Domains	Explanation of domains (if selected the trainee will receive a detailed list of tasks with the traineeship offer)
Africa and MENA	Areas covered include development cooperation and humanitarian aid. Relations with the group of the African, Caribbean and Pacific states (ACP), with Africa, including North Africa, and with the Middle East.
Agriculture	Directorate 1 of LIFE deals with files related to the Common Agricultural Policy (CAP). It prepares meetings of the AGRI/FISH Council for those files and those of its preparatory bodies, particularly the Special Committee for Agriculture (SCA). The trainee will assist the team in dealing with preparation for and follow-up to those meetings. He or she will also follow negotiations with the European Parliament, including by participating in technical meetings and trilogues.
Analysis and Research Team	The work of the Analysis and Research Team goes beyond the day-to-day business of the Council and European Council by looking at the bigger picture and the longer-term. The team uses qualitative analysis and foresight to support the strategic planning and policy-making process. It aims to stimulate discussion on issues across the wider Council Secretariat and engages with think tanks and academic bodies to promote the exchange of ideas and encourage wider reflection. The work requires intellectual curiosity rather than skills in data analysis. Please have a look at https://www.consilium.europa.eu/en/documents-publications/council-research-papers/ to get an idea of our work.
Archives	The Archives preserve the files related to the activities of the European Council and the Council of the EU since 1952. Our team acquires, appraises, describes, organises, and makes the documents accessible to the public. The team supports the EU institutions, other public bodies and researchers in accessing the historical records of the Council. We contribute to communicating and promoting the institution's historical memory to the public.
Asia	The directorate covers EU relations with countries in Asia and the Pacific. We provide political and practical support to related activities of the Council and the European Council where Member States define the EU's policies. In addition, we contribute to the preparation of EU summits with China, India, Japan, Republic of Korea and ASEAN, and support relevant activities of the European Council President.
Audiovisual services and press operations	The unit is responsible for ensuring the planning, logistical organisation, and audiovisual coverage of all press events. It comprises two teams: an Audiovisual team, a Press Centre team. These teams work closely together on a daily basis to plan, prepare, organise, and execute the coverage of Councils and European Council meetings, international summits, and activities of the President of the European Council. They serve the needs of professional journalists and media through the Council Live and Newsroom websites, as well as providing live streaming and producing audiovisual content for the various social media channels managed by the digital communication unit (COMM.1) and for the accounts of the President of the European Council (managed by the media relations unit). The unit boasts a diverse and professional team of audiovisual experts, TV producers, photographers, camera operators, sound engineers, editors, IT specialists, logistics assistants and planning assistants.
Buildings and Logistics (Architecture, Building engineering, Program management, Buildings, Information and Document Management, Energy, Environment, Transport)	The Buildings and Logistics Directorate is responsible for providing and maintaining the premises (buildings, installations and technical equipment) and providing logistical services (arrangement, removal, transport, storage and monitoring of furniture) which enable the European Council, the Council, its bodies and the General Secretariat of the Council (GSC) to perform their functions in all situations and under any circumstances, including in extraordinary emergency and crisis conditions. We are looking for: -Architects or Building engineers or Archivists with a special interest in document management and filing methods in building sector and, more particularly, in As-built files and digital archiving. -Architects or Project managers : oto do online research for different architectural and technical elements in order to provide input for various design choices (including furniture) and online research also for market prices for different types of construction materials, furniture. -SharePoint Developers or Software Developers to work on the creation, configuration, securitisation and maintenance of collaboration sites; building of custom workflows using collaboration platforms; building reporting for environmental or technical studies background to participate in the collective work and implementation of several Green Office projects (circular economy, Green Deal, energy, water and waste management, sustainable mobility). Work on redesign of environmental data and related infographics. -Archivists with a special interest in document management and filing methods in building sector and, more particularly, in As-built files and digital archiving.
Competition, Industry, Research & Innovation and Space (incl. Company Law)	Areas covered include: Competition policy (protecting fair competition in the Single Market by suppressing illegal cartels and state aids, and setting up common rules governing legal co-operative activities between enterprises and state aids); Harmonisation of Company Law (for the implementation of the freedoms of the Single Market, and in particular of the free movement of capital, the right of establishment and the freedom to provide services); Research and Innovation (the main legislative file "Horizon 2020" - the current framework programme for research and innovation and its successor "Horizon Europe"), the Space Strategy for Europe dealing with the four strategic goals for the future of the European Space Policy.
