

<b>Domains</b>	<b>Explanation of domains (if selected the trainee will receive a detailed list of tasks with the traineeship offer)</b>
<b>Africa and MENA</b>	Areas covered include development cooperation and humanitarian aid. Relations with the group of the African, Caribbean and Pacific states (ACP), with Africa, including North Africa, and with the Middle East.
<b>Agriculture</b>	Directorate 1 of LIFE deals with files related to the Common Agricultural Policy (CAP). It prepares meetings of the AGRI/FISH Council for those files and those of its preparatory bodies, particularly the Special Committee for Agriculture (SCA). The trainee will assist the team in dealing with preparation for and follow-up to those meetings. He or she will also follow negotiations with the European Parliament, including by participating in technical meetings and trilogues.
<b>Analysis and Research Team</b>	The team supports the work of the Council and European Council by providing analysis and foresight to assist in strategic planning and policy-making over the medium to long term. It also carries out research into cross-cutting issues and subjects which go beyond the day-to-day work of both institutions.
<b>Archives</b>	The unit is responsible for preserving and promoting knowledge of the Council of the European Union and the European Council and their contribution to the process of European integration.
<b>Asia</b>	The directorate covers EU relations with countries in Asia and the Pacific. We provide political and practical support to related activities of the Council and the European Council where Member States define the EU's policies. In addition, we contribute to the preparation of EU summits with China, India, Japan, Republic of Korea and ASEAN, and support relevant activities of the European Council President.
<b>Audiovisual services</b>	The unit produces and publishes a wide range of video content, such as video messages by the President of the European Council, preview and round up clips for each Council meeting, clips to introduce the different sessions of multilateral summits, thematic videos, etc.
<b>Competition, Industry, Research &amp; Innovation and Space (incl. Company Law)</b>	Areas covered include: Competition policy (protecting fair competition in the Single Market by suppressing illegal cartels and state aids, and setting up common rules governing legal co-operative activities between enterprises and state aids); Harmonisation of Company Law (for the implementation of the freedoms of the Single Market, and in particular of the free movement of capital, the right of establishment and the freedom to provide services); Research and Innovation (the main legislative file "Horizon 2020" - the current framework programme for research and innovation and its successor "Horizon Europe"), the Space Strategy for Europe dealing with the four strategic goals for the future of the European Space Policy.
<b>Council Library</b>	The unit provides access to a wide range of print and electronic resources to its staff and stakeholders, mainly related to EU policies and the decision-making process.
<b>Counter Terrorism</b>	The team is covering a broad range of issues related to the fight against terrorism, such as prevention of radicalization, cooperation with internet companies, cyber security and new technologies, border security, CT partnerships with priority countries in North Africa and the Middle East, Turkey and the Western Balkans, legal and judicial issues, promoting information collection, sharing and analysis. The EU CT and his team work closely with the colleagues in the Council Secretariat, the EEAS, the Commission, JHA agencies, Member States and also have frequent contacts with the EP, third countries, researchers, think tanks and the private sector. The intern will attend meetings and report and may be asked to produce policy papers and support the work of the EU CT and his advisers in various ways.
<b>Data Protection Officer</b>	The team ensures the application at the GSC of the Regulation on personal data in the European Institutions, advises controllers and data subjects, and is also the contact point for the European Data Protection Supervisor.
<b>Digital communications: web and social media</b>	The unit is responsible for the Council's public website, including its content and its constant improvement for users. It is also in charge of the Council's corporate social media channels.
<b>Eastern Europe</b>	The directorate handles EU relations with Russia, Eastern Europe and Central Asia, including the Eastern Partnership. This involves political and practical support to the related activities of the Council and the European Council where Member States define the relevant EU policies. We also contribute to the preparation of EU summits with Ukraine and the EU's Eastern Partners and support relevant activities of the European Council President.
<b>Economic and financial affairs</b>	The directorate is responsible for coordinating the activities of the Economic and Financial Affairs Council (ECOFIN) including mainly the further development of the European and Monetary Union, in particular economic governance, economic policy coordination, the completion of the Banking Union and financial services (Capital Markets Union). It deals with both the legislative and political files in these areas. The work in economic policy covers, among other, Stability and Growth Pact, European Semester and implementation of the Recovery and Resilience Facility, legislation related to the euro, external financial assistance, the European Investment Bank and statistics. International dimension includes G-20 and IMF-related issues. In financial services, legislation on banks, insurance companies and securities is covered, including macro and micro supervision.
