



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

26 October 2010
EMA/673364/2010
Administration

Fellowships - Policy and rules

THE EXECUTIVE DIRECTOR

HAVING consulted the Agency's Staff Committee,

HAS ADOPTED a policy and rules on fellowships.

1. Definition and purpose of a fellowship

The purpose of the Agency's fellowship programme is to enhance the existing skills of Agency staff and to share best practice through working for one to six weeks in another organisation/institution. Applicants for a fellowship should already have a considerable knowledge of the Agency's processes and procedures related to their job.

The fellowship has to be part of the staff member's (Temporary Agent's) long-term career development and must also be of benefit for the Agency.

The scope of the work to be carried out in the host organisation/institution must be defined by the applicant, his/her Section Head, Head of Sector/Head of Unit and his/her supervisor in the host institution before the programme starts.

Fellowships are paid from a specific annual fund under the training budget.

2. Who can apply?

With the objective of long-term career-development within the Agency, the programme is open to Temporary Agents who have already worked as Temporary Agents in the Agency for more than three years at the moment of applying for the fellowship.

3. Duration of the fellowship

The minimum duration of a fellowship is one week; the maximum duration is six weeks on a full-time working basis (37.5 hours). Temporary Agents working part-time in the Agency are eligible to apply for a fellowship. They are not compensated for the extra time spent on this training (EMA part-time working scheme, article 7), however, they would revert to full time for the duration of the fellowship only if the fellowship lasts at least one month.

The period of the fellowship has to be considered in the interest of the service. Staff on fellowship will not be replaced by additional staff, therefore the duties of the staff member on fellowship have to be carried out by existing staff.

4. Places available

Fellowships are granted subject to budget availability¹. At the end of each calendar year, the budget allocation for next year's fellowship fund will be determined in line with the Agency's policies, work objectives and specific priorities and will be communicated to Heads of Sector and Heads of Unit.

5. Organising the fellowship

5.1. Identifying an organisation/institution for a fellowship

A staff member who is interested in a fellowship and who fulfils the eligibility criteria under article 2 should discuss a potential fellowship (content/duration/host institution) with his/her Section Head/Head of Sector/Head of Unit. Part of the discussion should be about the objectives and benefits of the fellowship for the staff member, the Section/Sector/Unit and for the Agency. These objectives and the benefits for the Agency should be clearly stated in the 'Fellowship pre-approval form' (Annex 2).

The applicant is responsible for identifying the host institution/organisation and for arranging the fellowship with this institution/organisation. The dates of the fellowship must be approved by the Section Head/Head of Sector in line with the interest of the service.

For all international contacts (i.e. external to the European Union), the International Liaison Officer must be informed in advance, for all contacts within the European Union, the Institutional Liaison Officer should be informed.

5.2. Application and outcome (flowchart in Annex 1)

5.2.1. Deadline for applications

The deadline for applications (i.e. the submission of the pre-approval form in Annex 2) is 31 October for all fellowships taking place during the following year. Applications after the deadline will not be considered. All fellowships for a given year will be considered together.

5.2.2. Pre-approval of objectives and benefits of the fellowship

As the number of fellowships is limited, staff members have to submit a pre-approval form (Annex 2) to their Head of Sector and Head of Unit stating the objectives of their fellowship. No supporting documents need to be attached. At this stage, no travel and accommodation can be booked. The pre-approval form signed by the Head of Sector/Head of Unit has to be sent to the Training Section.

The selection of participants will be coordinated by the Training Section. The Heads of Unit decide who will be granted a fellowship in line with Agency priorities.

Once the selection has been made, the Training Section informs all applications by email if they have been successful. For more details, the relevant Head of Unit can give feedback to the staff member.

The successful applicants can then start organising their fellowships.

¹ The average budget estimate is five fellowships per year.

5.2.3. Organisation of the fellowship

5.2.3.1. International fellowships

Regarding international fellowships, i.e. fellowships outside the European Union, the International Liaison Officer has to be informed.

For fellowships with the FDA, the following applies:

Once the fellowship has been approved in principle, the staff member should send the approved request to the International Liaison Officer. The International Liaison Officer will forward the request to the FDA and request feedback on feasibility of dates and topics within two weeks. If FDA can accommodate the request, the International Liaison Officer will inform the staff member and identify the FDA contact person for further organisation of the fellowship. Further organisational arrangements are made directly by the staff member and the FDA contact, ensuring the International Liaison Officer is in copy with the final dates and arrangements.

