

Global Health EDCTP3 traineeship policy

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Introduction

Established in 2021, Global Health EDCTP3 Joint Undertaking (JU) is a partnership between the European Commission, representing the European Union, and the European & Developing Countries Clinical Trials Partnership (EDCTP) Association.

Global Health EDCTP3 JU's mission is to reduce overall mortality and morbidity in sub-Saharan Africa by supporting global collaborative research, capacity strengthening, and international initiatives to accelerate the development, evaluation, and implementation of interventions to prevent, identify, treat and track infectious diseases and emerging/re-emerging infections in the region.

As a European Union institution, the Global Health EDCTP3 JU is committed to offering professional development opportunities in its domain of expertise, within existing resource constraints and where such opportunities are of mutual benefit.

Article 1 – Purpose and scope

These rules govern the traineeship programme at Global Health EDCTP3 JU. This traineeship programme is addressed to university graduates, including those who, in the framework of lifelong learning, have recently obtained a university diploma or are at the beginning of a new professional career.

The aims of the traineeship at the Global Health EDCTP3 JU are:

- To create a pool of people with first-hand understanding of Global Health EDCTP3 JU's mission and activities;
- To introduce graduates to the professional environment and the constraints, duties and opportunities therein;
- To enable graduates to apply knowledge acquired during their studies, particularly in their specific areas of competence;
- To provide the opportunity to work in a diverse, multi-cultural, and multi-linguistic environment, contributing to the development of mutual understanding, trust and tolerance.

Through its traineeship programme, Global Health EDCTP3 JU:

- 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 Global Health EDCTP3 JU;
- Creates a long-term “goodwill ambassadors” for Global Health EDCTP3 JU's mission, both within the European Union and outside.

Global Health EDCTP3 JU may offer traineeship positions in the following Teams/Units within the JU:

- Executive Director Office;
- Strategic Partnerships and Communication Team;

- Administration and Finance Unit;
- Operations Unit.

Article 2 – Organisation of the traineeship

The number of traineeships offered yearly will be determined on a yearly basis by the needs of the Global Health EDCTP3 JU and by the availability of budgetary resources.

The traineeship programme will be announced on the Global Health EDCTP3 JU's website.

Article 3 - Duration

Traineeships are initially offered for a period of six (6) months with the option for extension for a period up to six (6) months, upon justification by the Head of Unit/Team-Leader and budget availability.

Traineeships may not be repeated or extended beyond the maximum length laid down in these rules.

Traineeships begin either on the 1st or on the 16th of the month.

Place of employment is Brussels. For the entire duration of the traineeship, the trainee shall reside either in the place of employment or at no greater distance there from as is compatible with the proper performance of his/her duties. The maximum distance allowed is 50 km from the place of assignment.

Article 4 – Eligibility criteria

To be considered eligible, applicants must satisfy all of the following requirements by the deadline for submission of applications:

Nationality

- Be a national of a Member State of the European Union; or,
- Be a national of a country member of the EDCTP Association and participating in the Global Health EDCTP3 programme¹.

Educational qualifications

- Applicants must have completed at least the first (minimum three-year) cycle of a higher education course (university education) and obtained a full degree or its equivalent.

¹ For the updated list please check the website of the EDCTP Association:
[Members of the General Assembly - EDCTP](#)

For minimum national qualifications required by the legislation in the country where the diploma was obtained (Annex I – examples of diplomas).

For declared on-going post-graduate studies, an official declaration from the relevant university/institute must be provided.

Languages

- For the trainees to fully profit from the traineeship and to be able to attend meetings and perform adequately, applicants must have a very good knowledge of at least two (2) participating Member States languages of which one must be English as it is Global Health EDCTP3's main working language².

Global Health EDCTP3 will check the applications against the eligibility criteria set out here above. Failure to comply with one or more of the eligibility criteria will result in disqualification of the concerned applicant. Information on all eligibility criteria should be clearly stated in the application.

Candidates should inform the Global Health EDCTP3 JU of any change in their situation that might occur at any stage of the application process.

The Global Health EDCTP3 JU reserves the right to amend the eligibility criteria as and when necessary. Any such changes will be published on the JU's call for applications.

Traineeships shall be open to applicants who have not previously undertaken a paid or unpaid traineeship in another European institution or body and which lasted for more than six (6) weeks. Additionally, applicants must not have had or currently hold any type of employment within a European institution or body.

