



**Local & Regional  
Europe**

# Traineeship

## **Terms of Reference for an Internship in CEMR policy team**

Duration: 6 months

Date: January to June 2021 (TBC)

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**Name of the intern:**

**University signing the internship agreement:**

**Internship supervisor:** Jaimie Just, Citizenship Team Coordinator

### **1. Internship at CEMR**

The Council of European Municipalities and Regions (CEMR) is the largest organisation of local and regional government in Europe. Its members consist of 60 national associations of towns, municipalities and regions from 41 of the 47 Council of Europe member countries, including all 28 member states of the European Union (EU). Together, they represent some 150 000 municipalities and regions.

CEMR works to promote a united Europe that is based on local and regional self-government and democracy. To achieve this goal, it endeavours to shape the future of Europe by enhancing the local and regional contribution to the EU agenda, by seeking to influence European law and policy and promoting the exchange of experience at local and regional level and cooperating with partners in other parts of the world.

CEMR works in many fields of activity such as regional policy, environment, climate, internal market, gender equality, governance, etc. Its working structures seek to influence EU policy and legislation to make sure the interests and concerns of local and regional authorities are taken into account from the earliest stages of the EU legislative process. These working structures contribute to CEMR's activities by organising meetings, workshops, seminars and conferences on a wide range of issues to promote the exchange and dissemination of experience at the local and regional level and the formulation of common positions on issues of concern to local and regional authorities.

Furthermore, we do some research and studies in collaboration with our members and with academics / universities and research institutes. CEMR is also engaged in several projects and contracts, financed by the European Commission. Our project and research activities aim at complementing and strengthening our policy work.

CEMR is the European section of the worldwide organisation United Cities and Local Governments (UCLG). As such, CEMR coordinates the input of its members to the work at international level, which aims at better positioning local governments' views.

CEMR's secretariat general has a staff of about 40 people working in Brussels. The team is composed of policy, project and research officers dealing with European initiatives that would have an impact on local and regional authorities.

### **2. Job description:**

The intern will support the Citizenship team, working on various themes such as:

- Gender equality
- Diversity and inclusion
- Youth
- Migration and integration (IncluCities project)
- Town twinning, city-to-city cooperation

S/he will be under the supervision of the Coordinator of the Citizenship Team.

S/he will have the opportunity to:

- Work in a dynamic international team;
- Learn about EU affairs and decision-making process and gain valuable practical experience in the field of public advocacy;
- Experience a pleasant working environment.

### **3. Main tasks:**

- **Help prepare and organise meetings and events**
  - Expert group meetings/webinars on gender equality, migrant integration, youth and town twinning
  - Support the Policy Adviser on Gender equality and Diversity in the development and implementation of a series of workshops on the [European Charter for Equality of Women and Men in Local Life](#) on the occasion of its 15th anniversary
- **Assist the team in its lobbying activities**
  - Follow legislative agenda in the areas of equality, diversity and inclusion that are relevant to local and regional governments; including following meetings of the FEMM, LIBE and DROI Committees of the European Parliament
- **Assist the team in their project-related activities**
  - Support the IncluCities project activities and the Observatory of the European Charter for Equality of Women and Men in Local Life (helpdesk, research and analysis)
- **Provide assistance for drafting articles, reports, publications or case studies**
  - Contribute to the analysis and presentation of results of a CEMR survey on gender balance in the top leadership of European national associations of local and regional government
  - Draft and/or translate articles for the CEMR website, [Observatory](#) of the European Charter for Equality the [IncluCities](#) project and the [twinning.org](#) website; reports following participation in meetings or events such as expert group meetings or seminars
- **Attend weekly team meetings** and other meetings when relevant

The list of tasks is not exhaustive and can be completed with any other activities according to the organisation's needs but also to the candidate's interest and experience.

### **4. Required knowledge and skills**

- Excellent communication skills in English; good French skills an asset;
- Ability to use IT tools such as Word, Excel and Power Point
- Strong digital skills, familiar with the use and management of social media;
- Ability to work effectively as a team member in a multicultural and multilingual environment;

### **5. Conditions of the Internship:**

a) General conditions:

- The internship should last between three and six months;

- The internship is not remunerated; interns are entitled to meal vouchers (8€ per working day);
- An official contract between the applicant's university (or equivalent training institute) confirming that the internship forms a part of his/her studies is required;
- 38 hours per week: 9am-6pm Mondays to Thursdays; 9am-4pm on Fridays;
- Candidates also have to ensure that they are covered by health insurance;
- Taking into account the circumstances related to Covid-19, the trainee is required to carry out her internship entirely by teleworking.

b) For this specific internship:

- The internship runs from January to June 2021 (exact dates to be agreed upon)
- Minimum duration of 3 months; maximum 6 months

To apply, please send your CV and a cover letter outlining your motivation to Jaimie Just, Citizenship Team Coordinator ([jaimie.just@ccre-cemr.org](mailto:jaimie.just@ccre-cemr.org)) by **22 January 2021**.

For more information, please contact Claudia Avsar, Assistant – Policy and Research Team: [claudia.avsar@ccre-cemr.org](mailto:claudia.avsar@ccre-cemr.org) ; Tel: +32 2 500 05 37