FREQUENT ASKED QUESTIONS ON INTERNSHIPS

Contact details
Greens.HR@europarl.europa.eu
Website

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A. GENERAL QUESTIONS

1. What kind of internship does the Greens/EFA Group in the European Parliament offer?
The Greens/EFA Group offers full-time paid internships of maximum 5 months for students, people who have recently graduated from university and people in career reorientation.
Shorter paid internships are not available.
The Greens/EFA Group does not offer unpaid internships.

2. Are Greens/EFA internships paid?
Yes, the interns working within the Greens/EFA Secretariat receive an internship allowance of 1.890 EUR per month as well as sickness insurance, accident insurance.

3. What are the internship periods?
There are two internship periods every year:

- End of February/Beginning of March to end of July (Spring internship period)
- End of September/Beginning of October to end of February (Automn internship period)

The exact start and end date will be communicated to the selected interns.

4. What is the deadline for applying?
Applications for internships are open twice a year on the Greens/EFA website (see point C. Application - page 5).
The deadlines for applications are:

- End of November, for internships starting at the end of February/beginning of March the following year.
- End of June, for internships starting at the end of September/beginning of October.

Each call for applications is published for three weeks.

5. What is the duration of an internship in the Greens/EFA Group?
Maximum 5 months. No prolongation will be granted.

6. Where do the internships take place?
The internships take place in the European Parliament, within the Greens/EFA Secretariat in Brussels.

7. Are internships available in summer?
No, there are no internships during summer period, but Spring internship starting in March usually finishes end of July.

8. Can candidates apply for an internship in different EU institutions at the same time?
Yes, as long as they fulfil the eligibility criteria.

9. Is the Greens/EFA Human Resources unit responsible for the selection of interns in the offices of Greens/EFA MEPs?
No. The Human Resources unit does not have an overview of the Greens/EFA Members' needs for interns. MEPs manage their own internship programmes. If a candidate wishes to apply for an internship with a Greens/EFA MEP, they have to send their application directly to the concerned Member. The list of Members is available on the Greens/EFA website: https://www.greens-efa.eu/en/who-we-are/our-meps

10. What is expected from an intern?
The work of Greens/EFA interns will vary depending on their profile, the needs of the service and on the unit/cluster in which they will be allocated.

The tasks may include supporting the Greens/EFA policy advisors, Communications team, network officers and campaigners or the Central Secretariat in their daily work. For example: monitoring parliamentary activities, drafting background notes and briefings, preparing minutes, updating databases, helping in the organisation of Group events or with press work, contributing to the Group's campaigns, taking part in relevant meetings at unit/cluster, working group, Committee, and Greens/EFA Group level.
Each internship position is described in a job description, published with the call for applications, which gives the tasks, the team and the link to apply. Before the internship starts, the supervisor drafts a work plan with

the intern's tasks and objectives, which is discussed at the first meeting between the intern and the supervisor.

11. Which profiles can apply for an internship?
The internship programme is open to three profiles: people with no prior experience, who will mainly learn on the job; people with some relevant experience, who can take on more autonomous tasks earlier; and people in career reorientation, who have already had a first career and want to explore the political and European environment.

B. ELIGIBILITY

12. What are the eligibility criteria?
Applicants for internships have to fulfil the following conditions:

- Be a student or recently graduated with an officially recognised higher degree.
- Candidates in career reorientation should preferably hold an officially recognised higher degree.
- Be aged 18 or over on the internship start date. There is no upper age limit.
- Be a national of a Member State of the European Union or an accession/candidate country. However, the Group may offer a limited number of internships to nationals of other countries.
- Share Green values.
- Have an very good standard of English and be fluent in at least one other EU language. Knowledge of additional languages is an asset and is also valued.
- Have no other internship or professional activity in parallel.
- Not having already completed an internship in a European institution, body or agency.

13. Can candidates apply for an internship in the Greens/EFA Group if they have already completed an internship at another European institution?
No. Candidates who have already completed an internship in a European institution, body or agency will not be considered.

14. Can candidates apply for an internship in the Greens/EFA Group if they have worked as an intern for a Member of the Greens/EFA Group?
Priority will be given to candidates who have not yet had experience within the office of an MEP.

15. Can a candidate apply for a Schuman or Blue Book internship after the internship in the Greens/EFA Group?
No. If a candidate carries out an internship in the Greens/EFA Secretariat longer than two months, they will not be able to apply for the Schuman or Blue Book internships since political groups are considered as bodies of the European Union.

