

**Da:** Silvana Interdonato <silvana.interdonato@unime.it>  
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**A:** Protocollo Generale e Gestione documentale  
**Oggetto:** I: PES Edition 2024/2025 - Launching on new edition!  
**Allegati:** EUIPO Pan-European Seal Programme.zip; EPO Pan-European Seal Young Professionals Programme.zip

Si inoltra per la protocollazione  
 Cordiali saluti  
 Silvana Interdonato

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**Da:** Pan\_European\_Seal <Pan\_European\_Seal@euipo.europa.eu>  
**Inviato:** lunedì 11 dicembre 2023 14:35  
**A:** Pan\_European\_Seal <Pan\_European\_Seal@euipo.europa.eu>; Pan-European Seal <paneuropeanseal@epo.org>  
**Oggetto:** PES Edition 2024/2025 - Launching on new edition!

**Dear Pan-European Seal (PES) University Members,**

We are delighted to announce the launch of the **2024/2025 Edition of the Programme.**

We would be grateful if you could begin promoting this fantastic opportunity to your students to give them sufficient time to become familiar with both the EUIPO and the EPO, the benefits of the programme and also ask questions should they have any. This will enable them to make a fully informed and competitive application.

To assist you in this effort, both Offices have prepared a variety of material that we kindly request you to share with your students.

We also kindly request that you reserve space in your calendars for an online information session addressed to the PES Universities contact points (not to potential student applicants) on **Tuesday 23 January 2024, 14h00 – 15h30 CET** where we can provide further insights. We will send an MS Teams invite in due course to provide the login details for the session.

**Key dates of the EPO/EUIPO Pan-European Seal programme**

Timeline	
December 2023	Programme Launch with universities begins
23 January 2024	Information session for PES Universities
1 - 29 February 2024	Deadline for university shortlists to be sent to the EUIPO and the EPO (a separate shortlist for each organisation)
15 February - 15 March 2024	Vacancies open online and application deadline for candidates (for the EPO)
1 – 31 March 2024	Vacancies open online and application deadline for candidates (for the EUIPO)
<b>16 September 2024</b>	Programme start date at the EUIPO and the EPO

**EUIPO Launch package for programme Edition 2024/2025**

- The EUIPO Pan-European Seal Programme **informative brochure**
- **General Instructions Guidelines (GIGs)** outlining the timeline, the shortlisting and application requirements as well as the main technical areas for this edition at the EUIPO

- **A YouTube video link regarding the European Union Intellectual Property Office (EUIPO)** enabling you to promote the programme via your university's website or social media channels: [https://www.youtube.com/watch?v=LM3AE6\\_4Wvo&t=1s&ab\\_channel=EUIPO](https://www.youtube.com/watch?v=LM3AE6_4Wvo&t=1s&ab_channel=EUIPO)
- **A YouTube video link with testimonials of the PES programme at the EUIPO** enabling you to promote the programme via your university's website or social media channels: [https://www.youtube.com/watch?v=hoLEtwv0f0M&ab\\_channel=EUIPO](https://www.youtube.com/watch?v=hoLEtwv0f0M&ab_channel=EUIPO)

### EPO Launch package for programme edition 2024/2025

- A [presentation](#) the EPO and the Pan-European Seal Young Professionals Programme
- [General Instructions Guidelines \(GIGs\)](#) outlining the timeline, the shortlisting and application requirements, as well as the main technical areas for this edition
- A **social media kit** enabling you to promote the programme via your university's website or social media channels, which you are welcome to adapt to suit your needs. The social media kit is also available to you as a "Trello board": [Pan-European Seal Young Professionals - social media kit for universities](#)
- An **MS Form** for University submissions of the **shortlist** with your candidates (*click on the link below to nominate your candidates, you should submit one candidate per form, to nominate further names, click again on the same link*): EPO Shortlist form for Edition 2024/2025.

Should you require any further information, please visit our websites or contact us directly:

#### EUIPO:

- [Pan-European Seal Traineeship Programme website](#)
- [General Information and deadlines for universities](#)
- [FAQs for students](#)
- [EUIPO Academy Learning Portal](#)
- [Additional activities under the Network of IP Academies \(NIPA\)](#)
- [Pan\\_European\\_Seal@euipo.europa.eu](mailto:Pan_European_Seal@euipo.europa.eu)

#### EPO:

- [Pan-European Seal Young Professionals Programme website](#)
- [FAQs for universities](#)
- [FAQs for students](#)
- [EPO e-learning centre](#)
- [paneuropeanseal@epo.org](mailto:paneuropeanseal@epo.org)

More than 1300 trainees have been welcomed by the EUIPO and the EPO since the inception of the programme. Thank you for your continued support and engagement in the Pan-European Seal Programme.

We look forward to receiving your candidate shortlists, to promoting young talents and to further collaborating with you in the continued success of the programme.

Kind regards,

#### EUIPO Academic Initiatives Team

[Pan-European Seal Programme](#) (PES)  
EUIPO Academy  
Learning Activities and Academic Initiatives Service (LAAIS)  
European Union Intellectual Property Office  
Avenida de Europa 4, E-03008 Alicante, Spain  
Tel (direct): +34 96 513 9014 / 8847  
Email: [Pan\\_European\\_Seal@euipo.europa.eu](mailto:Pan_European_Seal@euipo.europa.eu)

[www.euipo.europa.eu](http://www.euipo.europa.eu)

Twitter: @EU\_IPO

#### EPO

[Pan-European Seal Young Professionals Programme](#)  
European Patent Office  
Bob-van-Benthem-Platz 1 | 80469 Munich | Germany

Email: [paneuropeanseal@epo.org](mailto:paneuropeanseal@epo.org)

[www.epo.org](http://www.epo.org) | [Twitter](#) | [LinkedIn](#) | [Instagram](#)  
| [Facebook](#) | [YouTube](#)

# 10 years anniversary

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*IMPORTANT: This message is intended exclusively for information purposes. It cannot be considered as an official EUIPO communication concerning procedures laid down in the European Union Trade Mark Regulations and Community Designs Regulations. It is therefore not legally binding on the EUIPO for the purpose of those procedures. The information contained in this message and attachments is intended solely for the attention and use of the named addressee and may be confidential. If you are not the intended recipient, you are reminded that the information remains the property of the sender. You must not use, disclose, distribute, copy, print or rely on this e-mail. If you have received this message in error, please contact the sender immediately and irrevocably delete or destroy this message and any copies.*

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# “I never quit science. I just switched from university to curiosity.”

Kick start your career in Intellectual Property (IP) with our Pan-European Seal Young Professionals Programme for up to three years.

The Pan-European Seal Young Professionals Programme lasts one year with a possible extension and is available in the following areas:

- Science and Engineering
- Information Technology
- Human Resources and Business Administration
- Economics and Finance
- Law
- International Relations and Communication

**Vacancies open until  
15 March 2024!**

More information on:  
[epo.org/pan-european-seal](https://epo.org/pan-european-seal)



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## **Social Media & Website Kit for Universities**

The EPO looks forward to welcoming talented graduates from your university as candidates for the Pan-European Seal Young Professionals programme at the EPO, offering a unique insight into the workings of an international organisation.

To assist you in this endeavour, we have prepared the following materials, which you may share with your students via your website, social media platforms, and/or email. Please feel free to adapt the accompanying texts should you wish to do so.

Thank you for promoting this fantastic opportunity among your students.

### Contents

1. Social Media Posting
2. Video integration
3. Integration on Website
4. Email attachment

## 1. Social Media Posting



**“I never quit science.  
I just switched from  
university to curiosity.”**

Kick start your career in Intellectual Property (IP)  
with our Pan-European Seal Young Professionals  
Programme for up to three years.

**Vacancies open until 15 March 2024!**

More information on:  
[epo.org/pan-european-seal](https://epo.org/pan-european-seal)



The Pan-European Seal Young Professionals Programme offers you the opportunity to gain valuable on-the-job experience in the multicultural environment of the European Patent Office.

#YOUNGPROFESSIONALS

Click here to find out more: [epo.org/pan-european-seal](https://epo.org/pan-european-seal)

## 2. Video for integration (YouTube link) or social media posting



We have asked our **PAN Seals**  
some **questions...**



[The Pan-European Seal Young Professionals Programme at the EPO](https://www.youtube.com/watch?v=...)

Check out this video to get an insight into the Pan-European Seal Young Professionals Programme and to hear what our Young Professionals really think about the programme:

[https://www.youtube.com/watch?v=JqVHwmlVEUc&feature=emb\\_logo](https://www.youtube.com/watch?v=JqVHwmlVEUc&feature=emb_logo) #YOUNG  
PROFESSIONALS



### 3. Integration on Website



**“I never quit science.  
I just switched from  
university to curiosity.”**

Kick start your career in Intellectual Property (IP) with our Pan-European Seal Young Professionals Programme for up to three years.

**Vacancies open until 15 March 2024!**

More information on:  
[epo.org/pan-european-seal](http://epo.org/pan-european-seal)



Learn as you work: The Pan-European Seal Young Professionals Programme gives high-achieving university graduates the opportunity to gain valuable on-the-job experience in the multicultural environment of the European Patent Office.

Apply in one of the following areas: Science and Engineering, Information Technology, Human Resources and Business Administration, Economics and Finance, Law, International Relations and Communication.

Vacancies are open until 15 March 2024!

Get more information on: [epo.org/pan-european-seal](http://epo.org/pan-european-seal)

Click [here](#) to watch a video about the programme:

#### 4. Email attachment (please use PDF document enclosed)



**“I never quit science. I just switched from university to curiosity.”**

Kick start your career in Intellectual Property (IP) with our Pan-European Seal Young Professionals Programme for up to three years.

The Pan-European Seal Young Professionals Programme lasts one year with a possible extension and is available in the following areas:

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- Law
- International Relations and Communication



**Vacancies open until  
15 March 2024!**

More information on:  
[epo.org/pan-european-seal](https://epo.org/pan-european-seal)



# EPO Pan-European Seal Young Professionals Programme General Instruction Guidelines – Edition 2024-2025

## HIGHLIGHTS

- First employment experience
- Possibility of extension from one up to three years
- Salary conditions (ca. €2200 net monthly in the first year, rising to ca. €3300 net in the second and third year)
- Coverage by EPO social security scheme (including private health insurance)
- Opportunities for secondment after Yr1
- Possibility of partial teleworking scheme

As Young Professionals at the European Patent Office, the second-largest intergovernmental organization in Europe, high-achieving university graduates are selected to undertake challenging assignments in a range of departments at the EPO's headquarters in Munich, Germany, or at another EPO site such as The Hague, Vienna, Berlin or Brussels. The programme is a first employment opportunity and offers targeted self-development training. It is a 12-month programme with the possibility of an extension for up to three years, based on merits and performance.

### 1. Criteria for eligible candidates

Eligible candidates must, by the start of the programme, possess:

- Nationality of an [EPO Member State](#)
- Diploma of completed university studies at bachelor's level;
- Excellent knowledge of one of the EPO's official languages (English, German, French).

### 2. University shortlist

To be considered for the programme, candidates must be shortlisted by their university that is a member of the Pan-European Seal Programme. Applications from non-shortlisted candidates will not be considered. Please note that the same candidate cannot be shortlisted for both the EPO and EUIPO, and that the university's own minimum selection criteria may differ from that of the EPO.

