



Organization for Security and Co-operation in Europe

INTERNSHIP TERMS OF REFERENCE

TOR 9 - Office of the Co-ordinator of OSCE Economic and Environmental Activities (OCEEA)/Economic Governance Unit

Background:

The Office of the Co-ordinator of OSCE Economic and Environmental Activities (OCEEA) deals with economic and environmental issues, operating under the premise that promoting economic prosperity and co-operation on environmental problems can contribute to international security and stability. The OSCE's role is twofold: a) to monitor economic and environmental developments between participating States, and alert them to any threat of conflict, and b) to facilitate the formulation of economic and environmental policies and initiatives among participating States, to promote security.

The principle objective of the OCEEA is to strengthen security and stability in the OSCE region by promoting international co-operation on economic and environmental issues. The activities of the OCEEA are guided particularly by the OSCE Strategy Document for the Economic and Environmental Dimension, approved by the OSCE Ministerial Council in Maastricht in December 2003.

Within the OCEEA, the **Economic Governance Unit** works to bolster economic co-operation and good governance throughout the OSCE region by promoting the principles of good governance and supporting participating States in combating corruption and money laundering as well as in enhancing connectivity, through dialogue on trade and transport.

Tasks and Responsibilities:

Under the direct supervision of the Economic Adviser, the intern will be tasked with the following duties:

- Collecting, analyzing, compiling, summarizing and structuring relevant information (i.e. Internet sources, news articles, studies etc.), on good governance and connectivity issues as well as other economic issues;
- Performing thematic and/or geographical research related to the above topics, with specific regional focuses within the overall OSCE area, and in particular on North America, the European Union, South-Eastern Europe, Caucasus and Central Asia; drafting background papers, briefing papers and other documents;
- Assisting with the organization of conferences and events, including with logistical issues, communicating with speakers and participants, and updating agendas;
- Attending internal or external meetings and conferences, and taking notes;
- Following up on meetings by summarizing notes into draft reports;
- Assisting with the preparation of materials for distribution at various events;
- Performing other duties as assigned.