

The Executive Director

**DECISION No ADM-22-10-REV on  
traineeships offered by EUIPO**

The Executive Director of the European Union Intellectual Property Office ('EUIPO' or 'the Office'),

Having regard to Regulation (EU) 2017/1001 of the European Parliament of the Council of 14 June 2017 on the European Union trade mark<sup>(1)</sup> and in particular to Article 143, Article 152(6) and Article 157(1) thereof,

Having regard to the Headquarters Agreement between the Kingdom of Spain and the European Union (Office for Harmonization in the Internal Market – Trade Marks and Designs – OHIM) of 20 September 2011 ('Office Seat Agreement') and in particular to Article 5 thereof,

Having regard to the Decision No ADM-22-10 of the Executive Director of the Office on traineeships offered by EUIPO,

Whereas:

- (1) It is in the interest of the construction of the European Union and in that of the Office that the latter promotes its work amongst university graduates, young professionals and employees of National and International Industrial Property Offices and other Public Bodies ('NIPOs & PBs') dealing with trade marks and designs.
- (2) Traineeship programmes at EUIPO are a valuable instrument to promote European integration providing trainees with first-hand experience in a multicultural working environment.
- (3) Traineeship programmes at EUIPO give the opportunity to provide young professionals and university graduates with in-depth Intellectual Property ('IP') knowledge, including protection and enforcement of intellectual property rights IP infringements and best practices.
- (4) The Office in cooperation with the European Patent Office ('EPO') and EU Institutions/Agencies administering IP rights is working on the promotion and implementation of the Pan-European Seal ('PES') Professional traineeship programme.

HAS ADOPTED THE FOLLOWING DECISION:

---

<sup>(1)</sup> OJ L 154, 16.6.2017, p. 1.

## **Chapter I**

### **General provisions**

#### *Article 1*

#### **Purpose and scope**

These rules govern the following traineeship programmes offered by EUIPO:

- a) PES Professional traineeship programme;
- b) Young Professionals traineeship programme;
- c) Junior IP employees traineeship programme;
- d) Unpaid traineeship programme; and
- e) Hosting traineeship programme.

Traineeships served under the above programmes shall seek principally to:

- a) provide training in intellectual property rights;
- b) provide practical knowledge of the daily work of the Office and/or the National Intellectual Property Offices (NIPOs);
- c) provide the opportunity to extend and apply knowledge acquired in the course of studies or working life;
- d) enable trainees to gain valuable personal experience through the contacts they make in their everyday work;
- e) promote European integration through active participation and to create awareness of true European citizenship in a multicultural and multilingual environment.

The Office through its official traineeship programmes:

- a) benefits from the input of people with recently acquired education, who can give a fresh point of view and up-to-date knowledge, which will enhance the everyday work of the Office;
- b) creates a pool of people with first-hand experience of the EU trade mark and Community design system as well as various other activities of the Office, and who will contribute to spreading EU and IP knowledge awareness;
- c) extensively promotes IP knowledge including infringements of IP titles and best practices;
- d) creates stronger bonds with NIPOs and PBs in particular about IP matters.

#### *Article 2*

#### **Eligibility**

##### **1. Nationality**

Trainees shall be selected from among nationals of the Member States of the European Union. A limited number of nationals of candidate countries and third countries, amounting to approximately 10% of the available positions, may be accepted.

## 2. Qualifications

### a) Education

Except as otherwise provided hereinafter, candidates must have completed successfully at least the first cycle of a higher education course<sup>2</sup> certified by an official document from the University before the selection procedure starts.

### b) Languages

Applicants must have a good knowledge of one language of the EUIPO: English, French, German, Italian and Spanish (minimum B1 level).

Furthermore, depending on the traineeship programme, additional language requirements might apply.

### c) Working experience

The previous working experience required for each traineeship programme is specified in the Chapter II of this Decision.

The Office will not accept applications from candidates who have already benefited or are benefiting from any kind of in-service traineeships (paid or unpaid) within a European institution, agency or body as listed on the Europa website<sup>3</sup>, including any person who is or has been an assistant to a member of European Parliament, a contracted consultant or *intra-muros* researcher, an official, a temporary staff member, a contract staff member, an auxiliary staff member, a Seconded National Expert (SNE) or an interim staff member of any EU institution, agency, body, delegation or representative office, whatever the duration.

Exception may be granted to a limited number of candidates who served previously only one traineeship in an EU Institution or EU Agency administering IP rights and that concluded a Memorandum of Understanding ('MoU') with the EUIPO for its participation in the PES Talent Bank.