Conference on the Future of Europe (follow-up)	The directorate supports the rotating Presidency and closely cooperates with other institutions (namely the European Commission and the European Parliament) on a wide range of policy matters related to the follow-up to the Conference on the Future of Europe that took place between March 2021 and May 2022 and for the horizontal issues related to the future of Europe in general. It is also responsible for the implementation of the outcome of the Conference at the Council level. This includes providing political and procedural advice to the Presidency, drafting documents for circulation to Member-states delegations and preparing briefing notes for the rotating Presidency or the President of the European Council on matters under the directorate's remit. The team also ensures the link with the other services of the General Secretariat of the Council and engages on outreach activities, as necessary.
Council Library	The Council Library identifies, selects, and delivers authoritative and reliable information and knowledge to support the work of the General Secretariat of the Council, the Council of the EU, and the European Council. The Library proactively promotes its information resources through various communication activities and provides user support and guidance. It also reaches out to research communities and academia by providing access to its collections for on-site consultation and external communication activities.
Counter Terrorism	The team is covering a broad range of internal and external issues related to the fight against terrorism, such as prevention of radicalization, cooperation with internet companies, disruptive technologies and security, cyber security, access to data, artificial intelligence, CT partnerships with priority countries in North Africa and the Middle East and the Western Balkans, cooperation on internal security and counter-terrorism with Ukraine and Moldova, Africanization of jihad, legal and judicial issues, information sharing environment, border security, Islamist extremism, violent right-wing extremism. The EU CTC and his team work 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, international organizations and other stakeholders such as researchers and think tanks. As a junior adviser, the trainee will be a full member of the dynamic team, attend meetings and report and support the work of the EU CTC and his advisers in various ways. Traineesmay be asked to produce policy papers.
Data Protection Officer	The team ensures the application of the Regulation 2018/1725 on personal data and monitors its compliance at the GSC, informs and advices data controllers and data subjects, and is also the contact point for the European Data Protection Supervisor.
Digital communications: web and social media	The unit covers a broad range of issues related to digital communication. It is responsible for managing the Council's public website, creating content in various forms, such as text, stories, and visuals, to explain what the institutions do and how they function. In addition, the unit is jointly responsible for designing and creating the official website for the Council presidency, in cooperation with the government of the country holding the rotating presidency. The unit's work also includes managing the Council's corporate social media channels, such as Facebook, Twitter, Instagram, and LinkedIn. With its focus on digital communication, the unit brings together a diverse and talented team of professionals who specialise in website design, content creation, social media management, and audience engagement.
Digital Transformation office (DTO)	The Digital transformation office is in charge of implementing the digital strategy of the GSC in collaboration with all the directorates generals and taking into account of the governance, process, human and IT aspects of the strategy.

Eastern Europe and Asia	The directorate covers EU relations with Russia, Eastern Europe and Central Asia as well as with countries in Asia and the Pacific. We provide political and practical support to related activities of the Council and the European Council where Member States define the EU's policies. In addition, we contribute to the preparation of EU summits with Ukraine, the EU's Eastern Partners, Central Asian states, China, India, Japan, Republic of Korea and ASEAN, and support relevant activities of the European Council President.
Economic and financial affairs	Economic policy: The unit is responsible for coordinating activities of the Economic and Financial Affairs Council (ECOFIN) and the Eurogroup in the areas of economic policy coordination and Economic and Monetary Union. It deals with both legislative and political files in these areas covering, among other, Stability and Growth Pact, European Semester and implementation of the Recovery and Resilience Facility, legislation related to the euro, external financial assistance, the European Investment Bank and statistics. International dimension includes G-20 and IMF-related issues. Financial services: The unit is responsible for coordinating the activities of the Economic and Financial Affairs Council (ECOFIN) as regards, in particular, the completion of the Banking Union and the Capital Markets Union. It deals with both the legislative and political files in these areas. Legislation on banks, insurance companies and securities are covered, including macro and micro supervision, as well as the digital euro. In addition, the unit ensures the secretariat of the Financial Services Committee that deals with non-legislative files.
