



**“NETWORK OF DANUBE WATERWAY ADMINISTRATIONS”**  
South-East European Transnational Cooperation Programme

**CONCEPT FOR TRAINEES**

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## LIST OF ABBREVIATIONS

NEWADA	Network of Danube Waterway Administrations

## **1 SCOPE OF DOCUMENT**

Within the application form for the project NEWADA it was foreseen to provide a concept for the exchange of experts and trainees. At the beginning of the project it was specified that experts can't be compared with trainees due to the fact that their needs are completely different. As a logical consequence it was decided that for experts a separate concept shall be drafted and implemented within the lifetime of the project, which shall offer the possibility to get to know the experts from other Danube countries and provide an insight into their daily work.

The concept drafted for the trainees shall identify the current funding possibilities within the European region, their framework conditions and evaluate their usability. Furthermore, alternatives to those programmes shall be identified. The identified programmes and funding possibilities might be of use for further projects, but within the project NEWADA no exchange of trainees will take place.

## **2 REQUIREMENTS FOR A TRAINEE EXCHANGE PROGRAMME**

As a first step some framework conditions for a trainee programme had to be defined. Some of the NEWADA partners had exchanged trainees in the past and can therefore provide useful information. A basic questionnaire was set up and distributed to the partners where those framework conditions had to be defined. Due to the fact that NEWADA deals with waterway administrations it was decided that for the beginning the thematic fields hydrography, hydrology, ecology and waterway maintenance shall be of major relevance. If such a trainee programme will be implemented it could happen that the thematic field of RIS will be included. The tables (Annex A and Annex B) highlight the framework conditions which exist for sending away own trainees as well as hosting trainees of other partners.

## **3 CONCLUSION OUT OF QUESTIONNAIRE**

At first the term "trainee" should be discussed. Originally an employee is meant which is new to the company. The questionnaire showed that for the most partners an employee has to have certain knowledge until he can be sent away. Now, it has to be discussed if this can still be called trainee exchange programme. Two points which were mentioned by most of the partners were basic knowledge in the respective field and language skills. Also this outcome shows that maybe a new employee is not able to provide both requested skills necessary for a trainee exchange programme. In addition to that it became obvious that none of the partners makes big difference between hosting and sending away a trainee. In all cases support will be guaranteed.

A common opinion could also be found for the question what a trainee shall do during his trip. He shall get to know the experiences and processes which are used in the partner organisation and make use of this knowledge after he returns. According to the answers a traineeship shall last between one or two weeks. For hosting trainees some partners can provide support such as accommodation and local transport. On the other side also the employee of the trainee takes over costs such as travel expenses and per diems. Hence, both organisations financially support the trainee exchange which eases the coverage of costs. Originally not foreseen but interesting was the request of Romanian partners, which highlighted that an exchange for ENC chart production and also EU project management could make sense.

#### **4 PROGRAMMES OF THE EUROPEAN UNION**

On the following website<sup>1</sup> information about EU funded programmes can be found. There is a variety of programmes with different conditions and backgrounds. These programmes enable individuals at all stages of their lives to pursue stimulating learning opportunities across Europe. There are four sub-programmes focusing on different stages of education and training and continuing previous programmes:

- Comenius for schools
- Erasmus for higher education
- Leonardo da Vinci for vocational education and training
- Grundtvig for adult education
- Jean Monnet programme for European integration process at higher education institutions worldwide

Information provided on this website and experiences pointed out that for the needs of a trainee exchange programme for waterway administrations – as it is defined above – no EU funding programme should be used. The two main reasons behind is the financial support of the hosting as well as the sending organisation and the short duration of the exchange itself. It makes no sense to apply for external funding for a one or even two weeks exchange programme. Hence, the NEWADA partners will most likely put the topic of the trainee programme on the agenda when discussing about follow up activities.