Candidates should inform the Human Resources Department of the Office, (hereinafter 'HRD') of any change in their situation that might occur at any stage of the selection process.

## Article 3

### Admission procedure

#### 1. Number of traineeships

On the proposal of HRD, the Executive Director of the Office decides the number of traineeships available for each traineeship programme and traineeship period, taking

---

<sup>2</sup> Details of the minimum national qualification requirements by the legislation in the country where the diploma was obtained can be consulted [here](#).

<sup>3</sup> [https://europa.eu/european-union/about-eu/institutions-bodies\\_en](https://europa.eu/european-union/about-eu/institutions-bodies_en) .

into account the level of budgetary appropriations available and the capacity of each Department to accommodate trainees.

## **2. Selection procedure**

Trainees are selected in accordance with the general provisions established in this Chapter and those specified for each traineeship programme in Chapter II of this Decision.

## **3. National documentation**

Trainees are responsible for making sure that they have the correct visa, where applicable, and that they obtain all the documentation required by the authorities of the country in which they are based before commencing their traineeship.

## **4. Withdrawal of application**

At any stage of the selection process, candidates may withdraw their application by informing HRD in writing.

## **5. Unsuccessful applications**

If an application is unsuccessful, a candidate may submit a new application for a future traineeship position.

## **6. Keeping of files**

HRD keeps candidates files as foreseen in the relevant Privacy Statement, in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by Union institutions, bodies, offices and agencies and on the free movement of such data<sup>4</sup>, or any succeeding Regulations whether the candidatures gave rise to selection or were rejected or withdrawn.

### *Article 4* **Equal treatment**

The Office considers applications without discrimination on the grounds of sex, race, colour, ethnic or social origin, genetic characteristics, language, religious, political or other convictions or opinions, membership of a national minority, financial situation, birth, disability, age, sexual orientation, marital status or family situation.

### *Article 5* **Conditions of the traineeship**

#### **1. Place of traineeship**

As a general rule, the traineeship will take place where EUIPO has its main seat. However, trainees may be assigned to other places where the Office has its staff assigned or when selected in the context of the Hosting traineeship programme.

---

<sup>4</sup> OJ L 295, 21.11.2018, p. 39.

## **2. Assignment and duties of trainees**

Trainees shall be assigned to a Department and/or Service and be informed of the tasks to be performed and goals to be achieved in the framework of the traineeship in terms of training and professional development. Trainees are placed under the responsibility of a supervisor. The supervisor must guide the trainee during his/her traineeship.

The supervisor must notify HRD of any significant incident occurred during the traineeship (in particular, unjustified or recurrent absences, accidents, professional incompetence, inappropriate behaviour, or interruption of the traineeship) which comes to his/her attention or of which the trainee has informed him/her.

## **3. Conduct throughout the traineeship**

Trainees must, under all circumstances, exercise their duties and behave with integrity, courtesy and consideration both in and out of the Office.

Trainees must also comply with the rules governing the in-service traineeship programme, the internal rules governing the functioning of the Office, NIPO or European Institution and the instructions given by the supervisor and the management of the receiving Department/Unit.

## **4. Wellbeing**

During the traineeship, trainees have free access to the sport and leisure facilities of the Office.

### *Article 6* **Accessibility**

The Office is certified in Universal Accessibility 170.001 and will do its best to find reasonable measures for facilitating accessibility in order to enable a candidate to benefit from equal traineeships conditions.

### *Article 7* **Rights and obligations**

#### **1. Conflict of interests**

According to the Office Guidelines on prevention and management of conflict of interests, candidates shall declare any interests which could be considered to be prejudicial to their independence.

The trainee will sign a Declaration of Interests and a Confidentiality clause before commencing the traineeship.

The Declaration of Interests shall be submitted by all trainees to identify and disclose relevant personal interests that may be considered by the Office as potentially conflicting with their assigned duties.

Declaring interests does not necessarily mean having an actual or potential conflict of interests, nor does it automatically disqualify the trainee from participating in the activities of the Office.

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 attachés, industrial property firms etc.). They are permitted to exercise gainful employments during the period of the traineeship only if they may not adversely affect the work assigned during the traineeship.

If an actual or potential conflict of interests should arise during their assignment, trainees should immediately report this to their supervisor and to HRD in writing.

## **2. Confidentiality**

Trainees must exercise the greatest discretion regarding facts and information that come to their knowledge during the course of their traineeship. They must not, in any manner whatsoever, disclose any document or information not already made public. They will continue to be bound by this obligation after the end of their traineeship. In this respect a declaration of confidentiality shall be signed before commencing the traineeship.

