

SCOTLAND FOR BRIGHT SCOTS IN EUROPE



3rd edition

Alyn Smith

OPPORTUNITIES FOR BRIGHT SCOTS IN EUROPE

Fancy a spell in Brussels? Cliché I know, but it really is the heart of Europe, centre of cooperation for 28 different member countries and hundreds of governmental and business institutions. As well as glittering opportunities, Brussels offers chocolate, mussels with chips, some of the best beers in Europe and thousands and thousands of other young people doing internships.



I want to see more Scots grab those opportunities, so I've produced this booklet to help you get started. I want to open as many doors for as many Scots as possible.

This booklet, now in its third edition, gives an overview of what is on offer in the main institutions such as the European Commission and Parliament; 'Think Tanks' and Policy Centres; Science, Technology and Research organisations; some opportunities outside Brussels and, finally, information on various funding and exchange programmes.

Treat this as a guide, a starting place, but bear in mind there are plenty of other opportunities out there too. It's up to you to get into them and if we can help you we will. The first and second editions of this booklet received a great response; I hope this updated third edition will prove as popular in motivating Scots to get out here and grab those chances.

I did an internship in Brussels back in 1996 and I've been working as your MEP here since 2004. In Brussels, we Scots are well liked and well thought of, but not many of us actually make the trip to get to know the place. As a European citizen you have the right to live and work anywhere in the EU so go on, take advantage of it! Long term, it can only help Scotland to have as many of us coming here as possible so if I or the SNP can do anything to help, get in touch.

Yours,

A handwritten signature in black ink that reads "Alyn Smith". The signature is stylized and cursive.

Alyn Smith MEP

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[facebook.com/alynsmithSNP](https://www.facebook.com/alynsmithSNP)



[@AlynSmithMEP](https://twitter.com/AlynSmithMEP)

Fiona Hyslop MSP

Scotland has always been an outward looking nation. The ties that bind our country to neighbours and friends across Europe are exceptionally important.

A central part of the Scottish Government's vision for an independent country is our continued membership of the European Union, so that the economic and social links we have nurtured over many decades will continue to bring benefits to Scotland and our EU family.

There are a host of great opportunities across the EU for our country and our people and I commend this booklet in highlighting these, as well as encouraging young Scots to get involved and help Scotland to play an active and full role in Europe.



Fiona Hyslop MSP

Cabinet Secretary for Culture and External Affairs

David Linden - Young Scots for Independence

I was fortunate enough to spend some time working in Brussels in 2010 and I can't recommend it highly enough.

Scots are renowned for travelling, working and contributing to the rich tapestry that makes up our family of nations. Put simply, Europe is where key decisions are made and business is done.

The opportunities afforded to us by Europe are fantastic. My time in Brussels helped me broaden my horizons. I made new friends, learned new languages and travelled throughout Europe.

Scotland makes a major contribution to Europe but we can do so much more. Independent Ireland – just across the water – has just finished holding the European presidency for the seventh time and passed it over to Lithuania – another nation about the same size as Scotland.

In 2014 Scotland will join that family of nations and, in doing so; we will play a full role in European affairs. That's an exciting opportunity and we can all be part of it.



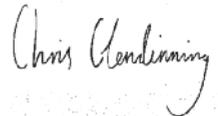
David Linden

National Convenor of Young Scots for Independence

Chris Glendinning - SNP Students

Since joining the European Union in 1973 Scots have been at the forefront of European co-operation and cohesion. Winnie Ewing's championing of the Erasmus programme in the European Parliament gave students the chance to study throughout Europe and experience the culture of other nations; an opportunity taken up by thousands to date.

Scotland needs a strong voice in the EU through becoming a Member State in our own right as an independent country. Ireland's recent very successful Presidency of the Council of the EU is a prime example of the kind of influence that nations the size of Scotland can have in Europe. With our own seat at the top table of the Council of Ministers and our own European Commissioner Scotland will work well in the new Europe.



