



BBI-GB-01/16

**DECISION OF THE GOVERNING BOARD
OF THE BIO-BASED INDUSTRIES JOINT UNDERTAKING**

of 13 January 2016

**on Rules Governing the Traineeship Scheme of the Bio-based Industries Joint
Undertaking**

THE GOVERNING BOARD OF THE BBI JU,

Having regard to Council Regulation (EU) No 560/2014 of 6 May 2014 establishing the Bio-based Industries Joint Undertaking (BBI JU), and in particular Article 7(2) thereof;

Having regard to the BBI JU Governing Board Rules of Procedure;

HAS DECIDED:

Article 1 – General Provisions

- 1.1 These rules govern the official traineeships scheme of the BBI JU. This scheme is addressed mainly to university graduates, without excluding those who - in the framework of lifelong learning- have recently obtained a university diploma or are at the beginning of a professional career.
- 1.2 The aims of the traineeships with the BBI JU are:
 - To provide the trainees with a unique and first-hand experience of the BBI JU and an understanding of the objectives and activities of the BBI JU and the EU policies.
 - To enable such trainees to acquire practical experience and knowledge of the day-to-day work in the BBI JU.
 - To provide the opportunity to university graduates to put into practice knowledge acquired during their studies, and in particular in their specific areas of competence.
 - To introduce these graduates to the professional environment and the constraints,



duties and opportunities therein.

1.3 The BBI JU through its official traineeships scheme:

- Benefits from the input of enthusiastic graduates, who can give a fresh point of view and up-to-date academic knowledge, which will enhance the everyday work of the BBI JU;
- Creates a pool of former trainees with first-hand experience and trained in European procedures, who will be better prepared to collaborate and co-operate with the European Institutions in the future;
- Creates long-term "goodwill ambassadors" for European ideas and values both within the European Union and outside.

Article 2 – Eligibility conditions

2.1 Trainees are selected from nationals of the Member States of the European Union.

- Candidates must have obtained a university degree and have obtained a degree or its equivalent by the closing date for applications. For minimum national qualifications required by the legislation in the country where the diploma was obtained, see Annex I.
- Knowledge of languages: candidates from Member States must have a very good knowledge of at least two European Union official languages, of which one should be English, the working language of the BBI JU.

2.2 Applicants are selected on the basis of qualifications; an appropriate geographical distribution will be maintained.

2.3 Traineeships shall be open to applicants who have not previously undertaken a traineeship in a Joint Undertaking.

2.4 Applications will not be accepted from candidates who, for more than 6 weeks :

- have already benefited or benefit from any kind of in-service training (formal or informal, paid or unpaid) within a European institution or body, or
- who have 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 consultant or researcher, a temporary staff member, a contract staff member, an auxiliary staff member or an interim staff member of any EU institution, body, delegation or representative office.

Candidates should inform the BBI JU of any change in their situation that might occur at any



stage of the application process.

Article 3 – Application process

3.1 Submission of applications

Applications must be submitted in accordance with the rules and procedures established by the BBI JU.

All necessary instructions are published on the BBI JU website. Incomplete applications and those received after the closing date defined for each traineeship period, as indicated on the website, will be automatically rejected.

If an application is unsuccessful a candidate may re-apply for a subsequent training period. It is, however, necessary to submit a new application.

3.2 Selection procedure

Upon receipt of the submitted applications, the eligibility will be examined based on the eligibility and submission criteria as defined in Article 2 and Article 3.1.

A list of eligible applicants will be established whose applications, and in particular, educational background, qualifications, competences, motivation and preferences suit best the identified needs in accordance with the availability of places.

Prior to the final selection decision applicants may be contacted over the phone to check availability, suitability, linguistic knowledge and to discuss mutual expectations.

The BBI JU Executive Director makes the final selection of applicants after discussion with the Head of Finance and Administration where applicable.

Selected candidates are informed by letter, of the dates of the training period. A copy of these rules is enclosed to the letter.

If a candidate is unable to supply the requested documents within the given deadline, BBI JU may withdraw the offer.

3.3 Withdrawal

At any stage of the selection process, applicants may withdraw their application by informing the BBI JU Human Resources

Article 4 – Organisation

4.1 Every year the Executive Director determines the number of trainees, to be hosted at the BBI JU, on the basis of the BBI JU's needs and of the funds available.

