THE EXECUTIVE DIRECTOR OF EUROPOL,


Whereas:

Europol supports the concept of internships within the organisation.
The contribution of internships is seen as important in raising the awareness of and promoting a positive image of Europol.
It is necessary to draw up rules to ensure transparency and consistency in the granting of internships.

It is necessary to review the Decision of the Director of 2 June 2015 on Internships, in particular (i) to introduce a requirement that applicants cannot do an internship at Europol if they have already participated in an internship at an EU institution or body and to amend the requirements regarding the accepted diplomas for internships and (ii) to render the Decision of the Management Board of Europol, applicable to staff members, on the policy on protecting the dignity of the person and preventing psychological harassment and sexual harassment, applicable to interns by analogy.

In accordance with Article 25 of Regulation (EC) No 45/2001 of the European Parliament and of the Council of December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (hereinafter “Regulation 45/2001”) and Article 10 of the Decision of the Management Board of Europol laying down Implementing Rules concerning the Data Protection Officer ( EDOC# 845687), the Europol Data Protection Officer was notified on the processing of personal data by Europol for the purpose of Internship Administration (EDOC # 798661) and the candidates are informed about the processing of their personal data via a disclaimer in the online application form.

After consulting the Staff Committee.

HAS ADOPTED THIS DECISION:
Europol Public Information

Article 1
Purpose

This decision governs the official internship scheme of Europol.

Without prejudice to Article 5(2), agreements concluded with educational centres, in particular regarding the selection of students for internships at Europol, or the modalities according to which students can gain academic credits through an internship at Europol, shall not be in contradiction with the present decision.

This decision is not applicable to traineeships organised in cooperation with the competent authorities of the Member States as defined in Article 3 of the Europol Regulation, with third countries or organisations, which are governed by a specific agreement concluded pursuant to Article 23 of the Europol Regulation.

Article 2
Aims of the internship scheme

The aims of the official internship scheme with Europol are:

• To provide interns with a unique and first-hand experience of the workings of Europol in particular and of the European Union institutions in general. It aims to provide an understanding of the objectives and goals of the Europol processes and policies.

• To enable interns to acquire practical experience and knowledge of the day-to-day work of Europol departments and services. To provide the opportunity to work in a multi-cultural, multi-linguistic and multi-ethnic environment contributing to the development of mutual understanding, trust and tolerance. To promote European integration within the spirit of new governance and through active participation to create awareness of true European citizenship.

• To provide the opportunity to interns to put into practice knowledge acquired during their studies and training and in particular their specific areas of competence. To introduce these interns to the professional world and the constraints, duties and opportunities therein.

Europol, through its official internship scheme:

• Benefits from the input of enthusiastic interns, who can give a fresh point of view and up-to-date academic and educational knowledge, which will enhance the everyday work of Europol;

• Creates a pool of interns with first-hand experience of and training in Europol procedures, who will be better prepared to collaborate and co-operate with Europol in the future;

• Creates long-term “goodwill ambassadors” for European ideas and values both within the European Union and outside.

Article 3
Nature of the relationship between the intern and Europol

The concept of an internship is considered a partnership between Europol and an intern. An internship shall enhance interns’ educational and practical experience through structured work assignments. Under no circumstances should interns be used to fill vacant posts at Europol. Internship applications shall be subject to a formal process as outlined in this decision and must meet strict requirements before being authorised.

Interns shall not be considered as Europol staff members and their contribution to the organisation shall relate to explicitly defined internship projects with established objectives aimed to acquire or develop a particular expertise.
Europol Public Information

**Article 4**

**Basic conditions**

1. Interns must fulfil the following requirements:
   - be a national of a Member State of the European Union;
   - have reached the age of majority in their country of origin;
   - have a level of education which corresponds to completed or ongoing university studies or vocational training relevant for the tasks of Europol. Only diplomas issued by EU Member State authorities and diplomas recognised as equivalent by the relevant EU Member State bodies are accepted. If the main studies took place outside the European Union, the candidate’s qualification must have been recognised by a body delegated officially for the purpose by one of the European Union Member States (such as a national Ministry of Education) and a document proving this must also be mentioned in the application form (and later on submitted) to enable the Selection Committee to assess accurately the level of qualification;
   - have very good knowledge of at least two European Union languages, of which one should be English, the working language of Europol services;
   - provide a recent Certificate of Good Conduct prior to commencing the internship. An overview of relevant certificates for each of the Member States is available on the Europol website. The certificate is to be issued by the authorities of the Member State of which the intern is a national of. It may not be older than three months when presented to Europol. Europol may also accept a valid security clearance issued by a competent National Authority, which should be presented for validation to Europol prior to commencing the internship.

