



RULES GOVERNING THE OFFICIAL TRAINEESHIP SCHEME OF THE INTERNATIONAL OLIVE COUNCIL

1. RATIONALE

1.1. General

These rules govern the official traineeship scheme at the Executive Secretariat of the International Olive Council (IOC). This scheme is intended mainly for young university graduates (some profiles are targeted at young people who have a vocational training diploma or a secondary school leaving certificate and a two-year diploma in secretarial studies or similar), without excluding people who have recently obtained a university degree in the framework of lifelong learning and who are at the beginning of a new professional career.

1.1.1. Aims

The aims of official in-house traineeships at the IOC Executive Secretariat are:

- To provide young graduates with a unique, first-hand experience of the working of the IOC
- To enable trainees to acquire practical experience and knowledge of the day-to-day work of the IOC Executive Secretariat and to give them the opportunity to work in a multi-cultural, multi-lingual and multi-ethnic environment contributing to the development of mutual understanding, trust and tolerance
- To provide young university graduates with the opportunity to put into practice knowledge acquired during their studies, particularly in their specific areas of competence, and to introduce them to the constraints, duties and opportunities of the professional world

Through its official traineeship scheme, the IOC:

- Benefits from the input of young enthusiastic graduates, who can give a fresh point of view and up-to-date knowledge, which will enhance the everyday work of the Executive Secretariat
- Creates a pool of young people with first-hand experience of and training in the procedures of the IOC Executive Secretariat, who will be better prepared to collaborate and co-operate with the IOC in the future
- Creates long-term “goodwill ambassadors” for olive growing ideas and values



2. ELIGIBILITY

2.1. Nationality

Trainees will be selected from nationals of the IOC Member States.

2.2. Qualifications

2.2.1.1. University diplomas

Where profiles require university qualifications, candidates must have completed a cycle of a higher education course (university education) and obtained a full three-year degree at least or its equivalent by the closing date for applications, according to the profile for the proposed traineeship.

2.2.2.1. Vocational training diplomas

Some profiles require candidates to have a vocational training diploma or a secondary school leaving certificate and a two-year diploma in secretarial studies or similar by the closing date for applications, according to the profile for the proposed traineeship.

2.2.1.3. Other

The Executive Secretariat reserves the right, however, to change these minimum qualifications for the official traineeship scheme. Any such changes will be published on the IOC website. Candidates must provide copies of the diplomas (or of relevant official certificates) issued for all the studies stated in their application. These copies must be sent together with their application. If ongoing studies are stated in their application, candidates should provide an official declaration from the relevant educational establishment in one of the official languages of the IOC.

If recruited for a traineeship, certified copies and, if applicable, official certified translations will be required of all the diplomas declared.

2.2.2. Languages

In order for trainees to benefit fully from the traineeship and to be able to follow meetings and to perform their duties properly:

- Candidates from Member States must have a very good command of at least two official languages of the IOC, one of which should be a working language of the IOC (English or French). Since the IOC has its headquarters in Madrid, a command of Spanish will be considered an asset.
- Knowledge of the languages declared on the application form, other than of the mother tongue, must be supported by appropriate supporting documents (i.e. diplomas, certificates, proof of having studied in the language in question, etc.).

2.2.3. Physical fitness



Candidates will present a medical certificate stating they are physically fit for the traineeship. In the event of any doubt, the Executive Secretariat reserves the right to require successful candidates to undergo a suitable medical examination.

2.3. Prior traineeships

The IOC wishes to offer as many people as possible the opportunity of in-house traineeships; therefore, applications will not be accepted from candidates who have already benefited, or who are benefiting from, any kind of in-house traineeship at the IOC Executive Secretariat lasting more than six weeks.

Candidates must inform the Executive Secretariat of any change in their situation that occurs at any stage of the application process.

3. APPLICATION PROCESS

3.1. Submission

Applications must be submitted in accordance with the procedures established by the Executive Secretariat. The necessary instructions will be published on the IOC website.

Applications received after the closing date will be automatically rejected.

Applicants must provide all the supporting documents required together with their application. No additional documents or supporting proof will be accepted after receipt of the application.

