Administrative Decision on ‘Rules governing the EU-track of the ECDC Fellowship Programme, field epidemiology path (EPIET) and public health microbiology path (EUPHEM)’
Stockholm, 22 November 2016


Background: ECDC shall support and coordinate training programmes to assist Member States and the European Commission to have sufficient numbers of trained specialists in epidemiological surveillance and field investigations, and to have a capability to control disease outbreaks.

Description: This Administrative Decision governs the EU-track of ECDC Fellowship Programme, EPIET field epidemiology path (EPIET) and EPIET public health microbiology path (EUPHEM) starting with Cohort 2017.

The process is based on the outcome of a consultation with the Advisory Forum, the National Focal Points for Training and the Training Site Forum (TSF), being operational contact points within the Coordinating Competent Bodies (CCB) framework. The Management Board on its meeting of 15-16 November 2016 has also supported this direction.
Administrative Decision by the Director of the European Centre for Disease Prevention and Control (ECDC) on Rules governing the EU-track of the ECDC Fellowship Programme, field epidemiology path (EPIET) and public health microbiology path (EUPHEM)

Article 1 - General

This decision governs the EU-track of the ECDC Fellowship Programme, with its field epidemiology path (EPIET) and public health microbiology path (EUPHEM).

1.1. Legal basis

The legal basis of this Director’s Decision lies on Article 9 (6) of Regulation (EC) No 851/2004 of the European Parliament and of the Council of 21 April 2004 establishing a European Centre for Disease Prevention and Control (the ECDC Founding Regulation):

‘The Centre shall, as appropriate, support and coordinate training programmes in order to assist Member States and the Commission to have sufficient numbers of trained specialists, in particular in epidemiological surveillance and field investigations, and to have a capability to define health measures to control disease outbreaks.’

The ECDC Fellowship Programme is a two-year competency based training with two paths: the field epidemiology path (EPIET) and the public health microbiology path (EUPHEM). Both provide training and practical experience in intervention epidemiology at the national and/or regional centres for surveillance and control of communicable diseases and in laboratories with public health function, acknowledged as collaborative Training Sites in the European Union (EU) and European Economic Area (EEA) Member States.

1.2. The objectives of the fellowship programme are the following:

- To strengthen the surveillance and control of infectious diseases and other cross-border health threats or issues of public health concern in the EU/EEA Member States and at EU level, supporting the implementation of Decision 1082/2013/EU;
- To enhance response capacities for effective field investigation and communicable disease control at national and community level to meet public health threats;
- To strengthen the European network of public health professionals through use of shared standards and methods, good practices and common public health objectives;
- To support cascading of training and capacity building within the Member States;
- To facilitate multi-disciplinary cooperation in the above fields.

1.3. The Fellowship Programme is part of ECDC’s efforts to strengthen the public health workforce in the EU and benefits significantly from the contribution of EU/EEA Member States in terms of training
resources. The Training Sites, the supervision of the fellows and the expert facilitation at EPIET/EUPHEM training modules are mainly provided by the Member States, who are thereby key stakeholders in the programme.

1.4. The scientific coordination of the programme is ensured by the coordination team, composed of the Head Scientific Coordinators of EPIET and EUPHEM based at ECDC, and the frontline scientific coordinators based in the Member States. EPIET and EUPHEM are two complementary paths in field epidemiology and public health microbiology, respectively. These two paths are divided in two tracks, the EU- and the MS-track. In the EU-track, fellows are trained in a different country than their country/ies of citizenship, whereas in the MS-track, they remain in their country of residency.

1.5. Assignment of the fellows:
Fellows are placed in one of the EPIET or EUPHEM Training Sites outside of their country/ies of citizenship. Under the professional supervision of the training supervisor/s based at the Training Site, the fellows will carry out activities related to the core competencies of their respective path. Progress of the fellows is monitored by supervisors and a team of scientific coordinators consisting of the two Head Scientific Coordinators and a number of frontline scientific coordinators based in Member States institutions. The scientific coordinators review all outputs of the fellows during their two-year training. The scientific coordinators also provide guidance to fellows and assist supervisors on how to best develop the required field epidemiology and public health microbiology competencies.

