

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 etc.

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 (**C level** according to the [Common European Framework of Reference for Languages](#)).

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 (collaboration platforms), archives and document management, civil engineering, agriculture, communication, education studies, biochemical engineering, health and food safety, energy management, environment, aerospace engineering, graphic design, multimedia etc.

Contact

Traineeships Office

Tel. +32 (0)2 281 36 77

traineeships@consilium.europa.eu

<https://www.consilium.europa.eu/en/trainee/>

Domain "Agriculture"

"As a trainee, I contribute to the preparation of, and follow-up to, meetings of the Council and the preparatory bodies on issues related to agriculture. My unit mainly works with the CAP reform (post-2020) and it supports and advises the Presidency in the legislative process on the dossiers concerned. I attend various types of negotiations and meetings where I take notes and write reports of what has been said by the Member States and the Commission, as well as analyse the Member States comments and write briefs. I highly recommend doing a traineeship with the Agricultural Directorate, as it is a busy unit with varied tasks and nice colleagues!"

Rebecka, trainee in the Agriculture Directorate (2019)

More information:

[Agriculture and Fisheries Council configuration \(AGRIFISH\)](#)
[Council Preparatory Bodies](#)

Domain "Competition, Industry, Research & Innovation, Space (incl. Company Law)"

"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:

[Competitiveness Council configuration \(COMPET\)](#)
[Council Preparatory Bodies](#)

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:

[Library and Research](#)

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)

More information:

[EU 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:

[Working Party on Information Exchange and Data Protection \(DAPIX\)](#)

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

"My main task during my traineeship in the Development Unit 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 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:

[Africa Working Party \(COAFR\)](#)

[Asia-Oceania Working Party \(COASI\)](#)

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)

Domain "Economic and financial affairs"

"Contrary to what might be believed, the Unit "Budget and Financial Regulations" does not look like an accounting department; instead, I have realized since I have been working on budget that there is probably nothing more political than figures. As a trainee, I have been assigned to follow meetings such as Council preparatory bodies (Budget Committee, Working Group on Combating Fraud and Working Group on Own Resources), trilogues, technical meetings and lectures organized by other bodies involved in European policy and regulation in the area covered by the Unit; preparing documents and briefing notes together with political administrators in relation to the annual budgetary procedure and the legislative files on the table; as well as doing background research related to the Unit's work. Given that budget is the reflection in figures of all EU policies, I have worked on a wide range of topics, e.g. EU climate-related expenditure, green taxation, fight against fraud, as well as programmes and instruments related to external action, development and humanitarian aid, especially the Instrument for Pre-accession Assistance and the EU Facility for Refugees in Turkey. I have also attended seminars on economic policy and deepened my understanding of the Economic and Monetary Union, the Banking Union, the G20 process and International Monetary Fund. To sum up, I'd heartily recommend this domain to young professionals interested in both getting a full picture of the EU policies and obtaining concrete knowledge about their follow-up and implementation by the EU institutions and Member States."

Alice, trainee in the Budget and Financial Regulations Unit (2019)

More information:

[Budget](#)

[Budget Committee](#)

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:

[Education, Youth, Culture and Sport Council configuration \(EYCS\)](#)
[Council Preparatory Bodies](#)

Domain "Employment, Social policy and Health"

"During my traineeship, I had various tasks and was welcomed as an integral part of the whole team. My main task was to attend Social Question Working Party meetings and write down comments that different Member States have on the document that is being discussed. I followed and learned about different files, ranging from legislative acts such as the revision of Social Security Coordination Regulation to non-legislative such as Council Conclusion on the Economy of Wellbeing. I supported the work of my Unit by conducting background research, writing reports after meetings, writing speaking notes for the EPSCO Council, monitoring social media and attending conferences. I also attended EPSCO and Coreper I meetings, as well as meetings of the Social Protection and Employment Committees."

Ivana, trainee in the Employment, Social Policy and Health Directorate (2019)

More information:

[Employment, Social Policy, Health and Consumer Affairs Council configuration \(EPSCO\)](#)
[Council Preparatory Bodies](#)

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:

[Enlargement](#)
[Working Party on the Western Balkans Region \(COWEB\)](#)

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)

"Working in environmental management means to work on practical projects and solutions to make the GSC more sustainable and to lower the carbon footprint of buildings, meetings, delegates and employees. The main topics you will work on are: CO2 offsetting, EMAS regulation, use and consumption of resources like paper and energy, sustainable lifestyle, reduction and sorting of waste, sustainable mobility. Your work will entail collaborating in awareness campaigns within the GSC, researches on new sustainable products or solutions to adopt, writing of articles for internal communication and study on the current European, regional and national regulations on environmental management. You will take part in interinstitutional initiatives and meetings and you will see how audits are being conducted. It is indeed a great way to see practical implementation of environmental policies and to learn what the Council is doing also internally to contribute to a more sustainable Europe."

