

Moving Europe towards a sustainable and
safe railway system without frontiers.

Decision of the Executive Director of the European Union Agency for Railways on Rules Governing Traineeships at ERA

ERA-ED-DEC-2333-2025

THE EXECUTIVE DIRECTOR OF THE EUROPEAN UNION AGENCY FOR RAILWAYS,

Having regard to Regulation (EU) No 2016/796 of the European Parliament and of the Council of 11 May 2016 on the European Union Agency for Railways and repealing Regulation (EC) No 881/2004, (hereinafter the “Agency Regulation”),

Whereas:

- (1) It is necessary to revise and update the rules governing traineeships at ERA to include all types of traineeships offered by the Agency in a single decision;
- (2) It is also necessary to include in the decision the provisions for cases in which a monthly grant is provided, as well as the fact that this grant is regularly updated based on 65% of the remuneration of a Contract Agent Function Group 1/1, as calculated by the European Commission;

HAS ADOPTED THIS DECISION:

Article 1

Traineeships at the European Union Agency for Railways (“ERA” or “the Agency”) are regulated by the “Rules Governing Traineeships at ERA”, in Annex to this decision.

Article 2

The relationship between the trainee and the Agency is governed by:

- the Rules annexed to this decision and
- the Traineeship Agreement between
 - the Agency and the trainee or
 - the Agency and the university/educational establishment or
 - the Agency and a private entity or

- the Agency and a public entity or
- the Agency and an international organisation

Article 3

The basic monthly grant for standard trainees (“Blue Book Trainees”), including trainees under grant or contribution agreements (signed between the Agency and the European Commission or other International Organisations), is published on the European Commission website¹. A weighting factor, applicable at the time of signing of the traineeship agreement, is applied to this amount for traineeships at the Agency.

Article 4

This decision shall enter into force on the day of its publication. It shall be published on the Agency intranet and website.

Decision ERA-ED-DEC-1691-2019 is hereby repealed.

Done at Valenciennes.

Pio GUIDO
Acting Executive Director

Annex: Rules Governing Traineeships at ERA

¹ [About the traineeship - European Commission](#)



ANNEX

RULES GOVERNING TRAINEESHIPS AT ERA

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Article 1 - General

These rules govern traineeships at the European Union Agency for Railways (“ERA” or “the Agency”). Traineeships at ERA are addressed mainly to young university graduates¹, without excluding those who have recently obtained a university diploma and are at the beginning of a new professional career. Traineeships at ERA are also offered to seconded trainees, students preparing a thesis and students having an obligation due to their curricula to undergo a traineeship.

The aims of the traineeships at ERA are:

- To provide trainees an understanding of the objectives and activities of ERA.
- To enable trainees to acquire practical experience and knowledge of the day-to-day work of ERA in the different fields of activity of the Agency.
- To promote European integration within the spirit of new governance and through active participation to create awareness of true European citizenship.
- To enable trainees to put into practice knowledge acquired during their studies, or professional careers.
- To enable the promotion of EU railway legislation in the EU candidate and potential candidate countries in the case of trainees already working in the administration of these countries.

Through its traineeships scheme ERA can benefit from the input from young graduates, who bring a fresh point of view and up-to-date academic knowledge.

The number of traineeship placements to offer depends on the level of funds available and on the capacity of each Unit to accommodate trainees.

1.1 Traineeships at ERA

1.1.1 Traineeships after university education (or its equivalent) – also called “Blue Book Trainee”: this type of traineeship is for those who have obtained a university degree or equivalent diploma. A monthly grant is paid for this type of traineeship and travel costs when taking up duty and when leaving the Agency are reimbursed.

1.1.2 Thesis traineeships: this type of traineeship is for students who are attending university or an equivalent educational institution and are preparing a degree thesis or its equivalent. The purpose of the traineeship must be directly related to the subject of the thesis. A reimbursement, up to € 300 per month, for accommodation is paid on the basis of supporting documents.

1.1.3 Seconded traineeships (from a private and/or a public entity or from/via an

international organisation (for example, Transport Community)): this type of traineeship is for those who are already working and who are willing to familiarise themselves with ERA's activities. It is mainly addressed to ERA stakeholders from EU- and non-EU countries. No grant is paid by the Agency and no reimbursement is foreseen for this type of traineeship.

1.1.4 *Traineeships under grants or contribution agreements signed between the Agency and the European Commission or other international organisations covering the Agency's actions in third countries "(for example, IPA or EUMedRail grants/contribution agreements)"*: This type of traineeship is designed to welcome trainees from non-EU countries in order to implement the signed grants/contribution agreements and for the promotion of EU railway legislation in these states.

1.1.5 *Student traineeships*: Student traineeships are not standard traineeships referred to in Articles 1.1.1-1.1.4. This type of traineeship is designed to allow students (above or below the age of majority), having an obligation or an opportunity due to their curriculum, to undergo a period of traineeship. In principle, this period cannot exceed a total duration of two months. No grant is paid and no reimbursement is foreseen for this type of traineeship.

Article 2 - Requirements for admission

2.1 Nationality

Depending on the specific requirements of each call for applications, trainees are selected among nationals of the Member States of the European Union, among EU candidate or potential candidate countries or EFTA States and Switzerland. However, nationals of other third countries might also be accepted according to the available resources and in accordance with the operational priorities of ERA.

The candidate trainees shall provide a copy of the passport or the national identity card together with the application as proof of nationality.

2.2 Visa

Candidate trainees who come from states outside the European Economic Area and Switzerland shall provide to the Agency, where applicable, a proof that they comply with the visa-related obligations. The Agency may at any time unilaterally terminate the traineeship agreement in the case the trainees fail to provide the appropriate justification that they comply with their visa-related obligations.

2.3 Qualifications

2.3.1 *University degree, diploma or equivalent*

Candidates for a traineeship must have completed the first cycle of a higher education course (i.e. university education) and obtained a full degree or its equivalent by the closing date for application². ERA reserves the right to change these minimum qualifications used for the traineeships programme. Any such changes will be published on ERA website.

For declared on-going studies an official statement (or transcript) from the relevant university/educational establishment must be provided. When applying for a traineeship, certified copies of all diplomas declared and, if applicable, official certified translations might be required.

2.3.2 Traineeships under Articles 1.1.3, 1.1.4 and 1.1.5 are not subject to this requirement under Article 2.3.1.

2.3.3 *Languages*

In order for the trainee to fully profit from the traineeship and to be able to follow meetings, candidates must have a very good knowledge of at least two EU official languages, of which one should be English.

Candidates from non-EU Member States must possess a very good command of English. There is no requirement for a second EU language unless specified in the call for applications.

2.3.4 *Trainees below the age of majority*

Trainees below the age of majority are only accepted under the Student Traineeships scheme under Article 1.1.5.

Trainees below the age of majority are only accepted if they come from a university/educational establishment located in the Communauté d'agglomération Valenciennes Métropole.

The university/educational establishment remains responsible for organising all practicalities for the student.

The Agency reserves its right to refuse a traineeship if all conditions are not met to ensure the student's protection.

2.4 Priority criteria

2.4.1 *Priority will be given to candidates who have not:*

- Already benefitted from any kind of traineeship (paid or unpaid) within a European institution or body³, or
- Had or have any kind of employment within a European institution or body, including anyone who is or has been an assistant to a Member of the European Parliament, an intra-muros

² See more on EUROPA: [The European Qualifications Framework \(EQF\) | Europass](#)

³ See annex I EU Institutions and Bodies

consultant or researcher, a temporary staff member, a contract staff member, a local agent, an auxiliary staff member or an interim staff member of any EU institution, body, delegation or representative office.

2.4.2 In case of equally qualified candidates, ERA might give priority to applicants on the basis of the results obtained during their studies.

2.4.3 Unless decided otherwise by the Agency, traineeships under Article 1.1.3, 1.1.4 and 1.1.5 are not subject to the requirements of Article 2.4.1.

Article 3 - Application process

3.1 Application process for Blue Book Trainees (Article 1.1.1) and for traineeships under grant or contribution agreement (Article 1.1.4):

- Applications shall be made in accordance with the procedures published on the Agency's website and should be submitted online to ERA, together with the supporting documents, no later than the closing date mentioned on ERA website.
- Keeping of trainees' files and processing of trainees' personal data must be compliant with Regulation (EU) 2018/1725⁴, whether the applications gave rise to selection and assignment or not.