The Fellowship learning activities are grounded in their service in public health settings, mostly at epidemiology departments or public health laboratories. During the two-year training programme, all fellows work to reach a number of common intended learning outcomes, under the following key competency domains:

- Public health surveillance
- Outbreak investigation
- Applied public health research
- Public health microbiology and laboratory investigations
- Public health management and communication
- Training and teaching
- Biostatistical analysis

In addition to these, EPIET fellows are expected to develop competencies in the domain on advanced statistics; and EUPHEM fellows, in laboratory bio-risk and quality management.

Article 2 - Eligibility and selection criteria of candidates

2.1. Eligibility
In order to be eligible for the ECDC Fellowship Programme, candidates need to fulfil a set of formal requirements, as follows:

- Thorough knowledge of at least two official languages of the EU/EEA¹, one of which shall be English;
• Be a national of a Member State of EU/EEA; and
• Be entitled to her or his full rights as a citizen.

In order to be eligible for the programme, candidates need to fulfil a set of additional formal requirements, as follows:

• Post-secondary education (at the level of Graduate diploma or Masters’ diploma) in medicine, epidemiology, biology, microbiology, veterinary medicine, pharmacology, biomedicine, public health or other health sciences, and
• At least three years of relevant professional experience; or
• A PhD degree or equivalent in a field relevant to the fellowship.

Candidates are screened on the basis of these requirements and on the broadest possible geographical basis from among the EU/EAA Member States;

2.2. Selection criteria

Fellows are selected based on criteria regarding professional and personal characteristics/interpersonal skills. These are included in the Call for Applications.

*Article 3 - Selection procedure*

3.1. Application

Applications should be made in accordance with the procedures established by the ECDC (see below). All necessary instructions are published on the ECDC website in the Call for Applications. All applications are to be submitted within the deadline.

Applications cannot be carried over to subsequent years.

**Part 1: Pre-selection process**

1.1 Expression of Interest of the Member States

Every year in October or November, ECDC sends an invitation for expression of interest to the NFPTs for training EU- and MS-track fellows in the cohort of the following year.

In this invitation, ECDC will ask the MS to propose national training sites interested in training a fellow in the ECDC Fellowship Programme, both the EU-track and the MS-track. This is done by submitting a response form by the deadline stated in the invitation.

The MS will inform ECDC about the sites interested in being a training site for the next cohort, as well as how many fellows they are willing and have capacity to train in each of the fellowship paths (EPIET/EUPHEM) and tracks (EU/MS). Note that only acknowledged Training Sites will be able to train a fellow in the upcoming cohort.

1 Candidates from accession countries that will become an EU Member State the same year as the call for applications expires will be eligible to apply to the fellowship.

2 An acknowledged training site is a training site that has a) trained a fellow in the last two years or b) has been visited and approved within the last two years or c) has had a successful training site appraisal (no later than February the year of cohort start). To host an EU-track fellow the site also needs to have a signed Framework Partnership Agreement on Training Fellows in place.
In the first allocation round of the fellowship posts for EU- and MS-track for each path, no country will receive more than one seat for each path. Hence, the MS will need to prioritise between EU- and MS-track for each path, but not between each path. This principle is to ensure that the number and geographical range of countries hosting fellows is maximised.

1.2 Number and allocation of fellowship posts

Based on resources available ECDC will each year decide on a total number of fellowship posts and assign them to each track and path using the below principles:

- Each year a fixed number of EU-track fellowship posts for each path will be assigned, with proportion between the paths based on guidance from the Advisory Forum and the NFPTs. For planning purposes, the proportion will be stable throughout the years, and only change following a new consultation with the AF and the NFPTs. The budget for 2017 would indicatively allow for a total of 17 (12 EPIET and 5 EUPHEM) EU-track fellowship posts to be distributed among the countries.

- In case the number of fellowship post for a path exceeds the number of MS having expressed an interest to host a fellow in that path, the remaining posts will be assigned to MS offering to have more than one fellow according to the cumulative historical amount of EU-track fellows of that path that these MS have hosted, ranked from lower to higher counts.

- The allocation of the fellowship posts for the two paths among the countries are done independently from each other. For each of the paths, priority will be allocated to MS that have not hosted an EU-track fellow in that path in the previous cohort, according to the rotation scheme in place since 2012. Countries that have not been allocated a fellow will be put on waiting list for that cohort, according to their rank in the rotation scheme.

