

## **Institut Europeu de la Mediterrània**

Instituto Europeo del Mediterráneo

Institut Européen de la Méditerranée

European Institute of the Mediterranean

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### **Rules that will govern the awarding by the IEMed of internship grants in the Euro-Mediterranean field aimed at higher degree graduates**

#### **-1.- Subject matter**

1.1. The subject matter of these rules is to regulate the procedure for awarding the internship grants, related to the different fields of work listed in these rules, under the open competition system, to higher degree graduates within the framework of the IEMed's internship grants programme to carry out tasks linked to the IEMed's different fields of work and promote their study and knowledge, as well as to assist in the Institute's projects, enabling the grantees to complement their university education.

1.2. The internship grants are described in Annex 2 and are of three types: A) Internship grants in the Consortium's own fields of work. B) Internship grants in administrative management; C) Internship grants in communication, press and the social media.

1.3. The number of grants to be awarded in each of the fields of work will be specified in the corresponding call.

#### **-2.- Purpose**

The internship grants are related to the undertaking of university studies, and their purpose is to complement university training, increase theoretical and practical training, improve the skills and professional proficiency of the grantees by participating in the projects undertaken by the IEMed in the fields of work listed in Rule 1 and Annex 2 and the integration into the different work teams under the supervision of the Institute officer appointed for this purpose.

#### **-3.- Grantees**

3.1. Natural persons who are nationals of one of the 42 countries of the Euro-Mediterranean area and who hold a university degree, provided six years have not elapsed since they completed the university studies providing access to the call.

3.2 The current grantees can also apply for an extension of these grants in the event of complying with each and every one of the following requisites:

a) If the assessment report to be issued by the supervisor, in coordination with the IEMed department in which they have carried out the internship, is positive and the Assessment Board considers it opportune;

b) If, having been a grantee of these grants in previous calls, they have held them for a period of less than 24 months;

3.3. In no case can the applicants who, having been awarded a previous grant, have lost its benefits through the procedure announced in Rule 26 be grantees of these grants. Neither can the applicants who, in previous calls, have been awarded some of these grants and have held them for more than 24 months be grantees

#### -4.- Requisites, conditions and incompatibilities

4.1 To obtain the status of grantees, applicants must fulfil the following requisites:

a) Not be in any of the circumstances provided for in Article 13 of the General Subsidies Law 38/2003 of 17 November;

b) Attest whether they have applied for/or been awarded other public or private subsidies for the same activity, providing the detailed list with the awarding body and the amount requested and/or awarded;

c) Comply with the regulation on intellectual property, where appropriate;

d) Be fully compliant with the tax obligations of the Spanish state, the Government of Catalonia, and Social Security obligations. If the applicant is not tax resident in Spain, he/she must submit a tax residence certificate issued by the competent authorities of his/her country of residence;

e) Not be prohibited, through a firm resolution dictated in a disciplinary record, from service in any of the public administrations;

f) Hold the nationality of one of the 42 countries in the Euro-Mediterranean area;

g) Hold a university degree or equivalent and have completed the university studies providing access to the call within the last six years;

h) Hold a DNI (Spanish ID) or NIE (tax number for foreigners).

i) Those indicated in the annex to this call for each grant.

4.2 The internship is carried out at the IEMed's office.

4.3 The grants last a maximum of 12 months and, at most, until 31 December of the year when the call is published. Grantees must work for 35 hours per week, morning and afternoon, Monday to Friday. The time distribution will be determined by the department to

which the grantee is assigned. Grantees must combine theoretical training and practical training tasks.

Exceptionally, and depending on the needs of the Institute, grantees can enjoy periods of leave ad hoc. For these cases, a time compensation mechanism will be established in order to enjoy these periods of leave. In this respect, with the exception of the authorisations issued by the internship supervisor, the maximum working hours is 8, always in keeping with the working plan determined.

4.4 A single person cannot receive more than one of the grants provided for in these rules.

4.5 The signing of the standard application form involves a commitment of confidentiality, prohibition of reproduction and exploitation of the documents that can be accessed during the time of the grant, and personal data protection;

4.6 Grantees must assign to the IEMed, if appropriate, through the signing of the corresponding document, the intellectual property rights in all modalities of the exploitation rights, non-exclusively, indefinitely and for all countries of the world, of all the documents generated during the internship and of which they are the authors, as well as the preferential right to their publication for the first two years.

#### -5.- Amount

5.1 The maximum amount allocated to the eight grants will be the amount specified in the call.

5.2 The maximum amount allocated to the grants is conditional on the existence of appropriate and sufficient credit to fund the obligations derived from their call in the corresponding budgetary year.

5.3 The maximum amount of each of the grants, in accordance with what is established in the call, is distributed in three equal monthly payments which will be paid within the expiry month, once the corresponding deductions provided for in Rule 5 of the present rules have been applied.

5.4 If the grantee should start or cease receiving the grant on a day different from the first or last day of each quarter, respectively, he/she will receive the amount proportional to the number of days during which he/she has held this position, provided the objectives established by the IEMed have been achieved and in accordance with Rule 23.

5.5 The amounts of each grant will be subject to the applicable personal income tax and Social Security deductions. The IEMed will pay, quarterly, the amount corresponding to the grant to the bank account indicated by the grantees, once the amounts corresponding to personal income tax and Social Security deductions have been deducted,

#### -6.- Expenses covered

6.1 The expenses covered are one return trip, transportation, accommodation and general living expenses and any current expenses required to guarantee adequate performance of the activity for which the grant is awarded.

6.2 The expenses related to obtaining the visa, residence permit or tax number for foreigners (NIE) required by the legislation of the destination country are not covered. Moreover, the expenses derived from Covid-19 detection tests (PCR and antigen tests and others) will be paid by the grantee. Grantees will arrange the aforementioned services.

