



Organization for Security and Co-operation in Europe

INTERNSHIP TERMS OF REFERENCE

TOR 12: Office of the Secretary General (Conference and Language Services/ MAU)

Background:

The Office of the Secretary General (OSG) plays a key role in supporting the Secretary General in the effective implementation of his/her mandate and specific tasks given to him/her by the OSCE participating States. This includes primarily assisting the Secretary General in his/her activities, serving as a focal point for liaison and support to the Chairperson-in-Office, and co-ordinating tasks across the Secretariat. It groups horizontal services such as Executive Management, Communications and Media Relations, Legal Services, External Co-operation, Security Management, Gender Issues, Conference and Language Services, Central Records Management, and oversees the OSCE Document Centre in Prague (DCiP). The OSG ensures effective co-ordination of policy advice provided to the Secretary General and the Chairpersonship, and management decisions taken by the Secretary General. The OSG is led by a Director who also functions as the Head of Executive Management.

Conference and Language Services, as part of the OSG, provides professional support to the decision-making bodies of the OSCE and the respective delegations on matters dealing with the organization of meetings, including interpretation and translation, documents control, editing and word processing services.

The Meetings Assistance Unit (MAU), as part of Conference and Language Services, advises the Chairpersonship in relation to procedural aspects of the preparation, conduct and follow-up to meetings of the OSCE decision-making and informal bodies, other OSCE meetings/conferences, and the meetings of the Joint Consultative Group (JCG) and Open Skies Consultative Commission (OSCC); it assists in the preparation of the draft agendas and journals of meetings of the decision-making bodies, as well as summaries of some meetings. MAU is also the focal point for the distribution of draft decisions and adopted documents and co-ordinates the formatting and editing of texts.

Scope of Work:

Under the direct supervision of the Conference Officer (Meetings Assistance Unit), the selected intern will be tasked with the following duties:

- Assisting the Meetings Assistance Unit staff in taking minutes at and writing summaries of meetings, in particular meetings of the Permanent Council and the Forum for Security Co-operation;
- Assisting MAU staff in compiling, drafting, reviewing, editing and finalizing official meeting records (journals) of various decision-making bodies;
- Performing other related work as assigned, including potentially in other units of Conference and Language Services.