

# INTERNSHIP OPPORTUNITY WITH Policy Instrument in the Delegation of the European Union to Canada SUMMER 2018

**POSITION:** Policy Instrument

**LOCATION:** 150 Metcalfe St., suite 1900, Ottawa, ON

**DESCRIPTION OF THE HOST ORGANIZATION:**

The European Union Delegation to Canada was established in 1976. It is a fully-fledged diplomatic mission and it works closely with the diplomatic missions of the EU Member States. The Head of the Delegation is formally accredited as the official representative of the European Union to the Government of Canada with the rank and courtesy title of Ambassador. The Delegation consists of three sections: the Political and Public Affairs Section, the Economic and Trade Section and the Administrative Section. The Policy Instrument (PI) works with both the Political and Public Affairs Section and the Economic and Trade Section.

The Delegation is a natural point of contact between the EU institutions in Brussels and the Canadian authorities. It maintains close contact and reports back to Headquarters in Brussels about developments in Canada and EU-Canada relations. The Delegation's role is to increase the awareness in Canada about the political, economic and cultural importance of EU-Canada relations. In addition, the Delegation chairs monthly coordination meetings with the EU Member States in Ottawa in various compositions.

The PI is one of the funding instruments that enable the EU to take part in shaping global change and promote its core values. It is one of several instruments included in the EU's budget for 2014-2020 as a means of financing the Union's external action<sup>1</sup>.

**INTERN'S DUTIES & RESPONSIBILITIES:**

The internship aims to provide a first-hand experience of the conduct of EU diplomacy in Canada and the issues at stake in the EU-Canada relationship. The intern will have the opportunity to improve his/her understanding of EU-Canada Relations and of the EU integration process.

Under the supervision of the Heads of the Section and the PI Programs Officer, the intern will actively participate in the day-to-day work and share the organizational and logistical tasks of the Partnership Instrument and the Delegation of the European Union as a whole.

**He/She will**

- support the PI programs officer in the project management cycle of the PI projects in Canada (see list of projects attached)
- Support the PI programs officer in documenting for internal and external needs the PI projects in Canada (drafting and updating of factsheets, presentations among others)
- Identify news areas of cooperation through the PI instrument, if needed
- Take notes and prepare "minutes" at various meetings with Delegation interlocutors
- Research information for various public diplomacy activities included in the PI projects to be held during the year
- assist in the preparation of public diplomacy events included in the PI projects
- prepare speaking points for Delegation officials, if needed
- assist the Press Officer with input/updates of social medias/websites concerning the PI projects in Canada

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<sup>1</sup> Find out more here on the PI : [http://ec.europa.eu/dgs/fpi/what-we-do/partnership\\_instrument\\_en.htm](http://ec.europa.eu/dgs/fpi/what-we-do/partnership_instrument_en.htm)

*Interns' duties and projects may not be as listed. These will depend on the needs of the host organization.*

**HOST ORGANIZATION REQUIREMENTS:**

- Faculty of Arts Students Eligible
- Very good interpersonal skills: outgoing personality, good listening skills
- Facilitation experience is an asset
- Student must be returning to their studies at McGill in the fall following their internship
- Academic: A student specializing in international affairs, politics, law, journalism, management, or related field
- Ability to work and communicate at ease in both English and French
- Computer skills/ outlook office programmes/social media
- Excellent writing and analytical skills
- Good interpersonal and communications skills, ability to work in a multicultural environment

*Strong Asset:*

- Practical experience and/or academic knowledge of EU and Canadian institutions
- Practical experience in project management or/and with communication and visibility for institutions/projects

*The intern's duties and projects may not be as listed. These will depend on the needs of the host organization.*

**HOURS:** Full-time, normally 35-40 hours per week. Monday to Friday

**REMUNERATION:** \$5,000 CAD

**HOW TO APPLY:** Students must complete the online Arts Internship Application Form available on the AIO website [www.mcgill.ca/arts-internships](http://www.mcgill.ca/arts-internships)

**Application Deadlines:**

International internships: November 20, 2017. Canada & US internships: January 29, 2018

**All internships will run for twelve weeks from May 1<sup>st</sup> to July 27th, 2018.**

**ELIGIBILITY:**

- McGill Faculty of Arts student completed 60 credits
- Minimum CGPA of 2.7
- Returning to McGill in the fall following the internship
- Students must fulfill Faculty of Arts requirements as outlined in the Handbook for Interns

**COSTS:** The intern is responsible for all costs associated with the internship including transportation, accommodations, etc.

**TRAVEL ARRANGEMENTS:** Preparing travel arrangements to and from the internship host community is the responsibility of the intern.

**ACCOMMODATIONS:** Finding suitable lodging during the internship is the responsibility of the intern.

**Please Note:**

Only short-listed candidates will be contacted. At that time, you may be asked to come in for an interview. The Arts Internship Office will then transmit the selected applications to the host organization, which will ultimately be responsible for the selection of the candidate(s).

*If you feel you have experienced barriers which have had an impact on your academic performance and wish to highlight these to the selection committee, the documents/comments will be taken into consideration..*

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**WORKSHOPS:**

Successful candidates are required to attend the following sessions:

- Faculty of Arts Interns Meeting (All internships)

- Cross-Cultural Workshop (Internships outside of Canada, the U.S & Europe)
- Interns Responsibilities and Guidelines
- International Travel Pre-Departure Session (Internships outside of Canada, the U.S & Europe)
- International Internship Debriefing Session (Internships outside of Canada, the U.S & Europe)
- Success in a Professional Environment (Internships in an office setting)

**HEALTH AND SAFETY:**

All applicants should consult the Global Affairs Canada Travel Reports for the internship host country prior to applying for this internship. [http://www.voyage.gc.ca/countries\\_pays/menu-eng.asp](http://www.voyage.gc.ca/countries_pays/menu-eng.asp)

Traveling, living and working abroad can involve certain risks to your health and safety that differ from your home country. These may include: crime, political/social instability, tropical diseases/infections, extreme weather conditions, poor infrastructure, etc.

The Arts Internship Office cannot guarantee the safety of any intern in their host country. It is up to the student to fully assess and prepare for any health or security risks that may be involved in pursuing this internship. Applicants are encouraged to discuss potential risks with their family prior to applying.

Applicants must ensure that they are physically and mentally capable of successfully completing an internship in the internship host country. The Arts Internship Office may request a doctor's attestation that an applicant is sufficiently healthy to complete an internship.

**ENTRY REQUIREMENTS:**

Interns are responsible for informing themselves of what entry requirements are required to visit and work as an intern in the internship host country. These may include a visa, work permit, passport valid for at least 6 months after entry, and proof of certain vaccinations.

The intern is responsible for acquiring all necessary documents in time for the beginning of their internship.

The Partnership Instrument (PI) works with both the Political and Public Affairs Section and the Economic and Trade Section. The European Union Delegation to Canada works closely with the diplomatic missions of the EU Member States. Under the supervision of the Head of the Section, the intern will actively participate in the day-to-day work and share the organizational and logistical tasks of the PI.