

Annex 1

Extract from Decision 438/2015 on the rules applicable to national experts seconded to the European Committee of the Regions

Please consult the complete text of Decision 438/2015 on [our Jobs page](#).

Conditions for secondment:

Employees of local, regional and national bodies or intergovernmental organisations (IGOs) may apply for positions as seconded national experts. Several conditions must however be met.

Applicants must:

- be employed by a national, regional or local public authority or IGO;
- have worked for at least three years, full-time, in an administrative, scientific, technical, advisory or supervisory post;
- have been in the service of their current employer for at least twelve months;
- have a thorough knowledge of one official language of the European Union and a satisfactory knowledge of another language of the European Union;
- be under the age limit of 66 for the duration of the secondment; and
- be able to prove that their employer will continue to pay their salary, maintain their established or contractual employment status and guarantee their social rights and benefits, particularly as regards social security and pension rights, throughout the period of secondment.

Annex 2

Extract from Decision 7/2020 of the European Committee of the Regions on the rules governing the traineeships schemes concerning specifically short term traineeships of government officials

III. Provisions regarding traineeships for government officials

Article 14 – Admission criteria

14.1 This programme is intended primarily for government officials from the Member States of the European Union. Government trainees may come from national, regional or local authorities.

14.2 Government officials applying for a traineeship must comply with the following criteria:

- have a university degree or at least three years' professional experience in duties requiring university-level education;
- have a thorough knowledge of one of the official languages of the European Union and satisfactory knowledge of another of these languages, as necessary to be able to carry out the duties of the traineeship. In practice, adequate knowledge of at least French or English is necessary.

14.3 Applicants from non-EU countries may be awarded a government traineeship by the Secretary General in exceptional and duly justified cases. The CoR reserves the right to revoke the invitation if, by the beginning of the traineeship period, the candidate does not comply with requirements under national immigration law for residing and working legally in Belgium.

Article 15 – Submission of applications

15.1 In order to participate in the traineeship for government officials, candidates must fulfil the specific admission criteria as set under Article 14 and must submit a complete application with the following mandatory documents:

- Curriculum Vitae;
- A letter of motivation stating the reasons for the application;
- A document which confirms that the applicant is employed by the sending authority and that the latter agrees with the internship at the CoR;
- A legible copy of a passport or identity card, stating the applicant's surnames, forenames, date and place of birth and nationality;
- Proof of obligatory health insurance cover.

15.2 Applications must be submitted to the Traineeships Office in good time prior to the start of the traineeship, through or with the support of the requesting service for which the candidate wishes to work. The Secretary General shall consider the possibility of accepting the applicant after consulting the director responsible for the requesting service as appropriate.

Article 16 – Duration and start of government traineeships

16.1 A government traineeship period may be granted for a period of one to four months. The director in charge of Human Resources may authorise an extension of this period to a maximum of six months.

16.2 The date on which the traineeship is to start shall be agreed with the participant.

Article 17 – Conflict of interest

A participant holding the nationality of a state which is a candidate for accession to the European Union may under no circumstances have access to meetings, documents or other proceedings relating to that country's accession.

Article 18 – Insurance

18.1 Health insurance is compulsory, and is not financed by the CoR. Proof of health insurance cover must be submitted together with the application.

18.2 All participants must also be insured against the risk of accident according to the conditions set out in the CoR's insurance policy. The CoR shall bear the entire costs of the corresponding insurance premium.

18.3 Trainees taking part in a traineeship for government officials shall not receive any remuneration from the CoR.

Annex 3: Profiles

Directorate:	A – Members, Plenaries and Strategy Protocol and Institutional correspondence
Place:	CoR, Brussels, Belgium

Main areas of responsibility:

The Directorate for Members, Plenaries and Strategy is looking for a Seconded National Expert interested in contributing to the work of the Protocol and Institutional Correspondence Unit.

