



**European Committee
of the Regions**

Traineeships

Departments of the European Committee of the Regions

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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.

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.

POLITICAL GROUPS

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.

Party of European Socialists (PES)

The Group of the Party of European Socialists (PES Group) in the CoR brings together social democratic and progressive locally and regionally elected politicians from across the EU. The Group aims at taking forward a progressive European vision with solidarity as well as social and territorial cohesion at its core.

The PES Group works to achieve its priorities in the thematic commissions of the CoR, covering a broad range of policy areas relevant to local and regional authorities. These commissions produce political recommendations on proposed EU strategies and legislation, as well as on issues identified by the CoR as being of key importance to Europe's cities and regions.

The PES Group organizes events and citizens' debates in cities and regions across Europe, bringing policymakers and citizens together, encouraging debate and driving political action on some of the most important issues facing Europe's citizens. The PES Group works in close cooperation with its sister Group in the European Parliament (S&D Group) and, as a full member organization of the Party of European Socialists, it actively contributes to raise awareness about the local and regional dimension of PES initiatives and priorities.

The PES Group is currently assisted by a secretariat of 13 people. The Secretariat assists the President and its members and carries out in-depth work ahead of CoR commission meetings, plenary sessions and related activities. Moreover, the Secretariat liaises with its counterparts in the European Parliament and the Party of European Socialists to ensure the smooth cooperation with the European socialist network.

For more information about the activities of the PES Group in the CoR: www.pes.cor.europa.eu

Renew Europe

Renew 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.

European Alliance (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.

The Group consist of representatives of regionalist, autonomist, and rural-oriented parties, as well as independent local politicians from all parts of the EU.

More information can be found on the website www.ea.cor.europa.eu

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 Group documents.

Trainee's main tasks include:

- Attending CoR meetings, plenary session as well as other conferences and meetings of interest for the political activities of the EA Group
- Researching and writing background information on EU policies and for CoR / EA Group opinions
- Contributing to the preparation of briefings prior to CoR thematic commissions and plenary sessions
- Drafting content for the EA website, newsletter and social media
- Helping in the organization of the events
- Daily European press monitoring

European Conservatives and Reformists (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

The Greens

The Greens in the Committee of the Regions work for a socially, ecologically and economically sustainable future. Democratic values, equality, participation and transparency are very important to us. Today's globalised world requires us to think globally and act locally to contribute to a fair Green change.

The Greens in the CoR was established in 2020. Together with the group's secretariat and its 24 enthusiastic members, you have a chance to be involved in the further development of our active and future oriented political group.

The secretariat serves as a point of reference to the members of the Greens in their work in the CoR: its six commissions, its working groups, joint consultative committees, the Bureau and Plenary. Moreover, the secretariat assists in the organisation of ordinary and extraordinary group meetings of the Greens, and other communication activities internally and externally.

As a trainee in the Greens secretariat, you will have a chance to attend CoR commission meetings; prepare briefings, summaries and voting lists; carry out research; attend and report back from other relevant events and seminars; help with preparations for events and contributing to communication material.

First and foremost, we wish our trainee to have a positive and dynamic attitude, to be willing and eager to learn in a multicultural and multi-linguistic environment. Interest in Green, European and the regional and local dimension of politics is highly valued.

SECRETARIAT GENERAL

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.

Legal Affairs

The unit serves as in-house legal counsel for the European Committee of the Regions. In that capacity, it advises the CoR members and the secretariat-general in respect of any legal issues arising in relation to the activities of the Committee.

The unit delivers legal opinions that cover a wide range of topics, from interpretation of international, EU and national laws and analysis of related case law to drafting of legislation and provision of guidance on the EU legislative process, internal procedural rules, inter-service consultations, public procurement and financial rules, EU civil service law, public access to documents and intellectual property rights.

The unit represents the institution's interests in the context of legal proceedings involving the Committee, notably before the Court of Justice of the European Union where members of the unit act as agents of the Committee.

The unit cooperates with its counterparts in the other institutions, in particular the legal service of the European Economic and Social Committee.

The unit hosts the Data Protection Officer (DPO) of the Committee. The DPO is tasked with: ensuring that the Committee's departments perform their missions in compliance with data protection rules (Regulation (EU) 2018/1725); advising said departments on data protection matters; and serving as contact person with the European Data Protection Supervisor and fellow DPOs in the other EU institutions, bodies and agencies.