### 3. Online application

Shortlisted candidates must submit an online application, containing:

- A letter of motivation expressing the reasons for applying
- Up-to-date Curriculum Vitae
- A degree certificate (a provisional declaration may be submitted pending the conferral of your degree)\*

### 4. EPO selection procedure

The EPO will consider the applications of all shortlisted candidates. Suitable candidates will then be invited to an online interview with their prospective tutor and line manager. Candidates suitable for multiple business areas may be interviewed more than once.

### 5. Post-selection

Successful candidates will be informed in June, by the start of the programme, and are required to complete the following e-learning courses:

- [Course: Introduction to the European patent system \(epo.org\)](#)
- [Course: Using CPC in classification \(epo.org\)](#)
- [Course: The EPO as a PCT authority \(epo.org\)](#)

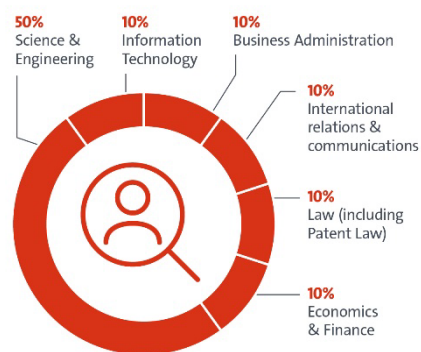
### 6. Timeline

<b>December 2023</b>	Programme launch with universities begins
<b>15 February 2024</b>	Vacancies open online
<b>29 February 2024</b>	Deadline for university shortlist

<b>15 March 2024</b>	Deadline for students' application submission
<b>June 2024</b>	Communication of results to candidates
<b>September 2024</b>	Communication of results to universities
<b>16 September 2024</b>	Start of programme at the EPO

### 7. Vacancies

The EPO reserves the right to select candidates according to the Office's business needs. For the 2024 - 2025 programme, there are ca. 100 vacancies offered in the following areas (indicative):



In particular, the EPO is looking for bright scientists and engineers with a strong academic background in a wide range of technical areas. Further details on the EPO's specific areas of interest can be found on the next page of this document.

### 8. Compensation & Benefits

Young professionals will receive a salary of ca. €2200 net monthly in the first year, rising to ca. €3200 net in the second and third year. All young professionals are covered by the EPO's social security scheme (including health insurance) and pension scheme.

### 9. Further information

More information on the EPO Pan-European Seal Young Professionals Programme is available via our [website](#).

For further queries, please contact: [paneuropeanseal@epo.org](mailto:paneuropeanseal@epo.org)

\*The final degree certificate must be presented to the EPO latest at the start of the programme

# Details of opportunities for students of technical courses

We look for many talented students with engineering and scientific backgrounds to join us as young professionals in patent examination. Please see below the range of technical areas offering programme seats.



For more details, please visit: [https://jobs.epo.org/content/Technology-Communities/?locale=en\\_GB](https://jobs.epo.org/content/Technology-Communities/?locale=en_GB)



Europäisches  
Patentamt  
European  
Patent Office  
Office européen  
des brevets

Member of the  
**Pan-European Seal**  
Programme



**EUIPO**  
EUROPEAN UNION  
INTELLECTUAL PROPERTY OFFICE



# PAN-EUROPEAN SEAL YOUNG PROFESSIONALS PROGRAMME AT THE EPO

EPO YOUNG PROFESSIONALS PROGRAMME TEAM | DECEMBER 2023

## THE EPO AT A GLANCE

### Our mission



We provide patent protection for inventions in up to 44 countries on the basis of one single application

**6,298**

Employees, of which around



Highly qualified **patent examiners**  
**working in all fields of technology**

### 2nd largest



Intergovernmental institution in Europe

### Our locations

Munich (headquarters), The Hague, Berlin, Vienna and Brussels



### Self-financing



Budget of **EUR 2.57bn**  
without any public funding

## TODAY ... AN AREA WITH SOME 700M INHABITANTS

### 39 European member states

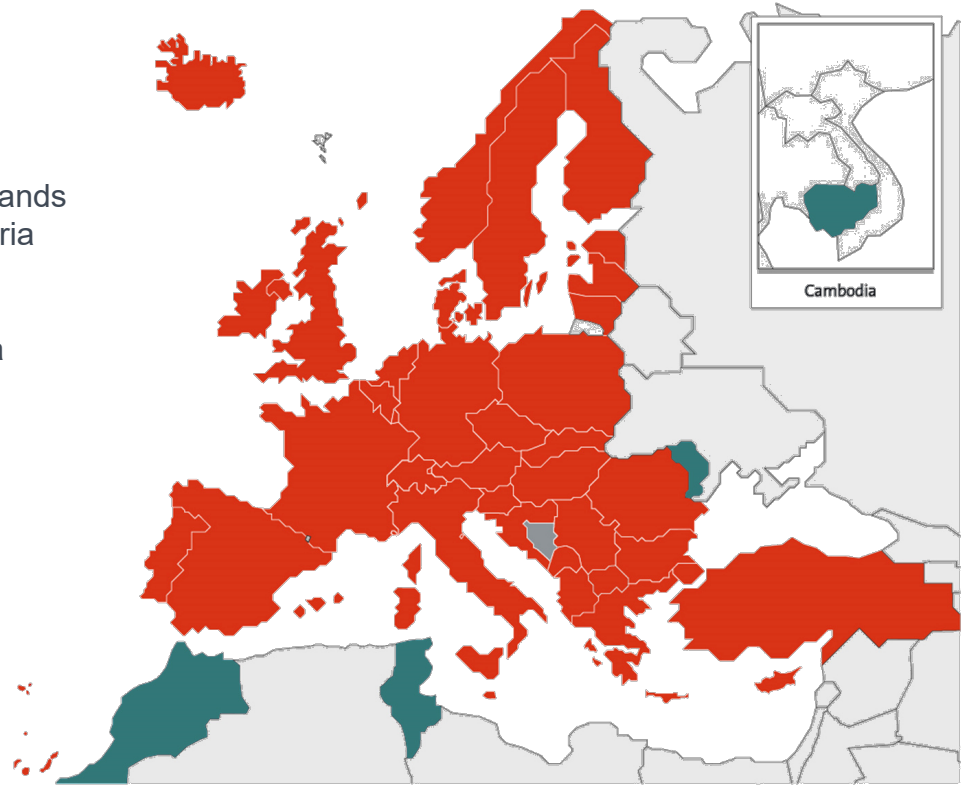
Belgium • Germany • France • Luxembourg • Netherlands  
Switzerland • United Kingdom • Sweden • Italy • Austria  
Liechtenstein • Greece • Spain • Denmark • Monaco  
Portugal • Ireland • Finland • Cyprus • Türkiye  
Bulgaria • Czech Rep. • Estonia • Slovakia • Slovenia  
Hungary • Romania • Poland • Iceland • Lithuania  
Latvia • Malta • Croatia • Norway • North Macedonia  
San Marino • Albania • Serbia • Montenegro

### One European extension state

Bosnia and Herzegovina

### Four validation states

Republic of Moldova • Morocco  
Tunisia • Cambodia





# FIRST JOB OPPORTUNITY FOR THE NEXT GENERATION OF IP PROFESSIONALS

## EPO, via the **Pan-European Seal Young Professionals Programme (Pan-Seal YPP)**

- co-operates with university partners in fostering IP learning,
- promotes a vibrant IP culture in Europe for knowledge and innovation-based growth,
- offers an attractive/competitive first employment opportunity for young professionals at the EPO,
- grows IP talents and supports the development of IP expertise across Europe.



Every year 100 graduates from partner universities join the EPO, bringing background in different areas:



Science and engineering



Information Technologies



Human resources and business administration



International relations and communication



Economics and finance



Law

## HIGHLIGHTS OF THE PROGRAMME



First employment  
experience



Possibility of  
extension from  
one up to three  
years



Coverage by  
EPO social  
security scheme  
(including private  
health insurance)



Salary conditions  
(ca. € 2 200 net  
monthly in the  
first year, rising  
to ca. € 3 300 net  
in the second  
and third year)



Opportunities for  
secondments in  
the third year

## RECRUITMENT CRITERIA



Nominated by the  
partner university



National of an  
EPO member  
state



Excellent in at  
least one EPO  
language (English,  
French, German)



Bachelor degree  
or higher



No previous  
professional  
experience  
required

Interested?  
Ticking all the boxes?

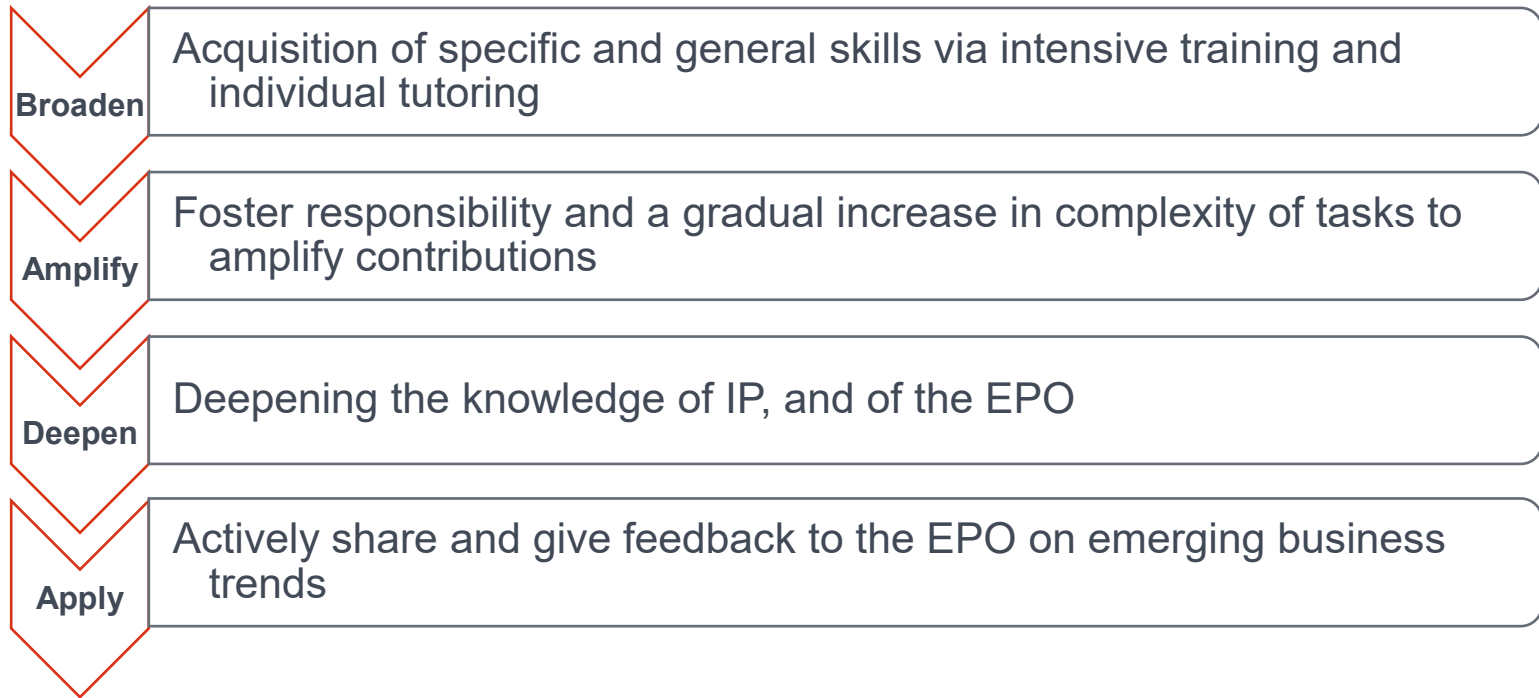
Apply  
here

## DETAIL ON DEGREE REQUIREMENT

**Every shortlisted candidate holding a nationality of one of the EPO member states is eligible to apply if:**

- already in hold of diploma degree (Bachelor / Master / PhD)
- or in case of 5-year Master programmes – submitting an attestation from university confirming the bachelor level of so far completed studies (including the number of completed ECTS)
- or candidates who don't have diploma yet but are in the last year of their Bachelor / Master / PhD studies and expect to receive the diploma at the latest upon the start of the programme (in such case, the application shall contain information on the expected date of completing the studies)

