



Council of the European Union
General Secretariat

Brussels, 7 August 2017
(OR. en)

DE 40/17

LEGAL ACTS

Subject: Decision n° 40/17 of the Secretary-General of the Council on rules relating to traineeships at the General Secretariat of the Council of the European Union

DECISION N° 40/17
OF THE SECRETARY-GENERAL OF THE COUNCIL

on rules relating to traineeships
at the General Secretariat of the Council of the European Union

THE SECRETARY-GENERAL OF THE COUNCIL OF THE EUROPEAN UNION,

Having regard to the Council's Rules of Procedure, and in particular Article 23 thereof,

Having regard to the Council recommendation on a Quality Framework for Traineeships,

Whereas the following rules relating to traineeships at the General Secretariat of the Council of the European Union (the "GSC") should be laid down,

HAS DECIDED AS FOLLOWS:

CHAPTER I

GENERAL PROVISIONS

Article 1

Scope and purpose

1.1 Scope

These rules govern the official traineeships scheme of the GSC.

These rules shall apply to all traineeships offered by the GSC, except as specifically provided hereinafter. The signed Traineeship Agreement between the trainee and the GSC shall apply. The Traineeship Agreement shall indicate the specific terms of the traineeship offered. The GSC shall not be a party to any traineeship agreement proposed by a trainee's educational establishment or any other third party.

The Staff Regulations of Officials and Conditions of Employment of Other Servants of the European Union are not applicable to trainees.

Decision No 15/2015 of the Secretary-General of the Council of the European Union concerning psychological and sexual harassment at work within the General Secretariat of the Council and Council Decision of 29 April 2004 adopting general implementing provisions for Article 1e(4) of the Staff Regulations shall apply *mutatis mutandis*.

Article 2

Traineeship offer in the GSC

In order to contribute to EU citizen's European education and vocational training and to provide an insight of the institutional functioning of the European Council and the Council, the GSC offers the following types of traineeship:

- (a) paid traineeship;
- (b) unpaid compulsory traineeship;
- (c) traineeship for students of national administration schools of Member States;
- (d) work experience for students in secondary school.

Article 3
Eligibility

3.1. Nationality

Trainees are selected from nationals of the Member States of the European Union and of candidate countries which already signed an accession treaty.

3.2. Qualifications

- (a) Diploma

Except as otherwise provided hereinafter,

minimum national qualifications required by the legislation in the country where the diploma was obtained are detailed in Annex I.

Candidates must provide certified copies of diplomas (or of relevant official certificates), of all university or post university studies declared in their on-line application. For declared on-going studies, an official declaration from the relevant university must be provided. Applicants whose university or post-graduate diplomas are not issued in one of the EU official languages must provide a translation of these documents into English or French. If recruited for a traineeship, certified copies of all diplomas declared and, if applicable, official certified translations will be required.

(b) Languages

In order for the trainee to fully benefit from the traineeship and to be able to follow meetings and perform adequately, candidates must have very good knowledge of at least two EU official languages, of which one should be English or French.

Knowledge of the languages declared on the application form, other than the mother tongue, should be supported by the appropriate justification (*i.e.* diplomas, certificates, proof of having studied in the language in question).

(c) Prior employment

The GSC wishes to offer to as many people as possible the opportunity of training. Therefore, applications will not be accepted from candidates who – for more than six weeks:

- have already benefited or benefit from any kind of training (formal or informal, paid or unpaid) within an EU institution, body, agency or office or
- who have had or have any kind of employment within an EU institution, body, agency or office

including anyone who is or has been an assistant to a Member of the European Parliament, a consultant or researcher, a temporary staff member, a contract staff member, an auxiliary staff member or an interim staff member of any EU institution, body, delegation or representative office.

The EU institutions or bodies referred to in this paragraph are listed in Annex II.

Candidates should inform the Traineeships Office of any change in their situation that might occur at any stage of the application and selection process.

Article 4
Admission procedure

4.1 Submission

Applications should be made in accordance with the procedures established by the Traineeships Office. All necessary instructions are published on the website of the Traineeships Office¹, hereafter called "the Website".

Applications postmarked after the closing date will be rejected automatically. Applicants must provide all supporting documents as required by the Traineeships Office. No change of information provided at the application stage is accepted after the deadline for submission.

4.2 Selection procedure

The Traineeships Office, in coordination with the services of the GSC, shall manage the selection procedure.

