



## Young Professionals

## at the European Food Safety Authority

### Frequently Asked Questions

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The information provided is accurate and up to date as at the time of issue on 24/05/2019. Any corrections and proposals for improvements are welcome and may be addressed by e-mail to: [Traineeships@efsa.europa.eu](mailto:Traineeships@efsa.europa.eu).



## INTRODUCTION

### Who is EFSA?

The European Food Safety Authority (EFSA) is the keystone of European Union (EU) risk assessment regarding food and feed safety. In close collaboration with national authorities and in open consultation with its stakeholders, EFSA provides independent scientific advice and clear communication on existing and emerging risks.

EFSA is an independent European agency funded by the EU budget that operates separately from the European Commission, European Parliament and EU Member States.

It was set up in January 2002, following a series of food crises in the late 1990s, as an independent source of scientific advice and communication on risks associated with the food chain.

The European Food Safety Authority is located in Via Carlo Magno 1A, 43126, Parma, Italy.

### How many people work at EFSA?

EFSA currently employs around 450 staff members and works alongside over 1500 external experts.

### What is the working language of EFSA?

The working language in EFSA is English (ref. EFSA Executive Director's Decision concerning the linguistic regime of EFSA).

## TRAINEESHIP: GENERAL QUESTIONS

### Are there any traineeship opportunities at EFSA?

Yes, a traineeship period spent at the European Food Safety Authority enables trainees to acquire practical experience by means of their work and to put into practice the knowledge they have acquired during their academic studies or professional careers in the areas of science, communication or administration.

EFSA launches every year a traineeships call in order to create a database of eligible candidates in order to select the best talents for traineeship openings.

### How long is the traineeship?

The traineeship programme lasts a minimum of 6 and a maximum of 12 months.

Usually, it is for 12 months. The traineeship finishes automatically at the end of the given period and shall not be extended.



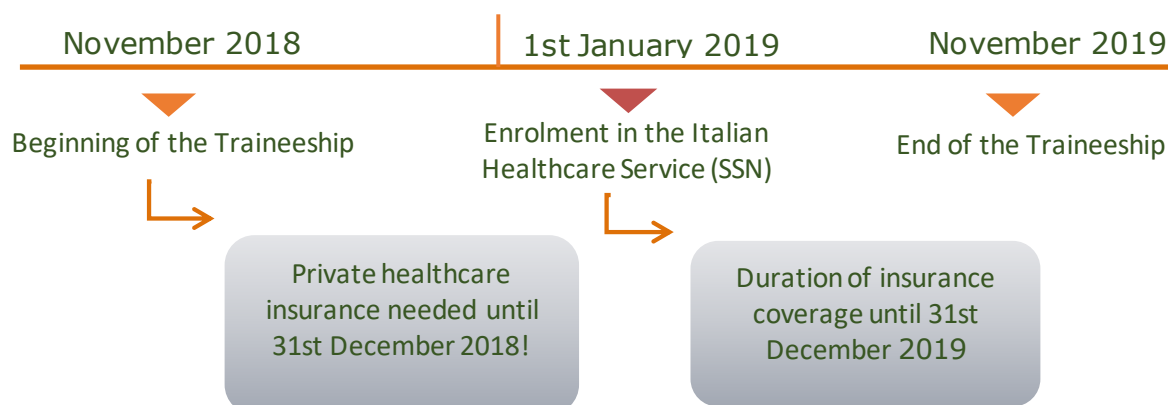
### Is the EFSA traineeship paid?

Yes, trainees are awarded a monthly grant. The amount of the grant is updated on a yearly basis and stated in the traineeship call. They are also entitled to reimbursement of the travel expenses upon arrival and departure. The amount to be reimbursed is calculated according to the distance between EFSA and the place of origin.

### Are trainees insured?

EFSA does not cover sickness insurance and trainees must provide proof that they are covered for the entire duration of the traineeship. There are different options of health insurance coverage trainees can avail from: either the European Health Insurance Card (for nationals of the EU Member States) or a private sickness insurance scheme for the entire duration of the traineeship at the Authority. It is also possible for trainees to enrol to the Italian National Healthcare Service (SSN): this specific coverage lasts one calendar year, i.e. only until 31st December and therefore requires trainees to subscribe to a private health insurance scheme for the periods not covered.

