



**European Committee
of the Regions**

Traineeships

Departments of the European Committee of the Regions

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CABINET OF THE PRESIDENT

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

YOUR TASKS

- You will support the President and cabinet members in their daily work;
- You will write speeches for the President and cabinet members;
- You will prepare briefings and background notes for events and conferences;
- You will attend meetings and take minutes;
- You will be encouraged to focus on policy areas of personal interest;
- You will have the possibility to liaise closely with political groups.

Office of the First Vice President

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

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

YOUR TASKS

- You will support the First Vice President and their advisor in daily work;
- You will assist other members of the cabinet, and the respective political group as needed;
- You will prepare speeches, briefings, and background notes for events and conferences;
- You will attend meetings and take minutes;
- You will be encouraged to focus on policy areas of personal interest.

POLITICAL GROUPS

European People's Party (EPP)

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

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

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

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

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

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

YOUR TASKS

First, during the traineeship you will be working in a friendly, multicultural and highly stimulating environment, where you will be able to deepen your knowledge about the European Union, its institutions and the European People's Party. You are going to attend all CoR Commission meetings and plenary sessions that will take place in Brussels where you will have several responsibilities (mainly preparation of briefings, summaries and voting lists, as well as their distribution) before, during and after the commission meetings.

Secondly, you will also be helping the communication team with their press and communication activities.

Finally, you will be given a chance to follow the work of the European Parliament Committees relevant for local and regional authorities, and also attend conferences of your interest, so you could make your own research.

Party of European Socialists (PES)

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

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

The PES Group is currently assisted by a secretariat of 13 people. The Secretariat assists the President and its members and carries out in-depth work ahead of CoR commission meetings, plenary sessions and related activities. We offer a tailored traineeship experience, adapted to the interests and competencies of each trainee. While most activities involve supporting members, tasks can range from communication work, legislative research for commissions, administrative duties, and project management, to event and campaign organization. Trainees contribute based on their existing skills while gaining valuable insights into the day-to-day operations of a political group.

YOUR TASKS

As a trainee, you could:

- Follow commissions and support the preparation of legislative and policy recommendations.
- Conduct desk research and assist a policy analyst in the preparation of reports and briefings.
- Participate in communication tasks, such as drafting content for social media, newsletters, or press releases.
- Contribute to event organisation, including campaigns and citizens' debates across Europe.
- Gain hands-on experience in the day-to-day work of a political group, developing a strong understanding of EU-level decision-making processes and political advocacy.

Renew Europe

The European Committee of the Regions (the CoR) is the EU institution that represents the Union's nearly 90,000 regional and municipal authorities and their 1.2 million elected representatives. They are collectively responsible for 50% of all public investment in the EU and for implementing two thirds of EU laws. The CoR is a political assembly, and Renew Europe CoR represents the liberal and democrat subnational leaders who are dedicated to promoting in equal measure individual freedom and economic freedom, while ensuring the protection of the most vulnerable. A key part of our role is to bring to EU decision-makers knowledge of how the Union is functioning on the ground, as well as helping our nearly 100 full and alternate members and wider subnational networks to connect the Union with citizens.

YOUR TASKS

- Conduct research and analysis on policy issues relevant to the Renew Europe Group's priorities.
- Gather evidence from a variety of sources of what is happening on the ground in Europe's cities and regions.
- Support the organization of events, meetings, and outreach activities.
- Assist in drafting reports, briefings, and other communication materials on the implementation of EU legislation in Europe's cities and regions.
- Contribute to the social media/communications work and online promotion of the Group.
- Monitor local elections and legislative developments to provide updates to the team.
- Engage with stakeholders, including local and regional authorities, EU institutions, and civil society organizations.

European Alliance (EA)

The European Alliance Group's objectives is to ensure that local and regional authorities' members can work together in having a coherent input into European Union Policies.

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

More information is available on www.ea.cor.europa.eu.

