



European Commission Traineeships

(Blue Book Traineeship)

What is the traineeship?



5 months paid
traineeship
(Administrative/
Translation)



European
Commission or
European
Services/Agencies



2 sessions/year
(1st March or
1st October)



Approx. 1000
trainees/session

Eligibility Criteria



Completion of higher education:
Full degree
(min. 3 year on university level e.g. BA)



No prior experience in a EU Institution or body for more than six weeks or 42 days
(incl. assistant to MEP)



Very good knowledge of at least 2 EU official languages:
EN/ FR/ DE (CEFR – level C) + other EU language (min. CEFR level B2)

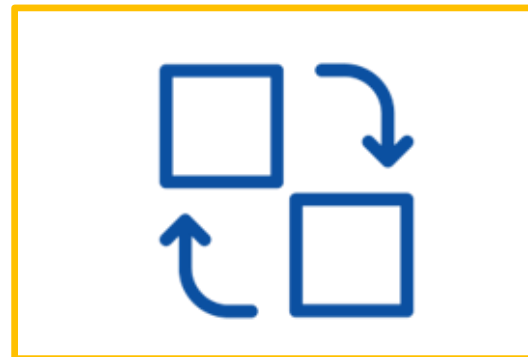
Eligibility Criteria

No age limit



If not selected:
You can apply for more than one session

Open to EU and non-EU applicants



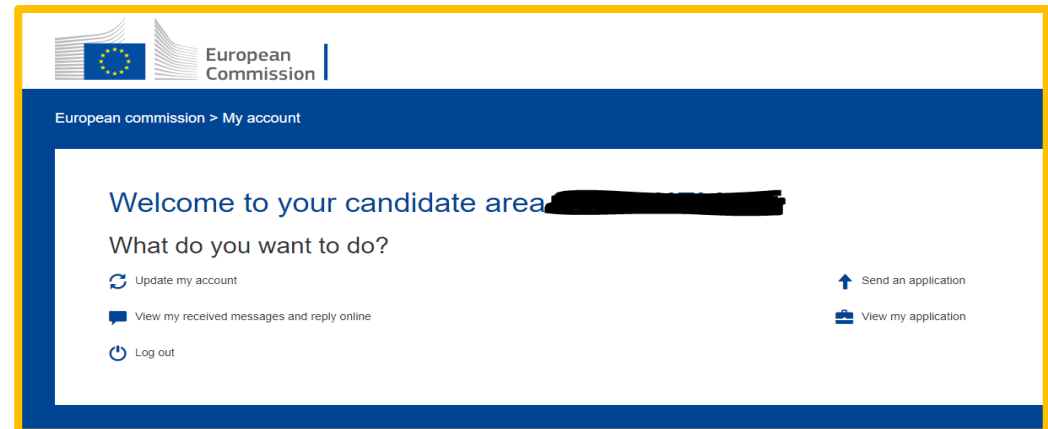
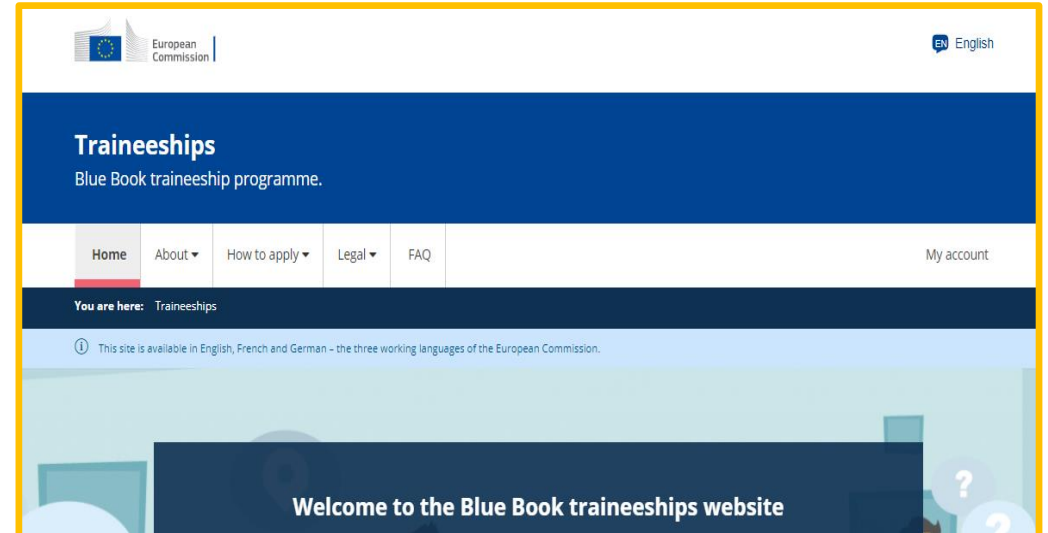
If not selected:
You have to submit a new application for each session

How to submit your application

- **ONLY** during application periods
(usually January & Summer)
- **ONLY** online application form
- **NO AMENDMENTS or CORRECTIONS**
after submission
- **ALL COMMUNICATION** with Traineeships
Office via **personal stage online account**
or e-mail



**NEW APPLICATION FORM
& PROCESS**



What can you indicate in your application?