Education, Culture, Youth, Sports & Audiovisual	The unit is responsible for the preparation of the EYCS Council and deals with negotiations on the relevant legislation for these domains.
Employment, Social policy	The team covers the policy areas of employment, labour law, social policy, health and safety at work, gender equality, equal treatment and non-discrimination matters: all of which are within the remit of the EPSCO Council (employment and social policy). In these areas, the team advises and assists the Council and the European Council and their presidencies.
Energy, Atomic questions, Telcoms and Information society	The unit is working on the preparation of the Telecom and Energy legs of the TTE Council and also on legislation related to atomic questions. Energy, telecommunications and some aspects of digital policy are their main areas of competence.
Enlargement and Europe	The Directorate mainly deals with the EU enlargement policy, the EU accession negotiations, and EU relations with EU candidate countries, as well as with certain other non-EU European partners such as the Western Balkans partners, Norway, Iceland and Switzerland.
Environment and Climate change	The unit is responsible for the preparation of the Environment Council and for assisting the Presidency with negotiations on international conferences, like the UN Conference on Climate change or the UN Conference on Biodiversity.
EU Budget and own resources	Budget activities cover the annual EU budget procedure (in view of the establishment of the following year's budget) and the annual discharge procedure for the implementation of the budget. It also includes work related to the implementation throughout the year of the EU budget (approval of transfers, establishment of amending budgets), as well as of proceedings and legislation concerning the financial regulation. The area also covers the Own resources and revenue, including related legislative work, as well as fight against fraud and OLAF.
European Council and Strategic Planning and PEC briefings	The team contributes to the preparation, coordination and follow-up work of European Council (EUCO) meetings, including through the preparatory Council (General Affairs) and Permanent Representatives Committee (Coreper) meetings. It drafts the related documents (agendas, guidelines, draft conclusions, draft statements, roadmaps with key dates, follow-up notes, briefs for Coreper Chair, notes to the Presidency of the Council) and analyses political files to facilitate the decision-making. It assists the President of the EUCO (PEC), providing advice and briefing notes. The unit coordinates the preparation of and contributes to briefings and background notes for the PEC's upcoming activities such as visits, summits, bilateral meetings or other exchanges (phone calls, video conferences) with representatives of Member States, third countries or other interlocutors, but also PEC's participation at various events, planned interventions/speeches, etc. It contributes to strategic planning for EUCO agendas through analysis and foresight. The team also coordinates and prepares notes and briefings for the Secretary-General of the Council.
EU-UK relations	The EU-UK Relations team provides political advice to the rotating Presidency and the President of the European Council on all matters concerning the EU's relations with the United Kingdom. This includes both the EU-UK Trade and Cooperation Agreement, which entered into force on 1 May 2021, and the Withdrawal Agreement, which establishes the terms of the UK's withdrawal from the EU (including the Protocol on Ireland and Northern Ireland), as well as any other consequences of the UK's withdrawal. The team also provides the secretariat for the Working Party on the United Kingdom, the working party in charge of all matters relating to the UK, including the implementation of the Withdrawal Agreement and of the EU-UK Trade and Cooperation Agreement. This includes drafting and distributing all documents to delegations, preparing briefing notes, ensuring respect of rules and procedures, etc. The team closely collaborates with other institutions, in particular with the European Commission, on its areas of competence and ensures coordination of work in all sectoral areas at the GSC.
Fisheries	Areas covered include resource management and conservation, surveillance and control, TACs and quotas, market organisation, bilateral agreements, multilateral cooperation. The trainee will prepare and participate at Working Party meetings and at the corresponding briefings, following-up and drafting internal reports of these meetings, analysing Member States' comments, contributing to the drafting of Presidency texts and if appropriate, contributing to the preparation of the mandate for the Presidency to enter into negotiation with the European Parliament. The trainee will also draft notes on a given topic on the basis of contributions from Member States/Commission, will report from sessions of the EP PECH Committee on topics relevant for the unit and prepare draft contributions for the internal/external fisheries policy Working Party and analyse media for Fisheries policy related issues.
Fundamental rights	The unit deals with dossiers relating to External Relations, Fundamental Rights, Rule of Law, EP-related issues and JHA-related Multi Financial Framework (MFF).
Graphics and Publications	The Visual Creation and Production unit is responsible for the conception, creation (both graphic design and editorial work) and production of a wide range of visual communication products, in both digital and print formats. We develop visual materials to support the communication activities of the Council, the European Council and their presidents, the General Secretariat (GSC) and its Secretary-General. The Unit maintains and updates the Visual Identity of our Institutions, creates the visual line of major communication initiatives and designs and produces various visual communication products, such as infographics, scroll-stories, data visualization products, leaflets, booklets and publications.
Health	The team covers the policy areas of public health as well as pharmaceuticals and medical devices which fall within the remit of the EPSCO Council. In these areas, the team advises and assists the Council and the European Council and their presidencies.
Home Affairs	The team deals with dossiers concerning Schengen, Visas, Borders, Asylum, Migration, Police and Customs cooperation.
Horizontal Affairs, Sanctions, UN Affairs and the Americas	Areas covered include EU relations with the Americas (Transatlantic relations and relations with Latin America), EU-UN relations, human rights, sanctions and horizontal coordination, including for summits and the Council, Political and Security Committee.
Human Resources	The trainee will shadow HR representatives in all phases of the selection process, organise and prepare communication activities/information sessions to staff, assist on HR projects (job descriptions, evaluation system, rotation exercise etc), review of the Council's social media tools related to management recruitments and employer branding.
Human Resources - Diversity and Inclusion	The team coordinates the implementation of the Diversity and Inclusion Strategy of the General Secretariat through projects related to gender equality, disabilities, LGBTI+, ethnic diversity and age. We advise management and services, support networks and individual colleagues, collect and analyse data, organise awareness-raising activities, give presentations, prepare internal communications, and discuss best practices with other institutions.

Human Resources - Staff and organisational	The trainee selected will either participate in organisational development projects and internal communication activities or in staff development projects such as: communication on staff development activities via the internal
development	web pages (using SharePoint, developing visuals, videos, learning platforms), and other communication tools (marketing via social media), awareness raising campaigns, paper booklets (document design for leaflets, posters, etc, i.e. working with PDFs, whizz Indesign or Muse), develop online training content; assist in developing training projects, launch of (new) training initiatives, preparing training material, analysing evaluations; assist with Mentoring project.
IT - COMPASS	IT-Strategy, Governance, Enterprise Architecture: The trainee will participate in the activities of the Strategic Planning unit including: planning & monitoring of IT activities (PMO); Project & programme Management methodologies; Enterprise Architecture works; Data Management; Business Process Engineering; Strategic Analysis; and Data Protection.
IT - Cybersecurity	Trainees with Cyber / IT security / project management skills, diplomas in cyber / IT / Communication (university level), EN language, experience on assisting and engaging in cyber awareness tasks (e.g. presentations, infographic posters, exercises, videos, etc, are best placed in this domain.
IT - Digital Transformation	Trainees will be participating in forward-looking studies and related communication activities on the digital transformation of the General Secretariat. They will also be called to participate in setting up experiments and evaluating proofs of concept which are based on frontier technologies such as Artificial Intelligence.
IT - Information and communication technologies	Trainees are expected to provide management with an analytical view of ICT at the Council and identify improvement opportunities at management level, where changes could bring about a greater impact in improving the organization and the implications of ICT for the organizational goals of the GSC. The aim is that trainees should have the opportunity to decide whether they would prefer to pursue a management career rather than an expert career after their traineeship at the Council.
IT - KNOW Records and Knowledge Management	The trainee will participate in a GSC-wide strategic programme to make real the preservation and promotion of our organisation information assets and knowledge. The trainee will help to introduce a new culture around records and files management by participating in the implementation of strategies for communication, change management and user engagement, the definition of policy related instruments like the Filing Plan, the design of communication products and user guidance material, and the roll-out of a new Records Management IT system. The tasks will involve an intensive interaction with our stakeholders in all GSC services to deeply understand their working processes and ensure an smooth experience during this transformation process. The unit applies standard programme and project management methodologies.
IT - Customer Services	The trainee will be involved in discovering digital needs across the GSC and delegates, acting as Single Point of Contact with different business services. The trainee will participate in the design of the service catalogue and rollout of services.