- If the assigned number of EU-track fellowship posts in either of the two tracks exceeds the number of countries expressing interest to host fellows in that track, the remaining posts will be distributed to countries having expressed interest to train more than one fellow. Priority should then be given to countries that have not been assigned an MS-track fellow in the same path that year, with further prioritisation based on the cumulative number of EU-track fellows in that path trained by the country previous to the current cohort (ranked from lower to higher numbers). In case of a tied rank in the rotation scheme resulting in the allocation of more than one fellow for any particular track to a country, ECDC will consider also the capacity needs of the countries (which countries would benefit most from a fellow during the fellowship).

- After the assigned fellowship posts for the two paths have been allocated to the MS according to the above criteria, the results including the allocated fellowship posts and waiting list/s will be shared with all the MS.

Part 2: Selection process

2.1. Call for Applications

Candidates are selected through an annual Call for Applications, in accordance with the valid Director’s Decision. The call will be advertised on the ECDC website, together with all necessary instructions for application and information on the Fellowship programme. Each candidate will be requested to submit a Curriculum Vitae (CV) and a Letter of Motivation (LoM).
2.2. Selection Committees

Two ECDC Selection Committees (one for each of the two paths), appointed by the ECDC Director, are responsible for the process of selecting the fellows. The respective Selection Committee includes the Head Scientific Coordinator of the respective path (EPIET or EUPHEM), one frontline scientific coordinator, one representative of the Fellowship Training Site Forum, one representative of the National Focal Points for Training, and one representative of the EPIET Alumni Network (EAN). The Selection Committee will be chaired by the respective Head Scientific Coordinator (may be delegated to another senior staff member within ECDC).

2.3. First Round - Eligibility check by ECDC

The ECDC Fellowship Faculty Bureau (FFB) and the Selection Committee members review the CVs, LoM and online registration information of all candidates for eligibility. Non-eligible candidates will be excluded from the further process, and will be informed in writing.

In parallel the FFB sends application documents from candidates to the NFPTs of the EU Member State of origin of the applying candidate for their review.

2.4. Second Round – Scoring, ranking, and selection by the Selection Committees with invited input from the NFPTs

Each Selection Committee member will review and score all applications by a given deadline, based on a list of pre-defined selection criteria.

In order to make a final short list of candidates for face to face interview two steps will be established.

2.4.1. Teleconference with the Selection Committee to agree on a short list for telephone interviews with candidates (first shortlist). Each Selection Committee discusses individual applicant’s scores during a teleconference and ranks the candidates, taking into account both the scores and the nationality to ensure a wide geographical distribution of the candidates. Top-ranked candidates are shortlisted and invited for a telephone- or video interview with the Committee. The number of shortlisted candidates will be proportional to the number of available fellowship posts for the respective path in that year.

In parallel with the Selection Committee, the NFPTs of the countries of citizenship of the candidates are invited to rank the eligible applicants from their countries, with a deadline allowing for the alignment of the results with the establishment of a shortlist for interviews (see section 2.2.4 below). The format of this review ranking is the responsibility of the MS. In case the Selection Committee shortlist contains a candidate that is not the one being ranked as number one by the NFP of the sending country, the Chair of the Selection Committee will discuss with the respective NFP, providing the possibility of including both candidates to the telephone interview.

2.4.2. Short list for face to face interviews (second shortlist). Following the interviews with the shortlisted candidates, each Selection Committee creates a second shortlist of candidates to be invited to face-to-face interviews (third round) whereby the number of candidates to be invited is again proportional to the number of available fellowship posts for that path. In that invitation FFB will ask the candidates to provide a ranked list of their preferred training sites. Among the remaining candidates from the first shortlist, the respective Selection Committees decide on a waiting list. In case any of the candidates selected for face-to-face interviews is unable to attend, a replacement will be selected from this waiting list and invited to the face-to-face interviews.

If at any stage of the process it becomes evident that a candidate is ineligible, his/her application will no longer be considered and the candidate will be informed of the rejection.
2.5. Third Round – Face-to-face Interviews and placement of fellows

After the shortlists for face-to-face interviews have been finalised, the FFB organises face-to-face interviews with the shortlisted candidates and the Selection Committees as a first step, and later with the available Training Site representatives as a second step.

