

# Traineeships at the European Economic and Social Committee

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## **President's Cabinet**

The president's cabinet is made up of a team of professionals whose task it is to support the role and work of the president. They act as a link between the president and external institutions. The president is responsible for the smooth running of the Committee's business and represents the EESC in relations with outside bodies. He/she is assisted by the vice-presidents responsible for communication and budget, who deputise for him/her in the event of his/her absence.

The trainee provides support to the cabinet staff. He/she is invited to attend the monthly meetings of the sections, draft short reports and minutes from the meetings and research information for certain events and projects within the EESC. The trainee also assists with updating the president's speech archives and monitors communication deadlines within the cabinet. He/she will gain experience of working with the Communication team, as well as of organisational activities.

## **Group I secretariat**

The Employers' Group (Group I) brings together entrepreneurs and representatives of entrepreneur associations working in industry, commerce, services and agriculture in the Member States of the European Union. Our members are active in the world of business and in touch with the realities of everyday life. They are genuinely committed to putting their own experiences to good use to further the European venture. The group is chaired by its president, or vice-presidents in the case of the president's absence. The secretariat of Group I supports the group's work by managing and organising its activities and is also responsible for its communication with other bodies.

The trainee works under the supervision of the group secretary and deals with the content and communication work of the secretariat. His/her tasks mainly involve attending group meetings, preparing notes for management and drafting minutes. The trainee is encouraged to attend certain key study groups, identifying key issues for employers and reporting back to the group secretariat. He/she will have the opportunity to help secretariat staff prepare documents, meetings and minutes in matters relating to communication and dossier content. If trainees have a specific area of academic or professional interest, the secretariat will facilitate their participation in events, conferences and other activities related to that subject.

## **Group II secretariat**

The Workers' Group (Group II) comprises representatives from national trade unions, confederations and sectoral federations. Its members represent over 80 trade union organisations, the vast majority of them affiliated to the European Trade Union Confederation or its sectoral federations. The group is chaired by its president, or vice-presidents in the case of the president's absence. The secretariat of Group II supports the group's work by managing and organising its activities and is also responsible for its communication with other bodies.

The trainee works under the supervision of the group secretary and deals with the content and communication work of the secretariat. His/her tasks mainly involve attending group meetings, preparing notes for management and drafting minutes. The trainee is encouraged to attend certain key study groups, identifying key issues for the Workers' Group and reporting back to the group secretariat or to the president. He/she will have the opportunity to help secretariat staff prepare documents, PowerPoint presentations or other IT programmes in matters relating to communication and dossier content. If trainees have a specific area of academic or professional interest, the secretariat will facilitate their participation in events, conferences and other activities related to that subject.

## **Group III secretariat**

The Various Interests' Group (Group III) is made up of other representatives and stakeholders from civil society, particularly in the economic, civic, professional and cultural fields. Members are drawn from farmers' organisations, small businesses, the crafts sector, the professions, social economy actors, consumer organisations, environmental organisations and associations representing the family, women's and gender equality issues, young people, minority and underprivileged groups, people with disabilities, the voluntary sector and the medical, legal, scientific and academic communities. The group is chaired by its president, or vice-presidents in the case of the president's absence. The secretariat of Group III supports the group's work by managing and organising its activities and is also responsible for its communication with other bodies.

The trainee will have the opportunity to participate in organising thematic meetings and conferences, including outside Brussels, and to attend meetings organised by the secretariat and certain key study groups relating to key issues for Group III. During the traineeship, he/she will work together with the internship advisor on specific issues relating to Group III. The trainee will also be asked to draft notes and minutes and to carry out research, etc. He/she will be supported in carrying out any kind of research activity relating to his/her specific interests.

## **General Secretariat**

The Committee is served by the general secretariat, headed by a secretary-general who reports to the president, representing the Bureau. The main task of the secretariat's staff is to put into practice the decisions taken by the Assembly, the Bureau and the president. The team of officials is also devoted to managing daily affairs relating to administration, budget, communication and interinstitutional relations, and to providing assistance to the secretary-general. The secretariat staff have various roles relating to managing staff, communication and coordinating the work of the various directorates. Some 700 staff members work at the European Economic and Social Committee and collectively bear responsibility for ensuring and supporting the management and proper functioning of the Committee to enable it to fulfil its mandate.