The SNE will have the opportunity to work in close collaboration with the Head of Protocol within the Protocol and Institutional Correspondence service and the Visitors and Former CoR Members team. This assignment (duration between 6 and 24 months, renewable) will allow the candidate to becoming familiar with different aspects of diplomatic protocol rules and standards within the EU institutions, participating in drafting and coordinating preparation of official correspondence and organising visitors' groups and activities of the Network of Former CoR Members.

Duties:

- Providing support to the Head of Protocol with coordination and preparation of internal and external services in view of welcoming official VIP visitors
- Preparation and coordination of protocol aspects related to missions of the CoR President and other representatives outside Brussels.
- Coordination and organisation of bilateral meetings, official meals, receptions including internal and external services providers;
- Coordination of preparation of notes, official letters and diplomatic correspondence related to the protocol activity – including requests for patronage and citizens' petitions;
- Management of official gifts: orders, inventory tracking, responding to requests from internal services;
- Support to the CoR visitors service in welcoming visitors groups on site or remotely
- Communication with former CoR members and organisation of activities of their network

Main qualifications:

- university degree or professional experience of an equivalent level in one of the following areas: protocol, diplomacy, communication, event management;
- experience in working in a political environment at local, regional, national, or international level;
- thorough knowledge of an official language of the European Union and at least a satisfactory knowledge of another official language of the European Union. For functional reasons, a very good command of English or/and French is required. Knowledge of other languages of the European Union would be an asset;
- a sound grasp of Microsoft Office, Teams and other IT tools and mobile applications;
- very good organisational skills, ability to anticipate issues, problem-solving attitude;
- ability to work as part of a team and to communicate in an effective manner;
- capacity to adapt to new technologies and willingness to learn and develop new professional skills;

- openness and good attitude to cooperating with colleagues inside and outside the team;
- a high level of resilience, excellent presentation and unfailing sense of tact and a discreet personality are essential;
- due to the nature of the work, a high degree of flexibility and availability would also be required;
- good knowledge of the rules of diplomatic protocol and etiquette;
- experience in hospitality/gastronomy sector would be an asset.

Directorate:	B – Directorate Consultative Work 1
Unit:	NAT secretariat Tourism
Place:	CoR, Brussels, Belgium

Main areas of responsibility:

The NAT commission covers a staggering range of ten different policies. Among them is tourism, one of the sectors of the economy most severely affected by COVID-19.

Tourism is for many European cities and regions the leading industry, contributing to their economic and social growth and wellbeing. Relaunching it in a smart way and leading the dual green and digital transformation will be the key challenge for local and regional authorities.

The NAT team, already working closely with the European Parliament and DG GROW, will require reinforcement to build a community of tourism friends and lead the transition towards cleaner, smarter and more responsible EU tourism. Building bridges between tourism and the rural agenda will be of the utmost importance; as will be exploring the synergies of the Green Deal, Farm to Fork and the Blue Economy.

Under the supervision of the Deputy Head of Unit, the expert will mainly be responsible for the follow-up to the key CoR tourism opinions and will support the launch and work of the "CoR tourism group". They will also liaise with the EP Tourism Taskforce, the DG GROW F.4 unit, the UNWTO and the broader tourism community. The expert will help to launch innovative pilot actions bringing together regions and cities in the field of tourism and foster connections with national tourism authorities, draft policy and practice papers and support the secretariat in organising tourism-related events.

Main qualifications:

- University degree or professional experience of an equivalent level in one of the following areas: law, political science, social sciences, European affairs;
- Specific knowledge and relevant experience in the main areas of responsibility;
- Experience in EU policy/legislative assessment, and political analysis;
- Previous work and project management at the local and regional level will be an additional plus, as is previous work with or for local and regional authorities;
- Knowledge of the various spheres of activity of the CoR and of European Union policies in general;
- Active personality and good communicator with an interest in highly analytical work and the ability to take initiatives on the basis of general directives;
- Thorough knowledge of an official EU language; for functional reasons, at least a satisfactory knowledge of English or French is required;
- Good drafting and communication skills;
- Good analytical skills;
- Good organisational skills and output driven.

