

## Annex

### **Rules that must govern the awarding by the IEMed of grants for practical training in the Euro-Mediterranean field aimed at higher degree graduates**

#### -1.- Subject matter

The subject matter of these rules is to regulate the procedure for awarding a maximum of eight training grants, one for each of the fields of action listed in these rules, under the open competition system, to higher degree graduates within the framework of the IEMed's practical training grants programme to carry out tasks related with the IEMed's different fields of action and promote their study and knowledge, as well as to assist in the Institute's projects, enabling the beneficiaries to complement their university education. Specifically, the fields of action of the internships are as follows:

- a) Euro-Mediterranean policies and EuroMeSCo;
- b) Resources, Euromed survey and yearbook;
- c) Arab and Mediterranean world;
- d) Mediterranean regional policies and human development;
- e) Culture and civil society in the Euromed area;
- f) Gender equality in the Mediterranean;
- g) Corporate website, social networks and communications;
- h) Institutional support and Euro-Mediterranean relations

#### -2.- Aim

The aim of the practical training grants is to complement university education and improve the theoretical-practical skills and professional proficiency of the beneficiaries by participating in the projects undertaken by the IEMed in the fields of action listed in Rule 1 and integration into the different work teams under the supervision of the Institute officer appointed for this purpose.

#### -3.- Beneficiaries

3.1 Higher degree graduates who are nationals of one of the 43 countries of the Euro-Mediterranean field and who are under 30 years of age on the day of the publication of the call can be beneficiaries of these grants.

3.2 The current beneficiaries 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 training period, is positive and the Assessment Board considers it opportune;
- b) If, having been a beneficiary of this grant in previous calls, they have held it 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 beneficiaries 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 beneficiaries.

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

4.1 To obtain the status of grant beneficiaries, 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 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) Be under 30 years of age on the day of the publication of the call.
- g) Hold the nationality of one of the 43 countries in the Euro-Mediterranean area.
- h) Hold a higher university degree.

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

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

follows: 5 working hours in the morning (9 am to 2 pm) and 2 flexible hours in the afternoon (between 3 pm and 8 pm) with at least 1 hour of rest between the two time periods. Grant holders must combine theoretical training and practical training tasks.

Exceptionally, and subject to the needs of the Institute, grant holders can enjoy ad hoc leave. For these cases a time compensation mechanism will be established to enjoy these benefits. In this respect, with the exception of express authorisations by the internship's supervisor, the maximum number of hours is established at 8 hours per day, always in keeping with the work plan determined.

4.4 A single person cannot be a beneficiary of 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 Grant holders must surrender to the IEMed, 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.

4.7 The awarding of these grants does not imply any kind of work or service provision relationship between the beneficiaries and the IEMed.

#### -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 eight 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 grant holder 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 21.

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 grant holders, 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 Foreign Identification Number (NIE) required by the legislation of the destination country are not covered by the grant and will be paid by the grant holder. Grant beneficiaries are responsible for obtaining these documents.

#### -7.- Applications

7.1. The application will ideally be made online according to the standard application form, to which the documents indicated in Rule 12 must be attached. The form can be downloaded from the IEMed's website ([www.iemed.org](http://www.iemed.org)) and at Tràmits Gencat ([tramits.gencat.cat](http://tramits.gencat.cat)), accessible through its Electronic Office ([seu.gencat.cat](http://seu.gencat.cat)).

#### -8.- Submission of applications

8.1 The submission of the application along with the documents required, as well as the other documents required by these rules, will ideally be done online through Tràmits Gencat ([tramits.gencat.cat](http://tramits.gencat.cat)) via its Electronic Office ([seu.gencat.cat](http://seu.gencat.cat)).

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

8.3. In the case of the onsite procedure, the application, along with the documents required, can be submitted in standard application form to the general register of the IEMed (carrer Girona, 20, 08010 Barcelona) or through any of the means provided for in Article 25 of Law 26/2010 of 3 August on the Legal System and Procedure for the Public Administrations in Catalonia, and in relation to Article 16.4 of Law 39/2015 of 1 October on the Common Administrative Procedure of Public Administrations, for onsite submission in non-electronic registers.