#### -7.- Applications

7.1. The application will be submitted online according to the standard form, along with the documents specified in Rule 12. The form can be downloaded only through the IEMed website ([www.iemed.org](http://www.iemed.org)) or from Tràmits Gencat ([tramits.gencat.cat](http://tramits.gencat.cat)), accessible through its electronic office ([seu.gencat.cat](http://seu.gencat.cat)).

#### -8.- Application submission

8.1 Submission of the application accompanied with the documents required, as well as the remaining documents required by these rules, will be done and processed preferably online via Tràmits Gencat ([tramits.gencat.cat](http://tramits.gencat.cat)) through its electronic office ([seu.gencat.cat](http://seu.gencat.cat)).

8.2 The applications made online are considered submitted to the Administration when they are registered in the corporate online register of the Government of Catalonia (S@rCat) and entry of the following details is recorded: registration entry number, date and time of submission, type of document and subject, identification of the body applying and identification of the body to which the application is addressed.

8.3. In the event of onsite procedure, the application, accompanied with the documentation required, can be submitted, in standard form, in the general register office of the IEMed (carrer Girona, 20, 08010 Barcelona) or any of the places set out in Article 25 of Law 26/2010 of 3 August on the Legal System and Procedure for the Public Administrations in Catalonia, in relation with Article 16.4 of Law 39/2015 of 1 October of the Common Administrative Procedure of the Public Administrations for the onsite submission in non-electronic register offices.

The opening times of the IEMed's register office can be consulted on the IEMed's website ([www.iemed.org](http://www.iemed.org)).

8.4 If the application form is submitted at post offices, it must be in an open envelope so that it can be dated and stamped by the public officer before being registered. If applicants submit it abroad, they can do so at the Spanish diplomatic representations or consulates or the delegations of the Government of Catalonia that have document register offices, clearly indicating the IEMed as addressee of the application.

In both cases, applicants must endorse the date of submission at the post office, diplomatic representation or consulate or in the delegations of the Government of Catalonia that have a document register office and inform the IEMed about the submission of the application by e-mail at [infobeques@iemed.org](mailto:infobeques@iemed.org) on the same day, always before the final time and day specified for application submission. The communication of the application submission must be completed with the scanned application and the compulsory documents required in these rules. It will be a cause of non-admission if at the moment of receiving the original documents there is evidence that they do not correspond with the scanned documents previously sent by e-mail to [infobeques@iemed.org](mailto:infobeques@iemed.org).

8.5 On the standard application form, for information purposes only, applicants must state the field of action in which they are particularly interested. It is possible to apply for a maximum of three fields of work, indicating the order of preference from 1 to 3. This does not entitle the applicant to be included in the field of work indicated when the grant is actually awarded.

#### -9.- Identification of the applicant

9.1 The identification and signature of the applicant will be done via the identification and electronic signature admitted by the Government of Catalonia's electronic office, in keeping with the criteria established in Order GRI/233/2015 of 20 July approving the identification and electronic signature in the field of the Government of Catalonia's Administration. In all cases, people submitting the application online can identify themselves and sign electronically through the medium or high security identification and signature mechanisms. If the total amount of the subsidy awarded is higher than €60,000, a high level of security in the identification and electronic signature will be required for the procedure of acceptance of the subsidy or in the justification procedure.

#### -10.- Time limits

10.1 Submission of applications through the online means established in Rule 8 of the annex can be done every day of the year 24 hours a day in the terms and conditions of the corresponding call.

10.2 In terms of time limits, the reception of an application by the corporate online register office of the Government of Catalonia (S@rCat) on a non-working day is effective the next working day.

10.3 In the event of interruption of office services, and provided it is technically possible, the user will see a message announcing this circumstance, with information about alternative onsite register offices for submitting documents and the effects of this interruption on time limits. However, when the user has been unable to see the aforementioned message, and, at the same time, the procedure they want to do must obligatorily be done online, if there is a non-scheduled interruption in the operation of the electronic systems during the last day established for the procedure, it can be done during the next three consecutive working days.

#### -11.- Effects of the application submission

11.1 In keeping with what is set out in Article 3.9 of Law 59/2003 of 19 December on the electronic signature, the IEMed acknowledges the validity and effectiveness of the applications submitted online provided the identification mechanism in Rule 9 of this annex is fulfilled.

11.2 The person concerned can attest the submission of the application by providing the confirmation of the reception of the application of the online procedure, which must include, in any case, the entry register number, and the date and time of submission to the corporate online register office of the Government of Catalonia (S@rCat).

#### -12.- Documents to be attached to the application

12.1 Applicants will enclose with the application, completed according to the standard form, the following documents:

- a) A recent passport-size photograph with first name and surname written on the back if it is submitted onsite, or in .jpg if it is submitted online.
- b) Photocopy of the national identity document. In the event of having a DNI (national identity card) or NIE (tax number for foreigners) issued in Spain, it will not be necessary to submit it, unless the application form expressly states the contrary to verify identity details.
- c) A report of no fewer than two pages and no more than five pages in which the applicants explain the reasons, based on their knowledge, skills and interests, why they are applying for an internship grant. If this report is not provided within the submission period, the application will be excluded from the call.
- d) Detailed curriculum of the applicant.
- e) Photocopy of the university degree or certificate. In the case of a university degree issued by a Spanish university it will be not necessary to submit it, unless the application form expressly states the opposition to verify identity details.
- f) Certificate of the academic record or a photocopy of the academic record.
- g) Photocopy of the certificates attesting proficiency in English, French and Catalan.
- h) A letter of reference issued by the university, professor, lecturers, members of other bodies or renowned figures supporting the applicant's suitability for obtaining one of the training grants included in this call.

12.2 Fulfilment of the requisites provided for in Rule 4.1 applicable to each applicant is endorsed by the affidavits included in the application's standard form model.

The inaccuracy, falsehood or omission of any data or document attached to the grant application leaves this procedure without effect from the moment when they become known and the interested person has been informed; and, consequently, this means the non-admission of the grant application, and possibly the revocation of the grant, if this comes to light after it has been awarded.

