



# **RULES GOVERNING THE TRAINEESHIP SCHEME OF THE JOINT RESEARCH CENTRE**

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## INTRODUCTION

As part of the European Commission, the Joint Research Centre (JRC) offers a stimulating, multi-cultural and multi-disciplinary research environment for trainees. The aim of the traineeship scheme is to provide students or recent graduates<sup>1</sup> with:

1. the opportunity to put into practice knowledge acquired during their recent studies, and in particular in their specific area of competence;
2. an introduction to the professional world of working and the constraints, duties and opportunities therein;
3. a unique and first-hand experience of the workings of the JRC and of the European Commission;
4. practical experience and knowledge of the scientific research the JRC performs in support of European Union policy-making.

These rules govern the traineeship scheme in operation on the following sites: Ispra, Geel, Petten and Karlsruhe.

Information relating to each Directorate scientific and technical environment can be found at the following links:

IES	<a href="http://ies.jrc.ec.europa.eu">http://ies.jrc.ec.europa.eu</a>
IHCP	<a href="http://ihcp.jrc.ec.europa.eu">http://ihcp.jrc.ec.europa.eu</a>
IPSC	<a href="http://ipsc.jrc.ec.europa.eu/">http://ipsc.jrc.ec.europa.eu/</a>
IET	<a href="http://iet.jrc.ec.europa.eu">http://iet.jrc.ec.europa.eu</a>
ITU	<a href="http://itu.jrc.ec.europa.eu">http://itu.jrc.ec.europa.eu</a>
IRMM	<a href="http://irrm.jrc.ec.europa.eu">http://irrm.jrc.ec.europa.eu</a>

Other more general information relating to the JRC can be found at:

<http://ec.europa.eu/dgs/jrc/index.cfm?id=5860>

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<sup>1</sup> Without excluding those who – in the framework of lifelong learning – have recently obtained a university degree and are embarking on a new professional career.

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## 1. JRC TRAINEESHIP

### 1.1 Types of Traineeships

There are two types of traineeship.

- **Type 1:** Training related to the preparation of a thesis for a university degree

*This type of training is for individuals who are receiving a university education or its equivalent and are preparing a thesis for a university degree or Master's degree or Ph.D. or its equivalent at graduate level. The purpose of the training must be directly related to the subject of the thesis.*

- **Type 2:** Training after university education (or its equivalent) within 5 years after the last university degree

*This type of training is for individuals who wish to gain work experience following the award of a university degree, Master's degree or Ph.D.*

### 1.2 Duration

The duration may not be for less than three months. The maximum duration is 5 months. Contracts begin on either the 1st or the 16th day of the month.

## 2. ELIGIBILITY CRITERIA

The JRC reserves the right to amend the eligibility criteria as and when necessary. Any such changes will be introduced into the JRC traineeship rules and published on the JRC website.

### 2.1 Nationality

Trainees are selected from nationals of the Member States of the European Union (EU), from candidate countries benefiting from a pre-accession strategy and from other countries contributing financially to the Framework Programme. A limited number of other nationals may also be accepted. A derogation based on nationality from the Director-General is required for every non-EU national.

### 2.2 Diplomas

Candidates must provide copies of diplomas with the relevant Europass Diploma Supplement<sup>2</sup> (or if missing - the relevant university transcripts, certificates), of all university or post-university studies declared in the web application ESRA<sup>3</sup>. If the degree course has been completed, but an official degree certificate has not yet been received/awarded, an official statement from the university confirming the degree result has to be provided. For declared on-going studies an official declaration

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<sup>2</sup> For further info about the Europass Diploma Supplement - <http://europass.cedefop.europa.eu/en/home>

<sup>3</sup> ESRA is the JRC's database-driven web application that manages part of the recruitment process for trainees. <http://recruitment.jrc.ec.europa.eu>

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from the relevant university must be provided. If recruited for a traineeship, originals/certified copies of all diplomas declared and, if applicable, official certified translations will be required.

Applicants whose university or post-graduate diplomas are not issued in one of the official EU languages must provide a translation of these documents into one of the EU procedural languages<sup>4</sup> (English, French, German). If recruited for a traineeship, certified copies of all diplomas declared and, if applicable, official certified translations are required.

### 2.3 Knowledge of Languages

Knowledge of languages other than the mother tongue declared via the web application ESRA must be supported by appropriate documentation (e.g. diplomas, certificates, proof of having studied in the language in question, etc.). The candidate must be in possession of the appropriate document by the closing date of the call.

In order for the trainee to fully profit from the traineeship and to be able to follow meetings and perform adequately:

- Candidates from Member States must be independent users of at least two Community languages, one of which should be one of the European Commission procedural languages (English, French or German). The required level of the second language is B2 according to the [CEFR](#)<sup>5</sup> (Common European Framework of Reference for Languages: Learning, Teaching Assessment).
- Candidates from non-Member States must be independent users of at least one of the European Commission procedural languages (English, French or German). The required level of the language is B2 according to the [CEFR](#) (Common European Framework of Reference for Languages: Learning, Teaching, Assessment).
- Additional language skills might be required in accordance with the requirements of the published profile.

### 2.4 Prior Employment/Traineeship

The JRC wishes to offer the opportunity of a traineeship to as many people as possible. Therefore, applications are not considered eligible from those candidates who for more than six weeks:

- have already benefited or benefit from any kind of traineeship (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*

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<sup>4</sup> or the language of the host site.

<sup>5</sup> CEFR - [http://www.coe.int/t/dg4/linguistic/Cadre1\\_en.asp](http://www.coe.int/t/dg4/linguistic/Cadre1_en.asp)

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

## 2.5 Other

Candidates shall inform the relevant JRC HR services of any change in their situation that might occur at any stage during the selection and recruitment phases.

Trainees may not be assigned to any service where a conflict of interest might occur, irrespective of his/her prior professional experience or nationality.

## 3. THE PROCEDURE

### 3.1 Publication of Profile

Each profile for a traineeship is published on ESRA<sup>6</sup>. The profile typically includes:

1. a description of the research work to be followed
2. the type of traineeship preferred (type I or/and type II)
3. any special expertise or qualifications needed for the traineeship
4. any training that will be provided (for example, in the use of a specific instrument or a specific software package)
5. a deadline for replying to the call

Only finalised on-line applications via ESRA are considered.

### 3.2 Withdrawal

At any stage of the process, applicants may withdraw their application by informing the relevant JRC HR services or via the dedicated form in ESRA. In such a case, they are excluded from any further stage of the process.

### 3.3 Eligibility check

After the closing date of the call the relevant JRC HR services check the eligibility of the candidates that applied for the call<sup>7</sup>, based on their on-line application. Non-eligible candidates are excluded thereafter from the selection procedure.

### 3.4 Selection

The main objective of the selection procedure is to provide the JRC services with the best possible choice of candidates. Following the first screening of eligibility, the Directorate concerned shall rank

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<sup>6</sup> <http://recruitment.jrc.ec.europa.eu>

<sup>7</sup> Eligibility criteria are listed in Article 2 of the JRC traineeship rules.

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the applicants according to the needs of the Directorate. Candidates that do not meet the needs of the Directorate shall be considered as non-apt and will not be placed on a reserve list for a possible traineeship. The Director of the Directorate shall approve the selection results. Subject to budgetary availability and successful compliance with administrative requirements, the applicant(s) ranked highest<sup>8</sup> shall be offered a traineeship.

