

Protection level **PUBLIC**

Internship Policy

Revised 2020

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1. Purpose

Internships are provided by many public organisations, including the European Commission and the European Union agencies. The aim of introducing internships is to create benefit for both parties – the organisation and the intern – by allowing recent university graduates to gain their first experience of working for an EU Institution, body or agency, and to ensure the completion of specific tasks, which are useful to the organisation.

The purpose of this Policy is to establish an approach to manage internships at the European Union Agency for the Operational Management of Large-Scale IT Systems in the Area of Freedom, Security and Justice (hereinafter "eu-LISA") and to create clear guidelines for planning, application, selection, processing evaluation and completion of internships at eu-LISA.

The responsibility for overall management and coordination of the internship program lays with the Human Resources Unit (HRU).

Daily supervision of an intern is ensured by the Head of the requesting entity and by a staff member designated by the latter to that effect - the tutor.

Types of internships at eu-LISA:

- Paid internship;
- Unpaid internship.

The Internship Policy applies to the paid and unpaid internship unless specified otherwise.

Chapters 3-5 and Chapters 7.4-7.9 do not apply to unpaid internships.

2. Principles

- The internship shall be beneficial for an intern by:
 - Providing an unique opportunity to put into practice the knowledge acquired during his/her studies and/or professional career and in particular in his/her specific areas of competence;
 - Providing an opportunity to acquire knowledge of the functioning of eu-LISA and its day-to-day activities;
 - Providing an opportunity to work in a multi-cultural and multi-linguistic environment, contributing to the development of mutual understanding, trust and tolerance;
 - ✓ Providing an opportunity to get acquainted with the EU civil service work environment and policies relevant to eu-LISA.
- The internship shall be beneficial for eu-LISA by:
 - ✓ The contribution of an intern performing specific tasks for eu-LISA;
 - ✓ Receiving input of recent graduates bringing up-to-date academic knowledge, which will enhance the everyday work of eu-LISA;
 - ✓ Receiving the input of young or experienced staff who can transfer their national experience;
 - ✓ Developing a potential employee base for eu-LISA;
 - Building a pool of people with first-hand experience of and trained in procedures of the Agency, who will be better prepared to collaborate and co-operate with eu-LISA and other EU Bodies in the future;
 - ✓ Creating a pool of long-term "goodwill ambassadors" for European ideas and values both within the European Union and outside.
- Tasks entrusted to interns shall be meaningful and commensurate with the responsibility of the role.
- Selection of interns shall be carried out on competitive basis.
- A person can only benefit from one (1) internship experience in eu-LISA.
- Internship can be carried out in eu-LISA Headquarters in Tallinn, in eu-LISA's operational site in Strasbourg or in the Liaison Office in Brussels.
- No age limit is imposed on the applicants for internship.

3. Eligibility

An applicant, who meets the following minimum eligibility criteria may apply for internship at eu-LISA:

• Nationality

Interns shall be selected from nationals of the EU Member States or Schengen Associated Countries.

• Education

Applicants must have completed at least three (3) years [six (6) semesters] of higher education course (university education or studies equivalent to university) or obtained the relevant degree (minimum a Bachelor or its equivalent) by the closing date for applications.

• Languages

Applicants must have knowledge of the working language of eu-LISA (English) at least at level C1.

• Experience

Internships are normally open to applicants who have not yet had a possibility to work either as a staff member or as an intern (formal or informal, paid or unpaid) in the EU Institutions, bodies or agencies.

However, if justified for the benefit of service, eu-LISA may accept applications from applicants having performed internships at other EU Institutions, bodies or agencies, if they present particular value for eu-LISA.

Applicants should inform the HRU (to the dedicated functional mailbox: <u>eulisa-</u><u>INTERNS@eulisa.europa.eu</u>) of any change in their situation that might occur at any stage of the selection process.

4. Application process

4.1 Launching procedure

The number of interns may vary depending on the needs from the Heads of Department/Unit and availability of the budget that is planned by HRU.

The selection procedure (explained in more detail in Chapter 4.3) will be launched upon a request from the Head of the Department/Unit under supervision of the Head of HRU and assessment for the availability of internship position and budget.

The tasks of the intern must not involve the handling of classified information. Handling of sensitive non-classified information must be clearly explained and justified by the Head of the hosting Department/Unit. Access to eu-LISA sensitive non-classified information shall be processed in accordance with eu-LISA's security rules in place.