Directorate:	B – Directorate Consultative Work 1
Unit:	ENVE secretariat - Green Deal Going Local campaign
Place:	CoR, Brussels, Belgium

Main areas of responsibility:

- Providing expert support in the Green Deal Going Local communication and political campaign, especially in the area of implementing and financing Green Deal projects;
- Supporting the development of a resource depository for local and regional authorities under the Green Deal Going Local campaign – Green Deal Handbook;
- Contributing to the preparation and organisation of events under the Green Deal Going local campaign, including local, regional and institutional debates, and conferences on financing and implementing Green Deal projects and policies;
- Horizontal coordination with other CoR services on the Green Deal Going Local campaign planning and activities;
- Support to CoR members engaged in the activities of the Green Deal Going Local campaign;
- Developing contacts with the European Commission, the European Parliament and the Council, and monitoring inter-institutional activities in these areas;
- Cooperating with stakeholders such as regional offices, NGOs, think tanks and associations.

Main qualifications:

- University degree or professional experience of an equivalent level in one of the following areas: law, political science, social sciences, European affairs;
- Specific knowledge and relevant experience in the main areas of responsibility;
- Experience in EU policy/legislative assessment, and political analysis;
- Previous work and project management at the local and regional level will be an additional plus, as is previous work with or for local and regional authorities;
- Knowledge of the various spheres of activity of the CoR and of European Union policies in general;
- Active personality and good communication skills with an interest in highly analytical work;
- Ability to take initiatives on the basis of general directives;
- Thorough knowledge of an official EU language; for functional reasons, at least a satisfactory knowledge of English or French is required;
- Knowledge and/or experience in communication is an asset;
- Good drafting and analytical skills;
- Good organisational skills and output driven.

Directorate:	B – Directorate Consultative Work 1
Unit/Post:	CIVEX secretariat Policy officer on integration of migrants
Place:	CoR, Brussels, Belgium

Main areas of responsibility:

- Providing expert support for the involvement of the CoR in the following policy areas: integration of migrants and refugees, asylum, and the rule of law / fundamental rights (also addressing radicalisation);
- Specifically provide support to the implementation of the joint EC-CoR Partnership on Integration, getting involved in the collection of data, in the organisation of events for the exchange of experiences, and in preparing a regular EC-CoR dialogue on integration,
- Support and develop the network of cities and regions for integration;
- Preparation of the yearly local and regional Barometer in the above areas;
- Support to CoR members in relation to consultancy works in the above policy areas;
- Contributing to the preparation and organisation of events in the area of integration of migrants and refugees;
- Developing contacts with the European Commission, the European Parliament and the Council, and monitoring inter-institutional activities in these areas. Cooperating with stakeholders such as regional offices, NGOs, think tanks and associations.

Main qualifications:

- University degree or professional experience of an equivalent level in one of the following or adjacent areas: economics, law, political science, social sciences, European affairs;
- Specific knowledge and experience of the above mentioned policy areas;
- Previous work and/or project management at the local and regional level on integration and inclusion matters; work directly on integration of migrants and refugees will be an additional plus, as is previous work with or for local and regional authorities;
- Knowledge of the relevant spheres of activity of the CoR and of European Union policies in the area; analytical work on migration and integration is a plus;
- Active personality and good communication skills with an interest in highly analytical work and the ability to take initiatives on the basis of general directives;
- Thorough knowledge of an official EU language; for functional reasons, at least a satisfactory knowledge of English is required;
- Good drafting and communication skills; Good organisational skills and output driven.

