

European Union Intellectual Property Office

A guide to the EUIPO and the Pan-European Seal Programme

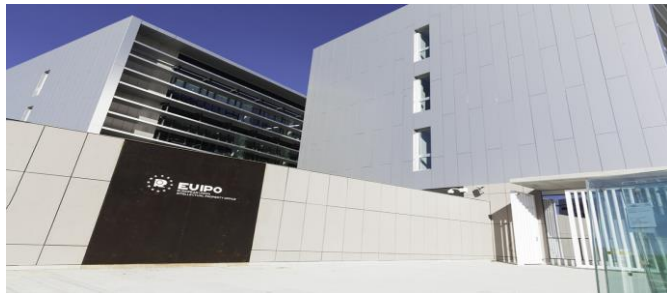


The EUIPO – Who are we

Decentralised agency of the European Union, based in Alicante, Spain.

Offers intellectual property rights protection to businesses and innovators across the EU and beyond

Since 1994 managing registration of the European Union trade marks and registered Community designs



We register more than **135,000 European Union trade marks** and more than **100,00 designs annually**, offering intellectual property protection to companies and individuals **over 500 million consumers**.

The EUIPO – Our mission

At the EUIPO we work with **ideas**, with **creativity**, with the **shape of things to come**.

That is the essence of **trade marks** and **designs**: they come to life through the brands and products we love.

It is **our mission** to **protect creativity** through registration of **trade marks and designs**.

The EUIPO – Our staff

Our staff comes from the four corners of Europe and the wider world.

We are a growing organization with more than 1000 people, made up of civil servants, permanent and temporary staff.

The Office has **five working languages**: **English, French, German, Italian and Spanish**

The Pan-European Seal Programme

The Pan-European Seal Programme is a **comprehensive traineeship programme** promoted in partnership between the EUIPO and the European Patent Office together with their strategic University partners.

The PES Programme bridges academia and the labour market in different knowledge fields to **promote and disseminate Intellectual Property** among the Academic Community.



The Pan-European Seal Programme is a vehicle for **early talent detection** among aspiring graduates from **several academic backgrounds** (IP and non-IP) who will be sponsored by the EUIPO for one year-long, paid traineeships.

Each University member of the Pan-European Seal is entitled to submit yearly a shortlist of candidates to the EUIPO, from which the trainees are selected, according to each candidate's profile and considering the Office's needs.

Traineeships take place at the EUIPO with a monthly allowance, as well as other benefits as established in the [Decision No ADM 18-12 on traineeships offered by EUIPO](#).



The Pan-European Seal Programme – Training Plan

The 12-month traineeship period at the EUIPO is structured around a training plan based on three pillars:

1

On the job training

- ✓ Trainees are fully integrated in EUIPO Departments.
- ✓ Multicultural work experience.
- ✓ Team working.
- ✓ Supervision system.

2

Online training

- ✓ IP & non-IP courses available on the EUIPO Academy Learning Portal.
- ✓ Online language courses.
- ✓ Webinars and events.

3

Other activities

- ✓ EUIPO Trainees' Orientation Programme.
- ✓ Pan-European Seal IP Campus.
- ✓ Face to face language courses.
- ✓ Conferences and events.



Pan-European Seal Programme – Application process

- ❑ **Candidates must be shortlisted** by a PES member or the EPO (under the Exchange programme).
- ❑ **Only online applications** of the shortlisted candidates will be **considered**.
- ❑ Online **applications** will be **open from 1 to 22 March 2020** on the [EUIPO Traineeships website](#).
- ❑ Traineeship vacancies are foreseen in the **following areas**:
 - Law (including IP Law)
 - IP & Knowledge management
 - Political Sciences & International Relations
 - Linguistics
 - Economics & Finance
 - Information Technology
 - Communication
 - Facility management (including Architecture and Engineering)
 - Human Resources



Pan-European Seal Programme – Documents

Candidates must **include the following documents** in their applications:

- ❑ **Motivation letter**, indicating a preferred traineeship area.
- ❑ **CV in Europass Word format**.
- ❑ **Degree/Master diploma** or proof of completion. This can be replaced by a provisional declaration, until final diploma is issued.
- ❑ **Certificate(s) of completion** of at least one of the following online courses:
 - [EUTM in a Nutshell](#) (mandatory – 4h approximately).
 - [RCD in a Nutshell](#) (mandatory – 4h approximately).



Pan-European Seal Programme – Selection process

The selection process will follow the below schedule:

- ❑ From **1 to 30 April**, the EUIPO will **assess the applications** and select candidates for the available vacancies.
- ❑ **Selected candidates** will be **contacted** by EUIPO Traineeships **between 10 and 31 May 2020**.
- ❑ The EUIPO Departments may also contact the selected candidates to check their motivation.
- ❑ Candidates offered a position need to **inform HR Traineeships of its acceptance by the 31 May** the latest.
- ❑ The **results will be communicated** to the candidates (selected and non-selected) in **June 2020**.
- ❑ All the selected candidates will be informed on about precise date(s) of the beginning of the traineeship (EUIPO Trainees' Orientation Programme).

For more details about the Pan-European Seal Programme at the EUIPO, please visit our [Website](#).

Any questions on the Pan-European Seal at the EUIPO can be addressed to Pan_European_Seal@euipo.europa.eu



Member of the
Pan-European Seal
Professional Traineeship Programme



Europäisches
Patentamt
European
Patent Office
Office européen
des brevets