### 3.5 Documentation Required

The selected candidate shall provide the following documents before his/her entry into service:

1. a valid and original criminal record extract from the national database of the latest country of residence. Should the candidate be resident in that country for less than 6 months, a valid and original criminal record extract emanating from the previous country of residence is required. The criminal record extract should be in one of the 24 official languages of the European Union. If the criminal record extract is issued in a language other than the 24 official languages of the European Union, a legalised translation into English, French, German or the language of the country in which the JRC site is located is required. A list of European equivalent criminal record extracts can be found at: [http://ec.europa.eu/dgs/jrc/downloads/jrc\\_criminal\\_records\\_eu27.pdf](http://ec.europa.eu/dgs/jrc/downloads/jrc_criminal_records_eu27.pdf)
2. a medical certificate of good health and results of his/her medical exams. In some cases, a candidate might be called by the JRC for a medical visit.
3. documents showing that the applicant has sickness insurance cover for the entire duration of the traineeship period valid in the host country. If he/she is unable to demonstrate health insurance cover, it will be provided for as described in *Article 5.4.1*.
4. supporting documentation for academic studies – *Article 2.2*
5. proof of knowledge of languages as declared during the application process – *Article 2.3*.
6. copy of passport/ID card
7. if relevant, document certifying that the applicant receives a scholarship, salary, lump sum or any other form of payment from a bona-fide institution or foundation; the amount of the money and the period of payment.

Trainees are responsible for making sure that they have the correct type and duration of entrance visa, where applicable, and that they obtain all the documentation required by the authorities of the host country.

### 3.6 Retention of Files

The retention of files by the JRC respects Regulation (EC) n°45/2001 of 18 December 2000 regarding personal data<sup>9</sup>.

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<sup>8</sup> Depending on the number of positions available

<sup>9</sup> Further information on how the JRC processes personal data is available at: 'Data protection in the selection and/or recruitment process'- <http://ec.europa.eu/dgs/jrc/index.cfm?id=6270> and [http://ec.europa.eu/dgs/jrc/downloads/jrc\\_privacy\\_statement\\_trainees.pdf](http://ec.europa.eu/dgs/jrc/downloads/jrc_privacy_statement_trainees.pdf)

### **3.7 Reports and Certificates**

A trainee must complete an evaluation report at the end of his/her traineeship as requested by the relevant JRC HR services. His/her supervisor must also complete an evaluation report.

A trainee who has completed the minimum required traineeship period will receive from the relevant JRC HR services, after his/her training period, a certificate specifying the dates of his/her training period and the unit in which he/she carried out his/her traineeship.

## **4. RIGHTS AND DUTIES OF TRAINEES**

### **4.1 Supervisors**

The trainee is placed under the responsibility of a supervisor (official or temporary agent). The supervisor must guide and closely follow the trainee during his/her traineeship and act as his/her mentor. The supervisor must immediately notify the competent service of any significant incidents/events occurring during the traineeship (in particular professional incompetence, absences, sicknesses, accidents, inappropriate behaviour, or interruption of the traineeship), which comes to his/her attention or of which the trainee has informed him/her. A trainee shall be required to comply with the instructions given by his/her supervisor.

### **4.2 Applicable rules**

Trainees must comply with the rules governing the traineeship scheme and the internal rules of the JRC, in particular, the rules concerning safety, security and confidentiality and the Code of Practice for Research Student Management, Supervision and Administration<sup>10</sup>. 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 unit to which they are attached, at a level corresponding to the trainee's academic background and area of expertise.

### **4.3 Interruption**

Under exceptional circumstances, upon written request of the trainee stating the relevant reasons and with proper justification, the Head of the relevant JRC HR service may, after consultation with the supervisor and the Director of the Directorate to which the trainee is assigned, authorise an interruption of the traineeship for a given period. The allowance is suspended and the trainee is not entitled to the reimbursement of any travel expenses incurred during that period. The trainee may return to complete the unfinished part of the training, but only up to the end of the initial traineeship period. No extension is possible.

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<sup>10</sup> [http://ec.europa.eu/dgs/jrc/downloads/jrc\\_trainee\\_code\\_of\\_practice.pdf](http://ec.europa.eu/dgs/jrc/downloads/jrc_trainee_code_of_practice.pdf)

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#### 4.4 Early Termination of Traineeship by trainee

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 for approval by the relevant JRC HR services, upon consultation with the supervisor and the Director of the Directorate to which the trainee is assigned. The request, stating the relevant reasons, must be submitted at least three weeks before the foreseen termination date, to his/her supervisor and Unit Head. The trainee may terminate the contract only on the 15th or last day of each month. If applicable, the respective part of the allowance must be reimbursed to the Commission.