Sara, trainee in the Buildings Policy and Environmental Management (2019)

More information:

[Environment Council configuration \(ENVI\)](#)

[Council Preparatory Bodies](#)

Domain "European Council and Strategic Planning"

"The Unit works on three main tasks: preparing and monitoring the follow-up of European Council meetings, drafting briefings for the President of the European Council for meetings with (mostly European) Heads of State or Government and providing a range of input and tools for strategic planning and foresight. As a trainee, I follow the activities of EU Heads of State or Government through open sources, gather information on the timing of future events which involve leaders and analyse political developments within EU Member States that are likely to have an impact on the work at Leaders' level. I also contribute to briefings for the President."

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

Domain "Fisheries"

"During my traineeship I have been given the opportunity to help out colleagues on different tasks. My main project was to assist in the revision of the Fisheries control regulation by analysing and compiling comments made by Member States on the proposal from the European Commission. Apart from this project I have also closely monitored the media to inform the team on recent developments in the fisheries industry and describe the opinions of stakeholders on new European policies. As a trainee, you are also invited to join the weekly Working Party meetings and assist colleagues in taking notes and preparing the outcomes of proceedings. The team is very welcoming and gladly takes you along to for instance external presentations, COREPER meetings or Agrifish Council meetings. All in all, a very valuable experience at international level in the dynamic and diverse environment of European fisheries policy-making."

Road, trainee in the Fisheries Directorate (2019)

More information:

[Agriculture and Fisheries Council configuration \(AGRIFISH\)](#)
[Council Preparatory Bodies](#)

Domain "Fundamental rights"

"The Horizontal Matters Unit deals with Fundamental Rights and Rule of Law. Your tasks will include attending the respective Working Parties, following files through the legislative process, doing background research on those and writing summaries to meetings, conferences and sessions of the European Parliament you might attend. Working on the Rule of Law will mean supporting the Unit in the preparations for Article 7 hearings and in more broad research on the manner with which the EU should tackle Rule of Law problems. You might be asked to follow related events in the Member States and to issue a Rule of Law Newsletter."

Foelke, trainee in Horizontal Matters Unit (2019)

More information:

[Working Party on Fundamental Rights, Citizens Rights and Free Movement of Persons \(FREMP\)](#)

Domain "Graphics and Publications"

"My team produces graphics for printed projects mostly (leaflets, posters, roll-ups, stickers etc) for the internal and external communication and events.

Although the web team takes care of most of the digital production, we also create graphics for the intranet of the Council, events, emails or twitter headers for instance. We work closely with the translators, the editors, the printing services and the client. Therefore, working here is very challenging in terms of communication, efficiency and adaptability, as well as interesting since we get to work on many different topics and with people having very different jobs. Being a trainee here is rewarding, as your team counts on you to be responsible, but of course, they will provide you help if needed."

Mila, trainee in the Graphics and Publications Unit (2019)

More information:

[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 Directorate (2019)

"As a trainee in 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 Directorate (2019)

More information:

[Justice and Home Affairs Council configuration \(JHA\)](#)

[Council Preparatory Bodies](#)

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 Officer"

"At the Equal Opportunities Office you support the GSC as an inclusive and diverse working place and culture. Your work covers a broad area of topics: gender equality, persons with disability, work-life balance, LGBTI, non-discrimination, etc. Tasks differ from organizing awareness raising events (International Women's Day, Persons with disabilities), writing web articles, monitoring EU-developments on EO-related topics to attending Equal Opportunities Network meetings and facilitating at Anti-Harassment workshops. Your creative mind set and communication skills will be needed for video projects, creating presentations and reports. To sum up, the EOO gives you a unique chance to gain experience in the areas of human rights in the workplace, human resources and communication."

