



**European Committee
of the Regions**

Departments of the European Committee of the Regions

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PDT.CAB – CABINET OF THE PRESIDENT

The Cabinet of the President of the European Committee of the Regions (CoR) is the political interface between the president and the political levels of the European institutions. Working together with the president, it establishes the broad direction of policy to be pursued by the administration. The cabinet gives political guidance to the president, and the office staff act as her/his official advisory group. The Committee's president appoints the head of her/his private cabinet, who then selects the rest of the team. Each member of the team works on a particular number of EU policies within his/her sphere of responsibility.

The trainee in the Cabinet of the President supports the President and the other members of the cabinet in their daily work. He/she has a variety of tasks which include speech writing, preparing briefings and background notes for events and conferences and attending meetings and taking minutes. The trainee is encouraged to focus on the policy areas that interest him/her and to liaise closely with the political groups.

PDT.CAB – Cabinet of the President – Protocol service

The Protocol Service of the European Committee of the Regions (CoR) is primarily responsible for the planning and successful execution of high-level VIP visits received by the president. The service is also responsible for maintaining high standards of ceremony and organizing resources for salient events within the CoR. Liaising with other departments such as the Cabinet of the President or the Secretary General, the service ensures the smooth running of day to day activities that require effective conduct in relation to greeting important guests. The service is also active outside of the CoR, establishing relations with corresponding services in other European institutions whilst caring for the access and accreditation of the president and his guests in other buildings, such as the European Parliament or European Commission buildings for Plenary Sessions.

The trainee in the Protocol Service provides logistic support to the department and is responsible for the successful planning and completion of VIP visits. The trainee also reaches across the different departments and political groups in order to gain a fuller view of what protocol services are required at a given time. The trainee is encouraged to be proactive and alert during intense activities such as Plenary Sessions where there are also chances to meet and greet important individuals from across the European political sphere.

PDT.CAB – Office of the First Vice President

The Office of the First Vice President is part of the Cabinet of the President of the European Committee of the Regions (CoR). The Cabinet of the President is the political interface between the President and the political levels of the European institutions. Working together with the President, it establishes the broad direction of policy to be pursued by the administration.

The Office of the First Vice President consists of the First Vice President's advisor who offers political guidance to the First Vice President. He also works closely together with the rest of the cabinet and the First Vice President's political group.

The trainee in the Office of the First Vice President supports mainly the First Vice President and his advisor, but may also assist the other members of the cabinet in their daily work as well as the respective political group. She/he has a variety of tasks which include preparing speeches, briefings and background notes for events and conferences and attending meetings and taking minutes. The trainee is encouraged to focus on the policy areas that interest her/him.

SGPOL – POLITICAL GROUPS

SGPOL.PPE – The European People's Party (EPP)

The CoR is the EU's assembly of regional and local representatives and as one of the largest political groups with approximately 255 members and alternates; the EPP is the driving force for this body. Via the EPP Group, our members can effectively represent their territorial areas, regions, cities and municipalities by getting their citizens' voices heard in the European political concert.

Our mission is to encourage subsidiarity and proportionality by ensuring that the regional and local authorities have an effective say in the European decision-making process.

The EPP Group is led by a President, who together with the 1st Vice-President and another eight Vice-Presidents oversees the activities of the Group and represents it inside and outside the CoR.

The EPP/CoR Group is assisted by a secretariat that serves as a point of reference to members in their daily work. Under the authority of the Secretary General of the Group, the secretariat provides support for members' work in the 6 CoR Commissions, working groups, joint consultative committees, CoR Bureau, and Plenary, and jointly organises the ordinary and extraordinary Group meetings and seminars. Apart from its activities in Brussels the EPP Group also organises external EPP Group meetings and EPP seminars twice a year in regions and cities in different EU Member States. In addition, the EPP Press and Communications division executes activities linked to the political and information activities for members and assures communication of the Group's activities.

The key objectives and areas of activity around which work is organised include:

- Strengthening the role of the CoR as a political body in the EU;
- Reinforcing the role of the EPP - political motor of the CoR;
- Promoting and improving visibility of CoR's and Members' work;
- Strengthening co-operation with other institutions and EPP Party.