The IEMed's register times 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 a document register, 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 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 action, indicating the order of preference from 1 to 3. This does not entitle the applicant to be included in the field of action indicated when the grant is actually awarded.

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

9.1 The identification and signing of the applicant will be through the use of the identification and electronic signature systems admitted by the Electronic Office of the Government of Catalonia, in keeping with the criteria established in Order GRI/233/2015, of 20 July, approving the protocol of identification and electronic signature in the field of the Administration of the Government of Catalonia. In any case, people submitting applications through electronic media can identify themselves and sign electronically through the medium or high security level identification and signature mechanisms. In the event that the total amount of the subsidy granted is higher than €60,000 a high security level will be required in the identification and electronic signature to process acceptance of the subsidy or in the proof of compliance procedure.

#### -10.- Deadline calculation

10.1 The submission of applications through electronic media established in Rule 8 of this annex can be done 24 hours every day of the year, in the terms of the corresponding call.

10.2 In terms of deadline calculation, receipt by the corporate electronic register of the Government of Catalonia (S@rCat) on a non-working day is considered as the following working day.

10.3 In the event of interruption due to unforeseen circumstances in the operation of the office, and provided it is technically possible, the user will see a message reporting this circumstance, indicating the onsite registers where the documentation can be submitted alternatively and reporting the effects of this interruption to the operation in the calculation of the deadline. However, when it has not been technically possible for the user to see the aforementioned message and, at the same time, the procedure he/she wants to effect must obligatory be done through electronic media, if there is an unforeseen interruption in the operation of the electronic systems during the last day established to perform the corresponding procedure, this procedure can be performed during the three following consecutive working days.

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

11.1 In keeping with what is established by article 3.9 of Act 59/2003, of 19 December, on electronic signature, the IEMed acknowledges the validity and efficacy of the application submitted electronically provided the identification mechanism of Rule 9 of this annex is fulfilled.

11.2 The applicant can prove the submission of the application by providing the confirmation of the electronic procedure, which must include, in all cases, the settlement number, and the date and time of submission to the corporate Electronic Register of the Government of Catalonia (S@rCat).

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

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

a) A recent passport-size photograph with the first name and surname written on the back if it is submitted online or in .jpg if it is submitted

b) Photocopy of the DNI (National Identity Card). In the case of having a DNI or NIE (Foreigner Identification Number) issued in Spain it will not be necessary to provide it if opposition to verification is expressed on the application form.

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 a training 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) Copy of the university degree or certification of the university degree. In the case of a degree issued by a Spanish university it will not be necessary to provide it if opposition to verification is expressed on the application form.

- 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, dated no earlier than one year ago, 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 sworn statements included in the application's standard form model.

The inaccuracy, falsehood or essential omission of any data or document attached to the grant application leaves this procedure without effect from the moment when they are known and prior hearing of the interested person and, consequently, they involve the non-admission of the grant application, notwithstanding that they be the cause of revocation of the grant, if they are discovered after the awarding.

12.3 The standard application form includes sworn statements of not being involved in any of the cases of prohibition from obtaining the status of subsidies holder provided for in Article 13 of the General Subsidies Law 38/2003 of 17 November, and specifically on the aspects detailed below and that the applicant ratifies by signing it.

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

- a) That the data included in this application and the documents attached are true and complete.
- b) 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) He/she is not subject to any prohibition to obtaining subsidies, in accordance with Article 13 of the General Subsidies Law 38/2003 of 17 November.
- d) He/she has not have 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) 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) 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 the details provided in the application, as well as in all attached documents, are true and complete.

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

In the event the candidate opposes verification or for those candidates without Spanish nationality or who have not conducted their university studies in Spanish universities, it will be necessary to attach the identity document, the university degree and the certificates attesting compliance with the aforementioned obligations.