The trainee in the general secretariat is involved in all activities of the secretariat. His/her tasks mainly involve providing briefings and speeches for the secretary-general and the members of the secretariat. He/she also supports members in their areas of competence. Furthermore, he/she will be asked to attend different meetings to draft reports and take minutes and to carry out organisational and administrative activities. The trainee is also encouraged to focus on areas of particular interest and to undertake any kind of individual or joint study/research project. The traineeship provides the trainee with the opportunity to test his/her interest in a particular career.

## **Directorate A – Legislative Planning, Relations with Institutions & Civil Society**

Directorate A comprises four units, which deal with a wide variety of topics. The Legal Service unit provides legal advice to the Committee's departments and answers questions on data protection. The Registry unit covers several sectors – Archives and Quaestors, Bureau meetings and Members & Protocol, Legal planning and Plenary Session Organisation. Within the Relations with the institutions and the national ESCs (REL) unit, the Economic and Social Councils meet the EESC. You'll also find information on the other EU institutions, the presidencies and cooperation agreements. The Relations with Organised Civil Society and Forward Studies unit links you to the civil society organisations in various ways, for example, the Liaison Group. The Information Centre also belongs to this unit.

## **A.1 GRE – Registry**

This unit comprises the Registry and Mail-archives department and is made up of the following three sectors: the Bureau meetings and members' administrative files sector coordinates and provides administrative assistance to the Bureau, the Rules of Procedure Panel and the ad hoc Bureau groups. It is also responsible for ensuring that the enlarged presidency meetings run smoothly and for managing the Committee members' contact details. The Legislative planning and plenary sessions sector deals primarily with legislative planning, the coordination and overall organisation of Committee plenary sessions and drawing up the yearly EESC meetings schedule. It also provides the Association of Former EESC Members with administrative assistance. The Quaestors and Members' Helpdesk sector provides administrative assistance and coordinates the work of the Committee's Quaestors' Group. A helpdesk deals with requests for European laissez-passers, solves certain problems directly and assists members with the various procedures. The Mail-archives department is responsible for recording all of the Committee's incoming and outgoing mail.

The trainee assigned to the Registry contributes to the activity of the Registry and is fully involved in all three sectors of the unit (Bureau, Plenary Session, Quaestors-archive-Members' helpdesk), where he/she is encouraged to attend meetings of these sectors on a regular basis and will help with any tasks that may be required. The trainee will, under supervision, help with the preparatory work for each of the Committee's key meetings and will assist members seeking general information and advice. He/she will be given specific responsibilities for the Association of Former Members. More specifically, he/she will be entrusted with coordinating Connect, the AFM biannual newsletter. The trainee will check and collate members' personal files and prepare seating plans for members and VIP guests in line with diplomatic and protocol conventions.

## **A.2 CSS – Relations with civil society and Forward studies**

This unit is responsible for managing the relationship between the Committee and European civil society organisations and promotes initiatives to develop that relationship as well as civil dialogue. It also deals with the European Citizens' Initiative and organises the Liaison group with European civil society organisations and networks, ensuring that the EESC's approach to European civil society organisations and networks is coordinated and follows up on joint initiatives. The unit is also responsible for managing the Information Centre as well as the studies in the framework of an annual programme approved by the Bureau and in line with the rules on public procurement.

During the traineeship period, the trainee will support the activity of the unit acting as the secretariat of the Liaison Group – organising meetings, taking minutes and preparing notes, managing social media and updating the newsletter. The trainee will be required to map and ensure the presence of the dialogue platform in the EU institutions, including the EESC. He/she will also monitor the activities of civil society organisations which may be of interest to the EESC. The trainee will become familiar with the work of the European Citizens' Initiative unit, the ECI database and with organising conferences and presentations. He/she will also be tasked with managing the unit's online communication.

### **A.3 REL – Interinstitutional Relations and Relations with the national ESCs**

This unit is responsible for interinstitutional relations with the European Parliament, the Council of the European Union and the European Council, the European Commission and the European Committee of the Regions. It establishes close ties with contacts in these institutions and fosters and develops communication between the operational directorates and the institutions. It coordinates the EESC's relations with the network of national economic and social councils in the Member States and promotes initiatives carried out by this network.

The trainee assigned to the REL unit will take part in the EESC's preparation for the rotating Presidency of the Council of the EU – e.g. preparing and participating in the preparatory meetings. The trainee will attend and draft reports or minutes of the EESC and the CoR plenary sessions, participate in the communication activities of the unit, monitor interinstitutional developments and draft briefing notes on the latest social and economic developments debated at EU-level. He/she will also partake in organising meetings, conferences and other events at the EESC. Due to the nature of the REL unit's work the trainee will have the opportunity to gain a broad overview of how the other EU institutions operate.