3.2. Eligibility screening

After receipt of the applications by the Executive Secretariat, their eligibility will be examined on the basis of the criteria established by the Executive Secretariat, which will be published on the IOC website.

The Executive Secretariat reserves the right to amend the eligibility criteria as and when necessary. Any such changes will be published on the website before the start of the opening of the application period.

3.3. Selection procedure

3.3.1. Number of trainees for recruitment and profile of applicants

The Executive Secretariat will determine the number of trainees to be recruited for each period in the light of the existing situation (requests from Units/Departments, absorption capacity, profile of desired candidates, etc.) and the budgetary funds available.

The Units/Departments concerned will draw up a placement description for each traineeship, which will be published on the IOC website for each period.



3.3.2. Selection Committee

Selection will be carried out by committees of IOC Executive Secretariat officials nominated by the Executive Director on the basis of the guidelines and criteria established by the Executive Secretariat, which will be published on the website. Committee proceedings will be confidential, final and binding. There will be no appeal procedure.

The Executive Secretariat reserves the right to amend the selection criteria and procedure as and when necessary. Any such changes will be published on the website before the start of the opening of the application period.

3.4. Rejection of applications

If their application is unsuccessful, candidates may re-apply for a subsequent training period, depending on the reason for their rejection. They must, however, submit a fresh application, together with all supporting documents.

3.5. Withdrawal of applications

At any stage of the application process, applicants may withdraw their application by informing the Executive Secretariat in writing. They are then excluded from any further stage of the process. They may re-apply for a subsequent training period. They must, however, submit a fresh application, together with all supporting documents.

3.7. File keeping

When keeping applicants' files, the Executive Secretariat will abide by the rules on the protection of personal data, irrespective of whether the applications lead to recruitment or are rejected or withdrawn.

The Executive Secretariat will not keep applicants' files from one training period to another.

4. RECRUITMENT PROCEDURE

Trainees may not work on matters where a conflict of interest might occur, irrespective of their prior professional experience or nationality. Applicants may only be offered a single contract for a given training period. Applicants who decline the offer of a contract will be excluded from the ongoing procedure.

Recruited trainees are obliged to provide any forms and certificates required by the Executive Secretariat at the time of their recruitment. They will be responsible for making sure they have the correct visa to stay in Spain, where applicable. Insofar as possible, the Executive Secretariat will strive to facilitate the obtention of visas.

5. RIGHTS AND DUTIES OF TRAINEES



5.1. Duration of traineeship

5.1.1. Basic traineeship

The duration of each traineeship is established by the Executive Secretariat according to its annual programme and budgetary availability. It is indicated on the IOC website under the relevant profiles.

In all cases, contracts will begin on the 1st or the 16th of the month.

5.1.2. Traineeship proper

Training periods will begin with a general introductory talk on the rules and procedures of the IOC Executive Secretariat, which it will be compulsory for trainees to attend. Trainees will then be assigned to their Unit or Department.

Trainees will be placed under the responsibility of their immediate superior in the Unit or Department to which they are assigned. Their immediate superior must guide and closely monitor the trainee during their traineeship and act as their mentor. They must immediately notify the Deputy Executive Director for administrative and financial affairs of any significant incidents (in particular professional incompetence, absences, sicknesses, accidents, bad behaviour, or interruption of the traineeship) that come to their notice during the traineeship or which are notified by the trainee.

Trainees will be required to comply with the instructions given by their superiors. They must also comply with the rules governing the in-house training programme and the internal rules governing the functioning of the Executive Secretariat, particularly on security and confidentiality.

Trainees will be allowed to attend meetings on subjects of interest to their work (unless they are restricted or confidential), to receive documentation and to participate in the work of the Unit or Department to which they are assigned at a level corresponding to their educational and working background. Subject to the approval of their superior and providing it does not conflict with the performance of the tasks allocated to them, they will be allowed to attend meetings in a Unit or Department other than the one to which they are assigned or in another institution (provided they are allowed access by that institution), unless the meetings are restricted or confidential. If they are required to travel in order to undertake a mission relating to their traineeship, the internal travel procedure of the Executive Secretariat will be applied to them.