Directorate:	C – Directorate Consultative Works 2
Unit:	ECON secretariat
Place:	CoR, Brussels, Belgium

Main areas of responsibility:

- Supporting ECON commission members with analytical notes, background documents and speeches (to be drafted in English or French).
- The main areas to be covered are competition policy, public procurement policy and international trade policy, better regulation. The support should encompass general aspects of the above-mentioned policy areas as well as particular aspects linked to the local and regional dimension of implementation of these policies.
- Coordination and cooperation with the regional offices in Brussels in the above-mentioned policy fields.

Main qualifications:

- University degree or professional experience of an equivalent level in one of the following areas: law, economics, political science, social sciences, European affairs;
- Experience in empirical research and political analysis;
- Previous work and project management at the local and regional level will be an additional plus;
- Knowledge of the various spheres of activity of the CoR and of European Union policies in general;
- Good team spirit and an interest in highly analytical work;
- Ability to take initiatives on the basis of general instructions;
- Thorough knowledge of an official EU language; for functional reasons, at least a satisfactory knowledge of English or French is required;
- Good drafting and communication skills;
- Good analytical skills;
- Good organisational skills and output driven.

Directorate:	C – Directorate Consultative Works 2
Unit:	SEDEC secretariat
Place:	CoR, Brussels, Belgium

Main areas of responsibility:

- Working in the fields of **Research and Innovation policy** in the framework of the SEDEC commission of the Committee of the Regions;
- Assuming additional responsibility and serving as a backup for other policy fields related to the activities of the SEDEC commission such as: **Social and Employment Policy, Equal Opportunities, Social Economy, Demographic Change, Education and Training (including Lifelong Learning), Youth;**
- Drawing up or helping with the drafting of opinions, reports, background files, strategy memos, speeches, and providing support for analyses in the above mentioned fields of action;
- Assisting the members of the SEDEC commission in their external and extraordinary activities, and boosting collaboration in the field of Employment and Social Policy with local and regional counterparts;
- Monitoring of and enhancing inter-institutional activities, in particular those with the European Commission, the European Parliament;
- Supporting and contributing to the institution's strategic planning across policy fields, primarily related to the work of the SEDEC commission.

Main qualifications:

- University degree or professional experience of an equivalent level in one of the following areas: law, economics, political science, social sciences, European affairs;
- Experience in empirical research and political analysis;
- Experience in political analysis in the fields of Research and Innovation policy and/or in the abovementioned other policy fields;
- Knowledge of the various spheres of activity of the Committee of the Regions and of European Union policies in general;
- Active personality and good communication skills with an interest in highly analytical work;
- Ability to take initiatives on the basis of general directives;
- Thorough knowledge of an official EU language; for functional reasons, at least a satisfactory knowledge of English or French is required;
- Good drafting and communication skills;
- Good analytical skills;
- Good organisational skills and output driven.

Directorate:	D – Directorate for Communication
Unit:	Unit DI Coordination, planning, impact - Outreach strategy
Place:	CoR, Brussels, Belgium

The European Committee of the Regions (CoR) pursues a communication approach based on the principle of "reconnecting Europe with its citizens through a focused, two-way communication centred on its members". Its communication activities are set around communication campaigns, in cooperation with local and regional governments and the EU institutions. Reaching out beyond the CoR members and alternates to the 1.2 million politicians elected at local and regional level is a new priority linked to the Conference on the Future of Europe and its follow-up.

With more than 1 000 councillors already signed up, our aim is to focus on the quality of the CoR offering. This means involving these politicians in our consultative work, our major events and in the inter-institutional "Building Europe with Local entities" project. We also need to ensure the network of councillors is expanded in particular in those Member States where it has so far proved less attractive.

Our challenge is to reposition the CoR to be part of the democratic process in Europe, not just part of the legislative process of the EU. The "councillors" concept starts with the members/alternates themselves by enabling them to build up their own networks of councillors among their peers in regional and local authority structures. It extends to the concept of the CoR as the house of regions and cities in Brussels, facilitating understanding across borders and federating political input. And the councillors initiative is of inter-institutional interest through the "Building Europe with Local Entities" pilot project launched by EC VP Dubravka Šuica at the 9th EU summit of regions and cities in Marseille in March 2022.

