

Decision of the European Banking Authority EBA/DC/532

of 30 April 2024

concerning policy on EBA Guest Programme

The Executive Director

Having regard to Regulation (EU) No 1093/2010 of the European Parliament and of the Council of 24 November 2010 establishing a European Supervisory Authority (European Banking Authority - hereinafter referred to as the EBA or the Authority), amending Decision No 716/2009/EC and repealing Commission Decision 2009/78/EC¹ and, in particular, Article 53(3) thereof,

Whereas the EBA recognises the importance of fostering collaboration and professional knowledge sharing, contributing to the advancement of EBA's mission through a close cooperation with the public, ultimately benefiting to the broader European financial community.

After consulting the EBA Staff Committee,

Has decided as follows:

Article 1

The policy on Guest Programme in the Annex is adopted.

Article 2

This decision shall enter into force on the day following its adoption.

Done at Paris,

François-Louis Michaud

Executive Director

1. OJ L331, 15.12.2010, p. 12.

Annex: Policy on Guest Programme

1. Purpose and scope

- 1.1. The EBA's mission is to contribute to the stability and effectiveness of the European financial system through consistent, transparent, simple, and fair regulation and supervision to the benefit of all EU citizens².
- 1.2. The EBA Guest Programme's purpose is to promote collaboration and exchange of knowledge and expertise, to enhance understanding of the EBA's role among the public, to support capacity building in the financial area and to promote transparency by offering opportunities to engage directly with the EBA.
- 1.3. This policy aims at providing a clear framework of the conditions for participating to the EBA Guest Programme (hereinafter, "the Programme").

2. Procedure

2.1. To qualify for participating in the Programme, the following requirements shall be met³:

- Be an EU Member States citizens⁴ or EFTA⁵ citizens or citizens of countries with which the Council has decided to open accession negotiations,
- Be an independent professional⁶ in a field of relevance to the EBA's work, OR
- Be an academic from an independent university or research organisation which does not set out to make profits for redistribution, OR
- Be a PhD candidate looking to conduct their research idea/project in the field of relevance of the EBA's work,
- Have a good knowledge of English (minimum level: B2 – according to the Common European Framework for Reference⁷).

2.2. Candidates interested in the Programme must submit to the following email address: **EBA-**

² [Reference Mission statement and values](#)

³ Exceptionally, and where justified in the interest of the service, the Executive Director may authorise the participation to the Programme of a candidate that does not meet one or more of the above requirements.

⁴ Member States of the EU: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain and Sweden.

⁵ Iceland, Liechtenstein, Norway, Switzerland.

⁶ Such as Self-employed workers, freelancers, retired professionals, etc.

⁷ <https://europass.europa.eu/en/common-european-framework-reference-language-skills>

External-Mobility@eba.europa.eu, their **CV and a motivation letter**⁸ in English, detailing the expertise and area of activities they would like to contribute to⁹, as well as the preferred starting date¹⁰ and duration. When submitting the application, in the filed “subject” of the email, applicants must use the following wording: “**Guest Programme application - First name SURNAME**”.

- 2.3. Applications will be reviewed by the EBA/HR Unit against the requirements for qualification and further assessed by the relevant EBA business areas considering the candidate’s academic and/or professional background and the EBA’s strategic objectives.
- 2.4. Candidates may be called for an on-line interview to discuss their suitability, mutual expectations, and possible starting date. The business area will draw an assessment recommendation.
- 2.5. The EBA Executive Director¹¹ decides on the list of participants who are notified accordingly.
- 2.6. Upon authorisation by the Executive Director, the successful participants receive an acceptance letter, where the starting date, the duration, the relevant EBA unit, the topic of the research idea/project, the coordinator’s name and the list of documents required to be submitted prior the starting date are listed.
- 2.7. The EBA accepts applications on a rolling basis. Applications received are evaluated quarterly. The starting date will be determined by the Authority according to its priorities. Each year the Authority decides the number of participants to be considered in line with the priorities and the ability of the units to integrate the Programme in their work.

3. Terms and Conditions

- 3.1. The Programme is a cost-free scheme for which the EBA does not pay any financial contribution.
- 3.2. The duration is for up to 6 months maximum.
- 3.3. The participant is responsible for obtaining a valid visa/document in compliance with the French legal requirements, where necessary.
- 3.4. The participant may be present at the EBA premises and/or remotely. The specific arrangements are agreed between the participant and the coordinator. In the event of absence/ illness/accident, the participant must notify the relevant coordinator and the EBA HR Unit.

⁸ Not exceeding one-page A4 format.

⁹ Such as Digital Finance, Supervisory Review, Stress testing, ESG, Data analytics, Reporting, etc. Please see [EBA organigram](#).

¹⁰ It must be noted, the Participants can start only on the 1st and 16th of the month.

¹¹ Or the function/entity delegated by the Executive Director for this purpose.

- 3.5. In case of presence at the EBA premises, the participant is covered against the risk of accident under the insurance policy in place at the Authority¹². However, the participant must possess their own sickness insurance covering for the entire period of their Programme.
- 3.6. On the written request of one of the parties (the participant, the employer of the participant if it is the case, the EBA) and with the agreement of the participant, the EBA may authorise the termination of the participation before the agreed term. The EBA may terminate the participation without notice where it considers that the participant doesn't comply with the conditions of the participation in the Programme, or their conduct is not in accordance with the EBA rules.
- 3.7. At the end of the Programme, the participant can request to the EBA HR Unit a certificate showing the dates of the participation and the service in which it took place.

4. Ethics and Data protection rules

- 4.1. The participant shall act objectively, impartially, and ethically with respect to the EBA. The EBA will inform the participant of applicable ethical requirements and the participant shall follow the EBA's advice on such matters.
- 4.2. The participant shall not be given access to EBA confidential and restricted information and shall refrain from any unauthorised disclosure of information received throughout their participation in the Programme, including after their participation in the Programme has ended, unless that information has already been made public or is accessible to the public.
- 4.3. The participant shall sign a declaration of confidentiality prior to the commencement of the Programme.
- 4.4. Prior to the commencement of the Programme, a declaration of interests shall be requested from the participant, as to ensure that no conflict of interests occur. The participant must notify the EBA HR Unit of any event of potential conflict of interest that may arise during their assignment.
- 4.5. The EBA ensures that personal data are processed as required by Regulation (EU) 2018/1725 of the European Parliament of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. This applies, in particular, to the confidentiality and security of such data. The EBA will inform the participant of applicable data protection requirements and the participant shall follow the EBA's advice on such matters.

¹² The participant is not covered by the EBA sickness insurance scheme.