## CONTINUOUS DEVELOPMENT OF YOUNG PROFESSIONALS' SKILLS



# TIMELINE





**EUIPO**  
EUROPEAN UNION  
INTELLECTUAL PROPERTY OFFICE

Member of the  
**Pan-European Seal**  
Programme



The Executive Director

**DECISION No ADM-22-10-REV on  
traineeships offered by EUIPO**

The Executive Director of the European Union Intellectual Property Office ('EUIPO' or 'the Office'),

Having regard to Regulation (EU) 2017/1001 of the European Parliament of the Council of 14 June 2017 on the European Union trade mark<sup>(1)</sup> and in particular to Article 143, Article 152(6) and Article 157(1) thereof,

Having regard to the Headquarters Agreement between the Kingdom of Spain and the European Union (Office for Harmonization in the Internal Market – Trade Marks and Designs – OHIM) of 20 September 2011 ('Office Seat Agreement') and in particular to Article 5 thereof,

Having regard to the Decision No ADM-22-10 of the Executive Director of the Office on traineeships offered by EUIPO,

Whereas:

- (1) It is in the interest of the construction of the European Union and in that of the Office that the latter promotes its work amongst university graduates, young professionals and employees of National and International Industrial Property Offices and other Public Bodies ('NIPOs & PBs') dealing with trade marks and designs.
- (2) Traineeship programmes at EUIPO are a valuable instrument to promote European integration providing trainees with first-hand experience in a multicultural working environment.
- (3) Traineeship programmes at EUIPO give the opportunity to provide young professionals and university graduates with in-depth Intellectual Property ('IP') knowledge, including protection and enforcement of intellectual property rights IP infringements and best practices.
- (4) The Office in cooperation with the European Patent Office ('EPO') and EU Institutions/Agencies administering IP rights is working on the promotion and implementation of the Pan-European Seal ('PES') Professional traineeship programme.

HAS ADOPTED THE FOLLOWING DECISION:

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<sup>(1)</sup> OJ L 154, 16.6.2017, p. 1.



## **Chapter I**

### **General provisions**

#### *Article 1*

#### **Purpose and scope**

These rules govern the following traineeship programmes offered by EUIPO:

- a) PES Professional traineeship programme;
- b) Young Professionals traineeship programme;
- c) Junior IP employees traineeship programme;
- d) Unpaid traineeship programme; and
- e) Hosting traineeship programme.

Traineeships served under the above programmes shall seek principally to:

- a) provide training in intellectual property rights;
- b) provide practical knowledge of the daily work of the Office and/or the National Intellectual Property Offices (NIPOs);
- c) provide the opportunity to extend and apply knowledge acquired in the course of studies or working life;
- d) enable trainees to gain valuable personal experience through the contacts they make in their everyday work;
- e) promote European integration through active participation and to create awareness of true European citizenship in a multicultural and multilingual environment.

The Office through its official traineeship programmes:

- a) benefits from the input of people with recently acquired education, who can give a fresh point of view and up-to-date knowledge, which will enhance the everyday work of the Office;
- b) creates a pool of people with first-hand experience of the EU trade mark and Community design system as well as various other activities of the Office, and who will contribute to spreading EU and IP knowledge awareness;
- c) extensively promotes IP knowledge including infringements of IP titles and best practices;
- d) creates stronger bonds with NIPOs and PBs in particular about IP matters.

#### *Article 2*

#### **Eligibility**

##### **1. Nationality**

Trainees shall be selected from among nationals of the Member States of the European Union. A limited number of nationals of candidate countries and third countries, amounting to approximately 10% of the available positions, may be accepted.

## 2. Qualifications

### a) Education

Except as otherwise provided hereinafter, candidates must have completed successfully at least the first cycle of a higher education course<sup>2</sup> certified by an official document from the University before the selection procedure starts.

### b) Languages

Applicants must have a good knowledge of one language of the EUIPO: English, French, German, Italian and Spanish (minimum B1 level).

Furthermore, depending on the traineeship programme, additional language requirements might apply.

### c) Working experience

The previous working experience required for each traineeship programme is specified in the Chapter II of this Decision.

The Office will not accept applications from candidates who have already benefited or are benefiting from any kind of in-service traineeships (paid or unpaid) within a European institution, agency or body as listed on the Europa website<sup>3</sup>, including any person who is or has been an assistant to a member of European Parliament, a contracted consultant or *intra-muros* researcher, an official, a temporary staff member, a contract staff member, an auxiliary staff member, a Seconded National Expert (SNE) or an interim staff member of any EU institution, agency, body, delegation or representative office, whatever the duration.

Exception may be granted to a limited number of candidates who served previously only one traineeship in an EU Institution or EU Agency administering IP rights and that concluded a Memorandum of Understanding ('MoU') with the EUIPO for its participation in the PES Talent Bank.

Candidates should inform the Human Resources Department of the Office, (hereinafter 'HRD') of any change in their situation that might occur at any stage of the selection process.

## Article 3

### Admission procedure

#### 1. Number of traineeships

On the proposal of HRD, the Executive Director of the Office decides the number of traineeships available for each traineeship programme and traineeship period, taking

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<sup>2</sup> Details of the minimum national qualification requirements by the legislation in the country where the diploma was obtained can be consulted [here](#).

<sup>3</sup> [https://europa.eu/european-union/about-eu/institutions-bodies\\_en](https://europa.eu/european-union/about-eu/institutions-bodies_en) .

into account the level of budgetary appropriations available and the capacity of each Department to accommodate trainees.

## **2. Selection procedure**

Trainees are selected in accordance with the general provisions established in this Chapter and those specified for each traineeship programme in Chapter II of this Decision.

## **3. National documentation**

Trainees are responsible for making sure that they have the correct visa, where applicable, and that they obtain all the documentation required by the authorities of the country in which they are based before commencing their traineeship.

## **4. Withdrawal of application**

At any stage of the selection process, candidates may withdraw their application by informing HRD in writing.

## **5. Unsuccessful applications**

If an application is unsuccessful, a candidate may submit a new application for a future traineeship position.

## **6. Keeping of files**

HRD keeps candidates files as foreseen in the relevant Privacy Statement, in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by Union institutions, bodies, offices and agencies and on the free movement of such data<sup>4</sup>, or any succeeding Regulations whether the candidatures gave rise to selection or were rejected or withdrawn.

### *Article 4* **Equal treatment**

The Office considers applications without discrimination on the grounds of sex, race, colour, ethnic or social origin, genetic characteristics, language, religious, political or other convictions or opinions, membership of a national minority, financial situation, birth, disability, age, sexual orientation, marital status or family situation.

### *Article 5* **Conditions of the traineeship**

#### **1. Place of traineeship**

As a general rule, the traineeship will take place where EUIPO has its main seat. However, trainees may be assigned to other places where the Office has its staff assigned or when selected in the context of the Hosting traineeship programme.

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<sup>4</sup> OJ L 295, 21.11.2018, p. 39.

## **2. Assignment and duties of trainees**

Trainees shall be assigned to a Department and/or Service and be informed of the tasks to be performed and goals to be achieved in the framework of the traineeship in terms of training and professional development. Trainees are placed under the responsibility of a supervisor. The supervisor must guide the trainee during his/her traineeship.

The supervisor must notify HRD of any significant incident occurred during the traineeship (in particular, unjustified or recurrent absences, accidents, professional incompetence, inappropriate behaviour, or interruption of the traineeship) which comes to his/her attention or of which the trainee has informed him/her.

## **3. Conduct throughout the traineeship**

Trainees must, under all circumstances, exercise their duties and behave with integrity, courtesy and consideration both in and out of the Office.

Trainees must also comply with the rules governing the in-service traineeship programme, the internal rules governing the functioning of the Office, NIPO or European Institution and the instructions given by the supervisor and the management of the receiving Department/Unit.

## **4. Wellbeing**

During the traineeship, trainees have free access to the sport and leisure facilities of the Office.

### *Article 6* **Accessibility**

The Office is certified in Universal Accessibility 170.001 and will do its best to find reasonable measures for facilitating accessibility in order to enable a candidate to benefit from equal traineeships conditions.

### *Article 7* **Rights and obligations**

#### **1. Conflict of interests**

According to the Office Guidelines on prevention and management of conflict of interests, candidates shall declare any interests which could be considered to be prejudicial to their independence.

The trainee will sign a Declaration of Interests and a Confidentiality clause before commencing the traineeship.

The Declaration of Interests shall be submitted by all trainees to identify and disclose relevant personal interests that may be considered by the Office as potentially conflicting with their assigned duties.

Declaring interests does not necessarily mean having an actual or potential conflict of interests, nor does it automatically disqualify the trainee from participating in the activities of the Office.

Trainees must not have any professional connections with third parties which might be incompatible with their traineeship (i.e. must not work for lobbyists, legal attachés, industrial property firms etc.). They are permitted to exercise gainful employments during the period of the traineeship only if they may not adversely affect the work assigned during the traineeship.

If an actual or potential conflict of interests should arise during their assignment, trainees should immediately report this to their supervisor and to HRD in writing.

## **2. Confidentiality**

Trainees must exercise the greatest discretion regarding facts and information that come to their knowledge during the course of their traineeship. They must not, in any manner whatsoever, disclose any document or information not already made public. They will continue to be bound by this obligation after the end of their traineeship. In this respect a declaration of confidentiality shall be signed before commencing the traineeship.

## **3. Right of expression**

Trainees have the right of expression, also when it comes to contacts with the Press, with due respect to the principles of loyalty and impartiality. The trainee is invited to consult when possible and follow the instructions provided by the supervisor.

## **4. Publications**

All rights, for any article or other work done for the Office, are the property of the Office. 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 Office via the traineeship supervisor or the head of the receiving Department and the Traineeships Office, implying that no objection is raised<sup>5</sup>.

### *Article 8* **Presence and absence<sup>6</sup>**

#### **1. Working time**

The hours of work shall be those applicable to staff of the EUIPO working full-time. Trainees shall be also required to register their times of arrival and departure in the Time Management tool to register the hours worked. Trainees are not allowed working overtime and teleworking.

The trainees are bound by the Office's public holidays calendar. For those assigned to a place other than the EUIPO main seat, they shall be bound by the specific public holidays calendar.

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<sup>5</sup> The trainee shall insert a disclaimer in the publication stating that the opinions set out in the article do not represent the views and opinions of the EUIPO, but are the personal views and opinions of the author.

<sup>6</sup> Article 8 provisions on 'Presence and Absence' do not apply for the Hosting traineeships during the time spent by the trainees at the NIPO. In this case, the concerned rules are established and managed by the NIPO.

## **2. Leave**

Trainees are entitled to 2 days of annual leave per month. For leave not due for a complete month, this entitlement is reduced pro rata counted from the first day of the month.