First of all during the traineeship you will be working in a friendly, multicultural and highly stimulating environment, where you will be able to deepen your knowledge about the European Union and its institutions. You are going to attend all CoR Commission meetings and plenary sessions that will take place in Brussels where you will have several responsibilities (preparation of briefings, summaries and voting lists, their distribution) before, during and after the commission meetings. Secondly, you will also be in charge of preparation of the weekly news, by reading several articles from European press and choose the most appropriate articles for the weekly newsletters. Apart

from CoR related you will be given a chance to follow some of the work of the European Parliament Committees and also attend conferences of interest for you, so you could make your own research.

SGPOL.PSE – The Party of European Socialists (PES)

The CoR is a political assembly and CoR members form political groups depending on their political affinities. Political groups play a crucial role in defining the CoR's political priorities and organising the debates and votes in commissions and in plenary sessions.

The PES Group secretariat plays a catalyst effect on the functioning and cohesion of the Group. It ensures communication and organises contacts between CoR members. It provides the political support to the Presidency and the executive of the PES Group, as well as to the PES coordinators in ensuring the cohesion and coordination amongst PES members and in conducting negotiations with the other political groups. The secretariat guarantees the exchange of information and the cooperation with the S&D Group in the European Parliament, the secretariat of the Party of European Socialists and the Foundation for European progressive studies.

The traineeship within the PES Group secretariat is adapted to the skills, the educational background and the aspirations of the individual. In the daily work, the trainee is called to support the political advisors in the follow-up of the CoR consultative works and in the European Parliament. The trainee takes active part in the task-forces which are set up in the organization of seminars, events and citizens' initiatives. According to the profile, the trainee may be involved in the communication policy.

SGPOL.ALDE – The Alliance of Liberals and Democrats for Europe (ALDE)

The Alliance of Liberals and Democrats for Europe in the CoR is the 3rd largest political group in the CoR with about 100 members and alternates. It is committed to ensuring that the European Union develops legislation in as decentralized manner as possible, communicating with and listening to Europe's citizens in a systematic way. Its purpose is to influence the work of the CoR from the liberal and democrat perspective.

The trainee will assist the Group secretariat under the supervision of a political advisor to carry out mainly the following tasks:

- drafting briefings;
- carrying out research;
- attending commission meetings and drafting reports;
- identifying and summarising documents from the CoR, European Commission, European Parliament and other documents relevant to these meetings;
- attending and reporting back from committee meetings in the European Parliament and various seminars of interest to the CoR commissions.

SGPOL.AE – The European Alliance Group (EA)

The EUROPEAN ALLIANCE Group wishes to ensure that local and regional authorities' members can work together in having a coherent input into European Union Policies. Group members are aware of the need to reform the European Union in order to adapt to the current peaceful, political, economic and environmental challenges in solidarity with its citizens. The group agrees to the following principles:

- A European Union which takes account of the views of Nations, Regions and Local Authorities;
- A European Union which is focused on jobs and growth for all;
- A European Union that is environmentally, economically and socially sustainable;
- A European Union which is based on the principles of peace, solidarity, justice and fundamental rights;
- A European Union reflective of citizens' needs;
- A European Union focused on economic and social cohesion.

The European Alliance group trainee will provide the team with the backup to be able to provide members with timely, relevant, focused input for briefings, speeches and other relevant EA documents. S/He will participate in CoR, European Commission, European Parliament meetings and report back to the team with concise notes. The EA secretariat wants to ensure that a trainee in the team will maximize their opportunity to be able to participate in a dynamic, political institution on behalf of the European Alliance group.

Trainee's main tasks include:

- Attending commissions meetings, plenary session, conferences related to political activities of the EA Group and preparing oral and written notes from these events,
- Helping in preparing briefings for commissions meetings: writing summaries and background notes of draft opinions,
- Drafting background analysis for the EA opinions,
- Helping in preparation for the events such as the EU Open Days (October) or the EU Open Doors (May),
- Doing research on a specific topic and writing a report out of this, e.g. Country Profiles or the EU Green Week,
- Carrying out other tasks assigned to him/her on a daily basis.