The International Liaison Officer will organise a pre-meeting with staff members in advance of these dates and a post meeting following the staff member's return.

5.2.3.2. Fellowships within the European Union

Regarding fellowships within the European Union, the Institutional Liaison Officer has to be informed. A pre-meeting should be organised between the applicant and the Institutional Liaison Officer.

5.2.4. Final approval of the whole fellowship (including dates)

Once the dates of the fellowship have been agreed with the host institution, the applicant can complete the fellowship application form (Annex 3) which includes the agreed fellowship date, the details about travel arrangements and accommodation. The application has to be approved by the Section Head, the Head of Sector and Head of Unit and sent to the Training Section including the following supporting documents:

- signed pre-approval form
- invitation letter/memo/email from the host organisation/institution stating the dates and number of days to be worked as well as the name of the supervisor in the host institution
- quote from the in-house travel agency for the trip from London to the place of the host organisation/institution and back
- details of the accommodation selected (name, address, cost per night and total cost of stay) in line with the Agency mission rules

Deadline for applications to reach the Training Section is four weeks before the start of the fellowship.

Once the Training Section confirms approval of the fellowship to the applicant in writing (by e-mail), the applicant can book his/her travel arrangements and accommodation.

Depending on the host institution, a pre-briefing with the relevant Liaison Officer may be required.

6. Reporting after the fellowship

Upon return, the staff member is required to

- write a report (mission report template under Word/File/New), within six weeks of return, stating the activities during the fellowship period and the achievement of objectives defined in the pre-approval form.
- hold a presentation/offer a training (as applicable) to relevant Agency staff preferably within three months of return. The topic and the target audience are to be determined with the Head of Sector/Head of Unit in coordination with the International/Institutional Liaison Officer as applicable. The date of the presentation/training and the attendance list of the training participants have to be sent to the Training Section.

In order to share the knowledge gained, all reports and training material/presentations will be saved under '14. Business Area Operations' in DREAM and are accessible to Agency staff.

7. Funding, advance payment and reimbursement after the fellowship

Fellowships are paid from a special fund under the training budget.

In line with the Commission's Fellowship programme, Agency fellowships are funded as follows:

- Travel cost: economy fare tickets regardless of the flight duration
- Accommodation: a maximum of 75% of the normal mission allowance for the country in question
- Daily subsistence allowance: 75% of the normal mission allowance for the country in question. The daily subsistence allowance covers the same as specified in the mission rules and follows the mission rules, i.e. meals are deducted.

Accommodation and daily subsistence allowance are reimbursed for week-ends in the host country when the cost to return to the place of employment is higher than the allowance to be paid.

When approved, staff will receive an advance payment for hotel and subsistence. A maximum of 80% of the total expenditure on daily subsistence allowance and accommodation can be advanced to the staff member.

After the fellowship, the reimbursement claim (including supporting documents) must reach the Training Section within three months after the return. Any reimbursement claim submitted more than three months after the date of return will not be reimbursed, any advances or travel expenses already paid will be deducted from the staff member's salary.

8. Passports and visa

The cost of the visas is reimbursed on submission of the original supporting documents. The cost of obtaining a passport and other related expenses are not reimbursed.

9. Time difference and duration of travel

For a time difference for more than four hours, a day's rest is allowed at the place of fellowship before the fellowship period. Should the last day of the fellowship and the travel together exceed 12 hours, the staff member may travel on the following day.

10. Interruption or modification

Should the other institution postpone or cancel the fellowship, the staff member has to inform the Training Section immediately in writing. Upon written proof of cancellation by the host institution, there will be no cost for the staff member. Payments made to the staff member by the Agency in advance of the fellowship for accommodation and daily subsistence allowance will be recovered. Where payments have been made by the staff member (e.g. for accommodation) following approval of the fellowship by the Agency, the staff member will be reimbursed.

Should the fellowship be cancelled, postponed, interrupted or modified by the staff member for reasons of force majeure, by the host organisation for reasons of force majeure or by the Agency for reasons in the interest of the service, the following applies:

- In case of a cancellation, interruption or modification in the interest of the service (recall), all expenses already incurred to staff will be reimbursed. There will be no cost for the staff member.
- In case of a cancellation, interruption or modification for personal reasons, all expenses will be met by the staff member concerned.
- In case of a cancellation, interruption or modification for reasons of force majeure incurring costs as a result of illness or accident, all costs will be covered by the mission insurance.