12.3 The standard application form includes affidavits of not being included in any of the circumstances that prevent applicants from obtaining the status of grantee of a subsidy, in keeping with what is established by article 13 of the General Subsidies Law 38/2003 of 17 November, and specifically on the aspects detailed below and that the applicant endorses by signing.

12.4 The signing of the application means that the applicant attests, under his/her responsibility, the veracity of these statements:

- a) That the details provided in the application, as well as in all attached documents, are true and complete.

- b) That he/she is fully compliant with the tax obligations of the State, the Government of Catalonia and Social Security obligations. If the applicant is not tax resident in Spain, he/she must submit a tax residence certificate issued by the competent authorities of his/her country of residence.
- c) That he/she is not subject to any prohibition on obtaining subsidies, in accordance with Article 13 of the General Subsidies Law 38/2003 of 17 November.
- d) That he/she has not applied for/or been awarded other public or private grants for the same activity or, where appropriate, that other public or private subsidies have been applied for/or awarded, stating the name of the awarding body/ies and the amount/s requested and/or awarded.
- e) That he/she complies with the regulation on intellectual property.
- f) He/she has not been prohibited, through a firm resolution pronounced in a disciplinary record, from service in any of the public administrations.
- g) That he/she complies with what is provided for in Law 17/2015 of 21 July on effective equality between women and men, where appropriate,
- h) That, in the event of being awarded the grant, he/she commits to fulfil the conditions set out in the call's rules and in the General Subsidies Law.

For candidates who have Spanish nationality and have studied in Spanish universities, the application includes express authorisation to the IEMed to enable it to make all the enquiries necessary to verify the identity details of the person signing and the university certificate issued by a Spanish university as well as to verify that the applicant complies with tax and Social Security obligations and has no criminal convictions, where appropriate.

In the event of not authorising this verification or for those candidates who do not have Spanish nationality or have not studied in a Spanish university, it will be necessary to attach the identity document and the university certificate and submit the certificates proving compliance with the aforementioned obligations.

12.5 The signing and submission of the application means full acceptance of these rules and implies authorisation to the body responsible for the procedure to check, ex officio, all the data included in it.

#### -13.- Application submission period

The application submission period will be specified in the corresponding call. Applications submitted outside the period will not be admitted.

#### -14.- Application amendment

If the application has defects that can be amended or lack the compulsory documents or the documents submitted are inaccurate or flawed, the Assessment Board will ask applicants to amend the applications within a maximum period of 10 working days from the day after the requirement is published in the electronic bulletin board of the Administration



of the Government of Catalonia, accessible through its electronic office ([tauler.gencat.cat](http://tauler.gencat.cat)). This publication replaces the individual notification and has the same effects.

Under no circumstances can the lack of submission of the report required in Rule 12.1 be amended.

#### -15.- Assessment criteria

15.1 The applications admitted to the call are assessed by an Assessment Board provided for in Rule 16.4. The Assessment Board evaluates candidates and gives each one a maximum total score of 100 points for each field of work selected, applying the following assessment criteria:

a) Academic record of the applicant: up to 10 points.

University studies with degree, bachelor's degree or equivalent: average mark above 10. In the event of having more than one university degree, bachelor's degree or equivalent, the one with the best final mark will be taken into account.

b) Complementary training (other degrees, specific courses, doctorate and others) as well as papers, contributions and publications related to the grant's fields of work: up to 10 points.

In the event of accrediting another university course, although it is not completed, and provided it is different from the one requested to access the call and provided in section a): more than 90 credits and up to 120 credits, 2 points are added; more than 120 credits, 3 points are added.

Postgraduate course completed: 5 points are added.

Master's degree completed: 5 points are added.

c) Quality of the report submitted: up to 20 points.

Motivation, 3 points

Rigour and method, 7 points

Content, 7 points

Creativity, 3 points

d) Command of Catalan: up to 5 points.

Catalan (beginners, 1) (intermediate, 3) (upper, 5).

Beginners = Elementary level certificate (B1) of the Directorate General of Linguistic Policy or equivalent

Intermediate = Intermediate level certificate (B2) of the Directorate General of Linguistic Policy or equivalent

Upper = Proficiency level certificate (C1 and C2) of the Directorate General of Linguistic Policy or equivalent

e) Command of foreign languages – English and/or French –: up to 25 points

English (beginners, 1) (intermediate, 5) (upper, 10).



French (beginners, 1) (intermediate, 5) (upper, 10).

If the applicant has English and French at beginners level, 3 points are added; if the applicant English and French at intermediate level, 4 points are added; if the applicant has English and French at upper level, 5 points are added.

Other languages (beginners, 0.5) (intermediate, 3) (upper, 5)

Beginners = language certificates corresponding to level B1 of the Council of Europe's European Framework of Reference.

Intermediate = language certificates corresponding to level B2.2 of the Council of Europe's European Framework of Reference.

Upper = language certificates corresponding to levels C1 and C2 of the Council of Europe's European Framework of Reference.

f) Professional or other practical experience related or relevant to the scope of this call: up to 5 points.

g) Interview: up to 25 points,

Interview assessment criteria:

Motivation, 5 points

Planning and organisation, 5 points

Work team, 5 points

Initiative, autonomy and pro-activity, 5 points

Personal skills, flexibility and adaptability, 5 points

The interview can be onsite, by telephone or via internet.

15.2 The assessment procedure comprises two phases. In the first phase, the assessment criteria set out in items a) to f) in the previous section must be assessed. In this first phase, applicants must obtain a minimum of 60 points to pass this phase and access the second phase.

The second phase will involve the interview with the applicant, and only those applicants who have obtained a minimum of 60 points in the first phase will have access to it.

To pass the assessment procedure and receive the grants, the applicants must have obtained a minimum score of 80 points. People who have obtained a minimum of 60 points in the first phase and are not grantees will form part of the reserve list.

