**TRAINEES@ERA2025 - Application form**

# Traineeship Period

**Estimated starting period between 01 February 2025 and 01 April 2025.**

**Traineeship for 6 up to 10 months.**

# Personal Data

|  |  |
| --- | --- |
| **Surname** |  |
| **First name** |  |
| **Gender** | [ ]  Male [ ]  Female                [ ]  No answer/other |
| **Nationality** |  |
| **Date of Birth** |  |

# Contact details.

Please notify us of any change of address.

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| --- | --- |
| **Street/n°** |       |
| **Postcode** |       |
| **Town** |       |
| **Country** | Choose an item. | Specify       |
| **Telephone** |       |
| **Email address** |       |

# Education (University, post-university or equivalent education)

Please, give exact dates:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and location of university** | **From/to(months and years)** | **Diplomas or degrees obtained** | **Main subjects** |
|  |       |       |       |
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|  |       |       |       |

# Professional Experience (Outside EU Institutions and Bodies)

Please add rows if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of employer** | **From** | **To** | **Type of work** |
|  |       |       |       |
|  |       |       |       |
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# Professional Experience (Inside EU Institutions and Bodies)

Please add rows if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of employer** | **From** | **To** | **Type of work** |
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# Studies or Published Works on European Topics

Please indicate the subject:

# Languages

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| --- | --- |
| **Mother Tongue :** |  |

Please, indicate your level of knowledge[[1]](#footnote-1) (of EU languages) using the boxes below (please add rows if necessary):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Languages** | **C2** | **C1** | **B2** | **B1** | **A2** | **A1** |
|       |[ ] [ ] [ ] [ ] [ ] [ ]
|       |[ ] [ ] [ ] [ ] [ ] [ ]
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# Computer Skills and Competences

# Previous In-Service Training in EU Institutions

Have you already benefitted from an in-service training in another European Institution or body?

[ ]  YES [ ]  NO

# Activity Area

Please select one preferred activity area of your interest and a second optional one:

|  |
| --- |
| [ ]  Safety and Operations Unit: Safety Management/STARS team[ ]  Fixed Installations and Rolling Stock Unit: Railway Interoperability[ ]  Monitoring, Analysis, Research and Stakeholders Unit: Notified Bodies monitoring[ ]  Monitoring, Analysis, Research and Stakeholders Unit: Communication and Training[ ]  Monitoring, Analysis, Research and Stakeholders Unit: Events organisation[ ]  Monitoring, Analysis, Research and Stakeholders Unit: International meetings[ ]  Monitoring, Analysis, Research and Stakeholders Unit: Studies and data analysis[ ]  Monitoring, Analysis, Research and Stakeholders Unit: Video recording and editing[ ]  Executive Director Office: Data protection[ ]  Operational Data Unit: Development of data models and Ontology[ ]  Resources and Support Unit: Cybersecurity[ ]  Resources and Support Unit: Cloud Infrastructure[ ]  Resources and Support Unit: Facility Management[ ]  Resources and Support Unit: Human Resources administrationExplain why you are applying for a traineeship in the selected activity area(s): |
|  |

# Disabilities

Have you a physical disability which may require special arrangements to be made if you are selected?

[ ]  YES [ ]  NO

If yes, please give details on the nature of the special arrangement you require.

Click or tap here to enter text.

# Declaration

I declare the information provided above is true and complete. I realise any false statement or omission, even if unintentional on my part, may lead to the rejection of my application.

**By writing my name in “signature” below, I acknowledge that I have carefully read the “Rules governing traineeship period at ERA” and I acknowledge receipt and full acceptance of all of them.**

Date:                                         Signature:

# Checklist

Checklist of supporting documents to accompany the application:

|  |  |
| --- | --- |
| **Document** |  |
| **Copy of passport or National I.D.** | ☐ |
| **University, post-university or equivalent education diplomas / degrees (if applicable)** | ☐ |
| **Official declaration or transcript from the University (if applicable)** | ☐ |

**Personal Data Protection**: The Personal Data requested above are confidential and will be processed solely for the purposes of the traineeship scheme and the selection of trainees, according to the Regulation (EU) n° 2018/1725.

You are strongly encouraged to read the relevant “Data Protection Notice” found on this website before filling up this Application Form.

**Activity Area descriptions**

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| --- | --- |
| **Requesting Dpt/Unit/Team** | Safety and Operations Unit / STARS Team |
| **Activity area** | Safety Management |
| **Education** | University Degree in Engineering (or similar) or in Communication / Social Sciences |
| **Knowledge** | Experience with communication or engineering methods or basic knowledge of social sciences |
| **IT skills** | Conversant with most common Microsoft Office application |
| **Potential tasks** | Support in developing, testing, translating, and promoting of training material and other tools for stakeholders in the understanding and adequate implementation of the Safety legal framework |
| **Recommended reading for the task (in case your application will be selected)** | Relevant documents provided via the Agency’s website under the Domain name “Safety Management” |

