

TOR 11: Office of the Co-ordinator of OSCE Economic and Environmental Activities/Economic and Environmental Forum Unit



Organization for Security and Co-operation in Europe

INTERNSHIP TERMS OF REFERENCE

Office of the Co-ordinator of OSCE Economic and Environmental Activities/Economic and Environmental Forum Unit

Scope of Work:

- Perform thematic or geographical research and draft background papers, briefing papers and other documents;
- Draft initial versions of speeches and presentations;
- Assist with the organization of conferences and events by maintaining lists of participants, communicating with speakers and participants, updating agendas and databases, and performing any other duties as requested;
- Attend Economic and Environmental Committee meetings, and any other (internal or external) meetings and conferences on request, and take notes;
- Follow up on meetings in the Economic and Environmental Dimension (EEF, EEDIM, EEC, PC etc.) by summarizing notes into a draft report;
- Assist with the preparation of materials (e.g. reports, factsheets, infographics, statistics, inputs for the OCEEA/EEF webpage etc.), as well for distribution at the various events;
- Support the revision of a range of other planning documents;
- Update OCEEA contact database;
- Perform other various substantive and administrative tasks, as required.