#### 4.5 Future Employment

Admission to a traineeship does not confer on a trainee the status of an official or that of other servants of the European Union, nor does it entail any right or priority with regard to an appointment within the services of the European Commission. A trainee can be recruited after completing the traineeship, as long as the conditions and rules established for employment in the category of staff in which he/she will be recruited have been fully respected and applied. The same applies to an ex-trainee who is selected through a call for tender procedure or through a call for expression of interest organised by the Commission or one of its services, whether as an individual or as an employee of a selected company.

#### 4.6 Absences

##### 4.6.1 Holidays

The trainee should keep the same hours of work and have the same official public holidays as those of JRC officials. The trainee is entitled to 2 days of leave per month. This entitlement is acquired *pro rata* to the months worked counted from the first day of the month. Days of leave not taken are not paid *in lieu*.

Leave requests shall respect the needs of the service. They must be registered in SYSPER 2 and be approved by the trainee's Head of Unit.

##### 4.6.2 Absence in case of sickness

In case of sickness, a trainee must notify his/her supervisor immediately and, if absent for more than three calendar days, must produce a medical certificate indicating the probable length of absence, which must be forwarded to the Medical Service. A trainee who is absent because of illness may be subject to medical checks in the interest of the service.

##### 4.6.3 Absence without leave

When a trainee is absent without justification or without notifying the supervisor, the relevant JRC HR service shall instruct the trainee in writing to report to the service in which the traineeship is taking place, within a week of the reception of the written notification. The trainee shall also provide a proper justification for his/her unauthorised absence. These days of absence are automatically deducted

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from the trainee's leave entitlement. The respective Director with agreement of relevant JRC HR service may decide, following examination of the justification given, or if no justification is received after this deadline, to immediately terminate the traineeship without further notice. In such case, the trainee loses the entitlement to the travel allowance. Any overpayment of the allowance is to be reimbursed to the JRC.

## **4.7 Conduct, Sanctions and Disciplinary Measures**

### **4.7.1 Social behaviour and conduct**

Trainees must exercise their duties and behave with integrity, courtesy and consideration, respecting The Code of Good Administrative Behaviour<sup>11</sup> for Commission staff and other internal rules.

If the conduct of the trainee does not prove satisfactory, the relevant Director in response to a reasonable request by the supervisor, countersigned by the Unit Head and approved by Head of the relevant JRC HR service, after hearing the trainee, may at any moment decide to terminate the traineeship. During their traineeship, trainees must consult their supervisors on any action they propose to take on their own initiative relating to the activities of the JRC and/or EU institutions or bodies.

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

A conflict of interest can be defined as any situation that compromises the independence or that is perceived or might be perceived as compromising the independence of the trainee. If a conflict of interest should arise during the assignment, a trainee should immediately report this in writing to his/her supervisor and to the relevant JRC HR service.

### **4.7.2 Confidentiality**

A trainee must exercise the greatest discretion regarding facts and information that come to his/her knowledge during the course of the traineeship. A trainee must not, in any manner whatsoever, disclose to any unauthorised person any document or information not already made public. He/she will continue to be bound by this obligation after the end of the traineeship. The JRC reserves its legal right to terminate the traineeship and to pursue any person who does not respect this obligation.

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<sup>11</sup> [http://ec.europa.eu/transparency/civil\\_society/code/index\\_en.htm](http://ec.europa.eu/transparency/civil_society/code/index_en.htm)

### 4.7.3 Contacts with the press

Trainees must respect the same rules for contacts with the Press as other JRC staff and follow the instructions provided. The JRC reserves the right to terminate the traineeship and to pursue any person who does not respect this obligation.

### 4.7.4 Publications

Trainees are subject to the publication rules of the JRC staff. Trainees must not, either alone or with others, publish or cause to be published any matter dealing with the work of the JRC and/or EU Institutions or bodies without the written permission of the relevant Directorate. All rights, for any articles or other work done for the JRC, are the property of the Commission.