YOUR TASKS

- The European Alliance group trainee will provide the team with the backup to be able to provide members with timely, relevant, focused input for briefings, speeches and other relevant EA Group documents.
- Attending CoR meetings, plenary session as well as other conferences and meetings of interest for the political activities of the EA Group.
- Researching and writing background information on EU policies and for CoR / EA Group opinions.
- Contributing to the preparation of briefings prior to CoR thematic commissions and plenary sessions.
- Drafting content for the EA website, newsletter and social media.
- Helping in the organization of the events.

European Conservatives and Reformists (ECR)

The European Conservatives and Reformists Group is a centre-right and euro-realist political group in the European Committee of the Regions. Set up in April 2013 at the 100th plenary session, it has been growing since. The Group brings together **Presidents of Regions, Mayors, Councillors and other local and regional government representatives**. Combined, they represent millions of European citizens from across the continent. The ECR Group is the voice of conservative and reformist local and regional

politicians in the EU, working together to ensure that decisions are taken **as close to the citizens as possible**.

We are committed to a **more prosperous, secure and decentralised Europe** led by local communities in partnership with national governments. Our members bring their constituents' voices to Brussels, they promote common sense and highlight the importance of **free market, traditions and democracy**. The ECR Group has advocated real actions in the spirit of solidarity and more flexibility in the use of EU funds for Europe's regions.

YOUR TASKS

- Assisting in drafting of briefings and background notes for ECR Group Members;
- Assisting in drafting of articles for the ECR Group's website;
- Attending and drafting summaries of relevant meetings and conferences;
- Contributing to the content creation of social media posts for the ECR Group's accounts.

The Greens

The Greens in the CoR are the youngest political group, working enthusiastically towards a socially, ecologically, and economically sustainable future. Founded in 2020, our group brings together dynamic and dedicated members from Green parties and beyond, united by a shared vision for positive change.

We are committed to protecting our environment and tackling climate change through ambitious climate goals and an effective Green Deal. Our work promotes democratic values, active participation, transparency, and European integration. By thinking globally and acting locally, we strive to deliver a fair and inclusive Green transition that benefits everyone.

YOUR TASKS

- You will collaborate on projects and actively participate in team meetings, gaining valuable insights into the institution's work.
- You will conduct in-depth research and analyse key findings.
- You will prepare briefings and presentations on key policy topics, helping to drive informed decision-making.
- You will be actively involved in supporting the organisation and smooth coordination of commission and plenary meetings.
- You will contribute to planning and executing engaging events, such as a workshop during the European Week of Regions and Cities
- You will create and publish engaging social media content that boosts visibility, fosters interaction, and enhances the Greens' online presence.

SECRETARIAT GENERAL

Cabinet of the Secretary General

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

YOUR TASKS

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

Legal Affairs

The unit serves as in-house legal counsel for the European Committee of the Regions. In this capacity, it advises CoR members, all CoR Directorates, and the cabinets of both the CoR President and the Secretary-General on all legal issues related to the Committee's activities.

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

The unit is responsible for prelitigation cases (Article 90(2) of the Staff Regulations) and represents the institution's interests in the context of legal proceedings in which the Committee is involved, in particular before the Court of Justice of the European Union, where members of the unit act as agents of the Committee.

The unit cooperates with its counterparts in the other institutions, in particular with the EESC's Legal Service. The unit also represents the CoR in the secretariat of the EU Ethics Body and contributes to its work.

The unit also hosts the Data Protection Officer (DPO) and the deputy DPO of the Committee. The DPO role is to ensure that the Committee's departments carry out their tasks in compliance with data protection rules (Regulation (EU) 2018/1725); advise these departments on data protection matters; and act as a contact point with the European Data Protection Supervisor and the DPOs of the other EU institutions, bodies and agencies.

YOUR TASKS

- You will have the opportunity to assist the Head of Unit and the other members of the Legal Service by working on various files and requests for legal opinions.