Information about internship opportunities, including tasks to be performed and application procedure and deadlines, will be published on eu-LISA website as a call for expression of interest, together with the information about how to apply.

eu-LISA shall not accept spontaneous internship applications – each application should bear the relevant reference number of the internship call. Exception to this may be unpaid internship within the meaning of the Chapter 9 – 'Unpaid internship', where the interns are selected by the sending university or other academic/research institution.

4.2 Submission of applications

Applicants must submit their application according to eu-LISA application process as published in the call. Applicants should clearly state in the application form for which internship opportunity they apply. Each internship position requires a separate application. All questions regarding applying to the internship at eu-LISA should be addressed to the dedicated functional mailbox: <u>eulisa-INTERNS@eulisa.europa.eu</u>.

Applicants must provide a copy of a diploma or copies of relevant certificates, or a declaration from their university as specified in the call.

4.3 Selection procedure

eu-LISA makes a selection of interns on the basis of received application forms and, if necessary, an interview.

Selection panel consists of at least one (1) representative of the HRU and one (1) representative of the hosting Department/Unit. Where deemed necessary, other experts eu-LISA **PUBLIC**

from the same or other entity within eu-LISA can be added.

Selection panel shall assess the eligibility of the applications and each eligible application on the basis of the defined selection criteria.

Applicants may be contacted by phone or e-mail in order to arrange an interview.

The decision on intern's selection shall be based on the evaluation report carried out by the selection panel.

The respective Head of Department or Unit, in which the internship position is to be hosted, makes the final decision concerning the selection of the applicant for the internship position.

A reserve list of applicants may be established and used for the selection for similar internship positions depending on the needs of eu-LISA. A validity of the reserve list should be decided on the case-by-case base.

Selected applicant will be informed by the HRU on the successful outcome, the duration of internship, possible starting date (to be confirmed by the selected applicant according to his/her availability) and the rules governing the internship.

Please see the https://erecruitment.eulisa.europa.eu/?page=privacy for the specific privacy statement relating to recruitment.

4.4 Withdrawal of application

At any time prior to the start of the internship, an applicant may withdrew his/her application by informing the HRU by e-mail to the dedicated functional mailbox: <u>eulisa-INTERNS@eulisa.europa.eu</u>.

5. Organisation

5.1 Duration of internship

Internship may last a minimum of three months up to a maximum of twelve months.

5.2 Beginning of internship

Interns in eu-LISA shall start on 1st working day of the month.

In duly justified cases (e.g. urgent business need of the Agency), interns can also start on the 16th day of the month or on the 1st working day following the 16th day of the month.

Successful applicants will be asked to submit by e-mail copies of the following documents at the latest one (1) week prior to starting the internship:

- Passport or ID card;
- Certificate of good conduct or equivalent certificate;
- Legal entity form duly filled in and signed;
- Financial identification form duly filled in and signed;
- Sickness and/or accident insurance document ((European Health Insurance Card is accepted) valid for the whole period of internship;
- Photo in electronic format for a badge;
- Document proving the place of residence or recruitment, if travel allowance is requested;
- Copy of a diploma or copies of relevant certificates, or a declaration from their university as specified in the call.

At the beginning of the internship, the intern will be asked to sign the Internship Agreement stating the conditions and duration of the internship (Annex 1), as well as the Declaration of Confidentiality (Annex 2).

Intern shall be provided by eu-LISA with an office space, computer access and other equipment necessary to perform his/her tasks.

5.3 Tutor

Interns will be placed under the responsibility of a tutor nominated by the Head of the

hosting Department/Unit.

Each tutor may be responsible only for one (1) intern per internship period and for the evaluation of the intern's performance after the completion of the internship.

The internship period shall begin with the general introduction provided by the HRU in line with the eu-LISA entry/exit procedure and by the designated tutor. The introduction provided by the tutor shall include a short discussion on the tasks to be performed by the intern and objectives to be achieved by the intern during his/her internship period. The objectives set must be reflected in the eu-LISA Internship Evaluation Form (Annex 3).

The tutor shall give the intern regular feedback on his/her assignments and shall provide professional advice in the fields of activities of the hosting Department/Unit.

The tutor must notify immediately the HRU and the Head of the hosting Department/Unit of any significant incidents occurring during the internship period (in particular professional incompetence, absences, sickness, etc.).

The tutor is also responsible for the evaluation of the performance of the intern under his/her supervision by filling in the eu-LISA Internship Evaluation Report one month prior to the end of-the internship period.

The tutor submits the report duly signed by the tutor and the intern to the HRU and to the Head of hosting Department/Unit.

The Internship Evaluation Report is also a basis for prolongation of the internship in case if the initial internship agreement was for a period shorter than twelve (12) months.