The GSC has an equal opportunity policy and recruits trainees without discrimination on any grounds. If candidates' qualifications and skills are of an equal level, the Traineeships Office shall seek to ensure a balanced geographical spread and gender equality among candidates. The GSC takes positive action, as required, with regards to the recruitment of trainees with disabilities.

4.3 Rejection of application

If an application is unsuccessful at any stage of the application process, depending on the reason for rejection, a candidate may re-apply for a subsequent traineeship period. It is, however, necessary to submit a new application, as well as all supporting documents.

¹ www.consilium.europa.eu/traineeships

4.4 Withdrawal

At any stage of the application process, applicants may withdraw their application by informing the Traineeships Office in writing. In such case, they are excluded from any further stage of the process. They may re-apply for a subsequent traineeship period. It is, however, necessary to submit a new application, as well as all supporting documents.

4.5 Protection of personal data

Processing, pursuant to this decision, of all the personal data of all trainees and applicants for traineeships shall be governed by Regulation (EC) n°45/2001 of 18 December 2000 on the protection of individuals with regards to the processing of personal data, whether the applications gave rise to recruitment or were rejected or withdrawn.

4.6 Successful candidates

Candidates shall be notified personally of the outcome of their application. A Traineeship Agreement shall be signed by the successful candidate and the GSC. The e-mail address indicated on the application form will be used. The outcome of the selection procedure shall not be published. Subject to the specific conditions governing admission for each type of traineeship, each selected candidate shall be required to provide, all supporting documents required by the Traineeship Office, by the signing of the Traineeship Agreement, at the latest.

Trainees may not be recruited to any department where a conflict of interest might occur, irrespective of the candidate's prior professional experience or nationality.

Applicants can only be offered a single agreement for a given traineeship. Applicants who decline a traineeship offer will be excluded from the on-going procedure. They may re-apply for a subsequent traineeship period by submitting a new application, as well as all supporting documents.

Article 5
Organisation of traineeships

5.1 Tasks

A trainee shall be attached to one or more departments of the GSC. Trainees shall participate in the work of the receiving department at a level corresponding to their educational and professional background. Participation of trainees in meetings shall be subject to authorisation by the traineeship adviser and in conformity with GSC rules.

5.2 Traineeship adviser

A trainee shall be placed under the responsibility of a traineeship adviser appointed by the head of department. The traineeship adviser shall guide and supervise the trainee throughout the traineeship. The tasks and responsibilities of the traineeship adviser is lined out in the "Guide for Traineeship Advisers".

5.3 Visits, study trips and missions

(a) Visits and study trips

The Traineeships Office may organise visits and study trips of relevant interest, subject to the availability of funds.

(b) Missions

In exceptional cases, the Director-General of the receiving department may authorise trainees to go on a mission, provided it is a technical mission with no representative function. The Traineeships Office shall receive a copy of the mission order.

Such authorisation shall entitle a trainee to the reimbursement of mission expenses in accordance with the general rules governing reimbursement laid down in the Mission Guide of the GSC. These costs shall be borne by the Directorate-General requesting the mission.

In exceptional circumstances, the tasks performed at the request of the receiving department and entailing costs at trainee's charge, including but not limited to costs of transportation related to volunteering during EU Council meetings, the Directorate-General of the receiving department may request, on behalf of the trainee, the reimbursement of such expenses. Subject to GSC's approval, the trainee may be reimbursed for such expenses.

5.4 Reports and certificates

At the end of the traineeship, an activity report shall be drawn up and signed by the trainee and a traineeship evaluation report shall be drawn up and signed by the traineeship adviser. Both reports shall be transmitted to the Traineeships Office. Subject to the trainee fulfilling the traineeship's obligations, the Traineeships Office shall issue a certificate specifying the length of the traineeship and the receiving department.

Article 6

Rights and obligations of trainees

6.1 Duty to comply with GSC internal rules and traineeship instructions

Trainees shall comply with GSC internal rules, instructions given by the head of the receiving department and by the traineeship adviser, and with directives from the Traineeships Office. Trainees shall take part in all compulsory activities organised by the Traineeships Office.

6.2 Confidentiality and intellectual property rights

(a) Confidentiality

Trainees shall exercise the utmost discretion with regard to any facts or information that come to their knowledge in the course of the traineeship, including in the course of contacts with representatives of the media. Trainees shall not, in any manner whatsoever, disclose any document or information that has not already been made public and shall continue to be bound by this obligation after the end of the traineeship.