- You will contribute to drafting and revising internal regulations and other legal documents, including complaints.
- You will participate in meetings with other colleagues within the Committee to address and discuss legal matters.
- You will enhance your legal research skills and, in particular, develop the ability to research and analyse EU case law.
- You will discover the variety of tasks and the multidisciplinary approach that characterises the work of the Legal Affairs Unit of a small institution.
- You will enhance your understanding of legal processes and practices through hands-on experience in a professional environment.

Internal Audit (IA)

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

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

YOUR TASKS

- The trainee assigned to the Internal Audit unit will gain practical experience and attain an understanding of an audit process.
- His/her role in the IA team is to provide the first set of core data by carrying out the analysis of various documents according to the criteria and structure of the audit plan.
- Alongside the research, collection and analysis of information, the trainee will also support and contribute to the daily activities of the Internal Audit unit by putting together dossiers, keeping a track record of events, taking minutes and drafting working documents.

DIRECTORATES

DIRECTORATE A – MEMBERS, PLENARIES, STRATEGIES

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

A.I – Foresight, Strategic Planning, Interinstitutional Relations

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

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

YOUR TASKS

- active involvement in the above-mentioned activities;
- prepare background information for different meetings at political or administrative level;
- gather input from other CoR departments or institutional partners;
- support the organisation of relevant activities.

A.1 – Services to Members

Unit A.1 (Services to Members) is the primary point of contact for CoR members with regard to their rights and obligations and provides support and assistance (including financial and operational) to members and other participants in CoR meetings and events. Furthermore, the unit ensures a series of knowledge and information services to the organization, in the area of records and archives management, transparency (access to documents) and provision of information and data to members and staff alike.

The unit has 18 staff members, assigned to various sectors. It brings together several services:

- a general information helpdesk for members (One-Stop Shop),
- a Financial Service for members' and other meeting participants' related expenditure,
- a Records and Archives Service responsible for holistic management of the CoR's records management policy and (ongoing and historic) documentary resources,

- a central Information Hub in charge of providing access to various sources of information to members and staff.

YOUR TASKS

- Depending on the trainee's profile and interests, and in the light of the projects at hand, during the internship period the trainee shall be assigned tasks and be actively involved in the works of one or more of the unit's departments.

A.2 – Bureau, plenary and central meetings service

Unit A.2 is responsible for the organisation of Plenary Sessions and Bureau meetings. It sets up the agendas and minutes, it also ensures that all policy documents are available in time, it prepares the briefing for the president and coordinates the overall running of the sessions. It also deals with the logistical aspects of all other meetings, and keeps an up-to-date overview of all events within the CoR

YOUR TASKS

Tasks vary depending on workload, but are typically centred around the plenary organisation, e.g. preparing the speakers list, coordinating the timing of political debates, writing minutes of meetings and updating the CoR calendar.

A.3 – Protocol and Institutional Correspondence

The Protocol and Institutional Correspondence Service of the European Committee of the Regions (CoR) is primarily responsible for the planning and execution of high-level VIP visits received by the President, the Secretary-General or any other relevant meeting or event. The service is also active outside of the CoR, establishing relations with corresponding services in other (European) institutions whilst caring for the access and accreditation of the President and his guests in other buildings, such as the European Parliament or European Commission buildings for plenary sessions.

The Unit collaborates with other departments such as the Cabinet of the President or the Secretary-General, events, security or catering to deliver high-level protocol support, and includes tasks related to the preparation of protocol gifts, or flags, all while upholding the highest standards of etiquette.

YOUR TASKS

- Protocol welcome of VIPs: correspondence with VIPs' assistants, support the reception of VIPs, ensuring proper welcome, ceremonial protocols, and smooth coordination with relevant departments.
- Preparation of plenaries: logistical assistance with room setup, signage, and ceremonial items for plenary sessions, and provide on-site protocol support.
- Support for Events: Help organize events and receptions, ensuring protocol standards are met and coordinating with internal services.
- Other Day-to-Day Tasks: Prepare protocol gifts, flowers, and flags, handle administrative tasks, and support the daily operations of the Protocol team.

