

Traineeship Programme 2025-2026

Institutional Cooperation & EU Charter (INST)

Description of the Unit

The Institutional Cooperation and EU Charter Unit facilitates FRA's cooperation with its stakeholders to support fundamental rights compliant law- and policy making in the EU and its Member States. To that end, the Unit works with a wide range of partners at the international, EU, national and local levels, including intergovernmental organisations, EU institutions, national governments, public bodies competent in the field of fundamental rights, and civil society organisations.

The Unit also conducts research and analysis (incl. foresight), delivers legal and policy advice, as well as capacity-building on the EU Charter of Fundamental Rights, the rule of law and democracy.

It is composed of three sectors:

- **Charter, Rule of Law and Democracy Sector**
- **National Partnerships and Networks Sector**
- **Institutional Relations and Policy Sector** (*incl. Brussels Liaison Office*)

Charter, Rule of Law and Democracy Sector

This sector conducts research and cooperates with EU and national actors to help monitor the application of the EU Charter of Fundamental Rights and the values enshrined in Art. 2 of the Treaty on European Union. It produces reports on the Charter, the rule of law, the situation of national human rights institutions, and on civic space. It organises events and expert workshops to share and pool knowledge on the Charter.

National Partnerships and Networks Sector

This sector conceptualises and carries out cooperation activities with the agency's national partners, including national authorities, independent bodies, civil society and others, to reinforce fundamental rights protection and engage national actors in the work of the agency. It organises national outreach events and dialogues in EU Member States and enlargement countries.

Institutional Relations and Policy Sector

This sector cooperates with EU institutions, bodies and agencies, international organisations, Member States' governments and enlargement countries to facilitate

real-time expert inputs into policy and law. It also conducts foresight activities to anticipate and be responsive to policy developments.

Brussels Liaison Office (*duty station Brussels*)

The Institutional Relations and Policy Sector also manages the Brussels Liaison Office, which drives stakeholder engagement with key partners of the Agency in Brussels. The Brussels Liaison Office conducts outreach and cooperation activities with key interlocutors within the EU institutions and other Brussels-based organisations, with a view to increasing the Agency's visibility and impact, as well as its responsiveness to the needs of its stakeholders. It reports on key EU policy and legal developments to the Agency's headquarter.

Which tasks are expected in this Unit?

- Contribute to fostering **institutional and stakeholder relations**, including communication with EU institutions and intergovernmental human rights organisations, governmental organisations and public bodies competent in the field of fundamental rights in the Member States (including national human rights institutions), and civil society organisations.
- Support the organisation of **FRA conferences, meetings and workshops** (online or in-person), such as with FRA's governmental liaison officers, the Scientific Committee, or the Fundamental Rights Platform of civil society organisations.
- Track and analyse relevant **policy and legal developments at EU and national level**, as well as information from **intergovernmental human rights organisations**.
- Support the preparation of **briefings and background files** for meetings with EU and Member State officials.
- Assist with **background research** and in drafting **analytical reports**, related to the activities of the Unit (incl. on the EU Charter, rule of law and democracy).
- Contribute to the development and updating of FRA's **case-law database on the EU Charter of Fundamental Rights** (Charterpedia).
- Carry out **organisational and administrative tasks**, such as meeting organisation and minute taking.

The trainee assigned to the **Brussels Liaison Office** is further expected to:

- Support FRA's stakeholder engagement in Brussels, including with respect to organising meetings of FRA staff (esp. the director) and FRA outreach events.
- Assist with facilitating contacts with EU institutional stakeholders, Permanent Representations to the EU and other Brussels-based organisations.

- Help identify meetings, events and conferences organised by key stakeholders in Brussels where the Agency could most usefully contribute its expertise.
- Attend selected meetings, events and conferences in Brussels, and report on insights relevant for FRA.