

DECISION OF THE ADMINISTRATIVE DIRECTOR OF THE  
EUROPEAN PUBLIC PROSECUTOR'S OFFICE

ON THE RULES GOVERNING THE TRAINEESHIP PROGRAMME  
OF THE EUROPEAN PUBLIC PROSECUTOR'S OFFICE ('EPPO')

The Administrative Director of the European Public Prosecutor's Office ('the EPPO'),  
Having regard to Council Regulation (EU) 2017/1939 of 12 October 2017 implementing enhanced  
cooperation on the establishment of the European Public Prosecutor's Office ('the EPPO'), hereinafter  
referred to as the "EPPO Regulation", and in particular Article 19 thereof,

Considering the budgetary resources of the EPPO,

Whereas

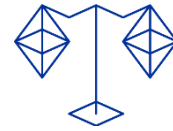
- (1) Pursuant to Article 19 of the EPPO Regulation, the EPPO shall be managed by its  
Administrative Director for administrative and budgetary purposes.
- (2) It is in the interest of the EPPO to draw up rules to govern the Central Office traineeship  
programme organised by the EPPO.

After consulting the Staff Committee,

Has adopted this Decision:

**Article 1 – Scope**

1. This Decision shall apply to the Traineeship Programme only (hereinafter referred to as the  
"Traineeship") organised at the EPPO's central level according to the general principles  
described in Article 2.
2. This decision does not apply to the long-term training programme organised in cooperation  
with the European Judicial Training Network (EJTN) or to training activities at the  
decentralised level, including those for the other staff put at the EPPO's disposal by the  
national authorities ("NEDPAs").

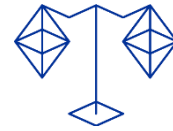


## Article 2– General principles

1. The Traineeship shall seek to create a platform enabling outside professionals to gain exposure on the EPPO's duties developed within the framework of its mandate, as well as to increase openness of the entity towards citizens and promote innovation and organisational learning via the establishment of information and work exchange opportunities with professionals from diverse academic backgrounds.
2. The Traineeship shall be mainly addressed to university level graduates, without excluding experienced professionals who within the framework of lifelong learning have obtained a university diploma and/or are at the beginning of a new professional career.
3. Through this programme, the EPPO shall benefit from the up-to-date input and academic knowledge of graduates, while also promoting long-term ambassadors of its work and of European values.
4. This programme shall provide trainees with an understanding of the EPPO objectives and activities, enable them to acquire practical experience and knowledge on its day-to-day operations, facilitate opportunities to put into practice knowledge acquired during their studies, enable exposure to a diverse and multicultural work environment, and in general, promote opportunities for European integration.

## Article 3 – Purpose

1. The purpose of the Traineeship at the EPPO is to:
  - provide trainees with an understanding of the objectives and activities of the EPPO;
  - enable trainees to acquire practical experience and knowledge of the day-to-day work of the EPPO units and sectors;
  - provide the opportunity to work in a diverse, multicultural and multi-linguistic environment, contributing to the development of mutual understanding, trust and tolerance;
  - promote European integration through active participation of trainees in the performance of tasks entrusted to the EPPO;
  - create awareness of true European citizenship;
  - enable trainees to put into practice knowledge acquired during their studies and in their specific areas of competence and develop future professionals in field pertinent to the EPPO;
  - introduce these graduates to the professional world and the constraints, duties and opportunities therein.
2. Through its Traineeship programme, the EPPO:



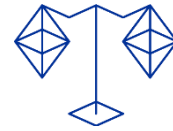
- benefits from the input of enthusiastic graduates, who can give a fresh point of view and up-to-date academic knowledge, which will enhance future results of the EPPO or other EU Institutions and Bodies;
- creates long-term "goodwill ambassadors" for European ideas and values both within the European Union and outside.