### **A.4 JUR – Legal Service**

The EESC's legal service is an internal, cross-functional unit within Directorate A. It has a double remit. Firstly, it provides legal advice to the Committee and all its constituent bodies, including the secretariat, in all areas involving the Committee and its members, departments and staff. Secondly, it represents the Committee in all judicial proceedings. Staff in the secretariat may not bring private matters to the legal service.

The trainee assigned to the Legal Service works under the supervision of the head of unit and/or members of the Legal Service. He/she will assist with the preparation of Legal Service opinions by researching legal standards and case law and drafting briefing notes and opinions. The tasks of the trainee will also include drafting case sheets, minutes and briefings and monitoring case law in the field of the European civil service. The trainee will also regularly participate in internal Legal Service meetings, inter-service meetings within the Committee and inter-agency meetings.

## **Directorate B – Legislative work**

Directorate B consists of four units. These prepare opinions for plenary in specific policy areas covered by the EU Treaties. For each opinion, the section concerned usually sets up a study group assisted by experts and appoints a rapporteur.

### **B.1 REX – External Relations**

The External Relations unit comprises a team of 18 members of staff working directly with the members of the External Relations section (REX), its president and the EESC president, reporting to a head of unit and to the director for legislative works. We provide the political and logistical support that members need to carry out the EESC's external relations policy, in conjunction with other EESC departments, with the European External Action Service, the Commission, the Council and the European Parliament, and with representatives of civil society in non-Member States and the political authorities in their countries.

The main tasks of the trainee at the REX section include providing support to colleagues by cooperating actively with rapporteurs and experts in drawing up opinions and reports. This includes technical preparation, presentation, documentation and information, correspondence and research, as well as drafting working documents, introductory notes and minutes. The trainee will be tasked with helping to organise seminars, conferences, hearings and other public relations events, both from a logistical and a political point of view and will also have the opportunity to develop contacts with other European institutions, civil society organisations and think tanks linked to the section's work. He/she will also support colleagues in promoting the Committee's work and improve dissemination of the key facts in documents adopted by the Committee, notably via the web, publications and by organising events.

## **B.2 TEN – Transport, Energy, Infrastructure and the Information Society**

The TEN section covers a wide range of policy areas, including transport, energy, the information society and services of general interest. Many of them are among the priority areas of the other European institutions, from the recently launched Energy Union initiative and COP21 implementation to the Digital Society. The TEN section works tirelessly on ensuring that the voice of civil society is heard distinctly among the flurry of political activities in Brussels and other European capitals.

The trainee assigned to the TEN section will work under the supervision of the official responsible. He/she will monitor the section's work on various issues and monitor and review policy analyses and academic research on questions relevant to TEN work. Daily tasks will include drafting working documents, introductory memos and minutes. The trainee will gain experience of helping to organise seminars, conferences, hearings and other public relations events, including some outside Brussels. The trainee can also expect to be directly involved in the full range of activities of the TEN section and will gain valuable contacts and experience in the highly visible policy areas that the TEN section engages with.

## **B.3 ECO – Economic and Monetary Union, Economic and Social Cohesion**

In the field of economic and monetary union, the ECO section covers coordination of economic and monetary policy, broad economic policy guidelines, the Stability and Growth Pact, enlargement of the euro area and other issues relating to economic governance. In the field of economic and social cohesion, the remit of the ECO Section embraces regional and urban policy. The remit of the ECO Section also covers financial markets, taxation, the budget of the European Union and statistical questions. As the secretariat supporting the section in its work, we work closely alongside rapporteurs, members and experts in preparing opinions, reports, briefings and background policy documents. We develop and maintain contacts with the European institutions and other public authorities, think tanks and civil society organisations in order to anticipate and follow up on opinions and develop strategic policy initiatives. We regularly organise conferences and hearings both in and outside Brussels, may conduct fact-finding missions for pilot studies and innovative projects and often participate in external events.

The trainee assigned to the ECO section contributes to the activity of the unit by supporting colleagues in actively assisting rapporteurs and experts with drawing up opinions and reports, including technical preparation and presentation, documentation and information, correspondence and research. He/she will also have the opportunity to help organise seminars, conferences, hearings and other public relations events, including some outside Brussels.