## **3. Right of expression**

Trainees have the right of expression, also when it comes to contacts with the Press, with due respect to the principles of loyalty and impartiality. The trainee is invited to consult when possible and follow the instructions provided by the supervisor.

## **4. Publications**

All rights, for any article or other work done for the Office, are the property of the Office. Trainees shall not, either alone or with others, publish or cause to be published any text relating to the EU's activities without first informing the Office via the traineeship supervisor or the head of the receiving Department and the Traineeships Office, implying that no objection is raised<sup>5</sup>.

### *Article 8* **Presence and absence<sup>6</sup>**

#### **1. Working time**

The hours of work shall be those applicable to staff of the EUIPO working full-time. Trainees shall be also required to register their times of arrival and departure in the Time Management tool to register the hours worked. Trainees are not allowed working overtime and teleworking.

The trainees are bound by the Office's public holidays calendar. For those assigned to a place other than the EUIPO main seat, they shall be bound by the specific public holidays calendar.

---

<sup>5</sup> The trainee shall insert a disclaimer in the publication stating that the opinions set out in the article do not represent the views and opinions of the EUIPO, but are the personal views and opinions of the author.

<sup>6</sup> Article 8 provisions on 'Presence and Absence' do not apply for the Hosting traineeships during the time spent by the trainees at the NIPO. In this case, the concerned rules are established and managed by the NIPO.

## **2. Leave**

Trainees are entitled to 2 days of annual leave per month. For leave not due for a complete month, this entitlement is reduced pro rata counted from the first day of the month.

Trainees may be granted special leave in the exceptional family circumstances listed under Part II.a of the Annex to the Commission Decision C(2013)9051 of 16 December 2013 on leave. General and specific conditions and rules set therein, as well as internal rules if any, shall apply by analogy to trainees. In particular, those days have to be duly justified by a certificate that needs to be attached to the absence request introduced in the Time Management tool.

With the exception of days for trips and visits organised by the Office, any days taken for other reasons must be taken from 'annual leave'.

Days of leave not taken at the end of the traineeship do not entitle the trainees to any financial compensation.

## **3. Absences without leave**

In the event of absence without an approved leave request, the days shall be deducted from the trainee's annual leave entitlement. Where applicable, should the trainee not have more annual leave days, the absences will be deducted proportionally from his/her monthly grant in accordance to Article 13(2) of the present Decision.

## **4. Sickness**

Rules on sickness in force at the Office shall apply by analogy to trainees.

In particular, the trainee shall notify his/her supervisor immediately with copy to HRD<sup>7</sup>. Should this period of absence last for more than three days the trainee must provide the Medical Service of the Office with a medical certificate which indicates the probable length of absence. This certificate must be attached to the request for 'sick-certified' in the Time Management tool within 5 calendar days from the start of the sickness or, in case of extension of the sick leave, from the expiration of the medical certificate previously provided. The original certificate will have to be provided to the Medical Service upon return to the Office. A trainee may be subject to medical control visits.

## **5. Long absences**

In case of absence of the trainee of two weeks or more, where no reason for the absence is given, the Office terminates the traineeship without prior notice.

When reasons for the absence are given, after considering them the Office may also decide to terminate the traineeship without prior notice.

---

<sup>7</sup> To the email [traineeships@euipo.europa.eu](mailto:traineeships@euipo.europa.eu)

## *Article 9* **Trainings<sup>8</sup>**

Trainees have access to language courses during the traineeship. The Office provides a maximum of 150 hours of language training in one language during their traineeship.

In addition, trainees have access to a wide range of lectures, courses and conferences on IP matters and transversal competences available internally in the Office and on the Learning Portal. IP Departments may also offer a specific IP training program for newcomers.

Some limitations to the training offered may apply to trainees assigned to places other than the main seat of EUIPO.

Trainees must request their supervisor's approval to participate in a training course via the HR system.

## *Article 10* **Suspension of the traineeship**

Under exceptional circumstances, at the written request of the trainee stating the relevant reasons, after consultation with the supervisor of the trainee, the suspension of traineeship for a given period may be authorised.

Requests for suspension must be submitted 15 working days prior to the desired date for commencing such period and cannot be submitted within the last month of training period.

Where applicable, the traineeship grant and accident insurance at the place of carrying out the traineeship shall be suspended during such period. The trainee is not eligible to claim travel expenses related to this period.

The suspension will not alter the foreseen ending date and might not be authorised for less than 15 consecutive calendar days.