3.2 Application process for Thesis traineeships (Article 1.1.2), Secondment traineeships (Article 1.1.3) and Students traineeships (Article 1.1.5):

- Candidates for thesis traineeships may submit their applications by email at hr_trainees@era.europa.eu. Candidates for thesis traineeships must provide a traineeships "agreement" issued by the university/educational establishment the terms of which must be compatible with the legal framework applicable to ERA, including these rules.
- Candidates for Seconded traineeships may submit their applications by email at hr_trainees@era.europa.eu. Trainees seconded from a private and/or public entity *or from/via an international organisation* shall produce a secondment letter from their respective employers confirming their acceptance of secondment.
- Candidates for student traineeships may submit their applications by email at hr_trainees@era.europa.eu. Candidates for student traineeships must provide a traineeships "agreement" issued by the university/educational establishment the terms of which must be compatible with the legal framework applicable to ERA, including these rules.

⁴ Regulation (EU) 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 45/2001 and Decision No 1247/2002/EC (OJ L 295, 21.11.2018, p. 39).

Article 4- Selection and assignment procedures

4.1 Selection and assignment procedure for Blue Book trainees (Article 1.1.1) and for Traineeships under grant or contribution agreement (Article 1.1.4)

4.1.1. The pre-selection of the candidate trainees is carried out by the Human Resources Team, which draws up a list of candidates to be considered. This list is then opened to each Department/Unit to operate the final selection. The final assignments are addressed to Human Resources Team.

4.1.2. The selection procedure also aims to keep, to the best possible level, gender balance and geographical representation. There is no appeal procedure.

4.1.3. Successful candidates are selected on the basis of qualifications and/or experience.

4.1.4. Successful candidates are informed by email of the period of the traineeships, the Entity (e.g. Department, Unit, Team) which they have been assigned to and the list of final documents they should provide prior to commencement of the traineeships.

4.1.5. Assigned trainees are obliged to provide any documents and certificates required by the Human Resources Team at the time of their assignment. They are responsible for making sure that they have the correct visa, where applicable, and that they obtain all the documentation required by the French authorities. Assigned trainees shall acknowledge that they have received, carefully read and fully accepted the present rules governing traineeships at ERA.

4.1.6. Traineeships at ERA do not in any way imply that trainees are permanently or temporarily employed by ERA.

4.1.7. Admission to traineeships at ERA does not grant trainees the status of temporary agent or that of any other category of staff of the European institutions and bodies, nor does it entail any right or priority to an appointment by ERA.

4.2 Selection and assignment procedure for Thesis traineeships (Article 1.1.2), Secondment traineeships (Article 1.1.3) and Students traineeships (Article 1.1.5)

4.2.1. Article 4.1.1 does not apply to Thesis traineeships (Article 1.1.2), Secondment traineeships (Article 1.1.3) and Students traineeships (Article 1.1.5).

4.2.2. Articles 4.1.2-4.1.7 apply in case of Thesis traineeships (Article 1.1.2), Secondment traineeships (Article 1.1.3) and Students traineeships (Article 1.1.5).

4.3 After selecting the trainee, the requesting Department/Unit shall fill in the questionnaire set out in ANNEX III and send it to the Human Resource Team.

Article 5 - Rights and duties of trainees⁵

5.1 Each trainee shall work under the supervision of a “Traineeships Mentor” who will be designated by the Head of Department/Unit before the traineeship period. The Mentor must guide and closely follow the trainee during his/her traineeship.

5.2 Trainees are allowed to attend meetings on subjects of interest to their work unless these meetings are restricted or confidential, receive documentation and participate in the work of the Department/Unit/Team which they are assigned to at a level corresponding to their educational and professional background.

5.3 Trainees must not have any professional connections with third parties which might be incompatible with their traineeships (i.e. they must not work for lobbyists, legal attachés, etc.) and they are not permitted to exercise any other gainful employment during the period of the traineeships which may adversely affect the work assigned during the traineeships.

5.4 Should a conflict of interest arise during their assignment, trainees shall immediately report to their Mentor and to the Human Resources Traineeships Coordinator in writing and avoid actions that could create or appear to create conflict.

Article 6 – Conduct and social behaviour

6.1 Trainees shall comply with the instructions given by their Head of Department/Unit/Team Leader and/or their Mentor. They must comply with the rules governing the traineeships programme and the internal rules governing the functioning of ERA, in particular, the code of conduct, data protection, the rules concerning security and confidentiality, as well as with health and safety regulations. Trainees must exercise their duties with respect, impartiality, tolerance of differences, teamwork, politeness, clear communication and integrity. In their contacts with the staff and public, trainees shall be guided by the principles of openness and transparency, as well as courtesy, helpfulness and efficiency.

6.2 Trainees must use Agency’s resources (e.g. email, laptops, office supply) responsibly and for legitimate work purposes only. They must avoid inappropriate use of social media and not post any information related to the Agency without authorisation from the Mentor.