Everyday tasks will also include support in drafting working documents, introductory notes and minutes and helping to promote the Committee's work and improve dissemination of the key facts in documents adopted by the Committee, notably via the web, publications and events.

## **B.4 CCMI – Consultative Commission on Industrial Change**

The Consultative Commission on Industrial Change (CCMI) is the direct successor of the European Coal and Steel Community's Consultative Committee. It combines over 50 years of experience of consultative dialogue with a wide-ranging membership and remit to produce a body unique to the European institutions. It is a new kind of model for discussion and dialogue on policy issues between different stakeholders in the field of industrial change. The CCMI looks at industrial change issues across a wide spectrum of sectors. As such, it offers added value to the work of the EESC as a whole. It is of particular value to those new Member States currently undergoing the process of industrial change and its new composition, dating from the end of 2004, reflects this fact in the high number of representatives from these countries.

The main tasks of the trainee at the CCMI include supporting colleagues in actively assisting rapporteurs and experts with drawing up opinions and reports, including technical preparation and presentation, documentation and information, correspondence and research. He/she will also draft working documents, introductory notes and minutes, and organise seminars, conferences, hearings and other public relations events, including some outside Brussels. The trainee will have the opportunity to develop contacts with other European institutions, civil society organisations and think tanks linked to the CCMI's work.

## **Directorate C – Legislative work**

Directorate C is made up of four units dealing with a broad range of topics that affect the daily life of EU citizens. These include: agriculture, rural development and the environment, employment, social affairs and citizenship, the internal market, production and consumption, and, since January 2015, policy evaluation.

## **C.1 NAT – Agriculture, Rural Development and Environment**

The section secretariat is made up of 14 members of staff who work directly with the 96 members of the NAT section, its president and three vice-presidents, its Bureau and the 33 members of the Sustainable Development Observatory, its president and two vice-presidents. We provide the political and logistical support that members require in order to prepare and coordinate EESC input in the following areas: agriculture, fisheries and forestry; rural development, food sustainability; environmental protection; sustainable development; climate change and the circular economy.

During the traineeship, the trainee will follow several ongoing opinion processes and thereby gain knowledge about the process of producing an opinion, as well as the thematic scope of NAT opinions. An important part of the job is to support colleagues with their daily, routine and ad hoc activities and assist with all tasks connected to the management of ongoing opinions. The main focus of the work will be on contributing to the activities of the Sustainable Development Observatory (SDO), notably in relation to the 2030 sustainable development strategy, the transition to circular and low-carbon economic models and mitigation and adaptation to climate change. The NAT trainee will be supervised and guided by an experienced colleague throughout the traineeship. The trainee will participate fully in unit meetings and may be involved in various ad hoc groups and tasks, particularly those relating to the organisation of events.

## **C.2 SOC – Employment, Social Affairs and Citizenship**

The section secretariat is made up of 14 members of staff who work directly with members of the Section for Employment, Social Affairs and Citizenship, its president, its three vice-presidents and its Bureau, members of the Labour Market Observatory, members of the permanent study group on immigration and integration, members of the permanent study group on disability rights and members of the permanent study group on the inclusion of the Roma and their presidents. We provide the political and logistical support that members require in order to prepare and coordinate EESC input in the following areas: employment and working conditions; education and training; migration and integration; social policy and poverty; gender equality, disability issues; Roma inclusion and health, justice and home affairs (including immigration).

The trainee at the secretariat of the SOC section will gain insight into the legislative and related work carried out by the EESC on social affairs and migration. He/she will assist with the process of producing opinions on these issues. This comprises preparing background documents relevant to the opinion(s) that he/she is following, attending study group meetings and observing related work, preparing and participating in hearings and/or conferences organised by the section

relating to the opinion(s) in question, participating in section meetings, observing the procedure for processing relevant amendments, participating in plenary sessions, external events and meetings and producing meeting reports. The trainee may also be asked to undertake various ad hoc tasks, particularly those relating to the organisation of events.

### **C.3 INT – Single Market, Production and Consumption**

The section secretariat is made up of 13 members of staff who work directly with members of the INT section, its president, three vice-presidents and its Bureau, and members of the Single Market Observatory, its president and two vice-presidents. We provide the political and logistical support that members require in order to prepare and coordinate EESC input in the following areas: the single market, industrial policy, competition policy, services (including banking, commerce, insurance and tourism), SMEs, the social economy and social enterprise, the professions, company law, research & innovation, consumer protection and the customs union.