## *Article 11* **End of the traineeship**

### **1. Traineeship report**

Trainees who have completed at least half of the traineeship period will receive a Traineeship Report.

Trainees and supervisors must complete their respective part of the report and forward it to HRD at least 10 working days prior to the trainee departure. References are included in the traineeship report.

---

<sup>8</sup> Not applicable for Hosting traineeships for the time spent at the NIPO.



## 2. Certificates

Trainees will receive, after their traineeship period, a certificate specifying the dates of their traineeship period and the Department or Service to which they were assigned.

## 3. Early termination of the traineeship

The traineeship may terminate earlier either by decision of EUIPO or NIPO in the case of the Hosting programme or at the request of the trainee.

### a) By decision of the EUIPO or NIPO for the Hosting programme:

The Office or NIPO, reserves the right to terminate the traineeship without any financial compensation except the return travel cost, notably in such cases:

- the social behaviour or the conduct of the trainee does not prove satisfactory,
- the trainee does not comply with the rules governing the in-service traineeship programme and the internal rules governing the functioning of the Office or of the NIPO,
- the level of the trainee's competency, professional performance or knowledge of the working language is insufficient for the proper execution of his/her traineeship,
- at any moment it becomes apparent that the trainee knowingly made wrongful declarations, or provided false statements or papers at the moment of selection or during the traineeship period.

Trainee can be asked to provide explanation for his/her behaviour.

### b) At the request of the trainee:

The trainee must submit a written request to HRD at least 1 month prior to the desired date of termination, with prior notification to his/her supervisor.

### *Article 12*

#### **Future employment**

Admission to a traineeship does not confer on trainees any labour relationship with the Office or NIPO, nor does it entail any right or priority with regard to a recruitment in the Services of the Office or any other European Union Agency or Institution as a member of statutory staff.

### *Article 13*

#### **Financial matters<sup>9</sup>**

## 1. Traineeship grant

Trainees may be entitled to a traineeship grant in accordance with Chapter II of this Decision.

---

<sup>9</sup> Not applicable for the Unpaid traineeship programme.

## 2. Deductions

Where trainees are entitled to a monthly grant, if it is not due for a complete month, the amount shall be reduced proportionally.

At the start of the traineeship and at any moment during the traineeship, the trainee shall declare all income sources external to EUIPO. If the received external income is lower than the traineeship grant, the trainee is entitled to the difference up to the amount of the traineeship grant. If the received external income is equal or higher than the traineeship grant, no traineeship grant shall be paid by EUIPO. The subvention of the university's tuition fees, as well as a merit scholarship are not considered as external source of income for the purpose of this provision.

## 3. Contribution to travel expenses

A contribution to the travel expenses from the place of the University of the last completed studies to the place of traineeship and back, or for the Junior IP employee trainees from the seat of the NIPOs & PBs and back, shall be made in accordance with the provisions below:

- No contribution to the travel expenses shall be paid where the distance between the place of the University (or for the Junior IP employee trainees from the seat of the NIPOs & PBs) and the place of traineeship is less than or equal to 200 km,
- For distances above 200 km the following flat-rate will apply:

<i>Distance (one way and as the crow flies) between the place of the University (or seat of the NIPOs &amp; PBs) and the place of traineeship</i>	<i>Applicable flat-rate amounts (in EUR)</i>
<i>201 to 500 km</i>	<i>100</i>
<i>501 to 1000 km</i>	<i>200</i>
<i>1001 to 2000 km</i>	<i>300</i>
<i>Over 2001 km</i>	<i>400</i>

At the request of the trainee and upon presentation of the certificate of residence, the contribution to the travel expenses can be made from the place of residence instead of the place of the University of the last completed studies or of the seat of NIPOs & PBs for the Junior IP employee trainees.

A trainee shall complete at least half of the traineeship period in order to qualify for the contribution to the travel back expenses.

The contribution to the travel expenses is not due if the trainee has received a contribution of like nature from other sources.

For trainees of the Hosting programme, the EUIPO shall contribute to the travel expenses incurred by the hosted trainee, from the EUIPO place of assignment to the seat of the NIPO and back, calculated by applying the above.

The contribution to travel expenses is paid within the first two months of the start of the traineeship/hosting at the respective NIPO.

#### **4. Disability allowance**

Upon presentation of proper justification to the Medical Service of the Office and after consideration of the specific situation by the latter, trainees suffering a disability may receive a supplementary amount to their grant equal to a maximum of EUR 500 per month.