**- End of document -**

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<sup>1</sup> ([HTTP://EC.EUROPA.EU/EDUCATION/LIFELONG-LEARNING-PROGRAMME/DOC78\\_EN.HTM](http://ec.europa.eu/education/lifelong-learning-programme/doc78_en.htm))

Concept for a Trainee Programme – Sending away your trainees	via donau	VKKI	Plovput	AFDJ	EAEMDR
1 Can you imagine sending your trainees to other project partners?	no	yes	yes	yes	yes
2 Can you imagine sending more than one trainee at one time?	no	yes	yes	yes	yes
3 How long has a trainee to work in your company so that it would make sense to send him to other partners?	2-3 years	min. 1 year	4 years		2 years
4 What kind of knowledge shall the trainee have before the exchange?					
general knowledge in the field	x	x			
bachelor degree			x		
years of experiance			3		
basic computer skills				x	
language	x			x	
5 What shall he learn / do during his traineeship?					
study experiances of partner		x			
hydrographic surveying processes (from survey to data processing)			x		
design of river training structures			x		
how to use software, equipment, standards etc.				x	
6 How long shall the traineeship last?	1-2 weeks	-	1 month		10 days
7 Is there a certain period during the year when the traineeship is more convenient?	spring & summer	No	No	summer & autumn	Jan - Apr.
8 Would you prefer to send the trainee only to one organisation or shall he visit more partners?					
only one partner		x			x
more partners	x		x	x	
9 If you prefer more visits, shall they take place after each other, or shall the trainee come back to your office after each traineeship for a while?	trainee shall come back	-	no preference	trainee shall come back	-
10 How much shall such a traineeship cost?	takes over all costs according to internal rules	~ 1300 EUR	100 EUR per day, plus travel costs		-
11 What kind of costs can you accept? (travel, hotel, per diem, pocket money, etc.)					
travel	x	x	x	x	x
accomodation	x	x	x	x	x
per diem	x	x	x	x	
pocket money					x
12 Which thematic field would be of interest for your organisation?					
waterway maintenance		mainly	x		x
hydrograpy		x	x	x	x
hydrology		x		x	x
ecology		x			
ENC					x
project management (of EU projects)				x	
13 Are there any legal / labour issues to consider?	No	No	No		No
14 Anything else you want to mention / specify for the traineeship?	No	also trainees from directorates could be involved	No		

Concept for a Trainee Programme – Hosting trainees		via donau	VKKI	Plovput	AFDJ	EAEMDR
1	Could you imagine hosting trainees of other partners?	yes	yes	yes	yes	yes
2	Could you host more than one trainee at one time?	yes	yes	yes	yes	yes
3	What kind of knowledge should the trainee have before visiting your company?					
	general knowledge in the field	x	x			
	bachelor degree			x		
	years of experience			3		
	basic computer skills				x	
	language	x			x	
4	What shall he learn / do during his traineeship?					
	study experiences of host		x			
	hydrographic surveying processes (from survey to data processing)			x		
	design of river training structures			x		
	how to use software, equipment, standards etc.				x	
5	How long shall the trainee stay in your office?	1-2 weeks	2-3 days	1-2 weeks	-	
6	Is there a certain period during the year when the traineeship is more convenient?	No	No	May - Sept.	spring, summer, autumn	Jan. - Apr.
7	How much shall such a traineeship cost?	~ 1.500 EUR	~ 1.400 EUR	100 EUR per day, plus travel costs		
8	What kind of costs can you accept? (travel, hotel, per diem, pocket money, etc.)					
	local travel	x	x			
	travel			x		
	site visits		x			
	catering		x			
	accomodation	for free		x	x	for free
	per diem			x		
	pocket money	x				
	trainer fees		x			
9	In which thematic field could you provide a trainee programme?					
	waterway maintenance		mainly	x		x
	hydrography		x	x	x	x
	hydrology		x		x	x
	ecology		x			
	signalisation				x	
	ENC	x				
	project management (of EU projects)	x				
10	Are there any legal / labour issues to consider?	No	No	No	No	No
11	Anything else you want to mention / specify for the traineeship?	No	waterway directorates can be involved	No	No	No