

# European Community



European Community Information Service  
350 Sparks Street, suite 1110, Ottawa, Ontario K1R 7S8

## INFORMATION NOTE

### IN-SERVICE TRAINING PERIODS WITH THE EC COMMISSION

#### Administrative In-Service Training Periods

Twice a year, the EC Commission organizes in-service training periods, lasting from three to five months, for candidates from universities and from the public and private sectors. The training periods start on 16 February and 16 September each year.

#### Aims And Organization

The purpose of in-service training with the EC Commission is:

- to give trainees a general idea of the objectives and problems of European integration;
- to provide them with practical knowledge of the working of EC Commission departments;
- to enable them to acquire personal experience by means of the contacts made in the course of their everyday work;
- to enable them to further and put into practice the knowledge they have acquired during their studies or professional careers.

Part of the period may be devoted to preparing a postgraduate thesis or an academic paper, provided that this does not interfere with the training programme.

Admission to in-service training does not confer on trainees the status of officials or other servants of the EC. It in no way entitles them to be appointed by the Commission.

#### Admission And Selection

Trainees are in principle selected from among nationals of the EC member states. However, a limited number of nationals of non-member countries may be accepted.

The following may apply:

- a) university graduates or holders of diplomas equivalent to university degrees awarded at the end of a full course of study;
- b) students who have successfully completed at least four years (eight semesters) of university study;
- c) public or private sector employees, provided they have a university degree or equivalent diploma, or have been engaged for at least three years in advisory duties.

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For applicants referred to at c), the EC Commission's Director-General for Personnel and Administration may fix the date of commencement and the length of the training periods case by case.

Trainees must not be over thirty years of age.

Applicants must have a thorough knowledge of one Community language and a satisfactory knowledge of one other.

Applicants from non-member countries need have a good knowledge of only one Community language.

Applicants are selected on the basis of qualifications; an appropriate geographical distribution will be maintained.

Priority is given to applicants on the basis of the results obtained during their studies. Preference will be given to applicants:

- who have completed or started a course on European integration;
- who hold posts in the private sector or in the public service which require a thorough knowledge of Community activities.

On the basis of these criteria, the Director for Welfare, Training and Staff Information draws up the list of applicants and sends it to the relevant Commission departments for their proposals. Where possible, the list will include the names of at least twice as many applicants as there are training places available.

#### In-Service Training For Conference Interpreters

Special training periods are organized for trainee interpreters.

Applicants must:

- be university graduates;
- have one of the six official Community languages as their mother tongue, and understand perfectly speeches in two other Community languages;
- show that they have the qualities required of conference interpreters.

The purpose of the training is to provide those concerned with the theoretical and practical knowledge required to work as conference interpreters.

The length of these training periods is set by the Director-General for Personnel and Administration. It may not exceed six months. The start of the period is also fixed, case by case, by the Director-General of Personnel and Administration.

#### Training Grants

A training grant may be awarded to the trainee. The number of grants depends on the availability of funds in the budget.

The grant is currently 16,500 Belgian Francs per month of training and a monthly supplement of 3,400 Belgian Francs is given to married trainees whose spouses are not gainfully employed.

Procedure

In view of the very limited number of places available for trainees, compared with the great number of applications received, priorities must be based on the terms of the "Conditions" mentioned above and on the results obtained during the course of the applicant's studies. To this end, applicants should attach to their application form documentary evidence of these results. Applications passing this initial examination will be sent for final selection to the various services of the Commission; applicants will be informed of the result of the preliminary selection at the beginning of June or the beginning of November, as the case may be.

Applications must be received four and a half months before the start of the training period (i.e. by 30 April or 30 September) and be addressed to:

Commission of the European Communities  
Directorate-General of Personnel and Administration  
Division "Training and In-Service Training"  
200 rue de la Loi  
B-1049 Brussels, Belgium.

A copy of the application should be sent to the Delegation of the Commission of the European Communities, Press and Information Service, 350 Sparks Street, Suite 1110, Ottawa, Ontario K1R 7S8.

Applications forms are available from the Press and Information Service in Ottawa.

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