Trainees assigned to the Legal Affairs unit will have the opportunity to assist the head of unit and the other members of the Legal Service, and to take part in the processing of the different files submitted for a legal opinion. They will discover the variety of tasks and the pluridisciplinary approach that

characterise Legal Service. They may be tasked with preparing and delivering legal training to staff members of the Committee as well as providing clerical support to the unit's secretariat.

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

DIRECTORATE A – MEMBERS, PLENARIES, STRATEGIES

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.

A.I – Foresight, Strategic Planning, Interinstitutional Relations

The Unit A.I ensures support for the Conference of Presidents, as well as horizontal coordination on Strategic Planning, Foresight and Inter-Institutional Relations. In particular, it:

- Prepares the agendas and meetings of the Conference of Presidents in order to facilitate the search for consensus on key political decisions
- Coordinates the common approach to strategic planning of the political activity of the Committee of the Regions, overseeing the implementation of the CoR's political priorities as well as the annual strategic planning cycle and the development of the work programmes of the CoR's thematic Commissions
- Develops the CoR's foresight activities as well as its input to foresight in other EU institutions
- Supports and coordinates the inter-institutional contacts between the CoR and the other EU institutions, notably the European Parliament, Council of Ministers and European

Commission, as well as contacts with the national and European associations of local and regional authorities

Trainees will be involved in the above-mentioned activities, preparing background information for different meetings at political or administrative level, gathering input from other CoR departments or institutional partners, and supporting the organisation of relevant activities.

A.1 – Services to Members

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.).

A.2 – Bureau, plenary and central meetings service

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.

A.3 – Protocol and Institutional Correspondence

The Protocol and Institutional Correspondence 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.

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.

B.I – Coordination, Planning, Impact – Future of Europe, better lawmaking, EU treaties

The Unit B.I. Coordination, Planning, Impact - Future of Europe, better law-making, EU treaties coordinates the strategic and legislative planning and reporting as well as the horizontal work of Directorate B – Legislative Work I. It ensures support for the NAT, ENVE and CIVEX commissions, and manages budget planning and review of the relevant budget lines. It also coordinates the studies, IT, EMAS and other horizontal activities for Directorate B in close cooperation with other directorates, the cabinets of the CoR President and Secretary General, political groups and other in-house bodies.

Trainees will be involved in the above-mentioned activities, preparing background information for different meetings at political or administrative level, liaising and collaborating with other CoR departments, institutional partners or stakeholders, and supporting the organisation of relevant activities.

B.1 – Commission for Natural Resources (NAT)

In 2021, the NAT commission will concentrate its efforts on the following priority policy areas with high relevance to the EU agenda and direct impact on local and regional authorities:

1. A Rural Agenda for Europe
2. European Health Union and COVID-19 recovery

Our trainee will assist the colleagues of the NAT secretariat especially in:

- Supporting the communication of NAT members through the different channels
- Liaising with researchers, stakeholders and opinion makers on the two main topics
- Supporting the relevant administrators in drafting info notes, collecting stories from members and assessing the impact of NAT opinions.

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

Under the framework of the European Green Deal, the ENVE commission works specifically on the following policy areas:

- Environment policy: zero-pollution ambition on air, water and soil; circular economy; nature and biodiversity (incl. UN CBD COPs); marine environment.
- Climate change: climate adaptation and mitigation; UNFCCC COPs; Covenant of Mayors.
- Energy: fit for 55% (renewable energy production and consumption: energy efficiency; energy infrastructure; energy transition).

ENVE commission also follows the work on space policy.

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
- 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.
- Supporting the enlargement countries and developing relations with the neighbourhood countries

The trainee assigned to the Commission for Citizenship, Governance, Institutional and External Affairs (CIVEX) contributes to analytical and political work carried out by the Secretariat of the Commission. S/he supports the preparation of analytical notes, especially in the area of the latest migration and integration policies, and is familiar with the activities of the CoR's Cities and Regions for Integration network.

The trainee also follows the inter-institutional developments of the CIVEX policy areas, and in particular in the area of migration and integration policies; s/he attends and reports back on relevant meetings and events and analyses documents from the European Commission, the European Parliament and the Council.

The trainee also assists in the preparation of meetings and conferences, draft briefings, minutes, summaries, as well as in updating and developing the Commission's intranet. The trainee shall be able to work with both politicians and more technical practitioners from the local and regional level.