A job description for each selected trainee is prepared by the BBI JU and acknowledged by the trainee.

4.2 Trainees are placed under the responsibility of an adviser. The adviser must guide and closely follow the trainee during his/her traineeship, acting as his/her tutor. The adviser must notify immediately the Head of Unit or Executive Director of any significant incidents occurring during the traineeship (in particular professional incompetence, absences, sicknesses, accidents, bad behaviour, or interruption of the traineeship), which come to his/her attention, or of which the trainee has informed



him/her.

- 4.3 Trainees are allowed to attend meetings on subjects of interest to their work (unless these meetings are restricted or confidential), to receive documentation and to participate in the work of the unit to which they are attached at a level corresponding to their educational and working background. Subject to the approval of their adviser and providing it does not conflict with the accomplishment of the tasks assigned to them, they are entitled to attend meetings in a unit other than the one to which they are attached, unless these meetings are restricted or confidential, with the aim of acquiring a better understanding of the objectives and goals of the BBI JU.

Article 5 – Rights and duties of trainees

- 5.1 Training periods last at least three and at most six months. Traineeship periods may not be repeated or extended beyond the maximum length laid down in these rules.
- 5.2 Trainees shall be required to comply with the instructions given by their advisers, by the Head of Unit of the Unit to which they are assigned and/or the Executive Director.
- 5.3 Trainees must take part in all activities organised for them, respecting the pre-defined timetables and programs laid down.
- 5.4 During their traineeship, trainees must consult their advisers on any action they propose to take on their own initiative relating to the BBI JU activities.
- 5.5 Trainees are entitled to participate only in relevant training courses organised internally by the BBI JU and subject to prior approval of their traineeship adviser.
- 5.6 Trainees must exercise the greatest discretion regarding facts and information that come to their knowledge during the course of their training. They must not, in any manner whatsoever, disclose to any unauthorized person any document or information not already made public. They will continue to be bound by this obligation at the end of their training. The BBI JU reserves its legal right to terminate the traineeship and to pursue any person who does not respect this obligation.
- 5.7 Trainees must not have any professional connections with third parties, who might be incompatible with their traineeship (i.e. must not work for lobbyists, legal attachés, etc.), and they are not permitted to exercise any other gainful employment during the period of the traineeship, which may adversely affect the work assigned during the traineeship. If a conflict of interest should arise during their assignment, trainees should immediately report this to their adviser and to the Executive Director/ Head of Unit in writing.
- 5.8 Trainees must respect the same rules for contacts with the Press as other BBI JU staff and follow the instructions provided.
- 5.9 Trainees must not, either alone or with others, publish or cause to be published any matter dealing with the work of the BBI JU without the written permission in accordance with the BBI JU rules. All rights, for any articles or other work done for the BBI JU, are the property of the BBI JU.
- 5.10 At the end of their traineeship, trainees must submit to their advisers a report on their activities during the training period. The advisers will then forward this report to the Executive Director together with their own reports on the trainees. Based on these



- reports, the trainees receive, at the end of the traineeship, a certificate specifying the length of the training period and the unit to which they were attached.
- 5.11 Trainees must carefully record their activities and their daily working hours from the first day up to the final day of service.
 - 5.12 Trainees must also comply with the present rules governing the traineeships at BBI JU and the internal rules and procedures of the BBI JU.
 - 5.13 Trainees must exercise their duties and behave with integrity, courtesy and consideration.

Article 6 - Absences

- 6.1 Trainees should keep the same hours of work and have the same holidays as BBI staff members. Trainees are entitled to 2 days leave per month. This entitlement is acquired pro rata to the months worked. Days of leave not taken are not paid in lieu. Days taken for participation to any competition, exam or university work, etc. are to be deducted from this entitlement.
The Executive Director/Head of Unit concerned oversees that the above rules are respected. Leave requests should respect the needs of the service. Absences must first be approved by the Head of Unit concerned.
- 6.2 In case of sickness, trainees must notify the adviser immediately, and if they are absent for longer than three days, they must produce a medical certificate, indicating the probable length of absence, which must be forwarded to the HR Manager. A trainee who is absent because of illness may be subject to medical checks in the interest of the service.
- 6.3 When trainees are absent without justification or without notifying their adviser, the BBI JU may decide to immediately terminate the traineeship without further notice. Any overpayment of the grant is to be reimbursed to the BBI JU. The trainee will also not be entitled to receive the travel allowance.

