

Title Name Surname,
Address 1
Address 2
Country

Email: xxxxxxx

Subject: Traineeship with the European Institute for Gender Equality

Dear Title Surname,

I would like to confirm the following details relating to your traineeship with the European Institute for Gender Equality (EIGE), more specifically within its <<relevant Team>> in the <<name of relevant Unit>>.

1. Date of commencement and duration

The traineeship starts on 16 xxxx 20xx until 15 xxxxx 20xx.

2. Role and accountability

You shall be based at the Agency's offices in Vilnius, Lithuania.

Your role will be to contribute to the work of the Team and Unit you are assigned to, in accordance with the indications provided by your supervisor. To this extent, you may attend meetings on subjects of interest to the team's work and relevant for your traineeship, you may receive documentation and participate in the work of the team and unit you are assigned to, under the guidance of your supervisors.

<<Name of supervisor>> is assigned to be your supervisor and he is responsible to ensure that you receive basic training about the Agency and its work on research and statistics within the wider EU framework.

3. Working Hours

Your working hours shall be based on the working time policy applicable to trainees and agreed in conjunction with <<Name of supervisor>>.

4. Grant

The Agency shall pay you a monthly grant equivalent to **xxxxxx EUR** for the entire period of the traineeship unless you are in receipt of another kind of remuneration.

You shall need to declare if you receive any scholarship or any other form of financial support for the completion of the traineeship programme. You are also required to declare any changes that may take effect during the traineeship programme. Any type of financial support shall be deducted from the traineeship grant.

5. Travel costs

Travel costs (flights) from your home country to Vilnius at the beginning of the traineeship and at the end of the traineeship will be reimbursed to you.

6. Sick leave

You will need to inform **<<name of supervisor>>** if you are unwell and unable to work. A medical certificate needs to be provided after the third day of illness.

7. Insurance

You shall be responsible for your own insurance against health and accident risks.

8. Missions

As a trainee you shall not be sent on missions; however, in exceptional cases the Director may authorise this following a reasoned request by your supervisors and on the condition that the mission is of technical and not of representative nature.

9. Confidentiality

You must exercise discretion regarding facts and information that come to your knowledge during the traineeship. You must not, in any manner whatsoever, disclose to any unauthorised person any document or information not already made public. You will continue to be bound by this obligation after the end of your traineeship. The Agency reserves its legal right to terminate the traineeship and to pursue any person who does not respect this obligation.

You must not, either alone or with others, publish or cause to be published any matter dealing with the work of EIGE without prior written permission of EIGE's Director. All rights, for any articles or other work done for EIGE, are the property of the Agency.

10. Potential Conflict of Interest

You must not have any professional connections with third parties (e.g. lobbyists, advocacy groups) which may be incompatible with the traineeship.

It will also be necessary for you to submit an external activity request should you wish to engage in any gainful employment during the period of the traineeship as this may adversely affect the work assigned during the traineeship. The request is subject to authorisation by the Director. If a conflict of interests should arise during your assignment, you should immediately report this to supervisor in writing.

While looking forward to receiving your confirmation of these conditions, I would like to wish you every success during this traineeship.

Done in English and Lithuanian on X xxx 20xx.

Yours sincerely,

I accept,

Carlien Scheele

<<Name of trainee>>