15.3 In the event that two or more applicants obtain the same score, priority must be given, in the first place, to the applicant who has obtained a higher score in the assessment of the criterion identified in item c) of paragraph 1 in this rule and, secondly, to the applicant who has obtained a higher score in the assessment of the criterion identified in item e) of paragraph 1 in this rule.

-16.- Awarding procedure

16.1 The grant awarding procedure in this call is that of open competition.

16.2 The body responsible for the grant awarding procedure is the legal person in the IEMed's body specified in the call.

16.3 The decision-making body for the awarding or denial of the grants is the legal person in the IEMed's body specified in the call.

16.4 The applications submitted are analysed and assessed by an Assessment Board formed by the following people:

- a) President: the Managing Director of the IEMed.
- b) Members: two people of the IEMed staff appointed by the Director General of the IEMed.
- c) Secretary: the Director of Services of the IEMed.

The Assessment Board submits the grant awarding proposal to the officer of the body responsible for the procedure so that he/she can formulate the provisional awarding resolution. The performance of the Assessment Board is ruled by the provisions applicable to the collegiate bodies of the Administration of the Government of Catalonia.

16.5 Before the definitive resolution is pronounced, the grants can be reduced partially or totally, as a result of the restrictions derived from the fulfilment of the objectives of budgetary stability and financial sustainability.

-17.- Provisional resolution proposal, acceptance of the grant, reformulation and submission of complementary documents.

17.1 Once the applications have been assessed and the Assessment Board proposal received, the officer of the body responsible for the procedure formulates and notifies the provisional resolution proposal for the awarding or denial of the grants in keeping with the contents and procedures established in this rule.

17.2 The provisional resolution proposal must contain the list of the applicants proposed as grantees, duly arranged depending on the score obtained, and of the applicant in the reserve list, who must have obtained the minimum score required by the rules.

17.3 The provisional resolution proposal is notified to the interested people through publication on the electronic bulletin board of the Administration of the Government of Catalonia ([tauler.gencat.cat](http://tauler.gencat.cat)) and on the IEMed website. This publication replaces the individual notification and has the same effects.

17.4 The people proposed as grantees must notify their acceptance and submit a document explicitly stating their acceptance and, also, the documents required in the provisional resolution proposal in accordance with Section 8 of this rule, within 10 working days from the day after publication of the provisional award proposal on the electronic bulletin board of the Administration of the Government of Catalonia ([tauler.gencat.cat](http://tauler.gencat.cat)). This provisional resolution proposed must contain the requirement of the aforementioned documents.

The acceptance document can be downloaded from the IEMed website ([www.iemed.org](http://www.iemed.org)) or Tràmits Gencat ([tramits.gencat.cat](http://tramits.gencat.cat)), and can be submitted in keeping with Rule 8 of this annex.

17.5 If any of the people proposed as grantees of the grant do not accept it or withdraw the application, the grant can be awarded to the applicant or applicants on the reserve list in order of score, as long as there is enough credit reserved for the following applications with an equal score, prior to submission of the documents mentioned in Section 8 of this rule.

17.6 Once the period for communication of acceptance of grants and submission of the documents required or appeals has expired, the holder of the body responsible for the procedure formulates the definitive resolution proposal for awarding or denial of the grants, once the provisional resolution proposal and the additional documents submitted by the grantees have been examined, and submits it to the decision-making body.

17.7 The people proposed as grantees can withdraw the application within the period provided for in Section 4 of this rule.

17.8 The documents referred to in Section 4 of this rule, which must be submitted in all cases, in the event of not having been previously submitted, are as follows:

a) Grant acceptance document

b) Documents attesting that the applicant is fully compliant with the tax and Social Security obligations. If the applicant is not tax resident in Spain, he/she must submit a tax residence certificate issued by the competent authorities of his/her country of residence.

c) The affiliation number to the Social Security (NAF). The NAF must be obtained prior to the start of the grant.

d) The tax number for foreigners (NIE) or an appointment to obtain it, if appropriate.

If the grantee does not hold Spanish nationality, he/she must obtain a tax number for foreigners (NIE) and submit it to the IEMed. In this respect, citizens of a member state of the European Union must personally request the NIE in the Office for Foreigners or a police station within a maximum of three months after the date of arrival in Spain. In the case of non-community citizens, the deadline to request the NIE will be 10 days from the date of arrival in Spain.

Not obtaining an appointment to get an NIE within the term established in Section 4 of this rule will mean inclusion on the reserve list until the NIE is obtained.

e) Duly completed debit payment form, in accordance with the model on the IEMed website ([www.iemed.org](http://www.iemed.org)).

-18.- Non-admission and waiver

18.1 1 Causes of non-admission of the application:

a) The submission of the application is outside the period of submission established by the call and these rules.

b) Non-fulfilment of the non-amendable requisites.

18.2 Causes of non-admission of applications:

a) Non-submission of any of the documents provided for in Rule 12 or lack of amendment of the amendable requisites, within 10 working days with prior requirement.

b) Non-submission of the grant acceptance document and of the documents required, under the terms provided for in Rule 17.8.

18.3 Prior to awarding the grants, the body responsible for the procedure must issue a resolution on the non-admission or waiver of the applications, or waiver to the people concerned through its publication on the electronic bulletin board of the Administration of the Government of Catalonia and on the IEMed website ([www.iemed.org](http://www.iemed.org)). This publication replaces the individual notification and has the same effects.

18.4 The publication of the resolution of non-admission or waiver of the applications must include the appeals that are appropriate, the administrative body to which they must be submitted, and the period of time to lodge them.

18.5 Notwithstanding the waiver provided for in Rule 17.7, any applicant can waive their grant application in writing.

#### -19.- Procedure resolution and publication

19.1 The resolution, duly justified, must be announced and notified or published within the maximum period of 6 months from the day after the date of publication of the call. Notwithstanding the obligation to issue a resolution, after the aforementioned period without an announcement and notification or publication of the express resolution, the applications are deemed to be rejected and, consequently, the grant is denied, in accordance with what is provided for in Article 54.2.e) of Law 26/2010, of 3 August, on the Legal System and Procedure of the Public Administrations in Catalonia.

