



Organization for Security and Co-operation in Europe

INTERNSHIP TERMS OF REFERENCE

TOR 11 - Conflict Prevention Centre (CPC)/ Situation/Communications Room

Background:

The Conflict Prevention Centre (CPC) plays a key role in supporting and co-ordinating the OSCE's activities in the field, in providing analysis and policy advice to the Secretary General (SG) and the Chairpersonship, in leading work on all aspects of the conflict cycle, and in supporting the various formats dealing with protracted conflicts. The CPC also serves as the focal point in the Secretariat for co-ordinating and developing the OSCE's role in the politico-military dimension.

The Situation/Communications Room within the Conflict Prevention Centre/ Operations Service plays a vital role providing crisis management support and promoting situational early warning awareness by relaying OSCE-critical and open source information for key OSCE decision makers. In that regard, it maintains uninterrupted communication between the Secretariat and all OSCE field operations and serves as the 24/7 point of contact for emergencies, including medical evacuation and other developments affecting the safety and security of OSCE staff.

Tasks and Responsibilities:

Under the direct supervision of the Chief SitRoom, the selected intern will be tasked with the following duties:

- Providing support to the team of Duty Officers;
- Watching events affecting security and stability in the OSCE area, via all publicly available resources;
- Tracking indicators in real time for the OSCE comprehensive approach to security, tracking early warning indicators, upload relevant information in the Situation/Communication Room database, collate information;
- Monitoring, screening and selecting information from mainstream and/or social media and support the Duty Officer in compiling the Daily News Updates detailing relevant and accurate developments;
- Drafting briefings and compendiums covering the most significant developments related to the scope and policy objectives of the OSCE, as well as special events occurring in the OSCE area of activity;
- Supporting the Duty officers on shift in compiling regional and/or thematic reports, calendars of upcoming events and special briefings relating to important events such as elections, high level meetings/conferences and others;
- Performing other duties as assigned.