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| **Requesting Dpt/Unit/Team** | Fixed Installations and Rolling Stock Unit  |
| **Activity area** | Railway Interoperability |
| **Education** | Engineering |
| **Knowledge** | Basic knowledge of the railway system |
| **IT skills** | Microsoft Office |
| **Potential tasks** | Support the development of the Rolling Stock and Fixed Installations TSIs related to topics such as special vehicles, digitalisation, interfaces with Control Command sub-system, application to 1520 mm Networks, etc. |
| **Recommended reading for the task (in case your application will be selected)** | ERA Webinars on TSIs topics |

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| **Requesting Dpt/Unit/Team** | Monitoring, Analysis, Research and Stakeholders Unit |
| **Activity area** | Notified Bodies monitoring |
| **Education** | University degree in Engineering |
| **Knowledge** | Basic notions of project management and conformity assessment would be an asset |
| **IT skills** | Conversant with most common Microsoft Office application |
| **Potential tasks** | Support the Notified Bodies Monitoring Service Manager in delivering the activities related to the monitoring of Notified Bodies |
| **Recommended reading for the task (in case your application will be selected)** | [Conformity Assessment | European Union Agency for Railways (europa.eu)](https://www.era.europa.eu/domains/conformity-assessment_en) |

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| **Requesting Dpt/Unit/Team** | Monitoring, Analysis, Research and Stakeholders Unit |
| **Activity area** | Communication and Training |
| **Education** | University degree in Communication, or any post-secondary degree related to the requested knowledge |
| **Knowledge** | Design (video, AI) software tools, Moodle, development of learning materials |
| **IT skills** | See above: Adobe Suite (advantageous: AI and video software, Moodle, web design) |
| **Potential tasks** | Support to boost content development for communication and training |
| **Recommended reading for the task (in case your application will be selected)** | N/A |

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| **Requesting Dpt/Unit/Team** | Monitoring, Analysis, Research and Stakeholders Unit |
| **Activity area** | Events organisation |
| **Education** | University degree in Communication, or any post-secondary degree related to the requested knowledge  |
| **Knowledge** | Project management, event organisation, Moodle, training and pedagogics, (e.g., business school, economics, communication) |
| **IT skills** | Microsoft Office. (Advantageous: Moodle, Adobe suite) |
| **Potential tasks** | Support the team in organising events and dissemination activities |
| **Recommended reading for the task (in case your application will be selected)** | N/A |

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| **Requesting Dpt/Unit/Team** | Monitoring, Analysis, Research and Stakeholders Unit |
| **Activity area** | International meetings |
| **Education** | University degree in International Relations, or any post-secondary degree related to the requested knowledge  |
| **Knowledge** | Sound knowledge of the railway system or background in international relations and sound knowledge of how EU is functioning |
| **IT skills** | Microsoft Office |
| **Potential tasks** | Support to monitor the global developments in the railway sector and assist in the organisation/preparation of some international meetings  |
| **Recommended reading for the task (in case your application will be selected)** | N/A |

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| **Requesting Dpt/Unit/Team** | Monitoring, Analysis, Research and Stakeholders Unit |
| **Activity area** | Studies and data analysis |
| **Education** | University degree (or equivalent) in Economics, Statistics, Data Science, Operations Research, Systems Engineering  |
| **Knowledge** | Transport economics, regulatory policy, railway policy, environmental economics, quantitative methods, data analysis |
| **IT skills** | Microsoft office package, R, Power BI and similar |
| **Potential tasks** | Support in ongoing work of the Analysis team with particular focus on targeted studies and data analyses on the European Railway system and its performance |
| **Recommended reading for the task (in case your application will be selected)** | N/A |

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| **Requesting Dpt/Unit/Team** | Monitoring, Analysis, Research and Stakeholders Unit |
| **Activity area** | Video recording and editing |
| **Education** | University degree in Communication, or any post-secondary degree related to the requested knowledge |
| **Knowledge** | Video recording and video editing |
| **IT skills** | Adobe Suite |
| **Potential tasks** | Support to produce videos for the implementation of the 20-year anniversary ERA Campaign |
| **Recommended reading for the task (in case your application will be selected)** | N/A |

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| **Requesting Dpt/Unit/Team** | Executive Director Office |
| **Activity area** | Data protection |
| **Education** | Data Protection studies specialisation (law/audit) |
| **Knowledge** | Data Protection, GDPR |
| **IT skills** | Basic - Microsoft word, excel, ppt |
| **Potential tasks** | Keeping the Register of Records updated, assisting the controllers, participating in the monitoring of the implementation of Regulation 2018/1725 (EUDPR), assisting in setting up training on DP for the Agency, follow-up EDPS recommendations |
| **Recommended reading for the task (in case your application will be selected)** | EUDPR, EDPS guidelines [Guidelines | European Data Protection Supervisor](https://www.edps.europa.eu/data-protection/our-work/our-work-by-type/guidelines_en) mainly in the areas of  supervision/accountability |