Trainees may be granted special leave in the exceptional family circumstances listed under Part II.a of the Annex to the Commission Decision C(2013)9051 of 16 December 2013 on leave. General and specific conditions and rules set therein, as well as internal rules if any, shall apply by analogy to trainees. In particular, those days have to be duly justified by a certificate that needs to be attached to the absence request introduced in the Time Management tool.

With the exception of days for trips and visits organised by the Office, any days taken for other reasons must be taken from 'annual leave'.

Days of leave not taken at the end of the traineeship do not entitle the trainees to any financial compensation.

## **3. Absences without leave**

In the event of absence without an approved leave request, the days shall be deducted from the trainee's annual leave entitlement. Where applicable, should the trainee not have more annual leave days, the absences will be deducted proportionally from his/her monthly grant in accordance to Article 13(2) of the present Decision.

## **4. Sickness**

Rules on sickness in force at the Office shall apply by analogy to trainees.

In particular, the trainee shall notify his/her supervisor immediately with copy to HRD<sup>7</sup>. Should this period of absence last for more than three days the trainee must provide the Medical Service of the Office with a medical certificate which indicates the probable length of absence. This certificate must be attached to the request for 'sick-certified' in the Time Management tool within 5 calendar days from the start of the sickness or, in case of extension of the sick leave, from the expiration of the medical certificate previously provided. The original certificate will have to be provided to the Medical Service upon return to the Office. A trainee may be subject to medical control visits.

## **5. Long absences**

In case of absence of the trainee of two weeks or more, where no reason for the absence is given, the Office terminates the traineeship without prior notice.

When reasons for the absence are given, after considering them the Office may also decide to terminate the traineeship without prior notice.

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<sup>7</sup> To the email [traineeships@euipo.europa.eu](mailto:traineeships@euipo.europa.eu)

## *Article 9* **Trainings<sup>8</sup>**

Trainees have access to language courses during the traineeship. The Office provides a maximum of 150 hours of language training in one language during their traineeship.

In addition, trainees have access to a wide range of lectures, courses and conferences on IP matters and transversal competences available internally in the Office and on the Learning Portal. IP Departments may also offer a specific IP training program for newcomers.

Some limitations to the training offered may apply to trainees assigned to places other than the main seat of EUIPO.

Trainees must request their supervisor's approval to participate in a training course via the HR system.

## *Article 10* **Suspension of the traineeship**

Under exceptional circumstances, at the written request of the trainee stating the relevant reasons, after consultation with the supervisor of the trainee, the suspension of traineeship for a given period may be authorised.

Requests for suspension must be submitted 15 working days prior to the desired date for commencing such period and cannot be submitted within the last month of training period.

Where applicable, the traineeship grant and accident insurance at the place of carrying out the traineeship shall be suspended during such period. The trainee is not eligible to claim travel expenses related to this period.

The suspension will not alter the foreseen ending date and might not be authorised for less than 15 consecutive calendar days.

## *Article 11* **End of the traineeship**

### **1. Traineeship report**

Trainees who have completed at least half of the traineeship period will receive a Traineeship Report.

Trainees and supervisors must complete their respective part of the report and forward it to HRD at least 10 working days prior to the trainee departure. References are included in the traineeship report.

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<sup>8</sup> Not applicable for Hosting traineeships for the time spent at the NIPO.

## 2. Certificates

Trainees will receive, after their traineeship period, a certificate specifying the dates of their traineeship period and the Department or Service to which they were assigned.

## 3. Early termination of the traineeship

The traineeship may terminate earlier either by decision of EUIPO or NIPO in the case of the Hosting programme or at the request of the trainee.

### a) By decision of the EUIPO or NIPO for the Hosting programme:

The Office or NIPO, reserves the right to terminate the traineeship without any financial compensation except the return travel cost, notably in such cases:

- the social behaviour or the conduct of the trainee does not prove satisfactory,
- the trainee does not comply with the rules governing the in-service traineeship programme and the internal rules governing the functioning of the Office or of the NIPO,
- the level of the trainee's competency, professional performance or knowledge of the working language is insufficient for the proper execution of his/her traineeship,
- at any moment it becomes apparent that the trainee knowingly made wrongful declarations, or provided false statements or papers at the moment of selection or during the traineeship period.

Trainee can be asked to provide explanation for his/her behaviour.

### b) At the request of the trainee:

The trainee must submit a written request to HRD at least 1 month prior to the desired date of termination, with prior notification to his/her supervisor.

### *Article 12*

#### **Future employment**

Admission to a traineeship does not confer on trainees any labour relationship with the Office or NIPO, nor does it entail any right or priority with regard to a recruitment in the Services of the Office or any other European Union Agency or Institution as a member of statutory staff.

### *Article 13*

#### **Financial matters<sup>9</sup>**

## 1. Traineeship grant

Trainees may be entitled to a traineeship grant in accordance with Chapter II of this Decision.

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<sup>9</sup> Not applicable for the Unpaid traineeship programme.



## 2. Deductions

Where trainees are entitled to a monthly grant, if it is not due for a complete month, the amount shall be reduced proportionally.

At the start of the traineeship and at any moment during the traineeship, the trainee shall declare all income sources external to EUIPO. 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 EUIPO. 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.

## 3. Contribution to travel expenses

A contribution to the travel expenses from the place of the University of the last completed studies to the place of traineeship and back, or for the Junior IP employee trainees from the seat of the NIPOs & PBs and back, shall be made in accordance with the provisions below:

- No contribution to the travel expenses shall be paid where the distance between the place of the University (or for the Junior IP employee trainees from the seat of the NIPOs & PBs) and the place of traineeship is less than or equal to 200 km,
- For distances above 200 km the following flat-rate will apply:

<i>Distance (one way and as the crow flies) between the place of the University (or seat of the NIPOs &amp; PBs) and the place of traineeship</i>	<i>Applicable flat-rate amounts (in EUR)</i>
<i>201 to 500 km</i>	<i>100</i>
<i>501 to 1000 km</i>	<i>200</i>
<i>1001 to 2000 km</i>	<i>300</i>
<i>Over 2001 km</i>	<i>400</i>

At the request of the trainee and upon presentation of the certificate of residence, the contribution to the travel expenses can be made from the place of residence instead of the place of the University of the last completed studies or of the seat of NIPOs & PBs for the Junior IP employee trainees.

A trainee shall complete at least half of the traineeship period in order to qualify for the contribution to the travel back expenses.

The contribution to the travel expenses is not due if the trainee has received a contribution of like nature from other sources.

For trainees of the Hosting programme, the EUIPO shall contribute to the travel expenses incurred by the hosted trainee, from the EUIPO place of assignment to the seat of the NIPO and back, calculated by applying the above.

The contribution to travel expenses is paid within the first two months of the start of the traineeship/hosting at the respective NIPO.

#### **4. Disability allowance**

Upon presentation of proper justification to the Medical Service of the Office and after consideration of the specific situation by the latter, trainees suffering a disability may receive a supplementary amount to their grant equal to a maximum of EUR 500 per month.

#### *Article 14* **Missions**

In exceptional cases only, the Director of the Department to which a trainee has been assigned may request authorisation for a trainee to be sent on mission, on the condition that the mission is of a technical nature and not of a representative one.

For the organisation of the mission and the reimbursement of these expenses, the general rules on reimbursement provided in the Office's Missions Guide will apply. The expenses shall preferably be taken on by the Department which requests the mission or the Academy of EUIPO (hereinafter 'the Academy') when the subject matter of the mission is training. For the Hosting traineeships, the specific rules of the NIPO shall apply for the time spent there.

#### *Article 15* **Insurances**

##### **1. Health and accident insurance**

Health and accident insurance is mandatory. All trainees shall be responsible for organising their own insurance against health and accident risks, along with any insurance required for family members, for the duration and place of the traineeship.

##### **2. Complementary insurance**

Trainees are complementarily insured against the risk of accident in accordance with the terms and limitations of the insurance policy taken out to that end by the Office with an insurance company. Trainees have to bear the cost of any other personal insurance.

#### *Article 16* **Taxation**

Trainees are solely responsible for the payment of any taxes corresponding to their monthly grant paid by the Office by virtue of the laws in force in the State in which the trainee pays tax.

In accordance with Article 5 of the Office Seat Agreement, no contribution is paid by the Office to national general institutions of Social Security.

At the request of the trainee, HRD issues a certificate, declaring the total grant received by the trainee.

## **Chapter II**

### **Specific provisions regarding traineeship programmes**

#### **Section 1**

##### **Pan-European Seal Professional traineeship programme**

###### *Article 17*

###### **Purpose**

PES Professional traineeship programme is intended to provide young university graduates with a unique and first hand practical experience of the European Union in general and the Office in particular as well as to enable them to put into practice knowledge acquired during their studies, and in particular in their specific areas of competence.

The Office also cooperates with EU Institutions/Agencies administering IP rights and the EPO (Exchange Programme) in order to broaden the knowledge gained by their trainees during their first traineeship and to increase their networking opportunities.

###### *Article 18*

###### **Selection process**

###### **1. Submission**

Within the framework of the PES, each University or Institution/ Organization / Agency having signed an MoU with the Office and the EPO, shall provide a short-list of the best aspiring candidates for traineeship. The latter are entitled to apply for a traineeship position through the e-recruitment tool published on EUIPO official website within the open application period.

###### **2. Selection criteria**

In addition to the criteria set in Article 2, applications received will be evaluated based on:

- CV and motivation letter,
- degree / diploma issued by the sending University for the given academic year,
- language skills,
- Certificate of having completed at least one of the on-line free courses of the Office Academy Learning Portal,
- The mid-term assessment for applications received under the Exchange Programme or in the context of cooperation with EU Institutions/Agencies administering IP rights.

HRD / EUIPO Departments, may require further conditions for the different profiles wherever needed.

### 3. Selection procedure

At the closure of the application period, having regard to the provision in Article 3(1) of this Decision, the Office establishes the list of the applications that best match the requirements of the profiles defined by the Departments.

### 4. Selected trainees

The selected candidates will receive, via the e-recruitment tool, an offer of traineeship, containing the confirmation of the assigned tasks, the starting date and the place of the traineeship.

With the acceptance of the offer of traineeship, the trainee accepts the terms and conditions of the traineeship as established in this Decision.

Before the commencement of the traineeship, candidates selected as trainees shall provide HRD via the Onboarding electronic tool with the following documents:

- degree / diploma issued by the sending University for the given academic year<sup>10</sup>,
- national identity card or equivalent document. For candidates coming from third countries: passport and visa valid for Spain (or place of Traineeship if other) covering the entire duration of the traineeship,
- emergency contacts,
- insurance policy covering the trainee for illness and accidents in accordance to the above Article 15, for the entire duration and place of the traineeship,
- certificate of completion of the *European Union Trade Mark (EUTM) or Registered Community Design (RCD) in a Nutshell* online course.

#### *Article 19* **Traineeship period**

The duration of the traineeship is of 12 months and 2 weeks, starting between 1 September and 15 October each year. The exact starting and end dates of traineeships are set every year and are included in the offer letter sent to the candidates. The starting date will be the same for all trainees participating in PES traineeship programme and may be deferred, upon written request by the candidate, only in exceptional and duly justified cases, after agreement of the concerned Service or Department.

In case of deferral, the duration of the traineeship might be less than 12 months; this circumstance will not alter the fixed ending date.