Chris Glendinning

Vice-Convenor, SNP Students

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Introduction

Besides being a wonderfully vibrant and cultural city, Brussels is the 'capital of Europe'. All the main institutions of the European Union are located in Brussels along with all the delegations from the 28 member states. This has created an ideal environment for politicians, scientists, academics, lobbyists and business leaders to exchange and formulate their ideas; it is an exciting and high paced environment where no two days are alike. It's also a great place to start a career as this network is supported by dozens of think-tanks, lobby groups, public affairs consultancies, global companies and research institutes.

Brussels is not just about politics; anyone with interests in science, engineering, economics, developing countries, charity and social work would find a spell in Brussels very rewarding. Whether you are looking for short term or long term opportunities, Brussels has a place just right for you.

Scots Abroad!

Scots' current study abroad figures of under 1% are the lowest in Europe and compare badly with the targets set by the EU for 20% by 2020. With high levels of graduate unemployment and underemployment, boosting CVs has never been so important, and living and studying abroad is one of the best ways to do that.

A British Council/Think Global survey found that 79% of chief executives and board level directors of businesses in the UK think that knowledge and awareness of the wider world is more important than degree classifications in recruiting new employees, making those who have lived or studied abroad more employable than those who haven't. Make yourself stand out from the crowd - take the leap and journey abroad!

I hope this booklet will set you on the right path and encourage and inspire you to study or work abroad. It should provide you with the necessary starting points as well.

What are the advantages?

Boosting your employability:

- hands-on experience in your chosen industry can help you secure your first job
- shows your desire and ability to work in different cultures and communities
- demonstrates you can cope in a multi-cultural, multi-lingual working environment and still produce great results
- can build on your existing language skills or give you the chance to learn a completely new one
- shows motivation, independence, maturity, adaptability and can help build confidence.

And you get all the benefits and fun of travelling to other countries!

Who does what and how does it work?

The first step is to gain an understanding about how the EU works. Here is a short guide to the maze:

The European Union (EU) is 28 different countries across Europe working together in their common interests. It has limited powers, and only the powers which the governments of the member states have chosen to pool.

The EU operates from four main institutions:

1. The Council, the representatives of the member state governments sitting around a table of 28 seats supported by staff based permanently in Brussels.

The Council meets in secret and most of the EU 'straight banana' type stories come from here because of this secrecy, which the SNP wants to see swept away.

2. The Parliament, 766 directly elected members, holds all of its committee meetings and plenary sessions in public. Scotland currently has six MEPs; two SNP, two Labour, one Conservative and one Liberal Democrat. The main Parliament building is in Brussels but the Parliament schleps once a month to Strasbourg to meet in full plenary session, largely for historical reasons. The Parliament also has an administrative centre in Luxembourg, also for historical reasons. The SNP wants to see Brussels established as the only site, saving EU taxpayers €180 million¹ a year.
3. The Commission, which is made up of permanent civil servants based in Brussels overseen by 28 Commissioners, one appointed by each member state and confirmed by the Parliament. It is based in Brussels and is the EU's civil service.
4. The Court of Justice, based in Luxembourg, is the judicial branch of the EU and interprets EU law.

¹ www.SingleSeat.eu - Campaign for a Single Seat for the European Parliament

How does it work?

The Commission has the right of initiative to propose laws for adoption by the European Parliament and the Council of the EU but the real power is in the Council, which represents the member states' governments. The Council makes decisions in partnership with the Parliament, which has the opportunity to amend, approve or reject EU laws.

The European Parliament's powers have steadily increased with each change of the EU treaties. Many new laws in member states now stem from the need to implement European legislation - and most of that is amended and adopted by the European Parliament. The EU is a domestic beast, really.

Once a measure is agreed by the Parliament (MEPs directly elected by European citizens) and the Council (member states' government ministers) it is binding upon the member states. Under the current arrangements in the United Kingdom, the Scottish Parliament must implement EU rules relating to devolved matters, with Westminster implementing the rest.

If you look at it as the Council and the Parliament setting the priorities and the Commission filling in the details, then you're pretty well there.

The Court of Justice acts as umpire in the event of disputes, which are many. It interprets EU law to make sure it is applied in the same way in all EU countries and settles legal disputes between EU governments and EU institutions.