(b) Intellectual property rights

Trainees shall not, either alone or with others, publish or cause to be published any text relating to the EU's activities without first informing the Appointing Authority via the traineeship adviser or the head of the receiving department. All intellectual property rights relating to work done during traineeships for the GSC shall be devolved upon the latter.

6.3 Classified information

The provisions of Council Decision 2013/488/EU of 23 September 2013 on the security rules for protecting EU classified information shall apply to trainees. Trainees shall have no access of any kind to the EU classified information above the level RESTREINT UE/EU RESTRICTED, nor to places where such information is processed. The GSC reserves the right to terminate the traineeship without notice in case of breach of this provision.

6.4 Underperformance

Following a substantiated request from the head of the receiving department and the traineeship adviser, the GSC reserves the right to terminate the traineeship without notice, if the trainee's professional performance or knowledge of languages extensively used for communication within GSC, *i.e.* English or French, is inadequate to proper performance of the assigned tasks.

6.5 Wrongful declaration of facts

The GSC reserves the right to terminate a traineeship without notice if, at any time, it becomes apparent that a trainee knowingly made wrongful declarations or provided false statements or papers at the time of application, during the selection or during the traineeship.

6.6 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 Traineeships Office, in response to a reasonable request by the traineeship adviser and approved, after hearing the trainee, by the Director of Human Resources and Personnel Administration or the Head of the Staffing and Mobility Unit may at any moment decide to terminate the traineeship.

6.7 Whistleblowing

If, in the course of the traineeship, a trainee becomes aware of facts which give rise to a presumption of the existence of possible illegal activity, including fraud or corruption detrimental to the interests of the Union, or of conduct relating to the discharge of professional duties which may constitute a serious failure to comply with the obligations of officials of the Union or of trainees, the trainee shall immediately notify the Traineeships Office in writing. If such notification is received, the Traineeships Office must take the measures provided for in Article 22a(2) of the Staff Regulations of Officials of the European Union. Articles 22a, 22b and 22c of the Staff Regulations of Officials of the European Union shall apply to the Traineeships Office. These provisions shall also apply mutatis mutandis to the trainee concerned, to ensure that the trainee's rights are respected.

This paragraph shall also apply in the event of serious failure to comply with a similar obligation on the part of a member of an institution or any other person in the service of or carrying out work for an institution.

6.8 Suspension of the traineeship

In exceptional cases, following a substantiated written request by the trainee stating the relevant reasons and proper justification, a suspension of the traineeship may be granted by the GSC. The trainee's grant, where applicable, shall be suspended for the relevant period and the trainee shall not be entitled to the reimbursement of any travel expenses incurred in connection with the suspended period. The trainee may return to complete the unfinished part of the traineeship, up to the end of the original traineeship.

6.9 Early termination of the traineeship

If the trainee decides to terminate the traineeship before the starting date, but after signing the Traineeship Agreement, the GSC may decide to reject any future application of the trainee for a further traineeship. If the trainee decides to terminate the traineeship at any moment after the starting date, the trainee shall submit a substantiated written request to the Traineeships Office and shall provide a three weeks' notice. The GSC may decide not to provide the traineeship certificate in case of early termination by the trainee. Where applicable, the GSC may decide to request the reimbursement of the traineeship grant for the remaining part of the traineeship.

6.10 Future employment

The award of a traineeship shall not, under any circumstance, grant trainees the status of officials or other servant of the European Union, nor shall entitle them in any way to subsequent recruitment.

Trainees can be recruited after completing their traineeship, as long as the conditions and rules established for employment in the category of staff in which the trainee will be recruited have been respected and applied. The same applies to former trainees who are selected through a call for tender procedure or through a call for expression of interest organised by the GSC, whether as an individual or as an employee of a selected company.

6.11 Persons with disabilities

To ensure the right of persons with disabilities to work, on an equal basis with others, reasonable accommodation is provided where needed. It means necessary and appropriate modification and adjustments in the work environment not imposing a disproportionate or undue burden to the GSC.

Article 7
Working conditions

7.1 Insurance

(a) Health insurance

Health insurance is compulsory. At the start of the traineeship at the latest, the trainee must prove coverage for health insurance during the entire traineeship. When not covered by any other health insurance scheme, the trainee may be insured against sickness under the conditions set out in the GSC insurance contract.

