

# Traineeships at the Council of EU

## ~Domains explained by trainees~

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## What does a traineeship involve?

Depending on the needs of the service, your daily work would generally be equivalent to that of junior administrator officials at the beginning of their career e.g.:

- ❖ preparing meetings and drafting minutes
- ❖ attending meetings of COREPER and Council preparatory bodies
- ❖ researching on a particular project
- ❖ translating documents
- ❖ compiling documentation, writing reports

You will be placed under the responsibility of a traineeship adviser who will guide and supervise your work. You will also be invited to take part in a training programme which includes different conferences and visits to other EU institutions in Brussels, Luxembourg and Strasbourg.

## Profiles

Given that English and French are used extensively for internal communication within the GSC, a good knowledge of English or French and the ability to communicate in one of these languages is required.

The majority of applications currently come from candidates with qualifications in law, political science, international relations, EU studies and economics.

The GSC is also looking for trainees with qualifications in other fields, such as: translation, human resources, computer sciences, agricultural technology, communication, education studies, biochemical engineering, health and food safety, energy management, environment, aerospace engineering, graphic design, multimedia, etc.

## Contact

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Council of the EU

<https://www.consilium.europa.eu/en/council-eu/>

## Domain "Competition, Customs Union, Company Law, Intellectual Property, Public Procurement"

"Follow-up and participation in technical, attachés and trilogue meetings to be followed by lawyer-linguists process on the on-going files. Assist political Administrators in drafting of internal documents and in the use of digital tools for Council decision-making process (Agora, Delegates Portal)."

*Mihai, trainee in the Competition, Customs Union, Company Law, Intellectual Property, Public Procurement Unit (2019)*

### **More information:**

<https://www.consilium.europa.eu/en/council-eu/configurations/compet/>

<https://www.consilium.europa.eu/en/council-eu/preparatory-bodies/?filters=2027>

## Domain "Coordination of Council work and preparation of future presidencies"

"I am mainly working on the EU's Integrated Maritime Policy (IMP) and other issues regarding ocean & maritime issues, ocean protection, climate change, blue economy etc. Another topic I am, to some extent, working on is the European Semester (ES) and its Country Specific Recommendations (CSR). I usually do a priori research on these issues and preparations for meetings and afterwards I draft notes, summaries etc. I also support the Prepare Your Presidency (PYP) team within my unit with evaluation form summaries, PPPs, organisational questions, etc. Finally my latest task involves minor IT knowledge, as I have to transform the PYP Handbook into a webpage using a web editor."

*Nikola, trainee in the General Policy Unit (2019)*

## Domain "Council Library"

"Our role within this department is varied. We contribute to the library's publications (e.g. Think Tank Review and the New Books List) and participate in editorial meetings. We frequently work with social media (especially Twitter), attend and deliver presentations to delegates, newcomers and fellow trainees. The library and research environment is an interesting place to work in, as our duties frequently change from researching and writing political briefs to collaborating on projects with colleagues."

*Aoife, trainee in the Council Library Unit (2017)*

**More information:** <http://www.consilium.europa.eu/en/documents-publications/library/>

## Domain "Counter Terrorism"

"My current position as a trainee at the EU Counter-Terrorism Coordinator's Office gives me a fantastic insight into the working of an international institution and expands my skills in policy analysis and research. In my everyday work, I collect data from reports issued by the EU as well as open sources to analyse issues related to counter-terrorism. Specifically, I analysed EU firearms legislation, the threat of the violent extreme right, and terrorist content online. Apart from desk research, I also attend working groups, Councils, and conferences. This allows me to understand the functioning of a EU decision-making process even better. Additionally, together with other trainees I volunteered to help during the EU Open Day and helped during the organization of conference on Migrant Smuggling."

*Dominika, trainee in the Counter Terrorism Coordination Unit (2019)*

"The unit 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 team works 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 unit and his advisers in various ways. A strong academic background in CT, excellent oral and drafting skills in English and prior relevant work experience (such as internships) are an asset."

*Côme, trainee in the Counter Terrorism Coordination Unit (2018)*

**More information:** <http://www.consilium.europa.eu/en/policies/fight-against-terrorism/>

## Domain "Data Protection Officer"

"The Data Protection Unit is responsible for monitoring and safeguarding the processing of personal data within the GSC. Having as a starting point [Regulation \(EU\) 2016/679](#) (General Data Protection Regulation, GDPR), which regulates the protection of individuals with regard to the processing of personal data and the free movement of such data, the EUI are subject to their own set of rules, enshrined in [Regulation \(EU\) No 2018/1725 of the European Parliament and of the Council](#) of 23 October 2018. The Head of this unit is also the DPO of the Council of the EU. The DPO is responsible for ensuring the internal application of this Regulation, monitoring compliance, advising the controllers or processors for data protection issues and cooperating with the EDPS".

*Chrysi, trainee in the Data Protection Unit (2019)*

**More information:** <http://www.consilium.europa.eu/en/council-eu/preparatory-bodies/working-party-information-exchange-data-protection/>

## Domain "Development and ACP; Africa; Asia-Oceania; United Nations"

"My main task during my traineeship in RELEX 1.B-Development was to prepare (reading reports, attending preparatory meetings at the EEAS) and attend the COAFR Working Party meetings, take notes and write the reports. Besides that, I was attending related events or Working Parties like ACP. The RELEX Director also had additional tasks for us, so I spent a lot of time preparing the FAC meetings. Even though COAFR was my core Working Party, I had the chance to participate in many other meetings and events. In COAFR I was primarily dealing with foreign relations to Africa and the political situation in the countries, including electoral processes, restrictive measures, Human/ Fundamental rights and political dialogues."

*Kristina, trainee in the Development Unit (2019)*

"Working as a trainee for the Working Party COASI in the Development Unit allows you to gain insights in the discussions and negotiations among the 28 EU Member States on issues related to Asia and Oceania. Besides writing reports and attending high-level meetings related to the work of your unit, you will be asked to write various briefs, speaking notes and summaries on current developments in the region. Since COASI covers a great number of countries, you will enjoy numerous discussions on the

most current developments. Moreover, you will be involved in the thematic preparations and follow-ups of COREPER 2 and EU summits with strategic partners such as China and Japan."

*Max, trainee in the Development Unit (2019)*

**More information:**

<http://www.consilium.europa.eu/en/council-eu/preparatory-bodies/africa-working-party/>

<https://www.consilium.europa.eu/en/council-eu/preparatory-bodies/asia-oceania-working-party/>

## Domain "Digital communications: web and social media"

"As part of the Digital communication team I am actively involved in all projects that concern the website and the social media channels of the Council. In this regard, I contribute to the team's work by executing the social media plan every week, conducting research on digital trends and reporting the outcome of our activity online. On top of this, I also participate in constant brainstorming to develop original and innovative content targeted to the main stakeholders of the Council."

*Oscar, trainee in the Digital Communication Unit (2019)*

"As a trainee in the Organisational Development Unit in the internal communication team, I've worked a lot in editing, writing and online publishing fields, taking care of the intranet (Domus News) and contributing to the paper internal magazine (Consilium Journal). My previous journalistic experiences helped me a lot in terms of video-making and writing skills in English and French. The team is very nice, dynamic, young and helpful! Last but not least, they are dealing with different projects (e.g. New ways of working, staff surveys, etc.) you can easily become part of and learn new things!"

*Alessio, trainee in the Organisational Development Unit (2019)*

## Domain "Education, Culture, Youth, Sports and Audio-visual"

"The unit works with a range of topics which are quite different. This can be very stimulating on one hand, but also very challenging if one has no prior knowledge of the areas. However, normally the trainee will focus on one or two areas depending on interest and experience rather than dealing with all of them. The tasks usually include taking notes at meetings, writing reports, briefing members of the staff on certain topics, etc. The trainee will have quite a lot of flexibility in terms of structuring his/her schedule and tasks."

*Sebastian, trainee in the Education, Culture, Youth, Sports and Audiovisual Unit (2018)*

**More information:**

<http://www.consilium.europa.eu/en/council-eu/configurations/eyscs/>

<https://www.consilium.europa.eu/en/council-eu/preparatory-bodies/?filters=2020>

## Domain "Employment and social policy, gender equality and non-discrimination"

"As a trainee, I am working on the social legislative proposals mainly related to Social Security Coordination, Transparent and Predictable Working Conditions, European Semester and Anti-discrimination files. Tasks consist of attending regularly different meetings (trilogues, Coreper, Social Questions Working Party, Employment (EMCO) and Social Protection (SPC) Committees, EPSCO Council), writing minutes and internal reports to be distributed to the rest of the unit. I also assist the

administration of the unit and the administrators in their daily tasks by, for instance, drafting briefings. In addition to this, I also attend external conferences/ panel discussions /round tables taking place in Brussels about relevant topics on the field of employment, especially on the future of work, gender equality and accessibility and I produce reports for the unit. Other tasks involve monitoring social media (mainly Twitter) of EU institutions, think tanks, NGOs and other stakeholders and producing weekly newsletters. This internship provides a very good insight of how the Council acts concretely in the employment and social policy areas."

*Maria Luisa, trainee in the Employment and Social Policy Unit (2019)*

"Topics are weighted more to employment and labour policy rather than social issues. Tasks consist mainly of attending meetings (working parties, drafting sessions, Coreper, trilogues, committee hearings in the Parliament) and writing summaries of those meetings to be distributed to the rest of the Unit. We also have tasks of a more administrative nature, like compiling Member States' feedback of Impact Assessments or arranging amendments by MEPs into tables to help prepare the Presidency for negotiations with the Parliament. I think the tasks give a trainee a much firmer understanding of both EU policy (you cannot do any of the tasks without first familiarising yourself with the topic in question) and of the EU legislative procedure. "

*Rose, trainee in the Employment and Social Policy Unit (2018)*

**More information:**

<http://www.consilium.europa.eu/en/council-eu/configurations/epsco/>

<https://www.consilium.europa.eu/en/council-eu/preparatory-bodies/?filters=2026>

## Domain "Enlargement and neighbourhood polices"

"A traineeship in the Enlargement unit is very varied. I primarily cover the COELA and COWEB working parties which deal with issues relating to the enlargement process and the Western Balkans. This typically involves writing reports about the meetings and other related conferences, contributing to briefs on specific countries to be used by the European Council President, and doing research for background notes on specific topics (for example the current political situation in a particular country). However, as the unit responds to developing situations in the region, my tasks can change from week to week in order to support the unit's work."

*Joshua, trainee in the Enlargement Unit (2019)*

**More information:**

<https://www.consilium.europa.eu/en/topics/enlargement/>

<https://www.consilium.europa.eu/en/council-eu/preparatory-bodies/working-party-western-balkans-region/>

## Domain "Environment and Climate Change"

"As a trainee you will work on international climate issues such as various COP conferences, but also on more EU internal environmental policy (e.g. Circular Economy, Car Emission Standards) and climate policy (EU ETS, LULUCF). Be prepared to deal with highly political, but also very technical issues. You will follow working groups, COREPER, Council meetings and trilogues and assist administrators in their daily tasks. You will also write reports on external conferences taking place in Brussels."

*Anna, trainee in the Environment Unit (2017)*

**More information:**

<http://www.consilium.europa.eu/en/council-eu/configurations/env/>

<https://www.consilium.europa.eu/en/council-eu/preparatory-bodies/?filters=2022>

## Domain "European Council"

"The "General and Institutional Policy" Directorate-General I'm currently training in is the overarching political DG in the Council and it supports its Secretary General, the rotating Presidency of the Council as well as the President of the European Council. My unit is charged with coordinating the political preparation ahead of European Council meetings and provides its President with the necessary political background when she/he meets with European Heads of State or Government or high-ranking officials. As such, we draft relevant documents - including the European Council agenda, guidelines and conclusions, occasional declarations and speeches as well as the European Strategic Agenda - most of which are then circulated to Member States' delegations, and some of them eventually discussed, amended and adopted by leaders during European Council meetings. The GIP is further divided between the "General Policy" directorate which follows and coordinates the work of COREPER I and II, while the "Interinstitutional Relations" directorate focuses on relations with and monitors the activity of the European Parliament, the European Commission and other EU entities."

*Loïc, trainee in the European Council and Strategic Planning Unit (2019)*

## Domain "Fisheries"

"I chose Fisheries because it gathers social, economic and political issues. I was also interested in maritime affairs and law of the seas. The domain is quite technical but it makes it even more interesting. My daily tasks include writing a press review on Fisheries. It is interesting because it gives me an overview of the EU Fisheries landscape and enables me to learn a lot on every subject. I am also helping the administrators with their tasks concerning Maritime Funds, International Agreements, Brexit, Control, TAC and quotas. I attend every meeting and every Working Party. In a nutshell, I am completely integrated in the life of the unit and it makes the traineeship really exciting."

*Mathilde, trainee in the Fisheries Unit (2019)*

**More information:**

<http://www.consilium.europa.eu/en/council-eu/configurations/agrifish/>

<https://www.consilium.europa.eu/en/council-eu/preparatory-bodies/?filters=2024>

## Domain "Fundamental rights"

"If you chose this domain, you will work in collaboration with the FREMP working party dedicated to issues related to fundamental rights, including rule of law or gender equality issues for instance. Your work will be varied, depending on the most pressing issues, but you will have to attend the working parties, draft reports, do research to prepare backgrounds and briefings. It is a very interesting internship if you're passionate in the defence of fundamental rights and if you want to see how the Council acts concretely in this domain".

*Manon, trainee in Fundamental rights Unit (2018)*

**More information:** <http://www.consilium.europa.eu/en/council-eu/preparatory-bodies/working-party-fundamental-rights-citizens-rights-free-movement-persons/>

## Domain "Graphics and Publications"

"At the Creative Services you will work together with designers, editors and project managers to produce visual products for the Council. Projects can be for internal or external communications campaigns, such as conference posters, information brochures, digital infographics or EU publications for children. Depending on your interests and skills, you can focus on creative design tasks or content research and editorial work. You will mostly work for internal clients that want to publish diverse publications, but you will also have the possibility to pitch new products for the Council.

*Elena, trainee in the Creative Services Unit (2019)*

**More information:** <http://www.consilium.europa.eu/en/documents-publications/publications/>

## Domain "Home Affairs"

"My traineeship has been extremely interesting and challenging from the very beginning. My tasks consisted in attending meetings of the Standing Committee on Operational Cooperation on Internal Security (COSI) and its Support Group, as well as of other working parties dealing with Law Enforcement Cooperation (LEWP), Counterterrorism (TWP - COTER), Cyber Security (Horizontal WP on Cyber Issues), EU Policy Cycle/EMPACT. The preparations ahead of the meetings include drafting of background notes, speaking points for the presidency and discussion papers, but also conducting research on emerging issues and updating draft texts under negotiation accordingly to Member States' comments. Among the main topics that I had the chance to work on are the risk posed by 5G technology, IoT and AI, the EU external action on CT in the Western Balkans, the new regulations on terrorism content online and on explosives precursors, as well as the interoperability of information systems. Finally, I collaborated in the organization of a conference on the operational aspects of the fight against migrant smuggling."

*Sofia, trainee in the Home Affairs Unit (2019)*

"As a trainee in JAI.1 Home Affairs I have been working on asylum and migration related issues. I assist my team in their daily tasks by providing them with tables, statistics, brief reports and updates about topics in the field of migration and asylum. In addition to this, I am responsible for various tasks ranging from monitoring migration flows towards the EU, attending and reporting on Working parties' meetings and conferences, to media monitoring and research activities. One of my main duties is the compilation of a migration update including relevant news and up-to-date figures related to migration trends. A very interesting part of my traineeship was to closely follow the law-making procedure and related negotiations between the co-legislators, including participating in trilogues, which allowed me to experience first-hand how EU laws are actually made.

*Isabella, trainee in the Home Affairs Unit (2019)*

**More information:**

<http://www.consilium.europa.eu/en/council-eu/configurations/jha/>

<https://www.consilium.europa.eu/en/council-eu/preparatory-bodies/?filters=2023>

## Domain "Human resources"

"My tasks during the traineeship: shadowing HR representatives in all phases of the selection process (pre-selection meeting, draft of interview questions, observer during the interviews, post-assessment etc.), developing a survey to assess staff perceptions over the rotation exercise of General Administrators, assistance in daily operational HR activities (e.g. staff notes, preparing presentations on

Prezi, recordkeeping of weekly unit meetings), review of the Council's social media tools related to management recruitments and employer branding, familiarization with the Council's HR practices (e.g. secondments and mobility, evaluation and promotion system etc)."

*Dimitrios, trainee in the Staffing and Mobility Unit (2018)*

## **Domain "Human Resources - Equal Opportunities"**

"The traineeship position in the Department of Human Resources - Equal Opportunities is focused on four areas of interest: gender equality, persons with disabilities, work-life balance, and discrimination. The position gives a double opportunity. On the one hand, it offers the chance to work in the field of Equal Opportunities by assisting with awareness-raising activities, monitoring and reporting on relevant developments at EU level, undertaking research on specific topics, and preparing policy notes. On the other hand, this traineeship position offers as well the opportunity to gain experience in the Human Resources area, by analysing statistical data, organizing internal events, and drafting articles for intranet."

*Laura, trainee in the Equal Opportunities Unit (2018)*

## **Domain "Human Resources - Staff and organisational development"**

"If you are looking for a place where you can combine HR, lifelong- learning and creativity, then Staff development unit is the place for you. From preparing the reverse mentoring programme, promoting the training packages and learning strategies, you will contribute to the internal communication together with a group of great colleagues that value your input and have a lot of advices for you."

*Alexandra, trainee in the Staff Development Unit (2019)*

"I am doing a traineeship in the Staff Development Unit (SDU), which is part of the Human Resources Directorate. My main task consist of assisting training coordinators in the development of workshops and trainings based on Participatory Leadership (PL) methods. I am also in charge of creating a new platform on Council intranet (Domus) and helping to enhance the development opportunities on offer to GSC staff. I also support some communication activities such as drafting articles for Domus on staff mobility and revising the intranet pages on training offers."

*Oriane, trainee in the Staff Development Unit (2019)*

## **Domain "Information and communication technologies"**

"My role is to contribute to the operation of Change Management on a weekly basis by assisting the manager in assessing Request for Change, participating in Board meetings, preparing the agenda and producing the minutes of the meeting and formal notifications of the Board's decisions. I contribute also to the operation of Problem Management by assessing candidates and assisting specialists in the application of problem investigation methodology when required."

*Alessia, trainee in the Information and Communication Systems Unit (2017)*

"The Corporate Networks unit deals with networks and network security services and is mainly composed of two teams, engineering and operations, which handle different aspects of these services. I am dealing with several interesting topics relating to network security, ranging from documenting best practices to ensuring a smooth transition of projects to implementation. Under the guidance of

experienced engineers, I am allowed not only to engage directly with the tools required to implement these tasks, but to also liaison with both internal and external stakeholders."

*Anthony, trainee in the Information and Communication Systems Unit (2017)*

## Domain "Interinstitutional Relations and Codecision"

"I assist the political administrators with their various works with the European Parliament committees, in particular AFCO, AFET and LIBE, with the rotating Presidency and during the plenary sessions in Brussels and Strasbourg and the European Summits. Thus, my most important tasks are regulatory and legislative watches, press and social media reviews, written inputs as briefings, memoranda or analytical and summary reports concerning parliamentary proceedings or working groups formed by the Council and the European Commission. In particular, I am taking part in the General Affairs Working Group's missions. "

*Manon, trainee in the Interinstitutional Relations Unit (2018)*

### **More information:**

<http://www.consilium.europa.eu/en/council-eu/preparatory-bodies/working-party-general-affairs/>

## Domain "Internal Audit"

"The trainee at the Internal Audit Unit will assist with one of the ongoing or upcoming audits. Depending on prior experience possessed by the trainee, as well as the subject matter of the ongoing audits, the work can focus on different areas, but in general the trainee will help with tasks such as drafting minutes of meetings, documenting the auditee's processes, and conducting audit tests, which usually involve analysing documents (e.g. invoices, contracts) or data files. A range of skills can be useful for an auditor, but ability to map business or organisational processes, handle electronic data (particularly in excel) and identify potential risks are valuable skills to possess."

*Rui, trainee in the Internal Audit Unit (2019)*

## Domain "Justice"

"As a trainee in the Justice Unit, I work on a wide range of topics, including Civil Law Regulation proposals, cybersecurity issues and the e-justice project which aims at simplifying access to justice through digitalization of cross-border legal procedures. I conduct research on some specific subjects relevant to the unit and I write reports on the meetings and working parties I have attended. I also have the opportunity to go to conferences on these topics and to report to the team. "

*Cécile, trainee in the Justice Unit (2019)*

### **More information:**

<https://www.consilium.europa.eu/en/council-eu/configurations/jha/>

<https://www.consilium.europa.eu/en/council-eu/preparatory-bodies/?filters=2023>

## Domain "Law-EU Law"

"I work at the Council Legal Service, JUR.1 Environment, Transport and Energy. My tasks comprise: attending meetings at all levels (Working Parties, COREPER, and Council), taking notes and, when requested, writing reports of what was discussed at the meeting with special focus on questions to the legal service; researching for different legal questions (e.g. possibility to challenge of EU legislation by

individuals or patentability of essentially biological products); assisting in the draft of legal arguments for cases where the Council is a party."

