

## **Traineeship Programme 2022 - 2023**

### **Institutional Cooperation & Networks Unit (INST)**

#### **Description of the Unit**

The Unit Institutional Cooperation & Networks (INST) facilitates the Agency's cooperation with its partners and networks to support fundamental rights compliant law and policy making in the EU and its Member States.

The Unit works with a wide range of partners and stakeholders at the international, EU, national and local levels – intergovernmental organisations, EU institutions, Member State governments, national bodies with a human rights and equality remit, civil society organisations and human rights cities. It is engaged in research, conducts policy and legal analysis, delivers legal opinions, policy advice, as well as capacity-building with a focus on the EU Charter of Fundamental Rights. The Unit is also responsible for relations with the Agency's governance and oversight body, the Management Board, and manages engagement with the Scientific Committee.

It is composed of two sectors:

- **Human Rights Structures and Mechanisms Sector**

The Sector undertakes research and provides capacity-building support related to the EU Charter of Fundamental Rights, as well as international human rights standards and their national implementation. It develops the European Union Fundamental Rights Information System (EFRIS) as a one-stop shop to international human rights monitoring data and supervises FRA's statutory role in the EU monitoring framework for the Convention on the Rights of Persons with Disabilities.

- **Policy Analysis and Stakeholder Cooperation Sector**

The Sector facilitates the Agency's inter-institutional relations and stakeholder cooperation, keeps abreast of EU policies relevant for FRA's work and undertakes foresight analysis to chart future fundamental rights developments. It liaises with EU institutions, Member State governments and parliaments to facilitate real-time input to relevant policies. It coordinates and further develops the Fundamental Rights Platform, the Agency's civil society network, and cooperates with the international human rights system (UN, Council of Europe, OSCE).

## Which tasks are expected in this Unit?

- Support in facilitating **the inter-institutional and stakeholder relations**, including for example the preparation of visits of the Director to EU Member States and meetings with EU institutions and intergovernmental human rights organisations, national bodies with a human rights remit, and civil society partners;
- Supporting the organisation of **FRA network and stakeholder meetings**, including meetings of the Bodies of the Agency and statutory networks, such as the National Liaison Officers and the Fundamental Rights Platform of civil society organisations;
- Support tracking and analysing **policy and legal developments** in the EU (European Parliament, Council, Commission, Member States);
- Support tracking and analysing reports from **intergovernmental human rights organisations**;
- Assist the preparation of **briefings and background files** for meetings with EU and Member State officials;
- Assisting in drafting **reports**, internal notes and external correspondence;
- Contributing to the development of the European Union Fundamental Rights Information System (EFRIS) and updating of FRA's **case law database on the EU Charter of Fundamental Rights** (Charterpedia);
- Carrying out organisational and administrative tasks, taking meeting minutes, etc.