



The Hague, 23 March 2016

Reg. n°: INT 2016 C581 12

## **INTERNSHIP PROJECT DESCRIPTION**

**Name of the project:** Conference, Back Office Housing & Real Estate

**Project allocation:** Europol, Administration Business Area, Facilities Team

### **1. Background**

Applications are invited for this INTERNSHIP PROJECT at the European Police Office (Europol).<sup>1</sup>

Europol is located in The Hague, The Netherlands, and its main tasks are the following:

- a) to collect, store, process, analyse and exchange information and intelligence;
- b) to aid investigations in the Member States, in particular by forwarding all relevant information to the national units;
- c) to ask the competent authorities of the Member States concerned to initiate, conduct or coordinate investigations and to suggest the setting up of joint investigation teams in specific cases;
- d) to provide intelligence and analytical support to Member States in connection with major international events;
- e) to prepare threat assessments, strategic analyses and general situation reports relating to its objective, including organised crime threat assessments.

For more information please visit Europol's website [www.europol.europa.eu](http://www.europol.europa.eu).

### **2. Purpose of an internship project**

The aims of the official internship scheme with Europol are:

- To provide interns with a unique and first hand experience of the workings of Europol in particular and of the European Union institutions in general. It aims to provide an understanding of the objectives and goals of the Europol processes and policies.
- To enable interns to acquire practical experience and knowledge of the day-to-day work of Europol departments and services. To provide the opportunity to work in a multi-cultural, multi-linguistic and multi-ethnic environment

<sup>1</sup> Europol has been established under the Council Decision (EC) No. 2009/371 of 6 April 2009.

## Europol Public Information

contributing to the development of mutual understanding, trust and tolerance. To promote European integration within the spirit of new governance and through active participation to create awareness of true European citizenship.

- To provide the opportunity to interns to put into practice knowledge acquired during their studies and training and in particular their specific areas of competence. To introduce these interns to the professional world and the constraints, duties and opportunities therein.

Europol, through its official internship scheme:

- Benefits from the input of enthusiastic interns, who can give a fresh point of view and up-to-date academic and educational knowledge, which will enhance the everyday work of Europol;
- Creates a pool of interns with first-hand experience of and training in Europol procedures, who will be better prepared to collaborate and co-operate with Europol in the future;
- Creates long-term "goodwill ambassadors" for European ideas and values both within the European Union and outside.

### **3. Internship project specification**

This internship project focuses on supporting both the Conference Team and Back Office Housing & Real Estate in all aspects of the event management cycle in an international law enforcement environment.

The intern will get the opportunity to:

- Assist the Conference Team in organising events at Europol including but not limited to:
  - Booking Meeting Rooms;
  - Arranging Catering and Interpretation services;
  - Assisting on the day of the event to make sure everything runs smoothly and ensuring a flawless customer experience.
- Assist the Conference Officer in developing and implementing standard operating procedures and check lists to facilitate operations between the Conference Team, Back Office Housing & Real Estate;
- Liaise between Conference Team, Back Office Housing & Real Estate to ensure timely dissemination of program requirements;
- Opportunities will also be provided for the intern to assist on other relevant (non-operational) activities.

The successful applicant will join the Internship Project for a period of 6 months (40 hours a week). The internship will take place at Europol premises in The Hague, The Netherlands.

## 4. Requirements

### 4.1 Internship candidate must

- Be a national of one of the Member States of the European Union and enjoy full rights as a citizen;
- Have reached the age of majority in their country of origin;
- Have a level of education which corresponds to completed or ongoing university studies or vocational training relevant for the tasks of Europol;
- Have very good knowledge of at least two European Union languages, of which one should be English;
- Provide a recent Certificate of Good Conduct prior to commencing the internship. Annex A of Europol Decision of the Director on Internships sets out an overview of relevant certificates for each of the Member States.

In line with Article 40(2) of the Council Decision, all interns who may be entrusted with a sensitive activity or access classified information at Europol shall be security cleared at the appropriate level<sup>2</sup>, prior to commencing the internship.

### 4.2 Selection criteria:

#### a. General experience:

- Related professional experience in a conference and events management area and/or logistics arrangements.

#### b. Subject knowledge/ education:

- Completed or ongoing studies in the internship project or related areas.

#### c. Technical skills and competencies:

- Excellent communication skills in English, both orally and in writing;
- Proficient user of IT applications in general and Microsoft Office applications (Word, Excel, PowerPoint and Outlook) and the internet;
- Understanding of the Facility Management Information Systems (FMIS) will be considered an asset.

#### d. Social skills and competencies:

- Motivation to take part in the project;
- Interpersonal skills with the ability to work well in a team as well as independently;
- Ability to work in an international or multi-cultural environment.

---

<sup>2</sup> Reference to the Decision of the Security Coordinator on personnel security screening levels, EDOC# 591982.

## **5. Selection procedure**

Each application for an internship at Europol shall be accompanied by a letter of motivation and a CV and shall be received by Europol, Human Resources Unit respecting the closing date set. Only selected candidate will be required to provide official documents justifying the fulfilment of the requirements listed in section 4.

The selection will be carried out by a committee consisting of one representative of the Human Resource Unit (HRU) and one representative of the requesting unit.

Applications for internships will be judged on merit, on the basis of the published selection criteria. Europol will keep, to the best level possible, gender balance and equilibrium between interns from the different Member States.

## **6. Financial matters**

Interns meeting the eligibility criteria are awarded a monthly maintenance grant of 781 EUR per month during the period of internship.

Interns receiving the grant and whose place of selection is more than 50 km from The Hague are entitled to the reimbursement of travel expenses incurred at the beginning and end of the internship.

All interns are insured by Europol against the risk of accident or death while present or having a link to Europol premises.

All interns must possess sickness insurance throughout the entire period of their internship. Interns are advised to take out a civil liability insurance.

Please consult the Decision of the Director on Internships with regards to specificities of the financial matters.

## **8. Data protection**

The keeping of files by the HRU shall respect the principles of Regulation (EC) n 45/2001 of 18 December 2000 implemented by Decision of the Director of Europol of 16 February 2010. The data submitted are processed in order to assess the suitability of candidates for an internship at Europol and will only be used within this specific context and will not be disclosed to any third party. All questions are voluntary; however failure to submit relevant information may lessen the applicant's chances to be selected.

All documents provided to Europol will be kept in Europol's files and will not be returned to the candidate. Applications of non-selected candidates will be kept for a maximum of two years and data of selected candidates will be kept for five years after the finalisation of the internship programme.

The Head of Administration is responsible for the data processing operation. Candidates have the right to access, rectify, block and erase their personal data in accordance with the applicable data protection rules.

Candidates have the right of recourse to the Europol Data Protection Office (PO Box 90850, 2509 LW The Hague, The Netherlands) and the Joint Supervisory Body

## **Europol Public Information**

([www.europoljsb.consilium.europa.eu](http://www.europoljsb.consilium.europa.eu)). Applications sent to the DPO or JSB will not be processed and will be deleted.

### **9. Additional information**

#### **9.1 Main dates**

Deadline for application: 1 May 2016

Starting dates of the internship project: 1 July 2016

#### **9.2 General information**

Please refer to the Decision of the Director on Internships available on Europol's website [www.europol.europa.eu](http://www.europol.europa.eu) for further details on the internship related matters.

#### **9.3 Contact details**

For further details on the application process please email [C53@europol.europa.eu](mailto:C53@europol.europa.eu)