ECDC will invite as many Training Site representatives from Member States as available fellowship posts for the current cohort and path, and an additional 2-3 Site representatives in case a Member State/Training Site withdraws or no candidate can be placed.

2.5.1. First Step (face-to-face interviews): During the face-to-face interviews, each Selection Committee interviews and scores the candidates. The Selection Committees rank the candidates and present a final shortlist of candidates that will go on to the second step of the selection process. In this first step, the Selection Committees determine if any of the candidates are not adequately meeting the selection criteria for the fellowship programme. These candidates are then informed about the Committees’ decision after the first step and do not progress to the second step.

2.5.2. Second Step (Information Market): In the so-called Information Market, the candidates can meet with the representatives of the identified Training Sites. After this initial meeting round, the candidates will be given opportunity for scheduled individual interviews with Training Site representatives. The FFB will try to pre-slot as many of the candidates’ three preferred sites as possible. During the Information Market, candidates will also be able to sign up for interview slots with Training Sites that they haven’t previously ranked.

After concluded interviews, both the candidates and the Training Site representatives will rank their preferences. There will be 3 levels of ranking (1-3) for candidates, where 1 represents the preferred site(s). Each candidate can rank more than one Training Site at the same level. Candidates will be able to rank up to 3 Training Sites in each level (1-3). The Training Site representatives will use the same method for ranking their preferred candidates: up to 3 candidates can be ranked in each level (1-3). Here again, 1 represents the preferred candidate(s).

If a candidate is not willing to go to a specific Training Site he/she should not score that Training Site. The same is valid for the Training Site representatives if they do not want to host a specific candidate.

2.5.3. Third Step (Final placement): After collating all the rankings from candidates and Training Sites, each Selection Committee will map out the matching between the ranking of the candidates and sites. The Selection Committees then assign candidates to Training Sites taking into account the placement preferences expressed by candidates and Training Sites. 1-1 matches between candidate and Training Site have priority over 1-2 and 2-1 matches, and so on. In case of ties, candidates with the highest scores from the First Step will have priority for placement. Candidates that have not been placed with an available Training Site will constitute the waiting list. The preference of the candidate takes precedence over the preference of the Training Site. The Selection Committees produce a report proposing the names of candidates for that year’s cohort to the Director. The Director of the ECDC makes the final decision on the selection of candidates based on the placement proposal that results from the Third Step and the reports of the Selection Committees.

2.6. Notifications and acceptance

ECDC notifies successful candidates, with a deadline for accepting or rejecting the offer and confirming the dates of the fellowship period. Candidates who are on the waiting list will also be notified of their status by ECDC. In case a candidate rejects or does not reply to the offer within the deadline, the next suitable candidate in the waiting list will be informed about the possibility to get an offer and will have 48 hours to accept or reject the offer. The final composition of the year’s cohort is announced when all parties have accepted their respective offers.
**2.7. Protection of Personal Data**

Any personal data collected by ECDC will be processed solely for the purposes of the performance, management and follow-up of the ECDC training activities in the framework of which it was collected and in accordance with Regulation (EC) n. 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data. This may involve distribution of data to ECDC Coordinating Competent Bodies, in particular to the NFPTs in the EU/EEA Member States and the Training Site Forums, and the scientific coordinators. Personal data submitted during the application process will be stored for a maximum period of 24 months. Data subjects have the right to access and rectify their personal data at any moment. For more information on personal data protection and related documents reference is made to the ECDC website queries or requests concerning the processing of personal data may be addressed to the relevant ECDC Data Controller or the Data Protection Officer (dpo@ecdc.europa.eu).

Fellows are advised to contact their relevant Training Site for advice on personal data retained by the Training Site and its respective retention, processing and distribution.

Data subjects have the right of recourse to the European Data Protection Supervisor.

