**TRAINEES@ERA2024 - Application form**

# Traineeship Period

**February 2024 – December 2024 (traineeship for 6 up to 10 months during this period)**

# Personal Data

|  |  |
| --- | --- |
| **Surname** | Click or tap here to enter text. |
| **First name** | Click or tap here to enter text. |
| **Gender** | [ ]  Male [ ]  Female [ ]  No answer/other |
| **Nationality** | Click or tap here to enter text. |
| **Date of Birth** | Click here to enter a date. |

# Contact details

Please notify us of any change of address.

|  |  |
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| **Street/n°** | Click or tap here to enter text. |
| **Postcode** | Click or tap here to enter text. |
| **Town** | Click or tap here to enter text. |
| **Country** | Choose an item.If other, please specify: Click or tap here to enter text. |  |
| **Telephone** | Click or tap here to enter text. |
| **Email address** | Click or tap here to enter text. |

# Education (University, post-university or equivalent degree)

Please, give exact dates:

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| --- | --- | --- | --- |
| **Name and location of university** | **From/to(months and years)** | **Diplomas or degrees obtained** | **Main subjects** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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# Professional Experience (Outside EU Institutions, Agencies and Bodies)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of employer** | **From** | **To** | **Type of work** |
|  | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. |
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# Professional Experience (Inside EU Institutions, Agencies and Bodies)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of employer** | **From** | **To** | **Type of work** |
|  | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. |
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|  | Click or tap to enter a date. | Click or tap to enter a date. | Click or tap here to enter text. |

# Studies or Published Works on European Topics

Please indicate the subject:

Click or tap here to enter text.

# Languages

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| --- | --- |
| **Mother Tongue :** | Click or tap here to enter text. |

Please, indicate your level of knowledge[[1]](#footnote-2) (of EU languages) using the boxes below (please add rows if necessary):

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| --- | --- | --- | --- | --- | --- | --- |
| **Languages** | **C2** | **C1** | **B2** | **B1** | **A2** | **A1** |
|  |[ ] [ ] [ ] [ ] [ ] [ ]
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# Computer Skills and Competences

Click or tap here to enter text.

# Previous In-Service Training in EU Institutions

Have you already benefitted from an in-service training in another European Institution or body?

[ ]  YES [ ]  NO

# Activity Area

Please select one preferred activity area of your interest and a second optional one:

|  |
| --- |
| [ ]  Safety and Operations Unit: Safety Management[ ]  Safety and Operations Unit: Accident and incident investigation[ ]  Monitoring, Analysis, Research and Stakeholders Unit: Notified Bodies monitoring[ ]  Monitoring, Analysis, Research and Stakeholders Unit: Communication and Training[ ]  Monitoring, Analysis, Research and Stakeholders Unit: Events organisation[ ]  Monitoring, Analysis, Research and Stakeholders Unit: International meetings[ ]  Monitoring, Analysis, Research and Stakeholders Unit: Studies and data analysis[ ]  Monitoring, Analysis, Research and Stakeholders Unit: Video recording and editing[ ]  Executive Director Office: Legal/EU Railways related[ ]  Executive Director Office: Legal/Data protection[ ]  Rolling Stock and Fixed Installation Unit: Infrastructure TSI[ ]  Corporate Assurance and Performance Unit: Diversity and inclusion[ ]  Corporate Assurance and Performance Unit: LeaningExplain why you are applying for a traineeship in the selected activity area(s):Click or tap here to enter text. |
|  |

# Disabilities

Have you a physical disability which may require special arrangements to be made if you are selected?

[ ]  YES [ ]  NO

If yes, please give details on the nature of the special arrangement you require.

Click or tap here to enter text.

# Declaration

I declare the information provided above is true and complete. I realise any false statement or omission, even if unintentional on my part, may lead to the rejection of my application.

**By writing my name in “signature” below, I acknowledge that I have carefully read the “Rules governing traineeship period at ERA” and I acknowledge receipt and full acceptance of all of them.**

Date:Click or tap to enter a date. Signature: Click or tap here to enter text.

# Checklist

Checklist of supporting documents to accompany the application:

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| --- | --- |
| **Document** |  |
| **Copy of passport or National I.D.** |[ ]
| **University, post-university or equivalent education diplomas / degrees (if applicable)** |[ ]
| **Official declaration or transcript from the University (if applicable)** |[ ]

**Personal Data Protection**: The Personal Data requested above are confidential and will be processed solely for the purposes of the traineeship scheme and the selection of trainees, according to the Regulation (EU) n° 2018/1725.