Article 7 - Confidentiality

7.1 General

Trainees must exercise the greatest discretion regarding facts and information that come to their

⁵ See annex II for more Information on Trainee's duties and Mentors' responsibilities

knowledge during the course of their traineeships. They must not, in any manner whatsoever, disclose to any unauthorised person any document or information not already made public. They will continue to be bound by this obligation after the end of the traineeships. ERA reserves the right to pursue any person who does not respect this obligation.

7.2 Contacts with the Press and publications or reactions in social media

Trainees shall refrain from contacts with the Press and publications or reactions in social media in relation to their work or tasks or those of their colleagues in the Agency unless authorised in writing by their respective Traineeships Mentors. ERA reserves the right to terminate the traineeships and to pursue any person who does not respect this obligation.

7.3 Publications

Trainees must not, either alone or with others, publish or cause to be published any matter dealing with the work of the Agency and/or the European Commission and European Institutions in general without the written permission of the relevant services. The Human Resources Team will provide specific instructions on how to obtain such permission and should receive a copy of those permissions together with a copy of any publication or article published. Such permission is subject to the conditions in force for all ERA staff. All rights, for any articles or other work done for the Agency and/or the European Commission and European Institutions in general, are the property of the Agency.

Article 8 - Duration

8.1 Blue Book Trainees:

Each year, one session of the Blue Book traineeship is organised by ERA for a duration of maximum ten months.

In principle, traineeships start on the 1st or 16th of the first month and end on the 15th or last working day of the last month. Traineeships periods may not be repeated or extended beyond the maximum length laid down in these rules or beyond the end of the traineeships session mentioned in the call.

8.2 Thesis traineeships:

Students can apply at any moment of the year for a period corresponding to the thesis. A traineeship session could be scheduled at any moment of the year, provided ERA Units/Teams have enough capacity to accommodate trainees.

8.3 Secondment traineeships:

Trainees can apply at any moment of the year provided there is a secondment letter from their respective employers confirming their acceptance of secondment, and provided ERA Units/Teams have enough capacity to accommodate trainees.

8.4 Traineeships under grant or contribution agreement:

Duration of this type of traineeship is determined by the traineeship agreement.

8.5 Student traineeships:

Students can apply at any moment of the year for a period of a maximum of two months (unless agreed otherwise). A traineeship session could be scheduled at any moment of the year, provided ERA Units have enough capacity to accommodate trainees.

Article 9 - Termination of traineeships

9.1 General

Traineeships finish at the end of the agreed period. However, on receipt of a justified request from the trainee, submitted through his/her Mentor, the Executive Director or his/her delegate may terminate the traineeships beforehand.

9.2 Misconduct and disciplinary measures

9.2.1 The Executive Director or his delegate may terminate the traineeships at any moment if it becomes apparent that the trainee knowingly made wrongful declarations or provided false statements or documents at the moment of application or during the traineeships period. This measure applies as well if the trainee engages in misconduct, violates confidentiality provisions or fails to adhere to the code of conduct.

9.2.2 The Traineeship Mentor must be notified of any infringements regarding behaviour of the trainee and, in turn, shall inform the hierarchical superior. The Executive Director or his delegate, after consultation with the Head of Department/Unit/Team Leader concerned and the trainee, may at any time decide to terminate the traineeship on the grounds of the trainee's behaviour.

9.2.3 If the conduct of the trainee does not prove satisfactory, the Head of Department/Unit/Team Leader, following a discussion with the Mentor and the trainee, may at any moment propose to the Executive Director or his delegate the early termination of the traineeships.

9.2.4 ERA reserves its right to terminate the traineeship and to pursue any person who does not

respect the obligations related to confidentiality stated under Article 7 of the present document.

9.2.5 ERA reserves its right to terminate the traineeships and to pursue any person who does not respect the obligations related to visa requirements.

9.2.6 ERA reserves its right to terminate the traineeships and to pursue any person who breaches the applicable legislation in France.

9.2.7 In case of unjustified absence longer than 5 days, ERA reserves the right to terminate the traineeship.

9.3 Termination procedure

9.3.1 In case of termination of the traineeship, ERA shall give a seven-day written notice.

9.3.2 No appeal procedure is foreseen.

Article 10 - Financial matters

10.1 Grants

10.1.1 Without prejudice to the subsequent paragraphs, Blue Book Trainees shall be awarded a monthly grant to which applies the weighting factor of the previous year. The grant is paid in pro-rata when the traineeship starts later than the first of the month or finishes before the end of the month. The amount of the grant is decided periodically by the Executive Director and will be published on the ERA website. This amount may be reduced/increased under specific circumstances such as in the case where a grant is already paid by another institution, or in case a grant agreement referred to in Article 1.1.4 specifies the amount of the grant.