General Advice

If you want to be successful in your application there are some key things you must bear in mind. This booklet only serves as a guide as all these programmes and their requirements are subject to change. Research what qualifications are needed for the positions you are interested in. Remember that opportunities vary depending on the stage you have reached in your studies. Take some time to tailor your approach to each individual application. Employers notice right away those who have taken the time to prepare properly.

Also, you should not just take an internship for simple CV padding. What you put into an internship you will get out; it's up to you to maximize your experience. One of the best ways to do this is to network. Although you will hear it hundreds of times, the importance of networking cannot be overstated. It may seem very daunting to start out in a new country, but you should be outgoing and contact people. You will be surprised at how willing they will be to help. Remember that they were all once in the same position as you.

Who can work abroad?

One of the greatest opportunities that the EU offers is the chance for its citizens to work or study in other EU countries.

Whether you are just about to leave school, already at university or completed one degree and looking at another, you should find opportunities in this booklet to interest you.

The EU has set up systems for recognising qualifications and training to enable you to make full use of your training and skills in another EU country. The principle is that if you are qualified to exercise a profession in your home country, you are qualified to exercise the same profession in any other EU country. You should bear in mind, however, that if you wish to work in one of the more regulated professions, such as a teacher, lawyer or engineer, you must apply for recognition of your qualifications in that country. If you are a doctor, a general nurse, a dentist, a midwife, a vet, a pharmacist or an architect, your national qualifications are in principle recognised automatically.

Opportunities in the EU institutions and in Scotland Europa

There are thousands of internships available across all the EU institutions. Regardless of whether you want to work for one of the EU institutions after you complete the internship, the experience is a valuable asset as many employers value staff with an in-depth understanding of how the EU functions. It is also worth remembering that candidates who have received a formal traineeship in one institution may not apply for an internship in another, so choose wisely!

Traineeships with the European Commission

The European Commission proposes legislation, sets the details of how to implement policy and oversees the enforcement of European legislation. It is the largest of the institutions, and offers the most internships or 'stages' as they are commonly called in Brussels. The Commission is ideal for people who have developed a particular interest or expertise in one area, such as environment or trade policy. Take a look through the website and find out which of the Directorates-General (DGs) appeal to you. Experience in this institution is highly valued by both companies and non-profit organisations.

When: There are two intakes each year in March and October and are for a duration of five months.

Who: Selection for the Commission is rigorous and the traineeship is highly competitive. The programme is open to university graduates from all over the world who have a:

1. degree of at least 3 years of study (minimum a bachelor)
2. very good knowledge of English or French or German
3. very good knowledge of a second EU official language (required for nationals of EU countries).

How many: Roughly 1,300 places available each year.

Funding: You will receive a monthly grant of €1,000 and reimbursement of travel expenses. Accident and health insurance can also be provided. Further information can be found on the website.

Language: English and a working knowledge of at least one other EU language is required but don't let this put you off - even just a basic knowledge of another EU language is sometimes enough if your other skills match.

If you apply for translation traineeships (in the Translation Directorate General) you must be able to translate into your main language from two other official EU languages:

1. Your main language must be one of the 24 official EU languages
2. Your 1st source language must be English, French or German
3. Your 2nd source language can be any of the official EU languages

Contact: The European Commission operates an office in Scotland, which can provide further assistance and advice. It can be reached at:

European Commission Office in Scotland
9 Alva Street
Edinburgh
EH2 4PH

Web:

http://ec.europa.eu/unitedkingdom/about_us/office_in_scotland/index_en.htm

Web: ec.europa.eu/stages/index_en.htm

Email: eac-stages@cec.eu.int

Traineeships in the European Parliament

The European Parliament (EP) is the EU's directly elected body with members representing the citizens of the EU. It acts with the Council of Ministers as the EU's budgetary authority and plays a key role in EU legislation. The EP was established in 1979 as an unelected forum with little power but, over time, has become an increasingly influential and important institution. A spell of work experience in the EP is ideal for those who are interested in seeing parliamentarians in action and how democracy works at the pan-European level.

Traineeships may be paid or unpaid and are of the following types: a general option, a journalism option and traineeships for translators.