Example of coverage scheme if you decide to subscribe to the Italian National Healthcare Service (SSN):



During the traineeship, the trainees are insured against the risk of accidents according to the EFSA insurance policy:

- Duration of coverage: entire duration of the traineeship
- Covered both during working and leisure time
- Valid worldwide
- Notification of accident within 8 working days attaching the related accident form

### I am a national of a country that is not a Member State of the EU. Am I eligible to apply for a traineeship advertised by EFSA?

Yes, EFSA is offering a few positions to non-EU university graduates. Therefore, your application is welcome.



### **What is the annual leave entitlement?**

Trainees are entitled to two (2) days leave per month. Thus, they are entitled to a total of 24 days for one year.

### **Is there an age limit for applying?**

No, age is not an eligibility criterion. Thus, all candidates who fulfil the eligibility criteria (regardless of age) are welcome to apply for the traineeship programme.

### **When does the traineeship program start?**

The Traineeship Call can specify the period of the intakes. The starting date is always the first working day of the month. The candidate during the interview can express his /her preference for the starting date in case there are two or more intakes.

### **What is the traineeship program/work like?**

The content of the traineeship depends on the Unit/Team the trainees are assigned to according to their preference and qualifications. The work might be in the field of Plant Health, Food Ingredients, Pesticides, Emerging Risks, GMO, Communications, Human Resources, Legal Affairs, etc.

### **Where can I find more details about traineeships and conditions for admission?**

The Traineeship Decision, which provides more information about traineeships, is available on our website at <https://www.efsa.europa.eu/en/careers/youngprofessionals>

## **TRAINEESHIP: ELIGIBILITY CRITERIA**

### **What are the eligibility criteria?**

- A. Having a full university degree of at least three years by the closing date for applications;
- B. Have a good knowledge of English (at least B2 level according to the Common European Framework of Reference for Languages – CEFR:  
<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>;
- C. Not have been awarded any other paid traineeship at EFSA, or not have been employed by EFSA in any capacity, not having worked for EFSA as an interim staff or intra-muros expert for more than six weeks;
- D. Meet the character requirements for the duties involved (e.g. not to have a criminal record).



**I have already done three years, but my university program is four/five years long. Can I apply?**

No, in order to apply you must have obtained a full university degree (of at least three years).

**I have completed my studies but have not yet received a diploma. What kind of document should I provide?**

You should provide a formal statement from your university confirming that you have obtained your degree.

**Do I have to provide a certificate for my language skills?**

No, you are required to indicate your level in your application form without attaching any certificates. The language skills in English are assessed during the telephone or on-line interview.

**In case I don't have a B2 level in English, will I be considered eligible?**

No, B2 in English is a mandatory eligibility criterion.

**Is work experience necessary? What kind of work experience may I declare in the application form?**

Work experience is not considered an eligibility criterion but it can be an asset.

**I have already done an internship in another European Institution. Can I still apply for the traineeship at EFSA?**

Yes.

**Can I apply for other EU traineeship schemes at the same time as I apply to the EFSA traineeship program?**

Yes.

**I have applied for a traineeship call but I have not been selected. Can I apply again for the next call?**

Yes. It is necessary, though, to submit a new application form.

**I have been selected but I declined the offer. Can I apply again for the next traineeship call?**

Yes. You can apply again for the new call.

## **TRAINEESHIP: APPLICATION SUBMISSION**

**What is the application deadline?**

The deadline is available in the relevant call.



### **How can I apply for a traineeship at EFSA?**

You can apply through the online recruitment tool found on EFSA careers pages

<http://careers.efsa.europa.eu/youngprofessionals>

### **Can I choose areas of interest for my traineeship?**

Yes, you can specify – in order of preference – two areas of interest that will be the basis for your application screening. For detailed information about the main activities of our departments and units, you can consult EFSA Organisational Structure on EFSA's website <http://www.efsa.europa.eu/>.