For the paid traineeship (Article 2a), trainees shall contribute to one third of the insurance premium. This contribution shall be deducted from the traineeship grant.

For the compulsory unpaid traineeship, no contribution from trainees shall be requested and the whole premium shall be borne by the GSC.

For traineeships for students of national administration schools (Article 2c) and for the work experience for secondary students traineeship (Article 2d), the proof of health insurance coverage constitutes a condition for admission to traineeship.

(b) Accident insurance

Under the conditions laid down in the insurance policy of the GSC, a trainee shall be insured against accident. The GSC shall bear all of the relevant insurance premium.

7.2 Working hours

The hours of work shall be those applicable for staff of the GSC. Trainees shall be entitled to the same public holidays and days when the offices are closed as other GSC officials.

7.3 Leave entitlement

A trainee shall be entitled to two days leave per month. This entitlement shall be acquired pro rata to the months worked, counting from the first day of the month and shall apply to all types of leave, except as otherwise provided hereinafter. No payments shall be made for leave not taken. When the entitlement for leave is exhausted, the GSC may grant special leave for exceptional duly substantiated reasons. Requests for leave must take account of the needs of the receiving department and abide by the rules set out above. The leave requests shall first be approved by the traineeship adviser or the head of the receiving department and then authorised by the Traineeships Office. Leave requests shall respect the needs of the relevant department.

7.4 Absences

(a) Absence in case of sickness

In the event of illness, a trainee shall immediately notify the traineeship adviser indicating, where possible, the likely duration of the absence. The traineeship adviser shall inform the Traineeships Office and the head of the receiving department. For all absences of more than three calendar days (weekends and public holidays included), trainees shall send a medical certificate to the Traineeships Office, which shall notify the receiving department. Uncertified sick leave shall be limited to one day per month of traineeship, calculated on the basis of the traineeship's total duration. A trainee who is absent because of illness may be subject to medical checks at GSC's request.

(b) Absence without justification

When a trainee is absent without justification or without notifying the traineeship adviser, the latter shall inform the Traineeships Office, either directly or via the head of the receiving department. The Traineeships Office shall then instruct the trainee in writing to report to the receiving department within a week of the reception of the written notification. Upon return, the trainee shall provide proper justification for the unauthorised absence. The days of unauthorised absence shall be automatically deducted from the trainee's leave entitlement. The Traineeships Office may decide, following examination of the trainee's justification, or if no justification is received upon return of the trainee or within a week after the reception of the written notification, to terminate the traineeship without further notice. Where applicable, the GSC shall be reimbursed for any overpayment of the grant and the trainee will not be entitled to receive the travel allowance.

7.5 Discrimination

The GSC applies a zero-tolerance towards discrimination, including harassment. In case of such behaviour, trainees have right to use services and procedures available in the GSC.

CHAPTER II

SPECIFIC PROVISIONS REGARDING TYPES OF TRAINEESHIP

Article 8

Paid traineeship

8.1 Diplomas

As an admission condition to a paid traineeship, the candidate shall obtain a Bachelor (B.A.) level, as indicated on the Website, by the signing of the Traineeship agreement at the latest.

8.2 Duration

There are two traineeship periods per year:

- from 1 February to end June;
- from 1 September to end January of the following year.

Within these two periods, the traineeship shall be of five months and shall not be extended. In exceptional circumstances, for organisational reasons, the GSC may offer a shorter traineeship, of a minimum of four months and with a different starting date.

8.3 Traineeship grant

The paid trainees will be awarded a monthly traineeship grant. Subject to budget availability, the amount of the grant shall be 25% of the monthly basic salary of an official in grade AD 5, step 1. The grant shall remain unchanged throughout the traineeship. The amount of the grant shall be updated every year and shall be indicated on the Website.

8.4 Disability allowance

Upon presentation of proper justification, trainees with disabilities may receive a supplementary amount up to half of the traineeship grant, after consideration of the specific situation by the GSC medical service.

8.5 Deductions

At the start of the traineeship, the trainee shall declare all income sources external to the GSC. If the received external income is lower than the traineeship grant, the trainee is entitled to the difference up to the amount of the traineeship grant. If the received external income is equal or higher than the traineeship grant, no traineeship grant shall be paid by the GSC. The subvention of the university's tuition fees, as well as a merit scholarship are not considered as external source of income for the purpose of this provision.