The trainee at the secretariat of the INT section will gain insight into the legislative and related work carried out by the EESC in the areas of competence of the section (in particular, consumer issues, the single market and entrepreneurship). He/she will assist with the process of producing opinions and also attend and report on external events and meetings that are directly linked to an opinion he/she is following. The trainee will fully participate in unit meetings and may be involved in various ad hoc groups and tasks, particularly those relating to the organisation of events. The trainee during the spring season (during which the section organises the European Consumer Day) will normally be involved in organising and following up on the event. The trainee during the autumn season will concentrate more on single market issues.

### **C.4 PAS – Policy Assessment**

PAS is a recent unit, established in January 2015. It is made up 9 members of staff. We are responsible for developing the EESC's new policy evaluation activities within the EESC, and we assist the units of the two Legislative directorates in their evaluation files, in particular in monitoring the practical application of the evaluation methodology adopted. We are also assisting the Europe 2020 Steering Committee in its work.

The main tasks of the trainee at the PAS section will consist of general tasks, tasks relating to policy assessment and the Europe 2020 agenda. General tasks will mainly involve drafting reports, information or background notes, conducting research on various topics and analysing information, attending various meetings and supporting the communication activities of the team, including on social media. As far as policy assessment is concerned, the tasks will entail

providing support with team evaluations and policy assessments of EU legislation and policies; carrying out data collection tasks and applying qualitative and/or quantitative methods in order to analyse data. Tasks regarding the Europe 2020 agenda will be centred on event organisation, drawing up various documents, attending meetings, etc.

## **Department D – Communication**

EESC communication activities are coordinated by the Communication Department. These include contacts with the media, publications, websites, visitors' groups, cultural activities, newsletters, the organisation of the Open Days and support for other EESC events. The department consists of a horizontal division of communication comprising cultural activities and three units: Press, Online Information and Visits and Publications. The team works under the direction and supervision of the Communication Group.

### **D.1 PRE – Press**

The Press unit is responsible for relations with the media. This includes Brussels-based journalists but also outside media. While around 3000 subscribers receive the EESC press releases, press conferences and other press activities such as press lunches are also organised. Journalists may also be invited to attend specific events or to accompany the president and vice-presidents in their activities. Media coverage of plenary sessions and other relevant meetings and events is also the unit's responsibility. The Press unit is in charge of the EESC's audiovisual policy, including the overall organisation and updating of the photographic archives. The Press unit maintains contacts with the other institutions, for example the Europe By Satellite service and the Technical Interinstitutional Group on Information.

The trainee assigned to the Press unit will have the opportunity to support the press team in their media monitoring activities and to prepare ad hoc press reviews. He/she will also assist with the management of the Dynamics CRM Database and the organisation of press conferences, briefings and other Press unit events. The trainee will liaise with journalists to promote events organised by the EESC. He/she will also gain experience with carrying out research on ad hoc issues and key media contacts for specific target audiences to support press officers. Daily tasks will also include drafting invitations, articles, press releases, web text, background notes, managing the Press Twitter account, providing administrative support and attending a variety of internal meetings. He/she will also learn to use specific internal software to support for instance the maintenance of the EESC's webpage and to submit and manage translation requests.

## **D.2 VIP – Visits and Publications**

Our unit's mandate covers a range of activities dealing with the image of our institution vis-à-vis the external world. As the EESC's publishing house, we design, produce and promote EESC publications and other graphics products. We are responsible for managing stands, promotional material and information points. We supply EESC stands at events, as well as information points in the EESC's buildings and other institutions' info points containing EESC communication material. We organise visits to the EESC, welcoming over 9 000 visitors every year. In addition, we represent the Committee on the European Union Visitors Programme. As an events organiser, our unit plays an active part in running events such as the Open Doors Day and Your Europe, Your Say! and also provides support in implementing specific projects.

The VIP unit offers traineeships dedicated to cultural events and audio-visual and publications issues. The events trainee will work under the supervision of the head of the sector. His/her main tasks will mainly involve participating actively in the organisation, logistical operations and preparatory work of various events, preparing and drafting documents and helping to assess the events organised. The trainee will also participate in the work of the Culture Sub-Committee composed of EESC's members, managing online media relating to these events. In terms of visits the trainee will help prepare documents for visitors groups, welcome visitors, follow up on the visitors' satisfaction survey and update visits' statistical data.

