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I. PRESIDENT'S PRIVATE OFFICE:

The president's private office is the political interface between the president and the political levels of the European institutions.

Working together with the president, it establishes the broad direction of policy to be pursued by the administration. The private office also gives political guidance to the president, and office staff act as her/his official advisory group.

The Committee president appoints the head of her/his private office, who selects the rest of the team. Each member of the team works on a certain number of EU policies within his/her particular sphere of responsibility.

II. POLITICAL GROUPS

1. EPP

The Committee of the Regions is the EU's assembly of regional and local representatives and as the largest Group with approximately 250 members and alternates, the EPP is the driving force for this body. Via the EPP Group, our members can effectively represent their territorial areas, regions, cities and municipalities by getting their citizens' voices heard in the European political concert.

Our mission is to encourage subsidiarity and proportionality by ensuring that the regional and local authorities have an effective say in the European decision-making process.

The EPP Group is led by a President, who together with the 1st Vice-President and another eight Vice-Presidents oversees the activities of the Group and represents it inside and outside the CoR.

The EPP/CoR Group is assisted by a secretariat that serves as a point of reference to members in their daily work. Under the authority of the Secretary General of the Group, the secretariat provides support for members' work in the 6 CoR Commissions, working groups, joint consultative committees, CoR Bureau, and Plenary, and jointly organises the ordinary and extraordinary group meetings and seminars. Apart from its activities in Brussels the EPP group also organises external EPP group meetings and EPP seminars twice a year in regions and cities in different EU Member States. In addition, the EPP Press and Communications division executes activities linked to the political and information activities for members and assures communication of the group's activities.

The key objectives and areas of activity around which work is organised include:

- Strengthening the role of the CoR as a political body in the EU
- Reinforcing the role of the EPP - political motor of the CoR
- Promoting and improving visibility of CoR's and Members' work
- Strengthening co-operation with other institutions and EPP Party
- Contributing to the running performance of the Administration

2. PES

The CoR is a political assembly and CoR members form political groups depending on their political affinities. Political groups play a crucial role in defining the CoR's political priorities and organising the debates and votes in commissions and in plenary sessions.

The PES Group secretariat plays a catalyst effect on the functioning and cohesion of the Group. It ensures communication and organises contacts between CoR members. It provides the political

support to the Presidency and the executive of the PES Group, as well as to the PES coordinators in ensuring the cohesion and coordination amongst PES members and in conducting negotiations with the other political groups. The secretariat guarantees the exchange of information and the cooperation with the S&D Group in the European Parliament, the secretariat of the Party of European Socialists and the Foundation for European progressive studies.

3. ALDE

ALDE GROUP - Alliance of Liberals and Democrats for Europe

This political group brings together the members of the CoR who have been elected for political parties that belong to the European liberal and democrat families. Its purpose is to influence the work of the CoR from this ideological perspective.

4. THE EUROPEAN ALLIANCE GROUP

Wishes to ensure that local and regional authority' members can work together in having a coherent input into European Union Policies. Group members are aware of the need to reform the European Union in order to adapt to the current political, economical and environmental challenges. The group agrees to the following principles:

- A European Union which takes account of the views of Nations, Regions and Local Authorities
- A European Union that is environmentally, socially and technologically sustainable
- A European Union reflective of citizens needs
- A European Union focused on growth, social inclusion and cohesion
- A European Union based on the principles of solidarity

III. SECRETARIAT GENERAL

1. PRIVATE OFFICE OF THE SECRETARY GENERAL

"The Cabinet of the Secretary-general is composed of the Head of Cabinet, two administrators and two assistants. The Cabinet's mission is to provide advice to the Secretary-general on a wide range of political and administrative matters and to support him in directing and coordinating the work of the different directorates. The trainee assigned to the Cabinet is required to contribute to these tasks, in particular by providing briefings and speeches for the SG and the Head of Cabinet. As far as possible, the trainee is allowed to focus on areas of particular interest. "

2. INTERNAL AUDIT SERVICE

Internal auditing is an independent, objective assurance and consulting activity designed to add value, improve the organization's operations, by bringing a systematic and disciplined approach to evaluating, and improving the effectiveness of risk management, control, and governance processes.

At the Committee of the Regions, IAS directly reports to the Secretary General. The IAS activity mainly consists of providing assurance and advising the Secretary General on the quality of the management and control systems for promoting and improving sound financial management. To this end, IAS obtains relevant information from various sources (internal documents such as reports, written procedures, internal decisions, as well as administrative documents, interviews with management and staff), analyses them based on a structured approach and finally comes up with opinions and recommendations on how to improve the systems and procedures in place at the CoR.