Traineeships are as a matter of priority offered to recent graduates. No age limit is imposed on the candidates for traineeships.

Article 5 – Application and selection process

Submission of applications

Applications must be made in strict accordance with the procedures established by Global Health EDCTP3 JU, based on the instructions published on the JU's website. The call for applications will contain specific instructions to candidates concerning the application process, the supporting documents required and the modalities of their submission.

Incomplete applications and those received after the closing date defined for each traineeship period, as indicated on the website, will be automatically rejected.

² Very good knowledge is required at least at B2 level. The assessment is done in accordance with the Common European Framework of reference for Languages (CEFR) <http://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf>

Selection procedure

Global Health EDCTP3 JU makes its selection of trainees on the basis of the applications received as per the call for applications for traineeships published on the JU website.

- Upon receipt of the submitted applications, the eligibility check of candidates is carried out by Human Resources based on the eligibility and submission criteria as defined in Article 4.
- The list of eligible candidates is forwarded to the Executive Director, Heads of Unit or Team Leader (depending on which Team/Unit the candidates have applied for). The Executive Director, Heads of Unit or Team Leader will shortlist applications.

Short-listed applicants may be contacted for an online interview or phone interview to check their availability, language skills, and to discuss reciprocal expectations. Candidates might as well be requested to provide further information or documents as part of the selection procedure. At this stage such contacts do not imply the successful result of the selection.

- Successful candidates are selected on the basis of educational background, qualifications, competences, and motivation and/or experience. The selection procedure aims to keep to the best possible level a diverse pool of short-listed candidates.
- Following the final selection, the Executive Director shall authorise the proposed list of candidates to be offered traineeship agreement(s).
- Candidates to be offered traineeship agreement(s) are informed by a traineeship offer letter by Human Resources. They will receive a traineeship agreement in duplicate. A copy of these rules is enclosed to the traineeship offer letter.
- If an application is unsuccessful, a candidate may re-apply for a subsequent traineeship period.

Selected trainees are obliged to provide any supporting documents required by Human Resources within the indicated deadline (see check list of supporting documents). They are responsible for making sure to obtain all the documentation required by the national authorities, if necessary. If a candidate is unable to supply the requested documents within the given deadline, Global Health EDCTP3 JU may withdraw the offer.

Withdrawal

At any stage of the selection process, applicants may withdraw their application by informing Global Health EDCTP3 JU Human Resources. In such case, applicants are excluded from any further stage of the process.

Article 6 – Rights and obligations of trainees

The traineeship shall not give trainees the status of officials or other servants of the European Union. It shall confer neither entitlement to employment in the services of the Global Health EDCTP3 JU nor priority over other applicants for employment.

Trainees cannot benefit from any privileges and immunities granted by the host country to temporary agents, contract agents or other servants of the Global Health EDCTP3 JU.

Duties of trainees

Once the trainee is allocated to a Team/Unit within the JU, his/her work shall be directed by a trainee supervisor appointed by the Executive Director/Head of Unit or Team-Leader. The trainee supervisor, acting as the mentor, is responsible for instructing the trainee and advising him/her in the performance of the work allocated. The supervisor ensures that the trainee is involved in the everyday work of the Global Health EDCTP3 JU as far as possible.

Trainees shall be required to comply with the instructions given by their supervisors and the Executive Director or the Head of Unit/Team Leader to which they are assigned, and with the administrative instructions issued by Human Resources.

Trainees must exercise their duties and behave with integrity, courtesy and consideration in line with the rules governing the traineeship programme and the internal rules governing the functioning of Global Health EDCTP3 JU, in particular the rules concerning good administrative behaviour, security and confidentiality.

The supervisors must immediately notify the Human Resources of any significant incidents occurring during the traineeship (in particular professional incompetence, absences, sickness, accidents, misbehaviour, or interruption of the traineeship) which come to his/her attention or of which the trainee has informed him/her. If the conduct of the trainee does not prove satisfactory, the Executive Director may, after hearing the trainee, decide to terminate the traineeship.

The trainee shall take part in the work of the Unit/Team and in activities organised for his/her benefit, keeping to the timetables and programme set. Subject to the approval of his/her supervisor and providing it does not conflict with the accomplishment of the tasks assigned to him/her, he/she is entitled to attend meetings in a Unit/Team other than the one to which he/she is attached with the aim to get a global understanding of the objectives and activities of Global Health EDCTP3 JU.