IT - MAKE	User experience, analysis, Development: The trainee will participate in the activities of the IT projects and programs run in the Council. Activities include but not limited to: User experience, user interface and design, analysis and development of systems hosted locally or in the cloud.
IT - Project, programme and portfolio management	The trainee will provide support to PPM Sector operational activities, such as: monitoring, evaluation and assignment of PPM support request (1st level support); support to the organization of the project Charter Evaluation Committee; support to maintain the PPM knowledge base support (FAQ); support to the PPM HoS in the production of the sector operational reporting; support the follow up of actions of different management meetings attended; support the improvement of the PPM Sector functioning.
Interinstitutional Relations and Legislative Procedures	The team assists the Presidency as regards the Council's relations with other EU institutions and bodies, in particular the European Parliament (EP), attends debates in Parliament - both plenary and committees - and reports back internally and to Member States. The team coordinates the preparation of briefs for Presidency appearances in the EP and is in charge of the General Affairs Working Party, which is responsible for institutional issues. The team is also in charge of the coordination and the advisory support on the ordinary legislative procedure (codecision), in particular on horizontal issues arising across all codecision policy areas, and on the handling of negotiations with the EP.
Internal Audit	Internal auditors are expected to assess the systems of risk management, internal control and governance, as well as the performance of services in relation to the duties assigned to them. In this regard, the internal auditor's role is to provide reassurance about the existence of internal control systems in place, which operate effectively, as well as about the existence of risk management and governance processes. The tasks are to attest to the validity of systems and, if necessary, to propose or promote measures to improve the management and performance of audited services. The trainee will assist in particular the internal auditor's in charge of the ongoing audit assignments to get a hands-on knowledge of Internal Audit methodology in the operational and financial areas. The trainee will also help with various ad hoc specific tasks (compliance and substantive testing, drafting minutes of the services, etc.) to assist the auditors in ongoing audits.
Internal Communication	Traineeship places available in the Staff Development unit, Organisational Development unit, IT Department, Safety and Security Directoate etc. The trainee selected will participate in organisational development projects and internal communication activities: write articles, conduct interviews, assist in implementing communication strategies, film and edit videos, design communication products, provide general administrative support etc.
Internal Market (including Digital Single Market), Consumer Protection and Intellectual Property	Areas covered include free movement of goods and services, professional qualifications, technical harmonisation, consumer policy, protection of innovations etc.
Justice	The team deals with all dossiers concerning Judicial cooperation in Civil matters and E-Justice, Judicial cooperation in Criminal Matters, Cyber issues and Data protection.
Law / EU Law	The trainee will assist the team in providing legal advice to the Council and its preparatory bodies and in defending the Council before the European courts. Tasks include research in relation to the current cases, drafting summaries and contributions to Legal Service opinions, preparing meetings, participation in hearings and preparatory bodies of the Council.
Law - Lawyer linguist	Lawyer-linguists' work requires regular contacts with a number of internal and external counterparts: with legal counsellors, file handlers from other Directorates-General within the General Secretariat of the Council (GSC) and from the European Commission, with the lawyer-linguists of the European Parliament, and with Member States' experts. The trainee will assist colleagues in checking the drafting quality of the legal acts of the European Council and the Council, proposing improvements and ensuring that they are legally and linguistically consistent in all of the Union's official languages.
Media Monitoring and Research	The sector monitors and analyses media coverage of the Council and European Council's activities as well as topics of relevance to the work of the institutions. A team of media analysts prepares a range of products daily to meet the needs of various stakeholders, including GSC staff, the Council, and European Council. The unit works closely with the translation service (LING) to expand the Council's coverage on key topics by collaborating with a number of language units.
Outreach and Events	The Outreach and Engagement unit engages with well-defined multiplier audiences to inform and educate about the work of our institutions and their presidencies. The unit organises different types of physical and online events for external audiences, such as the Europe Day – Open Doors event, large-scale external conferences, and briefings for think tanks and academia. The colleagues of the unit also welcome visitors on-site and manage the Visitors Center of the Council and the mobile exhibitions. The unit cooperates closely with the presidency and also coordinates the agenda of the Working Party on Information (communication configuration), which is chaired by the GSC.