### 4.7.5 Professional incompetence

The respective Director following a justified request by the supervisor, countersigned by the Unit Head and approved by the relevant JRC HR service, reserves the right to terminate the traineeship based on the trainee's professional incompetence or his/her insufficient knowledge of the working language required for the proper execution of his/her duties.

### 4.7.6 Wrongful declaration of facts

The respective Director reserves the right to terminate the traineeship if at any moment it becomes apparent that the trainee made wrongful declarations or provided false statements or documents at the moment of application or during the traineeship.

## 5. FINANCIAL MATTERS

### 5.1 Basic allowance

Trainees can benefit from a monthly basic allowance. Those whose place of recruitment<sup>12</sup> is less than 50km from the JRC site will receive half of the basic allowance<sup>13</sup>. The monthly basic allowance is equivalent to 25% of the basic remuneration for an official at grade AD5/1 (Commission decision C/2007/1221) adjusted by the correction coefficient applicable to the JRC site where the traineeship takes place.

Trainees who receive a scholarship, salary, lump sum or any other form of payment from a bona-fide institution or foundation can benefit from a monthly allowance that brings their total allowance up to the standard JRC level.

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<sup>12</sup> For the purposes of these rules, place of recruitment means the place where the applicant was habitually resident at the time of recruitment. Places of temporary residence, e.g., for the purposes of study, military service, training periods or holidays are not regarded as places of habitual residence.

<sup>13</sup> Distance to be taken using "Via Michelin Maps and Routes"<sup>13</sup> (fastest car trip distance).

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If the trainee terminates his/her contract early (before its expiry date), he/she will be required to reimburse that part of the basic allowance, which he/she may have received, relating to the period after the early termination date. If the trainee contract is terminated early by the JRC, the trainee will be required to reimburse that part of the allowance, which he/she may have received, relating to the period after the early termination date.

## **5.2 Disability Allowance**

Upon presentation of a proper justification, disabled trainees may receive a supplement to their allowance equal to a maximum of 50% of the amount of the basic allowance. The relevant JRC HR service should consult the European Commission's Medical Service where necessary.

## **5.3 Travel Allowances**

Trainees shall be entitled to one return travel allowance. The JRC establishes the method of calculation of this travel allowance and modalities and the procedure to be followed. All relevant information is provided in Annex I.

The trainee must complete a minimum of 3 months of the traineeship to qualify for the travel allowance. Trainees whose place of recruitment is less than 50 km from the place of employment are not entitled to a travel allowance.

## **5.4 Insurance**

### **5.4.1 Sickness Insurance**

Sickness insurance is compulsory. Where a trainee is not covered by any other sickness insurance scheme, he/she will be insured against sickness under the conditions laid down in the sickness insurance policy that the JRC has taken out with an insurance company. The contribution of the trainee is one third of the premium, which is deducted from his/her allowance.

When a trainee has other sickness insurance, proof of this insurance must be presented to the JRC before the start of the traineeship. If this is not done within the deadline, the premium for the JRC insurance scheme will be deducted from the trainee's allowance by default and the trainee will be automatically insured from the first date of the start of traineeship.

If a trainee is insured by the JRC and in case of early termination of the trainee contract, the full contribution for the insurance policy must be reimbursed by the trainee to the JRC for the remaining period after the early termination of the contract to the expiry date of the insurance policy.

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#### 5.4.2 Accident Insurance

Trainees are insured against accident risks in the workplace under the terms of the JRC's policy taken out with an insurance company.

#### 5.5 Individual Missions

In exceptional cases only, the Director of the relevant Directorate may grant authorisation to a trainee to go on mission on the condition that the mission is of a technical nature and not of a representative one and that he/she be accompanied by a JRC statutory staff member.

Reimbursement of these mission expenses is in accordance with the Commission's Guide to Missions. The expenses will be covered by the Directorate requesting the mission.