6. Protection of personal data

eu-LISA ensures that applicants' personal data is processed in accordance with Regulation (EC) No 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, and repealing Regulation (EC) No 45/25001 and Decision No 1247/2002/EC¹.

7. Rights and obligations

7.1 Status

The internship at eu-LISA does not award the selected applicant with the status of "Official of the Union" or "Other Servants" within the meaning of the Staff Regulations (SR) and Conditions of Employment of Other Servants of the European Union (CEOS), nor does it entail any right or priority with regard to an engagement in the service of eu-LISA.

Interns may apply as external applicants for the published vacancies at eu-LISA.

7.2 Duties and obligations

Interns will be required to comply with the instructions given by the tutor as well as the Head of the hosting Department/Unit to which they will be assigned. They will also comply with the internal rules governing the functioning of eu-LISA, in particular the rules concerning security, health and safety as well as confidentiality according to the eu-LISA Ethical Behaviour and Conduct Code².

Interns must take part in all activities organised for them, respecting the timetables and programmes laid down.

At the end of internship period (relevant also to unpaid internship), interns must submit to the tutor a report on their activities and objectives met during the internship period.

7.3 Confidentiality

Interns must exercise the greatest discretion regarding facts and information that come to their knowledge during the course of their internship.

They must not, in any matter and at any time, disclose to any unauthorised person any document or information not already made public.

If the internship is to be used for the preparation of the intern's thesis or other documents, the intern is responsible for not including any confidential information and the tutor is responsible for reviewing the text to make sure that there are no confidentiality issues. In case of questions, the tutor should consult the Head of the hosting Department/Unit and

² eu-LISA's Ethical Behaviour and Conduct Code can be found on eu-LISA's website.

the eu-LISA Security Officer.

All intellectual rights in any writings or other work done for eu-LISA during the internship period should remain the property of eu-LISA.

7.4 Grants and taxes

Interns on paid internship are awarded a monthly maintenance grant. It is calculated in relation to the basic salary³ of a temporary agent in function group AD 5, step 1, which is revised on a regular basis and subject of the application of the correction coefficient of the country in which the internship takes place.

The monthly maintenance grant shall be paid by the end of each month of the internship performed.

Interns are solely responsible for the payment of any taxes due on grant received from eu-LISA by virtue of the laws in force in the country of origin of the intern. Grant awarded to interns is not subject to the tax regulations applying to officials and other servants of the European Union.

Upon the request of the intern, at the end of internship, the Human Resources Unit shall provide internship certificate with information on income for tax purposes. This certificate shall state the total amount of grants and allowances received by the intern and it will confirm that tax and social security payments have not been paid.

7.5 Travel expenses at the beginning and end of the internship

Interns, whose place of residence is different from the place of the internship, are entitled to reimbursement of the travel expenses incurred at the beginning and at the end of the internship, subject to budget availability. Interns, whose place of residence is less than fifty (50) km from the place of internship are not entitled to travel costs reimbursement.

The reimbursement on taking up duties and leaving the Agency will be processed based on the actual travel costs incurred upon providing relevant justification documents.

eu-LISA will cover most economic plane ticket in economy class and one (1) bag of extra baggage (if necessary) or rail ticket in 2nd class. If the intern will be travelling by car, the expenses will be covered taking into account the actual costs occurred on presenting justification documents (fuel receipts, pay tolls, etc.).

The total reimbursement of the travel costs is subject to a ceiling of EUR three hundred and

³ The TBA code in the payroll system in place.

fifty (350.00) one-way for taking up duties or leaving the Agency.

If the internship is terminated under paragraphs 7.9.1-7.9.3, the reimbursement of the travel expenses upon leaving the Agency will not be reimbursed. Exceptions could be possible in justified cases subject to assessment by the Head of Human Resources Unit.

7.6 Absences

7.6.1 Leave entitlement

Interns shall observe the regular working hours at eu-LISA: working forty (40) hours per week, from Monday to Friday, eight (8) hours per day respecting the core hours of eu-LISA. The minimum lunch break is twenty (20) minutes. Flexitime and telework do not apply to interns, except in duly substantiated cases (e.g. COVID-19 pandemic).

Interns shall have the same public holidays as eu-LISA staff, as established annually by the ED decision.

During the internship period, the intern shall be entitled to two (2) days of leave per month, acquired *pro rata* to the months spent in internship.

Leave requests must be approved in line with the eu-LISA procedure on leave management and should respect the needs of the Agency.