16. Can non EU-citizens apply?
Yes, if they meet the eligibility criteria.

17. Can PhD students apply?
Yes, if they meet the eligibility criteria.

18. Can candidates with a non-EU diploma apply?
Yes. However, a translation in English or French of the diploma must be provided, together with the description of the EU equivalent degree.

19. What are the minimum linguistic requirements?
Have a very goof level of English and be fluent in at least one other EU language. Knowledge of additional languages is also valued.

C. APPLICATION

20. How do candidates apply for an internship?
Candidates have to apply online via the links provided on the Greens/EFA internship webpage: https://www.greens-efa.eu/en/get-involved/work-with-us

Each internship position has its own job description, with the tasks, the team and a link to the application form. Candidates choose a first and a second choice and explain their motivation and experience for each of them. A CV must be uploaded to the application form.

21. Can candidates send a spontaneous application?
No. The Greens/EFA Group does not accept spontaneous applications for internships sent by email.

22. Can candidates reuse their application from previous periods to apply again?
No. Candidates have to apply for each internship period separately.

23. Can candidates apply for an internship without any work experience?
Yes. Candidates are not required to have any work experience in order to apply for an internship.

24. Do candidates need to upload any document(s) when applying for an internship?
Yes. Candidates need to upload their CV (Europass or resume) into the application form.

25. Can candidates change their application if they notice they have made a mistake?
Once submitted, it is not possible to modify the application.

26. What makes a good statement of motivation?
Candidates are invited to explain, in a simple and informative way, why they are applying for the internship and why the position appeals to them. No need to repeat the CV: it is important that candidates tell something that will make a difference and they show that they can contribute to the Greens/EFA work and values.

27. What is the recruitment and diversity monitoring form?
After submitting their application, candidates can choose to complete a recruitment and diversity monitoring form. Completing it is optional. The data is used to monitor who applies, to identify gaps in the pool of applicants and to improve the outreach of the programme.

28. Can candidates with a disability request adjustments?
Yes. Candidates with a disability can request reasonable adjustments to take part in the selection procedure, for example for the interview. They can contact the Human Resources unit at Greens.HR@europarl.europa.eu.

D. SELECTION PROCEDURE

29. How are interns selected?
Candidates are selected in several steps. Human Resources screens the applications on the basis of the application form, the CV and the motivation, including the first and second choices, and sends the most suitable profiles to the supervisors and Team Leaders. They establish a shortlist of three candidates per position. The shortlisted candidates are invited to an online interview of 15 minutes.

The Greens/EFA Group is an equal opportunity employer that promotes gender balance, diversity and is committed to creating an inclusive environment and to promoting active political participation of persons with disabilities and of disadvantaged groups; they are encouraged to submit their application. In case of equal merit, the Greens/EFA Group endeavours to give preference to applicants from under-represented groups as well as to ensure gender balance and geographical diversity.

30. Will candidates receive feedback if their applications is rejected?
All candidates, whether successful or not, will be personally notified by email of the outcome of their application by the Human Resources unit. Only pre-selected candidates who were incited for an interview can request feedback on their application or interview.

31. Will the Greens/EFA Group publish the results of the selection procedure?
No, the results are not published. All candidates receive information on the outcome by email.

32. If a candidate declines the internship offer, will the offer still be valid for the next internship period?
No. If a candidate is selected for the internship and they decline the offer, they must fill in a new online application for a subsequent internship period. The position may then be offered to the reserve candidate.

33. If a candidate declines the internship offer, can they apply for the next internship period?
Yes, but a new online application must be filled in.

E. AFTER SELECTION

34. Can a selected candidate delay the start of the internship?
No, the start of the internship cannot be delayed since interns are required to participate in the induction meetings foreseen during the first days of internship.

35. Can a selected candidate cancel the internship and postpone it to the next period?
No. If a selected candidate cancels the internship, they would need to apply again.

36. Do selected candidates have to provide translations of supporting documents?
It is helpful to provide the English or French version of diplomas, if available.
Applicants whose diplomas are not issued in one of the EU official languages must provide a translation of these documents into English or French.

37. Do the copies of supporting documents need to be certified?
No. There is no need to provide certified copies. However, in case of falsification of documents or false declarations, the candidate's internship will be terminated.

