ANNEX III - APPLICATION FOR PARTICIPATION: GLOBAL TRAINING PROGRAMME – INTERNSHIP INFORMATION*

**This form must be completed in full without modifying or altering the provided text. Any changes to the template will render the application invalid.*

INTERNSHIP REFERENCE: *(Please include the same code or reference number in the file name as that used to identify the internship in Annex IV) REFERENCIA: EHU30*

CORPORATE INFORMATION		
Name of company/organisation		BDP RSC s.r.o. (local entity name) PSA BDP (global name)
Tax ID number		29029163
Contact person		Daniela Vojtankova Senior HR Specialist daniela.vojtankova@psabdp.com +420 226 238 557
Legal representative		Jiri Lang Country Director jiri.lang@psabdp.com
Location	**Country**	Czech Republic
	City	Prague
	Address	Pernerova 676/51, 186 00 Praha 8 - Karlin
Sector		Logistics
Total number of internships offered at this site for Global Training 2025 (according to the Programme Rules, companies or organisations may offer a maximum of 5 internships per site)		3

INTERNSHIP INFORMATION	
Number of interns to be hosted	1 - 3
Type of visa or permit required for the internship, in accordance with current legislation	The intern should hold European passport to be able to stay in Czech Republic for the duration of internship
Department (If more than one intern is being requested, specify the department for each individual)	Export/Import department In these departments, we have multiple smaller teams and each intern would be placed in one of them
Description of the project/activities (If more than one intern is being requested, specify the project/activities for each individual)	- During the traineeship at PSA BDP, trainees could be involved in a range of tasks aimed at supporting their logistic team. They would assist with administrative tasks such as booking requests and confirmations, and learn to use the company's internal Meridian system to manage shipment data. Also, they would communicate with team members, other PSA BDP colleagues and external parties as carriers, and potentially with customers over time. They would provide ad hoc support, shadow senior colleagues to learn their processes, and complete the EPI Academy training program for newcomers to understand the company's operations and bigger picture of the business practice. If they prove to be a reliable team member, they can continue growing into the Logistics Coordinator role and taking on more responsibility, including handling shipments on their own and be in direct touch with customer. They could coordinate loading, follow-up shipments status and resolve various situations emerging during the shipment planning/delivery.

Activity schedule	Monday - Friday, 8 hours of work per day + 30 minutes lunch break
Internship supervisor (according to the Programme Rules, a maximum of 2 internships may be supervised by the same individual)	To be determined, the placement to the specific team will be known after the interview selection process

REQUIRED COMPETENCIES FOR THE ROLE	
Information on the desired profiles (Education, previous experience, languages, other skills, etc.)	- Education in Logistics/Supply Chain Management field is an advantage, as well as previous work experience in this area, especially in the Ocean Freight - Professional knowledge of written and spoken English - Computer literacy with Microsoft Software applications and /or other market-leading software applications - Initiative and strong sense of organization - Attention to detail, team player
Comments	

BasqueTrade & Investment
Agencia Vasca de Internacionalización
Nazioartekotzeko Euskal Agentzia

GRUPO spri TALDEA

EUSKO JAURLARITZA
GOBIERNO VASCO
BASQUE GOVERNMENT

PRE-AGREEMENT ON INTERNSHIP EXTENSION

The company/organisation declares its commitment to extend the intern's stay under the Global Training programme for:

☐ __ **months.**

☑ **No Extension.**

This extension is conditional upon the normal and satisfactory completion of the initial 6-month funded internship period. During the extended period, the insurance cost will be covered by the company/organisation. The monthly allowance may not be less than €1,000.

MONTHLY ALLOWANCE DURING EXTENSION:

☐ **Same as the programme allowance (€1,635)**

☐ _____ **€ (must not be less than €1,000)**

☑ **No Extension.**

STATUTORY DECLARATION:

The applying company or organisation declares that:

☑ **All information provided in this document is true and accurate.**

☑ **No more than 5 internships are being offered at this site under Global Training 2025 and no more than 2 per supervisor.**

☑ **Where a visa or other permit is essential for the intern's stay in the host country, all relevant legal requirements are met.**

☑ **In the case of signing the extension pre-agreement, the company will provide supporting documentation confirming the extension (e.g. internship contract or similar). If unable to honour this commitment due to unforeseen circumstances, a report will be submitted detailing the reasons and providing the necessary justification.**

COMPANY/ORGANISATION	SIGNATURE	DATE
Legal representative Jiri Lang	BDP RSC s.r.o. Pernerova 676/51 ① 186 00 Praha 8 - Karlín DIČ: CZ 29029163 Zapsána v OR vedeném MS v Praze odd. C, vl. 161189	30.5.2025

REMARKS:

We have marked "no extension" of the internship in the above section. Please note we would like to consider extension if the cooperation with the intern works well, but we need to explore how the paid internships exactly work under the Czech labor law, as we do not have any previous experience with paid stays.