SGPOL.ECR – The European Conservatives and Reformists Group (ECR)

The European Committee of the Regions European Conservatives and Reformists Group was formed on 10 April 2013 and officially announced during the 11-12 April 100th Committee plenary session.

The ECR Group is centre-right and euro-realist. It is made up of local and regional politicians working together within the European Committee of the Regions to:

- ensure that decisions are taken as close to the citizens as possible and at the EU level only when necessary;

- ensure a strong voice for local and regional government in guiding EU policies in relation to efficient and modern public services;
- encourage greater localism, an improved environment and minimal regulation.

The ECR Group is an extension of the Alliance of European Conservatives and Reformists, which continues to grow with over 70 MEPs from sixteen countries, Prime Ministers in the European Council, and a successful think tank (New Direction).

Tasks of the trainee:

- Assisting in drafting of briefings and background notes for ECR Group members
- Assisting in drafting of articles for the ECR Group's newsletter
- Attending and drafting summaries of relevant meetings and conferences
- Contributing to the presence of the ECR Group in social media

SG – SECRETARIAT GENERAL

SG.CAB – Cabinet of the Secretary General

The Cabinet of the Secretary General is composed of the head of cabinet, four administrators and three assistants. The Cabinet's mission is to provide advice to the Secretary General on a wide range of political and administrative matters and to support him in directing and coordinating the work of the different directorates.

The trainee assigned to the Cabinet is required to contribute to these tasks, in particular by providing briefings and speeches for the Secretary General and the head of cabinet. He or she also supports the other members of Cabinet in their policy areas of competence. As far as possible, the trainee is encouraged to focus on areas of particular interest, and to develop individual research project or joint initiatives with other trainees like the [Y] Factor Conference.

SG.IA – Internal Audit (IA)

The activity of Internal Audit Service consists of providing assurance and advising the Secretary General on the quality of the CoR's management and on the control systems for promoting and improving sound financial management. To this end and using a structured approach, the Internal Audit analyses relevant information from various sources (internal documents such as reports, written procedures, internal decisions, other administrative documents as well as interviews with management and staff) and issues opinions and recommendations on how to improve the systems and procedures in place at the CoR.

At the CoR, the Internal Audit Service has a small team of 4 staff members who share information and collaborate in a friendly informal atmosphere. This team includes the Head of Unit who reports directly to the Secretary General.

The trainee assigned to the Internal Audit Service will gain practical experience and attain an understanding of an audit process. His/her role in the IA team is to provide the first set of core data by carrying out the analysis of various documents according to the criteria and structure of the audit plan. Alongside the research, collection and analysis of information, the trainee will also support and

contribute to the daily activities of the IAS by putting together dossiers, keeping a track record of events, taking minutes and drafting working documents.

DIRECTORATES

SG.A – DIRECTORATE A – MEMBERS AND PLENARIES

The collective overall mission of Directorate A is to provide timely, appropriate and efficient support and assistance (legal, financial, operational) to CoR Members and to plan, organise and follow-up the plenary sessions, the Bureau meetings as well as other meetings.

SG.A.1 – Services to Members and eCoR (one-stop desk)

Unit A.1 is the point of access for Members to different services:

- Financial services (payment of allowances and reimbursement of travel expenses for Members, etc.);
- IT services (coordination of CoR IT priorities, management and design of CoR Intranet);
- Logistical services (Documentation Centre: management of the CoR's library and archives; Transport (drivers): transport of people and goods with official cars, etc.).

SG.A.2 – Statutory Bodies and Meetings

Unit A.2 is responsible for the organisation of plenary sessions and Bureau meetings and provides the agenda and records for these meetings. It also deals with the logistical aspects of all other meetings, conferences and seminars hosted on the CoR premises and as such keeps a coordinated and up to date overview of the overall agenda of events.

SG.A.3 – Legal Affairs

Unit A.3 provides legal advice to the members of the CoR and is responsible for managing legal matters pertaining to the organisation.