12.5 The signing and submission of the application means the 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

In the event that the application has defects that can be amended or lacks prescriptive documentation or the documentation submitted is inaccurate or defective, the examining body will require applicants to amend the applications within a maximum period of 10 working days from the day after the corresponding requirement is published on the electronic noticeboard of the Administration of the Government of Catalonia ([tauler.gencat.cat](http://tauler.gencat.cat)), accessible from its Electronic Office ([tauler.gencat.cat](http://tauler.gencat.cat)). This publication replaces the individual notification and has the same effects.

In no case is non-submission of the report required in Rule 12.1 amendable.

#### -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 action selected, applying the following assessment criteria:

a) Academic record of the applicant: up to 5 points



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

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

d) Knowledge of Catalan: up to 5 points.

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

f) Professional or other practical experience related with or relevant to the scope of this call: up to 10 points.

g) Interview: up to 25 points

The interview will take into account circumstances that can enable assessment of the applicant's ability to achieve the programme's goals: personal skills, ability to adapt to new challenges, and others. The interview can be face-to-face, by telephone or IP phone.

15.2 The assessment procedure comprises two phases. In the first phase, the assessment criteria set out in letters 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 be beneficiaries of 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 beneficiaries 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 letter c) of paragraph 1 in this section and, secondly, to the applicant who has obtained a higher score in the assessment of the criterion identified in letter e) of paragraph 1 in this section.

## -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 body responsible for the grant awarding procedure 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 Head of Legal Advice and Chief Officer for Human Resources and Organisation.

The Assessment Board submits the grant awarding proposal to the legal person in the body responsible for the procedure so that he 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 holder 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 grant beneficiaries and the people that form part of the reserve list.

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

17.4 The people proposed as grant beneficiaries 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 noticeboard of the Administration of the Government of Catalonia ([tauler.gencat.cat](http://tauler.gencat.cat)).

The acceptance document is available on 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 accordance with Rule 8 of this annex.

17.5 If any of the people proposed as beneficiaries of the grant does 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 beneficiaries have been examined, and submits it to the decision-making body.

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

17.8 The documents referred to in Section 14 of this Rules, which must be required and submitted in any case, 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 Social Security Affiliation Number (NAF)

In the case of not having a Social Security Affiliation Number (NAF) the awardee must complete the affiliation application (model TA.1) and present it to the Provincial Directorate of the Social Security Treasury in carrer Indústria 114, 08025 Barcelona. The Social Security Affiliation Number (NAF) must be obtained prior to the beginning of the grant.

d) The Foreign Identification Number (NIE) or the appointment to obtain it, where appropriate.

In the case that the grant holder/awardee is not of Spanish nationality he/she must obtain and provide to the IEMed a Foreign Identification Number (NIE). Citizens of a European Union member state must personally request the Foreign Identification Number at the Foreigner's Registration Office or at a Police Station within three months of their arrival in Spain. In the case of non-community citizens, the period to request the Foreign Identification Number (NIE) will be 10 days from the date of arrival in Spain.

Not obtaining an appointment for the NIE within the period established in section 4 of this rule will mean being included in a reserve list until it 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 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 The following involve cancellation of the application:

a) Non-submission of any of the documents included in Rule 12 or the lack of amendment of the amendable requisites, within the period of 10 working days and with the previous 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, and must notify the resolution of non-admission or waiver to the people interested through its publication of the electronic noticeboard of the Administration of the Government of Catalonia's administration ([tauler.gencat.cat](http://tauler.gencat.cat)). 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, any applicant can waive their grant application in writing, before the award, and the body responsible for the procedure must accept it.

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

19.1 The resolution, duly justified, must be pronounced and notified or published within the maximum period of 6 months from the day after the date of publication of the call. Notwithstanding of the obligation to issue a resolution, after the aforementioned period without a pronouncement 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 in the same means 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 beneficiary must formalise a cooperation document with the IEMed, establishing the general and specific conditions for carrying out the practical training object of these Rules, in accordance with the documentation on the IEMed website.