### **Do I need to send any supporting documents when applying?**

No, you should not send any supporting documents when you submit your electronic application form. Supporting documents will be requested only if you are offered a traineeship at a later stage.

### **Should I contact EFSA to check the status of my application?**

No, there is no need to contact the EFSA to check the status of your application. You will be informed in case you have been selected for a traineeship at EFSA.

## **TRAINEESHIP: SELECTION PROCEDURE**

EFSA applies a policy of equal opportunities and accepts applications without bias on the ground of gender, race, colour, ethnic, or social origin, genetic features, religion or belief, political or any other opinion, membership of a national minority, property, birth or sexual orientation.

The selection is made on the basis of the eligibility criteria and of the candidates' qualifications with due regard to an appropriate balance of nationality and gender.

### **Which are the steps of the selection procedure?**

1. Candidates apply electronically within the specified deadline selecting 2 areas of interest.
2. After the deadline the applications are screened against eligibility criteria defined in the Traineeship Call.
3. Eligible candidates are placed in a database, which serves as a reference basis for EFSA's Units and Teams to shortlist candidates considering candidates' areas of interest and their competencies.
4. The short-listed candidates are required to undergo a telephone or on-line interview for discussing suitability for the role as well as mutual expectations and possible starting date of the traineeship.
5. As a result of the interview you can be selected, rejected or placed in a talent pool for future openings for the specific and/or similar profile you have applied for.



6. Successful candidates receive an offer in the on-line recruitment tool (in the candidate's profile), stating the starting date, the unit and duration of the traineeship.
7. Candidates who receive and accept a traineeship offer will be asked to provide a series of documents (e.g. copy of university degree, copy of criminal record etc.), which prove their eligibility for applying for the traineeship at EFSA.

## TRAINEESHIP: WORKING IN EFSA

### How EFSA is structured?

See the organisational chart [here](#) . You can click on each unit or department to get more information on its organisation and staff working there.

### What is a trainee advisor?

Trainee advisor is an EFSA staff member who will be your coach – advisor during your traineeship. (S)he will work on the same Unit as you and more specifically, (s)he will:

- Explain your tasks, responsibilities and role within the team
- Supervise, guide and closely follow you in your work
- Provide you with constant feedback
- Evaluate your work at the end of your traineeship

Your advisor will fill in an online evaluation form. You will also have access to that. The first part is your objectives during your traineeship. The objectives could be a result of a discussion between you and your adviser and can change during the time. The second part has to be updated in the mid – term and the final at the end of the traineeship period. Furthermore, at the end of the traineeship, all trainees are kindly requested to complete the [online e- survey](#) about their traineeship experience at EFSA.

### Which is the role of the HR Specialist and HR Partner?

Your designated,

- ✓ HR specialist will be your single contact point for questions and activities related to your absences (including leave entitlements and sickness) and other administrative issues.
- ✓ HR Business Partner is your single contact point for you and your adviser for issues regarding your tasks and responsibilities and your integration within the team.

### Does EFSA provide medical insurance coverage for trainees?

No, each trainee should take care of his / her medical insurance. A medical insurance coverage is compulsory for the entire duration of your traineeship period.

For EU –trainees, there are different options they can avail from:



1. European Health Card valid for entire duration of traineeship.

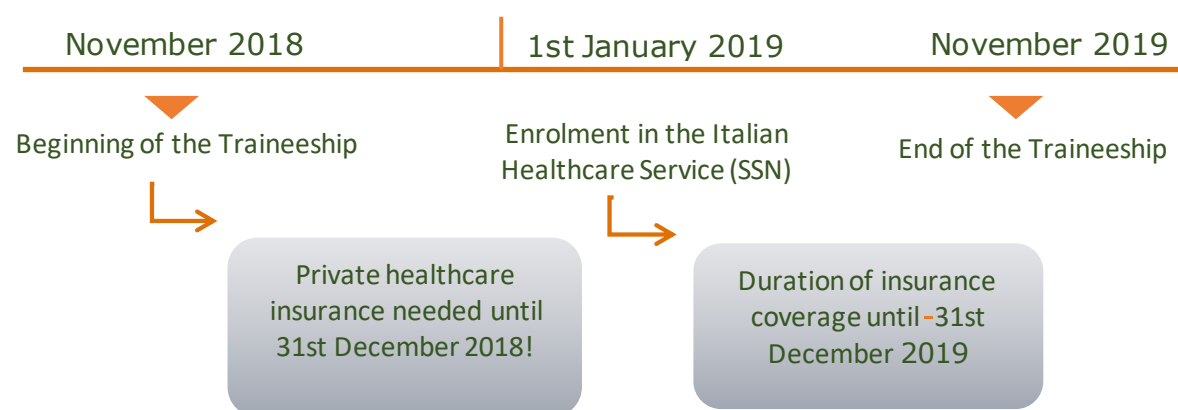
Or

2. Subscription into the Italian National Healthcare Service (SSN). This specific coverage lasts one calendar year, therefore, only until 31st December. The National Healthcare Service will cover all the fees related to hospitalization, sickness and maternity services provided within Italian public hospitals. The yearly premium starts from 149.77€, and is proportionally increased by the amount of revenue you have declared in the past year. Please note that for the period of time not covered by the Italian National Healthcare Service (SSN), you are encouraged to subscribe a private healthcare insurance. See graph below as example for clarification. Your HR Specialist in EFSA will support you with additional information on the procedure to follow upon your arrival in Parma (Italy).

Or

3. Buy a Private healthcare insurance for entire duration of traineeship.

Example of coverage scheme if you decide to subscribe to the Italian National Healthcare Service (SSN):



For non – EU trainees, there are different options they can avail from:

1. Buy a Private healthcare insurance for the entire duration of traineeship prior to your arrival in Parma (Italy).

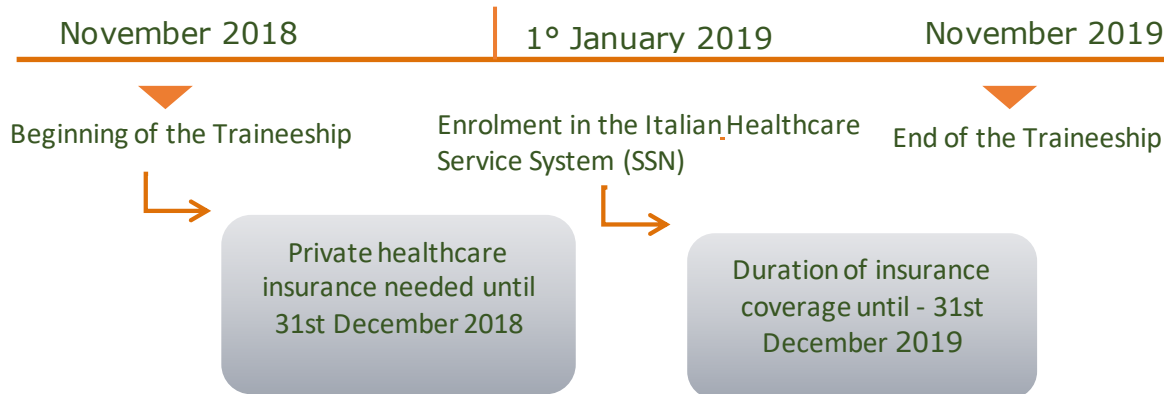
Or

2. Subscription into the Italian National Healthcare Service (SSN). Non-EU trainees need to have a Student Visa to benefit from this option. The National Healthcare Service will cover all the fees related to hospitalization, sickness and maternity services provided within Italian public hospitals. This specific coverage lasts one calendar year, therefore, only until 31st December. The yearly premium starts from 149.77€, and is proportionally increased by the amount of revenue you have declared in the past year. Please note that for the period of time not covered by the Italian National Healthcare Service, you are encouraged to subscribe a private healthcare insurance. See graph below as example for clarification.