Preparation of future presidencies and norizontal	The team is the first point of contact for delegations when they start preparing their presidency and coordinates GSC training activities for incoming presidencies. The unit also organises information days for delegates having taken up their duties in Brussels recently, as well as specific seminars for permanent chairs of working parties and committees. It is, in addition, responsible for horizontal files requiring close cooperation with other DGs such as the MFF, coordination of the European Semester, impact assessments and Maritime issues.
	The unit plays a crucial role in providing impartial, accurate, and timely information to the press regarding the activities of the Council and European Council. As the main point of contact between the GSC and its stakeholders, including the President of the European Council, rotating Presidency, and GSC senior management, the press office communicates about the institutions' activities and provides advice on communication and press matters. Each press officer specialises in one or more policy areas, assigned to a specific Council configuration. This ensures that they have in-depth knowledge and expertise in the subject matter they cover. To provide the most comprehensive and accurate information possible, press officers rely on information from the GSC's policy Directorate-Generals.
	The Directorate provides all the necessary services for the organisation of official meetings and visits, both in Brussels and, when required, anywhere in the world. Its mission is to respond rapidly and flexibly to provide all the services needed to host official meetings and events.
Security and Crisis Management	The Directorate deals with crisis management and resilience, in particular with the Council's Integrated Political Crisis Response (IPCR) arrangements, as well as with civil protection and consular affairs. The Directorate also deals with Common Security and Defence Policy (including the Strategic Compass, non-proliferation, disarmament and arms exports) and security issues (hybrid threats and counter-terrorism).
Tax Policies, Customs Union, Regional Policy Carbon Border Adjustment Mechanism and Export Credits	Areas covered include: Tax Policy (handling of the legislative process in the field of direct and indirect taxation with focus on: corporate minimum taxation, digital taxation, EU list of jurisdictions/tax havens with harmful tax regimes, energy taxation as part of 'fit for 55', the fight against VAT fraud); Customs Union (the backbone of the European Single Market extends to all aspects of trade policy, including tariff and non-tariff instruments, preferential trade, health, safety and environmental concerns, relevant Brexit aspects); export credits (the dedicated Council Working Group deals with supporting economic actors through export credits - it prepares EU positions to be taken at the OECD in Paris and in the International Working Group - involving BRIC countries). Carbon Border Adjustment Mechanism (CBAM, the Group elaborates a mechanism to ensure that imports from abroad into the EU are not CO2 unfriendly, a key component of the 'fit for 55' package).
	Areas covered include: overseeing the preparation and follow-up of policy and legislative activities in the area of international trade (tariff and trade agreements relating to trade in goods and services, and the commercial aspects of intellectual property, foreign direct investment and investment protection). International agreements can be multilateral (in particular at the World Trade Organization) or bilateral (Free Trade and Investment Agreements). International agreements can be multilateral (in particular at the World Trade Organization) or bilateral (Free Trade and Investment Agreements).
Translation - Terminology	The trainee will translate documents into the main language, prepare documents for translation, provide terminology research.
Transport	The unit is dealing with the preparation of the Transport leg of the TTE Council. Their areas of competence cover land transport, maritime transport, aviation and intermodal transport. The team deals with files varying from passenger rights to satellite navigation.
Veterinary and Plant Health Questions, Food and Forestry	Within the DG Agriculture, Fisheries, Social Affairs and Health, Directorate LIFE.3 deals with a wide range of issues related to food and food systems, animal health and welfare, plant health, genetic resources and plant breeding, new genomic techniques and forestry (all the files going to the AGRIFISH Council through COREPER). In those areas, the Directorate is responsible for the handling of legislative and non-legislative files and for advising the Council presidency. Currently the focus of the work is on the initiatives presented (and to be presented) by the Commission to roll out the Farm to Fork Strategy (a flagship initiative under the European Green Deal). In addition, an important part of the activity is devoted to the preparation of EU positions to be taken in the relevant international organisations such as Codex Alimentarius, Food and Agriculture Organization (FAO), United Nations Forum on Forests, the work organization for animal health (OIE) as well as during bilateral negotiations between the EU and third countries on sanitary and phytosanitary matters. The Directorate works in close cooperation with other services of the Council Secretariat, as well as with relevant services of the European Commission.