



EUROPEAN COMMISSION

DIRECTORATE-GENERAL

JOINT RESEARCH CENTRE

Directorate A - Scientific Policy and Stakeholder Relations

Directorate B - Resources

Directorate G - Institute for the Protection and Security of the Citizen

Directorate H - Institute for Environment and Sustainability

Directorate I - Institute for Health and Consumer Protection

Directorate F - Institute for Energy and Transport

Directorate E - Institute for Transuranium Elements

(Acting – to leave if it is the case) Director

IN-SERVICE TRAINING CONTRACT

The Joint Research Centre (hereinafter referred to as “the JRC”), represented for the purposes of the signature of this contract by *Mr./Mrs.*, Director of of the Joint Research Centre,

of the one part,

and Ms./Mr./Mrs. Name SURNAME (Per Id:), hereinafter referred to as the “Trainee”

of the other part,

HAVE AGREED:

Article 1 - General

The JRC offers in-service training to Ms./Mr./Mrs. Name SURNAME on the basis of the “Rules governing the traineeship scheme of the Joint Research Centre” (see Annex 1), hereinafter referred to as the “Rules”, which the trainee certifies having read before the signature of the present contract and accepts to abide by the terms therein.

Article 2 - Assignment

The trainee is assigned for the length of his/her in-service training period to the XXXXXXXX Unit of the Scientific Policy and Stakeholders Relations Resources Institute for the Protection and Security of the Citizen Institute for Environment and Sustainability Institute for Health and Consumer Protection Institute for Energy and Transport Institute for Transuranium Elements. A change of assignment may occur during the period of in-service training, on an exceptional basis only, to satisfy a special requirement of the JRC.

Article 3 - Duration

The present contract is concluded for a duration of x months, as from xx.xx.xx.

Article 4 - General objectives and job description

The general objectives of in-service training are described in Annex 2 of the present contract. On signature of this contract, the trainee confirms his/her acceptance of the general tasks assigned during in-service training. A more detailed and specific job description will be established between the trainee and the adviser at the beginning of the in-service training period.

Article 5 – Grant

The trainee is awarded a monthly allowance in the amount of 25% of the basic remuneration for an official at grade 5/1 (Commission decision C/2007/1221), adjusted by the correction coefficient applied to the JRC site where the traineeship takes place, per month of in-service training actually carried out. A trainee whose place of recruitment is fewer than 50km from the JRC site where the traineeship will take place is awarded half of the basic grant. An additional allowance may be granted to a trainee who satisfies the conditions mentioned under point 5.2 of the Rules. A trainee who receives 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 his/her total allowance up to the standard JRC level.

The trainee is not awarded a grant in accordance with article 5.1 of the rules. An additional allowance may be granted to trainees who satisfy the conditions mentioned under point 5.2 of the Rules.

The trainee is solely responsible for the payment of any taxes due on JRC grants by virtue of the laws in force in the State concerned. The Recruitment and Training Unit will provide a certificate for tax purposes at the end of the traineeship period.

Article 6 - Place of recruitment

The place of recruitment of the trainee is fixed at the following address:

Ms./Mr./Mrs.
XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX

Article 7 - Prior employment

On signature of this contract, the trainee declares that there has been no change in his/her situation regarding prior employment since the time of application, in compliance with point 2.4 of the Rules. In the case of a false declaration, the present contract will be considered null and void.

Article 8 - Early termination of contract by the trainee

In the case of early termination of the in-service training contract, the trainee must give a minimum of 3 weeks notice in accordance with points 4.4, 5.1 and 5.4.1 of the Rules.

Article 9 - Early termination of contract by the Commission

The Commission may terminate the contract under the conditions set out in point 4.7 of the Rules.

Article 10

This contract shall come into effect on the date when the trainee actually starts work.
(see annex 3)

Article 11 - Annexes

Annexes 1, 2 and 3 form an integral part of this contract.

Done in duplicate at Ispra,
on

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Read and approved,

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(signature of trainee)

Annex 1: Rules governing the traineeship scheme of the Joint Research Centre
Annex 2: Job description
Annex 3: Declaration of taking up duties