#### -20.- Publicity

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

20.2 The grant awarding bodies 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.

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

#### -21.- Proof of compliance

21.1 Grant beneficiaries must prove compliance with the subject matter of the grant, the conditions and its purpose.

21.2 Proof of compliance with the object of the grant and the fulfilment of the conditions and its objective must be done through the submission of a monthly report, with the approval of both the coordinator and supervisor of the internship, attesting the following aspects: the tasks undertaken during the month; the comparative analysis and possible proposals for improvement of the systems of review of information related to the members of the Euro-Mediterranean networks with which the department to which the grant holder has been assigned interacts, based on the indications of the internship supervisor; the supervised participation, with the assistance of the corresponding coordinators, throughout the phases that make up the cycle of the projects developed by the IEMed, both its publishing line and the academic

and promotional events it organises; 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 action of the Institute, both contents and operational, will be described.

#### -22.- 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 grant holder supervisor attesting the appropriate and beneficial use of the grant.

#### -23.- Obligations of the beneficiaries

The grant beneficiaries must comply with the obligations provided for in Articles 92.2. h), 92 bis 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 by performing the activity covered by the grant within the period and conditions specified by the call and these Rules;
- b) Perform the action 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 Foreign Identification Number (NIE), when 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) Conserve 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 beneficiaries 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 you may have access while receiving the grant, and of personal data protection.

The non-fulfilment of any of these obligations will involve the reimbursement of the amounts received and the request of the corresponding interest in arrears, in keeping with the procedure legally established to this end.

#### -24.- 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.

#### -25.- Revocation, invalidity of the awarding resolution and refund of the amounts received

25.1 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.

25.2 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 is not obtaining, within the period legally established, the Foreign Identification Number (NIE) by the awardees who are not of Spanish nationality, as it is considered an essential requisite.

The judicial or administrative declaration of nullity or annulment involves the obligation to return the amounts received, provided it does not incur any of the limits established by the applicable regulation for the exercise of the revision faculties.

25.3 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.

25.4 The surplus of the grants received in terms of the cost of the action, together with the interests in arrears, must also be refunded, in the case provided for in Article 34 of the Implementing Regulation of the General Subsidies Law, approved by Royal Decree 887/2006 of 21 July.

#### -26.- Sanctions

In the case of breach with 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.

#### -27.- Social Security of the grant holders

27.1. 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 grant holder 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 grant holder corresponds to the minimum contribution base and will cover all Social Security contingencies, except unemployment, the wages guarantee fund and professional training. Therefore, the grant holder 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 grant holder 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 because of common disease or non-work-related injury, the grant holder will be able to receive, in addition to leave or temporary disability benefit:

- from the first to the third day, inclusive, 40% of the grant allocation, regardless of the previous contribution period;
- from the fourth to the twentieth day, inclusive, 60% of the grant allocation, regardless of the previous contribution period;
- from the twentieth day, the grant holder 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 Scheme.

27.2. Along with Social Security affiliation, the IEMed will register the beneficiary 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.

27.3. Grant holders have the right to absent themselves for reasons of maternity or paternity, during the entire duration of the permit, in accordance with applicable legislation in this matter, without implying the loss of the status of beneficiary.

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

#### -28.- Personal data processing

According to Organic Law 3/2018, of 5 December, on Protection of Personal Data and the Guarantee of Digital Rights, Regulation (EU) 2016/679 Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 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 (General Data Protection Regulation), the personal data of the applicants will be processed with the exclusive aim of managing and processing this grant call, in keeping with the principles of security and confidentiality established by the regulation on data protection. The natural persons interested have the right to access, rectify and suppress the data, oppose its processing and request its limitation (see additional information on the IEMed's website).

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

-29.- Ethical principles and rules of conduct to which the beneficiaries of the grants must adapt their activity and effects of a possible breach of these principles.

29.1. 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 beneficiaries of subsidies must adapt their activity are as follows:

1. Beneficiaries of public subsidies must adopt an 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, beneficiaries 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 beneficiaries 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) Collaborate 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 grant award winners 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.

29.2 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 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 well as the sanctions provided for in Article 84 in terms of beneficiaries of public subsidies, notwithstanding other possible consequences provided for in the legislation in terms of subsidies.

-30.- 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.