

# Traineeships at the European Economic and Social Committee

## Contents

President's Cabinet .....	3
Group I secretariat .....	3
Group II secretariat .....	4
Group III secretariat .....	4
General Secretariat .....	5
JUR – Legal Service .....	5
Directorate A – Statutory Bodies and Members' Working Conditions .....	6
A.1 GRE – Registry and Legislative Planning .....	6
A.2 CIP – Conferences, Internal Services and Protocol .....	7
A.3 MEM – Members' Working Conditions .....	8
Directorate B – Legislative work .....	8
B.1 REX – External Relations .....	8
B.2 TEN – Transport, Energy, Infrastructure and the Information Society .....	9
B.3 NAT – Agriculture, Rural Development and the Environment .....	9
B.4 FSA – Foresight, Studies and Policy Assessment .....	10
Directorate C – Legislative work .....	10
C.1 ECO – Economic and Monetary Union, Economic and Social Cohesion .....	11
ECO-ESG – Economic and Monetary Union, Economic and Social Cohesion – The European Semester Group .....	11
C.2 SOC – Employment, Social Affairs and Citizenship .....	12
C.3 INT – Single Market, Production and Consumption .....	13
C.4 CCMI – Consultative Commission on Industrial Change .....	13
Directorate D – Communication and interinstitutional relations .....	14
D.1 PRE – Press .....	14
D.2 VIP – Visits and Publications .....	15
D.3 INF – Online Information .....	16
D.4 REL – Interinstitutional Relations .....	16
D.5 CSS – Relations with National Economic and Social Councils and Civil Society .....	16

Directorate E – Human Resources and Finance.....	17
ADI Sector – Administrative Documentation and Information.....	17
E.1 FOR – HR Planning and Training.....	17
E.2 PER – Recruitment and Salaries .....	18
E.3 STA – Working conditions, rights and obligations .....	18
E.4 BUD – Budget .....	18
E.5 FIN – Finance and Financial Verification .....	19
CTA – Accounts .....	19
Directorate L – Logistics .....	19
L.PGC – Programming and Financial and Contractual Management.....	20
L.INFRA – Infrastructure.....	20
L.INFRA.4 – Eco-Management and Audit Scheme (EMAS) .....	20
L.IT – Information Technologies.....	21
L.IMP – Printing and Distribution.....	21
Directorate T - Translation .....	21
T.1.01 – Translation Workflow.....	21
T.1.02 – Translation Helpdesk and Financial Management.....	21
T.1.03 – Translation Strategy .....	22
Language teams .....	22

## **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 Civil Society Organisations' 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 support the secretary-general and the members of the secretariat with their work. The tasks include attending a range of different meetings to take minutes and later debrief the team. This provides the trainee with a broad understanding of the entire Committee and its role in the EU. Furthermore, the trainee carries out organisational and administrative activities. These often require brainstorming on how to improve certain practices within the Committee, research into how other institutions operate and active communication with staff members. The trainee is also encouraged to focus on areas of particular interest and to undertake any kind of individual or joint study/research project. He/she has access to a database of online classes and has the opportunity to attend interinstitutional conferences for learning purposes. All members of the team are open to helping the trainee get the most out of the experience and to test his/her interest in a particular career.

## **JUR – Legal Service**

The EESC's legal service is an internal, cross-functional unit. 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.

### **Lawyer**

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.

### **Archivist**

The trainee assigned to the Legal Service works under the supervision of the assistant of the Legal Service. He/she will be in charge of the reorganisation of the legal archives and/or the archiving of current folders. He/she may be required to give occasional assistance to the members of the Legal Service by searching for documents in the archives. The opportunity will be given to the trainee to discover and visit the EESC library as well as that of the Commission.

## **Directorate A – Statutory Bodies and Members' Working Conditions**

Directorate A coordinates a series of activities, which are key to the functioning of the EESC, in particular its policy-shaping and decision-making processes, and it ensures the effective implementation of the decisions by the governing bodies.