*Ignacio, trainee in the Competitiveness, Environment, Transport, Telecom, Energy Unit (2019)*

"As a trainee in the Legal Service in Directorate 2 (Employment, Social Affairs, Education, Agriculture, Fisheries) I particularly deal with legislative or non-legislative files as well as Court proceedings in the employment and social policy field. This is due to the fact that my supervisor particularly works on these issues. However, I am often consulted by other members of my team to do research or drafting proposals in other areas of Directorate 2 (The CAP Reform, the EMFF) or even in other Directorates (external relations, interinstitutional questions, economic and financial affairs). Approximately 40 % of my work is dedicated to research, drafting proposals or occasional proof-reading for pending court proceedings in which the Council is involved. The other 60 % of the time I spend on research, drafting proposals and proof-reading with regard to legislative proposals or Council Conclusions or even horizontal matters within the Legal Service. This involves actively taking part in meetings at the Working Party-level as well as those on a smaller scale with other institutions or within the Council. In those meetings, I learned to pay attention to any legal issue that might arise - because the Legal Service is most frequently consulted on this in hindsight."

*Lea, trainee in the Employment, Social Affairs, Education, Agriculture, Fisheries Unit (2019)*

## **Domain "Law - Lawyer linguist"**

"I am learning what lawyer linguists do on a daily basis in Council files and legislative procedure files. I accompany lawyer linguists to inter- institutional meetings and experts meetings and work on files independently with lawyer linguists supervision. I am also learning how lawyer linguists contribute to the work of the General Secretariat of the Council and to the EU legislative process."

*Diana, trainee in the Quality of Legislation Unit (2017)*

## **Domain "Media monitoring and Research"**

"In Media monitoring you contribute to writing the daily products: selecting the relevant articles and writing summaries on the relevant topics of that day. This could be on Macron and Trump's "bromance", the latest European Council or EU-Russia relations. You also take part in ad hoc monitoring according to Tusk's schedule and the European Council summits, as well as writing media intelligence reports on specific countries ahead of Tusk's visits. You learn how to use search engines such as Factiva and how to monitor twitter activity. You have the opportunity to attend press conferences and play an important role reporting from these during the Council summits."

*Jessica, trainee in the Media Monitoring and Research Unit (2018)*

## **Domain "Outreach and Events"**

"I'm a trainee in the DG Communication and Information. My main task was to help organize the Open Day in May 2019, which involved coordinating the trainees' tasks during that day and creating a quiz that would be played by more than 4000 people. Alongside helping to set up events here at the Council, I also assist during group visits by finding speakers, and help manage the brand new Visitor center."

*Eva, trainee in the Visitors and Public Information Unit (2019)*

"As a trainee in the Outreach unit, you are one of the few inside the Council that have a lot of contact with the public during working hours. It's a very hands-on team where you need to switch between different tasks very quickly and frequently. Your main task is to organize the visits for visitors and accompany them inside the buildings while providing them information about the European Council and the Council of the EU. Furthermore it might be a huge benefit if you know how to communicate in different languages and how to handle with different cultures."

*Gerjan, trainee in the Outreach Unit (2018)*

**More information:** <http://www.consilium.europa.eu/en/contact/visits/>

## Domain "Press Office"

"Being a trainee for COREPER 1 in the Press office is very interesting, as you get to learn about several fields, such as: environment, agriculture, energy, transport and social affairs. Being in this office means you get to attend trilogues, Council meetings, COREPER meetings and Working Parties, which are all meetings with, either ministers, or ambassadors, specialised in specific topics. Trilogues are one of my favourite parts in my job, as it involves going to the European Parliament, watching and taking notes on a discussion by the Commission, the Council and the Parliament, as they come up with legislations. One of my daily tasks is covering the Midday, which is when the Commission's spokesperson team gives a press conference. Other tasks involve writing media coverage notes, drafting tweets, helping with press releases."

*Chiara, trainee in the Press and Media Information Unit (2019)*

**More information:** <https://www.consilium.europa.eu/en/press/>

## Domain "Protocol, meeting and political events organisation, logistics, infrastructures"

"My unit is the engine behind protocol: we are doing the administration, helping in the financial issues, handling the delegates' expenses of the member states and most importantly, doing the procurement procedure for the Protocol Directorate. My job is simple: help the work of my colleagues to achieve an easier, faster and more efficient progress in our tasks. I am helping to organize and categorize the files of the directorate, creating efficient and simple excel tables for the procurement projects, so my co-workers can handle these cases more easily. I am also getting a useful inside look, how the events and summits are organized."

*Gábor, trainee in the Financial Verification Cell Unit (2018)*

## Domain "Tax Policies, Regional Policy and Export Credits"

"The day to day work mainly consists of attending briefings with the Commission or Working Party meetings with Member States to draft new legislation in the fields of Export Credits and Regional Policy (Cohesion Package Post 2020, Macro-Regional Strategies, coordination of the EU position on Export Credits at the OECD). I also assist my team in the preparation of documents before these meetings. All of my colleagues are very friendly and helpful, always trying to make sure that I have interesting things to work on."

*Fanny, trainee in the Tax Policy, Export Credits and Regional Policy Unit (2019)*

**More information:**

<http://www.consilium.europa.eu/en/council-eu/preparatory-bodies/exports-credit-group/>  
<https://www.consilium.europa.eu/en/council-eu/preparatory-bodies/working-party-structural-measures/>

## Domain "Translation - Terminology"

"This traineeship will allow you to broaden your translation skills in various areas such as research, accuracy and coherency. You will get incomparable insights into how the Council functions. You will have an assigned mentor, who will be your point of contact and sets up an individual work program with you. In addition, you can participate in a wide variety of projects, get to know other DGs and go on study visits to other institutions."

*Katja, trainee in the German Language Unit (2019)*

"As a translator trainee I learned how to use Trados which is one of the most equipped translation tools. My day starts getting informed by the coordination team about the number and the kind of the texts that I have to translate. The variety of the texts is big which is really good because you have the opportunity to work and get to know every domain of the Council. During the traineeship, there were other activities to do such as media monitoring and terminology which means helping with the inclusion of terms in IATE."

*Eleftheria, trainee in the Greek Language Unit (2019)*

"I am a trainee translator within the Council of the European Union. At the beginning of the traineeship my first task was to get acquainted with the translation programme known as SDL Trados Studio. I translate various types of documents such as draft Council conclusions, proposals for regulations, directives, Council implementing decisions and even texts for the Council's website. These documents are translated from English into the target language (the translator's native language). Sometimes I also work on terminology where I conduct terminological research on particular terms. Being a trainee translator is not just about sitting in front of the computer screen for eight hours but we are also offered the opportunity to attend meetings and events organised by the translation unit and the traineeship office, thus making the experience a more enjoyable one!"

*Carlos, trainee in the Maltese Language Unit (2019)*

"As a trainee at the Swedish Language Unit I translated documents from English and French into Swedish and became familiar with most text types of the General Secretariat. I learned how to use relevant tools and databases and got an insight into the important terminology work. I also participated in meetings, activities and conferences on various topics. I got a better understanding of the workings of the Council in an inter-institutional context thanks to exercises and seminars regularly arranged by the trainee office. Being a trainee at the Council is such a great experience!"

*Eva, trainee in the Swedish Language Unit (2018)*

**More information:**

<http://www.consilium.europa.eu/en/general-secretariat/corporate-policies/multilingualism/>  
<http://www.consilium.europa.eu/en/documents-publications/publications/language-service-general-secretariat-council-european-union-making-multilingualism-work/>

## Domain "Transport"

"At TREE - Directorate General for Environment, Education, Transport and Energy, we handle proposals regarding our five different Working Groups: Land Transport, Aviation, Maritime, Intermodal Questions and Galileo. As an intern, your job is to follow some of the mentioned Working Party meetings and take notes on the opinions of the Member States. The same goes for when a proposal is in Coreper I or in Trilogue. You can also be asked to follow a voting in Plenary, and report on the outcome. In general, you keep a close eye on what is happening on the Transport and Mobility sector in Europe and facilitate for the desk officers working in your unit. To prepare for this traineeship it is good to have some knowledge of the EU structures, such as what the Commission (DG MOVE) is working on, and it is great if you have some knowledge on where the different Member States stand on the different topics mentioned."

*Andrea, trainee in the Transport Unit (2017)*

**More information:**

<http://www.consilium.europa.eu/en/council-eu/configurations/tte/>

<https://www.consilium.europa.eu/en/council-eu/preparatory-bodies/?filters=2019>