

OPPORTUNITIES FOR BRIGHT SCOTS IN EUROPE

2ND EDITION



ALYN SMITH MEP

PREFACE

ALYN SMITH MEP

Scottish National Party, on your side in Europe

Fancy a spell in Brussels? Cliché I know, but it really is the heart of Europe, centre of a layer of government for 27 different member countries and hundreds of other governmental and business institutions. Aside from glittering career enhancing opportunities, Brussels also offers chocolate, mussels with chips, the best beers in Europe and thousands and thousands of other young people doing internships.



I want to see more Scots among them, so we have produced this booklet to help you get started. I want to open as many doors for as many Scots as I can.

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

Treat this as a guide, as a starting place, but bear in mind there are other opportunities out there too, it is up to you to get into them and if we can help you we will. The first edition of this booklet has received a great response, I hope this updated second edition will prove as popular in motivating more Scots to get out here.

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

I would like to thank a number of people, chiefly Alison Farquhar and Luke Skipper who pulled the information together as part of their time in my office on the Dr Allan Macartney SNP European Investing Programme back in 2005; my assistants Grant Baskerville and Dr Aileen McLeod for making it all happen, and to colleagues in the SNP who have been so supportive of it.

Yours aye,

A handwritten signature in black ink, appearing to read 'Alyn Smith', with a long horizontal flourish extending to the right.

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Brussels, December 2008

PREFACE

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Scottish Government Europe, External Relations and Culture Minister

There are a host of opportunities across the EU for Scottish young people to take part in. As Minister in the Scottish Government, I want to encourage young Scots to take up these opportunities and help Scotland to play an active and full role in Europe.

The European Union and many other European think tanks and organisations have recognised the value of creating opportunities for young people to get involved and see first hand how Europe works. It is a shame, therefore, that so many young Scots are still unaware of these opportunities. Alyn's booklet sets out the possibilities for you to get actively involved in Europe by working in Brussels or further a field. It sets out the details you need to access these opportunities and take full advantage of the possibilities open to you. I commend him for producing it.

Yours,



Linda Fabiani MSP



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INTRODUCTION

The purpose of this booklet is to introduce you to the many opportunities available in Brussels. Besides being a wonderfully vibrant and cultural city, Brussels is also the 'Capital of Europe'. All the main institutions of the European Union are located in Brussels, along with all the delegations from the 27 members. This has created an ideal environment for politicians, scientists, academics, lobbyists and business leaders to exchange and formulate their ideas. It is exciting and high paced where no two days are alike. It is 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. This is why Brussels offers the special chance to get the experience you need to start your career. Whether you are looking for a short term or long term experience, Brussels has the position that will suit you.

The first step to get here is to gain an understanding about how the EU works. Here is a two paragraph guide through the maze:

The European Union (EU) is a pooling of certain functions of twenty seven different countries across Europe. The EU has (contrary to tabloid belief!) limited powers, and only those powers which the governments of the member states have chosen at some point in the past, to pool. The EU operates from four main institutions:

1. The Council, the representatives of the member state governments sitting around a table of twenty seven seats supported by a secretariat based permanently in Brussels. The Council meets in secret, the only body outside of Pyongyang or Havana to do so. Most EU straight banana type stories come from here because of this secrecy, which the SNP wants to see swept away.
2. The Parliament, made up of 785 directly elected members, sitting in Committees or in the plenary sessions, which are always in public. The main Parliament building is in Brussels but the Parliament has to trek once a month to Strasbourg to meet in full plenary session, largely for historical reasons to keep the French happy. The Parliament also has an administrative centre in Luxembourg, for pretty well the same reasons. The SNP wants to see Brussels established as the only site of the Parliament, saving EU taxpayers well over 200 million euro a year. Scotland currently has seven MEPs; two SNP, two Labour, two Conservative and one Liberal Democrat. Depending upon the ratification of the Lisbon Treaty, this may reduce to 6 MEPs at June 2009, however, at time of writing this is uncertain.
3. The Commission, which is made up of permanent civil servants based in Brussels overseen by twenty seven Commissioners, one appointed by each member state but confirmed by the Parliament. It is based in Brussels and should be viewed as the EU's civil service.
4. The Court of Justice, which is based in Luxembourg is the judicial branch of the EU and interprets EU law.

How does it all work?

