

INFORMATION CENTRE  
OF THE EU

*Traineeship  
program*

The Information Centre of the European Union was launched by the Delegation of the European Commission to Bulgaria on 13 September 2001.

### **Objectives:**

- To promote information and knowledge about the EU
- To encourage the public debate on European integration
- To explain the impact and opportunities of accession to the EU and its significance for the Bulgarian citizens: the benefits it will bring and the challenges it poses.

### **Principles:**

The activities of the Information Centre are guided by the principles of transparency and free access, objectivity and partnership.

### **Information services:**

To help the citizens to learn more about the European integration, the Information Centre of the EU offers a variety of possibilities:

- Free publications on various issues of the European integration can be obtained at the Centre.
- Personalized information and consultation on the EU history, its institutions, policies and instruments for cooperation can be obtained by sending questions to [infocentre@evropa.bg](mailto:infocentre@evropa.bg)
- The computer workstations at the Information Centre provide free access to websites dedicated to the European Union.

### **Group visits**

The Centre organizes information sessions for groups.

These consist of video/multimedia presentation and guided tour of the information materials and the Internet corner of the Centre. A group visit usually last around 40 minutes.

Requests should be addressed by fax to the Director, e-mail [infocentre@evropa.bg](mailto:infocentre@evropa.bg) and should provide the following information:

- Number of participants (minimum 6 people; maximum 20 people)
- Age of participants (minimum age - 10);
- Specific interests of the group and level of knowledge of the European Union;
- Information about your organisation (name, address, telephone No, etc.).
- Two dates should be proposed, the final choice of date being made by the Director of the Information Centre according to EUIC schedule of events.

### **Information materials**

The Information Centre offers free-of-charge information materials: general and specialized publications of the European Commission and other EU institutions.

### **Information Centre on the Web**

The pages of the Information Centre of the EU are part of the Internet site of the Representation of the European Commission in Bulgaria [http://ec.europa.eu/bulgaria/home\\_bg](http://ec.europa.eu/bulgaria/home_bg) . On the site of the Information Centre you can trace its calendar of events and submit a request for a group visit.

### **Typical responsibilities given to interns:**

- Preparation of draft responses to citizens' complaints;
- Undertaking legal research and for this purpose:
  - identify and use relevant documents on EUR-lex database
  - identify and use relevant print and media sources
  - identify and use any additional materials by relevant individuals, organisations or institutions;
- Other research work;
- Participate in relevant internal and external meetings;
- Assistance with work in hand. Responsibilities may include, but are not limited to:
  - General administrative support: file, organize, mail outgoing orders, maintain inventory, order and stock of publications;
  - Handling citizen's interactions on the spot, via telephone and email, follow up, and correspondence process;
  - Supporting event coordination for the realization of events hosted by House of Europe;

### **Conditions**

Trainees are not remunerated. The intern will receive an Internship Certificate.