



**Operation EUNAVFOR MED IRINI  
EUROPEAN HEADQUARTERS  
ROME**

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**EUNAVFOR MED IRINI INTERNSHIP PROGRAMME**

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## **Article 1**

### ***General***

This document outlines rules outline the rules and procedures for the EUNAVFOR MED IRINI Internship Programme.

The Internship Programme is mainly addressed to young university graduates and postgraduates.

The aims of EUNAVFOR MED IRINI Internship Programme are to:

- provide an understanding and practical experience of the tasks of Operation EUNAVFOR MED IRINI's mandate;
- offer a unique experience into a wide variety of disciplines including political affairs, defence policy and planning, communication and media relations, legal affairs and international law, civil-military cooperation, logistics, human resources, financial administration, accounting/auditing, public relation and protocol, new media (web and social media), human rights, gender issues;
- promote the professional development of young university graduates.

## **Article 2**

### ***Eligibility***

#### 2.1 Nationality

Interns are selected from nationals of the Member States of the European Union.

#### 2.2 Qualifications

##### (a) Diploma

Candidates must have completed the first cycle of higher education course (university education) and obtained a full degree or its equivalent (List on Annex 1) by the closing date for application and declared on the application form. Applicants whose university or post-graduates diplomas are not issued in one of the EU official languages must provide an English translation of these documents. If selected for the Internship, certified copies of all diplomas declared and, if applicable, official certified English translations will be required.

##### (b) Language

In order for the trainee to fully benefit from the Internship and to be able to follow meetings and perform adequately, candidates must have the capacity to work in English language which is required for the fulfillment of their duties.

Knowledge of the languages declared on the application form, other than the mother tongue, should be supported by the appropriate substantiation (i.e. diplomas, certificates, proof of having studied in English to be presented at the time of application);

## 2.3 Previous employment

Applications will not be accepted from candidates who have had or have any kind of employment within an EU institution, body, agency, office or mission for more than six weeks, 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, agency, office, mission, delegation or representative office. A self-declaration on the matter must be provided in the application.

### **Article 3** ***Duration and location***

The internship shall be a minimum of four months long and shall not be extended beyond eight months.

The internship will take place at EUNAVFOR MED IRINI Operation Headquarters (ENFM OHQ) in Rome, Italy.

### **Article 4** ***Selection procedure***

#### 4.1 Submission

Candidates will be requested to apply to through the dedicated portal on the Operation EUNAVFOR MED IRINI website (<https://operationirini.eu/internshipprogramme>).

Applications submitted after the publish closing date will be rejected.

Applications of the eligible candidates are screened on the basis of the information contained in the application form.

#### 4.2 Selection procedure

The ENFM OHQ Personnel Branch (CJ1) shall manage the selection procedure, based on an equal opportunity policy and interns' skills, without any discrimination on any grounds and according to OHQ unquestionable judgment. If candidates' qualifications and skills are of an equal level, the priority will be given at the candidate that who has sent the application before the others.

#### 4.3 Rejection of the application

If an application is unsuccessful at any stage of the application process, after resolving the reason for rejection, the candidate may re-apply for possible subsequent internship periods. It is, however, required to submit a new application, as well as all supporting documents.

#### 4.4 Withdrawal

At any stage of the application process, applicants may withdraw their application by informing the ENFM OHQ Personnel Branch (CJ1) through a specific link of the same

Operation EUNAVFOR MED IRINI website. In such case, they are excluded from any further stage of the process. They may re-apply for a subsequent internship 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 interns and applicants for internships shall be governed by applicable legislation on the protection of individuals with regards to the processing of personal data, whether the applications brought to recruitment or were rejected or withdrawn.

#### 4.6 Selected candidates

Pre-selected candidates by ENFM OHQ will be required to undergo a telephone or on-line interview to discuss reciprocal expectations and check availability prior to the final selection decision.

Selected candidates shall be notified personally of the outcome of their application and an Internship Agreement shall be signed by the successful candidates and ENFM OHQ.

A maximum of five interns will be selected.

The remaining pre-selected candidates will be placed on a roster. This roster could be used for future internship positions.

### **Article 5** ***Required documents***

The selected candidate will as soon as possible provide before ENFM OHQ request a list of documents, including:

- copy of his/her identity card or passport;
- copy of the degrees/titles submitted in the application;
- Criminal Record Certificate (issued within the previous six months);
- medical certificate confirming that they are physically fit to perform the duties of the internship;
- health insurance.

### **Article 6** ***Organization of internships***

#### 6.1 Internship Advisor

Each intern shall be placed under the responsibility and tutorship of an Internship Advisor who will be appointed by each Chief of the relevant Branch. The internship Advisor shall guide and supervise the intern throughout the internship.

#### 6.2 Tasks

Every intern shall be attached to one or more branches of the ENFM OHQ. Interns shall participate in the work of the receiving branch at a level corresponding to their educational and professional background. Participation of interns in meetings shall be subject to authorization by the Internship Advisor and in conformity with the ENFM

OHQ security rules. The possible areas of work that will be offered are the following:

Human Resources	Financial Administration
Logistic	Gender issues
Defence Policy and Planning	Civil Military Cooperation
Communication and Media Relations	LEGAL Affairs and International Law
Public Relation and Protocol	Political Affairs
New Media (Web and Social Media)	Human Rights

**Article 7**  
***Rights and obligations of interns***

7.1 Duty to comply with ENFM OHQ internal rules.

Interns shall comply with ENFM OHQ internal rules, internship instructions and instructions given by each Branch Chief and by the Internship Advisor.

