with European Commission's weightings.

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

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24. Trainees who continue to receive payment from their employer or who receive financial assistance shall only be entitled to a financial contribution from the EIB 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**

25. Trainees recruited from outside the place of employment (i.e. Luxembourg or the country where the EIB External Office is located, as the case may be), and whose place of residence is not in the place of employment (i.e. Luxembourg or the country where the EIB External Office is located, as the case may be), 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.

Trainees are allowed to an additional roundtrip reimbursed by the Bank in case of at least 10 to 12 months contract.

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

27. Trainees recruited for a traineeship 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 Human Resources, 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**

28. In exceptional cases only, the Director General of Human Resources 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**

29. 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 EIB by virtue of the laws in force in the State concerned.

#### **Health and accident insurance**

30. 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 EIB with an insurance company, trainees are insured against accident.

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### **Interruption of a training period**

31. On written request from the trainee concerned and after consulting the adviser, the Director General of Human Resources 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**

32. On a reasoned request from a trainee submitted via the latter's adviser, the Director General of Human Resources may terminate the training.

### **Final provisions**

33. The Director General of Human Resources shall be responsible for implementing these provisions.

34. These provisions shall enter in force on 30 April 2021.