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**Article 4 - Organisation**

Fellows are placed under the responsibility of a main supervisor who is experienced in applied epidemiology (EPIET) or public health microbiology (EUPHEM), in one of the Training Sites. The supervisor must guide and closely monitor the fellow during his/her fellowship, acting as his/her mentor. An assigned co-supervisor will assist the main supervisor in scientific and practical issues. Besides the main and the co-supervisors, a team of project supervisors shall be available to work closely with the fellow. For the EUPHEM fellows a dedicated epidemiology supervisor shall be assigned to support and supervise fellows with epidemiological competencies and facilitate the link between field epidemiology and public health microbiology. For EPIET fellows (when relevant) a microbiology supervisor should be assigned to support the fellow with microbiological content of her/his projects.

The Training Site will provide individual supervision meetings for the fellow for at least an average of four hours per week during the fellowship. The Training Site will grant the fellow's access to supervised field activities, to datasets and vital records in order to achieve the objectives of the training.

The supervisor must notify immediately the Head Scientific Coordinators of EPIET and EUPHEM of any significant incidents occurring during the fellowship (in particular professional incompetence, prolonged absences, sickenesses, accidents, unprofessional behaviour, or interruption of the fellowship), which come to his/her attention, or of which the fellow has informed him/her. Likewise, the Head Scientific Coordinators of EPIET and EUPHEM are to be informed if any incidents arise that affect the availability of the supervisor, like prolonged absences.

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**Article 5 - Contracts and agreements**

Fellows will sign an employment contract with the employer and employment will take place at the Training Site. Under a Framework Partnership Agreement a Specific Grant Agreement will be signed between the employer and ECDC detailing the arrangements for hosting the fellow.

In cases where the Training Site is not the employer of the fellow, it is up to the parties involved to develop an agreement that will guarantee compliance of all parties to the rules laid down in this Decision and in the Training Site Agreement.
The Training Site shall reserve funding for travels within the country to perform duties related to the fellow's activities, including, but not restricted to, outbreak investigations. The Training Site may assign the fellow to perform training activities in other institutes, if this is required to meet the training objectives within the timeframe of the fellowship.

**Article 6 - Rights and duties of fellows**

6.1. **Duration of the fellowship**

The fellowship is a full-time, learning by doing programme and the training period lasts 24 months. Fellows who end the fellowship before 23 months will not be eligible for the EPIET/EUPHEM diploma. In exceptional cases, fellows may end their fellowship after a total of 23 months, provided that they have achieved all training objectives.

Fellowship periods may be extended beyond the maximum length laid down in these rules in case of serious illness, pregnancy or adoption, subject to (1) terms and conditions of the employment contract and (2) availability of funds at ECDC to cover the cost of salaries and participation in the EPIET/EUPHEM activities. Any potential prolongation is aimed at achieving the minimum period of 23 months and should be immediately brought to the attention of the Heads scientific coordinators of EPIET or EUPHEM. The extension in such circumstances will be approved by the ECDC and the Training Site on a case-by-case basis.

In case of pregnancy and birth or adoption, Article 7.3 applies.

6.2. **Compliance with instructions and regulations**

Fellows shall be required to comply with the instructions given by their Training Site supervisors. They must also comply with the present rules governing the fellowship. Fellows must respect the rules of the Training Site in accordance with the contract of employment and national legislation.

6.3. **Obligatory training activities**

Fellows must take part in all activities organised under the auspice of the ECDC fellowship programme, respecting the timetables and programmes laid down by ECDC.

6.4. **Confidentiality and conflict of interests**

Fellows must exercise the greatest discretion regarding facts and information that come to their knowledge during the course of their training. They must not disclose to any unauthorized person any document or information not already in the public domain. They will continue to be bound by this obligation on expiry of their employment contract.

Fellows must not have any professional connections with third party organisations, which might be incompatible with their fellowship. The fellows are not permitted to enter into gainful employment, provide consultancy services, participate in other training activities or any activities which may adversely affect the work assigned during the period of the fellowship. If a conflict of interests should arise during their assignment, fellows should immediately report this to their supervisor and to the respective Head Scientific Coordinator (EPIET or EUPHEM).
6.5. Publications

Fellows must not, either alone or with others, publish or cause to be published any material dealing with the work of their Training Site without the prior written permission of their supervisor and frontline coordinators. In the case of ECDC work, written permission of the Head Scientific Coordinator of EPIET or the Head Scientific Coordinator of EUPHEM, depending on the respective path of the fellow, is necessary. Approved publications of EPIET and EUPHEM fellows need to include the affiliation of their respective paths, either “ECDC Fellowship Programme, Field Epidemiology path (EPIET), European Centre for Disease Prevention and Control (ECDC), Solna, Sweden” or “ECDC fellowship Programme, Public Health Microbiology path (EUPHEM), European Centre for Disease Prevention and Control (ECDC), Solna, Sweden”.