YOU ARE

- Proficient in English (C1) and French (B1 minimum); other languages are an asset.
- Familiar with EU institutions, their structure, and political developments.
- Detail-oriented and professional attitude to work in a multicultural team.
- Adaptable to last-minute changes, with a problem-solving mindset.
- Clear, precise, and able to coordinate with internal and external stakeholders.

DIRECTORATE B - LEGISLATIVE WORK 1

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

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

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

YOUR TASKS

- Participate in the activities mentioned above.
- Prepare background information for meetings at political or administrative levels.
- Liaise and collaborate with other CoR departments.
- Work with institutional partners or stakeholders.
- Support the organization of relevant activities.

B.1 – Commission for Natural Resources (NAT)

The NAT Commission covers a broad spectrum of policy areas, including rural development, public health, agriculture, forestry, fishery, civil protection, consumer protection, soils and tourism. Promoting territorial resilience is the cornerstone of its work, tying together these diverse domains.

As a trainee, you will play a key role in supporting the NAT secretariat.

YOUR TASKS

- Developing and implementing communication and community-building strategies.
- Crafting engaging social media content and ensuring the Commission's webpage remains up-to-date and relevant.
- Conducting in-depth policy research across NAT's focus areas, with the possibility of drafting policy papers.
- Coordinating with regional representatives and other key stakeholders to facilitate collaboration.
- Attending high-level events and meetings, as well as taking minutes.

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

The Commission for the Environment, Climate Change and Energy (ENVE) is responsible for coordinating the European Committee of the Regions' work in fields related to the European Green Deal, which include the environment, biodiversity, circular economy, zero pollution, climate change, energy policies.

It ensures that the perspectives of local and regional authorities are considered in shaping and implementing these policies, promoting a greener and more sustainable Europe. The ENVE Commission is divided internally in two sectors:

- CLIMA: covers climate change adaptation and mitigation, renewable energy, energy efficiency, just transition;
- ENVIRO: deals with zero pollution, circular economy, biodiversity protection and nature restoration.

The commission is also responsible for the Green Deal Local Working Group and other networks and platforms, such as the Covenant of Mayors National Ambassadors, CoR Climate Pact Ambassadors, and the Zero Pollution Stakeholder Platform. At the global level, the commission plays a leading role at the CoR's involvement at UN conferences on climate change and biodiversity.

YOUR TASKS

- You will draft notes, minutes, reports, policy analyses and speeches to support ENVE members;
- You will monitor EU policy developments and legislative files related to the fields of environment, climate change and energy;
- You will support the organization of ENVE meetings and other events;
- You will attend CoR meetings, webinars, seminars and other events hosted by international and European public institutions, relevant organizations and stakeholders;
- You will collaborate with other CoR commissions, especially to enhance communication efforts;
- You will be involved in the preparation of international events such as UNFCCC or CBD COPs.

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

The CIVEX commission secretariat is one of the three Units that make up the Directorate for Legislative Work 1. The CIVEX commission focuses on specific policy areas:

- Constitutional affairs, responsible for topics like democracy, devolution and multilevel governance, subsidiarity and proportionality, better law-making and regional/local impact of EU legislation, migration, asylum and integration, internal security and rule of law (CONST);
- External relations, responsible for driving the CoR's activities in support of Ukraine and for shaping the local and regional dimension of the enlargement and neighbourhood policies, as well as for promoting and supporting the role of local and regional authorities in development cooperation (RELEX).

CIVEX prepares the political messages of the institution on these topics by assisting Members in drawing up CoR opinions, supporting the political process within the Bureau and Plenary Session, and organising Commission meetings and external events. CIVEX also contributes to an improved, evidence-based, EU policy-making. An important element of this work is to provide analytical and organisational support to the political work of the CoR, and to ensure the follow-up of CoR opinions, promoting and monitoring their impact.