The trainee assigned to the Publications sector will mainly assist the head of sector with all publications and audio-visual related tasks and write and proofread texts to be published on the intranet/internet. The trainee will also help to promote the electronic educational game R EU READY? and EESC publications on social media. He/she will also update the databases regarding the distribution of publications and VIP statistics and will be responsible for ensuring new publications are displayed in EESC information points. He/she will help deal with requests for documentation/promotional items from EESC members, sections as well as from outside the institution.

### **D.3 INF – Online Information**

The Online Information unit is in charge of the content of and has editorial responsibility for the EESC internet site, intranet and social media. The Online Information unit also manages the Committee's newsletter and mailing database and handles questions from the general public.

The trainee will have the opportunity to acquire experience in various fields of online communications. In the area social media management, he/she will draft and publish content for use on the EESC's main social media platforms, undertake live publishing on Twitter during key events organised by the EESC, draft social media action plans on behalf of and in cooperation with the EESC's services and be involved in analytics and reporting. The trainee will assist with updating the EESC intranet and website, including managing web pages, updating content pages and providing assistance to content providers. The trainee will gain experience in the field of contact data management. As for event management, the trainee may be tasked with assisting with the management and social-media coverage of events organised by the Communication Department. Broadly speaking, the trainee will be involved in the range of activities undertaken by the Unit, including ad hoc working groups, projects and tasks.

### **Directorate E – Human Resources and Internal Services**

The directorate provides the institution with the skilled labour force it needs in order to achieve its aims. We are continuing to develop a modern and inclusive working environment by promoting diversity, facilitating the balance between work and private life, and giving importance to vocational training. Our directorate contributes to certain logistical aspects of the EESC's activities: we provide efficient and effective technical, financial and logistical support for areas such as organising meetings and events, audio-visual technologies, distribution of mail, receptionist services and transport of people and goods.

Apart from the CIS unit (see below), the Human Resources Directorate does not offer a place for a trainee on a regular basis, but rather for specific projects. Depending on the subject matter of this specific project, the trainee could work either in the ADI sector, or in one of the three core units of Human Resources (FOR, PER or STA).

## **ADI Sector – Administrative documentation and information**

The ADI Sector is a small team reporting directly to the director. This sector contributes to the implementation of HR policies by managing the HR archives and the personal files. Since 2015, the sector has been in charge of communication with staff, including the coordination of information sent to staff, HR Info Point and the communication channels HR TV and EESCoop.

### **E.1 FOR – HR Planning and Training**

The HR Planning sector is in charge of the establishment plan, including various activities such as HR reporting (HR key figures, six-monthly report on the situation of human resources), statistics and KAPIs. The sector takes care of career-related issues (internal transfers, secondments, etc.) and is in charge of the implementation of the mobility decision approved in May 2015. The sector's duties also include the career guidance service, which provides individual advice to staff members wishing to change their job.

The Training sector is in charge of planning and implementing internal and external training courses: general training plus language, management, financial, IT and other specific training (individual as well as collective – team building).

The Traineeships Office is in charge of all traineeship-related issues in the EESC – recruitment, welcome and accompanying trainees during their time with the EESC.

### **E.2 PER – Recruitment and Salaries**

This unit is in charge of procedures for recruiting statutory staff (officials, temporary agents, contract agents, special advisors) and non-statutory staff (SNEs, agency staff –"intérimaires"). It is also responsible for appraisal and promotion exercises, career management and salary payments. The unit is also in charge of managing Sysper (computerised human resources management system).

### **E.3 STA – Working conditions, rights and obligations**

The STA unit deals with working conditions (covering time management (via Sysper), various staff support measures and all medical and social issues), and with rights and obligations and pensions (covering all statutory allowances active staff and retirees are entitled to, as well as the code of good conduct, staff obligations with regard to ethics and integrity, administrative inquiries and disciplinary proceedings).

### **E.4 CIS – Conferences and Internal Services**

Recently set up in the context of a more general reform of the EESC establishment plan, the Conferences and Internal Services unit is a service supplier to members and EESC staff. It provides added value to the institution's activity by employing modern work tools and high-performing staff. The unit is in charge of providing efficient and effective logistical, financial and technical support when organising the Committee's plenaries, conferences, meetings and events in Brussels and beyond, including protocol, mailing and interpreting services, audio-visual technology for meetings, distribution of mail, receptionist services and transport of people and goods.