19.2 The resolution of the procedure for awarding or denying grants is notified via the same channel and under the same conditions and effects provided for in Rule 18.3 for the notification of resolutions of non-admission or waiver of the application.

19.3 The publication of the resolution of the procedure for awarding or denying the grant must include the proper appeals against it, the administrative or, where appropriate, judicial body to which they have to be submitted, and the period of time to lodge them.

19.4 Within a maximum period of one month from the day after the notification or publication of the grant resolution, the grantee must formalise a cooperation document with the IEMed, establishing the general and specific conditions for carrying out the internship object of these rules, in accordance with the documentation on the IEMed website.

#### -20.- Waiver

In the events of non-acceptance of a grant or waiver for justified causes, the Executive President can award it in the remaining amount, within the order established, to one of the people who had been designated as alternatives included in the reserve list. In the event of waiver, the grantee must reimburse the amount received for the grant, except if it is justified that he/she fulfilled the purpose for which it was awarded to him/her.

#### -21.- Link with the Administration

The awarding of grants does not imply any kind of labour or administrative relation between the person selected and the European Institute of the Mediterranean Consortium. Fulfilment and completion of the internship, in keeping with the terms established by these rules, will involve the end of all effects of the relations which, because of the awarding of the grants, the grantees maintain with the awarding body.

## -22.- Publicity

22.1 The subsidies granted indicating the amount, objective or purpose and the grantees must be publicised on the notice board designated for the call and on the IEMed website.

22.2 The grant awarding body must publicise the subsidies granted in accordance with the applicable regulations on transparency, in keeping with Article 94.6 of the amended text of the Public Finance Law of Catalonia. To this end, they must be publicised in the information transparency portal mentioned in Article 15 of Law 19/2014 of 29 December on Transparency, Access to Public Information and Good Governance, and Article 45 of Decree 8/2021 of 9 February on Transparency and the Right of Access to Public Information.

22.3 All notifications to be made to the people concerned in this procedure for awarding or denial of grants, including the day and time of the personal interviews, will be through publication on the electronic bulletin board of the Administration of the Government of Catalonia and on the IEMed website ([www.iemed.org](http://www.iemed.org)). This publication replaces the individual notification and has the same effects.

## -23.- Proof of compliance

23.1 Grantees must prove compliance with the subject matter of the grant, the conditions and its purpose.

23.2 Substantiation of the object of the grant and compliance with the conditions and their purpose must be done through the submission of a monthly report, with the approval of both the coordinator and the supervisor of the internship, recording the following aspects: the tasks undertaken by the grantee during the month, always with the assistance and monitoring of the corresponding mentors and the supervision of the grant's coordinator throughout the phases that make up the cycle of the projects developed by the IEMed, both its publishing activity and the academic and promotional events it organises; the learning acquired with each of the tasks developed based on the directions of the internship's supervisor during the cycle of projects carried out; the analysis by the grantee of the theoretical-practical application of the prior knowledge and the progress achieved, assessing how the previous training has been applied to the development of the practical activities, as well as the new learning acquired during the carrying out the supervised tasks; and, finally, the assessment of the progress from the start of the grant, which includes a self-assessing analysis of the progress made by the grantee from his/her own perspective; and attending and benefitting from the training track to be taught during the internship programme, which comprises brief sessions, of compulsory attendance, through which the most relevant aspects of the different fields of work of the Institute, both contents and operational, will be described.

## -24.- Payment

The payment of the amount corresponding to the grant is made by three-monthly payments in arrears upon submission of a report to the grantee supervisor attesting the appropriate and beneficial use of the grant.

#### -25.- Obligations of the grantees

The grantees must comply with the obligations provided for in Articles 90 bis, 92.2. h), and 95 of the Amended Text of the Law on Public Finances of Catalonia, approved by Legislative Decree 3/2002 of 24 December and Article 14 of the General Subsidies Law 38/2003 of 17 November, and specifically the following:

- a) Comply with the purpose and conditions of the grant within the period and conditions specified by the call and these rules;
- b) Perform the activities covered by this grant in keeping with the work plan established by the IEMed and managed by the supervisor;
- c) Provide proof to the IEMed of compliance with the terms and conditions established in Rule 21;
- d) Obtain the Social Security affiliation number (NAF) and the tax number for foreigners (NIE), if necessary.
- e) Provide at all times the information requested concerning the grant awarded and accept the approval and control of the body responsible for the procedure, the General Intervention Board of the Government of Catalonia, the Audit Office, and other competent bodies in keeping with the applicable regulation;
- f) Inform the body responsible for the procedure of the subsidies, revenues or resources funding the activity covered by the grant, obtained or requested from other administrations or public or private bodies, national or international, after submission of the grant application. This communication must be made as soon as it is known and, in any case, before accounting for the application of the funds received;
- g) Keep the documents attesting the application of the funds received, including electronic documents, while they may be subject to checking and control procedures;
- h) Comply with what is provided for in Law 17/2015 of 21 July on Effective Equality between Women and Men;
- i) Observe the ethical principles and rules of conduct to which the activity of grantees must adapt, provided for in Rule 29;
- j) Exclusively carry out the tasks for which the grant has been awarded and not perform any paid work in Spain or abroad during the period of the grant without the prior authorisation of the IEMed;



k) Comply with the instructions received from the internship supervisor and accept and comply with the working rules of the IEMed;

l) Propose to the awarding body any change that, with the same purpose, may arise in the destination of the subsidy which, where appropriate, must be expressly authorised by the awarding body.

m) Comply with the commitment to confidentiality, prohibition of reproduction and exploitation of the documents to which the grantee may have access while receiving the grant, and of personal data protection;

Not fulfilling any of these obligations will entail the reimbursement of the amounts received and the request for the corresponding interest in arrears in keeping with the procedure legally established for this purpose.

