



PLATFORMA

**The European voice of local and regional authorities for
development**

POLICY AND COMMUNICATION INTERNSHIP

Brussels, July 2014

Description of the position

The intern will work under the supervision of the PLATFORMA Coordinator on Policy and Communication issues relevant for the network. She/he will closely support the PLATFORMA team on the following activities.

1) Main activities

Policy Support

- Monitoring of the EU development policy
- Following meetings of the DEVE and AFET Committees of the European Parliament
- Tracking of draft reports, decisions
- Supporting the drafting of policy positions
- Organising outreach meetings
- Monitoring consultations launched by the European Commission

Communication Support

- Support in management of the content of the website
- Drafting of the monthly newsletter – gathering partners' inputs, drafting and editing articles
- Drafting of articles for the website
- Archiving of the content of the website

Other activities

- Support the team with other tasks that may be deemed appropriate

2) Skills and qualifications

- General knowledge of EU affairs
- An understanding and sensitivity to development cooperation
- Knowledge of and ability to use new technology
- Ability to use IT tools and software such as Word, Excel
- Fluency in English and French with good writing skills in both languages. Knowledge of other European languages is a plus.
- Excellent organisational and administrative skills
- Ability to work effectively as a team member in a multicultural and multilingual environment
- Ability to multitask and to prioritise

The candidate must be a student in a European university and able to set up a trainee agreement between him/herself, the university and the Council of European Municipal and Regions, which hosts the Secretariat of PLATFORMA.

3) How to apply for this position

Please send a cover letter, stating why you are interested in this position and what you can bring to the work of PLATFORMA in the areas mentioned above.

Please send your application by email to platforma@ccre-cemr.org. The deadline to apply is 6th August.

4) Additional information about the traineeship

Please note that the traineeship is unpaid.

The traineeship will start on 1st September. The duration of the traineeship is of minimum four months.

The position is based in Brussels, in Square de Meeûs 1, 1000 Brussels. Office hours are between 9.00 and 18.00 (Monday-Thursday) and 9.00-16.00 (Friday). Some flexibility in working hours will however be required.

About PLATFORMA

PLATFORMA is the network representing local and regional governments (LRGs) and their associations active in the field of development cooperation between Europe and partner countries.

PLATFORMA has represented local and regional governments throughout the Structured dialogue process and participates in the Policy Forum on Development.

Since its launch, in 2008, at the European Development Days in Strasbourg, PLATFORMA has actively engaged with the European institutions to inform and participate in shaping the EU development policy with two main objectives; i) Strengthening EU support to local governance in partner countries and, ii) Strengthening EU support to decentralised cooperation.

PLATFORMA has 24 members (see list below): national, European and international associations, as well local and regional governments (more information on www.platforma-dev.eu). The Secretariat is hosted by the Council of European Municipalities and Regions (www.ccre.org).

- French Association of the Council of Municipalities and Regions (AFCCRE)
- Italian Association of the Council of Municipalities and Regions (AICCRE)
- Association International des Maires Francophones (AIMF)
- Romanian Association of Municipalities (AMR)
- Association of European Border Regions (AEBR)
- Council of Municipalities and Regions (CEMR)
- United Cities and Local Governments (UCLG)
- Commonwealth Local Government Forum (CLGF)
- Conference of Peripheral Maritime Regions (CPMR)
- Cités Unies France (CUF)
- Province of Barcelona
- Association of local authorities from the Basque country for international cooperation (EUSKAL Fundoia)
- Spanish Federation of the Municipalities and Provinces (FEMP)
- Catalonia Region
- Lyon Metropolitan Area
- Latvian Association of Local and Regional Governments (LALRG)
- Nantes Metropolitan Area
- City of Paris
- Region Provence-Alpes-Côte d'Azur (PACA)
- Tuscany Region
- German Association of the Council of European Municipalities and Regions (RGRE)
- Swedish Association of Local Authorities and Regions (SALAR)
- Association of Netherlands Municipalities (VNG)
- Association of Flemish Cities and Municipalities (VVSG)