38. Who can help with administrative questions about living in Brussels?
The Expat Welcome Desk of the Brussels Commissioner for Europe and International Organisations can help interns, free of charge, with any practical or legal problem that may arise during their stay, such as how to register with the municipality, questions about lease contracts or any other matter regarding settling down in Brussels.
Web:
https://www.commissioner.brussels/en/
Email: info@commissioner.brussels
Phone: +32 (0)2 430 66 00

F. DURING THE INTERNSHIP

39. What happens on the first day and during the first week?
On the first day, Human Resources welcomes the interns, oversees the signing of the internship contract, explains their rights and obligations and organises a tour of the premises. The supervisor then introduces the intern to the team and presents the work plan and the first tasks. During the first week, the supervisor organises a team presentation meeting and a first meeting to go through the work plan. Interns also attend the onboarding sessions organised by Human Resources: These sessions are mandatory and the intern is expected to attend all of them.

40. Who will be responsible for interns during the internship?
All interns will work under the guidance of a supervisor throughout their internship. Supervisors are chosen among the Greens/EFA staff in accordance with the content of the internship. will be the contact person.

41. Can interns telework?
Yes. Interns can telework up to 9 days per month, in line with the Greens/EFA Group's internal rules on telework. Interns will receive relevant information at the beginning of the internship.

42. Can interns work part time during the internship?
No. Interns are engaged on a full-time basis.

43. Are interns entitled to annual leave?
Yes. Interns are entitled to 2 days of leave for each month worked during their internship, calculated on the basis of the internship's total duration. The leave must be taken in agreement with the responsible internship supervisor and Team Leader. Untaken days of leave will not be reimbursed at the end of the internship.

44. Will interns have to travel on mission during their internship?
Interns may be sent on mission to Strasbourg for the plenary session once during the internship.

45. What should interns do if they fall ill?
Interns who fall ill must, on their first day of absence, inform their supervisor and the internship coordinator in the Human Resources unit. If the absence for medical reasons lasts more than three days, the intern must send a medical certificate to the internship coordinator.

46. Does the Greens/EFA Group provide training during the internship?
Yes. Interns will have access to LinkedIn training platform and to the internal learning platform of the European Institutions. Interns will discuss with their supervisors and Team leader how to plan their trainings in accordance with their tasks and workload.

47. Does the Greens/EFA Group provide accommodation?
No. Interns are responsible for finding and paying for their accommodation during the internship. The internship coordinator in the Human Resources unit will provide the selected interns with relevant information.

48. Can interns terminate their internship before its given end date?
The intern may request the termination of their internship earlier than the date specified in the internship agreement. That request shall be received by the Human Resources unit at the latest five working days prior to the end date sought.

49. Can the Greens/EFA Group terminate the internship before its given end date?
On justified grounds (for ex: insufficient professional performance, breach of the rules regarding obligations, behavior and conduct), the Secretary General or the Deputy Secretary General responsible for Human Resources reserves the right to terminate the internship before its given end date.

50. Can the duration of the internship be extended?
No, the duration of the internship cannot be extended.

51. How will interns be supported during the internship?
Interns will have regular contacts with their supervisor and the Human Resources Team.

G. FINANCIAL AND TECHNICAL SUPPORT

52. How much is the monthly allowance?
The internship allowance is of 1.890 EUR per month.

53. Are interns insured?
Yes. All interns are insured for the duration of the internship against risks of sickness and accidents. Relevant details will be provided by the internship coordinator to the selected interns.

54. Are interns entitled to allowances?
Interns receive an allowance to cover their mission expenses when they are sent to Strasbourg for the plenary session (once during the internship). Rules governing the reimbursement of costs linked to missions for the Greens/EFA Group staff apply for interns.

55. In addition to the monthly allowance, is there other support?
Interns do not receive any lunch vouchers; however, with their badge, they will get a discount in the EP canteens.

56. Do interns need to have a bank account in Belgium?
No. Interns can use a bank account in another country, provided it is in their name and it accepts transfers in euros. Interns have to bear any costs that may arise from transfers.

57. Is it possible to obtain an advance payment of the internship monthly allowance on arrival?
No. It is not possible to receive an advance payment.

58. Will interns receive an advance payment before the start date of a mission?
No. It is not possible to receive an advance payment.

59. Do interns have to pay taxes related to their monthly allowance?
As the internship is not considered an employment, the monthly allowance is not a salary. Nothing is deducted from the monthly allowance (neither social security, nor taxes).
Interns shall be solely responsible for meeting their tax obligations by virtue of the laws in force in Belgium. The internship allowance is not subject to Community tax.

60. Will IT equipment be provided?
Yes. At the beginning of the internship, all interns will receive a mobile device that they can use for work when they are in the European Parliament's premises as well as for home office.
The IT equipment needs to be returned at the end of the internship.

61. Will interns be sharing an office?
Yes, interns will share an office with their supervisor, other staff members and/or other interns.