The procedure for getting things done differs according to the subject at hand, but is really no more complicated than the Scottish Parliament or any other legislative procedure. The real power is the Council, the representatives of the member state governments. They make decisions in partnership with the Parliament, which has the opportunity to amend certain proposals, or on occasion reject them altogether. On other issues the Parliament has no power beyond consultation. Once a measure is agreed by the Parliament (made up of MEPs elected by the people of Europe) and the Council (made up of member state governments, also elected by the people of Europe), EU laws are 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.

The Commission has a considerable influence over this process, but little actual power to initiate new legislation. If you look at it as the first two institutions 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. At the time of writing this booklet, the United Kingdom is up before the Court on a number of different cases.

General Advice

If you want to be successful in your application there are some key things you must remember. This booklet only serves as a guide as all these programmes and their requirements are subject to change. Make sure you 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.

Also, you should not just take an internship for simple CV padding. What you put into an internship you will get out; it is up to you to maximize your experience. One of the best ways to do this is to network. Although you will come to 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 strive to be outgoing and contact people. You will often be surprised at how willing they will be to help. Remember that they were all once in the same position as you.

OPPORTUNITIES WITHIN THE EU INSTITUTIONS

There are thousands of internships available across all the EU institutions. The bulk of these are at the European Commission, but there are many less well known ones that offer equally valuable experience. 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 seek staff with an in-depth understanding of how the EU functions. Also worth remembering is that candidates who have received a formal traineeship in one institution may not apply for an internship in another, so choose wisely!

1. European Commission

The European Commission is the main policy-making body for the EU. It initiates the details of how to implement policy and enforces European legislation. This makes it the largest of all the institutions, and therefore it offers the most internships or 'stages' as they are called. The Commission is ideal for people who have developed a particular interest or expertise in one area, such as the 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.

Duration: The internship or 'stage' consists of 5 months working in one of the Commission's subject specific Directorates-General (DG's). There are two intakes each year, in March and in October. The summer stage is pleasant in terms of warm weather, but it can be very quiet as the city tends to empty over the parliament recess period in July and August. The winter stage in Brussels is colder and wetter, but busier and livelier with the added bonus of the Christmas party season to enjoy as well!

When:

Beginning of Traineeship	Deadline for Applications
March	31 August / 1 September
October	1 March

Who: Selection for the Commission is rigorous. You must have a degree, preferably Upper Second Class and above. You must also be under 31 years old.

How Many: Approximately 5000-7000 people apply for each intake and of that about 625 are accepted so it is important that you make your application look good. If you make it to the pre-selection stage you will be placed on a list called the 'blue book'. Once on this list you are encouraged to network and lobby commission officials as they are more likely to hire someone they have spoken with or met. A letter of recommendation from someone within the EU institutions will help. Get in touch with your MEPs.

Funding: Funding is variable. All interns are given a training grant, and paid interns can claim their travel expenses. Details on this can be found on the website.

Language: English and working knowledge of at least one other EU language is required. This need not put you off, a basic knowledge of another community language will sometimes be sufficient if your other skills match.

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

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

2. European Parliament

The European Parliament (EP) is the EU's only 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 and over time the EP has become an increasingly influential and important institution. A spell of work experience in the EP is ideal for those are interested in seeing parliamentarians in action and how the democracy works at the pan-European level.

2i. EP Secretariat Internships

The Secretariat of the Parliament is a large organisation, supporting the work of the MEPs and political groups. It offers a number of opportunities.

Duration: Variable depending on programme. Study visits are one month, unpaid traineeships and scholarships are from four to six months.

Who: The unpaid traineeships and study visits are open to all. Priority will be given to young people who are required to complete a traineeship as part of their course of study. There are different types of schemes available. The Robert Schuman scholarships are awarded to university graduates and fall into the three categories of language, journalism and general administration. The Ramon y Cajal scholarships are awarded to university graduates in science. Please note that when requesting an application be sure to specify which one!

When: Study visits can be anytime.

Robert Schuman Scholarships:

Beginning of Traineeship	Deadline for applications
1 March	15 October
1 October	15 May

Unpaid Traineeships have three intakes:

Beginning of Traineeship	Deadline for applications
1 January	1 October
1 May	1 February
1 September	1 June

Funding: Traineeships and study visits are unpaid, scholarships vary.