Example of coverage scheme if you decide to subscribe to the Italian National Healthcare Service (SSN):



**Can I get some days off for health or personal reasons?**

*Annual Leave*

- You are entitled to 2 days of annual leave per month worked – 24 days for the whole year
- All leave entitlements are calculated pro-rata for the numbers of months to be worked

*Sick Leave*

- For illness up to 2 consecutive calendar days (holidays and/or weekends are included), no medical certificate is required.
- For illness of more than 2 consecutive calendar days, a medical certificate is required
- Up to a maximum of 5 days, the certificate may be submitted upon return
- For more than 5 days, the certificate has to be provided at the latest on the 5th day of the absence

**What is the working schedule?**



- Normal working hours are 8 hours per day and 40 hours per week
- The Sciforma portal has to be updated every day following the actual working hours
- Arrival and departure time is between 7.00 and 20.00
- Minimum 30 min. break for lunch or after 5 consecutive hours of work
- Flexi time arrangements



### What is Sciforma?

- SCIFORMA is a software that enables EFSA staff, including trainees, to register each day their working hours.
- The hours worked are linked to specific projects or activities. Trainees have to coordinate with their Advisors and Line Managers in order to find the correct assignments in which upload, on a daily basis, the exact number of hours spent.
- At the end of each month, the monthly report is sent to the relevant Line Manager for validation. The information is used by EFSA planners, to identify needs and in case, allocate resources.

### Can I do Teleworking?

Teleworking can be authorised in very exceptional circumstances after approval from your line manager and the Head of HUCAP.

### What is the Document Management System (DMS)?

- The Document Management System (DMS) collects electronically all the documents, spreadsheets and projects produced by all the EFSA Staff.
- Trainees do not have direct access to the entire structure of the DMS. A formal communication to get the accessibility of specific areas within DMS has to be forward to the Service Desk after having received the authorization from the Advisor.
- Get in touch with the DMS Coordinator of your Unit. He/she will guide you in navigating across the folders. Find your DMS Coordinator [here<sup>1</sup>](#).
- Access through direct links to documents or from the main page (<https://dms.efsa.europa.eu>) by selecting *Personal > Personal Front page*

### Can I conclude my Traineeship before the contractual ending date?

- A written request notification must be submitted by the trainee to Talent Selection Team ([traineeships@efsa.europa.eu](mailto:traineeships@efsa.europa.eu) office), upon agreement with his/her line manager.
- Notice period of at least 3 weeks (otherwise agreed with your Head of Unit)
- Official end date accepted: 15th or last day of the month
- Recalculation of leave days with your HR Specialist

### What I should do in case I witness a harassment case?

EFSA's policy on prevention of harassment can be found on the EFSA Portal. If you witness any case of harassment feel free to contact one of EFSA's Confidential Counsellors or you can write to [harassment@efsa.europa.eu](mailto:harassment@efsa.europa.eu)

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<sup>1</sup> The link is accessible after been accepted.



## How I can connect with EFSA and my new colleagues on Social Media?

There are specific Facebook Groups for Trainees, created and moderated by trainees.

- [European Food Safety Authority \(EFSA\) – Trainees](#)

EFSA has also profiles on the following social media:

- [www.twitter.com/efsa\\_eu](http://www.twitter.com/efsa_eu)
- [www.pinterest.com/EFSAeu](http://www.pinterest.com/EFSAeu)
- [www.linkedin.com/company/efsa](http://www.linkedin.com/company/efsa)
- [www.youtube.com/user/EFSAchannel](http://www.youtube.com/user/EFSAchannel)

Make sure you follow us in order to get informed with the latest information.

Also, update your LinkedIn profile with your professional experience at EFSA to expand your network and to get connected with your new colleagues.

## Does EFSA have an equal opportunities policy?

EFSA is an equal opportunities employer and refrain from any form of discrimination based on any ground, including disability. Moreover, regarding disability, EFSA applies the same policy as the European Commission, going from granting special adjustments in the selection procedures to providing reasonable accommodation to enable the person who is proposed for recruitment to perform the functions of the assigned job. The same general principles apply in the context of traineeship at EFSA.

Moreover, [EFSA decision on the traineeship at EFSA](#) provides that, upon presentation of the proper justification, disabled trainees may receive a supplement up to a maximum of 50% of the amount of their grant.