Special leave requests, in justified cases, may be approved only after a case-by-case analysis performed by the Head of hosting Department/Unit, the leave administrator in the Human Resources Unit and the Appointing Authority in charge of special leave.

Days of leave not taken shall be forfeited.

7.6.2 Sickness

In case of sickness, the intern shall notify his/her absence to the tutor, to the Assistant of the hosting Department/Unit and to the absences functional mailbox: <u>eulisa-HR-absence@eulisa.europa.eu</u>, as soon as possible on the 1st day of the absence.

In case of absence longer than three (3) calendar days, the intern must provide a medical certificate indicating the probable length of absence. An intern who is absent because of sickness may be subject to medical check in the interest of service.

When the intern is absent without justification or without notification, eu-LISA may decide to immediately terminate the internship without further notice.

7.7 Sickness and accident insurance

Interns are covered by accident insurance for non-statutory staff only while working in the

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eu-LISA premises. eu-LISA does not cover health or general accident insurance.

The intern is solely responsible to arrange such insurance prior to the start of the internship at eu-LISA. Proof of this insurance shall be submitted to eu-LISA prior to the beginning of the internship. Not presenting respective proof may be a reason to refuse the internship.

European Health Card is accepted.

7.8 Missions

In exceptional cases, closely related to the tasks performed during the internship and on request from the Head of the hosting Department/Unit, interns can be sent on a mission or authorised to travel.

For the reimbursement of the related travel expenses, the general reimbursement rules applicable to eu-LISA staff shall apply by analogy. These expenses shall be charged to the budget line of the hosting Department/Unit.

Interns on mission are covered by the eu-LISA mission insurance.

Interns on mission must always be accompanied by a statutory staff member, e.g. the intern's tutor, since the interns have no right to represent eu-LISA.

8. Termination of internship

Internship terminates on the agreed date as specified in the Internship Agreement.

Internship can be terminated earlier:

• If the intern wishes to terminate his/her internship earlier than the date specified in the Internship Agreement, a written request (approved by the Head of the hosting Department/Unit) must be submitted by the intern to the HRU.

The request should state the relevant reason and must be submitted at least one (1) month in advance of the termination date.

- If the conduct of the intern does not prove satisfactory, the HRU, in response to a reasonable request by the tutor and approved by the Head of the hosting Department/Unit, and after hearing the intern, may decide to terminate the internship.
- eu-LISA reserves its right to terminate the internship and to take legal proceedings against any person, who does not respect his/her obligations, including the obligations with respect to discretion, confidentiality and ethics.

In case of earlier termination, any overpayment of the grant is to be reimbursed to eu-LISA.

When the internship is about to end, an exit interview shall be organised by the HRU.

9. Unpaid internship

eu-LISA may offer unpaid internships upon request from different EU Member States' academies, universities or law enforcement training organisations, etc.

eu-LISA may conclude agreements with educational centres concerning the selection of interns based on the value of their academic work. These agreements may lay down selection rules that deviate from the aforementioned in Chapter 4 - Application process.

Without prejudice to this provision, agreements concluded with educational centres in particular regarding the selection of students for internships at eu-LISA, or the modalities according to which students can gain academic credits through an internship at eu-LISA, shall not be in contradiction with the present Internship Policy.

Chapters applicable for the unpaid internship in this Internship Policy are the following: Chapters 1-2, Chapter 6, Chapters 7.1-7.3, and Chapter 8.

The following principles guide unpaid internship:

- Purpose of providing academic-based outlooks on managed projects for the short period of presence [up to twelve (12) months maximum].
- No grant or allowance is paid by eu-LISA for interns on unpaid internship.
- Intern is getting benefit of learning experience in working environment of eu-LISA by conducting research or developing scientific approach to the topics relevant to the Agency.
- Absences during the internship shall be agreed in advance by the sending organisation with the tutor.
- During this type of internship, missions and authorised travel are not possible.
- Health insurance shall be covered by the sending organisation or the intern himself/herself.
- eu-LISA covers accident insurance for non-statutory staff during the internship.
- Selection of applicants shall be based on request submitted by sending organisation or applicant and assessment made by eu-LISA (Heads of relevant Department/Unit and of HRU) in agreement with the sending organisation.
- Administrative process is governed by the exchange of letters between the Executive Director of eu-LISA and sending organisation.
- Confidential issues shall be dealt with as described in this Policy in Chapter 7.3

Annexes

- Annex 1 Internship Agreement
- Annex 2 Declaration of Confidentiality for interns
- Annex 3 Internship Evaluation Form
- Annex 4 Check-list for approval of unpaid internships