8.6 Travel allowance

Subject to budget availability, if the place of recruitment of the trainee is outside a 50 km area around Brussels, the trainee shall be entitled to an allowance of the travel expenses incurred at the beginning and the end of the traineeship. The Website provides the method of calculation of the travel allowance, the modalities and the procedure to be followed.

A trainee shall complete at least half of the traineeship in order to qualify for a travel allowance. The place of recruitment is considered at the address indicated on the application form and no request for change shall be accepted after the signing of the Traineeship Agreement.

8.7 Taxes

The traineeship grants are not subject to the special tax regulations applying to officials and other servants of the European Union. Trainees are solely responsible for the payment of any taxes due on the traineeship grants by virtue of the laws in force in the Member State concerned. The Traineeships Office will provide a certificate for tax purposes at the end of the traineeship. This certificate should state the amount of the traineeship grant received and confirm that no deductions were made for tax and social security payments.

8.8 Reimbursements to GSC

Under the terms of Articles 6.9 ("Early termination of the traineeship") and 7.4 (b) (Absence without justification"), the GSC may request reimbursement of the relevant parts of the traineeship grant.

Article 9

Unpaid compulsory traineeship

9.1 Diplomas

As an admission condition to an unpaid compulsory traineeship, the candidate shall be a third, fourth or fifth-year student (or equivalent) of a higher-education establishment or university which requires such a period of training to be undertaken as part of the course of study or for access to a profession or to be required to do research for a thesis or doctorate. Proof of such compulsory traineeship shall be provided by the candidate's educational establishment, by submission of application.

9.2 Duration

There are two traineeship periods per year:

- from 1 February to end June;
- from 1 September to end January of the following year.

Within these two periods, the traineeship shall be of minimum two months and maximum five months and shall not be extended beyond five months.

9.3 Financial matters

The trainees under an unpaid compulsory traineeship are not entitled to a traineeship grant. However, they are entitled to the disability allowance, as per Article 8.4, and to the travel allowance, as per Article 8.6.

Article 10

Traineeship for students of national administration schools of Member States

10.1 Admission condition

As an admission condition, the candidate shall be enrolled with a national administration school of a Member State or of a candidate country after signing of the accession treaty and shall prove coverage of health insurance for the duration of the traineeship.

10.2 Duration

There are two traineeship periods per year:

- from 1 February to end June;
- from 1 September to end January of the following year.

Within these two periods, the traineeship shall be of minimum two months and maximum five months and shall not be extended beyond five months.

The starting date shall be decided by mutual agreement by the GSC and the national administration school concerned.

10.3 Financial matters

The trainees under a national administration school traineeship are not entitled to a traineeship grant or travel allowance, as defined by this Decision. However, they are entitled to the disability allowance, as per Article 8.4, if no such allowance is granted by the national administration school concerned.

10.4 Applicable provisions

Article 4.2 of this Decision shall not apply to this type of traineeship. The Traineeships Office shall establish a set of specific rules and publish it on the Website.

Article 11

Work experience for students in secondary school

11.1 Admission conditions

As an admission condition, the candidate shall be a student in secondary school with a relative working for the GSC as an official or CEOS and shall prove coverage of health insurance for the duration of the traineeship. The students selected for this traineeship shall be under the responsibility of the official or CEOS for the entire duration of the traineeship.

Except for students in the European school, the secondary school students shall provide a proof of compulsory traineeship from the educational establishment.

11.2 Duration

The length of this traineeship shall be at least 1 week and shall not exceed 2 weeks. The starting date shall be decided by mutual agreement between the GSC and the official or CEOS responsible for the student.

11.3 Applicable provisions

Articles 4, 5, 6, 7.3 and 7.4 of Chapter I shall not apply to this type of traineeship. The Traineeships Office shall establish a set of specific rules and publish it on the Website.

11.4 Termination

At a simple request of the head of the receiving department or the traineeship adviser or the Traineeships Office, the work experience for secondary school traineeship may be terminated without notice.

11.5 Financial matters

The trainees under work experience traineeship are not entitled to a traineeship grant, disability allowance or travel allowance, as defined by this Decision.

11.6 Certificate

At the end of the traineeship, the Traineeships Office shall provide a certificate specifying the length of the traineeship and the receiving department.