<b>Education, Culture, Youth, Sports &amp; Audiovisual</b>	The unit is responsible for the preparation of the EYCS Council and deals with negotiations on the relevant legislation for these domains.
<b>Employment, Social policy</b>	The team covers the policy areas of employment, labour law, social policy, health and safety at work, gender equality and non-discrimination matters: all of which are within the remit of the EPSCO Council. In these areas, the team advises and assists the Council and the European Council and their presidencies.
<b>Energy, Atomic questions, Telecoms and Information society</b>	The unit is working on the preparation of the Telecom and Energy legs of the TTE Council and also on legislation related to atomic questions. Energy, telecommunications and some aspects of digital policy are their main areas of competence.
<b>Enlargement and Europe</b>	The Directorate mainly deals with the EU enlargement policy, the EU accession negotiations, and EU relations with EU candidate countries, as well as with certain other non-EU European partners such as the Western Balkans partners, Norway, Iceland and Switzerland.
<b>Environment and Climate change</b>	The unit is responsible for the preparation of the Environment Council and for assisting the Presidency with negotiations on international conferences, like the UN Conference on Climate change or the UN Conference on Biodiversity.
<b>EU Budget and own resources</b>	Budget activities cover the annual EU budget procedure (in view of the establishment of the following year's budget) and also the annual discharge procedure for the implementation of the budget. It also includes work related to the implementation throughout the year of the EU budget (approval of transfers, establishment of amending budgets), as well as of proceedings and legislation concerning the financial
<b>European Council and Strategic Planning</b>	The unit contributes to the preparation, coordination and follow-up work of European Council (EUCO) meetings, including through the preparatory Council (General Affairs) and Coreper meetings. It drafts the related documents (agendas, guidelines, draft conclusions, follow-up notes, notes to the Presidency) and analyses political files to facilitate the decision-making. It assists the President of the EUCO, providing advice and briefing notes. It contributes to strategic planning through analysis and foresight.
<b>Fisheries</b>	Areas covered include resource management and conservation, surveillance and control, TACs and quotas, market organisation, bilateral agreements, multilateral cooperation. The trainee will prepare and participate at Working Party meetings and at the corresponding briefings, following-up and drafting internal reports of these meetings, analyzing Member States' comments, contributing to the drafting of Presidency texts and if appropriate, contributing to the preparation of the mandate for the Presidency to enter into negotiation with the European Parliament. The trainee will also draft notes on a given topic on the basis of contributions from Member States/Commission, will report from sessions of the EP PECH Committee on topics relevant for the unit and prepare draft contributions for the internal/external fisheries policy Working Party and analyze media for Fisheries policy related issues.
<b>Fundamental rights</b>	The unit deals with dossiers relating to External Relations, Fundamental Rights, Rule of Law, EP-related issues and JHA-related Multi Financial Framework (MFF).
<b>Graphics and Publications</b>	The unit provides engaging and visually attractive and effective communication and outreach.
<b>Health</b>	The team covers the policy areas of health and pharmaceuticals which fall within the remit of the EPSCO Council. In these areas, the team advises and assists the Council and the European Council and their presidencies.
<b>Home Affairs</b>	The team deals with dossiers concerning Schengen, Visas, Borders, Asylum, Migration, Police and Customs cooperation.
<b>Horizontal Affairs, Sanctions, UN Affairs and the Americas</b>	Areas covered include EU relations with the Americas (Transatlantic relations and relations with Latin America), EU-UN relations, human rights, sanctions and horizontal coordination, including for summits and the Council.
<b>Human Resources</b>	The trainee will shadow HR representatives in all phases of the selection process, organise and prepare communication activities/information sessions to staff, assist on HR projects (job descriptions, evaluation system, rotation exercise etc), review of the Council's social media tools related to management recruitments and employer branding.
<b>Human Resources - Diversity and Inclusion</b>	The team monitors equality and non-discrimination at the GSC; shapes the equal opportunities policy and ensure it is correctly applied; coordinates the implementation of the policy at the GSC, advising and supporting Directorates-General and departments as appropriate.