The scope of consultation of the Legal Service encompasses drafting of legislation, analysis of the European Union case-law, interpretation of national and European legal acts and providing a variety of legal services and counselling to CoR departments.

The Legal Service acts as an advisor on legal issues concerning the EU legislative process, inter-institutional consultations, public procurement, rules of procedure, staff regulations, intellectual property and data protection.

The Legal Service represents the European Committee of the Regions in litigation, in particular before the European Court of Justice, and other legal or administrative actions or investigations.

It works in regular contact with other institutions.

Our trainee will assist the Head of Unit and the other members of the team in all fields of activity of the Legal Service depending on the matters which will be submitted for consultation. He/she might be also asked to provide or prepare legal training to other departments and help with the administrative tasks related to the processing of legal affairs. As the case may be, the trainee could also be associated to some specific files of the registry.

SG.B – DIRECTORATE B - LEGISLATIVE WORK 1

The Directorate B for Legislative Works 1 is responsible for the CIVEX, ENVE and NAT Commissions. Its mission is to provide high-quality policy support to members within its thematic remits to assist them in preparing and disseminating the political messages of the institution through CoR opinions and other political means, in order to ensure the CoR's effective participation in the EU decision-making process. Each Commission directs all activities related to its remits, ranging from the planning stage to inter institutional follow-up, content analysis and studies as well as inter institutional and horizontal thematic cooperation.

SG.B.1 – Commission for Natural Resources (NAT)

- To promote the recognition of rural territories as development and innovation hubs that contribute to the Europe 2020 strategy in the framework of a balanced relationship with urban hubs;
- To represent, among others, the maritime and coastal regions of Europe and advocate for the regional dimension of fisheries and maritime affairs at European level;
- In Civil protection, to contribute to increasing cooperation across Europe in the sharing of best practice, data collection and analysis;
- In Health Policy, to develop policy and practice solutions that balance our health systems and meet the expectations and needs of local and regional authorities;
- In sustainable tourism, to focus on accessibility, seasonality, and competitiveness of European coastal, mountainous and rural destinations.

SG.B.2 – Commission for Environment, Climate Change and Energy (ENVE)

- Energy: renewable energy, trans-European networks in the energy sector, new energy policies, and energy market aspects, including the decentralisation of energy production and distribution;
- Climate change mitigation and adaptation: including reform of the carbon market; adaptation to climate change; Multi-level governance (Covenant of Mayors, Mayors Adapt and Smart Cities); Closely monitor the international climate process; Partnerships and synergies with local and regional networks leaders as well as with other EU and international institutions;
- Environment: CoR contribution to the 7th EU Environment Action Programme; structured cooperation with the European Commission through the joint Technical Platform for Cooperation on the Environment, with the European Parliament Intergroup on Climate Change, Biodiversity & Sustainable Development, the European Environment Agency and the United Nations Environment Programme;
- Space policy: Galileo, Global Monitoring for Environment and Security - GMES/Copernicus and related issues.

SG.B.3 – Commission for Citizenship, Governance, Institutional and External Affairs (CIVEX), incl. Subsidiarity Platform

- The development of a comprehensive approach to migration, mobility and asylum;
- Supporting the enlargement countries and developing relations with the neighbourhood countries;
- Facilitating discussion on improving the EU's governance system, promoting active citizenship, and contributing to the European agenda on security;
- Strengthening inter-institutional dialogue and its links with the European Commission, the European Parliament and the Council, and the rotating Council presidencies, and enhanced cooperation with other European and international organisations.

SG.C. – DIRECTORATE C – LEGISLATIVE WORK 2

In the Legislative Works, Directorates B and C, each thematic Commission is supported by its own unit, which ensures targeted support as well as a high level of coordination throughout the whole policy and legislative life-cycle of each file, both in the early agenda-setting and in the follow-up. Each Commission directs all activities related to its remits, ranging from the planning stage to inter institutional follow-up, content analysis and studies as well as inter institutional and horizontal thematic cooperation.

Directorate C is clearly focused on issues related to regional development, multiannual financial framework (MFF) and the EU budget, economic governance, industrial policy, employment and social policy, education, research and innovation, and culture.