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| **Requesting Dpt/Unit/Team** | Operational Data Unit – Semantics and Ontology Team |
| **Activity area** | Development of data models and Ontology supporting the Agency’s operational data systems |
| **Education** | Degree that includes studies on semantic technologies, data modelling. |
| **Knowledge** | Semantic web technologies stack (OWL, RDF, SPARQL, SHACL), data modelling/knowledge representation in an Ontology |
| **IT skills** | Basic skills plus GitHub/GitLab |
| **Potential tasks** | Working with the team on developing new Ontologies for safety occurrence reporting, telematics, railway vehicle authorisations. |
| **Recommended reading for the task (in case your application will be selected)** | [Interoperable-data/ERA\_vocabulary: ERA vocabulary is an ontology defined by the European Union Agency for Railways (ERA) to describe the concepts and relationships related to the European railway infrastructure and the vehicles authorized to operate over it. (github.com)](https://github.com/Interoperable-data/ERA_vocabulary)[Interoperable-data/ERA-Ontology-3.1.0: Extended version of the ERA Railway Infrastructure Ontology (github.com)](https://github.com/Interoperable-data/ERA-Ontology-3.1.0)[FAIR Principles - GO FAIR (go-fair.org)](https://www.go-fair.org/fair-principles/)[Data-Centric Manifesto (datacentricmanifesto.org)](http://datacentricmanifesto.org/) If interested books that might be useful:Data Centric RevolutionSoftware Wasteland |

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| **Requesting Dpt/Unit/Team** | Resources and Support Unit |
| **Activity area** | Cybersecurity |
| **Education** | University Degree with studies related to information technologies, preferably with focus on cybersecurity on both technical and organizational perspectives. |
| **Knowledge** | * Cybersecurity or information security international standard (e.g. ISO 27000)
* Public cloud management (e.g. Azure Cloud ecosystem)
* DevOps
* Zero trust
* Preferably, EU Cybersecurity regulation 2023/2841.
 |
| **IT skills** | * Automatised cyber detection technology
 |
| **Potential tasks** | * Support the implementation of the Cybersecurity regulation in ERA
 |
| **Recommended reading for the task (in case your application will be selected)** | * Agency’s activities (ERA webiste: [www.era.europa.eu](http://www.era.europa.eu))
* Regulation 2023/2841
* ISO 27001: 2022
* ISO 27005: 2022
 |

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| **Requesting Dpt/Unit/Team** | Resources and Support Unit |
| **Activity area** | Cloud Infrastructure |
| **Education** | University Degree with studies related to information technologies, preferably with focus on cloud infrastructure, IaaS (IaaC - BICEP), PaaS, SaaS. |
| **Knowledge** | * Azure Cloud ecosystem
* Azure Active Directory (ENTRA ID)
* Azure DevOps
* BICEP.
 |
| **IT skills** | * Excellent coding
* Development and deployment with AzureDevOps.
 |
| **Potential tasks** | * Support the development and maintenance the ERA Azure cloud environment.
 |
| **Recommended reading for the task (in case your application will be selected)** | * Agency’s activities (ERA webiste: [www.era.europa.eu](http://www.era.europa.eu))
* MS Azure fundamental: [Microsoft Certified: Azure Fundamentals - Certifications | Microsoft Learn](https://learn.microsoft.com/en-us/credentials/certifications/azure-fundamentals/?practice-assessment-type=certification)
 |

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| **Requesting Dpt/Unit/Team** | Resources and Support Unit |
| **Activity area** | Facility Management |
| **Education** | University Degree with studies related to logistics, facility’s management, environment sustainability management |
| **Knowledge** | **Sustainable development*** Social and environmental responsibility
* Communication and reporting

**Environment quality, safety, hygiene*** Green transition and related social and digital aspects
* Regulatory compliance with products-services procurement and management
 |
| **IT skills** | Proficient with MS Office suite |
| **Potential tasks** | * Support to facility management operations;
* Analysis of the current practices and identification of improvement actions to operate more sustainable and environmentally friendly processes;
* Prepare report about change road map.
 |
| **Recommended reading for the task (in case your application will be selected)** | * Agency’s activities (ERA webiste: [www.era.europa.eu](http://www.era.europa.eu))
* Sustainable development and management literature in the EU
 |

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| **Requesting Dpt/Unit/Team** | Resources and Support Unit |
| **Activity area** | Human Resources - Administration |
| **Education** | Bachelor / Master  |
| **Knowledge** | Administration – Finance – English - (French) |
| **IT skills** | Microsoft office: Word - Excel |
| **Potential tasks** | * Supporting with the different staff administration processes, among them the handling of missions.
* Perform research and benchmarking exercises on different HR topics (e.g. Learning and Development, appraisal, …)
* Learn about the Agency’s working methods and familiarise the trainee with EU acquis for railways and activities of the European Union.
 |
| **Recommended reading for the task (in case your application will be selected)** | EU staff regulations and applicable frameworks.  |

1. Knowledge of EU language as defined in the Common European Framework of Reference for Languages (CEFR) http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr [↑](#footnote-ref-1)