A fellowship is granted for a given year and cannot be postponed to a following year. Should a staff member not be able to start his/her fellowship for the year that it has been granted, he/she may re-apply the following year by re-sending a full application and a memo stating the reason for not starting the fellowship (e.g. sickness, cancellation by the host institution).

11. Fellowship combined with leave for personal reasons

Leave for personal reasons combined with a fellowship has to be indicated in the application form. A signature by the authorising officer is required if a fellowship is to be combined with absence for personal reasons of more than three calendar days as a result of leave, a week-end, non-working days or public holidays. No replacement staff will be employed for the staff member on fellowship.

12. Compensatory leave

Should the staff member work in the host institution on an official Agency holiday, this day can be offset against an official holiday in the host country.

Should there be no official holiday in the host country, no compensatory leave will be granted for any day worked in the host organisation falling on an Agency holiday.

13. Sick leave

Should a staff member be on sick leave during the fellowship, he/she has to inform HR (Personnel Officer) in writing (by e-mail). A medical certificate has to be submitted to HR for absences longer than three calendar days. This certificate should be submitted immediately upon return from the fellowship.

14. Fellowship combined with mission/training

Should a fellowship be combined with a mission or with a training course, the dates of the mission/training course and the dates of the fellowship each have to be clearly stated in the application form. The accommodation and the daily subsistence allowance will be reimbursed according to the relevant rules for the period in question. Regarding the travel paid by the Agency, the fellowship rules apply.

15. Other requirements

For any other requirement related to the travel and not mentioned in this document (e.g. medical aspects, insurance etc.), the mission rules apply.

16. Appeal procedure

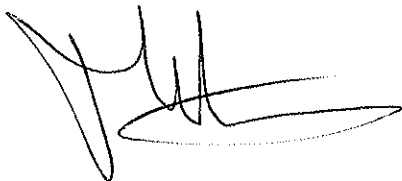
Staff members who wish to appeal may lodge a complaint under Article 90(2) of the Staff Regulations of Officials and the Conditions of Employment of Other Servants.

17. Recording in Actitrak

Time spent on fellowships shall be considered working time and shall not require special leave. Thus, the time spent on a fellowship shall be recorded in Actitrak under 10.03 Governance & Support Activities/Personnel & Staff Matters/Training.

These Fellowship Rules shall apply from 1 January 2011.

London, November 2010

A handwritten signature in black ink, appearing to be 'Thomas Lönngren', written over a horizontal line.

Thomas Lönngren

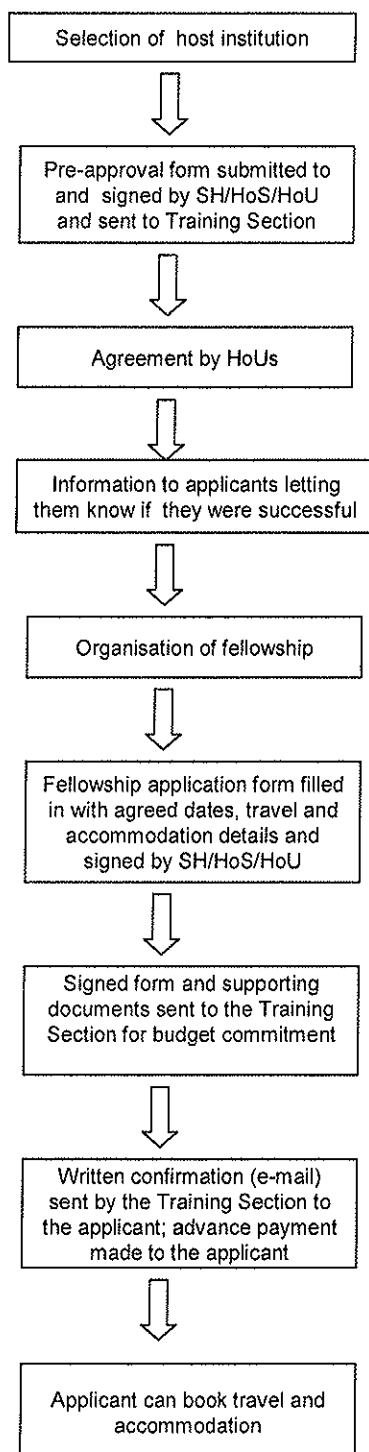
Executive Director



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Annex 1

Fellowship application process





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Annex 2

FELLOWSHIP PRE-APPROVAL FORM

Staff Member Details	
Name:	
Position:	
Section:	