#### *Article 20* **Language training**

Trainees may attend during the traineeship a course of the local language of the place of traineeship if their level is lower than B1.

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<sup>10</sup> For candidates from the Exchange Programme or the cooperation with EU Institutions/Agencies administering IP rights, the diploma referred is the one justifying the acceptance to their traineeship programme.

Article 21  
**Trainees' induction programme**

At the beginning of the traineeship, trainees follow a 2 weeks mandatory Trainees' induction programme organised by EUIPO.

Such induction programme provides trainees with basic information about the Office, the general rights and obligations during the traineeship and some information about living in the place of traineeship. The time schedule allows trainees to arrange their stay.

Article 22  
**Traineeship grant**

The amount of the grant is decided every year for the entire traineeship period on the basis of budget availability. The amount of the grant shall be published in the call for expression of interest and on the EUIPO website.

Trainees who are based in Belgium or in Luxembourg will receive a monthly grant in line with the grant paid by the European Commission for its traineeship program.

**Section 2**  
**Young Professionals traineeship programme**

Article 23  
**Purpose**

Young professional traineeship programme is intended to provide young professionals with practical experience of the European Union in general and the Office in particular as well as to enable them to put into practice knowledge acquired during their studies and first professional experiences, and in particular in their specific areas of competence.

Article 24  
**Selection process**

**1. Submission**

Candidates shall apply for the desired traineeship position through the e-recruitment tool published on the EUIPO official website within the open application period. Applicants must provide all of the supporting documents required, electronically scanned together with their application.

**2. Selection criteria**

In addition to the criteria set in Article 2, applications will be evaluated based on:

- CV and motivation letter,
- degree(s)/ diploma(s),
- language skills,

- any previous experience, professional or such as extra-academic roles, involvements of social responsibility nature or interventions within the scope of a professional,
- Certificate of having completed at least one of the on-line free courses of the EUIPO Academy Learning Portal.

HRD may require further conditions for the different profiles wherever needed.

### **3. Selection procedure**

At the closure of the application period, having regard to the provision in Article 3(1) above, HRD lists the applications that best match the requirements of the profiles defined by the Departments and sends them to each Department.

Taking into account the preferences expressed by the Departments, HRD drafts the final list containing the selected candidates.

### **4. Selected trainees**

The selected candidates will receive, via the e-recruitment tool, an offer of traineeship, containing the confirmation of the assigned tasks, the starting date and the place of the traineeship.

With the acceptance of the offer of traineeship, the trainee accepts the terms and conditions of the traineeship as established in this Decision.

Before the commencement of the traineeship, candidates selected as trainees shall provide HRD through the Onboarding electronic tool, with the following documents, if not submitted along with the application:

- full degree certificate or its equivalent,
- national identity card or equivalent document. For candidates coming from third countries passport and visa valid for Spain (or place of traineeship, if other) covering the entire duration of the traineeship,
- emergency contacts,
- insurance policy covering the trainee for illness and accidents in accordance to the above Article 15, for the entire duration and place of the traineeship,
- copy of the certificate of completion of the *EUTM or RCD in a Nutshell* online course.

## *Article 25* **Traineeship period**

The duration of the traineeship is of 12 months and 2 weeks, starting between 1 September and 15 October each year. The exact starting and end dates of traineeships together with the open application period are set every year by HRD and published in EUIPO official website. The starting date will be the same for all trainees participating in Young Professionals traineeship programme and may be deferred, upon written request by the candidate, only in exceptional and duly justified cases, after agreement with the applicable Service or Department.

In case of deferral, the duration of the traineeship might be less than 12 months; however, this circumstance will not alter the fixed ending date.

Article 26  
**Trainees' induction programme**

At the beginning of the traineeship trainees follow a 2 weeks mandatory Trainees' induction programme organised by EUIPO.

Such induction programme provides trainees with basic information about the Office, the general rights and obligations during the traineeship and some information about living in the place of traineeship. The time schedule allows trainees to arrange their stay.

*Article 27*  
**Traineeship grant**

The amount of the grant is decided every year for the entire traineeship period on the basis of budget availability. The amount of the grant shall be published in the call for expression of interest and on the EUIPO website.

Trainees who are based in Belgium or in Luxembourg will receive a monthly grant in line with the grant paid by the European Commission for its traineeship program.

### **Section 3**

#### **Junior IP employees traineeship programme**

*Article 28*  
**Purpose**

Junior IP employees traineeship programme is intended for employees of the NIPOs & PBs dealing with trade marks and designs.

*Article 29*  
**Eligibility**

Article 2(2) shall not apply to the Junior IP employees traineeship programme.

*Article 30*  
**Selection process**

#### **1. Selection procedure**

Trainees shall be selected from the NIPOs & PBs dealing with trade marks and designs and will be appointed two months before the start of their traineeship. A traineeship agreement is drawn up between the President of the concerned NIPOs & PBs and the Executive Director of EUIPO via an exchange of written communication. The aforementioned exchange will specify the training period, the Department to which the trainee will be allocated and the exact nature of the training.

## **2. Selected trainees**

At the end of the selection procedure, HRD sends to the selected candidates an offer of traineeship, containing the confirmation of the starting date and the place of the traineeship.

With the acceptance of the offer of traineeship, the trainee accepts the terms and conditions of the traineeship as established in this Decision.

Before commencement of the traineeship candidates selected as trainees shall provide HRD with the following documents:

- Certificate stating the working relation with the NIPOs or other PBs dealing with trade marks and design who selected them,
- national identity card or equivalent document for those from Member States, or a photocopy of the passport and visa valid for Spain (or place of traineeship, if other) covering the entire duration of the traineeship,
- emergency contacts,
- insurance policy covering the trainee for illness and accidents in accordance to the above Article 15, for the entire duration and place of the traineeship.

### *Article 31*

#### **Traineeship period**

The duration of the traineeship is of 5 months. A different duration for a maximum of 12 months may be established in the traineeships agreement drawn up in accordance with Article 30(1) of the present Decision.

### *Article 32*

#### **Earnings and social security contributions**

Trainees will continue to be paid by their NIPOs and other PBs dealing with trade marks and designs.

### *Article 33*

#### **Traineeship allowance**

The amount of the monthly subsistence allowance is decided every year on the basis of budget availability. The amount shall be published on the EUIPO website. In justified circumstances, the trainee may be allowed by HRD to refuse the allowance.

Article 13, except its paragraph 2, second sub-paragraph, shall apply by analogy to the Junior IP employees traineeship programme.



## **Section 4**

### **Unpaid traineeship programme**

#### *Article 34*

##### **Purpose**

The unpaid traineeship programme is intended for university graduates receiving an allowance from another source and, who in the course of their studies or in some other manner, have already gained some initial experience in the areas of work of the Office.

Having regard to Article 3(1) of this Decision, the number of traineeships available for the unpaid traineeship programme shall be limited to a maximum of ten per year.

#### *Article 35*

##### **Eligibility**

Only nationals of the Member States of the European Union are eligible to participate to the unpaid traineeship programme. Nationals of candidate countries and third countries shall not be accepted.

Notwithstanding the provisions of Article 2(2) of this Decision, candidates are required to have some initial experience in one of the areas of work of the Office obtained:

- Through specialisation as part of the applicant's studies for a university degree, a dissertation or other research project conducted as part of their studies or in some other manner, or
- Through professional experience or a previous traineeship.

#### *Article 36*

##### **Selection process**

### **1. Applications**

Candidates shall send their applications via email to [traineeships@euipo.europa.eu](mailto:traineeships@euipo.europa.eu) enclosing:

- CV and motivation letter, including the field of expertise in which he/she is interested and the desired dates of the unpaid traineeship within the time limits stipulated in Article 37,
- degree(s)/diploma(s),
- certificates of previous professional experience and/or reference from a university tutor.

### **2. Selection criteria**

In addition to the criteria set in Article 2, applications will be evaluated based on:

- CV and motivation letter,
- degree(s)/ diploma(s),
- language skills,

- previous experience, professional or such as gained through specialisation as part of the applicant's studies for a university degree, a dissertation or other research project conducted as part of their studies or in some other manner.

Preference will be given to candidates who must work as legal clerk in order to be admitted to practice as a fully qualified lawyer.

### **3. Selection procedure**

HRD transmits the applications to the Department/s likely to be interested, in accordance with the number of traineeships available and after assessing the applications and their compliance with the eligibility criteria. The Departments inform HRD of any successful applicant.

### **4. Selected trainees**

At the end of the selection procedure, HRD sends to the selected candidates an offer of traineeship, containing the confirmation of the starting date, the place of the traineeship, the assignment to a specific Department and the name of his/her supervisor.

With the acceptance of the offer of traineeship, the trainee accepts the terms and conditions of the traineeship as established in this Decision.

Before the commencement of the traineeship, candidates selected as trainees shall provide HRD with the following documents to,

- identity card or equivalent document for those from Member States, or a photocopy of the passport and visa valid for Spain (or place of traineeship, if other) covering the entire duration of the traineeship,
- emergency contacts,
- a copy of an insurance policy covering the trainee for illness and accidents in accordance to the above Article 15, for the entire duration and place of the traineeship,
- a copy of the certificate of completion of the EUTM in a nutshell online course.

### *Article 37* **Traineeship period**

The traineeship period shall last for a minimum of 2 months and a maximum of 6 months.

### *Article 38* **Absence**

Notwithstanding the provisions of Article 8(2) above, unpaid trainees may be authorised by their superior to spend a maximum of half a day per week preparing a postgraduate thesis or an academic paper.

## **Section 5**

### **Hosting traineeship programme**

#### *Article 39*

##### **Purpose**

The Hosting programme for EUIPO trainees is intended to offer to selected trainees the opportunity to improve their education by obtaining additional training in particular about IP matters affecting SMEs and to acquire a general overview of the IP system both in the EU and at a national level, while creating stronger bonds between EUIPO and the NIPOs. In this sense, the programme foresees a one month training period at EUIPO in preparation for the rest of traineeship, which will be spent at the respective NIPO.

#### *Article 40*

##### **Eligibility**

Trainees who have completed a PES or Young Professionals traineeship at the EUIPO and are EU citizens are eligible to participate in the Hosting programme.

#### *Article 41*

##### **Selection process**

###### **1. Submission**

Within the framework of the Hosting traineeship programme, each NIPO having signed an Agreement with the Office, shall provide the latter with a list of tasks for each position they intend to fulfil with potential candidates for traineeship.

The aspiring internal candidates eligible as per Article 40 above are entitled to apply through the e-recruitment tool within the open application period.

###### **2. Selection criteria**

Applications received will be evaluated based on:

- CV and motivation letter,
- degree / diploma,
- mid-term assessment
- language skills requested by NIPOs.

###### **3. Selection procedure**

At the closure of the application period, having regard to the provision in Article 3(1) of this Decision, the Office establishes the list of the applications that best match the requirements of the profiles defined by the NIPOs.

###### **4. Selected trainees**

The selected candidates will receive via the e-recruitment tool:

- an offer of traineeship, containing the confirmation of the assigned tasks,
- the agreement between the EUIPO and NIPO including starting date and the place of the traineeship,
- the training plan for the first month at the EUIPO.

With the acceptance of the offer of traineeship, the trainee accepts the terms and conditions of the traineeship as established in this Decision.

Before the commencement of the traineeship, candidates selected as trainees shall provide HRD via the Onboarding electronic tool with the following documents:

- national identity card or equivalent document,
- emergency contacts,
- insurance policy covering the trainee for illness and accidents in accordance to the above Article 15, for the entire duration and place of the traineeship,
- confidentiality declaration duly filled and signed.