Main areas of responsibility:

The added value of an SNE in this work would be based in particular on:

- enhancing the impact of CoR events by developing recommendations for increasing outreach to the million local and regional elected politicians, fostering their closer engagement in the work of the CoR and developing social networking among them for mutual exchanges, while motivating and helping them to organise citizens' dialogues and bring forth information and concerns gathered during these consultations;
- increasing the potential for innovation and simplified network management, including digital and social media communication and network engagement tools;
- exploring the potential for organising new events in cooperation with regional representatives;
- fact-checking and reference work in monitoring the online platform.

Together with and under the guidance of the principal administrator in Directorate D working on the roll-out of the Network of Regional and Local EU Councillors, the SNE would be directly attached to the Director and work with the teams in the various units of the Directorate.

Your duties and tasks

- **Drawing up supporting material**
 - Draw up a plan for our work with the councillors over the period to the next CoR mandate in January 2024. Milestones should include the 10th Summit of Region and Cities, the European elections and new Members;
 - Contribute to the involvement of councillors in the consultative work of the CoR.
 - Collect key data and draw up briefings, concept notes and speeches as required.
 - Research appropriate subjects, specialists and support information that could be shared with the councillors or other networks through conferences or briefings.

- **Coordination of events and conferences for the councillors**
 - Establish, plan and coordinate tasks relating to the organisation of CoR events, at a team leader level, including by: carrying out conceptual work, managing the workflow, monitoring the budget, presenting the event, developing the programming content.
 - Coordinate, check and monitor online content, use tools and provide services relating to CoR events, managing the publication of materials, including audiovisual material.
 - Coordinate and follow up with internal services and external partners and providers. Share information as appropriate with collaborators at various levels.

- **Cooperation with other EU institutions, event organisers, partners and services of the CoR**
 - Contribute to the preparation of internal meetings with the European institutions, CoR services etc., in particular in respect of the "Building Europe with Local Entities" project.
 - Collaborate with services of EU institutions, regional associations, academic networks and institutions, CoR services, event partners and external service providers. Seek partnerships and synergies.

- **Contribute to evaluation and reporting**
 - Define objectives and indicators for measuring the engagement of the million politicians with the CoR.
 - Contribute to evaluating events and related internal and external notes and reports.
 - Draw up statistics on engagement that could be used for evaluation of impact

Main qualifications:

- University degree or professional experience of an equivalent level in one of the following areas: Communication, Political science, European affairs;
- Specific knowledge and relevant experience in the main areas of responsibility;
- Previous work and project management at the local and regional level will be an additional plus, as is previous work with or for local and regional authorities;
- Knowledge of the various spheres of activity of the CoR and of European Union policies in general;
- Thorough knowledge of an official EU language; for functional reasons, at least a satisfactory knowledge of English or French is required;
- Good drafting and communication skills;
- Good analytical skills;
- Good organisational skills and output driven.

Directorate:	E – Human resources and finance
Unit:	E.I --Strategic use of resources, smart house
Place:	CoR, Brussels, Belgium

Main areas of responsibility:

The Directorate for Human Resources and Finance of the European Committee of Regions (CoR) is looking for a Seconded National Expert to help further digitalise the working environment in general and several administrative workflows in particular.

The SNE will work from the unit "Strategic use of resources and smart house" on two projects, in close collaboration with colleagues from the whole directorate as well as other services:

- The "Digital workplace" project, a joint project with the European Economic and Social Committee, aims at modernising and simplifying working methods by defining best practices for the collaborative tools (Office 365, SharePoint online, etc.), to be rolled out over the coming months. As part of this project, the colleague will help Dir E contribute with real use cases and user scenarios, to meet common needs, and could later take part in tools testing.
- The IT project 36.3 on "form-based workflows" aims at identifying suitable IT tools to better support simple administrative processes based on online forms and electronic workflows. As part of this project, the colleague will help with the business analysis of a number of Dir E processes and with the pilot testing of some IT tools, in cooperation with colleagues from the IT coordination team.