When: Robert Schuman Scholarships: Two paid intakes each year (March and October) awarded for a period of five months.

Translation field: Four paid intakes per year (January, April, July and October) for a maximum of three months.

Unpaid: Traineeships are awarded for a period of one to four months with three intakes per year (January, May and September).

Who: Robert Schuman scholarships, journalism option: This scholarship is open to graduates who demonstrate professional experience as evidenced either by works published, or by membership of an association of journalists in a member state of the European Union, or by a qualification in journalism recognised in a member state of the EU or an applicant country.

Robert Schuman scholarships, general option: This scholarship is open to graduates who demonstrate that they have produced a substantial written paper, as part of the requirements for a university degree or for a scientific journal.

Translation field: This traineeship is open to graduates who have a perfect knowledge of one of the official languages of the European Union or the official language of a candidate country and a thorough knowledge of two other official languages of the European Union.

Translation Training Placements: The placements are for applicants who have obtained a secondary school leaving certificate corresponding to the level required for entry to university; they are intended in particular for applicants who are required to complete a training placement as part of their course of study.

Unpaid Traineeships: This traineeship is open to young people who have gained a post-secondary school diploma corresponding to university entrance or have reached an equivalent level of higher or technical education.

How many: Roughly 390 paid trainees and 166 unpaid trainees.

Funding: Robert Schuman scholarships (journalism and general options) along with Translation Traineeship: €1213.55 a month for trainees assigned to Brussels or Luxembourg, the amount of funding is weighted to reflect the higher or lower cost of living in the relevant countries. This scholarship value is updated every year.

Translation placement trainees receive a monthly allowance. By way of indication, in 2013 the allowance amounts to EUR 300 a month.

Contact:

For the general/journalism option, unpaid traineeships:
European Parliament
Traineeships Office
PRE 03B026
L - 2929 LUXEMBOURG
Email: stages@europarl.europa.eu

For translation traineeships:
European Parliament
Translation Traineeships Office
TOB 02B005
L - 2929 LUXEMBOURG
Email: dgtrad.translationtraineeships@europarl.europa.eu

Web:

www.europarl.europa.eu/aboutparliament/en/007cecd1cc/Traineeships.html

The European Parliament operates an office in Scotland, which can provide further assistance and advice. It can be reached at:

European Parliament Information Office
The Tun
4 Jackson's Entry
Holyrood Road
Edinburgh
EH8 8PH

Web: www.europarl.org.uk/view/en/office_Edinburgh.html

Internships with Members of the European Parliament:

Alternatively you can apply directly to MEPs for the role of parliamentary intern, assistant or researcher. This is an excellent way to gain an insight into the workings of a political office where you'll find yourself assisting in a whole variety of projects. Be sure to research which committees the MEP belongs to, that way you can find what you are interested in while demonstrating that you have put thought into your application. Because these internships are organised on an ad hoc basis, they all will vary with regards to funding, length, qualifications required and starting dates. There are six Scottish MEPs to choose from but you are able to apply to any of the other MEPs or political groups.

For more information about all the MEPs in the European Parliament you should visit the European Parliament's website: www.europarl.europa.eu

Details of some of the available traineeships can be found at:

Web:

www.w4mp.org; www.eurobrussels.com/find_a_job_guide_3.php and individual political party or specific MEP's websites.

Traineeships with the Council of Ministers:

The Council of Ministers secretariat also provides a number of internships with the aim of enabling European citizens to familiarise themselves with the European institutions. The General Secretariat of the Council offers various types of traineeships:

- paid traineeships
- compulsory training period as part of a student's studies
- traineeships reserved for national officials.

When: There are two intakes per year for both the paid and unpaid traineeships, which last five months. One from 1st February until 30th June and another from 1st September until 31st January.

Who: These traineeship possibilities are aimed chiefly at new graduates from universities or equivalent higher-education establishments. They are for nationals of the EU member states.

How many: Each year the General Secretariat of the Council offers some 100 paid traineeships.