Personal data
+ Statement of
eligibility

Educational
background

Professional
experience

International
experiences
(exchanges,
mobility)

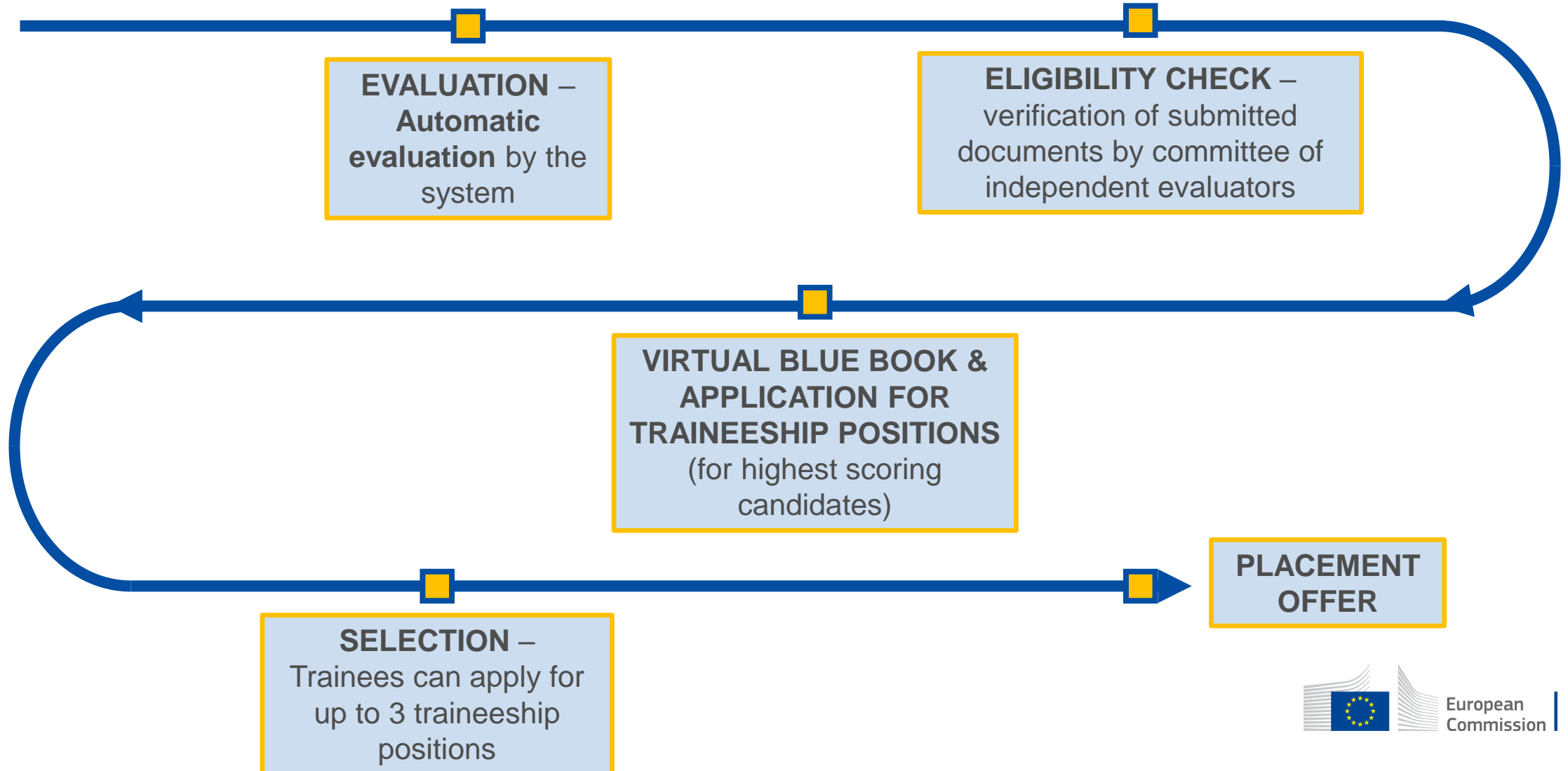
Language
Skills

Other skills: IT,
organisational,
...

Other
Achievements

**Supporting
Documents**

What happens next?



How does the new selection procedure work?

1. The highest scored candidates (around 3 000 successful candidates) are included into the Virtual Blue Book (VBB).
2. Trainees in the VBB can apply for up to 3 published traineeship positions
 - ▶ *You have around 1 week for applying*
 - ▶ *You can mark as many positions as you like as favourites*
 - ▶ *The number of applications per position is limited, if the max. number of applicants is reached, the position will disappear*
3. If none of your 3 applications is successful, you still have a chance to be selected by any other department whose posts have not yet been fulfilled during the second round of selection.