Details of host institution	
Name:	
Location:	
Duration of fellowship:	
Name of supervisor in the host institution:	

Training Objective(s) for staff member

Benefits of the fellowship for the Agency

Additional information (if relevant)

Training Details	
Proposed date:	
Estimated cost (in line with the fellowship rules):	
Current status of arrangements with host institution:	

Date and signature of applicant:	
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Approval of proposed fellowship		
Name of Section Head	Name of Head of Sector	Name of Head of Unit
Date	Date	Date
Signature	Signature	Signature

Fellowship approved <input type="checkbox"/> yes <input type="checkbox"/> no	
Date	
Signature	

TO BE SENT TO THE TRAINING SECTION (office 7-102)
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Summary of rules regarding fellowship pre-approval: Fellowships-policy and rules, Art. 5.2.1 5.2.2, 5.2.4:

- The deadline for applications is 31 October for all fellowships taking place during the following year. Applications after the deadline will not be considered.
- Staff members have to submit a pre-approval form to their Section Head, Head of Sector and Head of Unit explaining the objectives of their fellowship in the host organisation. At this stage, no arrangements for travel and accommodation should be made.
- The Training Section will inform all applicants if they have been successful.
- Only then the fellowship application form can be filled out and submitted to the Training Section with all the supporting documents.



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FELLOWSHIP APPROVAL FORM

Annex 3

To be used only when pre-approval of the fellowship has been granted.
The pre-approval form has to be attached.

Name of staff member:	
Name of host institution:	
Date of fellowship	Place of fellowship

Means of transport	Price (attach official quote) ¹	
Departure: Place	Date	Time
Return: Place	Date	Time
¹ Mission combined with leave, weekend or personal preference such as different place of departure/arrival: Attach copy of the leave form/Agency travel agent quote for Official Travel AND Personal preference. Extra ticket costs must be paid by the staff member by credit card at the time of booking. Fictitious times will be applied for calculation of DSA.		
Is the fellowship combined with leave or weekend ? NO <input type="checkbox"/> YES <input type="checkbox"/> From		To
Please tick the box if absence for personal reasons are more than 3 calendar days, as the signature of the authorising officer is then required <input type="checkbox"/>		Signature Operational Authorising officer:
Are any costs covered by the organisation inviting you? Please specify by ticking the boxes below. Please note you will need to claim reimbursement for these costs from the organiser directly and any payments or reimbursement by the Agency will be reduced accordingly.		
Transport <input type="checkbox"/>	Meals <input type="checkbox"/>	Accommodation <input type="checkbox"/> Daily Allowance <input type="checkbox"/>
Where mission costs are paid for by the organisers, the Operational Authorising must ensure that there is no potential conflict of interest.		Signature Operational Authorising officer:

Should my application be accepted, I undertake to attend the <u>whole</u> fellowship.		
Applicant name	Date	Signature

Approval of fellowship		
Name of Section Head	Name of Head of Sector	Name of Head of Unit
Date	Date	Date
Signature	Signature	Signature
TO BE SENT TO THE TRAINING SECTION (office 7-102)		



Summary of rules regarding fellowship pre-approval: Fellowships-policy and rules, Art. 5.2.4:

The application has to be approved by the Section Head, Head of Sector and Head of Unit and sent to the Training Section including the following supporting documents:

- signed pre-approval form
- invitation letter/memo/email from the host organisation/institution stating the dates and number of days to be worked as well as the name of the supervisor in the host institution
- quote from the in-house travel agency for the trip from London to the place of the host organisation/institution and back
- details of the accommodation selected (name, address, cost per night and total cost of stay) in line with the Agency's mission rules

Deadline for applications to reach Administration is four weeks before the start of the fellowship.

Once the Training Section confirms approval of the fellowship to the applicant in writing (by e-mail), the applicant can book his/her travel arrangements and accommodation.

Depending on the host institution, a pre-briefing with the International/Institutional Liaison Officer may be required.