

## **Traineeship Programme 2025 - 2026**

### **Director's Office (DIR)**

#### **Description of the Office**

The Director's Office supports the Director in day-to-day management, in representing the Agency externally, and in ensuring that the Agency's overall objective and related tasks, set out in the founding Regulation, are achieved efficiently and effectively and in accordance with the multi-annual strategic priorities defined by the Management Board of the Agency. The following functions report to the Director's office:

- the Advisor on Communication, who supports the Director in their task by providing expertise on communication
- the Scientific Coordinator, who supports the Director in ensuring quality and robustness in research and outputs, and
- The Director's office is responsible as well for the Secretariat of the FRA Management Board, the agency's governing body.

In addition, the following areas are assigned to the director's office:

#### Strategic Planning and Programming

The Planning and Programming Function is responsible for strategic planning and programming that encompasses the full range of activities undertaken by the Agency, including FRA's Strategy and Programming Documents, as well as other planning cooperation instruments. Additionally, it oversees the FRA's performance monitoring and evaluation activities and coordinates the reporting on achievements and impact. The department also organises internal and external stakeholder consultations for key planning documents.

#### Youth Advisory Panel

In addition, since April 2025 FRA is piloting a Youth Advisory Panel (YAP) to amplify young people's voices on fundamental rights issues in the EU. The panel consists of seven diverse young people aged 18 to 25 years with experience in civil society work and youth advocacy. Its role is to advise FRA's Director on future priorities (see also [New FRA Youth Advisory Panel: Young people voice their opinions on fundamental rights](#)).

## Which tasks are expected in the Office?

- Supporting in the **preparation and follow-up** of the Director's meetings with the Agency's external counterparts (government officials, civil society, international partners etc., including the drafting of briefing files, meeting agendas, reports, minutes);
- Supporting in the **preparation and drafting documents** for the Director, including background information, policy analysis, speaking points and external correspondence;
- Supporting the **organization and follow-up** of the Director's external engagements including the **preparation of travel files, background information and meeting fiches** and follow-up on action points where necessary;
- Support the **FRA Management Board Secretariat** in the organisation of the meetings of the FRA Management Board (MB) and Executive Board (EB), with priority given to the preparation, participation to and follow-up of EB/MB meetings and MB working groups.
- Providing **organizational support** for external **meetings and events** where appropriate;
- Drafting items for **the Agency's weekly newsletter** on the work of the Director and the staff of the Director's Office;
- Carrying out **organizational and administrative tasks**;
- **Any other tasks** related to the work of the Director's Office that may arise.

### Strategic Planning and Programming:

- Assist in the elaboration and revision of **FRA Strategy and Programming** documents.
- Assist in the revision and implementation of the **planning process and annual management** plans
- Support the drafting of the **Consolidated Annual Activity Report**
- Support the management and implementation of **stakeholder consultations**
- Support the implementation **Performance monitoring and evaluation** activities
- Update **Intranet pages** and **DMS archive** related to Planning.
- Assist in **meetings concerning Planning** including document preparation and minutes.

### Youth Advisory Panel:

- Support the **smooth running of the Panel**– including preparations of online and in-person meetings
- Support **communication channels** between the director's office, YAP, and operational FRA project team
- Contribute to the process of **amplifying those young people's voices**, their perspective and input within the Agency
- Contribute to **networking activities** between YAP and other participatory structures in the EU
- Follow-up any **European youth related events** and policy processes.