10.1.2 Upon presentation of the proper justification, trainees with disabilities may receive a supplement to their grant equal to a maximum of 50% of the amount of the grant. ERA may consult its medical service for an opinion if deemed necessary.

10.1.3 Grants awarded to trainees are not subject to the special tax regulations applying to officials and other servants of the European institutions and other bodies. Trainees are solely responsible for the payment of any taxes due on such grants by virtue of the laws in force in the State concerned. A certificate for tax purposes will be provided at the end of the traineeships period.

10.1.4 Trainees who are students preparing a thesis for a university or post-university degree are not entitled to either a grant nor to travel allowance. An accommodation allowance may be provided by means of derogation up to a maximum of 300€ per month subject to submission of invoices/hotel bills. The accommodation allowance shall be clearly stated in the traineeship agreement. This amount is subject to modification by the Executive Director.

10.1.5 Seconded trainees referred to in Article 1.1.3 are not entitled to any financial compensation whatsoever from ERA and they shall make their financial arrangements at their own responsibility. An employer or an international organisation may pay a grant to Seconded trainees referred to in Article 1.1.3.

10.1.6 The grant paid to trainees under grant agreements referred to in Article 1.1.4 is financed within the dedicated budget.

10.1.7 Student trainees do not receive any kind of payment from ERA. In particular, they neither are reimbursed accommodation fee nor travelling expenses (without prejudice to Article 10.3.3 hereafter

10.2 Travel allowance (only applicable to Blue Book trainees and traineeships under grant or contribution agreement)

10.2.1 ERA shall pay a travel allowance to compensate for the expenses incurred at the beginning and at the end of a standard traineeship.

10.2.2 Trainees whose place of residence is less than 50 km from the seat of ERA are not entitled to a travel allowance.

10.2.3 The travel allowance is a lump sum (fixed amount). It covers the shortest distance between the trainee's permanent private address and the city where the traineeship is taking place.

10.2.4 The basis for calculating the travel is the one-way aerial distance between the trainee's permanent private address and the city where the traineeship takes place:

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 €

10.2.5 An employer or an international organisation shall cover travel allowance by Seconded trainees referred to in Article 1.1.3.

10.3 Missions

10.3.1 In exceptional cases, the Head of Department/Unit under which a trainee has been placed

may grant authorisation for a trainee to be sent on mission, on the condition that the mission is of a technical nature and not of a representative one.

10.3.2 For the reimbursement of these mission expenses, the general procedure of reimbursement provided in the Staff Regulations and in the applicable Guide on missions will apply. The expenses will be taken on by the Department/Unit which requests the mission.

10.3.3 An employer or an international organisation shall cover mission costs incurred by Seconded trainees referred to in Article 1.1.3 unless there is a justified specific interest for the Agency to cover these costs.

Article 11 - Sickness insurance

11.1 ERA does not cover sickness. Trainees must provide proof that they are covered by a valid sickness insurance scheme for the entire duration of the traineeship. Proof of the insurance must be presented to ERA prior to the commencement of the traineeship period or on the first day at the latest.

11.2 For student trainees, the traineeship "agreement" issued by the university/educational establishment should make clear that the students are covered by a valid sickness scheme for the entire duration of the traineeship at ERA.

Article 12 - Working hours and absences

12.1 Trainees must comply with the working hours in force and have the same official public holidays as ERA staff during their traineeships. They must comply with the Agency's teleworking and hybrid working rules.

12.2 Trainees, excluding those under 1.1.5, are entitled to two days leave per each month worked. Days of leave not taken are not compensated in any way. Leave requests, after consultation with the Traineeships Mentor, must be encoded in the Agency internal registration system and approved by the Head of Department/Unit/Team Leader.

12.3 There is no special leave for trainees.

12.4 In case of sickness, trainees must notify their Mentor immediately, and if absent for longer than three days, must produce a medical certificate, indicating the length of absence. Such absence cannot result in an extension of the duration of the traineeships at ERA.

Article 13 – IT equipment during traineeship

13.1 The Agency shall provide corporate laptops to trainees engaged in traineeships referred to in

Articles 1.1.1 and 1.1.4 to be used by trainees during their traineeship.