Contact:

The Traineeships Office
Bureau des Stages
Secretariat general du Conseil de l'Union Europeenne
175, rue de la Loi
0370. FL.39,
B-1048 Brussels

Web: www.consilium.europa.eu/contacts/traineeships-office?lang=en

Email: stages@consilium.europa.eu

Traineeships with the European Economic and Social Committee:

The European Economic and Social Committee (EESC) represents various social and economic interests. It is a non-political body that gives representatives of Europe's socio-occupational interest groups, and others, a formal platform to express their points of view on EU issues. Working for this organisation would appeal to those interested in public affairs, lobbying and Non-Governmental Organisation (NGO) work as a future career.

When: For paid traineeships, there are two intakes per year (February and September) for a period of five months.

In addition, the EESC can offer short, unpaid traineeships from one to three months to university graduates or university students who are required to complete their degree by undertaking a period of in-service training (short-term traineeship).

Who: University graduates, nationals of the member states of the European Union, as well as a number of university graduates from non-EU countries.

Funding: A maintenance grant is available to those partaking in the long-term traineeship.

Contact:

EESC

Official responsible for traineeships

99 rue Belliard

B-1040 Brussels

Web: www.eesc.europa.eu/?i=portal.en.traineeships

Email: EESC-trainee@eesc.europa.eu

Traineeships with the Committee of the Regions:

The Committee of the Regions (CoR) is the political assembly which provides local and regional authorities with a voice at the heart of the European Union. It is consulted about how proposed legislation will affect the regions they represent. These traineeships would be of interest to anyone keen on local government and the impact legislation has on the ground.

When: There are two intakes per year (February and September) lasting five months.

Who: University graduates

Funding: Trainees are entitled to a monthly grant roughly the equivalent of 25% of the salary of an official. Travel expenses will also be reimbursed.

Language: Trainees must have a thorough knowledge of one of the official languages of the European Union and a satisfactory knowledge of another EU-working language (French or English).

Contact:

Committee of the Regions
Bâtiment Jacques Delors
Rue Belliard 99-101
B - 1040 Brussels

Web: www.cor.europa.eu/en/about/traineeships/Pages/traineeships.aspx

Email: trainee@cor.europa.eu

Traineeships with the Joint Research Centre:

The Joint Research Centre (JRC) is the EU's scientific and technical research laboratory that provides scientific advice and technical expertise to support EU policies. There are a number of opportunities within the JRC which would appeal to those looking for a future career in the scientific community.

When: Traineeships can last from three months to one year and intakes come and go throughout the year based on the needs of the centre. Please see the External Staff Recruitment Application website for new posts (web: recruitment.jrc.ec.europa.eu/)

Who: Traineeships are open to those who desire;

1. training related to the preparation of a thesis for a university degree;
2. training after university education (or its equivalent);
3. industrial placement

Funding: Trainees can benefit from a monthly allowance which is roughly equivalent to 25% of the basic pay of an official, although this differs according to each post.

Language: The candidate must have a good knowledge of at least two EU languages, of which one should be one of the working languages of the Commission (English, French or German).

Contact:

European Commission
Joint Research Centre
External Communication
1049 Brussels - Belgium

Web: ec.europa.eu/dgs/jrc/index.cfm?id=5860

Email: jrc-info@cec.eu.int

Traineeships with Scotland Europa:

Scotland Europa provides intelligence, policy analysis and strategic funding information to various organisations in Scotland. It also acts as a central point of information, analysis and contacts for Scottish organisations and promotes Scotland's interests to the key institutions of the EU. These internships would be excellent for anyone looking to get an insight into Scottish-EU networking.

When: Scotland Europa offers six-month traineeship programmes (intakes in March and September)

Who: For recent university graduates who wish to seek experience in either EU policy or conference management.

Contact:

Scotland House
Rond-Point Schuman 6
1040 Brussels

Scotland Europa also has an office based in Scotland:

5 Atlantic Quay
150 Broomielaw
Glasgow
G2 8LU

Web:

www.sdi.co.uk/scotland-europa/about-scotland-europa/employment-opportunities.aspx

Opportunities in the EU institutions outwith Brussels:

Traineeships with the European Court of Justice, Luxembourg:

The European Court of Justice (ECJ) is the judicial branch of the EU. It is responsible for interpreting EU law and settling disputes that arise from it. These traineeships would be very useful for anyone interested in the legal aspects of the EU, especially future lawyers or academics.