IAS is a small unit of 4 staff members, including the Head of Unit. The IAS works as one team, sharing all available information and collaborating in a friendly informal atmosphere.

IV. DIRECTORATES

1. DIRECTORATE A

a) Unit A1 – Budget & Finance

Unit A1 is in charge of the co-ordination of the CoR's internal budget process and contacts with the Parliament and the Council in budget matters. It is also in charge of the preparation and payment of salaries, execution of CoR payments, accounting and financial reporting to the Commission and to the Court of Auditors. It manages the contacts with the Parliament and the Court of Auditors in discharge matters. It is responsible for the co-ordination and the preparation of documents for the work of the Commission for Administrative and Financial Affairs (CFAA).

b) Unit A2 – Recruitment & Career

The Recruitment and career unit is responsible for selecting and recruiting all categories of staff for the Committee of the Regions and for ensuring their career development in accordance with the provisions of the Staff Regulations and its own internal policy

c) Unit A3 – Working conditions

Unit A3 is in charge of developing and implementing HR policy on issues regarding:

- ✓ work-life balance through working conditions, (flexible working hours, teleworking, part time work, absence, illness, etc.) and social policy (European schools, childcare facilities, social events, etc.)
- ✓ individual rights (family allowances, allowances related to working abroad, etc.)
- ✓ pensions and departures (retirement, transfer of pension rights, severance grants, unemployment benefits, etc.)
- ✓ statutory obligations (external activities, ethics, disciplinary proceedings, fight against harassment, etc.)
- ✓ privileges and immunities (special identity cards, VAT exoneration, etc.)
- ✓ vocational training (personal and professional development)
- ✓ career guidance (internal professional mobility)
- ✓ equal opportunities (gender, disability, diversity)
- ✓ social dialogue with staff representatives and staff unions

d) Unit A4 – General Administration

The General Administration Unit is responsible for a number of specialised horizontal tasks concerning all the services of the Committee of the Regions.

Its main fields of activity are:

- institutional planning and reporting in the CoR
- implementation of internal control standards in the organisation
- ex-ante financial verification
- missions service
- management of the traineeships office
- management the CoR's Infrastructure Liaison Office
- maintenance and management of Business Continuity (BC) environment

2. DIRECTORATE B

a) Unit B1 - Legal Service

The Legal Service of the Committee of the Regions offers the opportunity of dealing with various Community law issues (Staff Regulations and civil service matters, rules of procedure of the institution, public procurement, financial regulation, other matters concerning national law, etc.), in a motivating administrative environment.

It is in charge to provide legal advices to members and the services of the General Secretariat on any legal matter.

The Legal Service represents the Committee of the Regions in all litigations, in particular before the European Court of Justice.

The scope of consultation of the Legal Service encompass the drafting of legislation, the analysis of the Community case law of interest to the Institution, as well as the interpretation of any legal provisions into force (procurement rules, staff regulation, rules of procedure, etc.).

The Legal Service draft replies to complaints.

The Legal Service consists of a friendly unit of modest size.

It works in close cooperation with the other services of the General Secretariat and is in regular contact with other institutions.

b) Unit B2 – Internal Services

The Unit's task is to provide all the technical, financial and logistical resources necessary for the organization of meetings and other events in and outside Brussels, included interpretation services, as well as to provide internal services (transportation of goods or persons, distribution of internal and external mails, taking charge of visitors).

3. DIRECTORATE C

a) Unit C1 - Commission Secretariats

The commission secretariats support the preparation of Opinions, based on proposals from the European Commission, on specific dossiers falling under their respective competences (see appendix). The Secretariat performs a wide range of tasks e.g. organisation of Commission meetings, study visits and seminars, preparation of briefing notes, speeches, analysis reports and working documents. They also follow closely the ongoing work in the other European institutions of their relevant remits.

b) Unit C2 - Commissions ENVE / NAT

Commission for Environment, Climate Change and Energy (ENVE)

Local and regional authorities play a central role in the implementation of EU environment, climate change and energy policy. The ENVE Commission enables representatives from local and regional authorities to discuss the formulation of these policies and to promote best practices in these fields.

Competences

- Environment policy
- Climate change adaptation and mitigation
- Renewable energy, trans-European networks in the energy sector and new energy policies
- Space policy (Galileo, GMES/Kopernikus and related issues)

Commission for Natural Resources (NAT)

Local and regional authorities are a cornerstone in the implementation of agricultural, health and maritime policy in the EU. Within the NAT Commission, their representatives deliberate on these issues provide a local and regional input to European Union decision-making, and exchange best practices in these fields.

