


**European Security and Defence College**
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**EUROPEAN SECURITY AND DEFENCE COLLEGE**

Head

Dirk DUBOIS

*dirk.dubois@eeas.europa.eu*

EEAS – 1046 BRUSSELS

Tel: +32 2 584 5848

**Administrative Instruction I/2021**
**Subject: Rules and procedures concerning the internship scheme at the ESDC**
**References:**

1. Council Decision (CFSP) 2016/2382 of 21 December 2016
2. Document ESDC/2018/121 dated 07 June 2018 – Internships at the ESDC
3. Document ESDC/2018/196 dated 16 October 2018 – Minutes of the ESDC Steering Committee meeting on 28 September 2018
4. Council Decision (CFSP) 2020/1515 of 19 October 2020

**General**

1. This Administrative Instruction (AI) concerning the internships at the ESDC is based on the respective conditions and procedures that have been agreed by the members of the ESDC Steering Committee on 28 September 2018. The rules set in this AI shall apply to the internship scheme of the ESDC for the budgetary year of 2020.

**Procedures**
**2. Duration of the internship program**

For the financial year 2021, the ESDC is able to provide 9 months of paid internship. The internship period should last at least three and at most six months. If an application is unsuccessful, the applicant may re-apply for a subsequent period.

**3. Publication of vacancies and submission of applications**

The available positions for interns will be published on the ESDC website. The publication of the post(s) must include a brief job description, the selection criteria, the deadline for the submission of applications and the desired starting date. The applications should include the application form (as annex A) a curriculum vitae, following the Europass template (<https://europa.eu/europass/en/create-europass-cv>), and a motivation letter.

**4. Selection Procedure**

The Head of the ESDC shall designate a selection board, constituted by 3 members of the ESDC staff. Upon receipt of the applications, the board shall examine all the applications on the basis of the eligibility and qualification criteria, as following:

i. Eligibility criteria

Candidates must be nationals from the Member States who are currently enrolled in an academic institute in order to obtain a Bachelor's/Master's degree or its equivalent in a relevant field for the ESDC's activities. Thorough knowledge of one CSDP language (EN/FR) and satisfactory knowledge of the other one are required.

ii. Qualification criteria

Applicants shall be selected on the basis of the academic profile and motivation.

The selection board shall provide to the Head of the ESDC a shortlist of maximum 3 applicants along with the recommended priority. Candidates can be contacted by phone so that mutual expectations in terms of availability can be discussed. Finally, the Head of the ESDC shall take the decision on the selection of the successful applicants. All applicants shall be informed about the outcome of the selection procedure.

Applicants who are offered an internship will be informed via an e-mail and they will be asked to provide documented evidence of the qualifications and eligibility criteria. An agreement with the intern's institute has to be signed before the starting date of the internship period. It must be noted that there is no appeal procedure.

## **5. Organisation**

An intern shall be placed under the responsibility of a mentor. The latter shall provide guidance and support to the intern, following closely the intern's activities and progress. The mentor shall immediately notify the Head of the ESDC as well as the intern's training institute of any significant incidents occurring during the internship (absences, sicknesses, accidents, professional incompetence or bad behaviour) which come to his/her attention, or of which the intern has informed. At the end of the internship, the mentor shall add his/her own elements on the report on the intern's performance.

## **6. Rights and duties of the interns**

Interns are required to comply with the instructions given by their mentors and with the internal rules governing the ESDC. They are allowed to attend meetings and training activities on subject of interest to their work at the ESDC. Occasional missions shall be covered under the ESDC budget.

The interns must carefully record their activities and submit a respective report to their mentors at the end of their internship. A certificate specifying the length of the internship shall be provided by the ESDC.

## **7. Absences**

Working time arrangements of the ESDC shall apply to the interns as well. Interns are entitled to 2 working days of leave per month. All absences need to be approved by the Head of the ESDC. The days of leave not taken at the end of the internship period are not paid. The interns may also receive maximum 6 days of special leave (only for exam days and serious family situations). In case of sickness the interns must notify their mentor immediately and if absent for longer than 2 calendar days, a medical certificate needs to be submitted.

Finally, when the interns are absent without justification without notifying their mentor, the Head of the ESDC may decide to terminate the internship.

## **8. Entitlements**

For the financial year 2021, the interns shall receive a monthly allowance amounting to 750 euro. In case that they receive a grant (e.g Erasmus+ program), the ESDC shall reimburse the variation up to the amount of 750 euro. Entitlements for interns shall be covered within the overall budget of the ESDC, without recourse to the contingencies. Each intern shall fill a Financial Identification Form (as annex B) and the payment for each month shall take place during the first 5 days of the next month. In case of an early termination, any overpayment is to be reimbursed to the ESDC.

The ESDC shall issue a statement specifying the amounts that the interns received during the internship. However, the interns are solely responsible for the payment of any taxes due on the monthly allowance they received from the ESDC according to the laws in force in the state concerned.

Finally, the expenses from the place of origin to Brussels and vice versa are not reimbursed under the ESDC budget.

## **9. Insurance**

Interns shall provide before starting the internship a document which shows that they are covered for sickness and accidents insurance for the entire duration of the training period.

## **10. Early Termination**

In case of an early termination, a written request must be submitted at least 2 weeks before the date specified in the working agreement. Where appropriate, the intern will receive the equivalent amount for the days that he/she was present.

For the ESDC

DUBOIS, Dirk

e-signed

Head

Annex

A: Internship Application Form

Annex A



## Internship Application Form

SURNAME

FIRST NAME

DATE AND PLACE OF BIRTH

GENDER: M / F

NATIONALITY

ADDRESS

TELEPHONE (During the day):

E-mail:

MOTHER TONGUE: Please specify your level (rating from A1 to C2)

LANGUAGE

WRITING

READING

SPEAKING

MY APPLICATION FOR  
INTERNSHIP IS PART OF MY  
DEGREE

BACHELORS/MASTERS

ACADEMIC INSTITUTE

DO YOU HAVE SICKNESS  
AND ACCIDENTS  
INSURANCE

YES/NO

WHEN DO YOU WISH TO BEGIN AND FOR HOW LONG? (Please note: duration:3-6 months)

WHY ARE YOU APPLYING TO THE ESDC (MAXIMUM 200 WORDS)

Date:

Signature: