

## **Internship Programme 2017 - 2018**

### **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 strategic direction given by the Management Board.

The Director's Office is in charge of:

- **EU institutional relations.** This includes preparing the Director's external meetings with EU institutional partners, including the European Parliament, Council, Commission, EU bodies and agencies.
- **Internal coordination.** This includes 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.** Ensure legal scrutiny of FRA outputs and provide legal guidance to FRA's operational departments.
- **Relations with the Bodies of the Agency.** This includes supporting 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.
- **External and media communication** related to the Director's activities.

Interns in the Director's Office gain an insight into all of the Director's main tasks.

Besides participating and supporting above activities, they will also conduct ad-hoc desk research on fundamental rights issues and related EU and national policy and legal developments. They also provide organisational support to the Director's regular visits to EU Member States aimed at raising awareness of FRA's work.