#### -26.- Amendment of the resolution

The awarding body has the power to revise the grants awarded if the conditions taken into account for the awarding of the grant are altered or in the event of concurrently obtaining other subsidies.

#### -27.- Revocation, invalidity of the awarding resolution and refund of the amounts received

27.1 The awarding body, when noticing that some of the causes of revocation provided for in Article 99 of the Amended Text of the Law on Public Finances of Catalonia are present, must begin the process of the corresponding revocation record in accordance with the process established in Article 100, and if the resolution of the procedure concludes that there are grounds for revocation, it must agree to totally or partially revoke the grant awarded, accordingly, and when appropriate, also the total or partial refund of the amounts received and the demand for the corresponding legal revenues.

27.2 The causes of nullity and annulability of the awarding resolution are provided for in Article 36 of the General Subsidies Law 38/2003 of 17 November. Another cause of nullity of the awarding resolution for grantees who do not have Spanish nationality will be not obtaining the tax code for foreigners (NIE), as it is considered an essential requisite.

The judicial or administrative declaration of nullity or annulment involves the obligation to return the amounts received, within the limits established by the regulation.

27.3 Moreover, the refund of the amounts received and the request for the corresponding late interest from the moment of payment of the grant to the date on which the properness of the refund is agreed is applicable, in the cases provided for in Article 37 of the General Subsidies Law 38/2003 of 17 November with prior examination of the refund procedure provided for in Article 100 of the Amended Text of the Law on Public Finances of Catalonia, approved by Legislative Decree 3/2002 of 24 December.

27.4 Moreover, the surplus of the grants received in terms of the cost of the action, together with the late interests, must be refunded, in the event provided for in Article 34 of the Implementing Regulation of the General Subsidies Law, approved by Royal Decree 887/2006 of 21 July.



## -28.- Sanctions

In the event of breach of the obligations provided for in these rules, the penalty system provided for in the General Subsidies Law 38/2003 of 17 November and the Amended Text of the Law on Public Finances of Catalonia approved by Legislative Decree 3/2002 of 24 December will be applicable if this breach constitutes an infringement in accordance with the aforementioned legislation, independently of the total or partial refund of the grant.

## -29.- Social Security of the grantees

29.1 The IEMed, as set out in Royal Decree 1493/2011 of 24 October, regulating the terms and conditions of inclusion in the General Social Security Scheme of people participating in training programmes, implementing what is provided for in the third additional provision of Law 27/2011 of 1 August on updating, adaptation and modernisation of the Social Security Scheme, and the people who undertake non-work training under what is provided for by Royal Decree 1543/2011 of 31 October regulating non-work training in enterprises, will be responsible for managing the affiliation and termination of contributions to the Social Security of the grantee during the training period.

To calculate the cost of the contribution, the contributions established every year for training contracts are taken as a reference. In this respect, the contribution bases provided for training contracts will also be applied to people treated as employees referred to in Royal Decree 1493/2011 of 24 October. It is important to note that the reference with these types of contracts is only used to calculate the costs and does not imply any other relationship.

The contribution of the grantee corresponds to the minimum contribution base and will cover all Social Security contingencies, except unemployment, the wages guarantee fund and professional training. Therefore, the grantee will be entitled to benefits of pension, disability and temporary disability both for work-related injuries or common diseases.

Under no circumstances does the fact that the grantee contributes to Social Security make him/her an employee of the IEMed.

During a situation of leave or temporary disability (TD) due to common contingencies, both due to common disease or non-work-related injury, the grantee will be able to receive, in addition to leave or temporary disability benefit, the following:

- from the first to the twentieth day, inclusive, it will be improved until reaching a coverage of 75% of the grant allocation, regardless of the previous contribution period;
- from the twentieth day, the grantee will be subject to what is established by the General Social Security Scheme;

The remaining situations of temporary disability will be ruled by what is established by the Social Security General System.

29.2 Along with Social Security affiliation, the IEMed will register the grantee in the IEMed friendly society. Therefore, any leave for accident or disease must be reported to the IEMed Human Resources Department on the day this happens.

29.3 Grantees are entitled to take maternal or parental leave, in keeping with the legislation applicable, without this involving loss of the status of grantee.

29.4 The IEMed agrees to comply with the Risk Prevention Plan, as well as to train and inform the grantee in correctly carrying out the tasks assigned to them.

#### -30.- Personal data processing

In keeping with Organic Law 3/2018 of 5 December on Personal Data Protection and Guarantee of Digital Rights, Regulation (EU) 2016/679 of the Parliament and the Council on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC, the personal data of the applicants will be processed with the exclusive purpose of managing and processing this call for grants, in keeping with the principles of security and confidentiality established by the regulation on data protection. The natural persons concerned are entitled to access this data, rectify and suppress it, oppose its processing and request limitation (see further information on the IEMed website).

Moreover, with respect to the processing of personal data that may derive from the development of the action provided for in these rules, the grantees must comply with the corresponding regulation, while adopting and implementing the measures provided for concerning personal data protection.

-31.- Ethical principles and rules of conduct to which the grantees must adapt their activity and effects of a possible breach of these principles.

31.1 In keeping with Article 55.2 of Law 19/2014 of 29 December on Transparency, Access to Public Information and Good Governance, the ethical principles and rules of conduct to which the grantees of subsidies must adapt their activity are as follows:

1. Grantees of public subsidies must adopt ethically exemplary conduct, refrain from performing, encouraging, proposing or promoting any kind of corrupt conduct and inform the competent bodies of any manifestation of these practices which, in their view, are present or can affect the procedure. Particularly, they will refrain from carrying out any action that may violate the principles of equal opportunities and free competition.