13.2 Trainees shall return the laptop to the Agency before the end of their traineeship.

13.3 All other types of trainees shall in principle bring and use their own IT devices. The Agency can decide otherwise based on the replies provided to the questionnaire in ANNEX III.

Article 14 - Reports and Certificates

14.1 At the end of their traineeship, Blue Book trainees must submit a report on their activities during the traineeship period to their Mentor.

14.2 For the other trainees, ERA shall agree with the trainees whether a report shall be issued at the end of the traineeship.

14.3 Trainees will receive, after their in-service traineeship period, a certificate specifying the dates of their traineeship period and the Unit/Team which they were assigned to.

Article 15 - Trainings

The trainees shall complete all required induction sessions and/or available training programs, to ensure compliance with the Agency's rules in particular, ethics, cybersecurity, data protection, harassment and health and safety,

Article 16 - Final provisions

The Head of Resources and Support Unit is responsible for the implementation of these rules.

These rules will enter into force on the day specified in the ED Decision on the engagement of trainees for an in-service traineeships.

ANNEX I - EUROPEAN INSTITUTIONS AND BODIES

Please, refer to the European Commission's webpage to read the list of EU institutions and bodies.

https://european-union.europa.eu/institutions-law-budget/institutions-and-bodies/types-institutions-and-bodies_en

ANNEX II - TRAINEE'S DUTIES AND MENTOR'S RESPONSIBILITIES

- *The trainee will be placed under the responsibility of a Mentor (in principle designated by the Head of Unit);*
 - *The designated Mentor can only be responsible for one trainee per traineeship period;*
- *At the start of the traineeship the designated Mentor has to prepare a general introduction on the subject of traineeship, including a discussion on the tasks to be performed by the trainee. Those tasks are part of a structured work assignment and of the learning objectives to be achieved by the trainee during the traineeship period and they must be laid down in writing and signed by the Mentor and the trainee;*
 - *The trainee will be as much as is possible (and legally) feasible involved in the everyday Team/Unit work;*
 - *The trainee is expected to adhere to all instructions provided by their Mentor;*
 - *The trainee is responsible for performing the tasks he/she has been assigned to and to keep the Mentor updated about the progress of these tasks;*
 - *The trainee shall not perform any tasks on his /her own initiative and/or without supervision of a Mentor;*

ANNEX III - QUESTIONNAIRE

1) *Trainees information:*

- a. *Name/Surname:*
- b. *School:*
- c. *Type of study:*

2) *Traineeship*

- a. *Duration:*
- b. *Start/End date:*
- c. *Scope of the traineeship:*
- d. *Mentor:*
- e. *Expected outcome:*

3) *Resources*

- a. *trainee has got his/her own device?*
- b. *IT tools required?*
- c. *access rights required?*
- d. *Need for workspace?*

ANNEX IV – Blue Book Trainee - Traineeship agreement template

The European Union Agency for Railways (ERA) has an in-service training programme. This programme aims at providing trainees with an understanding of the Agency and its role within the activities of the European Union, enabling them to acquire practical knowledge of the work at the ERA to obtain professional experience in the course of their work.

In this regard, I have the pleasure to inform you that I have decided to offer you a XXX-month in-service training in the XXX Unit. Please note that the period for training is from XXXX until XXXX.

Enclosed you will find a copy of the “Rules governing traineeship at ERA”. You are committed to abide by these Rules, especially Art. 7 regarding Confidentiality.

I would also like to draw your attention to Art. 10.2 about travel allowance. The Agency will pay you a grant of € XXXXX per month. Your first day will be on XXXX. Please, report to the reception at 9:30 a.m. and bring your passport/ID card.

In addition, I would like to draw your attention to Art. 11 of the Rules regarding compulsory medical insurance. Sickness and accident insurances are compulsory. The Agency does not cover such insurances. Trainees must take out these insurances prior to the start of their traineeship and they must provide proof that they are covered by a sickness insurance scheme for the entire duration of the traineeship (for nationals of the Member States, it is the European Health Card or a document showing that the trainee is covered by private insurance).

Proof of the insurances must be presented to the Agency prior to the commencement of the traineeship period. Failing to timely submit proof of insurance the traineeship agreement will be cancelled.

If you agree with this arrangement, I would be grateful if you could sign and return a copy of this agreement as soon as possible by email.

Should you require any clarification in relation to the rules governing the traineeship, please contact the HR team by email: hr_trainees@era.europa.eu