You are strongly encouraged to read the relevant “Data Protection Notice” found on this website before filling up this Application Form.

**Activity Area descriptions**

|  |  |
| --- | --- |
| **Requesting Dpt/Unit/Team** | Safety and Operations Unit |
| **Activity area** | Safety Management |
| **Education** | University Degree in Engineering or Communication |
| **Knowledge** | Experience with communication or engineering methods or basic knowledge of social sciences |
| **IT skills** | Conversant with most common Microsoft Office application |
| **Potential tasks** | Support in developing, testing, translating, and promoting of training material and other tools for stakeholders in the understanding and adequate implementation of the Safety legal framework |
| **Recommended reading for the task (in case your application will be selected)** | Relevant documents provided via the Agency’s website under the Domain name “Safety Management” |

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| **Requesting Dpt/Unit/Team** | Safety and Operations Unit |
| **Activity area** | Accident and incident investigation |
| **Education** | University Degree in Engineering |
| **Knowledge** | Knowledge of safety management systems, broad knowledge of railway operations from the point of view of an Infrastructure Manager or a Railway Undertaking (good understanding of the interactions between the railway subsystems) |
| **IT skills** | Conversant with most common Microsoft Office application |
| **Potential tasks** | Support the structured analysis of NIB accident investigation reports and promotion/ dissemination of the findings |
| **Recommended reading for the task (in case your application will be selected)** | Relevant documents provided via the Agency’s website under the Domain name “Accident & Incident” |

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| **Requesting Dpt/Unit/Team** | Monitoring, Analysis, Research and Stakeholders Unit |
| **Activity area** | Notified Bodies monitoring |
| **Education** | University degree in Engineering |
| **Knowledge** | Basic notions of project management and conformity assessment would be an asset |
| **IT skills** | Conversant with most common Microsoft Office application |
| **Potential tasks** | Support the Notified Bodies Monitoring Service Manager in delivering the activities related to the monitoring of Notified Bodies |
| **Recommended reading for the task (in case your application will be selected)** | [Conformity Assessment | European Union Agency for Railways (europa.eu)](https://www.era.europa.eu/domains/conformity-assessment_en) |

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| **Requesting Dpt/Unit/Team** | Monitoring, Analysis, Research and Stakeholders Unit |
| **Activity area** | Communication and Training |
| **Education** | University degree in Communication, or any post-secondary degree related to the requested knowledge |
| **Knowledge** | Design (video, AI) software tools, Moodle, development of learning materials |
| **IT skills** | See above: Adobe Suite (advantageous: AI and video software, Moodle, web design) |
| **Potential tasks** | Support to boost content development for communication and training |
| **Recommended reading for the task (in case your application will be selected)** | N/A |

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| **Requesting Dpt/Unit/Team** | Monitoring, Analysis, Research and Stakeholders Unit |
| **Activity area** | Events organisation |
| **Education** | University degree in Communication, or any post-secondary degree related to the requested knowledge  |
| **Knowledge** | Project management, event organisation, Moodle, training and pedagogics, (e.g., business school, economics, communication) |
| **IT skills** | Microsoft Office. (Advantageous: Moodle, Adobe suite) |
| **Potential tasks** | Support the team in organising events and dissemination activities |
| **Recommended reading for the task (in case your application will be selected)** | N/A |

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| **Requesting Dpt/Unit/Team** | Monitoring, Analysis, Research and Stakeholders Unit |
| **Activity area** | International meetings |
| **Education** | University degree in International Relations, or any post-secondary degree related to the requested knowledge  |
| **Knowledge** | Sound knowledge of the railway system or background in international relations and sound knowledge of how EU is functioning |
| **IT skills** | Microsoft Office |
| **Potential tasks** | Support to monitor the global developments in the railway sector and assist in the organisation/preparation of some international meetings  |
| **Recommended reading for the task (in case your application will be selected)** | N/A |

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| **Requesting Dpt/Unit/Team** | Monitoring, Analysis, Research and Stakeholders Unit |
| **Activity area** | Studies and data analysis |
| **Education** | University degree (or equivalent) in Economics, Statistics, Data Science, Operations Research, Systems Engineering  |
| **Knowledge** | Transport economics, regulatory policy, railway policy, environmental economics, quantitative methods, data analysis |
| **IT skills** | Microsoft office package, R, Power BI and similar |
| **Potential tasks** | Support in ongoing work of the Analysis team with particular focus on targeted studies and data analyses on the European Railway system and its performance |
| **Recommended reading for the task (in case your application will be selected)** |  N/A |