6.6. Regular Progress Reports

During their fellowship, fellows must submit to their supervisors and to the EPIET/EUPHEM coordinators regularly updated incremental progress reports on their activities during the training period.

6.7. Diploma

Fellows who have completed the minimum required fellowship period of 23 months and achieved all training objectives according to the respective guides of their paths will receive the ECDC Fellowship diploma, with mention to the specific path (EPIET or EUPHEM) after the fellowship.

Article 7 - Absences

7.1. Holidays

Fellows should keep the same hours of work, have the same public holidays and entitlement to annual leave as the other staff of their Training Site. Holidays cannot be taken during training activities where the fellow is obliged to participate, such as the Introductory Course, modules, and during ESCAIDE.

The Training Site supervisors and EPIET/EUPHEM scientific coordinators oversee that the above rules are respected. Leave requests should respect the needs of the service of the Training Site and must be approved by the Training Site supervisor.

7.2. Sickness

In case of sickness, fellows must notify the supervisor immediately and produce a medical certificate according to the rules of the Training Site. The Head Scientific Coordinators of EPIET/EUPHEM as well as the Fellowship Faculty Bureau (FFB) must also be informed.

7.3. Pregnancy and Adoption

In case of pregnancy and birth or adoption, fellows must notify the supervisor and respective Head Scientific Coordinator of EPIET or EUPHEM as soon as possible, and must produce a medical certificate or the appropriate documentation to the Training Site and FFB.
In case of pregnancy and birth or adoption, fellows are entitled to maternity or paternity leave according to the rules of the employer and within the Framework Partnership Agreement (FPA) signed with ECDC. If needed, the training will be prolonged to ensure the minimum length of 23 months in order to be eligible for the diploma.

During the above mentioned leaves, the fellow is entitled to the social benefits of his/her employer.

Fellows must notify the Training Site supervisor and confirm their communicated return date to the Head Scientific Coordinator of EPIET or EUPHEM and FFB in accordance with the national law, but at least 4 weeks in advance.

7.4. Absence without justification and notice

When fellows are absent without justification, the supervisor in the Training Site will inform ECDC so that decisions regarding consequences can be coordinated in terms of FPA (ECDC) and employment contract (Training site).

7.5. Exceptional leave

Upon severe illness or death of close family members and in exceptional circumstances, fellows may be granted additional days of leave according to the rules of the Training Site.

Article 8 - Financial provisions and working conditions

8.1 Bearing in mind the clear and unambiguous rules on annuality in relation to the budget of ECDC as a European public body, grants will only be awarded to grantees who are able to guarantee salary and ancillary agreed costs for the entire duration of the fellowship period, in relation to the fellows placed at their site.

8.2 Whilst Framework Partnership Agreements express the clear intention of ECDC to support the fellowship programme for each fellow for two years, ECDC can only sign Specific Grant Agreements for a maximum of 12 months with the Training Sites. Under the Framework Partnership Agreement, ECDC nonetheless requires Training Sites to sign employment contracts, prior to the start of the fellowship, with fellows for 24 months. All financial commitments foreseen in Article 8.4 below will be formalised in the employment contract between the fellow and their employer.

8.3 Fellows will receive a net salary from the employer equivalent to 23 or 24 months × €2,200 + correction factor, according to the duration of their fellowship. The maximum of 24 months applies to both EPIET and EUPHEM path, except in case of extension of the fellowship due to the circumstances foreseen in article 6.1. The salary will be paid in monthly instalments and according to the employment legislation of the Member State.

In addition, fellows will be eligible for the reimbursement of relocation costs (maximum total of €10,000 for fellows without family obligations or €12,000 for fellows with family obligations, divided in two instalments, one at the beginning and one at the end of fellowship) and language courses costs (maximum total of €1,500 for first year). Language courses are restricted to courses that teach the

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3 In this context family is defined by the national legislation of the country of the Training Site.
language of the country of training. Only language courses taken during the first year of the fellowship are eligible for reimbursement.