Confidentiality and conflict of interest

Upon engagement, trainees will be requested to sign appropriate documentation on confidentiality obligations and a declaration of the absence of any conflict of interest³.

Trainees must exercise the greatest discretion regarding facts and information that come to their knowledge during their traineeship. 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 their traineeship. Global Health EDCTP3 JU reserves its legal right to terminate the traineeship and to pursue any person who does not respect this obligation.

³ Declaration of interests, confidentiality and conflict of interest applicable to the staff members (Decision of the Executive Director – ED/12/2024).

Trainees are not entitled to represent Global Health EDCTP3 JU in any meeting or activity involving external parties. Under no circumstances may a trainee on his/her own represent the JU with a view to entering into commitments, whether financial or otherwise, or negotiating on its behalf.

Trainees must not have any professional connections with third parties which might be incompatible with their traineeship (e.g. work for lobbyists) and 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 an actual or potential conflict of interest should arise during their assignment, trainees should immediately report this to their supervisors and to Human Resources in writing.

Trainees must not, either alone or with others, publish or cause to be published any matter dealing with the work of Global Health EDCTP3 JU without the written permission of the Executive Director. Such permission shall be conditional on any terms that the Executive Director may set. All rights in any writings or other work done for Global Health EDCTP3 JU are the property of the JU.

Work time, leave and absences

Trainees should have the same work time, flexible working and the same official public holidays, if they fall during their traineeship, as JU staff. The current working time regime is 40 hours per week (Monday-Friday).

Trainees are entitled to two (2) days' leave per month. This entitlement is acquired *pro rata* to the months worked. Leave requests must respect the needs of the Unit/Team to which the trainee is assigned. They must first be approved by the supervisor and the executive Director or the Head of Unit/Team-Leader and then checked and approved by the Human Resources. Days of leave not taken at the end of the traineeship are not to paid.

Trainees are entitled to special leave for participation in job competitions, or post- graduate exams, subject to provision of official documentation from the job competition or their university supporting the request.

In exceptional cases only, trainees may be sent on a mission provided that the mission is of a technical, and not of a representative, character. The authorisation shall be granted by the Executive Director. For the reimbursement of these mission expenses, the general procedure of reimbursement provided in the Mission guides will apply, as for the JU staff members.

In case of illness, trainees must notify their supervisors immediately, and if absent for longer than two days, must produce a medical certificate, indicating the probable length of absence, which must be forwarded to the JU's Human Resources.

When trainees are absent without justification or without notifying their supervisor or the Human Resources, they shall provide, within three (3) working days, a written justification for the unauthorised absence. These days are automatically deducted from the trainee's annual leave entitlement. The Executive Director will decide, following the evaluation of the justification given, or if no justification is given in three (3) working days, on an appropriate action to be taken.

When trainees are absent without justification or without notifying Human Resources, the JU may decide to immediately terminate the traineeship without further notice. Any over-payment is to be

reimbursed to the JU. The trainee will also not be entitled to receive the travel allowance, as per Article 7 below.

Suspension and Termination of the traineeship

The Executive Director may agree to suspend the traineeship for a specific period on receipt of a written request by the individual concerned and after obtaining the opinion of the trainee's supervisor and the Head of Unit/Team-Leader. The traineeship may only be resumed during the relevant traineeship period and for the length of time remaining in the agreement between the trainee and Global Health EDCTP3 JU. The payment of the equivalent part of the grant is suspended during this period and the trainee is not entitled to reimbursement of any travel expenses incurred during that period.

The traineeship shall end when the period for which it was offered expires. If a trainee wishes to terminate the traineeship earlier than the date specified in the agreement, a written request must be submitted to the Human Resources for approval. The request, stating the relevant reasons, must be submitted at least one (1) month in advance of the new termination date foreseen.

Traineeships can only terminate on the 15th or last day of the month. Where appropriate, the equivalent part of the grant already paid must be reimbursed to the Global Health EDCTP3 JU.

The Executive Director of Global Health EDCTP3 reserves the right to terminate the traineeship, after hearing the trainee and the trainee's supervisor concerned, without notice, at any moment it becomes apparent that the trainee knowingly made wrongful declarations or provided false statements or documents at the moment of application or during the traineeship period.

The Executive Director of Global Health EDCTP3 reserves the right to terminate the traineeship, after hearing the trainee and the trainee's supervisor concerned, without notice, if the conduct of the trainee does not prove satisfactory.