7.2 Confidentiality and intellectual property rights

(a) Confidentiality

Interns shall exercise the utmost discretion with regard to any facts or information that come to their knowledge during the internship, including but not limited to contacts with media representatives. Interns shall not, in any manner whatsoever, disclose any document or information that has not already been made public by ENFM OHQ and shall continue to be bound by this obligation after the end of the Internship.

(b) Intellectual property rights

Interns shall not, either alone or with others, publish or cause to be published any text relating to the ENFM OHQ activities.

ENFM OHQ will maintain the intellectual property of any text produced by interns related to the Internship Programme Tasks.

7.3 Classified information

Interns shall have no access to any kind of EU classified information, or the offices where such information are processed. ENFM OHQ reserves the right to terminate the internship without notice in case of breach of this provision.

7.4 Underperformance

Following a substantiated request from the Internship Advisor, ENFM OHQ reserves the right to terminate the internship without notice, if the intern's professional performance or command of English is inadequate to fulfill proper performance of the assigned tasks.

## 7.5 Wrongful declaration of facts

ENFM OHQ reserves the right to terminate an internship without notice if, at any time, it becomes clear that an intern deliberately made false declarations or provided false statements or papers at the time of application, during the selection or during the internship.

## 7.6 Social behavior and conduct

Interns must exercise their duties and behave with integrity, courtesy and consideration.

## 7.7 Future employment

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

## 7.8 Interruption of internship

If an intern wishes to terminate his/her internship earlier than the date specified in the Internship Agreement, a written notification must be submitted by the intern to the OHQ, upon agreement with his Internship Advisor. This notification, stating the relevant reasons, must be submitted as soon as possible and at the latest three (3) weeks in advance of the requested termination date.

Termination of a internship without respecting the three week notice period is subject to authorization by the Branch Chief to which intern has been assigned to.

## **Article 8**

### ***Financial, legal and insurance conditions***

8.1 The intern is fully responsible for obtaining the necessary documents in order to fulfill the internship and for arranging all other facilities necessary to fulfill the internship, such as travel to and from ENFM OHQ.

8.2 Interns will also be individually responsible for carrying out all administrative formalities requested by the Italian Authorities concerning their legal status during their period of residence in the Italy.

8.3 The Internship Programme is free of charge for interns. The same are not entitled to any internship grant, any allowance for travel expenses incurred or any other cost refund.

## 8.4 Insurance

Health and accident insurance or National Health System equivalent are compulsory. Before the start of the internship, the intern must prove coverage for health and accident insurance or National Health System equivalent for the entire internship period. These proofs of health insurance coverage constitutes a condition for admission to internship and shall be provided by the candidate on his application. Moreover, each intern must also prove coverage for repatriation insurance covering the entire internship period.

## 8.5 Working hours

The intern will work 38 hours a week (Mon to Thu: 08:30 - 17:00/Fri: 08:30-12:30). Interns shall be entitled to the same Italian national holidays and days off when the offices are closed.

## 8.6 Leave entitlement

An intern shall be entitled to two days leave per month. This entitlement shall be acquired pro rata to the months worked. The leave request shall first be approved by the Internship Advisor or the Chief of the receiving Branch and then authorised by the Chief of the Personnel Branch.

## 8.7 Absences

### (a) Absence in case of sickness

In the event of sickness, an intern shall immediately notify the internship Advisor indicating, where possible, the likely duration of the absence.

### (b) Absence without justification

When an intern is absent without justification or without notifying the Internship Advisor, the ENFM OHQ may decide to terminate the Internship.

  
**Fabio AGOSTINI**  
**Rear Admiral, Italian Navy**  
**Operation EUNAVFOR MED IRINI**  
**Operation Commander**



## Operation EUNAVFOR MED IRINI

Examples of diplomas for which the level of education corresponds to that required for access to the internship

COUNTRY	UNIVERSITY LEVEL EDUCATION At least 3 years in length
BELGIUM FR	Bachelor
BELGIUM NL	Bachelor
ČESKÁ REPUBLIKA	Diplom o ukončení Bakalářského studia
DANMARK	Bachelorgrad
DEUTSCHLAND	Fachhochschulabschluss (6-7 Semester)
EESTI	Bakalaureusekraad (<160 ainepunkti)
ESPAÑA	Diplomado / Ingeniero Técnico
FRANCE	Master
ΕΛΛΑΔΑ	Δίπλωμα Α.Ε.Ι. (πανεπιστήμιο, πολυτεχνείο, Τ.Ε.Ι. υποχρεωτικής τετραετούς φοίτησης)
IRELAND / EIRE	Bachelor's degree
ITALIA	Laurea – L (breve)
ΚΥΠΡΟΣ/	Πανεπιστημιακό δίπλωμα
LATVIJA	Bakalauradiploms (<160 kredīti)
LIETUVA	Bakalauras (<160 kreditas)
LUXEMBOURG	Diplômé d'Ingénieur technician
MAGYARORSZÁG	Főiskolai Oklevél
MALTA	Bachelor's degree
NEDERLAND	Bachelor
ÖSTERREICH	Fachhochschuldiplom (6-7 Semester)
POLSKA	Licencjat – Inżynier
PORTUGAL	Bacharelato
SLOVENIJA	Diploma o Pridobljeni Visoli Strokovni Izobrazbi
SLOVENSKÁ REPUBLIKA	Diplom o ukončení Bakalářského štúdia
SUOMI / FINLAND	Kandidaatti / Kandidatexamen Ammattikorkeakoulututkinto / Yrkeshögskoleexamen (min.120 opintoviikkoa ) studieveckor)