#### *Article 42*

#### **Traineeship period**

The duration of the traineeship is maximum 7 months, out of which the first month consists of a mandatory training at the EUIPO.

The exact starting and end dates of traineeships are set every year and included in the offer letter sent to the candidates. The starting date will be the same for all trainees participating in the Hosting programme. It may be deferred only in exceptional and duly justified cases, upon written request by the candidate notified to HRD at least 15 days before the starting date and, following agreement of the concerned Department/Service or NIPO.

In case of deferral, the duration of the traineeship might be less than 6 months; however, this circumstance will not alter the fixed ending date.

#### *Article 43*

#### **Traineeship grant**

The amount of the grant for the one-month training period at EUIPO and during the hosting period at the NIPO is decided every year on the basis of budget availability. The amount of the grant shall be published in the call for expression of interest.

Trainees who during the hosting period are based in a country other than Spain and where the cost of living is higher will be entitled to a monthly grant weighted at a rate above depending on the living conditions in that country. In particular trainees based in Belgium or Luxembourg during the hosting period will receive a monthly grant in line with the grant paid by the European Commission for its traineeship program.

## **Chapter III Final provisions**

### *Article 44*

#### **Administrative provisions**

Except as otherwise provided, the Executive Director of the Office shall exercise the powers for all decisions related to this Decision. The Executive Director may delegate the exercise of those powers to the Director of HRD, who may further sub-delegate them to members of staff under his/her responsibility.

The Human Resources Department shall be responsible for implementing this Decision.

### *Article 45*

#### **Transitory measures**

This Decision repeals and replaces Decision No ADM 22-10.

### *Article 46*

#### **Entry into force**

This Decision will enter into force on 16 September 2023.

Done at Alicante, 28 February 2023



Christian Archambeau  
Executive Director

# Pan-European Seal Programme

## EUIPO Traineeship

### 2024/25



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## 1. Timeline

<b>23 January 2024</b>	Online Informative Session for PES Universities.
<b>01 February 2024</b>	Launch of the PES Traineeship Programme 2024/25.
<b>29 February 2024</b>	Deadline for PES Universities to send a shortlist of candidates to the EUIPO via <a href="#">email</a> .
<b>March 2024</b>	Shortlisted candidates submit their online applications via the EUIPO <a href="#">E-Recruitment Tool</a> .
<b>April 2024</b>	Pre-Selection of EUIPO candidates.
<b>May to July 2024</b>	Candidate Interviews and Selection by the EUIPO.
<b>16 September 2024</b>	Start of the Traineeship Programme at the EUIPO.
<b>31 December 2024</b>	Non-Selected Candidates Remain in the Shortlist and Announcement of Results to PES Universities.

## 2. Candidate Shortlists

### 2.1 Shortlist Criteria

Each PES University may shortlist candidates based on its own criteria, bearing in mind the **minimum requirements agreed** in the Memorandum of Understanding, and as referred under section 3 below (Eligibility and Application Submission).

### 2.2 Total Number of Shortlisted Candidates

The total number of shortlisted candidates is up to each PES University, and each candidate can only be included in **either the EUIPO or the EPO shortlist—not both.**

### 2.3 EUIPO Traineeship Profiles

The PES University shortlist must include candidates from at least one of the following backgrounds/areas of expertise:

1. Law;
2. IP law (including industrial design);
3. Data Protection;
4. IP & Knowledge Management (e.g. IP research, Online Training);
5. Political Sciences & International Relations;

6. Linguistics;
7. Economics & Business Administration/Entrepreneurship;
8. Information Technology: (Data Analysis, IT Security, Business Analysis, Software Engineer, Customer Service Solutions, Process Automation, Artificial Intelligence);
9. Communication & Visual Design;
10. Facility Management: (Architect, Civil engineer, Logistics Management); and
11. Human Resources.

## 2.4 PES Universities Shortlists

Shortlists should be sent directly to [Pan\\_European\\_Seal@euipo.europa.eu](mailto:Pan_European_Seal@euipo.europa.eu) by **Thursday 29 February 2024**, following the template email attached in the call of applications, with the following subject line: *PES University: EUIPO Candidates Shortlist 2024-25* e.g. CEIPI University of Strasbourg: EUIPO Candidates Shortlist 2024-25

## 3. Eligibility and Application Submission

### 3.1 Eligibility Criteria and Nationality

Article 2 (Eligibility), Section 1 (Nationality) of [Decision No ADM 22-10-REV](#) states that: "Trainees shall be selected from nationals of the Member States of the European Union and candidate countries. A limited number of nationals of candidate countries and third countries, amounting to approximately 10% of the available positions, may be accepted".

### 3.2 Online Applications and Documentation

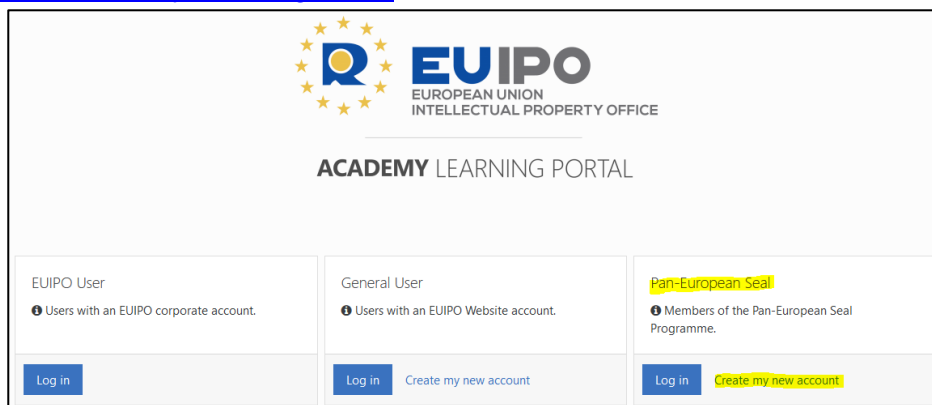
Please note that only shortlisted candidates by PES Universities that submit an on-line application will be considered for selection.

To submit their on-line applications through the EUIPO e-recruitment tool, candidates must upload the documents listed below ~~above~~, and answer the online questions included in the application. **Note: to avoid any technical issues, it is recommended not to wait the last day to send the application:**

- English CV in [Europass](#) and in Word format online
- Motivation letter, clearly indicating the choice of traineeship location (EUIPO or EPO).
- Degree/Master diploma or proof of completion, indicating the final grade. This can be replaced by a provisional declaration, until final diploma is issued.  
Note: only completed graduations of the current academic year 2023-2024 will be considered.
- **Certificate(s) of completion of at least one of the following courses: [EUTM in a Nutshell](#) and/or [RCD in a Nutshell](#).**



To complete the above courses, candidates must create an account of [PES user](#) and log in at [EUIPO Academy Learning Portal](#):



### 3.3 Further Requirements

All shortlisted candidates need to have finished with their studies of the **current academic year (2023/2024)** before the starting date of the traineeship (i.e., beginning of September). This requirement includes the submission of dissertations.

### 3.4 Candidate Profile Preferences

Shortlisted candidates will also be required to indicate their profile/department preference in their applications. However, the EUIPO is in **no case** bound by the candidates' preferences, and selected candidates may be offered any position matching their profile other than the ones indicated in their application.

## 4. EUIPO Selection Process

### 4.1 Application Assessment

Throughout the month of April, the EUIPO will assess all applications and match each profile with the traineeship positions available per Department. Each Department interested in a candidate's profile will schedule interviews from May to July to make their final selection.

### 4.2 Successful Candidates

Successfully selected candidates will be contacted by EUIPO Traineeships by email during the same period to provide them with information about the Department for which they have been selected, and the assignment related to the traineeship. All selected candidates will be informed about the precise starting date(s) of the traineeship at a later stage.

### 4.3 Reserve List

Candidates who did not receive an interview invitation during the selection process or those who, after being interviewed, do not receive a traineeship offer will remain on the

**reserve list**, and they can be contacted for an interview at a later stage in case a trainee position becomes vacant. The reserve list of non-selected candidates will be kept by EUIPO Traineeships until 31 December 2024.

#### 4.4 Result Announcement

The results, including candidate rejections and replacements, will be communicated to PES Universities during the month of December.

### 5. Notes to Shortlisted Candidates

- ✓ Please make sure that your application documents are complete.
- ✓ Make sure to create a candidate account in the e-recruitment tool linked to a personal email address, not bounded to your studies or graduation, so you do not miss any emails related to interviews.
- ✓ Please bear in mind that withdrawals have a serious impact on the selection process as well as on the smooth running of the Programme itself.
- ✓ Being selected implies that other candidates have not been able to participate in the Programme due to the limited number of positions.
- ✓ It is expected that all candidates give considerate thought to their application and the necessary commitment until the final selection has taken place.
- ✓ Please keep in mind that your PES University diploma/certificate of finalization will have to be verified either prior and/or after the start of your traineeship, but before the end of 2024.
- ✓ Please bear in mind that the description of tasks is not exhaustive.

### 6. Further Information

You can find more information related to applications and **supporting material** [here](#). You can also find general information on the **EUIPO PES Programme** [here](#) as well as **FAQs** [here](#). For any further queries, please contact [Pan\\_European\\_Seal@euipe.europa.eu](mailto:Pan_European_Seal@euipe.europa.eu).

# Pan – European Seal Programme



Member of the  
**Pan-European Seal**  
Professional Traineeship Programme



Europäisches  
Patentamt  
European  
Patent Office  
Office européen  
des brevets



 **Alicante, Spain**

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- PES Training Plan
- Academy Learning Portal
- Learning Plans
- IP Campus
- Career Event

## **3. Further Career Opportunities**

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- PES Talent Bank
- Hosting Programme

## **4. Virtual University Visit**



## 1. The EUIPO

We are a growing organization with more than 1000 people, made up of EU civil servants, permanent and temporary staff.



Since 1994 managing registration of the European Union trade marks and registered Community designs.



More than 135,000 EUTMs and more than 100,000 RCDs annually.



In August 2021 we reached 2 million EUTMs and 1,5 million RCDs

Decentralised agency of the European Union, based in **Alicante, Spain.**



**Brussels  
Liaison Office**

**Luxembourg  
Litigation Office**



<https://euipo.europa.eu/ohimportal/en>

5 working languages



A close-up, grayscale photograph of a seal, likely a traditional European seal, featuring a thick, braided rope attached to a metal ring. The seal is positioned diagonally across the frame, with the rope extending towards the top right corner. The background is softly blurred, showing hints of a wooden surface and other parts of the seal's structure.

## **2. The Pan-European Seal Programme Core Characteristics**

## Core Characteristics

- high-achieving, young university graduates gain access to a **12 month paid traineeship** programme.

## Purpose

- **bridges** academia and the labour market in different knowledge fields (IP, Law, Finance, Business, Engineering, etc).
- **promotes** and **disseminates** Intellectual Property.
- **help graduates** to get a foot in the door of the competitive world through valuable, on-the-job, multicultural and professional work experience.



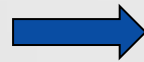
**EUIPO**, Alicante, Spain with a **monthly allowance**, as well as other benefits as established in the [Decision No ADM 22-10-REV](#) on traineeships offered by EUIPO.

Jointly promoted by





## Becoming a PES Member



- i. A Memorandum of Understanding (MoU) establishes the **terms** and **conditions**.
- ii. The MoU proposal will be made available **upon demonstration of interest** in participating in the programme.



