



Internship Programme

01 September 2014 – 31 August 2015

Directorate

(DIR)

1. Description of the Department

The mission of the Directorate is to guide and manage the Agency, ensuring that its objectives and related tasks are achieved efficiently and effectively and in accordance with the direction given by the Management Board.

The Directorate consists of a small team, supporting the Director in the day-to-day management and in meeting the needs of the organisation in relation to its future internal and external development. Currently, there are ten persons working in the Directorate, including one Intern.

2. General description of the functions and duties of the intern(s) during the internship period

External relations:

- Assist in the preparation and follow-up of the Director's meetings with the Agency's external counterparts, including EU and government officials, parliamentarians, civil society representatives, international organisations, national human rights bodies, etc.;
- Contribute to the organisation of the Director's visits to Member States to exchange information with national stakeholders;
- Support the organisation of the Agency's external events;
- Prepare drafts for the Director's official correspondence.

Internal coordination:

- Assist in inter-departmental meetings to plan and coordinate the implementation of the Agency's overall policy direction;
- Support the compilation of the Director's periodic report;
- Provide assistance in the preparation of the meetings with the Agency's bodies, in particular its Management/Executive Board.

Communication and general support:

- Conduct ad-hoc internet research on EU/national policy developments and fundamental rights;
- Draft items for the Agency's weekly newsletter and update the Directorate's intranet pages.