#### *Article 14* **Missions**

In exceptional cases only, the Director of the Department to which a trainee has been assigned may request authorisation for a trainee to be sent on mission, on the condition that the mission is of a technical nature and not of a representative one.

For the organisation of the mission and the reimbursement of these expenses, the general rules on reimbursement provided in the Office's Missions Guide will apply. The expenses shall preferably be taken on by the Department which requests the mission or the Academy of EUIPO (hereinafter 'the Academy') when the subject matter of the mission is training. For the Hosting traineeships, the specific rules of the NIPO shall apply for the time spent there.

#### *Article 15* **Insurances**

##### **1. Health and accident insurance**

Health and accident insurance is mandatory. All trainees shall be responsible for organising their own insurance against health and accident risks, along with any insurance required for family members, for the duration and place of the traineeship.

##### **2. Complementary insurance**

Trainees are complementarily insured against the risk of accident in accordance with the terms and limitations of the insurance policy taken out to that end by the Office with an insurance company. Trainees have to bear the cost of any other personal insurance.

#### *Article 16* **Taxation**

Trainees are solely responsible for the payment of any taxes corresponding to their monthly grant paid by the Office by virtue of the laws in force in the State in which the trainee pays tax.

In accordance with Article 5 of the Office Seat Agreement, no contribution is paid by the Office to national general institutions of Social Security.

At the request of the trainee, HRD issues a certificate, declaring the total grant received by the trainee.

## **Chapter II**

### **Specific provisions regarding traineeship programmes**

#### **Section 1**

##### **Pan-European Seal Professional traineeship programme**

###### *Article 17*

###### **Purpose**

PES Professional traineeship programme is intended to provide young university graduates with a unique and first hand practical experience of the European Union in general and the Office in particular as well as to enable them to put into practice knowledge acquired during their studies, and in particular in their specific areas of competence.

The Office also cooperates with EU Institutions/Agencies administering IP rights and the EPO (Exchange Programme) in order to broaden the knowledge gained by their trainees during their first traineeship and to increase their networking opportunities.

###### *Article 18*

###### **Selection process**

###### **1. Submission**

Within the framework of the PES, each University or Institution/ Organization / Agency having signed an MoU with the Office and the EPO, shall provide a short-list of the best aspiring candidates for traineeship. The latter are entitled to apply for a traineeship position through the e-recruitment tool published on EUIPO official website within the open application period.

###### **2. Selection criteria**

In addition to the criteria set in Article 2, applications received will be evaluated based on:

- CV and motivation letter,
- degree / diploma issued by the sending University for the given academic year,
- language skills,
- Certificate of having completed at least one of the on-line free courses of the Office Academy Learning Portal,
- The mid-term assessment for applications received under the Exchange Programme or in the context of cooperation with EU Institutions/Agencies administering IP rights.

HRD / EUIPO Departments, may require further conditions for the different profiles wherever needed.

### 3. Selection procedure

At the closure of the application period, having regard to the provision in Article 3(1) of this Decision, the Office establishes the list of the applications that best match the requirements of the profiles defined by the Departments.

### 4. Selected trainees

The selected candidates will receive, via the e-recruitment tool, an offer of traineeship, containing the confirmation of the assigned tasks, the starting date and the place of the traineeship.

With the acceptance of the offer of traineeship, the trainee accepts the terms and conditions of the traineeship as established in this Decision.

Before the commencement of the traineeship, candidates selected as trainees shall provide HRD via the Onboarding electronic tool with the following documents:

- degree / diploma issued by the sending University for the given academic year<sup>10</sup>,
- national identity card or equivalent document. For candidates coming from third countries: passport and visa valid for Spain (or place of Traineeship if other) covering the entire duration of the traineeship,
- emergency contacts,
- insurance policy covering the trainee for illness and accidents in accordance to the above Article 15, for the entire duration and place of the traineeship,
- certificate of completion of the *European Union Trade Mark (EUTM) or Registered Community Design (RCD) in a Nutshell* online course.

#### *Article 19* **Traineeship period**

The duration of the traineeship is of 12 months and 2 weeks, starting between 1 September and 15 October each year. The exact starting and end dates of traineeships are set every year and are included in the offer letter sent to the candidates. The starting date will be the same for all trainees participating in PES traineeship programme and may be deferred, upon written request by the candidate, only in exceptional and duly justified cases, after agreement of the concerned Service or Department.

In case of deferral, the duration of the traineeship might be less than 12 months; this circumstance will not alter the fixed ending date.