## Is it possible to follow some Trainings in EFSA?

- It is possible, but Trainees have to receive the authorisation by their advisors and the priority will be given to the Staff Members.
- Send request to [traininglogistics@efsa.europa.eu](mailto:traininglogistics@efsa.europa.eu)
- If there are available slots: *first come, first served*

## How can I improve my Italian?

- Get in touch with the “CPIA - Centro Provinciale per l'Istruzione degli Adulti”, located in: Via La Spezia, 110 - tel. 05211917221 – 05211917220; e-mail: [cpia.parma@gmail.com](mailto:cpia.parma@gmail.com)  
The Italian courses has a duration of 4 months (October to January – exam on February; March to June – exam on July) and costs 15€ since sponsored by the Italian Government.



## LIVING IN PARMA

### What is the Codice Fiscale and how do I get it?

The Codice Fiscale is a permanent Italian identification number, which is essential for all Italian national and local administrative procedures – from renting an apartment to having a bank account, buying a mobile phone, having a land line, etc.

You can obtain the Codice Fiscale in two ways:

1. Through your local Italian embassy/consulate. Please contact the relevant office at the Italian embassy or Consulate and follow their instructions.
2. When coming in Parma, you need to go to the Italian Revenue Agency Office in Parma (Agenzia delle Entrate, Strada Quarta 6/1 A, 43123 Parma). The office is open during the following hours: Mon, Thu 8.45-12.45 + 14.30-16.30 Tue, Wed, Fri 8.45-12.45. On the Agenzia delle Entrate website you find the bus lines you can take to arrive at the office. At the reception desk you will be asked to fill in an application form with your personal details, including your Italian address – either that of your apartment in Italy or the one of EFSA (Via Carlo Magno 1/A, 43126 Parma). After filling out the form, you will receive a ticket to queue at the office desk, where you will be given a temporary A4 paper version of your codice fiscale.

If you are not able to go to the Agenzia delle Entrate, you can nominate someone to go on your behalf to carry out the procedure and obtain the codice fiscale for you. However, please note that it is necessary to fill in a prepared 'self-certification' (delega), containing your basic details and the ones of the person you delegate, together with the date and your signature. If you need help with the delega, contact your HR partner.

### Where I can find house announcements?

- *Informagiovani*, take a look on this website:  
<https://informagiovani.parma.it/bacheca/abitare.html>
- *Informagiovani*, go check the board at the Informagiovani office located in:  
Via Melloni, 1/B - 43121 Parma, in front of the Central Post Office
- *Camplus Apartments* (Residenza Universitaria Cocconi)  
Borgo Pietro Cocconi, 30, 43125 Parma PR
- Check the boards at the *University of Parma*  
Main Building: Via Università, 12, 43121 Parma PR  
Faculty of Economics: Via John Fitzgerald Kennedy, 71, 43125 Parma PR  
Faculty of Philosophy: Viale Paolo Toschi, 1, 43121 Parma PR



- Take a look on the main housing websites. Note that many announcements are published by agencies which on average would require a month as fee.  
Subito.it; Bakeca.it; Kijiji.it; Immobiliare.it.
- Check the Facebook groups (below). You need to ask the registration to the admin first.
  - PARMA AFFITTI TRA PRIVATI
  - AFFITTI PARMA Camera-Monolocale-Bilocale-Trilocale - brevi&lunghi periodi
  - Case in affitto a parma
  - CAMERE IN AFFITTO A PARMA

### **Is there any night bus service in Parma?**

At nights, there is a public bus from 20.15 to 1.15. It costs 2.5 – 3 euro.

You need to call them at least 1h before the desired time at 840 22 22 23. Tell them where you are and where you want to go. They will inform you where to go to pick you up and when the bus will arrive there.

More information [here](#) .

### **How can I get an Italian SIM Card?**

- Getting an Italian SIM Card can be a cheaper way to get in contact. Below the main carriers:  
TIM : Strada Massimo D'Azeglio, 6/C, 43125 Parma PR  
VODAFONE: Strada Luigi Carlo Farini, 15/B, 43125 Parma PR  
WIND: Via Massimo D'Azeglio, 94, 43125 Parma PR