YOUR TASKS

- You will contribute to analytical and political work carried out by the Secretariat of the Commission.
- You will support the preparation of analytical notes, especially in a selection of the CIVEX policy areas mentioned above.
- You will follow the inter-institutional developments of the CIVEX policy areas.
- You will attend and report back on relevant meetings and events and analyse documents from the European Commission, the European Parliament and the Council.
- You will assist in the preparation of meetings and conferences, draft briefings, minutes, summaries, as well as in updating and developing the Commission's intranet.
- You shall be able to work with both politicians and more technical practitioners from the local and regional level.

DIRECTORATE C – LEGISLATIVE WORK 2

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

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

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

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

The Unit C.I Coordination, planning, impact – Cross-border cooperation, territorial partnership coordinates the strategic and legislative planning and reporting as well as the horizontal work of Directorate C – Legislative Work II. It ensures support for the COTER, ECON and SEDEC commissions, and manages budget planning and review of the relevant budget lines. It also coordinates the studies, IT and other horizontal activities for Directorate C in close cooperation with other directorates, the cabinets of the CoR President and Secretary General, political groups and other in-house bodies.

YOUR TASKS

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

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

Unit C.1 – "Commission COTER" is part of the Directorate for Legislative work 2. It oversees organising the work of the Commission for Territorial Cohesion Policy and EU Budget (COTER), assisting its members in drawing up the opinions of the European Committee of the Regions (CoR), supporting the political process within the Bureau and plenary sessions and organising commission meetings and external events. The COTER commission deals with the EU budget, cohesion policy, territorial cooperation (including cross-border cooperation), transport policy, urban policy, and regional statistics and indicators. The COTER secretariat is also responsible for the official EU register of European Groupings of Territorial Cooperation (EGTC) and for managing the European Cross-Border Platform (ECBP), as well as for the CoR's work on Territorial Impact Assessments.

YOUR TASKS

- You will support the work of the COTER secretariat in undertaking research and follow-up activities in relation to relevant COTER opinions.
- You will attend and report back on relevant meetings and events and analyse documents from the other European Institutions (Commission, Parliament, Council etc.).
- You will support the preparation of briefings and analytical notes in relevant policy areas of the COTER commission.
- You will undertake research and identify academic sources to support the CoR consultative work (e.g. in elaborating briefings and background documents).

- You will follow the interinstitutional developments of the specific COTER policy areas and contributes to the preparation of COTER's events and activities (seminars, external meetings, study visits, etc.).

C.2 – Commission for Economic Policy (ECON)

The CoR's Commission for Economic Policy (ECON) enables political representatives from local and regional authorities to discuss the planning, the implications and the implementation of EU policies in the following areas:

Economic Governance and European Semester, Sustainable Development Goals (SDG) Governance, Industrial Policy and Industry 4.0, SME Policy and entrepreneurship, Economic and Monetary Policy, Taxation Policy, Internal Market and Digital Single Market, International Trade and Tariffs (including WTO issues), Competition and State Aid Policy, Local/Regional Finance and Investment, Public Procurement, Public Investment, Public Services and the Network of Regional Hubs for EU Policy Implementation Review (RegHub).

YOUR TASKS

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

C.3 – Commissions for Social Policy, Education, Employment, Research and Culture (SEDEC)

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

YOUR TASKS

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

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

DIRECTORATE D – COMMUNICATION

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

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

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

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

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

YOUR TASKS

- You will assist the unit in the follow-up of communication plans;
- You will help develop communication plans;
- You will help monitor and report the communication activities.

D.1 – Press Officers, Relations with Media

Our Unit "Press office, relations with media" has a staff of 17 and is part of the Directorate for Communication. The team of multilingual press officers is responsible for promoting the work of the CoR and its members via the European media, through press releases but also through close relations with journalists and media at EU, national, regional and local levels. The press team liaises closely with

the CoR presidency, political groups and members to find the most effective ways to interest journalists in the work of the Committee and its members, based around the key political and campaigning priorities for the Committee.