Directorate C also maintains the institution's cooperation with EIB, OECD, EUROSTAT, as well as the JRC.

SG.C.1 – Commission for Territorial Cohesion Policy and Budget (COTER/BUDG), incl. EGTC Platform

Regional policy and transport policy are key priority topics for local and regional authorities throughout Europe. COTER-BUDG enables representatives from local and regional authorities to discuss the planning and implementation of policies that concern economic, social and territorial cohesion; structural funds; spatial planning; urban policy; housing; transport and trans-European transport networks; macro-regions; regional statistics and indicators; annual EU budget; multi-annual financial framework and local and regional finances. COTER ensures that their concerns are taken up by the other European Institutions.

The European Grouping of Territorial Cooperation (EGTC) provides input to all Commissions but it is structurally attached to COTER and its Budget Working Group. The COTER team manages the EGTC Platform which gathers political and technical representatives of EGTCs and other stakeholders all over the EU to exchange best practice in this field. The COTER secretariat is also responsible for managing the EGTC register as well as coordinating the CoR's Territorial Impact Assessment (TIA) activities.

The trainee gives support to the work of the COTER-BUDG secretariat in undertaking research and follow-up activities in relation to relevant COTER-BUDG Opinions. The trainee attends and reports

back on relevant meetings and events and analyses documents from the European Commission including the EP and the Council. He/she also supports the preparation of briefings and analytical notes in relevant policy areas of the COTER-BUDG Commission. The trainee undertakes research and identifies academic sources to support the CoR consultative work (e.g. in elaborating briefings and background documents). The trainee also follows the interinstitutional developments of the specific COTER policy areas and contributes to the preparation of COTER's events and activities (seminars, external meetings, study visits, etc.).

[SG.C.2 – Commission for Economic Policy \(ECON\), incl. Europe 2020](#)

The CoR's Commission for Economic Policy (ECON) enables political representatives from local and regional authorities to discuss the planning, the implications and the implementation of EU policies in the following areas: Industrial Policy; SME Policy; Economic and Monetary Policy; Economic governance, European Semester and Europe 2020; Internal Market; International Trade and Tariffs; Competition and State aid policy. ECON ensures that concerns and recommendations of local and regional authorities are taken up by the other European Institutions.

Institutionally attached to the ECON, the CoR's Europe 2020 Monitoring Platform, a group of over 170 cities and regions from the 28 EU Member states, monitors how Europe 2020 is implemented on the ground, and promotes the exchange of good practices. By means of consultations, on-line surveys and debates among local and regional practitioners it aims at strengthening the analytical and evidence base of the CoR's political messages.

The trainee assigned to the Commission for Economic Policy (ECON) contributes to analytical and political work carried out by the Secretariat of the Commission. He/she supports the preparation of analytical notes in relevant policy areas of the ECON. The trainee also follows the inter-institutional developments of the ECON policy areas; he/she attends and reports back on relevant meetings and events and analyses documents from the European Commission, the European Parliament and the Council. The trainee will assist in the preparation of meetings and conferences, draft briefings, minutes, summaries, as well as in updating and developing the Commission's intranet. He/she will also specifically support the analytical work of the Europe 2020 Monitoring Platform contributing to the implementation of consultations and on-line surveys. The trainee will be able to work with both politicians and more technical practitioners from the local and regional level.

[SG.C.3 – Commissions for Social Policy, Education, Employment, Research and Culture \(SEDEC\)](#)

The SEDEC Commission provides a forum for representatives from local and regional authorities to provide input to other European Institutions and exchange good practices in the following fields: employment policy, social policy, social protection, mobility, equal opportunities, education and training, innovation, research and technology, digital agenda, EU information society including trans-European ICT networks, audio-visual industry and media technologies, youth and sport, multilingualism and promotion of minority languages, culture and cultural diversity.