Competences

- Common agricultural policy, rural development
- Public health
- Common fisheries policy
- Maritime policy
- Food production
- Consumer protection
- Forestry
- Civil protection
- Tourism

c) Unit C3 – Commissions COTER / ECOS

The Commission for Territorial Cohesion Policy (COTER)

Regional policy and transport policy are at the heart of concern for local and regional authorities throughout Europe. The COTER Commission enables representatives from local and regional authorities to discuss the planning and implementation of these policies and to ensure that their concerns are taken up by the other European Institutions.

Competences:

- Economic, social and territorial cohesion
- Structural Funds
- Spatial planning
- Urban policy
- Housing
- Transport and trans-European transport networks
- Macro-regions
- Territorial cooperation (including EGTC)

Commission for Economic and Social Policy (ECOS)

Local and regional authorities should play a central role in both the formulation and the implementation of economic and social policy in the European Union. The ECOS Commission enables representatives from local and regional authorities to discuss economic and social policy and exchange best practices in these fields.

Competences:

- Employment
- Social policy
- Social protection
- Equal opportunities
- Enterprise policy, competition and taxation
- Innovation
- Economic and monetary policy
- Internal market

- World Trade Organisation (WTO) issues

d) Unit C4 – Commissions EDUC-CIVEX, Working groups and CCP

Throughout the European Union local and regional levels have key responsibilities for policies and activities related to education, culture, youth and sports. They are also key players in developing regional research and innovation strategies, and in harnessing the full potential of information and communication technologies to the benefit of society. The EDUC Commission provides a forum for representatives from local and regional authorities to provide input to other European Institutions and exchange good practices in these fields.

The Commission for Citizenship, Governance, Institutional & External Affairs (CIVEX) is responsible for coordinating the Committee of the Regions' work on issues which include justice and home affairs, fundamental rights and freedoms, smart regulation and the reduction of administrative burdens, citizenship and broader institutional issues such as governance and devolution. The Commission also intensively deals with the Union's external dimension, focusing on neighbourhood and enlargement countries, and decentralised cooperation for development. It is also in charge of the Working groups (Turkey and Western Balkans) and the Joint Consultative Committees.

4. DIRECTORATE D

a) Press, Internal and External Communication Unit

Unit D1 - Press, Internal and External Communication - is a part of the Directorate D: Press, Communication Events. Its main goal is to enlarge the visibility of the Committee of the Regions and communicate its political and institutional positions. In particular, we coordinate contacts with press and other media, follow the communication strategy of the CoR, coordinate audiovisual production (videos, TV, internet, photos), and organise press conferences, interviews etc.

Unit D1 also manages the Committee's intranet and internet sites, with general information on the main events organised by the CoR and more specific information on the activities of our members.

We also produce printed newsletters, on the occasion of the plenary sessions of the CoR, and country-based electronic newsletters, targeted towards local and regional authorities in the relevant countries.

b) Unit D2 – Events, Forum and Open Days

Undertaking a traineeship within the D2 unit responsible for the organisation of events within the Directorate for Communication, Press and Events is a dynamic, challenging and rewarding experience at the same time. The trainee will take part in the preparation and organisation of conferences and meetings held on the premises of the institution. She/he will actively contribute to tasks related to organisation of the OPEN DAYS – European Week of Regions and Cities, the annual flagship event of the Committee of the Regions - organised in close cooperation with the European Commission Regional Policy DG.

During the traineeship period, the trainee will become familiar with the event's workflow and compliance with institutional procedures. She/he will contribute to the Committee's various communication activities, including preparation and documentation of other key events. The trainee will take part in and follow-up of various meetings with internal and external event partners, other EU institutions, regional representations and private companies; contribute to notes, internal and external information means and publications; get an insight into cooperation with contractors, preparation and follow-up of service orders and/or specific tenders.

c) Unit D3 - Administration/budget/Edition

Unit D 3 is one of three units that structure D Directorate - Communication, Press & Events -.

It consists of three services, respectively: Editions/Publications, Budget/Finance and Hermes.

Overall functions of the Unit are of a fairly horizontal (and / or logistic), as it mainly supports the other two units, and the four political groups.