Web: <http://www.europarl.europa.eu/parliament/public/staticDisplay.do?id=147>

The EP also has an office in Scotland, which can provide further guidance and advice. It can be contacted at:

European Parliament Office in Scotland
The Tun, 4 Jackson's Entry Holyrood Road
Edinburgh, EH8 8PJ

Web: <http://www.europarl.org.uk/office/ScotlandOfficeMain.htm>

2ii. Internships with a Member of the European Parliament

Alternatively you can apply directly to MEPs for the role of Parliamentary 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 MEPs belong to. This way you can find what you are interested in while demonstrating that you have put the required 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 seven Scottish MEPs to choose from but feel free to apply to any of the other MEPs or political groups.

At the time of writing Scotland has seven MEPs, two SNP (one the author of this booklet), two Labour, two Conservative and one Liberal Democratic Member. They all represent all of Scotland equally. As stated previously, following the June 2009 European elections Scotland's number of MEPs may be reduced to 6.

More information about all the MEPs in the EP can be found at:

Web: www.europarl.europa.eu/member.do?language=EN

3. Council of Ministers

The Council of Ministers secretariat also provides a number of internships. These internships would appeal to those interested in experiencing the ministerial level of government. Anyone looking for a career in international affairs or government would find the experience very useful.

Duration: Traineeships are run by the Council's General Secretariat and last between three and four months.

When:

Beginning of Traineeship	Deadline for Applications
1 February	1 June
1 September	31 August

Who: The traineeship is open to graduates or third year undergraduates. The age limit is thirty.

How Many: There are approximately 85 placements a year and 1500 applicants.

Language: Fluency in English is required and a good level in another EU language would be an asset.

Funding: All 85 placements are paid.

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/cms3_fo/showPage.asp?id=1285&lang=EN&mode=g

E-mail: stages@consilium.eu.int

4. The Economic and Social Committee

The Economic and Social Committee 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 views on EU issues. These opinions are then forwarded to the larger institutions. Working for this organisation would appeal to those interested in public affairs, lobbying and Non Governmental Organisation (NGO) work as a future career.

Duration: Variable from one month training periods to five month traineeships. Applicants must be under thirty years old and have completed at least three years of university.

When:

Beginning of traineeship	Deadline for Application
16 February	30 September
16 September	31 March

How Many: Approximately 800 up to 1000 applications are received for approximately 15 places.

Funding: Maintenance grants and bursaries are available if certain criteria are met.

Languages: Fluency in one EU language and a strong base in another are required.

Contact:

**European Economic and Social Committee
In-service Training
99 Rue Belliard B-1040 Brussels, Belgium**

Web: http://eesc.europa.eu/organisation/tgj/trainees/index_en.asp

5. 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 effect the regions they represent. These traineeships would be of interest to anyone keen on local government and the impact legislation actually has.

Duration: The traineeships are five months long. Applicants must be university graduates, and should be under the age of thirty.

When:

Beginning of traineeship	Deadline for Application
16 February	30 September
16 September	31 March

Funding: Traineeships are paid, though check the website for up to date numbers.

How Many: There are 1000 applicants each year with only 15 traineeships up for grabs spread throughout the year.

Language: Fluency in one EU language required and working level in another is beneficial.

Contact:

Committee of the Regions

Traineeship Office

Rue Belliard 101

B -1040 Brussels

Web: <http://www.cor.europa.eu>

E-mail: trainee@cor.europa.eu

6. Scotland Europa

Scotland Europa provides intelligence, policy analysis and strategic funding information about the EU 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.

Duration: The internships are 5 to 6 months long.

Who: This position is geared towards recent graduates.

When: Check the website for postings. There are usually two intakes, with one starting in February and another in September.

How Many: They accept two annually.

Contact:

Scotland Europa

Scotland House

Rond-Point Schuman 6

B -1040 Brussels, Belgium

Web: <http://scotlandeuropa.com>

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 them directly for more information.

1. Centre for European Policy Studies

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.

Duration: It is variable.

Who: Most of the positions are looking for people with at least a relevant undergraduate degree. Many are suited for postgraduates.

Languages: English and French are often required, check website for details.

Funding: It is variable based on duration.

Contact:

Centre for European Policy Studies

1 Place du Congrès

1000 Brussels

Web: <http://www.ceps.be>

Email: info@ceps.be

2. European Policy Centre

The European Policy Centre (EPC) is a leading think tank in Brussels specialising in global affairs analysis promoting discussion and reflection on the issues dominating the political agenda. These internships would be ideal for people looking to start a career in public affairs, public relations and consulting. The positions would help foster a deeper knowledge of EU institutions and would sharpen research skills while developing expertise.