## FACTS

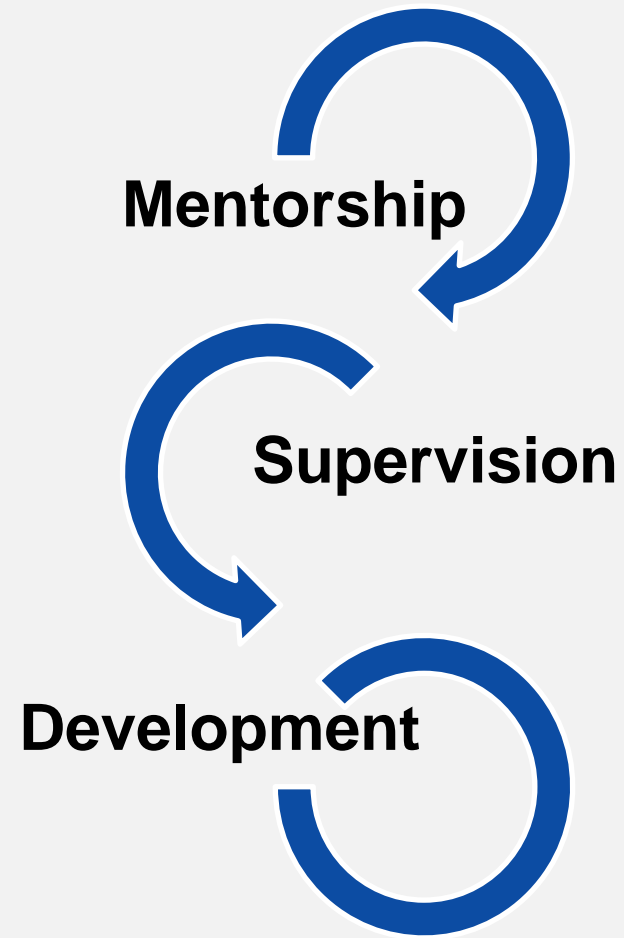
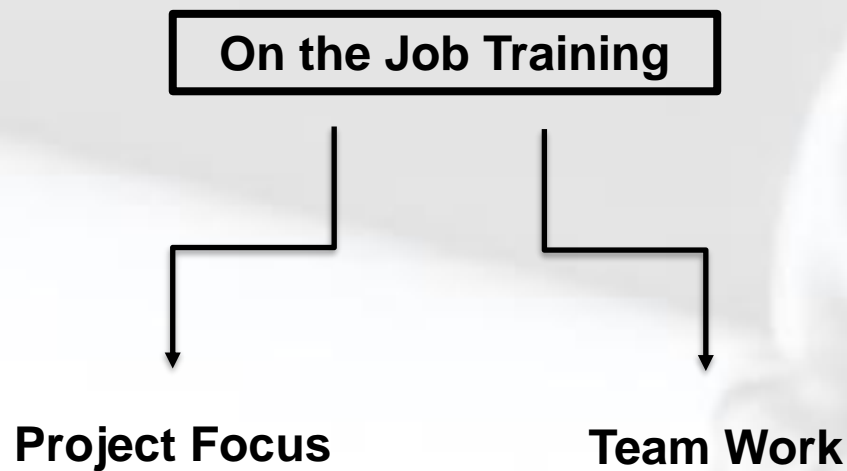
**Members:** 128 Universities  
**Trainees:** from 38 Countries  
**EU Countries:** 27  
**EPC Countries:** 11

**753 PES Trainees  
(2014-2023)**

A grayscale background image showing a close-up of a hand holding a thick rope. The hand is positioned on the left side, with fingers wrapped around the rope. The rope is knotted, and the knot is the central focus of the image. The lighting is soft, creating subtle shadows and highlights on the skin and the texture of the rope. The overall tone is professional and focused.

## **2. The Pan-European Seal Programme PES Training Plan**

One of the PES programme’s primary goals is to help trainees learn how to work in a **fast-paced multicultural** environment.



## Trainees

- are **integrated** into the day-to-day work of their departments
- receive **coaching** and instructions from experts in their field

## EUIPO Trainees' Orientation

Upon their **arrival**, trainees receive a

### **10-day onboarding programme:**

1. Welcome & End-of-Stage Ceremony
2. Induction training
3. Handover of tasks and knowledge transfer
4. Award of attendance or completion diploma



- Know the different departments of the EUIPO. and what purpose each of them serves.
- Know their department's responsibility.
- Attend courses that will help their integration.
- Meet with their supervisors.
- Understand better the nature of their tasks.

### **ADDITIONAL TRAINING**

Our trainees **expand their knowledge** and **sharpen their skills** through a **mixed training method.**

### **3 Types of Training**

#### **(A) On the Job training**

- Supervision system
- Multicultural work experience
- Team working

#### **(B) On-line training**

- IP & non-IP training courses
- On-line language courses (7 languages)
- Webinars

#### **(C) Other activities**

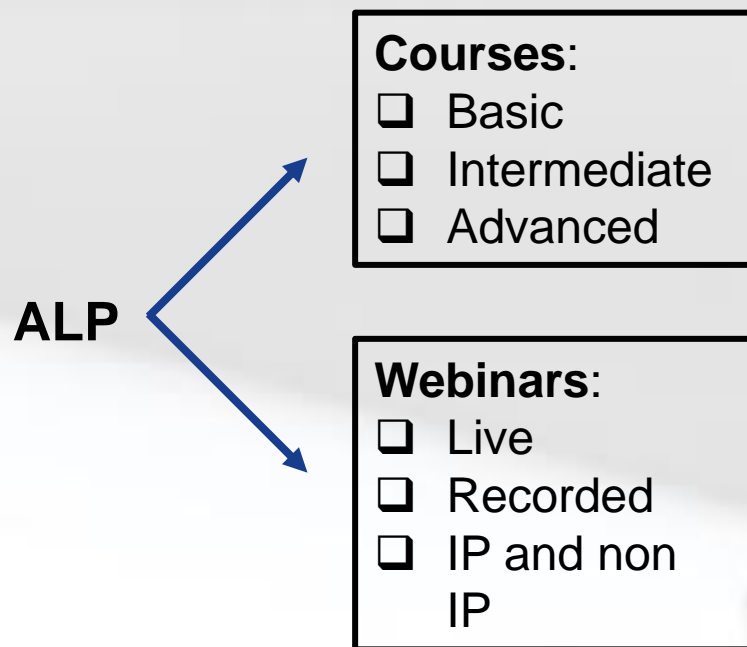
- Orientation Programme
- PES IP Campus
- Language courses



## **2. The Pan-European Seal Programme Academy Learning Portal**

## ACADEMY LEARNING PORTAL

*Our online home for the EUIPO Academy,  
A general learning and knowledge hub*



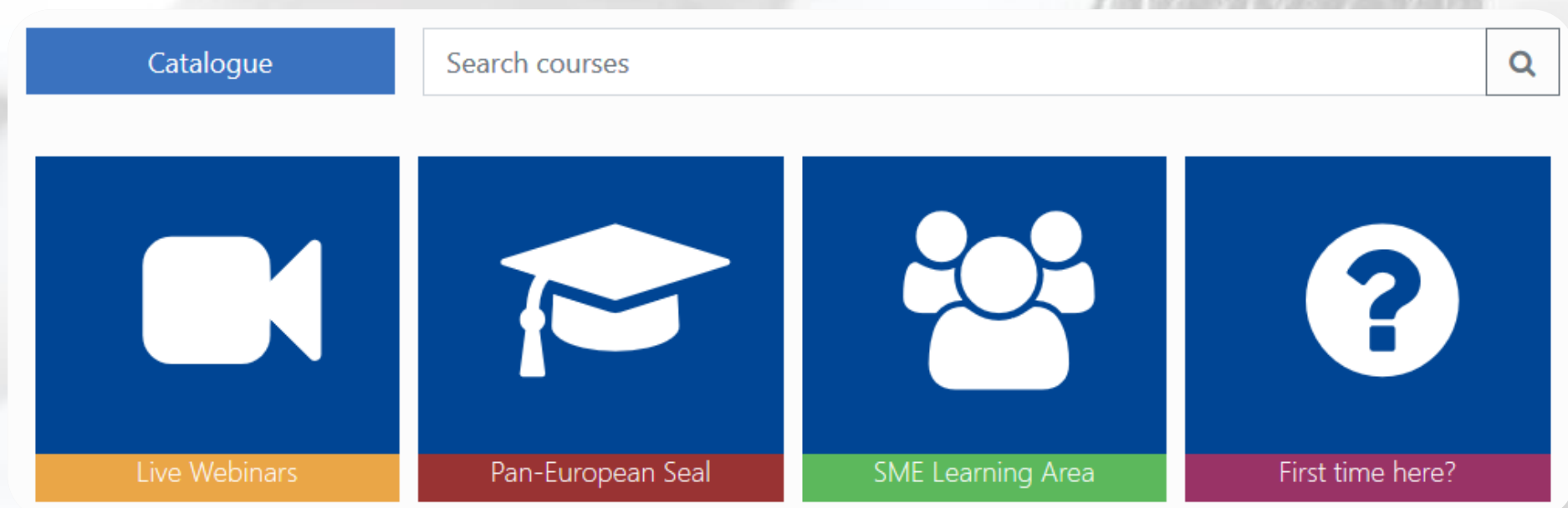
- a **training catalogue** with a wealth of learning materials
- from **training** in **general IP** topics to **specific courses** covering all aspects of trade mark and design registration.



The EUIPO strives for the **ongoing personal and professional development** of its employees.

Taking into consideration the various backgrounds, ALP entails courses that pertain to their interests and needs.

[euipe.europa.eu/knowledge/](http://euipe.europa.eu/knowledge/)



Catalogue

Search courses

- Live Webinars
- Pan-European Seal
- SME Learning Area
- First time here?

## Courses

- More than **530** courses
- More than **130** IP courses
- More than **150** courses with certificates



Intellectual Property
Finance
Human Resources
Information Technology
Infrastructure/ Health & Safety
Languages
General Management
Quality, Risk and Performance
Other Professional Knowledge
Corporate Competencies
Starting Point
EU Non – IP Knowledge

Monthly view

October 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2021

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

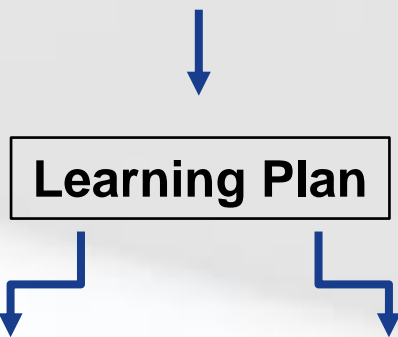
- In our **ALP Calendar** one can find all the **initiatives** that are going to take place in the months ahead.



## **2. The Pan-European Seal Programme Learning Plans for Students**



The PES Team in collaboration with the Academy Learning Portal Team have created **two Learning Plans** to address the needs of the students, depending on whether they have an existing IP background or not.



## For IP Students

- 18 high-level courses of a vast variety of topics

## For non-IP Students

- Basic IP Knowledge of all IPRs

### Examples of suggested courses

- Introduction to IPR
- Video gaming and IP: how to play the game
- Blockchain and Intellectual Property
- Street & IP: how do they interact?