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| **Requesting Dpt/Unit/Team** | Monitoring, Analysis, Research and Stakeholders Unit |
| **Activity area** | Video recording and editing |
| **Education** | University degree in Communication, or any post-secondary degree related to the requested knowledge |
| **Knowledge** | Video recording and video editing |
| **IT skills** | Adobe Suite |
| **Potential tasks** | Support to produce videos for the implementation of the 20-year anniversary ERA Campaign |
| **Recommended reading for the task (in case your application will be selected)** | N/A |

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| **Requesting Dpt/Unit/Team** | Executive Director Office |
| **Activity area** | Legal/EU Railways related |
| **Education** | University degree in Law |
| **Knowledge** | EU law with an interest in transport |
| **IT skills** | Powerpoint, Word, Excel |
| **Potential tasks** | * Support in preparing first draft of legal advice on i) operational issues (e.g. by analysing 4th Railway Package instruments), ii) access to documents re legal advice, iii) governance issues (e.g. on appropriate draft Agency decisions), etc.
* Attend meetings with internal and external stakeholders
* Carry out legal research
* Complete and present a project on legal issues in respect of EU railways law (to be defined when the trainee arrives)
 |
| **Recommended reading for the task (in case your application will be selected)** | ERA Website and 4th Railway Package legal instruments (e.g. Interoperability Directive (EU) 2016/797, Rail Safety Directive 2016/798, Regulation (EU) 2016/796 on ERA) |

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| **Requesting Dpt/Unit/Team** | Executive Director Office |
| **Activity area** | Legal/Data protection |
| **Education** | University degree in Law |
| **Knowledge** | EU law  |
| **IT skills** | Microsoft Office |
| **Potential tasks** | Support the legal office in legal /data protection matters |
| **Recommended reading for the task (in case your application will be selected)** | ERA Regulation and relevant directives, plus info on the ERA website |

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| **Requesting Dpt/Unit/Team** | Rolling Stock and Fixed Installations Unit |
| **Activity area** | Infrastructure TSI |
| **Education** | Civil Engineer |
| **Knowledge** | Structures and railway fixed installations as an advantage but not minimum condition |
| **IT skills** | Basic Microsoft office applications |
| **Potential tasks** | Support to the closure of open points of the 1520 network in INF TSI |
| **Recommended reading for the task (in case your application will be selected)** | Interoperability Directive and INF TSI |

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| **Requesting Dpt/Unit/Team** | Corporate Assurance and Performance Unit |
| **Activity area** | Diversity and inclusion |
| **Education** | University degree (or equivalent) in Sociology (sociology, anthropology, gender studies, law, human rights psychology…)Academic experience (researcher) is a bonus |
| **Knowledge** | * Knowledge on gender mainstreaming and/or diversity and inclusion.
* Knowledge/experience on change management
 |
| **IT skills** | No specific requirement  |
| **Potential tasks** | Support to design and/or co-implement activities to foster gender and other diversity mainstreaming |
| **Recommended reading for the task (in case your application will be selected)** | Preparation material to be provided before start of traineeship |
| **Requesting Dpt/Unit/Team** | Corporate Assurance and Performance Unit |
| **Activity area** | Leaning |
| **Education** | University degree (or equivalent) in Business Administration, Engineering, or a related fieldKey Areas of Study: business process design or re-engineering,  process management, project management |
| **Knowledge** | Knowledge of lean management principles and process optimization techniques, Basic knowledge of project management methods |
| **IT skills** | MS Office tools (Advanced with Word, Excel, PowerPoint), Process Mapping Tools (e.g. Visio), Data Analysis Tools (e.g. Power BI) is a plus |
| **Potential tasks** | Support to facilitate process leaning work groups, to document and map processes, to improve processes through data collection and analysis, to assist in the implementation of process changes and to prepare reports on process performance and improvement outcomes |
| **Recommended reading for the task (in case your application will be selected)** | Books or online resources related to lean management, process optimization |

1. Knowledge of EU language as defined in the Common European Framework of Reference for Languages (CEFR) http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr [↑](#footnote-ref-2)