



EUROPEAN UNION

DELEGATION TO THE INTERNATIONAL ORGANISATIONS IN VIENNA

Vienna, 18 May 2017

The Ambassador

Charles University Prague
ipsc@ruk.cuni.cz

Dear Sir or Madam,

The Delegation of the European Union to the International Organisations in Vienna is one of 140 "embassies" of the European Union worldwide. It represents the interests of the European Union and defends its positions alongside the international organisations based in Vienna (Organisation for Security and Co-operation in Europe, International Atomic Energy Agency, United Nations Office on Drugs and Crime, United Nations Industrial Development Organisation, Preparatory Commission for the Comprehensive Nuclear-Test-Ban-Treaty Organisation, United Nations Office for Outer Space Affairs ...)

The Delegation offers traineeships to students, 16 positions are available (per academic year; each semester 4 traineeships within the UN Section and OSCE Section respectively), and I would like to know whether your institution would be interested in sending students as part of this traineeship program.

Throughout the traineeship the students are fully involved in the work of the Delegation:

- they participate in the preparations of activities of the Delegation, and, in particular, in the coordination of the European positions together with the Delegation of the EU Member States,
- they follow the work of the different international organisations that the Delegation is accredited to (attend conferences, meetings, seminars)
- they contribute to the relations together with the Headquarters of the European External Action Service based in Brussels (writing reports and "diplomatic telegrams")

The large number of organisations that the Delegation works with every day allows to cover a grand variety of topics: Security, Development, Energy, and Human Rights. The traineeship is also an excellent opportunity to learn more about the functioning of the European Union, the coordination between the Member States, the responsibilities of the different institutions (Commission, European External Action Service, General Secretariat of the Council).

The students should meet the following requirements: (1) be a national of an EU Member State, (2) have at least a Bachelor's degree, (3) be fully proficient in English, and (4) have not benefited from previous in-service training or employment (paid or unpaid) with any of the European institutions or bodies for more than six weeks. The recruitment takes place within the scope of a partnership with universities/higher education institutions or is based on a confirmation by the university that the traineeship is mandatory within the study programme and that it corresponds to a certain amount of ECTS credits. The Delegation, however, cannot accept individual applications which do not fit in the framework explained above.

The duration of the traineeship is ideally 6 months to ensure that the students can fully benefit from the traineeship, but can be adapted to your requirements. The traineeship is unpaid. A health insurance valid in Austria, including repatriation, is also required.

For additional information on our activities please visit our website:

https://eeas.europa.eu/delegations/vienna-international-organisations_en

<https://twitter.com/euunvie>

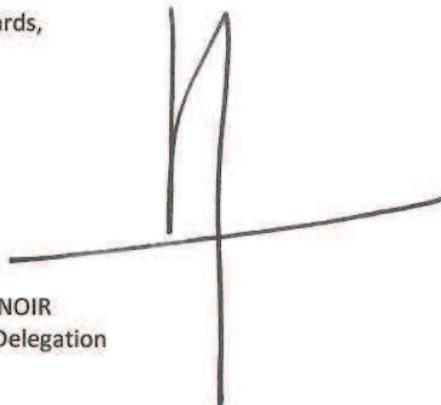
<https://twitter.com/euosce>

or contact Ms. Afra SAUTERLEUTE:

Afra.SAUTERLEUTE@ext.eeas.europa.eu / +43 1 505 84 11 40

I would be most grateful to hear if this proposition is eligible to your institution. I remain at your disposal should you have any questions concerning this matter.

Best regards,

A handwritten signature in black ink, consisting of a large, stylized 'D' and 'L' that intersect, with a horizontal line extending to the left and a vertical line extending downwards.

Didier LENOIR
Head of Delegation