CHAPTER III

FINAL PROVISIONS

Article 12

Powers

All powers conferred to the GSC under this Decision shall be exercised by the Secretary-General of the Council. The Secretary-General of the Council is authorised to delegate any or all of his powers to the Director-General for Administration.

Article 13

Complaints

A trainee wishing to challenge a decision taken in application of these provisions shall introduce a written submission to the Traineeships Office who shall reply to the trainee within two months.

A trainee who considers to be subject to maladministration has the right to introduce a complaint to the European Ombudsman, after raising the maladministration alleged issue with the Traineeships Office in writing. The Traineeships Office shall reply to the trainee within two weeks.

Article 14

Entry into force and transitory measures

This decision shall enter into force the day of its signature and shall apply as of 1 September 2017. This decision repeals and replaces Decision No 118/07 of 20 July 2007. Traineeships for which the selection procedure started before 1 September 2017, shall continue to be governed by Decision No. 118/07 of the Council dated 20 July 2007.

Done at Brussels,

Jeppe TRANHOLM-MIKKELSEN

ANNEX I

Example of diploma for which the level of education corresponds to that required for access to the traineeship.² The GSC maintains the right to change minimum qualifications used for the traineeships programme. Any such changes will be published on the Website.

| Country | University level education – at least 3 years in length |
|---|---|
| Bългария | Diploma za visse obrazovanie (Диплома за висше образование) Bakalavar (Бакалавър) Magistar (Магистър) |
| België Belgique Belgien | Academisch gerichte Bachelor (lange type) Bachelor académique (type long) Akademischer Bachelor (lang) |
| Ceská Republika | Diplom o ukončení Bakalářského studia |
| Croatia | Preddiplomski sveučilišni studij (3 to 4 years) |
| Danmark | Bachelorgrad |
| Deutschland | Fachhochschulabschluss (6-7 Semester) / Bachelor |
| Eesti | Bakalaureusekraad (min 120 ainepunkti) |
| España | Diplomado / Ingeniero técnico |
| France | Licence |
| Greece / Ελλάδα | Πτυχίο Α.Ε.Ι. (πανεπιστημίου, πολυτεχνείου, Τ.Ε.Ι. υποχρεωτικής τετραετούς φοίτησης) |
| Ireland / Eire | Honours Bachelor Degree (3 years) |
| Italia | Laurea –L (breve) |
| Κύπρος / Kibris | Πανεπιστημιακό Πτυχίο |
| Latvija | Bakalaura diploms (min 120 kredīti) |
| Lietuva | Bakalauras (min 120 kreditų) |
| Luxembourg | Bachelor |
| Magyarország | Főiskolai oklevél |
| Malta | Bachelor's degree |
| Nederland | Bachelor (WO) / HBO bachelor degree (4 years) |
| Österreich | Fachhochschuldiplom (6-7 Semester) / Bakkalaureus(rea) |
| Polska | Licencjat / Inżynier |
| Portugal | Bacharelato |
| România | Diplomă de Licență |
| Slovenija | Diploma o pridobljeni visoki strokovni izobrazbi |
| Slovenská Republika | Diplom o ukončení Bakalářského štúdia |
| Suomi / Finland | Kandidaatin tutkinto - Kandidatexamen /Ammattikorkeakoulututkinto - Yrkeshögskoleexamen (min 120 opintoviikkoa - studieveckor) |
| Sverige | Kandidatexamen (Akademisk examen omfattande minst 120 poäng varav 60 poäng fördjupade studier i ett ämne + uppsats motsvarande 10 poäng) |
| United Kingdom | (Honours) Bachelor degree - 3 years |
| Other countries Autres pays Andere Länder | University level diploma requiring at least 3 years study Diplôme de niveau universitaire sanctionnant des études de 3 ans minimum Mindestens dreijährige Hochschulstudien mit Abschlussdiplom |

² Situation as of 20 July 2016.

ANNEX II

EU institutions:

- European Parliament
- Council of the European Union
- European Commission (including Delegations and Representation offices and Agencies)
- Court of Justice of the European Communities
- European Court of Auditors

Financial bodies:

- European Central Bank
- European Investment Bank
- European Investment Fund

Advisory bodies:

- European Economic and Social Committee
- Committee of the Regions

Interinstitutional bodies:

- Office for Official Publications of the European Communities
- European Communities Personnel Selection Office
- European Administrative School

Other specialised bodies:

- European Ombudsman
- European Data Protection Supervisor
- European External Action Service

and all agencies of the European Union.