Article 7 – Grants, insurance and fiscal matters

- 7.1 Trainees will be awarded a monthly grant. The amount of the grant is decided by the Executive Director of the BBI JU on a yearly basis and is dependent on budgetary constraints. The amount of the grant for full time traineeship is set at 25% of the basic salary of AD5/1 per month and may be revised at any time by the Executive Director, but it will always be in line with the similar monthly grant offered by the European Institutions. If the traineeship is part-time, the grant shall be proportionate.
- 7.2 The grant shall be paid in EUR to an account managed by a bank within any member state of the European Union. All bank charges for incoming payments shall be carried by the trainee.
- 7.3 Trainees shall be responsible for organizing their own accident insurance and sickness against health risks, along with any insurance required for family members for the duration of the traineeship. The accident and sickness insurance are compulsory and



- the trainee should submit to the JU a copy of the insurance concluded within maximum 2 weeks from starting the traineeship.
- 7.4 Trainees shall bear sole responsibility for the fulfilment of their obligations under any applicable laws and towards any authorities, in particular (without limitation) as regards their tax and social security/health insurance status/situation and duties. Specifically trainees shall bear sole responsibility for the payment of any taxes due on the received grants by virtue of the laws in force in the State concerned. For tax purposes at the end of the traineeship, BBI JU will provide a letter stating the amount of grant given to the trainee and confirming that tax and social security payments have not been made at source.
- 7.5 Trainees shall expressly acknowledge that traineeship contracts do not constitute employment contracts and shall not create or be interpreted as creating any employment relationship in any aspect whatsoever between the BBI JU and the Trainee.
- 7.6 Upon presentation of the proper justification disabled trainees may receive a supplement to their grant equal to a maximum of 50% of the amount of the grant.

Article 8 – Reimbursement of Travel expenses

- 8.1 A financial contribution shall be granted to the trainee towards travel expenses incurred following his/her recruitment as a trainee in the BBI JU as stated in Annex II:
- At the beginning of the traineeship: from the place of recruitment to the place of the traineeship.
 - At the end of the traineeship: from the place of the traineeship to the place of recruitment.
- 8.2 Travel expenses shall not be reimbursed where the distance between the place of recruitment and the place of the traineeship is less than 150 km.
- 8.3 The reimbursement will be made based on the presentation of original tickets and boarding passes. Only second-class train tickets or economy class plane tickets will be subject to reimbursement.
- 8.4 The minimum qualifying period the trainee must complete in order to qualify for the reimbursement of travel expenses is 3 months.
- 8.5 The postal address used in the BBI JU's letter awarding the traineeship shall be considered to be the place of recruitment. No request for a change of place of recruitment shall be granted once the decision to award a traineeship has been taken.

Article 9 – End of traineeship

- 9.1 At the end of the traineeship, the trainee shall submit a report on his/her work to his/her traineeship adviser who shall forward it to the Head of Unit together with an evaluation report. After this report has been compiled and entered in his/her personal file, the trainee shall receive a certificate confirming the length of the period served.
- 9.2 The Executive Director may agree to suspend the traineeship for a specific period on receipt of a written request by the trainee and after obtaining the opinion of the



- traineeship adviser.
- 9.3 The Executive Director may terminate the traineeship on receipt of a reasoned request by the trainee made through the traineeship adviser.
- 9.4 The BBI JU reserves the right to terminate the traineeship if at any moment it becomes apparent that the trainee knowingly made wrongful declarations, or provided false statements or papers at the moment of application or during the traineeship period.
- 9.5 The Executive Director may decide at any time to terminate the traineeship on grounds of the trainee's behavior, after hearing the trainee and the traineeship advisor concerned.
- 9.6 The BBI JU reserves the right to terminate the traineeship in case of noncompliance with any obligation provided at article 5 above.
- 9.7 The Executive Director, following a justified request by the advisor and approved by the BBI JU HR Manager or its representative, reserves the right to terminate the traineeship if the level of the trainee's professional performance or knowledge of the working language is insufficient for the proper execution of his/her duties.
- 9.8 If a trainee wishes to terminate his/her traineeship earlier than the date specified in the contract, a written request must be submitted by the trainee to the Executive Director for approval. This request, stating the relevant reasons, must be submitted at least two weeks in advance of the new termination date foreseen, via his/her traineeship adviser and the Human Resource Unit or its representative. Trainees may only terminate their contract on the last day of a month or on 15 of a month.
- 9.9 If a trainee terminates his/her contract early, he/she will be required to reimburse that part of the grant, which he/she may have received, relating to the period after the termination date.

