

## **Extract of the Provisions governing In-Service Training at the European Investment Bank**

### **Aims and organisation of in-service training**

1. In-service training at the EIB is intended to:
  - give trainees an overview of the EIB's objectives and the problems posed in achieving them,
  - provide them with practical knowledge of the workings of the EIB,
  - enable them to gain a first professional and personal experience through the contacts established in the course of their everyday work,
  - allow them to build on and put into practice the skills acquired during their studies.
2. Acceptance for in-service training shall not entitle trainees to the status of EIB staff member, nor shall it entitle them to employment within the Bank for a definite or an indefinite period.
3. Training advisers designated by host departments shall guide the trainees in their work programmes and shall be responsible for supervising their training as well as advising them in the performance of the tasks assigned to them. The training advisers shall regularly discuss with the trainees the general problems of the departments concerned.
4. Trainees shall participate in tasks of relevance to the department to which they are assigned and may attend non-confidential meetings.
5. The Director of HR shall determine the commencement dates of in-service training periods, which shall last a maximum of five months.

### **Acceptance and selection of trainees**

1. Trainees shall be selected from among nationals of the Member States of the European Union. However, a limited number of nationals of non-member countries may be accepted.
2. In-service training shall be open to applicants who have successfully reached a certain level of university education or vocational training and who have not more than 12 months' professional experience.
3. Applicants must have a thorough command of one of the Bank's internal working languages (French/English). Knowledge of another Community language would be an advantage.
4. Applicants shall be selected on the basis of qualifications and in keeping with an appropriate geographical distribution.

Preference shall be given to applicants who have completed or commenced a course on European integration or in a field relating to the EIB's activities as the European Union's financing institution.

### **Training allowances**

1. Trainees may be granted an allowance. The Director of HR shall determine the amount of this allowance.

Trainees with disabilities may receive a supplementary allowance corresponding to up to half the amount of the above allowance.

2. Trainees who continue to receive payment from their employer or who receive financial assistance shall only be entitled to a financial contribution from the EIB if the amount that they receive is less than the amount of the allowance. In that case, they shall receive an amount that will bring their income up to the amount of the allowance.