<b>Human Resources - Staff and organisational development</b>	The trainee selected will either participate in organisational development projects and internal communication activities or in staff development projects such as: communication on staff development activities via the internal web pages (using SharePoint, developing visuals, videos, learning platforms), and other communication tools (marketing via social media), awareness raising campaigns, paper booklets (document design for leaflets, posters, etc, i.e. working with PDFs, whizz Indesign or Muse), develop online training content; assist in developing training projects, launch of (new) training initiatives, preparing training material, analysing evaluations; assist with Mentoring project.

<b>IT - Information and communication technologies</b>	Trainees are expected to provide management with an analytical view of ICT at the Council and identify improvement opportunities at management level, where changes could bring about a greater impact in improving the organization and the implications of ICT for the organizational goals of the GSC. The aim is that trainees should have the opportunity to decide whether they would prefer to pursue a management career rather than an expert career after their traineeship at the Council.
<b>IT - Information and Knowledge Management</b>	The unit organises information and makes it accessible through smart and secure digital services. The team helps transform work by innovating and promoting a 'digital-first' mindset. The unit will be highly oriented to external and internal users and stakeholders: delegates, Presidency staff, GSC staff, other EU institutions and citizens. The major goal of the unit will be the development and implementation of a framework for managing data, information and documents in the European Council, the Council and the GSC.
<b>IT - Service Management</b>	The trainee will provide support in the implementation of the ITSM Programme, especially in the documenting and communication aspects.
<b>IT - Project, programme and portfolio management</b>	The trainee will provide support to PPM Sector operational activities, such as: monitoring, evaluation and assignment of PPM support request (1st level support); support to the organization of the project Charter Evaluation Committee; support to maintain the PPM knowledge base support (FAQ); support to the PPM HoS in the production of the sector operational reporting; support the follow up of actions of different management meetings attended; support the improvement of project portfolio processes and reporting; support to the improvement of the PPM Sector functioning.
<b>Interinstitutional Relations and Legislative Procedures</b>	The team assists the Presidency as regards the Council's relations with other EU institutions and bodies, in particular the European Parliament (EP), attends debates in Parliament - both plenary and committees - and reports back internally and to Member States. The team coordinates the preparation of briefs for Presidency appearances in the EP and is in charge of the General Affairs Working Party, which is responsible for institutional issues. The team is also in charge of the coordination and the advisory support on the ordinary legislative procedure (codecision), in particular on horizontal issues arising across all codecision policy areas, and on the handling of negotiations with the EP.
<b>Internal Audit</b>	Internal auditors are expected to assess the systems of risk management, internal control and governance, as well as the performance of services in relation to the duties assigned to them. In this regard, the internal auditor's role is to provide reassurance about the existence of internal control systems in place, which operate effectively, as well as about the existence of risk management and governance processes. The tasks are to attest to the validity of systems and, if necessary, to propose or promote measures to improve the management and performance of audited services. The trainee will assist in particular the internal auditors in charge of the ongoing audit assignments to get a hands-on knowledge of Internal Audit methodology in the operational and financial areas. The trainee will also help with various ad hoc specific tasks (compliance and substantive testing, drafting minutes of meetings, elaborating tables with figures, flowcharts, etc.) to assist the auditors in ongoing audits.
<b>Internal Communication</b>	Traineeship places available in the Staff Development unit, Organisational Development unit, Safety and Security Directorate etc. The trainee selected will participate in organisational development projects and internal communication activities: write articles, conduct interviews, assist in implementing communication strategies, film and edit videos, design communication products, provide general administrative support etc.
<b>Internal Market (including Digital Single Market), Consumer Protection and Intellectual Property</b>	Areas covered include free movement of goods and services, professional qualifications, technical harmonisation, consumer policy, protection of innovations etc.
<b>Justice</b>	The team deals with all dossiers concerning Judicial cooperation in Civil matters and E-Justice, Judicial cooperation in Criminal Matters, Cyber issues and Data protection.
<b>Law / EU Law</b>	The trainee will assist the team in providing legal advice to the Council and its preparatory bodies and in defending the Council before the European courts. Tasks include research in relation to the current cases, drafting summaries and contributions to Legal Service opinions, preparing meetings, participation in hearings and preparatory bodies of the Council.
<b>Law - Lawyer linguist</b>	The trainee will assist colleagues in ensuring the editorial quality and the legal-linguistic concordance of legal texts, and will review the texts to ensure that they do not contain errors of grammar, spelling of references or of quotations, so that they are in perfect harmony with the other languages.