The Executive Director of Global Health EDCTP3 reserves the right to terminate the traineeship, after hearing the trainee and the trainee's supervisor concerned, following one (1) month notice, if after a justified request by the supervisor and approved by the Head of Unit/Team-Leader concerned, the level of the trainee's professional performance or knowledge of the working language is insufficient for the proper execution of his/her duties.

If a trainee wishes to terminate the traineeship earlier than the date specified in the agreement, a written request must be submitted to the Human Resources for approval. The request, stating the relevant reasons, must be submitted at least one (1) month in advance of the new termination date foreseen. Having regard to all administrative aspects, the Executive Director shall take a decision confirming early termination of the traineeship.

Article 7 – Grant, allowance, tax and insurance matters

Grant

Trainees are awarded a monthly grant of 25% of the basic remuneration of a temporary agent at grade AD 5, step 1. The exact amount of the grant is set on a yearly basis and is subject to annual revision of the remuneration.

If the trainee terminates his/her traineeship 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. 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.

Grant paid to trainees are not subject to the special tax regulations applying to officials and other servants of the European Union. Trainees themselves are solely responsible for the payment of any taxes due to the Global Health EDCTP3 JU's grant by virtue of the laws in force in the State concerned.

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 traineeship grant. This additional payment is designed to help those trainees to cover certain additional expenses that they may encounter. The percentage will be evaluated through a case-by-case evaluation and subject to Executive Director's approval. The Global Health EDCTP3 JU may consult a medical service on its own, if necessary.

Travel allowance

Brussels is to be the place of recruitment. Selected candidates may request a change of the place of recruitment before the signature of their traineeship agreement. No request for a change of address shall be granted once the decision to award a traineeship has been taken.

Recruited trainees whose place of recruitment is less than 150 km from the place of employment are not entitled to travel allowance.

Trainees are entitled to a reimbursement of travel expenses incurred:

- At the beginning of the traineeship: from the place of recruitment to the place of traineeship;
- At the end of the traineeship: from the place of the traineeship to the place of recruitment.

Where the place of recruitment is more than 150km from the place of employment: trainees are entitled to the reimbursement of the cost of a second-class rail fare;

Where the place of recruitment exceeds 500 km or where the route includes a sea crossing: trainees are entitled to the reimbursement of the most economical air fare.

The reimbursement will be made based on the presentation of original tickets and boarding passes.

Travel allowance is paid at the end of the traineeship period, provided the trainee has completed a minimum of three (3) months of their traineeship.

Contribution to public transportation

Recruited trainees are entitled to receive a contribution to public transport in accordance with the rules as set out in the contribution scheme to public transportation for Global Health EDCTP3 JU staff members (ED decision 01/2022).

Taxes

Trainees are solely responsible for the payment of any taxes due on the JU's grant and allowances by virtue of the laws in force in the State concerned. For tax purposes at the end of the traineeship, the Global Health EDCTP3 JU will provide a letter stating the amount of allowance given to the trainee and confirming that tax and social security payments have not been made.

Health and accident insurance

Health and accident insurance is mandatory. Trainees shall be responsible for organising their own insurance against accident along with health cover and any insurance required for family members for the duration of the traineeship. Trainees should submit to the Global Health EDCTP3 JU a copy of the insurance concluded within maximum two (2) weeks from the start of the traineeship.

Article 8 – Reports and certificates

At the end of the traineeship, trainees must submit to their supervisor a report on their activities during the traineeship period. The supervisor will then forward this report to the Executive Director or Head of Unit/Team-Leader and Human Resources together with their own report on the trainees.

In the light of these reports, the trainees receive, at the end of their traineeship:

- A certificate specifying the duration of their traineeship, the Unit/Team in which they were employed and the tasks performed, provided that they have completed a minimum traineeship period of six (6) months, and
- A certificate for tax purposes will be provided at the end of the traineeship period. This certificate should state the amount of grant paid and confirm that tax and social security payments have not been made.

Article 9 – Data Protection

All personal data provided by applicants will be dealt with in compliance with [Regulation \(EU\) 2018/1725](#) 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.

More information on how and when. Global Health EDCTP3 JU process personal data can be obtained in Global Health EDCTP3 JU data protection and legal notice ([Legal notice and privacy | Global Health - EDCTP3](#)). In case you have any questions or queries concerning data protection

at Global Health EDCTP3 JU, you can contact the Data Protection Officer at: data-protection@global-health-edctp3.europa.eu