#### **Article 4 – Organisation of the traineeship**

1. The Administrative Director shall decide at least once a year on the number of traineeships to be offered at the EPPO, taking into consideration financial capacity, organisational demands and the capacity to accommodate trainees.
2. A call for traineeships shall be announced at least on the EPPO's website.
3. Traineeship agreements shall, in principle, be offered for a duration of 12 months, without the possibility of extension. A shorter duration may be foreseen, where appropriate, and, in such cases, extensions are possible up to a maximum duration of 12 months.
4. Traineeships shall commence on the 1st or the 16th of the month.
5. Traineeships shall not lead to the granting of official status or of Staff of the European Union to trainees. It shall neither confer entitlement to employment in the services of the EPPO nor priority over other applicants for employment.
6. Trainees shall be placed under the responsibility of the concerned Head of Unit/Sector and assigned to a Supervisor ('the Supervisor').
7. Supervisors shall work directly with the trainees, guide them, promote their integration within the working environment, provide them with administrative aid, encourage them to attend meetings and events both inside and outside the EPPO and closely monitor their performance throughout the entirety of the traineeship.
8. Supervisor shall notify the Human Resources Unit immediately of any significant incidents taking place during the traineeship, especially, in cases of professional incompetence, wrongful doings or misbehaviours, interruption of the traineeship, absences, sicknesses or accidents coming to their attention or of which the trainee has informed them of.

#### **Article 5 – Eligibility criteria**

1. The EPPO reserves the right to amend the eligibility criteria as and when necessary. Any such changes will be published on the EPPO's website before the opening of the application period.
2. The eligibility of each candidate shall be assessed according to the criteria below.



## A. NATIONALITY

3. Trainees shall be selected amongst nationals of the Member States of the European Union.

## B. QUALIFICATIONS

### I. Diploma

4. Candidates must have completed the first cycle of a higher education course (university education or other education leading to a bachelor or higher degree) and obtained a full degree or its equivalent by the closing date for applications. Please consult the [EPSO website](#)<sup>1</sup> regarding examples of eligible diplomas in different Member States.
5. For declared on-going post-graduate studies, an official declaration from the relevant university/institute must be provided.
6. Candidates whose university or post-graduate diplomas are not issued in one of the official EU languages must provide a certified translation of these documents in English.
7. Candidates must provide copies of diplomas or the relevant official certificates (self-certifications will not be accepted) of all university or post-university studies declared in their application<sup>2</sup>.

### II. Language

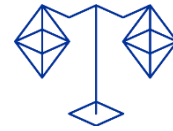
8. English is the official working language within EPPO. Candidates must demonstrate a very good knowledge of English corresponding to at least [B.2 level](#)<sup>3</sup> of the Common European Framework of Reference for Languages (CEFR), across all dimensions.
9. EPPO reserves the right to amend the language criteria as and when necessary. Any such changes will be published on the EPPO's website before the opening of the application period.

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<sup>1</sup> The university level education required for the traineeship corresponds to a bachelor's degree or equivalent (at least a three-year degree, with at least 180 ECTS). The qualifications are equivalent to the mandatory qualifications for the recruitment of officials and temporary agents at grade AD5. [EPSO Website/EU Careers - Minimum qualifications](#).

<sup>2</sup> Only qualifications awarded by EU Member State authorities or European Economic Area (EEA) authorities or qualifications recognised as equivalent by the relevant authorities will be taken into consideration. If the main studies took place outside the European Union, the candidate's qualification must have been recognised by a delegated official for the purpose by one of the European Union Members States (such as a national Ministry of Education) and a document attesting so must be submitted with the application by the closing date.

<sup>3</sup> The assessment is done in accordance with the [Common European Framework of reference for Languages \(CEFR\)](#).



III. Specific knowledge/skills

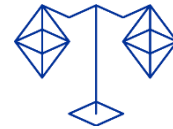
10. Candidates may be requested to fulfil specific requirements to be eligible for the traineeship programme, e.g. a completed university or post-university course in criminal law or a related field. Any requirement shall be stated in the call for traineeship notice.