Our main achievements lie both in the quantity and quality of media mentions and the fact that this high-performing team is at the heart of the visibility of the CoR.

Our challenges ahead include preparing for the new mandate of the CoR.

YOUR TASKS

- Support the daily coverage of the CoR works in the different policy areas by drafting press releases and news for the CoR website and social media platforms.
- Help intensify media relations in priority countries (rotating EU Presidency, "cohesion countries" etc.).
- Contribute to the effective use of social media in the development of media relations.
- Contribute to the monitoring of the CoR media impact using available digital tools.
- Participate in the creative shaping of the media strategy for the new CoR mandate, focusing on how to innovate the relations with EU, national and local media.

D.2 – Events and Local Dialogues

The key mission of the unit is strategic engagement through innovative methods and flagship events within the framework of the CoR communication strategy:

- Developing flagship event concepts, coordinating and implementing them (European Week of Regions and Cities, EuroPCom, EuropeDay, Summit) for the different target audiences of members and local and regional politicians, communicators on different governance levels and citizens according to the type of event;
- Furthering the CoR communication strategy by managing selected topics such as gender equality/ women in politics
- Managing the Young Elected Politicians network and developing this community further
- Piloting the use of innovative technologies (Artificial intelligence and other) to support outreach and communication;
- Developing capacities in engagement (representative and participatory democracy) for CoR members and local and regional authorities with citizens;
- Representing the CoR in respective inter-institutional communication cooperations and networks;
- Managing the engagement format EU Local Dialogues;
- Managing the coordination of different services for hosted events and exhibitions.

YOUR TASKS

- Support the development of concepts, planning and execution of flagship events;
- Contributing to the further piloting of Artificial Intelligence tools for communication;
- Draft communication products, work in cooperation with other communication units (Social Media, Audiovisual) to prepare campaigns;

- Work on the Young Elected Politicians network;

D.3 – Digital Communication and IT Strategy

Unit D.3 leads on the CoR's digital communication channels, content and design. We contribute to the visibility and online reputation of our institution by managing its website, intranet, newsletters, web streams as well as creating engaging content on social media and implementing major corporate communication campaigns. We are keen innovators, always on the lookout for new digital trends and techniques.

During your traineeship with us you may either be assigned to one of our three teams (Social media, Web or Visual communication) or work on multiple projects and cross-sectorial assignments.

YOUR TASKS

Depending on your assignment your main tasks will include but are not limited to:

- Create, manage and analyse engaging social media content for the CoR's social media channels;
- Perform live website content updates;
- Respond to basic queries or assist users in updating our intranet;
- Analyse social media, web and/or newsletter statistics to gain user insights;
- Design newsletters using tools like Microsoft Dynamics;
- Assist in setting up live streaming platforms and testing audio/video software;
- Support the production of visuals (digital or print);
- Provide assistance in communicating about the plenary sessions.

During your time with us you will get insights to the work of all our teams to ensure you gain a holistic perspective that will help you grow your communication career.

If you have a curious and attentive mind, a passion for all things digital, excellent writing skills and you like to develop your social media and web experience, your place is with Unit D3!

DIRECTORATE E – HUMAN RESOURCES AND FINANCE

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

E.I. – Strategic Use of Resources, Smart House

Unit E.I., headed by the deputy director, is a horizontal, strategic unit with several sectors converting a large range of topics such as data protection, HR legal advice, internal control, planning and reporting, smart house and business continuity, as well as the management of financial actors, charters and financial workflows and coordination or cooperation to strategic projects like the long-term budget strategy aiming for a fair budget and human resources for the CoR. A trainee with legal education would be affected by priority to the sector data protection and HR legal advice, even if involvement in other activities of unit E.I. would not be excluded.