When: There are two intakes per year (March and October) lasting a maximum duration of five months. Interpretation traineeships last from ten to twelve weeks.

Who: Graduates of law or political sciences or a diploma in interpreting.

Contact:

Court of Justice of the European Communities
Personnel Division-Stages, L-2925 Luxembourg

Web: curia.europa.eu/jcms/jcms/Jo2_7008/

Email: pers@curia.eu.int

Traineeships with the European Court of Auditors, Luxembourg:

The Court of Auditors supervises the EU budget. These traineeships would appeal to those with a legal or accounting background or interest. A limited number of traineeships are offered in Luxembourg.

When: Varies from year to year but training periods are granted for a maximum of five months.

Who: Graduates or those who have studied at least four semesters at university level in a field of interest to the Court. Applicants should be nationals of one of the member states of the European Union.

Language: Must have a thorough knowledge of an official language of the EU and a satisfactory knowledge of another.

Funding: €1120 per month, though non-paid traineeships are also available.

Contact:

European Court of Auditors
12, rue Alcide De Gasperi
1615 Luxembourg
Luxembourg

Web: eca.europa.eu/portal/page/portal/aboutus/workingatthecourtofauditors/Traineeship

Email: stage@eca.europa.eu

Traineeships with the European Ombudsman, Strasbourg:

The Ombudsman is responsible for investigating complaints about maladministration by the institutions and bodies of the European Union. This traineeship is specifically designed for law graduates who have a keen interest in Community law.

When: The Ombudsman offers traineeships, twice a year either in Strasbourg or in Brussels according to the needs of the office. They start on 1st September and 1st January each year and last four months with a possibility of extension for up to 12 months.

Who: Primarily law graduates, who are nationals of an EU member state.

Language: Trainees in the Ombudsman's office must have a very good command of the English language. However, given that the office is relatively small and works in all the Treaty languages of the EU, knowledge of additional languages is an asset.

Funding: A household allowance is available and funding equating to 25% of the basic pay of an employee.

Contact:

Médiateur européen
1 avenue du Président Robert Schuman
CS 30403
F-67001 Strasbourg Cedex
France

Web: ombudsman.europa.eu/en/atyourservice/recruitment.faces

Email: eotraineeship@ombudsman.europa.eu

Traineeships with the Council of Europe, Strasbourg:

The Council of Europe (CoE) is the forefather of the EU. Located in Strasbourg, the CoE aims to promote human rights across Europe and generally bring the nations of Europe closer. Internships here would be excellent for those interested in human rights, development, education and local government.

When: Traineeship periods last anywhere from eight weeks to five months, with two intakes per year (March and September).

Who: Applicants should have completed their higher education or have successfully completed at least three years of university study.

How many: 160

Language: Good knowledge of French is appreciated.

Funding: Traineeship is not funded.

Contact:

Traineeship Office
Directorate of Human Resources
Council of Europe
67075 Strasbourg Cedex
France

Web: www.coe.int/t/jobs/traineeship_en.asp

Email: traineeship.drh@coe.int

Traineeships with the European Central Bank, Frankfurt:

The European Central Bank (ECB) is the central financial institution of the EU located in Frankfurt, overseeing the operation of the euro, the currency of a number of the EU member states. It monitors and controls fiscal and monetary issues arising in the Eurozone, and liaises with central banks in EU countries outwith the Eurozone. In particular it controls the interest rates for the euro. These internships would appeal to academics or lawyers with a strong interest in financial issues and banking.

There are three main traineeships:

1. Graduate traineeship (GT)
2. ECB Student Research Traineeship Programme (SRTP)
3. ECB Statistics Traineeship Programme (STP)

There is also a Graduate Programme available.

When: Traineeships are for a period of between 3 to 6 months, which may be prolonged once up to a total of 12 months.