**Article 6 – Application procedure**

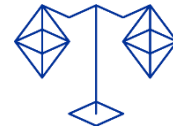
1. Applications shall be submitted following the instructions in the specific traineeship call for applications published at least in the EPPO's website. The call for applications as well as EPPO's careers webpage will contain specific instructions to candidates concerning the application process, the supporting documents required and the modalities of their submission. Any candidates that meet the minimum eligibility criteria may apply.
2. The EPPO shall not accept unsolicited applications.
3. Applicants must submit the copies of diplomas (or relevant certificates) of all undergraduate or postgraduate studies declared, for the application to be deemed valid.
4. Incomplete applications as well as applications received after the deadline shall be rejected immediately.
5. The EPPO shall seek to ensure equal opportunities to all applicants for the traineeship. Selection procedures shall be conducted on the basis of the broadest geographic extension possible, without discrimination on any bases. As an EU body, the EPPO shall ensure gender equality and prevent discrimination on any grounds. It actively welcomes applications from all qualified candidates from diverse backgrounds, across all abilities, without any distinction on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion, or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, marital status or other family situation or sexual orientation, and from the broadest possible geographical basis amongst the EU Member States.

**Article 7 – Selection and recruitment**

1. EPPO makes its selection of trainees on the basis of the applications received as per the call for applications for traineeships published at least on the EPPO website. The main objective of the selection procedure is to provide the EPPO with the best possible choice of traineeship candidates.
2. The EPPO HR Unit completes the initial eligibility screening against the eligibility criteria listed in the traineeship call for applications, ensuring that each candidate meets the eligibility criteria and has submitted a complete application.



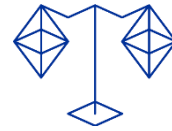
3. Candidates are selected among the eligible applicants on the basis of educational background, qualifications, competences, and motivation and/or experience. The selection procedure aims to keep to the best possible level a diverse pool of short-listed candidates.
4. The appointed Selection Board, that is authorized to offer an opportunity for a traineeship, shall examine and assess the applications from the candidates, and shortlist those best matching the selection criteria and the Sector/Unit's profile, as outlined in the traineeship call for applications.
5. Those from the shortlisted trainees, who confirm their interest and availability, will be invited for interviews with a selection panel chaired by the Sector/Unit hiring manager. HR will ensure that a gender and geographical balance is maintained as best as possible in the choice of candidates.
6. The selection panel shall be designated by the Administrative Director and composed of at least three members in a way that ensures pertinent evaluation and selection of the applications, as well as transparency, fairness and equal opportunity for all candidates
7. The selection procedure shall aim to assess compliance with the selection criteria, motivation and the ability to communicate in English.
8. The selection process shall be confidential and candidates must refrain from contacting the selection panel members or the members of the Sector/Unit, during the selection procedure at any given time.
9. The EPPO HR Unit, following the recommendations of the hiring manager shall establish and share a reserve list with the most suitable trainees to be proposed for the traineeship and shares the reserve list with the Administrative Director for approval based on merit.
10. The Administrative Director will approve the reserve list, which will be valid until the closure of the traineeship programme. HR will send the approved reserve list to the relevant EPPO Sector/Unit managers.
11. Sector/Unit hiring managers will propose for the available traineeship position in their unit to make an offer to the candidates from the reserve list to the Administrative Director.
12. The EPPO HR Unit will inform the successful candidates who will be included on the reserve list by email.
13. Selected trainee candidates are informed by a conditional traineeship offer letter. The letter will include an intended start date for the traineeship. This traineeship offer is subject to the candidate providing supporting documents confirming their eligibility, in addition to the already provided diploma or relevant certificates.
14. Both successful and unsuccessful candidates shall be informed of the outcome of their application upon completion of selection procedure.



15. The trainee must be able to provide the originals of all diplomas, or certified copies of all diplomas declared. Official certified translations, if the documents are not in an EU language, will be required when starting the traineeship.
16. Selected trainee candidates must provide any supporting documents and certificates required by HR within the indicated deadline. They are responsible for making sure that they obtain all the documentation required by the national authorities, if necessary.
17. At any stage of the application process, applicants may withdraw their application by informing the EPPO by email. Such notification is to be sent to the email address stated in the relevant call for applications published on the EPPO's website.
18. Unsuccessful candidates may submit a new application for subsequent traineeships. It is, in line with the due submission of all required supporting documents and the deadlines defined for the new call, necessary to submit a new application announced in the new traineeship call for applications.
19. Candidates may not be recruited to any EPPO Sector/Unit where a conflict of interest might occur, irrespective of their academic and professional qualifications.