2. Europol wishes to offer to as many people as possible the opportunity of an internship in an EU agency/institution. Therefore applications will not be accepted from candidates who – for more than six weeks:
   - have already benefited or benefit from any kind of internship (formal or informal, paid or unpaid) within a European institution, agency or body,
   - who have had or have any kind of employment within a European institution, agency or body.

3. All interns who may be entrusted with a sensitive activity or access classified information at Europol shall be security cleared at the appropriate level\(^1\), prior to commencing the internship.

**Article 5**

**Selection procedure**

1. Without prejudice to paragraph 2, the selection of interns should be governed by the following provisions:
   a) Departments within Europol requesting an internship shall provide the Administration Department/ Human Resources Unit (HR) with an official request defining the internship project, demonstrating its benefit for Europol and outlining the proposed objectives submitted on the relevant standard forms. Objectives for an intern shall be aligned with the tasks and responsibilities of the respective Department. In the scope of this decision, an internship shall not be granted to carry out activities requiring access to operational law enforcement information.
   b) After being approved by the Head of HR Unit, the internship project announcements at Europol shall be published in the Europol official web page,

\(^1\) See the Decision of the Security Coordinator on personnel security screening levels, EDOC# 591982
with the indication of the deadline for the submission of applications, and of the
criteria which will be used for their selection, which must be related to the
intern's profile sought, and take into account Europol’s needs and requirements,
as well as the nature of the internship project.

c) Each application for an internship at Europol shall be accompanied by:
   • a letter of motivation,
   • a CV,

   The application and the supporting documents shall be received by HR at the
   latest on the closing date set.

   The successful applicants once they have been selected will be required to
   provide official documents justifying the fulfilment of the requirements listed in
   article 4.1.

d) The selection should be carried out by a Selection committee consisting of one
   representative of HR and at least two representatives of the requesting
   Department.

e) Applications for internships shall be judged on merit, on the basis of the
   published selection criteria, that should include the expected benefit of the
   project for the candidate. Europol should keep, to the best level possible, gender
   balance and equilibrium between interns from the different Member States.
   Interns may not be placed to any Department where a conflict of interest might
   occur, irrespective of the candidate's prior professional experience or nationality.
   Europol is under no obligation to accept an application and is at liberty to reject
   it, if deemed appropriate.

2. Europol may conclude agreements with educational centres, concerning the selection
   of interns on the basis of the value of their academic work. These agreements may
   lay down selection rules that deviate from those laid down by paragraph 1.

**Article 6**

**Duration**

Internships shall be granted for a minimum period of 3 months and a maximum period
of 6 months. Internships must be completed in an uninterrupted period of time, unless
the objective of the internship requires a break. Taking into consideration the necessity
to complete the internship project, an internship may be extended once and only for the
period necessary to complete the internship project which, when added to the duration
of the initial internship, shall not exceed 6 months. Any such extension must be justified
in writing and approved by the respective Head of Department on request of the
internship supervisor at least one month in advance of the original end date of the
internship. The final decision on such extension is taken by the Deputy Executive
Director of the Capabilities Directorate.

No intern may serve beyond this 6-month period at Europol in the same or a similar
capacity (i.e. a second internship). No person who has completed an internship at
Europol will be accepted in the future for another internship.

In the event that an intern wishes to terminate her/ his internship early, s/he must
submit a written letter indicating the relevant reasons. Such a letter must be submitted
to HR two weeks in advance of the proposed termination date.