- *Service Edition/Publication (8 people) is responsible for the entire area of official publications of the Committee of Regions (General Secretariat, Offices and political groups, etc.), for the various graphic media requested throughout the year, and for the relations with the Office for Official Publications of the European Union.*
- *Service Budget/Finance (4 people) is in charge of the financial management of all activities and events related to Information / Communication for Directorate D and for the political groups*
- *Hermes (2 people) is responsible for the management of the Hermes database. Hermes is one of the databases used in the Institution for the transmission of documents.*

5. DIRECTORATE E

a) Unit E1 - Forward planning, Studies and Academic Network

Unit E1 is responsible for the planning, implementation and monitoring of a number of cross-sectoral priorities identified in its mission statement in agreement with the Committee of the Regions President.

It provides analysis and supporting documents and proposes strategic initiatives on priority issues relating to the European political agenda, the future of European policies and interinstitutional questions.

The unit's work is based on planning and on a strategic approach upstream of the political cycle that helps identify medium- and long-term political options.

Unit E1 also offers technical and scientific support to the Commissions' Rapporteurs and networks by providing external expertise through open calls for tenders and organises the annual thesis competition.

Finally, it contributes to positioning the Committee of the Regions as a valuable partner for the academic world, the think tank community and policy makers.

b) Unit E2 - EGTC / Subsidiarity Network (SMN) /EU 2020 Monitoring platform /Covenant of Mayors

EGTC:

The EGTC team is in charge of following the development of the European Union policies relating to territorial cohesion, territorial cooperation and in particular the European Grouping of Territorial Cooperation, enacted by the Regulation (EC) 1082/2006.

The team manages the EGTC Platform, which gathers political and technical representatives of the EGTCs and other stakeholders all over the EU. The EGTC Platform contributes to the exchange of expertise and to give visibility of the EGTCs, monitors the EGTC legislation in the EU and in the Member States, and contributes with practical suggestions about cross-border dimension of EU policies.

SMN:

The Subsidiarity team is in charge of monitoring the respect of the subsidiarity principle by EU legislation. The team manages the CoR Subsidiarity Monitoring Network (SMN), a network composed of more than 120 local and regional authorities (and their associations) from all over the EU.

The SMN carries out subsidiarity and proportionality consultations. It has launched its second Action Plan, and is actively collaborating with regional parliaments in the context of the Early Warning System.

Since 2010, Mr Ramón Luis Valcárcel, First Vice-President of the CoR, is the Coordinator of the SMN.

EUROPE 2020

The Europe 2020 Monitoring Platform includes around 150 EU regions and cities contributing, on a voluntary basis, to monitor the implementation of Europe 2020 and the extent to which this is done in partnership by all layers of government.

To this aim, the Platform carries out surveys among their members, whose results feed into the annual CdR Monitoring Europe 2020 Report and the CoR consultative work. Every year, on the eve of the Spring European Council, political representatives of the Europe 2020 Monitoring Platform member administrations participate in the Territorial Dialogue, discuss in with top political representatives of the EU institutions. On issues linked to sustainability, the Platform cooperates with the EU Covenant of Mayors.

c) Unit E3 - ARLEM / Decentralised Cooperation / Contact group with Council of Europe

The Unit ensures the Secretariat of the Euro-Mediterranean Regional and Local Assembly (ARLEM). It also manages an online Portal of Decentralised Cooperation including an Atlas and a Stock Exchange (bourse) of projects, and assists the contact group CoR-Council of Europe and other representatives of Europe's local and regional authorities.

6. DIRECTORATE FOR TRANSLATION (DT)

The Directorate for Translation (DT) is a joint service of the Committee of the Regions and of the European Economic and Social Committee. The Committees' main activity is drawing up opinions at the request of the European institutions. As the texts cover a wide variety of topics, this requires the translation of different types of documents and in different styles.

The Directorate for Translation has one unit per EU official language (except for [Irish](#)) and a horizontal unit called Translation Management Unit (TMU). TMU is divided into four services: translation workflow ([e.g.](#) requests for translation and editing), translation helpdesk ([e.g.](#) support for translation tools and formatting), financial management ([e.g.](#) outsourcing of translation), and translation strategy ([e.g.](#) reporting and interinstitutional cooperation).

7. JOINT SERVICES (JS)

a) Unit Infrastructure

The role of the infrastructure unit is to manage the infrastructure of the two Committees (EESC and CoR)

The infrastructure unit is responsible for:

- managing the buildings, acquisition, surveys, layout and inventory
- managing office supplies, organising removals and office space allocation

- taking the measures necessary to ensure conformity with health and safety standards in the EESC and CoR buildings
- management of the EMAS project. EMAS is a voluntary scheme to encourage businesses and public sector organisations to improve their environmental performance and to comply with a series of environmental requirements.