<b>Media Monitoring and Research</b>	The unit monitors and analyses media coverage of the activities of the Council and European Council. It also carries out research and analysis in support of the work of the two institutions.
<b>Outreach and Events</b>	The unit is responsible for engaging with public audiences and multipliers on behalf of the Council and EUCO.
<b>Preparation of future presidencies and horizontal policies</b>	The team is the first point of contact for delegations when they start preparing their presidency and coordinates GSC training activities for incoming presidencies. The unit also organises information days for delegates having taken up their duties in Brussels recently, as well as specific seminars for permanent chairs of working parties and committees. It is, in addition, responsible for horizontal files requiring close cooperation with other DGs such as the MFF, coordination of the European Semester, impact assessments and Maritime issues.
<b>Press office</b>	The role of the unit is to provide impartial, accurate and timely information to the press on the activities of the Council and European Council.
<b>Protocol, meeting and political events organisation, logistics, infrastructures</b>	The team provides all the logistics services necessary for the organisation of official meetings and visits, both in Brussels and, when required, anywhere in the world. Its mission is to respond rapidly and flexibly to provide all the services needed to host official meetings and events.
<b>Security and Crisis Management</b>	The Directorate deals with the Council's Integrated Political Crisis Response (IPCR) arrangements. This includes all activities related to the activation of the mechanism, which is currently activated on migration and COVID-19, involving support to the Presidency in the organisation and follow-up of frequent IPCR roundtables. The Directorate is also responsible for civil protection and consular affairs, as well as Common Security and Defence Policy (including the Strategic Compass, non-proliferation, disarmament and arms exports) and security issues (hybrid threats and counter-terrorism).
<b>Tax Policies, Customs Union, Regional Policy Carbon Border Adjustment Mechanism and Export Credits</b>	Areas covered include: Tax Policy (handling of the legislative process in the field of direct and indirect taxation with focus on: corporate minimum taxation, digital taxation, EU list of jurisdictions/tax havens with harmful tax regimes, energy taxation as part of 'fit for 55', the fight against VAT fraud); Customs Union (the backbone of the European Single Market extends to all aspects of trade policy, including tariff and non-tariff instruments, preferential trade, health, safety and environmental concerns, relevant Brexit aspects); export credits (the dedicated Council Working Group deals with supporting economic actors through export credits - it prepares EU positions to be taken at the OECD in Paris and in the International Working Group - involving BRIC countries). Carbon Border Adjustment Mechanism (CBAM, the Group elaborates a mechanism to ensure that imports from abroad into the EU are not CO2 unfriendly, a key component of the 'fit for 55' package).
<b>Trade</b>	Areas covered include: overseeing the preparation and follow-up of policy and legislative activities in the area of international trade (tariff and trade agreements relating to trade in goods and services, and the commercial aspects of intellectual property, foreign direct investment and investment protection). International agreements can be multilateral (in particular at the World Trade Organization) or bilateral (Free Trade and Investment Agreements with a country or a block).
<b>Translation - Terminology</b>	The trainee will translate documents into the main language, prepare documents for translation, provide terminology research.
<b>Transport</b>	The unit is dealing with the preparation of the Transport leg of the TTE Council. Their areas of competence cover land transport, maritime transport, aviation and intermodal transport. The team deals with files varying from passenger rights to satellite navigation.
<b>Veterinary and Plant Health Questions, Food and Forestry</b>	Within the DG Agriculture, Fisheries, Social Affairs and Health, Directorate LIFE.3 is responsible for the implementation of the Farm to Fork Strategy, a flagship initiative of the European Green Deal. It supports the work of the Council in a wide range of policies related to food and nutrition, animal health and welfare, plant health, genetic resources and plant breeding, new genomic techniques and forestry (all the files going to the AGRIFISH Council through COREPER). In those areas, the Directorate is responsible for the handling of legislative and non-legislative files and for advising the Council presidency. In addition, an important part of the activity is devoted to the preparation of EU positions to be taken in the relevant international organisations such as Codex Alimentarius, Food and Agriculture Organization (FAO), United Nations Forum on Forests, the world organization for animal health (OIE) as well as during bilateral negotiations between the EU and third countries on sanitary and phytosanitary matters. The Directorate works in close cooperation with other services of the Council Secretariat, as well as with relevant services of the European Parliament and the European Commission.