#### *Article 20* **Language training**

Trainees may attend during the traineeship a course of the local language of the place of traineeship if their level is lower than B1.

---

<sup>10</sup> For candidates from the Exchange Programme or the cooperation with EU Institutions/Agencies administering IP rights, the diploma referred is the one justifying the acceptance to their traineeship programme.

Article 21  
**Trainees' induction programme**

At the beginning of the traineeship, trainees follow a 2 weeks mandatory Trainees' induction programme organised by EUIPO.

Such induction programme provides trainees with basic information about the Office, the general rights and obligations during the traineeship and some information about living in the place of traineeship. The time schedule allows trainees to arrange their stay.

Article 22  
**Traineeship grant**

The amount of the grant is decided every year for the entire traineeship period on the basis of budget availability. The amount of the grant shall be published in the call for expression of interest and on the EUIPO website.

Trainees who are based in Belgium or in Luxembourg will receive a monthly grant in line with the grant paid by the European Commission for its traineeship program.

**Section 2**  
**Young Professionals traineeship programme**

Article 23  
**Purpose**

Young professional traineeship programme is intended to provide young professionals with practical experience of the European Union in general and the Office in particular as well as to enable them to put into practice knowledge acquired during their studies and first professional experiences, and in particular in their specific areas of competence.

Article 24  
**Selection process**

**1. Submission**

Candidates shall apply for the desired traineeship position through the e-recruitment tool published on the EUIPO official website within the open application period. Applicants must provide all of the supporting documents required, electronically scanned together with their application.

**2. Selection criteria**

In addition to the criteria set in Article 2, applications will be evaluated based on:

- CV and motivation letter,
- degree(s)/ diploma(s),
- language skills,

- any previous experience, professional or such as extra-academic roles, involvements of social responsibility nature or interventions within the scope of a professional,
- Certificate of having completed at least one of the on-line free courses of the EUIPO Academy Learning Portal.

HRD may require further conditions for the different profiles wherever needed.

### **3. Selection procedure**

At the closure of the application period, having regard to the provision in Article 3(1) above, HRD lists the applications that best match the requirements of the profiles defined by the Departments and sends them to each Department.

Taking into account the preferences expressed by the Departments, HRD drafts the final list containing the selected candidates.

### **4. Selected trainees**

The selected candidates will receive, via the e-recruitment tool, an offer of traineeship, containing the confirmation of the assigned tasks, the starting date and the place of the traineeship.

With the acceptance of the offer of traineeship, the trainee accepts the terms and conditions of the traineeship as established in this Decision.

Before the commencement of the traineeship, candidates selected as trainees shall provide HRD through the Onboarding electronic tool, with the following documents, if not submitted along with the application:

- full degree certificate or its equivalent,
- national identity card or equivalent document. For candidates coming from third countries passport and visa valid for Spain (or place of traineeship, if other) covering the entire duration of the traineeship,
- emergency contacts,
- insurance policy covering the trainee for illness and accidents in accordance to the above Article 15, for the entire duration and place of the traineeship,
- copy of the certificate of completion of the *EUTM or RCD in a Nutshell* online course.

## *Article 25* **Traineeship period**

The duration of the traineeship is of 12 months and 2 weeks, starting between 1 September and 15 October each year. The exact starting and end dates of traineeships together with the open application period are set every year by HRD and published in EUIPO official website. The starting date will be the same for all trainees participating in Young Professionals traineeship programme and may be deferred, upon written request by the candidate, only in exceptional and duly justified cases, after agreement with the applicable Service or Department.

In case of deferral, the duration of the traineeship might be less than 12 months; however, this circumstance will not alter the fixed ending date.

Article 26  
**Trainees' induction programme**

At the beginning of the traineeship trainees follow a 2 weeks mandatory Trainees' induction programme organised by EUIPO.

Such induction programme provides trainees with basic information about the Office, the general rights and obligations during the traineeship and some information about living in the place of traineeship. The time schedule allows trainees to arrange their stay.

*Article 27*  
**Traineeship grant**

The amount of the grant is decided every year for the entire traineeship period on the basis of budget availability. The amount of the grant shall be published in the call for expression of interest and on the EUIPO website.

Trainees who are based in Belgium or in Luxembourg will receive a monthly grant in line with the grant paid by the European Commission for its traineeship program.

## **Section 3**

### **Junior IP employees traineeship programme**

*Article 28*  
**Purpose**

Junior IP employees traineeship programme is intended for employees of the NIPOs & PBs dealing with trade marks and designs.

*Article 29*  
**Eligibility**

Article 2(2) shall not apply to the Junior IP employees traineeship programme.