Katharina, trainee in the Equal Opportunities Unit (2019)

Domain "Human Resources - Staff and organisational development"

"As a trainee in the Staff Development Unit (SDU), I have been in charge of developing/improving our SharePoint platform dedicated to Participatory Leadership. Being involved in the communication team, I have also created templates (in InDesign) for SDU's bulletin, flyers, brochures, reports, etc. On a daily basis, I assist my colleagues with the organisation of events and meetings. I get to participate in meetings related to our unit's communication strategy, or to the designing of trainings. I am also in charge of checking, updating and modifying (and sometimes translating) documents. I do a lot of

research for our different platforms, analyses, and presentations. In other words, I am involved in many different projects, and my tasks can vary a lot from one day to another, which is a real challenge."

Luana, trainee in the Staff Development Unit (2019)

"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)

Domain "IT - 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 Legislative Procedures"

"The Interinstitutional relations team is a horizontal, political DG, which follows the activities of the Parliament (committee hearings and plenary votes and debates) and supports the Council's rotating presidency in the General Affairs Working party. During my traineeship I was following mainly the Parliament's Constitutional Affairs Committee (AFCO) and specifically the development of the proposal for a new Ombudsman statute, as well as AFCO's view on the Conference on the Future of Europe. I had to prepare short reports based on these parliamentary activities which were distributed to the member states permanent representations and to other Council departments. I also attended the meetings of the General Affairs Group (GAG), where representatives of the member states were discussing specific legislative proposals (Ombudsman statute, Transparency register, Parliament's right of inquiry, Conference on the Future of Europe) before sending them to Coreper. Additionally, I got to attend multiple conferences and lectures, handled part of the social media monitoring and accompanied part of the team to Strasbourg during the October Plenary."

Iglika, trainee in the Interinstitutional Relations Directorate (2019)

More information:

[Working Party on General Affairs](#)

Domain "Internal Audit"

"As a trainee in the Internal Audit Unit, you will provide general support in the various audits being performed at the time of your traineeship. These audits are very diverse and can be grouped in several categories: financial, organizational, information technology etc. For these specific audits some knowledge or background in the subject could be required e.g.: accounting for financial, frameworks for IT. For all audits good drafting skills are essential. Your "clients" during your traineeship will be the DGs or Units of the Council itself, a pragmatic and professional approach is required to deal with the variety of persons and situations."

Michiel, trainee in the Internal Audit Unit (2019)

Domain "Internal Communication"

"The daily work of a trainee in the communication team of the Directorate of Safety and Security focuses mainly on assisting in the implementation of the communication strategy and conducting variety of communication campaigns. It involves drafting communication plans for different audiences, helping to organize several events, looking for communication solutions for occurring issues. One of the main task is preparation of various communication products that includes graphic design of posters, brochures, info sheets, as well as production and editing of videos."

Michał, trainee in the Safety and Security Directorate (2019)

"As a trainee in the Organisational Development Unit (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 "Internal Market, Consumer protection and Intellectual property"

"My unit is in charge of legislation and policy initiatives to unlock the growth of the Single Market; deals with the level of protection for EU consumers; handles the design and deliver of regulation that respects the principles of subsidiarity and proportionality to be of the highest quality as possible; and manages the Intellectual Property rules, which are among the most important areas in the modern knowledge society. During my traineeship I was able to follow the EU legislative procedures, by participating in Working Parties and Committees mostly related to Intellectual Property issues. I also assisted Administrators in preparing documents for these Working Parties, for meetings with the Presidency and for international meetings. My work at the GSC included policy research and advise, contributing with internal reports and analytical studies to the unit and also attendance to multiple internal and external events."

Helena, trainee in the Internal market, Consumer Protection and Intellectual Property Unit (2019)

Domain "Justice"

"As a trainee in the Justice Directorate, 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 Directorate (2019)

More information:

[Justice and Home Affairs Council configuration \(JHA\)](#)

[Council Preparatory Bodies](#)

Domain "Law/EU Law"

"I had to carry out legal research and draft legal notes on diverse areas covered by the team (fundamental rights, migration, corruption etc). I attended Working Parties and took notes for my supervisor. I also had the opportunity to attend a hearing before the Court of Justice in Luxembourg and to assist the legal officer in charge of the case. I would say that most of the work consists in legal research. However it is really interesting as we are really involved in the work of the team and are able to follow the progress of a file or a case and see how we contributed to it. I also had the opportunity to work with other teams of the legal service (for example, I am currently researching on Space Law and will be attending a meeting at the EEAS next week). "

Marie, trainee in the Legal Service - Justice and Home Affairs (2019)

"As a trainee in the Legal Service, the main focus of my traineeship were topics related to ECOFIN and financial services, including i.e. taxation, financial regulatory law, MFF and ESM. I deepened my prior knowledge from Law School on these topics with profound work experiences like drafting legal advices, assisting in preparing litigation at the Court of Justice in Luxembourg, attending and taking minutes of Working Parties. Overall it was an unforgettable experience."