2. Generally, grantees of public subsidies in the exercise of their activity take on the following obligations:

a) Observe the ethical principles, rules and canons inherent to the activities, trades and/or professions that make up the activity object of the public subsidy.

b) Not carry out actions that endanger the public interest.

c) Report irregular situations that can emerge in the calls for subsidies or in the processes derived from these calls.

3. In particular, the receivers of public subsidies take on the following obligations:

a) Immediately inform the competent body of the possible situation of conflict of interests.

- b) Do not ask, directly or indirectly, a public official or employee to influence the awarding of a subsidy.
- c) Do not offer or provide public officials or employees with personal or material advantages, either for themselves or for third persons with the aim of influencing a procedure for the awarding of a subsidy.
- d) Cooperate with the competent body in the actions it carries out for the monitoring and/or assessment of compliance with the obligations established in the rules of the call, particularly by providing the information requested for these purposes related with receiving public funds.
- e) Comply with the obligations of providing information that the legislation on transparency imposes on grantees in relation with the Administration or administrations of reference, notwithstanding compliance with the obligations of transparency that directly correspond to them by law, in the cases established in Section four of Article 3 of the Act on Transparency.

31.2 In compliance with the same regulation, it is established that the effects of a possible breach of the ethical principles and rules of conduct will be the following:

In the event of a breach of the ethical principles and rules of conduct the sanctioning system provided for in Law 19/2014 of 29 December will be applicable, as will the sanctions provided for in Article 84 in terms of grantees of public subsidies, notwithstanding other possible consequences provided for in the legislation in terms of subsidies.

#### -32.- Applicable legislation

For anything not expressly provided for by these rules, the following provisions are applicable: chapter IX of the Amended Text of the Law on Public Finances of Catalonia, approved by Legislative Decree 3/2002 of 24 December; the basic precepts of the General Subsidies Act 38/2003 of 17 November and the Implementing Regulation of the aforementioned Law, approved by Royal Decree 887/2006 of 21 July; Law 26/2010 of 3 August on the Legal System and Procedure for the Public Administrations in Catalonia and the Accord GOV/85/2016 of 28 June approving the modification of the standard model of regulating rules approved by Accord GOV/110/2014 of 22 July approving the standard model of rules regulating the procedures for the awarding of subsidies under the open competition system processed by the Administration of the Government of Catalonia, and its public sector, whose full text is approved.

## Annex 2

The object of the grants and the profile of the grantees are as follows:

### A) Code: Internship grants in the Consortium's own fields of work

Subject matter: The subject matter of the grants is eminently practical training in the different phases of organising the activities and projects promoted by the IEMed, in the following areas of knowledge

- a) Euro-Mediterranean policies: The grant will allow the grantee to acquire knowledge related to project management (design, planning and organisation of events), promoting their training in research and investigation processes and framing them in current issues linked to Euro-Mediterranean policies. The internship grant will give the grantee a practical view of how to manage an international network, since it will allow him or her to learn how the main network of research centres and think tanks in the Euro-Mediterranean area is managed, such as the EuroMeSCo network, currently comprising 117 institutes from 30 European and southern Mediterranean countries. In this context, the grantee will gain knowledge about the organisation of conferences and seminars within the framework of a large Euro-Mediterranean network, and will obtain direct knowledge about the review of publications, while learning about the best way to get the resources to carry out an accurate and efficient search for information and data. The grantee will also learn about the entire process of publishing and producing publications by gaining direct knowledge about the production of a series of the IEMed's own publications, seeing how the Euromed insights and the Euromed review are prepared. In addition, they will also obtain direct training on the organisation and how other activities and projects developed within the framework of Euro-Mediterranean policies are carried out. The training within the framework of the grant will also promote the development of good communication skills.

Profile of grantees: The candidate must have an interest in EU foreign policies and Euro-Mediterranean relations.

Languages: Given that the training grant is carried out in a multilingual environment, the grantee must have a very good command of English and French.

- b) Arab and Islamic world: The grant will enable the grantee to acquire knowledge related to project management (design, planning and organisation of events), promoting their training in research and investigation processes and framing them in current issues linked to the Arab and Islamic region, while requiring the grantee to acquire knowledge and learn to manage research funds in order to achieve a solid training in writing background notes, articles based on the research carried out, and brief articles. The grantee will also receive training on how to organise events, present books and conferences, and disseminate events and publications. The grantee will also be able to see first-hand how the different publications in the area are produced and under the supervision of the tutor and the staff responsible for editing the journal *afkar/ideas* will be able to learn how to prepare the contents of a journal, how authors and topics are selected, and learn about the publishing process. The grantee will also be able to see how an inter-university programme is managed and organised, such as the Aula Mediterrània programme, which is organised in

coordination with more than a dozen master's programmes from different universities, and will be able to learn how collaboration with masters degrees is fostered, how to design a series of lectures and how to organise specific seminars. In addition. The grantee will also be able to see how awarding and delivery of the awards to the best final master's project of Aula Mediterrània are organized, learning about the way a jury is selected and providing them with knowledge about the different methodologies of the winner selection processes. The training grant will also promote the achievement of good communication skills.

Profile of the grantees: The grantee must have an interest in the events taking place in the region and must be motivated by the main social and academic debates related to the region.

Languages: Given that the training grant is carried out in a multilingual environment, the grantee must have a very good command of French, English, Spanish and Catalan.

c) Sustainable development and regional integration:

The grant will enable the grantee to acquire knowledge related to the organisation of different types of events (from conferences to working groups, workshops...) related to project management (design and planning), promoting their training in research and investigation processes and framing them within current issues linked to sustainable development and regional integration. The grantee will be able to see how a wide range of key issues on the Euro-Mediterranean sustainable development and regional integration agenda are addressed and will be trained to communicate with experts and stakeholders related to key economic issues from the Euromed region, and will be provided with resources to know the strategies to involve them in working sessions, dissemination of results or research work. Moreover, the grantee will be encouraged to contribute to projects in the area to contribute creative ideas and achieve organisational skills and understand the necessary procedures to organise events involving experts and high-level professionals in Euro-Mediterranean affairs, and will be provided with resources and knowledge to develop skills related to the management and coordination of networks, seeing first-hand how the MedThink 5 +5 and the MED Confederation are organised and managed. The development of the grant will allow the grantee to acquire knowledge to develop analytical and writing skills by contributing to the preparation of reports and the provision of research assistance, and will receive an apprenticeship that will provide technical connections to review, update and manage content and publications for dissemination, and gain an understanding of the publishing process, as well as being able to see first-hand the most important aspects of the management of European projects focused on the socioeconomic development of the southern Mediterranean region.