5.1.3. Interruption

Under exceptional circumstances and after receiving a written request from the trainee giving justified reasons, the Executive Director, on the proposal of the Deputy Executive Director for administrative and financial affairs, may authorise an interruption of the traineeship for a specific period of time after consulting the Unit or Department to which the trainee is assigned. Payment of the grant will then be suspended and the trainee will not be entitled to reimbursement of any travel expenses incurred during that period.



The trainee may return to complete the unfinished part of the traineeship, but only up to the end of the planned training period. No extension will be possible.

5.1.4. Early termination of contract

If trainees wish to terminate their traineeship earlier than the date specified in their contract, they must submit a written request to the Executive Secretariat for approval. This request, stating the relevant reasons, must be submitted via their superior with at least three weeks' notice. Except in cases of force majeure, trainees may only terminate their contract on the 1st or 16th of the month. Where applicable, the equivalent part of the grant must be reimbursed to the Executive Secretariat.

5.1.5. Future employment

Admission to a traineeship does not give trainees the status of officials or other servants of the Executive Secretariat, nor does it entail any right or priority with regard to an appointment at the Executive Secretariat.

Trainees may be recruited after completing their in-house traineeship provided the conditions and rules established for employment in the category of staff in which they will be recruited have been fully respected and applied. The same applies for ex-trainees who are selected through a call for tenders or for expressions of interest organised by the Executive Secretariat, whether as an individual or as an employee of a selected company.

Each person may be given only one traineeship at the Executive Secretariat unless the duration of the first traineeship was six weeks or less.

5.2. Absences

5.2.1. Leave

Trainees must work the same hours as the staff of the Executive Secretariat and will be entitled to the same official public holidays, if they fall due during their traineeship.

Trainees will be entitled to two and one half days' leave per month. This entitlement will be earned in proportion to the months worked, as of the first day of the month. Days of leave not taken will not be paid in lieu. The administrative branch of the Executive Secretariat in charge of personnel affairs will oversee compliance with the above rules. Requests for leave must take into account service requirements. They must first be approved by the trainee's superior and then checked and approved by the administrative branch of the Executive Secretariat in charge of personnel affairs.



5.2.2. *Absence due to sickness*

In the event of sickness, trainees must notify their superior immediately. If they are absent for more than two days, they must submit a medical certificate, indicating the probable length of absence, which must be forwarded to the Executive Secretariat. A trainee who is absent due to sickness may be subject to medical checks in the interests of service.

5.2.3. *Absence without leave*

When trainees absent themselves without justification or without notifying their superior, the Executive Secretariat will inform them in writing that they are obliged to provide proper justification within one week of receipt of the written notification. They must then provide due justification for their unauthorised absence. The days of absence will be automatically deducted from their leave entitlement. The Executive Director, on the proposal of the Deputy Executive Director for administrative and financial affairs may decide, after examining the justification provided or if no justification is received by the deadline, to terminate the traineeship immediately without further notice. The Executive Secretariat will be reimbursed any grant overpayment and the trainee will not be entitled to receive the travel allowance.

5.3. Confidentiality

5.3.1. *General*

Trainees must exercise the utmost discretion regarding facts and information that come to their knowledge during the course of their traineeship. They must not, in any manner whatsoever, disclose to any unauthorised person any document or information not already made public. They will continue to be bound by this obligation after the end of their traineeship. The Executive Secretariat reserves its legal right to terminate the traineeship and to take action against any person who does not respect this obligation.

Trainees must not have any professional connections with third parties which might be incompatible with their traineeship (i.e. they must not work for lobbyists, legal attachés, etc.), and are not permitted to exercise any other gainful employment during the period of the traineeship which might adversely affect the work assigned to them during their traineeship. If a conflict of interest should arise during their assignment, trainees should immediately inform the Executive Secretariat in writing.

5.3.2. *Contacts with the press*

Trainees must refrain from all contact with the press unless they have the written authorisation of their superior. The Executive Secretariat reserves the right to terminate the traineeship and to take action against any person who does not respect this obligation.