Internship periods shall start on the first working day of any month with a general
introductory training on Europol matters. Attendance at these introduction sessions is
obligatory. In case the first working day is not the first calendar day of a given month
then the date referenced in the contract will be the first date of the calendar month in
question.
Article 7
Internship agreement

Internships shall be formally managed through an internship agreement. This shall be signed by the Deputy Executive Director of the Capabilities Directorate prior to its commencement, who shall also sign the renewal of this agreement if applicable. The agreement shall outline the purpose of the internship project, its location, duration and the allocated supervisor. It shall also state clearly the formal terms of the internship including financial matters as outlined in Article 9 of this decision.

Article 8
Data Protection

In processing any personal data related to internships Europol is bound by the data protection rules imposed by the Europol Regulation and the direct application of Regulation (EC) No 45/2001 to all administrative personal data held by Europol in accordance with Article 46 of the Europol Regulation.

The applicants shall provide their explicit consent to the processing of their personal data for the purpose of internship administration.

Europol Data Protection Function shall be the initial point of contact for all data protection issues in relation to the processing of personal data of interns. The interns shall also have the right of recourse at any time to the European Data Protection Supervisor.

Article 9
Financial matters

Interns shall be awarded a monthly maintenance grant during the period of internship. The amount of the grant is decided by the Executive Director of Europol on a yearly basis and is dependent on budgetary constraints and the evolution of the costs of living in The Netherlands. The amount of the basic grant shall be published annually on the website.

The interns who continue to be paid by their employer for the purpose of following an internship at Europol, or who receive a grant from another source for the same purpose or another subsistence allowance, shall only be entitled to a financial contribution from Europol if the sum they receive is less than the amount of the monthly maintenance grant. In that case, they shall receive the difference. If the internship is terminated by the intern or by Europol pursuant to Article 13, s/he will be required to proportionately reimburse part of the grant already paid relating to the period after termination date.

Interns receiving the grant, whose place of selection is more than 50 km from The Hague or who at the end of the internship return to a main residence which is more than 50 km from The Hague, shall be entitled to the reimbursement of their travel expenses respectively at the beginning and at the end of the internship. These expenses shall be calculated on the basis of the cheapest 2nd class rail fare or economy class air fare if the latter is less expensive. Travel expenses shall be reimbursed only in respect to that portion of the journey completed inside the geographical borders of the European Union. If the internship is terminated by the intern or by Europol pursuant to Article 12 without having completed an internship period of 3 months at least, the cost of the travel back will not be borne by Europol.

The grant paid to interns is not subject to the special tax regulations applying to Europol officials and to officials and other servants of the European Union. Interns are solely responsible for the payment of any taxes due on Europol grants by virtue of the laws in force in the State concerned.
In exceptional cases only, justified by the requirements of the internship project, the Deputy Executive Director of the Capabilities Directorate may grant authorisation for the intern to be sent on mission, on the condition that the mission is of a technical nature and not of a representative one. For the authorisation of the mission and the reimbursement of the travel costs, the paper driven approach in line with the Europol Financial Regulation and the missions reimbursement rules in force for Europol staff will apply by analogy. The expenses will be taken on by the Directorate which requests the mission. HR should always receive a copy of the signed mission order.

All interns must possess sickness insurance throughout the entire period of their internship. Proof of this insurance must be presented to HR before the start date of the internship.

All interns will be insured by Europol against the risk of accident or death while present or having a link to Europol premises.

Interns are advised to take out a civil liability insurance.

**Article 10**

**Working conditions and absences**

An intern shall keep the same hours of working as Europol staff and benefit from Europol public holidays.

An intern shall be granted two (2) days of leave per completed month of internship. Where the internship is terminated before the end of a month, the leave days will be reduced proportionally. Days of leave not taken are not paid in lieu.

In case of sickness, interns must notify their supervisors immediately and if absent for longer than three days, must produce a medical certificate indicating the probable length of absence. Europol reserves the right to terminate an internship in case of continuous sickness of more than one month. HR may propose to the Deputy Executive Director of the Capabilities Directorate to terminate the internship with a two week notice. In case of approval, any overpayment of the grant is to be reimbursed to Europol.