### **A.1 GRE – Registry and Legislative Planning**

The unit:

- organises the meetings of the EESC's main decision-making bodies – the Bureau, the enlarged presidency and the assembly;
- twice a year organises Bureau meetings and conferences outside Belgium;
- coordinates the activities of the Bureau Ad Hoc Group on Equality;
- manages the flow of legislative proposals (referrals);
- coordinates the overall legislative planning of the Committee;
- draws up the yearly EESC meetings calendar;
- prepares Committee's opinions and decisions for publication in the Official Journal of the EU;
- handles members' administrative files, their appointments and resignations and prepares the members' vademecum;
- plays a pivotal role in the organisation of the Committee's renewal that takes place every two and a half years.

The Registry's trainees:

- contribute to the organisation and follow-up of the Committee's main decision-making bodies and the Ad Hoc Group on Equality (help draft meeting agendas, invitation letters, memos, make translation requests, prepare speaking notes for the chair;
- participate and play active role in all Bureau meetings and plenary sessions;
- help provide administrative, logistical and organisational assistance to EESC members (write information messages, find documents and help answer members' queries);
- actively contribute to the organisation of extraordinary EESC Bureau meetings and conferences outside Brussels, including liaising with the organisations of the host country, inviting external participants and handling all logistical aspects of the meeting itself).

Traineeship at the Registry is an ideal opportunity:

- to understand the role of the EESC in the inter-institutional set-up;
- to follow closely and contribute to the most important decisions taken by the EESC;
- to get to know both the administrative and political structure of the Committee, develop a lot of contacts with colleagues from all departments of the EESC and to get to know and assist EESC members.

## **A.2 CIP – Conferences, Internal Services and Protocol**

Recently set up in the context of a more general reform of the EESC establishment plan, the Conferences, Internal Services and Protocol 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.

### **A.3 MEM – Members' Working Conditions**

The Members' Working Conditions 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 MEM unit provides those involved in these procedures with the necessary assistance on the steps to take, the requisite documents, etc.

### **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 Energy Union strategy, COP21 implementation, Sustainable Development Goals and Europe on the Move initiatives 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 follow the section's legislative works, accompany administrators in their work on political files at inter-institutional level and assist in policy analyses and academic research on questions relevant to TEN work. He/she will be involved in communicating about the TEN Section's work to stakeholders and the public via social media for which he/she will receive proper training. Daily tasks will include drafting working documents, introductory memos, minutes and social media roadmaps. The trainee will also 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 NAT – Agriculture, Rural Development and the 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.

## **B.4 FSA – Foresight, Studies and Policy Assessment**

The Unit for Forward Studies and Policy Assessment was established in January 2015 as the Policy Assessment Unit. The unit consists of six members of staff. It is responsible for monitoring the practical application of the evaluation methodology used in the EESC, and assisting the specialised units of the two legislative directorates, who support EESC members in conducting policy assessments and drafting information reports.

The main tasks of the trainee in the Unit for Forward Studies and Policy Assessment will consist of general tasks, tasks relating to policy assessment, and tasks relating to foresight/forward studies. 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. Policy assessment tasks will entail providing support for evaluations of EU legislation and policies, carrying out data collection tasks, and applying qualitative and/or quantitative methods in order to analyse data. Tasks relating to foresight and forward studies will focus mainly on research into selected topics.

## **Directorate C – Legislative work**

Directorate C is made up of four units assisting the EESC members in their activities dealing with a broad range of topics that affect the daily life of EU citizens.

## **C.1 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.

### **ECO-ESG – Economic and Monetary Union, Economic and Social Cohesion – The European Semester Group**

The ECO Section works, amongst others, on policy issues relating to the economic and monetary union and economic governance. In this context, the European Semester is the annual cycle of economic policy coordination at European level, which has been complemented since 2018 by actions based on the European Pillar of Social Rights

Following the economic, social and political crisis in Europe, the European Semester has become the focal point for reform discussions in Europe. The EESC has therefore created a specific horizontal body, the European Semester Group (ESG), with its own Secretariat within the ECO section secretariat. The European Semester Group focuses its work on contributing to the European Semester with policy proposals from civil society at European and Member State level. The ESG has 33 members, at least one from each Member State, and is chaired by its own president.