5.3.3. Publications

Trainees must not, either alone or with others, publish or cause to be published any matter dealing with the work of the IOC without the written permission of the Executive Secretariat. The Executive Secretariat will give specific instructions on how to obtain such permission and must receive a copy of any authorisations together with a copy of any publication or article published. Such permission is subject to the conditions in force for all Executive Secretariat staff. All rights in respect of articles or other work done for the Executive Secretariat will be owned by the Executive Secretariat.

5.4. Penalties and disciplinary measures

5.4.1. Social behaviour and conduct

Trainees must exercise their duties and behave with integrity, courtesy and consideration. If the conduct of the trainee does not prove satisfactory, the responsible Head of Unit or Department may at any time transmit a proposal for the termination of the traineeship to the Executive Director, who will have heard the trainee beforehand.

During their traineeship, trainees must consult their superior on any action they propose to take on their own initiative relating to the activities of the IOC.

5.4.2. Inadequate performance

Following a justified request by the Head of the Unit or Department concerned, the Executive Director, on the proposal of the Deputy Executive Director for administrative and financial affairs, reserves the right to terminate the traineeship if the standard of the trainee's professional performance or knowledge of the working language is inadequate for the proper performance of his/her duties.

5.4.3. Misrepresentation

The Executive Director, on the proposal of the Deputy Executive Director for administrative and financial affairs, reserves the right to terminate a traineeship if it becomes apparent at any time that the trainee knowingly made misrepresentations or provided false statements or papers when submitting his/her application or during the traineeship period.

6. FINANCIAL MATTERS

6.1. Basic grant

6.1.1. Basic amount

Trainees will be awarded a monthly grant. The amount of the grant will be decided by the college of senior officials on a yearly basis and will be dependent on budgetary constraints. For 2018, it will be €1 000.



6.1.2. *Early termination of contract*

If trainees terminate their contract early, they will be required to reimburse that part of the grant which they may have received relating to the period after the termination date.

6.2. Insurance

6.2.1. *Sickness and accident insurance*

Sickness and accident insurance will be compulsory. Trainees will be insured against sickness and accidents under the conditions laid down in the insurance policy that the Executive Secretariat holds with an insurance company (up to 30 000 euros for sickness and up to 60 000 euros for accidents). The Executive Secretariat will not be liable for sickness or accidents not covered by the insurance.

Trainees will have insurance coverage from the date of departure until the date of return chosen by the IOC, which provides their ticket, unless their place of recruitment is less than 50 km from the duty station. In such cases, insurance coverage will be from the first day of the traineeship until the last day. The contribution of the trainees will be one-third of the insurance premium, which will be deducted from their grant; the remaining two-thirds will be borne by the IOC.

6.3. Disability allowance

Upon presentation of the proper justification, disabled trainees may receive a supplement to their grant equal to a maximum of 50% of the amount of the grant. The Executive Secretariat may consult its medical adviser if necessary.

6.4. Travel allowance

6.4.1. *Travel expenses*

The travel expenses of recruited trainees at the start and end of their traineeship may be defrayed, subject to the availability of budget funds. The Executive Secretariat will apply the internal travel procedure in force for this purpose.

6.4.2. *Minimum qualifying period – distance*

Trainees must complete a minimum of three months of traineeship to qualify for defrayal of their travel expenses. Trainees whose place of recruitment is less than 50 km from their duty station are not entitled to a travel allowance.



6.5. Fiscal arrangements

Trainees are responsible for the payment of any taxes due on Executive Secretariat grants by virtue of the laws in force in the State concerned.

7. REPORTS AND CERTIFICATES

7.1. Traineeship reports

Trainees must complete the evaluation reports requested by the Executive Secretariat at the end of their traineeship. In addition, at the end of the traineeship, the superior must also complete the relevant evaluation report prepared by the Executive Secretariat.

7.2. Certificates

Trainees who have completed the minimum required traineeship period will receive, after their training period, a certificate specifying in particular the dates of their training period and the Unit or Department to which they were assigned.

8. FINAL PROVISIONS

The Executive Director of the IOC Executive Secretariat will be responsible for the implementation of these rules.

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