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.

C.I – Coordination, Planning, Impact – Cross-border cooperation, territorial partnerships

The Unit C.I Coordination, planning, impact – Cross-border cooperation, territorial partnership coordinates the strategic and legislative planning and reporting as well as the horizontal work of Directorate C – Legislative Work II. It ensures support for the COTER, ECON and SEDEC commissions,

and manages budget planning and review of the relevant budget lines. It also coordinates the studies, IT and other horizontal activities for Directorate C in close cooperation with other directorates, the cabinets of the CoR President and Secretary General, political groups and other in-house bodies.

Trainees will be involved in the above-mentioned activities, preparing background information for different meetings at political or administrative level, liaising and collaborating with other CoR departments, institutional partners or stakeholders, and supporting the organisation of relevant activities.

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.).

C.2 – Commission for Economic Policy (ECON)

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:

Economic Governance and European Semester, Sustainable Development Goals (SDG) Governance, Industrial Policy and Industry 4.0, SME Policy and entrepreneurship, Economic and Monetary Policy, Taxation Policy, Internal Market and Digital Single Market, International Trade and Tariffs (including WTO issues), Competition and State Aid Policy, Local/Regional Finance and Investment, Public

Procurement, Public Investment, Public Services and the Network of Regional Hubs for EU Policy Implementation Review (RegHub).

ECON ensures that concerns and recommendations of local and regional authorities are taken up by the other European Institutions. 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. The trainee will be able to work with both politicians and more technical practitioners from the local and regional level.

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.

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.

D.I – Coordination, Planning, Impact – Outreach Strategy

Unit D.I is in charge of developing outreach and impact for the CoR in close cooperation with other units and directorates. The unit is also responsible for the coordination and planning through annual communication plans including monitoring and reporting based on key performance indicators. It develops cooperation of communication activities with the European Parliament, the Council of the EU, and the European Commission and their outreach structures in the member states. The unit pursues decentralised communication, in particular linked to external events and by maintaining relations with the European Commission and European Parliament. Finally, the unit is in charge of coordinating and developing an internal communication plan together with Unit D.3 - Digital communication and IT strategy.

D.1 – Press Officers, 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, to draft articles and press releases, to prepare briefings for interviews or press conferences and to help with press monitoring and reporting. 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.

D.2 – Events and Local Dialogues

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.

She/he will actively contribute to tasks related to organisation of 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.

D.3 – Digital Communication and IT Strategy

Unit D.3 is in charge of CoR's digital channels, content and design. The Unit also leads the CoR's Digital and IT Strategy to ensure that our institution remains a model modern public administration.

We contribute to the visibility and online reputation of the CoR by managing and growing the CoR website, creating engaging content on social media and implementing major corporate communication campaigns.

We are keen innovators, always on the lookout for new digital trends and techniques. If you have a curious and attentive mind, a passion for all things digital, excellent writing and social media skills, your place is with our team!

DIRECTORATE E – HUMAN RESOURCES AND FINANCE

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

E.1 – Strategic Use of Resources, Smart House

This information will be available soon.

E.1 – Annual 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).

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.

E.3 – Working Conditions and Talent Management (incl. 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.

E.4 – Financial Management

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.

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.

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.

DIRECTORATE T – Translation

The Directorate for Translation (DT) provides translation and other language services to the European Committee of the Regions (CoR) and the European Economic and Social Committee (EESC). Through the common voice of translation, the DT helps the members of the Committees influence EU decisions and policies, bring them closer to its citizens and thus strengthen the EU's democratic legitimacy.

The texts to be translated cover a wide variety of topics and document types, and are drafted in different styles.

The Directorate for Translation has a separate language team for each official EU language, and a central Translation Management Unit.

Translation Management (TMU)

TMU is divided into three sectors: translation workflow and helpdesk (e.g. requests for translation and editing; support for translation tools and formatting, language support and terminology), financial management (e.g. outsourcing of translation), and translation strategy (e.g. IT, reporting, training and interinstitutional cooperation in translation).

The main tasks of a trainee at the Translation Management Unit include: participating in language and technical support of translators and requesting services; doing terminology work; analysing data and drawing up reports; updating intranet pages; performing administrative and organizational tasks; attending and organising meetings and drafting minutes.