*Article 30*  
**Selection process**

#### **1. Selection procedure**

Trainees shall be selected from the NIPOs & PBs dealing with trade marks and designs and will be appointed two months before the start of their traineeship. A traineeship agreement is drawn up between the President of the concerned NIPOs & PBs and the Executive Director of EUIPO via an exchange of written communication. The aforementioned exchange will specify the training period, the Department to which the trainee will be allocated and the exact nature of the training.



## **2. Selected trainees**

At the end of the selection procedure, HRD sends to the selected candidates an offer of traineeship, containing the confirmation of the starting date and the place of the traineeship.

With the acceptance of the offer of traineeship, the trainee accepts the terms and conditions of the traineeship as established in this Decision.

Before commencement of the traineeship candidates selected as trainees shall provide HRD with the following documents:

- Certificate stating the working relation with the NIPOs or other PBs dealing with trade marks and design who selected them,
- national identity card or equivalent document for those from Member States, or a photocopy of the passport and visa valid for Spain (or place of traineeship, if other) covering the entire duration of the traineeship,
- emergency contacts,
- insurance policy covering the trainee for illness and accidents in accordance to the above Article 15, for the entire duration and place of the traineeship.

### *Article 31*

#### **Traineeship period**

The duration of the traineeship is of 5 months. A different duration for a maximum of 12 months may be established in the traineeships agreement drawn up in accordance with Article 30(1) of the present Decision.

### *Article 32*

#### **Earnings and social security contributions**

Trainees will continue to be paid by their NIPOs and other PBs dealing with trade marks and designs.

### *Article 33*

#### **Traineeship allowance**

The amount of the monthly subsistence allowance is decided every year on the basis of budget availability. The amount shall be published on the EUIPO website. In justified circumstances, the trainee may be allowed by HRD to refuse the allowance.

Article 13, except its paragraph 2, second sub-paragraph, shall apply by analogy to the Junior IP employees traineeship programme.

## **Section 4**

### **Unpaid traineeship programme**

#### *Article 34*

##### **Purpose**

The unpaid traineeship programme is intended for university graduates receiving an allowance from another source and, who in the course of their studies or in some other manner, have already gained some initial experience in the areas of work of the Office.

Having regard to Article 3(1) of this Decision, the number of traineeships available for the unpaid traineeship programme shall be limited to a maximum of ten per year.

#### *Article 35*

##### **Eligibility**

Only nationals of the Member States of the European Union are eligible to participate to the unpaid traineeship programme. Nationals of candidate countries and third countries shall not be accepted.

Notwithstanding the provisions of Article 2(2) of this Decision, candidates are required to have some initial experience in one of the areas of work of the Office obtained:

- Through specialisation as part of the applicant's studies for a university degree, a dissertation or other research project conducted as part of their studies or in some other manner, or
- Through professional experience or a previous traineeship.

#### *Article 36*

##### **Selection process**

### **1. Applications**

Candidates shall send their applications via email to [traineeships@euipo.europa.eu](mailto:traineeships@euipo.europa.eu) enclosing:

- CV and motivation letter, including the field of expertise in which he/she is interested and the desired dates of the unpaid traineeship within the time limits stipulated in Article 37,
- degree(s)/diploma(s),
- certificates of previous professional experience and/or reference from a university tutor.

### **2. Selection criteria**

In addition to the criteria set in Article 2, applications will be evaluated based on:

- CV and motivation letter,
- degree(s)/ diploma(s),
- language skills,

- previous experience, professional or such as gained through specialisation as part of the applicant's studies for a university degree, a dissertation or other research project conducted as part of their studies or in some other manner.

Preference will be given to candidates who must work as legal clerk in order to be admitted to practice as a fully qualified lawyer.

### **3. Selection procedure**

HRD transmits the applications to the Department/s likely to be interested, in accordance with the number of traineeships available and after assessing the applications and their compliance with the eligibility criteria. The Departments inform HRD of any successful applicant.

### **4. Selected trainees**

At the end of the selection procedure, HRD sends to the selected candidates an offer of traineeship, containing the confirmation of the starting date, the place of the traineeship, the assignment to a specific Department and the name of his/her supervisor.

With the acceptance of the offer of traineeship, the trainee accepts the terms and conditions of the traineeship as established in this Decision.