## **Article 8 – Rights and duties of trainees**

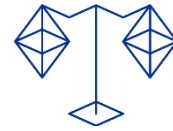
- I. **General rules of the traineeship**
  1. Trainees shall sign a "Traineeship Agreement", a "Confidentiality Agreement" and a "declaration on absence of conflict of interest" with the EPPO to regulate the general terms and conditions of their traineeship.
  2. Trainees will be required to present a clean criminal record to HR prior to their start date with the EPPO.
  3. The tasks to be undertaken by the trainee will be agreed at the start of the traineeship period between the relevant Head of Unit/Sector and the Supervisor in consultation with the trainee.
  4. Trainees shall be required to comply with the instructions given by their Supervisors, by their Head of Unit/Sector to which they are assigned and with the administrative instructions issued by the HR Unit. They must also comply with the rules governing the traineeship programme and the internal rules governing the functioning of EPPO, in particular the rules concerning good administrative behaviour, security and confidentiality.
  5. The trainee shall take part in the work of the Unit/Sector and in activities organised for their benefit, keeping to the timetables and programme set. During the traineeship, the trainee shall consult their Supervisor on any initiative s/he plans to take with regard to the work of the EPPO.



6. Trainees are allowed to attend meetings in the EPPO on subjects of interest to their work (unless these meetings are restricted or confidential), receive documentation and participate in the work of the entity to which they are attached at a level corresponding to their educational and working background. Entitlement to attend meetings in an entity other than the one to which they are attached to, will be subject to the prior approval of their Supervisor, with the condition that participation would be directly linked to the good execution of their assigned tasks.
7. Under no circumstances may a trainee on their own represent the EPPO with a view to entering into commitments, whether financial or otherwise, or negotiating on its behalf. Trainees are not entitled to represent the EPPO in any meeting or activity involving external parties.
8. At the end of their traineeship, trainees must submit to their Supervisor a report on their activities during the traineeship period. The Supervisor will then forward this report to HR 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 length of the traineeship, the Unit/Sector in which they were engaged and the main tasks carried out.

## II. Confidentiality and conflict of interest

9. Trainees must exercise the greatest discretion regarding facts and information that come to their knowledge during their traineeship and shall sign the "Confidentiality Agreement". 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. The EPPO reserves its legal right to terminate the traineeship and to pursue any person who does not respect this obligation according to the College Decision 011/2021 about Security Rules of the EPPO for the protection of EU classified information.
10. During the time of their traineeship, trainees shall neither seek nor take instructions from any government, authority, organisation or person outside the EPPO. They shall carry out the duties assigned to them objectively, impartially and in keeping with their duty of loyalty to the European Union.
11. Trainees must not have any professional connections with third parties which might be incompatible with their traineeship (i.e. must not work for lobbyists, legal attaches, 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.
12. Before the commencement of the traineeship, trainees shall sign a "declaration of absence of conflict of interest", disclosing any interests that could give rise to a conflict with the

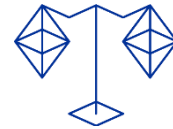


legitimate interests of the EPPO. The Administrative Director might adopt preventative measures where it identifies conflicts of interests. If a conflict of interest should arise during their assignment, trainees should immediately report this to their Supervisors and to HR in writing.

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

### III. Work time, leave, missions and absences

14. Trainees shall have the same work time, hybrid arrangements and the same EPPO public holidays, if they fall during their traineeship, as the EPPO statutory staff.
15. Trainees are not eligible for recuperation of hours or to work on a part-time basis.
16. Trainees are entitled to two days leave per month of full service. This entitlement is acquired on a pro-rata basis counted from the first day of their traineeship. Unused annual leave days at the end of traineeship are not paid. Trainees shall be encouraged to exhaust all their remaining balance prior to the end of their traineeship.
17. Trainees shall record their annual leave in the time management system. Leave days will be approved by their Head of Sector/Unit.
18. Trainees are entitled to special leave for participation in job competitions, or post-graduate exams, in either half days or full days in line with the length of the assessment being performed, subject to provision of official documentation from the job competition or their university supporting the request.
19. In exceptional and duly justified cases, the Administrative Director, after a request from the relevant Head of Unit/Sector and the Supervisor of the trainee in question, may grant authorisation for a trainee to attend a mission. Trainees may only attend a mission on the condition that the mission is of a technical nature and not of a representative one.
20. In case of sickness, the trainee must notify their Supervisor, Head of Unit/Sector and HR immediately and if absent for longer than three consecutive days, must produce a medical certificate, indicating the probable length of absence. Where required in the interest of service, the trainee shall undergo medical examinations.