The trainee will have the opportunity to attend preparatory meetings for planning events, create and manage registration forms, take responsibility for correspondence with participants and administer Excel databases linked to the events organised. The trainee will be responsible for preparing and distributing badges for participants, welcoming, registering and assisting participants and the organising services throughout the event and finally taking care of any necessary tasks once the event is over.

### **Directorate F – Budget and Finance**

The Directorate's mission is to assist the Budget Group in its work, as set out in the Rules of Procedure, to provide financial services to the EESC's secretariat and its members – in particular, by coordinating the EESC's budget, providing financial services to members, coordinating the EESC's financial framework and assisting financial actors, and settling rights of members of staff (missions) – and to provide accounting services.

The Budget and Finance Directorate does not offer a place for a trainee on a regular basis, but rather for specific projects. Depending on the subject matter of this specific project, the trainee could work either in the Accounting, or in one of the three core units of Budget and Finance (SEM, FIN or BUD).

## **CTA – Accounts**

The Accounting Department manages the institution's accounts, in accordance with the EU Financial Regulation. It is responsible in particular for payments, revenue collection, treasury management, general accounts management in accordance with the Chart of Accounts, and accounts reporting.

The trainee assigned to the Accounting Department could be involved in implementing accountancy processes and preparing reports on budget accounts, general accounts and/or on third party files and contractors' files. His/her main tasks mainly include ensuring the proper implementation of payments, collection of revenue and recovery of amounts established as being receivable, and preparing, keeping and presenting the accounts. The trainee will gain experience of laying down accounting procedures and the chart of accounts, as well as validating the accounting systems and, where appropriate, validating systems laid down by the authorising officer to supply or justify accounting information and treasury management.

### **F.1 SEM – Service to Members**

The Service to Members unit manages the reimbursement of travel expenses and travel and meeting allowances to EESC members, alternates, delegates and experts (processing and checking supporting documents, registering reimbursement claims using dedicated software, etc.) and other relevant expenses, notably members' representation costs, ensuring that both EU rules and the EESC's internal rules and procedures are followed. The SEM unit provides those involved in these procedures with the necessary assistance on the steps to take, the requisite documents, etc.

### **F.2 FIN – Finance and Financial Verification**

The Finance and Financial Verification unit (FIN) is a very active unit working across five sectors: staff mission rights, financial verification, financial rules, public procurement and financial IT systems. The FIN unit manages the regulatory framework in the field of finance and financial verification under the terms of the EU Financial Regulation. The unit consists of about 15 staff members. Staff are in frequent contact with financial actors both within the directorate and within other directorates, as well as with their counterparts in other EU institutions. The unit carries out risk-based verification of all EESC financial transactions and provides training and support for financial actors, including a help desk on public procurement.

The trainee assigned to the FIN section could be involved in revising internal control standards and risk assessment systems at the EESC. He /she will also contribute to the deployment of new financial IT systems like e-invoicing and electronic workflow for staff missions.

### **F.3 BUD – Budget**

This unit assists the Budget Group and its president, organises Budget Group meetings and prepares the agenda and drafts minutes, notes and other Budget Group documents. It supervises budgetary requests and ensures the link between the Budget Group and the Bureau. The Budget unit prepares and implements the budget. It handles and coordinates the exchange of information with the budgetary authority (the European Parliament and the Council) and the Court of Auditors. Several reports are produced within the unit such as the annual activity report (AAR) and the preparation of the discharge in coordination with the secretariat of the secretary-general, including the statement of assurance and the annual report of the Court of Auditors. The unit deals with monitoring and reporting on budget implementation, including interinstitutional implementation, to the budgetary authority. It also coordinates the end-of-year procedure for closing and opening the financial year.

### **Directorate L – Logistics**

The Directorate for Logistics is accountable to its stakeholders and aims to provide specific services (security, infrastructure, document printing, information technology, restaurant and related public procurement services) to the European Economic and Social Committee and the European Committee of the Regions, their members and their administrations, as set out in the cooperation agreement between the two committees. The provision of these services is based on the following principles: quality of service, providing a balanced response to the needs of both committees, ensuring adaptability in order to be able to respond to new developments in the committees' needs and optimising efficiency in the use of human and financial resources.

The Logistics Directorate does not offer a place for a trainee on a regular basis except for the sector of Eco-Management and Audit Scheme (EMAS).