- Both learning plans incorporate a list of **compulsory courses** and an additional list of **non-compulsory** courses.
- This extra list consists of even more specialized topics that could be of major interest for the students and the Universities.

- Once the learning plan is completed, the learner receives a **Certificate of Completion.**



A grayscale background image showing a close-up of a hand holding a thick rope, forming a knot. The lighting is soft, highlighting the texture of the rope and the skin of the hand.

## **2. The Pan-European Seal Programme IP Campus**

During their traineeship, our trainees come across various opportunities to **enhance their knowledge of Intellectual Property.**

## What is IP Campus?

- ❑ A yearly organized event
- ❑ Our trainees are divided into groups
- ❑ They are assigned to a topic of their choice
- ❑ They have to prepare a presentation on the said topic
  - analyze it (IP perspective)

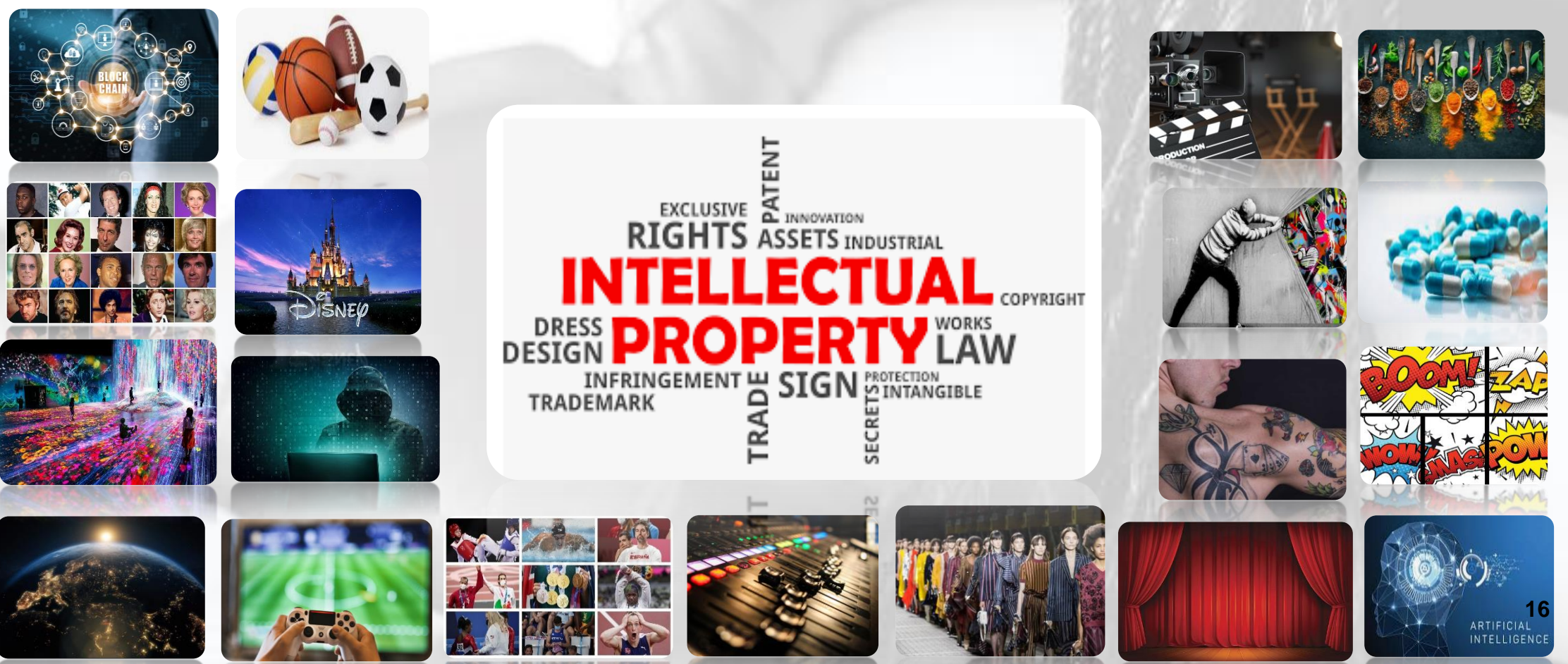
e.g. *Blockchain and IP*

## Expected Results

### ENHANCE

### IP knowledge and soft skills

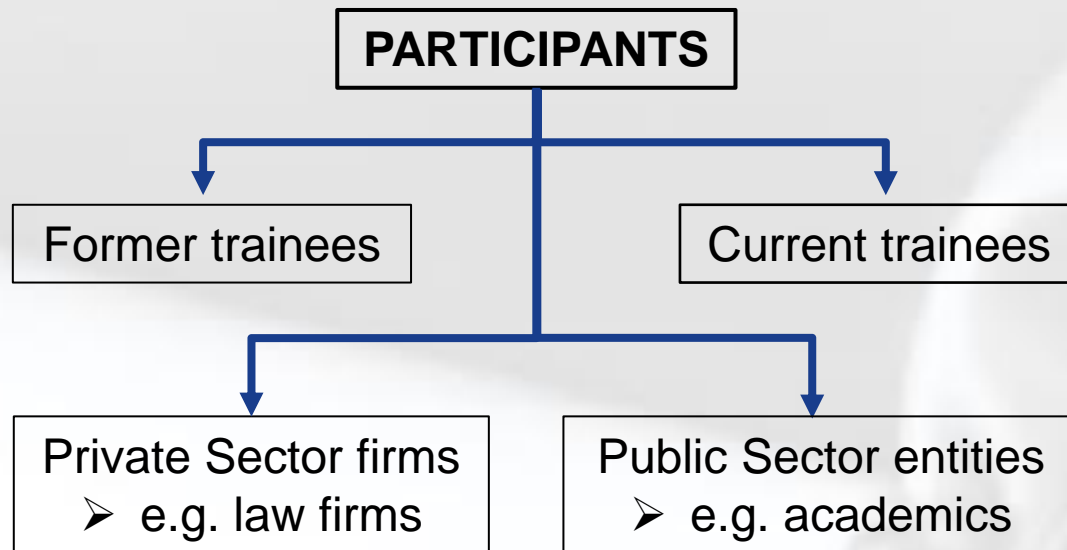
1. Ability to work in teams
2. Research skills
3. Presentation skills
4. Creativity
5. Socialize with their fellow trainees from other departments



The background of the slide is a grayscale, slightly blurred photograph of a graduation cap (mortarboard) with a tassel. The cap is positioned in the center, and the tassel hangs down from the right side. The lighting is soft, creating a professional and academic atmosphere.

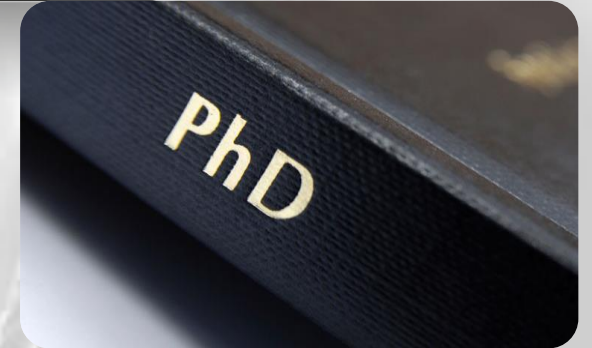
## **2. The Pan-European Seal Programme Career Event**

A one-day event dedicated to help PES trainees find their career path, in the sector they would like, after finishing their traineeship at the EUIPO.



## Former trainees

- present their current companies/firms
- provide any necessary information & tips
- how they can manage to follow a successful professional career after their EUIPO traineeship





**3. Further Career Opportunities  
EPO Exchange**

The **Exchange Programme** constitutes an **ensuing initiative** of the Pan-European Seal Professional Traineeship Programme, coordinated by the EUIPO and the [European Patent Office](#).

- ❑ It allows PES trainees currently working at the EUIPO to apply for an **exchange opportunity** and **second traineeship** at the EPO, as well as allowing EPO PES trainees to apply for an exchange traineeship at the EUIPO.
- ❑ If accepted, they receive a **12-month traineeship** offer at the EPO premises, which starts as soon as they **complete** their traineeship at the EUIPO and vice versa.



- ❑ broaden the scope of their academic background and the knowledge they gained from their first traineeship in their field of expertise
- ❑ increase their networking opportunities



The EPO examines European **patent applications**, enabling inventors, researchers and companies from around the world to **obtain protection** for their inventions in up to 44 countries through a centralised and uniform procedure that requires just one application.





**3. Further Career Opportunities  
Talent Bank**



*EUIPO cares not only about the **present** of its people, but also for their **future** as well.*



### Talent Bank

- ❑ It is an **online tool** that allows **associated** and **private** partners to **offer traineeships** or **job opportunities** to Pan European Seal alumni.

### **How TB Works:**

- ❑ As soon as PES trainees complete their traineeship, they gain access to the Talent Bank Platform.
- ❑ There they are able to upload their CV alongside any other related documents and create an account and apply



- Law Firms
- Universities
- Companies & Consultancy
- Organisations & Institutions



The PES Talent Bank platform aims to gather a community of talented professionals (the PES Alumni) specialised in a wide range of knowledge areas from Intellectual Property Law to Communication, IT, and Finance among others.



### **3. Further Career Opportunities Hosting Programme**

**What is it?**

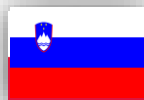
- ❑ **IP Offices (IPOs) host EUIPO trainees at their premises.**

**Purpose**

- enhance knowledge sharing between the Offices
- allow trainees to get exposure to different working contexts
- while supporting the IPOs and gathering information on the use of IP rights by local companies and users.



**2023/24  
Pilot Edition**



**1 month  
at the  
EUIPO**

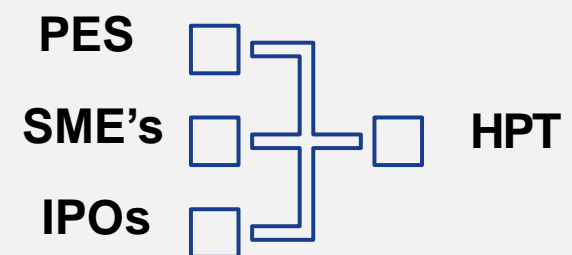
**3 – 6  
months  
at IPOs**



**If a National IP Office wishes to participate**

They would need to **confirm** their interest **by replying** to the invitation letter and indicating the following details:

- **Trainees profiles requested**, including educational/professional background (e.g. IP, general law, IT, communication etc.), according to your Office's needs.
- **EU Languages needed** (working level required for a hosting programme at their Office).
- **Duration of the hosting period** of the trainees at their Office (minimum 3 months – maximum 6 months).





## 4. Virtual University Visits



The aim of a VUV is to take you through a **virtual tour** of the EUIPO. During this session, you are introduced to our **premises**, our **practices** and our PES Programme and Academic Initiatives



- **Interactive** session
- ask any possible **questions**

More specifically you will learn about

- European Union Trademark (EUTM)**
- Registered Community Design (RCD)**
- PES Programme**
- Other Academic Initiatives**
- Learning Materials and Tools**



## VUV's Calendar

- 4 Jan-Feb-March
- 4 Jun-Jul
- 4 Oct-Nov-Dec

Total: **12 visits per year**

**Every Wednesday**

**10h30-12h00**

# Pan – European Seal Programme

*Thank you for your interest in the European Union Intellectual Property Office and our Pan-European Seal Programme.*

*Looking forward to meeting you all at our upcoming university visit.*



Member of the  
**Pan-European Seal**  
Professional Traineeship Programme