Who: Graduate traineeship (GT) is for recent graduates with at least a bachelor's degree. Opportunities are also available for PhD students. The SRTP is designed for graduates going on to study a relevant Master's degree in areas such as economics, finance, statistics, business administration, law, human resources and translation. The STP is aimed at recent graduates or students who are close to finishing their graduate studies in economics, statistics, finance, business administration or related disciplines.

Language: Must be fluent in English and in another language of the EU.

Funding: A grant of €1050 or €1900 will be given and travel expenses reimbursed, depending on the tasks you will be expected to perform and on your relevant qualifications.

Web: ecb.int/ecb/jobs/apply/html/index.en.html

Email: recruitment@ecb.europa.eu

Science and Technology in Europe

Traineeships with the European Space Agency, Europe-wide:

The European Space Agency (ESA) offers a variety of training opportunities for young engineers or science students. This high profile agency is at the cutting edge of aeronautical and space technology. The ESA offers internships and post-doctoral fellowship programmes; both of which would interest anyone with an engineering or science background.

When: Vacancy posts for Young Graduate Trainees (YGT) go online once a year in mid-November, and stay open for one month. At this time, ESA publishes about 80 YGT job offers, aimed at engineers, physicists, biologists or medical graduates, but also business graduates and lawyers.

Who: Applicants are usually at Master's degree level from a university or an equivalent institute.

Funding: YGT bursary is about €2200 per month depending on the location of the ESA establishment, plus travel expenses and other allowances.

Web: esa.int/About_Us/Careers_at_ESA/Young_Graduate_Trainees

Traineeships with NATO in Europe, Turkey and North America:

NATO offers a wide variety of internships covering numerous areas in different NATO divisions. Interns could be dealing with anything from the military, policy, security and terrorism and law. Internships are also available at NATO's defence college and its other agencies and bodies such as the NATO Support Agency (NSPA) and the Supreme Headquarters Allied Powers Europe (SHAPE).

When: There is one call for applications per year in spring with two starting dates, in March and in September the following year. Internships last 6 months.

There are many different internships available depending on your academic/experience level.

Who: University students and graduates

Funding: Interns receive €800 per month and travel expenses.

Web: www.nato.int/cps/en/natolive/71157.htm

Think Tanks:

Think tanks help to formulate and comment on policy at the European level. These centres would be of interest to people who wish to develop academically or want to enter into a consulting role in the future. This list is not exhaustive; there are many internships available on an ad hoc basis.

You should contact think tanks directly for more information.

Traineeships with the Centre for European Policy Studies, Brussels:

This think tank focuses on a variety of European policy areas. The positions available vary, but generally this would appeal to anyone who finds researching EU policy interesting. It would be great experience for anyone looking to continue in academia or in the policy field.

When: It is variable.

Who: A relevant undergraduate or postgraduate degree.

Languages: French is often required.

Contact:

Centre for European Policy Studies
1 Place du Congres
1000 Brussels

Web: www.ceps.be

Email: info@ceps.be

Traineeships with the European Foundation Centre, Brussels:

The European Foundation Centre (EFC) aims to promote the work of foundations and corporate donors and helps nurture efforts aimed at supporting independent, accountable and sustainable donors throughout Europe. Working here would interest anyone who is looking to pursue a career in public affairs or public relations.

When: Check their website regularly for details of internships

Who: Recent graduates or students wishing to take a one year break from their studies in their penultimate year.

How many: One vacancy for each position advertised.

Funding: €720 per month, €300 travel allowance to return home, and funding for a language course with a limited cost decided by the EFC (max.125€/y)

Contact:

Human Resources
European Foundation Centre
avenue de la Toison d'Or, 78
1060 Brussels

Web: www.efc.be/Pages/default.aspx

Email: jobs@efc.be

Funding and Exchange Programmes

The new Erasmus for All:

Erasmus for All is the new programme proposed by the European Commission for education, training, youth and sport. It will replace the current schemes under the Lifelong Learning Programme, which funds education and training abroad. Currently, the proposal is under discussion by the Council and Parliament.