The trainee assigned to the Commission for Social Policy, Education, Employment, Research and Culture (SEDEC) will contribute to the tasks related to the work carried out by the Secretariat of the Commission. He/she will assist in the preparation of meetings and conferences, draft briefings, minutes, summaries, as well as in updating and developing the Commission's intranet. While he/she

will have the ability to learn about the operations of the CoR and the SEDEC Commission in particular, the trainee will also have the opportunity to focus on policy areas that are of significant interest to him/her. Moreover, the trainee will follow meetings of SEDEC and have the opportunity to engage with members of the CoR who are elected representatives from EU local and regional authorities. Additionally, the trainee may be asked to follow CoR Plenary sessions, meetings at the European Parliament, the European Commission and Think Tanks related activities.

SG.D – DIRECTORATE D – COMMUNICATION

The units within Directorate D are collectively in charge of the European Committee of the Regions' (CoR) external and institutional communication. The overall objectives:

- to enhance the visibility and the profile of the Committee,
- to communicate its political and institutional impact, as well as the role of regions and cities in EU policy-making.

Directorate D is in charge of developing relations with press and media, organising various events, conferences, group visits and exhibitions, both on CoR premises and elsewhere, and of developing digital and traditional means of communication including the CoR website. In so doing, the Directorate works together with other EU institutions, regions, cities, territorial associations and other stakeholders.

SG.D.1 – Press Officers and Relations with Media

Unit D.1 works closely with the Directorates B and C (Legislative Works) and focuses on raising the visibility of CoR Members' activities through strong relations with EU, national, regional and local press and media.

The trainee will have the chance to cover CoR resolutions and opinions on different political issues, drafting articles and press releases, updating content on the website and assisting with the preparation of the CoR's monthly e-newsletters. He or she will also be involved in the organisation of press points with CoR members and the relevant journalists, as well as press trips.

SG.D.2 – Events

Unit D.2 is in charge of organising high quality events and linking them to the political priorities and activities of the CoR.

Undertaking a traineeship within the events unit is a dynamic, challenging and rewarding experience at the same time; the trainee will take part in the preparation and organisation of conferences, workshops, debates and networking sessions held on the premises of the institution. She/he will actively contribute to tasks related to organisation of [OPEN DAYS – the European Week of Regions and Cities](#), EuroPCom - the annual [European Conference on Public Communication](#), and/or EU Open Doors Day – the [annual inter-institutional event](#) when the EU institutions open their doors to the public.

During the traineeship period, the trainee will become familiar with the event's workflow and compliance with institutional procedures; contribute to the Committee's various communication

activities, including preparation and documentation of key events; take part in and follow-up of various meetings with internal and external event partners, other EU institutions, regional representations and private companies; contribute to notes, proceedings, internal and external information means and publications; get an insight into cooperation with contractors, preparation and follow-up of service orders and/or specific tenders.

SG.D.3 – Social and Digital Media, Publications

Unit D3 is in charge of CoR's digital and printed communication with a dedicated team that processes the content coming from all CoR's services, including ours, adapts it to the most appropriate channels of communication, prepares catchy layouts and infographics to reach audiences and delivers the messages in the most efficient way.

Our unit currently manages a large variety of products and services, from our institution's website, social media profiles -Twitter, LinkedIn, etc., (e-)publications, to our institution's InfoPoint.

If you have a curious and attentive mind, excellent knowledge of EN and at least another EU languages, excellent writing skills, very good social media skills and digital literacy, your place is with our team!

SG.E – DIRECTORATE E – HUMAN RESOURCES AND FINANCE

Directorate E focuses on pro-active HR policy as well as the budgetary, finance and public procurement activities.

SG.E.1 – Budget and Finance

Unit E.1 is in charge of the co-ordination of the CoR's internal budget process and contacts with the Parliament and the Council in budget matters. It is also in charge of the preparation and payment of salaries, execution of CoR payments, accounting and financial reporting to the Commission and to the Court of Auditors. It manages the contacts with the Parliament and the Court of Auditors in discharge matters. It is responsible for the co-ordination and the preparation of documents for the work of the Commission for Administrative and Financial Affairs (CFAA).

SG.E.2 – Recruitment and Career

The Recruitment and Career unit is responsible for selecting and recruiting all categories of staff for the CoR and for ensuring their career development in accordance with the provisions of the Staff Regulations and its own internal policy.

