

Traineeship Programme 2026-2027 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, including EU institutions and bodies, national governments, intergovernmental organisations, independent bodies competent in the field of fundamental rights, local authorities and civil society organisations.

The Unit also conducts research and analysis, delivers legal and policy advice, as well as capacity-building on the EU Charter of Fundamental Rights, the rule of law and democracy. It finally manages donor funded projects and FRA's assistance to enlargement countries.

It is composed of four sectors and the Brussels Liaison Office: **Charter, Rule of Law and Democracy Sector, National Partnerships and Networks Sector, Institutional Relations and Policy Sector, Donor-funded Programmes and Enlargement** and the **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 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 (e.g. National Human Rights Institutions), civil society and others, to reinforce fundamental rights protection and engage national actors in the work of the agency. It coordinates the agency's [Fundamental Rights Platform](#) of civil society organisations and organises national outreach events and dialogues on topics such as the civic space.

- **Institutional Relations and Policy Sector**

This sector cooperates with EU institutions, bodies and agencies, international

organisations and Member States' governments to facilitate real-time expert inputs into policy and law. It also conducts foresight activities to anticipate and be responsive to policy developments.

- **Donor-funded Programmes and Enlargement Sector**

This sector implements projects in cooperation with the [EEA and Norway Grants](#). These projects cover various fundamental rights areas, such as protecting the civic space, strengthening national human rights oversight bodies, and promoting Roma empowerment. It also coordinates FRA's support to EU Candidate Countries that take part in its activities as observers - Albania, North Macedonia, and Serbia – with possible future extension to further candidates like Montenegro, Ukraine, and Moldova.

- **Brussels Liaison Office** (duty station 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 FRA's **institutional and stakeholder relations**, including communication with EU institutions and intergovernmental human rights organisations, governmental organisations and independent public bodies competent in the field of fundamental rights in EU Member States and Candidate Countries, and civil society organisations;
- Support the organisation of **FRA conferences, meetings, workshops and webinars**, such as with FRA's governmental liaison officers, the Scientific Committee, National Human Rights Institutions, or the Fundamental Rights Platform;
- Track and analyse relevant **policy and legal developments at EU and national level**, as well as information from **intergovernmental human rights organisations**;
- 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);
- Support the preparation of **briefings and background files** for meetings with EU and national government officials;
- 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, minute taking, drafting external correspondence.

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.