#### 5.6 Fiscal Arrangements

Allowances awarded to trainees are not subject to the special tax regulations applying to officials and other servants of the EU. Trainees are solely responsible for the payment of any taxes due on allowances by virtue of the laws in force in the State concerned. The relevant JRC HR services upon request will provide a certificate for tax purposes at the end of the traineeship. This certificate will state the amount of allowances received and confirm that no tax and social security payments have been made.

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### 6. FINAL PROVISIONS

The Director-General of the JRC is responsible for the implementation of these rules.

These rules will enter into force on the date on which they are signed by the Director-General.

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## ANNEX I – TRAVEL ALLOWANCES

Trainees shall be entitled to one return travel allowance. Trainees whose place of recruitment is less than 50km from the place of employment are not entitled to a travel allowance<sup>14</sup>.

Depending on the situation, there are two options:

1. **When a trainee has a return ticket or has travelled by car:**
  - Claim form with all supporting documents needs to be sent to the relevant JRC HR service.
  - Deadline for sending – not later than 2 months after the start of the traineeship.
2. **When a trainee has only an outward bound ticket at the beginning of the traineeship:**
  - Claim form with all supporting documents needs to be sent to the relevant JRC HR service for the outward journey. Deadline – not later than 2 months after the start of the traineeship.
  - Claim form with all supporting documents needs to be sent to the relevant JRC HR service for the return journey. Deadline – not later than 2 months after end of the traineeship.

**The JRC will only process complete claim forms, i.e. all proof of costs for the journey has to be provided by the trainee. The journey should be as direct as possible.**

### **Travel documents to be provided:**

- \* Train: second class rail ticket + proof of payment if price is not on the ticket
- \* Bus: ticket + proof of payment if price is not on the ticket.
- \* Plane: economy class ticket (or economy e-ticket), boarding pass(es) + proof of payment if price is not on the ticket.

**No other travel costs will be reimbursed (except one checked-in standard luggage piece for flights, where baggage is not included in the cost of the ticket).**

### **Calculation of the maximum amount of reimbursement for trainees travelling from EU countries**

The JRC will reimburse on the basis of the real costs of the trip. However, the JRC has established a **maximum amount of reimbursement** (ceiling) that is calculated as follows: **DISTANCE x RATE**.

**DISTANCE:** Number of km between the place of recruitment and the place of traineeship at the JRC. The distance is calculated using the GPS Visualizer's coordinate calculators<sup>15</sup> (subscreen "Calculate the distance between two addresses").

### **RATES:**

- 0,20 €/km - for distances between 0 - 500 km
- 0,18 €/km - for distances between 500 km - 1000 km
- 0,15 €/km - for distances between 1000 km - 2000 km
- 0,13 €/km - for distances between 2000 km - 3000 km
- 0,14 €/km - for distances over 3000 km

<sup>14</sup> Distance to be taken using "Via Michelin Maps and Routes"<sup>14</sup> (fastest car trip distance).

<sup>15</sup> <http://www.gpsvisualizer.com/calculators>

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Example: Brussels – Ispra: distance 642,171 km

0-500 km:  $500 \times \text{€}0.20 = \text{€}100,00$ ;

500-642,171 km:  $142,171 \times \text{€}0,18 = \text{€}25,59$

Total: **€125,59**

**P.S. This is the maximum amount that can be reimbursed for a one way trip Brussels-Ispra. The ceiling for the return trip Brussels-Ispra-Brussels – €251,18**

#### **Car trips (maximum amount of reimbursement):**

Unique rate of **0,22€ per km.**

Distance for car trips to be taken using "Via Michelin Maps and Routes"<sup>16</sup> (fastest car trip distance).

#### **For trainees travelling from non-EU countries.**

The maximum allowance for trainees, whose place of recruitment is outside of the EU, is calculated from the international airport or the largest city, in the EU, geographically closest to the place of recruitment.

For trainees coming from outside the EU, the conversion from national currency to Euro will be carried out exclusively by the JRC on the basis of monthly rates published in the Official Journal of the European Union (C series) at the time when payment is calculated. Exchange rates used by trainees on the basis of information supplied by their bank will not be accepted.

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<sup>16</sup> <http://www.viamichelin.com>