



Organization for Security and Co-operation in Europe

INTERNSHIP TERMS OF REFERENCE

TOR 20 - Office of the Secretary General (Documentation Centre in Prague)

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.

The key role of the **OSCE Documentation Centre in Prague (DCiP)** is keeping the institutional memory of the Organization and spreading information on the OSCE through various outreach activities. DCiP is the home of the CSCE/OSCE Archives, thus, an important part of its activities relates to maintaining and updating various archival collections, including their digitalization, renaming and saving. The DCiP also oversees and advises on records management and retention management practices and policies throughout the OSCE, and facilitates and provides logistics for the organization of conferences and seminars held in Prague, primarily the Concluding Meeting of the annual Economic and Environmental Forum (EEF) foreseen to be held in September 2022.

For the upcoming months, the OSCE DCiP plans to continue with enhancing archival and information services, including record audits, appraisals of registries, logs and indexes, as well as documents and media processing.

Tasks and Responsibilities:

The selected intern will be introduced to the evolution and institutional development of the organization through a comprehensive overview of CSCE/OSCE major events (as reflected in the structure of the CSCE/OSCE historical archives). Intern will be further made familiar with record management principles, archiving procedures, digitizing, describing and applying metadata, as well as auditing digital files using established archiving principles. Intern will also be given the possibility to engage in personal research project and participate in outreach activities organized by the Centre.

Under the direct supervision of the Senior Documentation and Information Assistant (SDIA) and in co-operation with the Documentation and Information Unit, the selected intern will be tasked with the following duties:

- Checking content of digitized files against paper documents, updating existing registries;
- Co-operating in updating the online collections;
- Updating and re-organizing selected archival collections, including multimedia and reference library available to researchers;
- Assisting in drafting the regular Quarterly Selections of the vital OSCE publications and document series;
- Assisting in conducting an audit of CSCE/OSCE historical and sequential collections;
- Assisting in the preparation and organization of the Concluding Meeting of the 30th EEF in Prague.

In addition to the above, the intern will also be given the possibility of:

- Engaging in a personal research project in coordination with the SDIA;
- Learning and professional development (hands-on training related to the given tasks, as well as the OSCE and LinkedIn courses);
- Participating in general presentations offered by the OSCE DCiP to visiting student groups.