Up to 5 million people, almost twice as many as now, could get the chance to study or train abroad with a grant from Erasmus for All. Among them would be nearly 3 million higher education and vocational students. Full-time Master's students would also benefit from a new loan guarantee scheme set up with the European Investment Bank.

To keep up-to-date with the proposals for the new programme, please check the website regularly.

Web: ec.europa.eu/education/erasmus-for-all/

European Youth Foundation:

This body issues grants for international youth activities. It's sponsored by the Council of Europe and it seeks to encourage co-operation among young people in Europe by providing financial support to such European youth activities which serve the promotion of peace, understanding and co-operation in a spirit of respect for the Council of Europe's fundamental values such as human rights, democracy, tolerance and solidarity.

Web:

[www.eyf.coe.int/fej/portal/media-type/html/language/en/role/ong/page/FEJ_presentation#WHO CAN APPLY FOR AN EYF GRANT](http://www.eyf.coe.int/fej/portal/media-type/html/language/en/role/ong/page/FEJ_presentation#WHO_CAN_APPLY_FOR_AN_EYF_GRANT)

United Nations Educational, Scientific and Cultural Organisation:

The United Nations Educational, Scientific and Cultural Organisation (UNESCO) is an umbrella organisation that promotes initiatives across its broad mandate. Part of its mandate is the promotion and sponsoring of educational exchanges and foreign study programmes. Its website has useful advice and links for anyone interested in studying in abroad.

Web: www.unesco.org/education/studyingabroad/index.shtml

Portal on Learning Opportunities throughout the European Space:

The Portal on Learning Opportunities throughout the European Space (PLOTEUS) has information about education and training available throughout Europe. PLOTEUS aims to help students, job seekers, workers, parents, guidance counsellors and teachers to find out information about studying in Europe. It is another good starting point to look at if you want to do an exchange. It focuses specifically on European opportunities.

Web: ec.europa.eu/ploteus/home_en.htm

Jobs and ad hoc links

These websites are useful places to look for jobs and internships. Many of the internships are offered on an ad hoc basis so it can be worthwhile checking quite regularly. These sites also provide links directly to the companies and organisations, making it easier to research their activities and tailor your CV and cover letter to their specific needs.

1. EuroBrussels www.eurobrussels.com/

This is one of the more widely used EU job information websites. Signing up to their weekly bulletin will let you be the first to know of any internships or job postings. It can also be worthwhile to send a CV to companies that you are interested in. Sometimes they will create an internship position if you express enough interest and meet their criteria.

2. EurActiv <http://jobs.euractiv.com/>

This website is similar to Eurobrussels but it covers all of Europe. It is another good starting point to see what jobs are available at the European level.

3. Xpats www.xpats.com/jobs

This is another well-known Brussels website. Designed for expats, it has listings of short and long term job openings. Keep checking regularly as many of them go fast. It is also a great resource to find housing and advice about living in Brussels.

4. Details of competitions for employment in the European Union

Web: europa.eu/epso/apply/jobs/index_en.htm

Here you will find all of the open competitions for permanent jobs at the European Union. These jobs are not frequently available at internship level, but if you have a strong CV or previous relevant experience it is worth applying. The jobs listed can be from any of the many departments and divisions across all the major institutions.

Concluding Comments

I hope you have found this paper a useful guide to the numerous opportunities available to you in Brussels and beyond. It's only a starting point and any errors are my responsibility.

You will undoubtedly be competing against many other people for these opportunities, but by knowing your facts and being prepared you can stand out from the rest. Be enthusiastic, persistent, eager, polite and professional. Prepare a good CV with all the necessary information and contact details. Things in Brussels can sometimes move slowly, so be patient too. If you can offer to come to Brussels for a few days in order to introduce yourself to potential employers, either informally over a coffee or in an interview, so much the better. The key is to make a positive impression and be full of enthusiasm.

The opportunities exist; it is down to you to take them. Research your role and go for it! If I, or any of my SNP colleagues can help then please do get in touch.

Good luck!

A handwritten signature in black ink, appearing to read 'Alyn Smith', with a stylized flourish at the end.

Alyn Smith
SNP Member of the European Parliament for Scotland

Alyn Smith

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