Duration: The internships are six months long.

Who: Internships are available to holders of a university degree with a post-graduate specialisation in European political affairs.

When: It is not specified, however the EPC hires 2 to 3 interns at any one time. Please check the website for vacancies.

Funding: Funding is provided, check the website for details.

Languages: Must be fully fluent in English and have a good knowledge of French.

Contact:

European Policy Centre

Human Resources Executive

Residence Palace 155,

Rue de la Loi B-1040 Brussels

Web: www.epc.eu

E-mail: m.bedrossian@epc.eu

3. European Foundation Centre

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

Duration: The traineeships are for 12 months.

Who: The traineeships are designed for university students who want to take a one year break from their studies prior to their final year.

When: Applications should be received by April for a summer start.

How Many: It is variable, check website for details.

Funding: The traineeships are paid.

Contact:

Mrs. Azi Bairami
Internship Coordinator
European Foundation Centre
51 rue de la Concorde
Brussels, Belgium

Web: <http://www.efc.be/jobs.asp>

Email: internship@efc.be

SCIENCE, TECHNOLOGY AND RESEARCH

Brussels is at the cutting edge of many EU funded research initiatives. Getting practical experience in this sector would give a distinct advantage to those seeking to pursue a career in Research and Development in both the public and private sector.

1. Joint Research Centre

The Joint Research Centre 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.

Duration: The schemes range from two months to several years depending on the experience of the applicant.

Who: The applicant must have at least some university experience in research. Given that these opportunities are more ad hoc, we would advise consulting the website for up to date opportunities.

Contact:

European Commission
DG Joint Research Centre
Internal & External Communication Unit
SDME 10/78, B-1049 Brussels

Web: <http://ec.europa.eu/dgs/jrc/index.cfm>

Email: jrc-info@ec.europa.eu.cfm

2. European Space Agency

The 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.

Duration: The ESA internship programme varies from three to six months. Duration for the post doctoral fellowship varies.

When: There is no schedule deadline for PhD fellowships.

For the ESA internships:

Application period: 1 November – 15 November

Who: The ESA internship is available to undergraduates, and also students attending technical institutions that give diplomas.

Funding: The Post doctoral fellowship is paid. The ESA internships are unpaid.

Languages: The working language is English.

Contact:

ESA internships:

ESA Headquarters

Attn: Nathalie Coste

8-10 rue Mario Nikis

75738 Paris Cedex 15

France

Postgraduate PhD internships:

ESTEC

Attn: Margaret Hendriks

e-mail: Students4estec@esa.int

web: http://www.esa.int/esaMI/Careers_at_ESA/SEMSB5X04HD_0.html

OPPORTUNITIES AT EU INSTITUTIONS OUTSIDE OF BRUSSELS

Whilst Brussels is the focus of this booklet, there are plenty of opportunities elsewhere in Europe.

1. 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.

Duration: The traineeships last five months.

When:

Beginning of Traineeship

Deadline for Applications

1 March

1 October

1 October

1 May

Who: Applicants must hold a degree in law, political science or a diploma in conference interpreting.

How many: Not specified but it is limited. Please check the website.

Funding: All traineeships are paid.

Languages: Must be fluent in English and a good level of French would be a benefit.

Contact:

Court of Justice of the European Communities

Personnel Division -Stages,

L-2925 Luxembourg

Web: <http://curia.europa.eu/en/transitpage.htm>

2. 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.

Duration: The traineeships are three to five months long.

When: Applications are accepted throughout the year. There is no set timetable for starting an internship.

Funding: They can be paid or unpaid.

Contact:

Recruitment Service

European Court of Auditors

12, rue Alcide De Gasperi, L-1615 Luxembourg

Web: <http://eca.europa.eu>

E-mail: euraud@eca.eu.int

3. European Ombudsman, Strasbourg

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

Duration: Traineeships at the Ombudsman range from a minimum of four months to a maximum of 12 months.

When:

Beginning of Traineeship

Deadline for Applications

1 September

30 April

1 January

31 August

Who: Applicants must have a university degree in law and also be at an advanced stage of professional training or research in Community Law.

How Many: The number of positions is limited, based on availability.

Funding: There is a small allowance, along with traveling expenses.

Languages: You must have a thorough knowledge of both English and French.

Contact:

The European Ombudsman

1 avenue du President Robert Schuman,

BP 403

F-67001 Strasbourg Cedex, France

Web: www.euro-ombudsman.eu.int/home/en/default.htm

E-mail: euro-ombudsman@europarl.eu.int

4. 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.