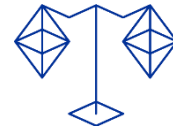
#### IV. Termination of the traineeship

21. The traineeship shall end when the period for which it was offered expires.
22. Trainees, in line with the exit procedure of the Human Resources Unit, will receive the applicable end of service certificates.
23. The EPPO 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 documents at the moment of application or during the traineeship period.
24. The Administrative Director may agree to suspend the traineeship for a specific period upon the receipt of a written request by the individual concerned and after obtaining the opinion of the Supervisor and Head of Unit/Sector. 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 the EPPO.
25. The Administrative Director may terminate the traineeship on receipt of a reasoned request by the trainee made through the trainee Supervisor and Head of Unit/Sector. Trainees may request termination of their agreement observing a minimum one-month notice period. Traineeships can only terminate on the 15th or the last day of the month.
26. Trainees must exercise their duties and behave with integrity, courtesy and consideration. If the conduct of the trainee does not prove satisfactory, the Administrative Director may decide at any time to terminate with immediate effect the traineeship, after hearing the trainee and the trainee Supervisor concerned.
27. The Administrative Director, following a substantiated request by the Supervisor and approved by the Head of Unit/Sector concerned, 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 their duties, or if expected standards and rules are not respected by the trainee.

#### Article 9 – Financial Matters

##### I. Traineeship grant

1. Trainees will be awarded a monthly traineeship grant. The amount of the traineeship grant is decided by decision of the Administrative Director and is dependent on budgetary constraints. The amount of the traineeship grant will be published on the website.
2. In case the trainee is unable to attend the traineeship programme, except for absence due to certified sickness, the EPPO reserves the right to cease payment of the grant starting from the day following the last day of attendance.



3. If the trainee terminates their traineeship early, they will be required to reimburse the relevant part of the grant.
4. In case of overpayment, any amounts due will be recovered by the EPPO.

## II. Tax Obligations

5. Traineeship grants awarded to trainees are not subject to the special tax regulations applying to officials and other servants of the European Union. Trainees are solely responsible for the payment of any taxes due to the EPPO's traineeship grant by virtue of the laws in force in the State concerned.
6. The EPPO shall provide a certificate for tax purposes at the end of the traineeship period. This certificate should state the amount of traineeship grant paid and confirm that tax and social security payments have not been made.

## III. Sickness Insurance

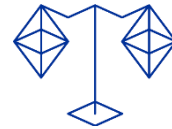
7. The EPPO provides trainees with sickness insurance cover.

## IV. Accident Insurance

8. During the traineeship period, the trainee shall be personally insured against the risk of accidents and death. In case the trainee cannot be covered by another insurance policy, they will be covered under the insurance policy in place at the EPPO.

## V. Travel Costs Reimbursement

9. Recruited trainees may be eligible to be reimbursed for travel expenses occurring at the beginning and at end of their traineeship, fixed to an amount of EUR 250 per travel.
10. Trainees whose place of recruitment is less than 200 km from the place of employment shall not be entitled to the travel reimbursement.
11. Reimbursements shall not cover travels earlier or later than 1 month, prior or after the start or the ending of the traineeship.
12. The EPPO shall not cover any removal expenses incurred by the trainee.



VI. Missions

13. For the reimbursement of expenses incurred by a trainee during authorised missions, the general procedure of reimbursement provided in the relevant provisions applicable to EPPO will apply.

**Article 10 – Data Protection**

The processing of personal data by the EPPO is governed by Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons regarding the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data. For the purpose of the administration of the traineeship programme, including the exclusively for the purpose of selection of trainees as well as their participation in the programme, there will be a dedicated processing record.

**Article 11 – Entry into force**

This decision shall enter into force on the day of its adoption.

Done at Luxembourg on the date of its electronic signature.

**Selomey YAMADJAKO**

**Administrative Director**