

# renew europe.

## RULES GOVERNING THE RENEW EUROPE TRAINEE PROGRAMME

### 1. Application

Interns shall be recruited on the basis of an *individual application* comprising:

- a) A personal statement and Curriculum vitae.
- b) Completion of the Renew Europe traineeship application form.
- c) A letter of endorsement by a Member of the Renew Europe Group or on the basis of functional needs of the Renew Europe Secretariat or, in the case of the “Bronisław Geremek internship program”, selected by the Foundation selection team.

### 2. Job description

- a) The intern shall carry out his or her traineeship only within the Group Secretariat and on the European Parliament premises.
- b) He or she shall work under the guidance of a Political Advisor in order to follow the work of a Parliamentary Committee or shall join one of the Secretariat units. In the latter case the training officer shall be the Head of Unit or a member of the Secretariat designated by the Head of Unit.
- c) The intern shall submit a brief report at the end of his or her internship on the work he or she has carried out within the Renew Europe Group.
- d) The duties allocated to an intern shall be determined by the training officer.
- e) Working hours shall be those of the Group.

### 3. Duration of internship

- a) The traineeship shall last for a period of five months and shall include participation in a plenary sitting in Strasbourg. Under no circumstances may the period of internship be extended.
- b) The dates of the internship are determined by the Renew Europe Group.
- c) The intake will begin in **September 2023 to February 2024 (exact date tbc)**.

### 4. Eligibility for an traineeship

- a) Applicants must hold a Master's degree or for UK and Ireland, a four-year bachelor degree or a three-year bachelor degree completed with one year proven experience.
- b) For specific Group Units requiring technical and or designing expertise, such as Press or Communications, the necessary qualifications required can be adapted to match the given area.
- c) The applicant must have a very good knowledge of at least one of the two working languages of the Group (EN/FR), and preferably a good knowledge of the other working language.

## **5. Financial conditions**

- a) The Renew Europe Group pays a monthly allowance, in line with 'EP Internal Rules Governing Traineeships' Article 24, paragraph 2, the current amount is €1470.
- b) When participating to a Strasbourg mission, the trainee shall receive the same daily allowance as Renew Europe Group staff members. The choice of transport to Strasbourg shall be the same as for Group staff (train or car), and reimbursement will be based on the price of a 2nd class train fare.
- c) Interns shall be entitled to the reimbursement of the cost of travel if the distance is more than 50 km between their place of residence, at the beginning and at the end of their internship. Reimbursement will be for a 2nd class rail or economy flight ticket, upon submission of the original invoice and boarding passes to the Financial Unit.
- d) An applicant's last actual place of residence shall be understood to be the address that the applicant gives when filling in the application form. The address may be changed by a written request by the applicant, provided it is made before the date on which the applicant is to start the traineeship. In that event, the new address shall be deemed to be the 'last actual place of residence'. A copy of the address change shall be kept in the applicant's file.

## **6. Health care**

- a) Trainees shall be covered with a Healthcare and accident insurance.
- b) The Healthcare and accident premiums shall be paid by the Renew Europe Group for the entire duration of the internship.
- c) In the event of sickness, trainees are requested to inform their training officer immediately, and if the period of sickness exceeds three calendar days, to send a medical certificate to the responsible for the Renew Europe traineeship Programme.

## **7. Leave**

- a) Trainees shall be entitled to two days' leave per month worked. Applications for leave shall be made with the agreement of the training officer as applicable, and should be submitted by email, to the responsible for the Renew Europe Intern Programme.
- b) The granting of leave shall be on the condition that the time requested is not in conflict with the Parliamentary working calendar.

## **8. Termination of contract**

- a) The traineeship may be terminated at any time at the trainee's request. In that case, the trainee must reimburse any allowance paid in advance by the Group.
- b) In the event of manifestly poor performance by the intern of his or her duties, or in the case of unjustified absences noted, a decision to terminate the traineeship may be taken by the competent authority of the Renew Europe Group and reimbursement of the allowance paid in advance by the Group shall be demanded.

## 9. Confidentiality

- a) Throughout the traineeship, trainees shall be required to conduct themselves with the utmost discretion with regard to the daily work in the Renew Europe Group. They may not communicate to any person who is not a statutory member of staff of the Renew Europe Group any documents or information which come to their knowledge and have not been made public, without the prior consent of the Renew Europe Group.
- b) Trainees must respect the same rules for contacts with the press as those for all statutory members of staff of the Renew Europe Group and must follow the instructions provided.
- c) Trainees shall remain bound by these obligations after the completion of their traineeship.