

## **Traineeship Programme 2018 - 2019**

### **Director's office (DIR)**

#### **Description of the Department**

The Director's Office supports and advises the Director in guiding and managing the Agency, in representing the Agency externally, and in ensuring that the Agency's strategic objectives and main tasks are achieved effectively and in accordance with the direction given by the Management Board.

The Director's Office is in charge of:

- **EU institutional relations.** Substantive preparation of the Director's external meetings with EU institutional partners, including representatives of the European Parliament, Council, Commission, EU bodies and agencies.
- **Country visits.** Substantive preparation of, and organisational support to the Director's regular visits to EU Member States aimed at raising awareness of FRA's work.
- **Internal coordination.** Coordination of the Agency's overall policy direction, as well as oversight over the implementation of the Agency's annual work programmes.
- **Legal advice to the Director.** Legal scrutiny of FRA outputs and legal guidance on EU law and FRA's mandate.
- **Relations with the Bodies of the Agency.** Organisational support to the Director's relations with the other bodies of the Agency, namely the Management Board, the Executive Board and the Scientific Committee of the FRA.

Besides participating and supporting above activities, trainees conduct ad-hoc desk research on fundamental rights issues and related EU and national policy and legal developments.

Trainees in the Director's Office gain an insight into all of the Director's main tasks. The traineeship consists of a broad range of diverse activities, requiring ability to multi-task effectively while working in a dynamic team.