8.4 It is the responsibility of the fellows to check the package of secondary provisions (e.g., social security, pension, health insurance, etc.) which would apply to their employment contract as per the national legislation. ECDC will not be liable for any breach of national legislation, either civil or criminal, by either the Training Site or the fellow. Neither will ECDC be directly liable to the fellows for any payments or reimbursements due to the fellow under their contract of employment with the Training Site.

8.5 Should ECDC incur costs in defending any action resulting from the fellowship within the country of the Training Site, it reserves its right to seek legal recompense.

**Article 9 - Place of fellowship**

9.1 The placement of the fellow will be at the Training Site.

9.2 Fellows are expected to participate in EPIET/EUPHEM training modules and courses and may attend occasional international assignments. The Head Scientific Coordinators of EPIET and EUPHEM will indicate which training activities are obligatory and which are optional.

**Article 10 - International assignments/missions**

10.1 During the fellowship, fellows might be offered international assignments / missions by the Training Site, ECDC, or a third party. ECDC will evaluate the suitability of international assignments/missions against the fellowship programme objectives. If suitable, the main supervisor and the Frontline Coordinator shall approve participation of the fellow. The Training Site must agree that the international assignments / missions are compatible with the fellow’s employment contract.

10.2 The party that requests the assignment / mission covers all costs (travel, accommodation, per diems and insurances) and shall provide the fellow with a copy of the terms and conditions of this cover before departure.

10.3 The fellow selected to go on an international assignment shall not receive any additional fees, bonuses, or salaries from the requesting party.

**Article 11 - Tax arrangements**

11.1 Salaries paid to the fellows are subject to taxation either in the country of origin of the fellow, or the country of employment. It is the responsibility of the fellow to provide independently for the declaration of the salary and payment of taxation on the salary she/he receives. However, to calculate

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*See Article 5*
the net monthly salary of the fellow, ECDC will reimburse only the taxes paid in the country of employment.

**Article 12 - Interruption and termination of fellowship and sanctions**

12.1 At the written request of the fellow stating the relevant reasons and with proper justification, the Training site and ECDC will take a coordinated decision to accept or not the interruption of the fellowship. Should the decision authorise the interruption, the fellowship may be interrupted for maximum one (1) month and the salary will then be suspended. In addition, the fellow will not be entitled to reimbursement of any travel expenses incurred during that period. The fellow may return for a maximum of one (1) month to complete the unfinished part of the training within 24 months. Any prolongation is aimed at achieving the minimum period of 23 months.

12.2 If a fellow wishes to terminate his/her fellowship earlier than the date specified in the offer letter from ECDC, the fellow must submit a written request to the Head of EPIET or EUPHEM respectively. This request, stating the relevant reasons, must be submitted according to national law, via his/her supervisor. ECDC will respond to this request within 10 working days. Where appropriate, the Training Site will reimburse ECDC with any amount unduly financed by ECDC.

12.3 Fellows must exercise their duties and behave with integrity, courtesy and consideration. The Training Site supervisor will inform ECDC of the following situations: the conduct of the fellow does not prove satisfactory, the fellow's professional performance or knowledge of the working language is insufficient for the proper execution of his/her duties, it becomes apparent that the fellow knowingly made false declarations or provided false statements or documentation at the moment of application or during the fellowship period, the fellow does not comply with Articles 6.2 and 6.4, and in cases of unjustified absences. ECDC and the Training Site will coordinate consequences in terms of fellowship (ECDC) and employment contract (Training site). Any pre-term termination of the employment contract will be subject to the national employment legislation in force.

12.4 Notwithstanding the exceptions detailed in Articles 12.1, 12.2, and 12.3 above, the fellowship employment contract shall end when the period for which it was awarded expires.

**Article 13 - Final provisions**

13.1 These rules will enter into force on the day following their signature. They take effect starting with the 2017 EU-track cohort.

Implementation of these rules may be defined in an internal procedure.

Done at Solna on 22 November 2016

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Andrea Ammon
Acting Director