

## **Traineeship Programme 2026 - 2027**

### **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 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:

- **Planning Sector**

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.

- **The Fundamental Rights Forum 2027**

In March 2027, FRA jointly with the Austrian Federal Ministry of European and International Affairs will organise European Forum on Democracy and Fundamental Rights. The Forum is a high-profile event that provides a unique space for dialogue, convening politicians, thinkers and practitioners to explore the pressing human rights challenges that we face today.

#### **Which tasks are expected in this Unit?**

##### **Director's Office Sector:**

- 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 **organisation 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;
  - Supporting 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 **organisational support** for external **meetings and events** where appropriate;
  - Drafting items for **the Agency's weekly newsletter** on the work of the Director;
  - Carrying out **organisational and administrative tasks**;
  - **Any other tasks** related to the work of the Director's Office that may arise.

### **Strategic Planning and Programming:**

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

### **The Fundamental Rights Forum 2027:**

- Supporting the preparation of **the Forum's content and logistical arrangements** of the Forum;
- Supporting the **organisation of the Forum and post-delivery follow up** of the Forum;
- Contributing to **fostering institutional relations** for the Forum, including communication with relevant stakeholders;
- Supporting the **preparation of briefings and background files** for meetings with Forum stakeholders;
- Assisting with **background research and in drafting analytical reports**, related to the focus of the Forum (incl. democratic resilience);
- Carrying out **organisational and administrative tasks**, such as meeting organisation and minute taking;
- Attending **selected meetings and report** on insights relevant for FRA.