The final decision to recruit candidates falls exclusively under the responsibility of the DGs, services or agencies and **shall only take effect when the Traineeships Office sends the placement offer!**

Facts & Figures

Applications

YEAR	MARCH SESSION	OCTOBER SESSION
2017	12 663 in total (8 046 EU + 4 617 non-EU)	17 032 in total (8 238 EU + 8 794 non-EU)
2018	10 244 in total (6 376 EU + 3 868 non-EU)	14 855 in total (8 117 EU + 6 738 non-EU)
2019	8 660 in total (5 587 EU + 2 773 non-EU)	8 682 in total (6 842 EU + 1 840 non-EU)
2020	10 612 in total (7 075 EU + 3 537 non-EU)	11 033 in total (9 062 EU + 1 971 non-EU)
2021	9 719 in total (8 300 EU + 1 413 non-EU)	14 642 in total (12 254 EU + 2 388 non-EU)
2022	14 654 in total (7 797 EU + 6 857 non-EU)	11 791 in total (9 663 EU + 2 128 non-EU)
2023	15 525 in total	<i>Ongoing</i>

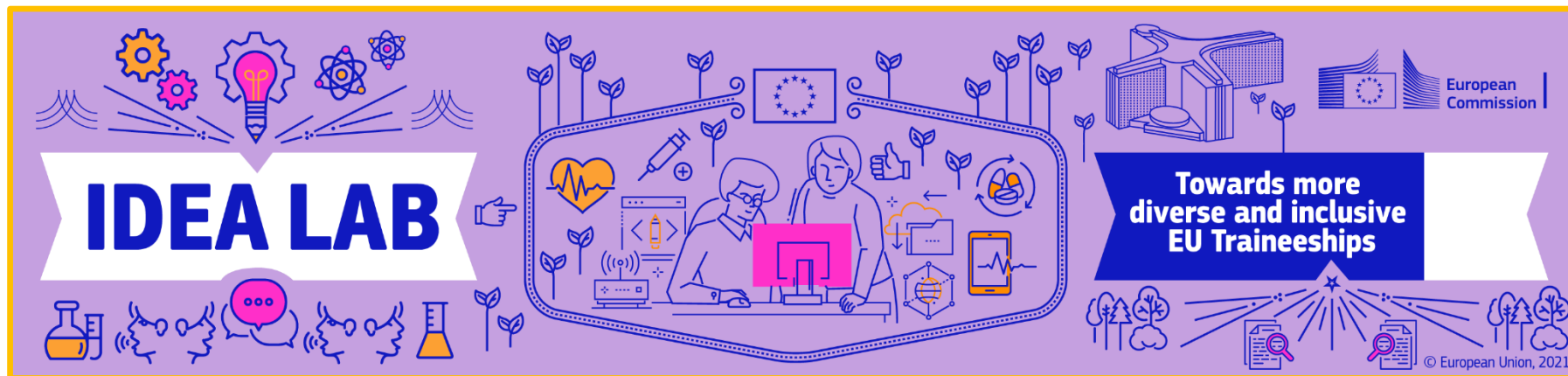
Life as a trainee

- Day-to-day work in unit
- Training courses at the Commission
- Lunchtime conferences
- Visits and trips (Brussels, European Institutions)
- Missions
- *Social activities by Liaison Committee, Trainees' Committee & Subcommittees*



Inclusion & Diversity

- Important topic for European Commission & Traineeships Office
- New strategy is in the pipelines with concrete action points
- Reinforce existing measures: e.g. support for trainees with disabilities
- More information on the topic via [Equal opportunities | Traineeships \(europa.eu\)](https://european-commission.eu/equality/equal-opportunities/traineeships)



Application calendar



APPLICATIONS

Twice a year:

- Traineeships beginning in **October: applications** open **in January** of the same year.
- Traineeships beginning in **March: applications** open **July-August** of the previous year.

You must submit all supporting documents at the same time as the application form.

- More info about recruitment process: [Recruitment procedure | Traineeships \(europa.eu\)](#)
- **Applications for October 2023 traineeships session are closed! The new application round (for March 2024 session) will be open this summer.**

Traineeships

Blue Book traineeship programme.



General information, application forms and selection procedure

<https://traineeships.ec.europa.eu>

PLEASE CONSULT OUR FAQ SECTION



Thank you



© European Union 2020

Unless otherwise noted the reuse of this presentation is authorised under the [CC BY 4.0](https://creativecommons.org/licenses/by/4.0/) license. For any use or reproduction of elements that are not owned by the EU, permission may need to be sought directly from the respective right holders.

Slide xx: [element concerned](#), source: [e.g. Fotolia.com](#); Slide xx: [element concerned](#), source: [e.g. iStock.com](#)