YOUR TASKS

- You will help with the coordination and cooperation of strategic projects;
- You will help draft reports;
- You may assist other units in data protection concerns (.e.g. during the launch of surveys).

E.2 – Recruitment and Career (incl. Traineeships Office)

The Recruitment and Career Unit is responsible for the selection and recruitment of all staff categories within the European Committee of the Regions (CoR). We oversee staff career development, ensuring full compliance with the Staff Regulations and the institution's internal policies. The unit also includes the Traineeships Office and plays a key role in HR communication and employer branding, helping to promote the CoR as an inclusive and attractive workplace.

Why join us as a trainee?

As a trainee in the Recruitment and Career Unit, you will be part of a dynamic team at the heart of HR operations. You will gain hands-on experience in recruitment, career development and internal communications, while contributing to meaningful projects that support the institution's people and values.

Your key responsibilities

Support the Traineeships Office

Assist in the daily coordination and management of the CoR traineeship programmes, ensuring a smooth and enriching experience for all participants.

- *Act as Liaison Trainee*

Serve as a key point of contact between the trainees and the Traineeships Office, helping to foster a supportive and communicative environment.

- *Contribute to Recruitment & Career activities*

Support the team in selection procedures and career development initiatives, gaining insight into how EU institutions attract and nurture talent.

- *Enhance HR communication*

Participate in drafting and distributing the HR newsletter, contributing to internal communication strategies that reach staff across the institution.

- *Promote Employer branding*

Help organize HR events and support employer branding campaigns that showcase the CoR as a great place to work.

E.3 – Working Conditions and Talent Management

Our E.3 ‘Working Conditions and Talent Management’ unit employs 23 people and is part of the Directorate for Human Resources and Finance. It is divided into 2 sectors:

- Staff well-being and development;
- Financial entitlements and inclusive workplace.

In addition, the unit is in charge of the medical and social service as well as of the social dialogue with staff representatives (Staff Committee and unions).

The unit's activities are guided by a human resources policy that serves the institution's strategic interests and priorities by providing an attractive, high-performance and flexible working environment and offering a high-quality service to staff and management.

YOUR TASKS

As a trainee in the Working Conditions and Talent Management Unit, your responsibilities will include:

- Implementation and follow up of the D&I strategy and action plan;
- Organisation of events, trainings, and communication (HR update/intranet) on D&I strategy and its action plan;
- Contribution to various horizontal tasks such as redaction of reports, leaflets, surveys, etc. on wellbeing, Ethics and D&I topics;
- Creation and management of an internal network of D&I inclusion allies within the CoR;
- Development of synergies and enhancement of internal communication on the topic.

DIRECTORATE IIT – Innovation and Information Technology

The Directorate for Innovation and Information Technology (DIIT) is a joint service of the CoR and of the European Economic and Social Committee (EESC). It provides IT services to members and staff of both Committees. The working atmosphere in this newly formed directorate is friendly and dynamic.

The directorate is composed of three units:

1. Digital Transformation – responsible for foresight, innovation and user support,
2. Digital Solutions – responsible for the development and maintenance of information systems,
3. Digital Platforms – responsible for IT infrastructure and cybersecurity.

YOUR TASKS

The trainee will be assigned to the DIIT and will be working with colleagues from all three units.

She/he will be part of an exciting digital transformation journey. The trainee will assist the AI & Data team in accelerating the adoption of artificial intelligence and data-driven innovation and support the

various cybersecurity initiatives. In addition, the trainee will help facilitate efficient and inclusive programme delivery, be in constant contact with internal and external stakeholders, enhancing collaborative skills and understanding of the Directorate's strategic objectives.

The trainee will be involved in the full range of activities of the Directorate, including organising communication and awareness-raising campaigns for members and staff, assisting in preparing work with the three DIIT units on horizontal tasks, and participating in external inter-institutional working groups on digital transformation. The trainee will have the opportunity to work with different colleagues of each unit and be associated as a team member on various projects.