

Traineeship Programme 2020 - 2021

Institutional Cooperation & Networks Unit (INST)

Description of the Unit

The Unit Institutional Cooperation & Networks (INST) facilitates the Agency's cooperation with its partners and networks to support fundamental rights compliant law and policy making in the EU and its Member States. This includes cooperation with the partners at the international, EU and national levels – intergovernmental organisations, EU institutions, Member State governments, national bodies with a human rights remit, and civil society.

The Unit stays abreast of policy and legal developments relevant to the Agency's work and helps the Agency respond to the needs of policy and lawmakers for independent fundamental rights advice. The Unit acts as a hub by connecting, convening and supporting different human rights actors.

The Unit provides substantive legal and policy inputs on the basis of the Agency's research, data collection and analysis, including in relation to the EU Charter of Fundamental Rights. It also maintains the European Union Fundamental Rights Information System, an innovative gateway to international human rights data.

The Unit facilitates and maintains the Agency's cooperation with:

- EU Institutions: European Parliament, Council of the European Union and the European Commission, but also European External Action Service (EEAS)
- Member States: national governments and public authorities at various levels of government (including National Liaison Officers) and national parliaments
- Intergovernmental Organisations: Council of Europe, United Nations, OSCE/ODIHR
- National Human Rights Institutions, Equality Bodies, Ombuds institutions and their networks (ENNHRI, EQUINET and IOI)
- Fundamental Rights Platform bringing together more than 700 civil society organisations from across the EU
- EEA & Norway Grants
- Organisations constituting the EU Framework to promote, protect and monitor implementation of the UN Convention of Rights of Persons with Disabilities
- Bodies of the Agency: Management Board, Executive Board and Scientific Committee

Which tasks are expected in this unit?

- Supporting **inter-institutional and stakeholder relations**, including for example the preparation of visits of the Director to EU Member States and meetings with EU institutions and intergovernmental human rights organisations, national bodies with a human rights remit, and the Agency's civil society network;
- Tracking and analysing **policy and legal developments** in the EU (European Parliament, Council, Commission, Member States);
- Tracking and analysing reports from **intergovernmental human rights organisations**;
- Preparing **briefings and background files** for meetings with high-level EU and Member State officials;
- Supporting the organisation of **FRA conferences and events**;
- Drafting **reports, meeting minutes**, internal notes and external correspondence;
- Contributing to the updating of FRA's **case law database on the EU Charter of Fundamental Rights** (Charterpedia) and to the maintenance and further development of FRA's **European Fundamental Rights Information System** (EFRIS).