



TRAINEE SCHEME IN THE COUNCIL OF EUROPE (Extract of Instruction n° 10)

Definition of training

1. Training shall consist of a period of specified duration spent in the Council of Europe Secretariat. It shall afford the trainee an opportunity to form a general idea of the Council's work, activities and objectives and of the problems involved in European co-operation. During the training, the trainee shall also have an opportunity to supplement and put into practice the knowledge he has acquired from his studies or professional experience.
2. Acceptance for training shall not confer the status of official of the Council of Europe. It shall on no account entitle the trainee to subsequent appointment to a permanent or temporary post.

Period of training

As a general rule, the period of training shall be three months.

Conditions and selection

1. Trainees shall be selected by the Secretary General from among nationals of Council of Europe member states.
2. The following shall be eligible :
 - a. persons who have completed their higher education and/or have successfully completed at least three years of university study (six semesters) ;
 - b. candidates from national administrations or private firms who wish to find out about, learn more about, or specialise in a particular field. Their interests must have a direct bearing on the European aspect of the problems dealt with by the Council. They must have performed duties requiring knowledge of university or equivalent level for at least two years.
3. Trainees must have a very good knowledge of, and be able to draft competently in one of the Council of Europe's official languages (English or French). A good knowledge of the other language is desirable.
4. Trainees shall be selected and engaged by the Human Resources Department, in agreement with the departments concerned and respecting a certain geographical distribution.

Programme

1. The duties to which trainees are assigned shall include research, the preparation of draft reports and studies for meetings of experts and the drafting of minutes. They may also be required to assist with current work.
2. Trainees shall be given an opportunity - especially through the induction course arranged for them - to find out about the Council of Europe's structures, activities and international co-operation procedures, including the implementation of European Convention on Human Rights. Furthermore, they shall have the opportunity of attending lectures given in the Council on its activities, sittings of the Council of Europe Parliamentary Assembly and the European Parliament and meetings taking place during their stay in Strasbourg.

Application forms should be completed by 15 September of the year preceding the traineeship