## **L.PGC – Programming and Financial and Contractual Management**

The Programming and Financial and Contractual Management unit operates within the Directorate for Logistics and its mission is to provide sound administration in the areas of financial and contractual management, programming, and reporting on Committee activities (for both the EESC and CoR). The unit gathers, organises and synchronises all the information necessary to plan and report on activities carried out by the Directorate's Joint Services. Finally, the unit ensures that the findings of internal and external audits – as well as any other types of monitoring carried out within the Joint Services – are followed up. It also monitors the implementation of recommendations set out in audit and monitoring reports.

## **L.INFRA – Infrastructure**

The role of the Infrastructure unit is to manage the infrastructure used by the two Committees (EESC and CoR). This unit is responsible for managing buildings, acquisitions, surveys, layout and inventory, managing office supplies, organising removals and allocating office space, taking the measures necessary to ensure compliance with health and safety standards in the EESC and CoR buildings, arranging for the upkeep of the gardens, managing the EMAS project and the catering service.

### **L.INFRA.4 – 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 the use of sustainable food, greening our events, encouraging urban biodiversity, etc.

The trainee will organise awareness-raising campaigns for staff, develop internal communication tools and be involved in monitoring environmental indicators. He/she will also have the opportunity to use his/her creativity to suggest innovative activities.

## **L.IT – Information Technologies**

The unit provides IT systems and services to meet the needs of the secretariat and EESC and CoR members. The IT unit consists of various sectors (Information Systems, Technical Infrastructure and User Support Services). The Committees use over 50 information systems to support their work. These systems underpin areas such as political work, document production, communication and administration. The IT helpdesk provides a single point of contact for all service requests, in addition to user account management, communications and documentation support services.

## **L.IMP – Printing and Distribution**

Our mission is to produce the necessary documents within the deadlines set, while ensuring high quality and distribution to recipients. 31 people work in our unit which is subdivided into 4 teams – Copyshop, Expedition (Dispatch), Distribution/Documentation and Offset.

## **Directorate T - Translation**

The Directorate for Translation (DT) is the operational arm of the EESC and the CoR in the area of translation. Its mission is to provide translation services, through its own staff and by means of 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. In addition to the Translation Management unit (TMU) comprised of four sectors (see below) there are linguistic units covering 23 languages.

### **T.1.01 – Translation Workflow**

We process translation, editing and proofreading requests, acting as a coordination point between the requesting services and the translation units. We organise translation standbys and manage the interinstitutional exchange of linguistic work between translation services.

### **T.1.02 – Translation Helpdesk**

We offer support for translators and requesting services in solving all problems relating to formatting, linguistic assistance and translation tools such as Ariane, Studio and Sirius. We coordinate terminology activity within the Directorate.

The trainee will mainly be involved in managing incidents linked to all areas of the Translation Helpdesk's work. The trainee's role will include providing helpdesk assistance both online and by telephone, as well as handling requests for linguistic assistance. In terms of coordination tasks the trainee will prepare agendas and draft minutes of various network meetings and coordinate major proofreading and linguistic assistance jobs. He/she will also be tasked with providing assistance to the Directorate, contributing to unit trainings, managing the intranet page and interinstitutional terminology databases, providing support to staff regarding all formatting queries, as well as other ad hoc tasks.

### **T.1.03 – Translation Financial Management**

We offer two main services to the Committees and DT Staff: translation outsourcing and the procurement of paper and on-line dictionaries and books for DT and Committee users. We manage an increasing amount of outsourced translations into EU and non-EU languages, implementing the new human resources policy defined in the 2015 EESC-CoR Administrative Cooperation Agreement.

### **T.1.04 – Translation Strategy**

We support and improve translation services at the Committees, making the most of available resources and technologies. We engage and motivate DT staff, providing them with a sense of belonging and opportunities for self-development.

### **Linguistic units**

The trainee will carry out tasks linked to translation and will receive relevant training in a chosen field of interest. Translation tasks mainly include translation of texts relating to the Committees' work and, on occasion, texts from other institutions, with the help of appropriate translation tools. The trainee will also be involved in checking revisions and editing carried out by translators and assistants in the unit in order to improve translation skills, managing information concerning translations, particularly by monitoring modifications made to documents and in certain cases making the documents publicly available. The trainee may also have the opportunity to undertake terminology work, especially if he/she has completed or is carrying out studies in other areas than translation.

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