SG.E.3 – Working Conditions (Traineeships Office)

Unit E.3 is in charge of developing and implementing HR policy on various issues regarding: work-life balance through flexible working conditions (working hours, teleworking, part time work, leaves and absences, etc.), social policy (European schools, childcare facilities, social events, etc.), occupational health and well-being (medical service and welfare officer), individual rights (family allowances, allowances related to working abroad, etc.), pensions and departures (retirement, transfer of pension rights, severance grants, unemployment benefits, etc.), statutory obligations (external

activities, ethics, disciplinary proceedings, fight against harassment, etc.), privileges and immunities (special identity cards, VAT exoneration, etc.), vocational training (personal and professional development), career guidance (internal professional mobility), equal opportunities (gender, disability, diversity), social dialogue with staff representatives and staff unions.

Unit E.3 also includes the Traineeships Office which ensures the smooth running of the selection process of trainees and it supervises trainees' rights and obligations. A trainee is traditionally allocated directly to the Traineeships Office.

Unit E.3 is a challenging yet rewarding place to work. As a trainee you will become a part of the Traineeships Office where you will master your administrative talent and improve valuable life-long skills, while working as the first point of contact for any queries coming from the trainees and trainee-candidates as well as from hosting CoR departments. You will act as a liaison trainee and assist in organizing events and conferences. Furthermore, you will be given the opportunity to widen your horizons in different HR domains as mentioned above. Last but not least, you will go through the whole selection procedure of trainees, however, this time you will sit on the other side of the table.

SG.E.4 – General Administration and Public Procurement

Unit E.4 is responsible for a number of specialised horizontal tasks concerning all the services of the CoR. Its main fields of activity are: institutional planning and reporting in the CoR, implementation of internal control standards in the organization, ex-ante financial verification, missions' service, management of the CoR's Infrastructure Liaison Office, and maintenance and management of Business Continuity (BC) environment. In addition to that, the Unit E.4 coordinates the administrative and procedural aspects of large-scale public procurement across the Secretariat General's own services.

SC.L – DIRECTORATE L – Logistics

The Directorate for Logistics (DL) is a joint service of the CoR and of the European Economic and Social Committee (EESC). It provides specific services (Infrastructure, Printing of Documents, Information Technology, Security, Catering Services and related Public Procurement) to the two Committees (CoR, EESC), their members and their administrations.

SC.L. Logistics – Eco-Management and Audit Scheme (EMAS)

The EMAS team is responsible for setting up the environmental management system (EMS) in line with the European EMAS standard. Our action plan aims at consuming less energy and paper, reducing waste production, limiting food waste, reducing water consumption, reducing the use of plastic, encouraging sustainable food, greening our events, encourage urban biodiversity, etc.

The trainee will organize awareness raising campaigns for the staff, develop internal communication tools and take part in the follow-up of the environmental indicators. He/she will also have the opportunity to use its creativity to suggest innovative activities.

SC.T – DIRECTORATE T – Translation

The Directorate for Translation (DT) is a joint service of the CoR and of the European Economic and Social Committee (EESC). Its mission is to provide translation services, through its own staff and through outsourcing, with a high quality level of service and high annual productivity to ensure the linguistic diversity of the consultative work of the two Committees, enabling them to bring Europe closer to its citizens.

The Committees' main activity is drawing up opinions at the request of the European institutions. As the texts cover a wide variety of topics, this requires the translation of different types of documents and in different styles.

The Directorate for Translation has one unit per EU official language (except for Irish) and a horizontal unit called Translation Management Unit (TMU).

SC.T. Translation Management (TMU)

TMU is divided into four services: translation workflow (e.g. requests for translation and editing), translation helpdesk (e.g. support for translation tools and formatting, language assistance and terminology), financial management (e.g. outsourcing of translation), and translation strategy (e.g. reporting and interinstitutional cooperation).

Main tasks of trainee at the Translation Helpdesk include: participating in language and technical support of translators and requesting services; doing terminology work; analysing data and drawing up reports; updating the service intranet pages; participating in all kinds of tasks in the Translation Helpdesk; performing administrative and organizational tasks; attending and organising meetings and preparing minutes.