This is a unique opportunity to discover the CoR and directly contribute to making it a more modern administration.

Main qualifications:

- University degree or professional experience of an equivalent level in information technology;
- Experience in project and process management, monitoring and analysis, technical analysis and advice, inter-service coordination and consultation, management and supervision of e-mail services, web development, development of software for statistical data collection or IT security management;
- Knowledge of the various spheres of activity of the CoR and of European Union policies in general;
- Thorough knowledge of an official EU language; for functional reasons, at least a satisfactory knowledge of English or French is required;
- Good drafting and communication skills;
- Good analytical skills;
- Good organisational skills and output driven.

Directorate:	E – Human resources and finance
Unit:	E.2 - Recruitment and career Employer Branding specialist
Place:	CoR, Brussels, Belgium

Main areas of responsibility:

The Directorate for Human Resources and Finance would be happy to welcome a cost-free national expert interested in HR-related matters and corporate communication to contribute to raising the profile of the institution and to its Employer Branding. This assignment (duration between 6 and 24 months, renewable) will allow you to use your technical skills and expertise in the area of communication to promote the CoR as an employer of choice and attract potential candidates from all Member States and regions. If you are connected to the HR-related platforms (LinkedIn etc.), know how to use to the best possible extent social media and tools such as Dynamics, don't hesitate to express your interest. The expert will be assigned to the Recruitment and career unit and assist the HR communication officer in defining new opportunities, upgrading the existing communication tools and enhancing the Employer Branding strategy.

Main qualifications:

- University degree or professional experience of an equivalent level in one of the following areas: in communications, digital communication, human resources, marketing, or a relevant field;
- You're a natural storyteller and love to explore entirely new audiences and learn what makes them tick so your messaging hits home;
- Experience in organising campaigns, programmes, and events that build brand awareness and generate qualified leads, all the way from strategy to execution;
- Knowledge of the latest social media and online marketing trends as you live on social media and understand how to attract followers and keep them engaged;
- Expertise in placing advertisements and developing postings on Facebook, LinkedIn, Indeed, and other job boards;
- Outstanding organisational and project management skills;
- Good drafting and communication skills;
- The ability to create content from newsletters to emails to videos is an asset.
- Thorough knowledge of an official EU language; for functional reasons, at least a satisfactory knowledge of English or French is required;
- Knowledge of the various spheres of activity of the CoR and of European Union policies in general.

Directorate:	E – Human resources and finance
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	HR Legal advisor
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Place:	CoR, Brussels, Belgium
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Main areas of responsibility:

The Directorate for Human Resources and Finance is looking for a Seconded National Expert interested in contributing to further developing legal expertise in the area of human resources and ethics based on the regulatory framework: the Staff Regulations, the Conditions of Employment of Other Servants of the European Union (EU) and the Financial Regulations, as well as the rules flowing from these.

The SNE will work at the directorate level in close collaboration with the HR legal advisor and in contact with other involved in-house and interinstitutional services. This assignment (duration between 6 and 24 months, renewable) will involve becoming familiar with HR law in the EU institutions, participating in drafting new internal decisions in the area of ethics, notably, as well as contributing to setting up legal guidance on specific HR topics in a schematic way by analysing rulings of the Court of Justice.

Main qualifications:

- University degree or professional experience of an equivalent level in one of the following areas: law with knowledge of European, administrative and labour law;
- Experience in handling administrative legal files, providing legal advice, drafting legal rules and analysing rulings of the Court of Justice;
- Excellent drafting and communication skills;
- Excellent analytical skills;
- Good organisational skills and output driven;
- Thorough knowledge of an official EU language; for functional reasons, at least a satisfactory knowledge of English or French is required;
- Knowledge of the various spheres of activity of the CoR and of European Union policies in general.