Maurits, trainee in the Legal Service - Economic and Financial Affairs, Budget, Structural Funds (2019)

More information:

[Economic and Financial Affairs Council configuration \(Ecofin\)](#)

"I worked in the Legal Service - 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 Legal Service - Competitiveness, Environment, Transport, Telecom, Energy (2019)

"As a trainee in the Legal Service - 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 Legal service - Employment, Social Affairs, Education, Agriculture, Fisheries (2019)

Domain "Law - Lawyer linguist"

"I did my traineeship in Legal Service - Quality of Legislation. My main task was to assist lawyer-linguists in their work by performing legal linguistic revision of documents drafted by the Council and the Parliament. I was given translations of documents, which I would then check for proper legal consistency, terminology and presentation. I was also involved in a few projects organised within the Directorate."

Tapio, trainee in the Quality of Legislation (2019)

Domain "Media monitoring and Research"

"The unit monitors and analyses media coverage of the activities of the Council of EU and the European Council. It also carries out research and analysis in support of the work of the two institutions and the European Council President in particular. As a trainee you will be actively involved in every single task and activity of the team, among which: contributing to daily media monitoring products; drafting Media Intelligence Reports and Political Assessments on specific countries ahead of high level meetings, which go directly to the hands of the European Council President and his Cabinet. You will learn how to use search engines such as Factiva and how to monitor Twitter activity. Moreover, you will have the opportunity to attend personally the European Council summits, where head of states meet, and report from these. Most importantly, the MM team is very including and social. The colleagues are kind and always glad to help."

Franz & Karolina, trainees in the Media Monitoring and Research Unit (2019)

Domain "Outreach and Events"

"I work in the Outreach Unit, particularly supporting the Visits Service and the Partnership and Engagements Team. I usually manage the correspondence with people who want to visit the Council, processing requests and organising information visits. Sometimes I escort the groups of visitors during their visit and give guided tours of the building, both in my mother tongue or in other languages, and I help the team with manning our Visitors' Centre. Also, I help with the organisation of public events (such as conferences, seminars, workshops, etc.), assisting in meetings concerning the event-planning and providing logistical support during the events."

Giulia, trainee in Outreach Unit (2019)

More information:

[Visit us](#)

Domain "Press Office"

"Working in the Press office means to be closely involved with all the materials produced for journalists and the general public, as well as the President of the European Council's cabinet. You will be asked to join working parties, press briefings and Council meetings and draft press releases, Twitter plans and monitor the media to understand what are the current topics of interest. By closely following regulations on the making, you will get to know all of the steps of the legislative process and the cross-sectoral nature of the Press office will enable you to follow topics ranging from Foreign Affairs to Agriculture and Fisheries. Additionally, European Council summits will be an exciting opportunity to join forces with other trainees and report on leaders' statements and remarks. You will challenge yourself to learn how to communicate under pressure, with accuracy and speed!"

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

More information:

[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, Customs Union, 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, Customs Union and Export Credits Unit (2019)

More information:

[Exports Credit Group](#)

[Working Party on Structural Measures](#)

Domain "Translation - Terminology"

"My main task is translating a wide range of documents from my source languages into English. However, during my traineeship I have also had the opportunity to edit documents and work on terminology, which has given me a great overview of the work of the Unit on a day to day basis. I work with a large amount of tools, some Council-specific and others not. I use SDL Trados Studio to translate,

revise and submit the documents and online resources such as IATE for terminology. Being a trainee also give you opportunities to work with other DGs, experience the Council Summits up close and attend a variety of talks and conferences. "

Chloe, trainee in the English 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)

More information:

[Multilingualism](#)

[The language service of the General Secretariat of the Council of the European Union - making multilingualism work](#)

Domain "Transport"

"As a trainee, your job is to follow 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:

[Transport, Telecommunications and Energy Council configuration \(TTE\)](#)

[Council Preparatory Bodies](#)