When interns are absent without justification or without notifying their supervisor or Department, HR shall instruct the intern in writing to report to the Department concerned within a week of the reception of the written notification. The intern must also provide proper justification for his/her absence. These days of absence are automatically deducted from the intern’s leave entitlement. HR may propose to the Deputy Executive Director of the Capabilities Directorate, following examination of the justification given, or if no justification is received after this deadline, to immediately terminate the internship without further notice. Any overpayment of the grant is to be reimbursed to Europol.

**Article 11**

**Day to day management**

An intern placed at Europol shall be allocated a formal supervisor who will be responsible for his/her supervision whilst at Europol. The supervisor must be a Senior Specialist or a Senior Analyst or above. This shall include the establishment of formal learning objectives and assessing these at the end of the placement. The intern will be required to produce a final report on the internship period, to be signed by the line management. A copy of this report should be sent to HR.

The supervisor must guide and closely follow the intern during his/her internship, acting as his/her mentor. The supervisor must notify HR immediately of any significant incidents occurring during the internship (in particular professional incompetence, absences, sickesses, accidents, inappropriate behaviours, or interruption of the
Interns shall be required to comply with the instructions given by their supervisors to which they are assigned and with the instructions issued by HR. They must also comply with the internal rules governing the functioning of Europol, in particular the rules concerning security, confidentiality and data protection.

Article 12
Rights and Obligations

Interns shall comply with the rules regarding the obligation of discretion and confidentiality.

Details of activity at Europol shall not be disclosed unless written permission has been sought and granted by the Europol Executive Director in advance. Any publication of work related to the internship project is prohibited unless prior written authorisation by the Europol Executive Director is provided. All rights, for any articles or other work done for Europol, are the property of Europol.

Interns must respect the same rules for contacts with the Press as Europol staff and follow the instructions provided.

Interns must not have any professional connections with third parties which might be incompatible with their internship, and they are not permitted to exercise any other gainful employment during the period of the internship which may adversely affect the internship project work assigned during the internship. If a conflict of interest should arise during their assignment, interns should immediately report this to their supervisor and to HR in writing.

The rights and obligations deriving from the Decision of the Management Board of Europol, applicable to staff members, on the policy on protecting the dignity of the person and preventing psychological harassment and sexual harassment are applicable to interns by analogy.

Europol reserves the right to terminate the internship in case the intern does not respect the aforementioned obligations.

Article 13
Sanctions and Disciplinary measures

Interns must fulfil the internship project assignment and behave with integrity, courtesy and consideration, in line with the Code of Conduct of Europol. If the conduct of the intern does not prove satisfactory, the Deputy Executive Director of the Capabilities Directorate, in response to a reasonable request addressed by the supervisor to the Head of the Administration Department may at any moment decide to terminate the internship, after hearing the intern.

The Deputy Executive Director of the Capabilities Directorate, following a justified request by the supervisor addressed to the Head of the Administration Department, reserves the right to terminate the internship if the level of knowledge, skills and competencies of the interns, his or her knowledge of the working language, or his or her work are insufficient for the proper execution of the internship project.

The Head of the Administration Department reserves the right to propose the Deputy Executive Director of the Capabilities Directorate to terminate the internship if at any moment it becomes apparent that the intern knowingly made wrongful declarations, or
provided false statements or papers at the moment of application or during the internship period. Any overpayment of the grant is to be reimbursed to Europol.

_article 14_

Certificates

After the end of the internship, interns will be provided with a certificate indicating the dates of their internship period and the Department where it was completed. Upon request, statement of the internship project and an assessment may also be provided.

_article 15_

Future employment

Admission to an internship does not entail or provide any priority with regard to employment at Europol. Interns may be recruited during and after completing their internship provided that they apply as external candidates and successfully complete the full selection process applicable for the post in question.

_article 16_

Final provisions

The Decision of the Director of 2 June 2015 on Internships\(^2\) is hereby repealed.

The present decision shall enter into force on the day after its publication in the Europol Vademecum. It shall simultaneously be published on the Europol official internet website.

Ongoing internship agreements and agreements made prior to the publication of this decision shall not be affected and remain subject to the Director’s Decision of 2 June 2015 on Internships.

Done at The Hague on 15 March 2018

Signed by
Rob Wainwright
Executive Director

\(^2\) EDOC#760546