Article 10 - Final provisions

The BBI JU Executive Director is responsible for the implementation of these rules.

This decision enters into force on the day following its adoption by the Governing Board.

Done at Brussels on 13 January 2016.

For the Governing Board

Dr Marcel Wubbolts
Chairperson of the Governing Board



Annex I:

Examples of diplomas for which the level of education corresponds to that required for access to the traineeship¹

Country	Basic diplomas required for the traineeship
Bulgarija	Diplom za Visse Obrazovanie (Диплома за Висше Образование) Bakalavur (Бакалавър) Magister (Магистър)
Belgique / België / Belgien	Licence - Licentiaat
Česká Republika	Diplom o ukončení Bakalářského studia
Danmark	Bachelorgrad
Deutschland	Fachhochschulabschluss (6-7 Semester)
Eesti	Bakalaureusekraad (> = 120 ainepunkti)
Eire / Ireland	Bachelor's degree
Ελλάδα	Πτυχίο Α.Ε.Ι, (πανεπιστημίου, πολυτεχνείου, Τ.Ε.Ι, υποχρεωτικής τετραετούς Φοίτησης)
España	Diplomado ' Ingeniero técnico
France	Licence
Italia	Laurea -L (breve)
Κύπρος / Kibris	Πανεπιστημιακό Πτυχίο
Latvija	Bakalaura diploms (>= 120 kredīti)
Lietuva	Bakalauras (>= 120 kredity)
Luxembourg	Bachelor / Diplome d'Ingénieur Industriel
Magyarország	Főiskola Oklevél
Malta	Bachelor's degree
Nederland	Bachelor
Osterreich	Fachhochschuldiplom (6-7 Semester) / Bakkalaureus(rea)
Polska	Licencjat / Inżynier
Portugal	Bacharelato
Romania	Diploma de Licența
Slovenija	Univerzitetna diploma
Slovenská Republika	Diplom o ukončení Bakalářského štúdia
Suomi/Finland	Kandidaatin tutkinto - Kandidatexamen / Ammattikorkeakoulututkinto / Yrkeshögskoleexamen (min 120 opintoviikkoa - Studieveckor)
Sverige	Kandidatexamen (Akademisk examen omfattande minst 120 poäng varav 60 poäng fördjupade studier i ett ämne + uppsats motsvarande 10 poäng).
United Kingdom	Bachelor's degree
Other countries	University level diploma requiring at least 3 years study

¹ Last updated May 2006. still valid January 2015



Annex II

Travel Allowances

Entitlement

- Permanent address (i.e. as indicated in the application) must be more than 150 km from the place of appointment.
- Journey should be as direct as possible.
- Travelling must be within 1 month before and 1 month after the traineeship period.

Travel documents to be provided

- **Train:** original ticket + proof of payment if price is not on the ticket.
- **Bus:** original ticket + proof of payment if price is not on the ticket.
- **Plane:** original ticket (or e-ticket)+ proof of payment + original boarding pass.
- **Car travel:** originals of petrol tickets of the trip + copy of car insurance.

You can

submit:

a) one way

ticket

- price will be multiplied by 2 up to the ceiling.

b) two way ticket

- full reimbursement up to the ceiling.

c) car travel

- amount paid = distance X rate.

Not accepted for reimbursement:

- 1st or business class travel;
- Excess baggage charges;
- Taxi fares;
- Taxes other than airport taxes;
- Cancellation / travel insurance.

Calculation of the maximum amount of reimbursement (**ceiling**)

Km distance between the permanent address and the place of appointment (Brussels) = 'distance'. The **ceiling** is then established as follows: '**distance**' x rate.

Rates:

0 - 49 km = 0€ 50km

499km =0.40€/km

500 km - 999 km =0.35 €/km

1000 km - 1999 km =0.30 €/km

2000 km - 2999 km =0.25€/km

€/km over 3000 km =0.28 €/km