Profile of the grantees: They must be interested in issues related to the economic situation of the Euro-Mediterranean region as well as in the main actors and institutions that lead cooperation in the Mediterranean.

Languages: Given that the training grant is carried out in a multilingual environment, the grantee must have a very good command of English and French. Knowledge of other languages is an advantage.

d) Culture, gender and civil society in the Euromed area:

The grantee will gain knowledge about how to coordinate a network, specifically the Spanish network of the Anna Lindh Foundation (ALF), which is made up of more than 130 organisations from all over Spain, and will learn about the operation of a network of networks, through the first-person view of how the ALF is organised, as the most representative network of networks in the Euro-Mediterranean space, since it is based in each of the 42 countries of the Euromed area. The grant will also make it possible to see how the Euro-Mediterranean literary contest *A Sea of Words* is organised, acquiring general knowledge about the phases and the procedure to be followed in the organisation of events and learning about how the awarding and delivery of the *Sea of Words* prizes for the best stories is organised, acquiring knowledge about the selection methodology of an international jury and learning about the processes to select winners. The grantee will also see how texts and publications are produced and published, and will learn how these texts are disseminated and communicated, and will be trained to learn how to write a report, an article, or a collection of notes efficiently. The grantee will also acquire knowledge about the production and editing of publications in the area, and under the supervision of the tutor and the staff dedicated to the editing the journal *Quaderns de la Mediterrània* will be able to see and learn how to prepare the contents of journal, the way the selection of authors and topics is carried out, as well as training in the writing of short articles and understanding the editorial process. The grantee will also be able to see and learn how a network of actors from civil society, the academic world, etc. is fostered, and learn how work is carried out in the field of gender equality, and learn ways to promote actions in this area with the aim of advancing equality. The training grant will also promote achievement of good communication skills, with training in the creation and development of online content (Internet and social networks).

Profile of the grantees: Must be interested in issues related to civil society, cooperation and intercultural dialogue, young people and gender issues, and social networks.

Languages: Given that the training grant is carried out in a multilingual environment, the grantee must have a very good command of Catalan, Spanish, English and French. Knowledge of Arabic is an advantage but is not necessary.

e) Institutional support and Euro-Mediterranean relations

The grantee will gain knowledge of the preparation of the monthly newsletter Euromed Insight Migrations, which includes training on the current situation of the Euro-Mediterranean migration agenda and obtaining resources to carry out research for specialised publications. The grantee will participate in and learn about the processes involved in the production of the annual Euromed Survey, see the methodology used in the fieldwork phases and consolidating knowledge about the formulation of the analysis of the results. The grantee will also acquire knowledge about producing and editing publications in the area and, under the supervision of the tutor and the staff dedicated to editing the *Mediterranean Yearbook*, will be able to see and monitor the phases of the publication: definition (research of topics and authors), development (preparation of appendices: chronologies, statistical tables, graphs and maps), and production (review of originals and translations). The training



grant will also promote the development of good communication skills. The grantee will also be able to acquire knowledge about the preparation of different dissemination materials and acquire general knowledge about the phases and procedures to follow in the organisation of seminars, knowledge management spaces and events.

Profile of the grantees: They will have an interest in understanding the external dimension of EU migration policies as well as in Euro-Mediterranean relations in general and more specifically in the countries of the Mediterranean area.

Languages: Given that the training grant is carried out in a multilingual environment, the grantee must have a very good command of Catalan, Spanish, English and French.

#### B) Code: Internship grants in administrative management

Subject matter: The grantee will acquire practical knowledge about the management of procurement files in the public administrations, seeing how the procedures intended for minor procurement and the processing of public tenders are used, and learn about the processing of subsidies at the local, regional, national and European level, and will also be trained in the processing of economic management documents, including training in the operation of different commonly used management applications and others specific to the Government of Catalonia (SAP, TEEC, TAIS,...). The grantee will also receive first-hand learning about the different types of employment contracts in force and will obtain practical knowledge about the procedures involving the Social Security. They will learn about policies on privacy, data protection, and others related to the prevention of occupational hazards.

Profile of the grantees: Students who have completed a degree in economics, business sciences, law, or any other related subject or who are interested in learning about administrative management.

Languages: Catalan and Spanish. Given that the training grant is carried out in a multilingual environment, knowledge of English and/or French is an advantage but not a necessity.

#### C) Code: Internship grants in communication, press and the social media.

Subject matter: The grantee will acquire knowledge about the practicality of information and dissemination activities and campaigns, learn the methodology to be able to develop online content for websites and will develop skills in the management of social networks, with the aim of achieving a solid understanding of the mechanics of disseminating activities, research and policy analysis aimed at a diverse international audience, and understanding the strategies that ensure a significant impact in traditional media. The grantee will gain knowledge in corporate communication and what it entails and will learn to shape the content in accordance with how the communicator wants to transmit it. The grantee will acquire excellent writing and editing skills, knowledge of web content management systems and e-marketing, social networks, photographic and graphic editing skills, and will become familiar with current events in the Euro-Mediterranean area.



Profile of the grantees: Must be interested in topics related to the Euro-Mediterranean space, communication and social networks.

Languages: Given that the training grant is carried out in a multilingual environment, the grantee must have a very good command of Catalan, Spanish, English and French.