Before the commencement of the traineeship, candidates selected as trainees shall provide HRD with the following documents to,

- identity card or equivalent document for those from Member States, or a photocopy of the passport and visa valid for Spain (or place of traineeship, if other) covering the entire duration of the traineeship,
- emergency contacts,
- a copy of an insurance policy covering the trainee for illness and accidents in accordance to the above Article 15, for the entire duration and place of the traineeship,
- a copy of the certificate of completion of the EUTM in a nutshell online course.

#### *Article 37* **Traineeship period**

The traineeship period shall last for a minimum of 2 months and a maximum of 6 months.

#### *Article 38* **Absence**

Notwithstanding the provisions of Article 8(2) above, unpaid trainees may be authorised by their superior to spend a maximum of half a day per week preparing a postgraduate thesis or an academic paper.

## **Section 5**

### **Hosting traineeship programme**

#### *Article 39*

##### **Purpose**

The Hosting programme for EUIPO trainees is intended to offer to selected trainees the opportunity to improve their education by obtaining additional training in particular about IP matters affecting SMEs and to acquire a general overview of the IP system both in the EU and at a national level, while creating stronger bonds between EUIPO and the NIPOs. In this sense, the programme foresees a one month training period at EUIPO in preparation for the rest of traineeship, which will be spent at the respective NIPO.

#### *Article 40*

##### **Eligibility**

Trainees who have completed a PES or Young Professionals traineeship at the EUIPO and are EU citizens are eligible to participate in the Hosting programme.

#### *Article 41*

##### **Selection process**

#### **1. Submission**

Within the framework of the Hosting traineeship programme, each NIPO having signed an Agreement with the Office, shall provide the latter with a list of tasks for each position they intend to fulfil with potential candidates for traineeship.

The aspiring internal candidates eligible as per Article 40 above are entitled to apply through the e-recruitment tool within the open application period.

#### **2. Selection criteria**

Applications received will be evaluated based on:

- CV and motivation letter,
- degree / diploma,
- mid-term assessment
- language skills requested by NIPOs.

#### **3. Selection procedure**

At the closure of the application period, having regard to the provision in Article 3(1) of this Decision, the Office establishes the list of the applications that best match the requirements of the profiles defined by the NIPOs.

#### **4. Selected trainees**

The selected candidates will receive via the e-recruitment tool:

- an offer of traineeship, containing the confirmation of the assigned tasks,
- the agreement between the EUIPO and NIPO including starting date and the place of the traineeship,
- the training plan for the first month at the EUIPO.

With the acceptance of the offer of traineeship, the trainee accepts the terms and conditions of the traineeship as established in this Decision.

Before the commencement of the traineeship, candidates selected as trainees shall provide HRD via the Onboarding electronic tool with the following documents:

- national identity card or equivalent document,
- emergency contacts,
- insurance policy covering the trainee for illness and accidents in accordance to the above Article 15, for the entire duration and place of the traineeship,
- confidentiality declaration duly filled and signed.

#### *Article 42*

#### **Traineeship period**

The duration of the traineeship is maximum 7 months, out of which the first month consists of a mandatory training at the EUIPO.

The exact starting and end dates of traineeships are set every year and included in the offer letter sent to the candidates. The starting date will be the same for all trainees participating in the Hosting programme. It may be deferred only in exceptional and duly justified cases, upon written request by the candidate notified to HRD at least 15 days before the starting date and, following agreement of the concerned Department/Service or NIPO.

In case of deferral, the duration of the traineeship might be less than 6 months; however, this circumstance will not alter the fixed ending date.

#### *Article 43*

#### **Traineeship grant**

The amount of the grant for the one-month training period at EUIPO and during the hosting period at the NIPO is decided every year on the basis of budget availability. The amount of the grant shall be published in the call for expression of interest.

Trainees who during the hosting period are based in a country other than Spain and where the cost of living is higher will be entitled to a monthly grant weighted at a rate above depending on the living conditions in that country. In particular trainees based in Belgium or Luxembourg during the hosting period will receive a monthly grant in line with the grant paid by the European Commission for its traineeship program.

## **Chapter III Final provisions**

### *Article 44*

#### **Administrative provisions**

Except as otherwise provided, the Executive Director of the Office shall exercise the powers for all decisions related to this Decision. The Executive Director may delegate the exercise of those powers to the Director of HRD, who may further sub-delegate them to members of staff under his/her responsibility.

The Human Resources Department shall be responsible for implementing this Decision.

### *Article 45*

#### **Transitory measures**

This Decision repeals and replaces Decision No ADM 22-10.

### *Article 46*

#### **Entry into force**

This Decision will enter into force on 16 September 2023.

Done at Alicante, 28 February 2023



Christian Archambeau  
Executive Director