The focus of the work will be on contributing to the activities of the secretariat of the European Semester Group. The trainee will participate fully in the tasks of the ESG secretariat, which include the organisation of ESG meetings, conferences, hearings and other events with European institutions, other public authorities, think tanks and civil society organisations at both EU and Member State level. This comprises among others the drafting of minutes, information notes, technical documentation and working documents as well as the correspondence with the rapporteurs and members of the group. The trainee will follow opinions and thereby gain knowledge about the process of producing an opinion, as well as about the thematic scope of semester-related opinions. To draft social media road maps and publish semester related content on Twitter during key events organised by the ESG are also part of the work. The trainee will also be asked to follow meetings on the European Semester in other European institutions, mainly in the European Parliament and the European Commission

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

The section secretariat consists of 14 members of staff supporting the work of the 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 study group on immigration and integration, members of the study group on disability rights and members of the 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 section secretariat is also charged with providing administrative support to the group on fundamental rights and the rule of law, which is not attached to the section.

The trainee at the secretariat of the SOC section will gain insight into the legislative and related work carried out by the EESC in the areas of competence of the section and/or the group on fundamental rights and the rule of law. He/she will assist with the process of producing opinions and briefings and do desk research. This comprises preparing background documents, attending study group meetings and observing related work, preparing and participating in hearings and/or conferences organised by the section, 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, 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 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 D – Communication and interinstitutional relations**

EESC communication activities are coordinated by the Communication Directorate. These include contacts with the media, publications, websites, EESC social media, visitors' groups, cultural activities, newsletters, the organisation of big events like the youth plenary "Your Europe, Your Say" and the Open Days. It also supports other EESC events. The team works under the direction and supervision of the Communication Commission (COCOM).

### **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 3,000 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.

#### **Tasks**

- 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, in particular those organised by the Press Unit or the Communication Department, such as the Civil Society Media Seminar, the Seminar for Journalists or Your Europe, Your Say!
- 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, and background notes, under the supervision of press officers;
  - 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 responsible for managing the EESC's Internet and Intranet sites, developing the EESC's social media policy, managing the EESC's central social media accounts, providing the EESC's audio-visual service for external communication, and supporting members and their organisations in communicating the EESC's activities.

The unit's trainees have the opportunity to acquire experience in various fields of corporate social media communication. They draft and publish content on the EESC's central social media accounts, 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 are involved in analytics and reporting. Broadly speaking, the trainees are involved in the range of activities undertaken by the Unit, including ad hoc working groups, projects and tasks.

### **D.4 REL – Interinstitutional Relations**

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.

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.

### **D.5 CSS – Relations with National Economic and Social Councils and Civil Society**

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.



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.

## **Directorate E – Human Resources and Finance**

The directorate manages the resources needed to achieve the institution's 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.

The Directorate of Human Resources and Finance does not offer a place for a trainee on a regular basis, but rather for specific projects.

## **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 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.

## **E.5 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.

## **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.

## **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 or new projects 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 four teams – Copyshop, Expedition (Dispatch), Distribution/Documentation and Offset.

## **Directorate T - Translation**

The Directorate for Translation (DT) provides translation and other language services to the European Economic and Social Committee (EESC) and the Committee of the Regions (CoR). 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 Directorate has a separate language team for each of the 24 official EU languages, and a central Translation Management Unit that comprises three sectors (see below).

### **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 and Financial Management**

First, 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.

Second, we offer translation outsourcing and procurement of paper and on-line dictionaries and books for DT and Committee users.

### **T.1.03 – 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.

#### **Language teams**

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 team 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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