Duration: The internships are three months long.

Who: Applicants should have completed their higher education or have successfully completed at least three years of university study. Also applications from people involved with national administrations or private firms who wish to find out about, learn more about or specialise in a particular field of the Council of Europe's activities.

When:

Beginning of Traineeship

Deadline for Applications

January

15 September

April

15 September

September

15 September

Languages: Must have a very good knowledge of French or English and another language is desirable.

Contact:

**Council of Europe, Avenue de l'Europe
67075 Strasbourg Cedex, France**

Web: www.coe.int/t/e/Human_Resources/Jobs/08_Current_vacancies/

5. 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 members. It monitors and controls fiscal and monetary issues arising in the eurozone, and liaises with central banks in EU countries out with 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.

Who: Applicants should be enrolled in post-graduate or graduate studies.

Duration: The internships are three to twelve months long.

When: Recruitment is ongoing, check the website for vacancies.

How Many: It varies according to need.

Funding: Some expenses are paid. Check the website for more details.

Languages: You must have an excellent knowledge of English and satisfactory knowledge of another EU language.

Contact:

**European Central Bank Postfach 16 03 19
D-60066 Frankfurt am Main
Germany**

web: <http://www.ecb.int/home/html/index.en.html>

e-mail: recruitment@ecb.europa.eu

FUNDING PROGRAMMES AND EXCHANGES

A large part of the EU budget goes towards funding students' research projects, interests and exchanges. There are many funds, scholarships and exchange programmes that you can take advantage of if you look carefully. As these vary greatly make sure you research their exact requirements before submitting your application.

1. European Youth Foundation

This body issues grants for international youth activities. It is sponsored by the Council of Europe and it seeks to promote youth NGOs and networks undertaken by national or international youth organisations.

web: www.eycb.coe.int/fej/

2. Francois Steadelin Bursary Programme

This programme enables young people from organisations representing socio-occupational interests or trade unions to carry out studies or research in that field. You are eligible if you belong to a trade union movement or have socio-economic links. Please see website for further details.

Web: http://eesc.europa.eu/organisation/tgj/grants/index_en.asp

3. ERASMUS

Erasmus is a European Commission exchange programme that enables students in 31 European countries to study for part of their degree in another country. This is a very well known and respected programme. It is a great way to get international experience and make a network of new friends and contacts from all across Europe.

Contact:

**Erasmus
British Council
28 Park Place,
Cardiff, CF10 3QE**

Web: www.britishcouncil.org/erasmus

E-mail: erasmus@britishcouncil.org

4. United Nations Educational Scientific and Cultural Organisation

The United Nations Educational, Scientific and Cultural Organisation (UNESCO) are 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. This website has useful advice and links for anyone interested in studying in abroad.

Web: <http://www.unesco.org/education/studyingabroad/index.shtml>

5. Portal on Learning Opportunities Throughout the European Space

The Portal on Learning Opportunities throughout the European Space (PLOTTEUS) has information about education and training available throughout Europe. It is another good starting point to look at if you want to do an exchange. It focuses specifically on European opportunities.

Web: <http://ec.europa.eu/ploteus/>

JOBS AND AD HOC LINKS

These websites are useful places to look for jobs and internships. Many of the internships are on a random basis so it pays off to send in a speculative CV and cover letter. These sites also provide links directly to the companies and organisations where you can research their activities and tailor your approach to their specific needs.

1. EuroBrussels

<http://eurobrussels.com/>

This is one of the more widely used EU information websites. Signing up to their weekly newsletter will let you be the first to know of any internship 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. Euroactiv

<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

http://www.xpats.com/jobads/jobads_display.php?Action=view

This is another well known Brussels website. Designed for expats, it has extensive listings of available short and long term jobs. 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

http://europa.eu.int/epso/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 that you have found this paper a useful guide to the numerous opportunities available to you in Brussels and beyond. It should only be viewed as a starting point, and any errors if found, are my own 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 are able to offer to come to Brussels for a few days 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 get in touch.

Good luck!

A handwritten signature in black ink, appearing to read 'Alyn Smith', with a long horizontal flourish extending to the right.

Alyn Smith
SNP Member of the European for Scotland

ALYN SMITH MEP

SCOTTISH NATIONAL PARTY MEMBER OF THE EUROPEAN PARLIAMENT FOR SCOTLAND

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