



EUROPEAN U R B A N INITIATIVE



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PERMAMENT SECRETARIAT RECRUITMENT

Call for

Urban Agenda for the EU INTERNSHIP

In Lille (France)

JOB DESCRIPTION: Urban Agenda for the EU INTERNSHIP

Reporting to: Partnership and Communication Officer

1. Tasks

- Provide assistance for the **operationalisation of services (processes and tools)** to the Urban Agenda for the EU (UAEU).
- Provide assistance to **administrative, procedural and operational aspects** linked to the work of the UAEU Partnerships.
- Provide assistance in **communication activities** (written, oral, digital) related to UAEU.
- Contribute to the **day-to-day support** offered to different partners/ members.

2. Additional tasks

- Other additional tasks of relevance to the internship if required.

3. Learning opportunities:

- About the EUI as a whole (logic, structure, way of working, etc)
- About the Urban Agenda of the EU, urban policy, intergovernmental cooperation, EU institutions, public administration, (and partially about capacity building, capitalisation and innovation actions).
- About the process of conceptualising and developing methods, procedures, services and tools.
- About how a secretariat functions.
- About creative, effective and efficient communication.

4. General Requirements

- The student **must be integrated in an academic training programme**.
- Professional **interest** in a relevant field (international relationships, urban policy, urban development, social sciences, political science, sustainable tourism, greening cities, EU policies, etc).
- Master **studies in a relevant field**.
- Interest and minimum understanding of EU institutions and processes.
- Interest of one of the following will be **an advantage**: process / procedures development and/or secretariat support.
- Good organisational capacity.
- Interest to work in a multi-cultural / international and multilingual environment.
- Capacity to communicate clearly.
- Computer literate (Outlook, Word, Excel, PowerPoint); experience with the following programmes will be an advantage: SharePoint, Miro).
- Good knowledge of English (written and oral).
- **Love for learning** and exploring new things.

GENERAL INFORMATION FOR APPLICANTS

- Applications will be evaluated **on a rolling bases** after they are received.
- A **cover letter** should be emailed along with your **CV** to the following email address only: recruitment@uia-initiative.eu. Those documents should be in English. Please indicate in the subject line of your email the position for which you are applying.
- Candidates that will be invited for an interview will be expected to confirm their participation by email return. Due to the large amount of applications expected, if candidates have not heard anything from EUI 14 days after submission, they should consider they have not been selected. We will not be able to provide further individual feedback at that stage.
- Interviews/ introductory discussions will either take place by video conference or in our offices located at: Les Arcuriales, 45/D, rue de Tournai – 59000 Lille – France. Transport and accommodation costs will be reimbursed in compliance with the Initiative rules.

Equal opportunities

Equal opportunities policy without distinction on the grounds of gender, race, religion or belief, disability, age or sexual orientation will be applied.

Terms and conditions of employment

- The internship is a **temporary placement** in a professional environment allowing students to acquire the professional skills related to their training.
- The student **must be** integrated into an academic **training programme**.
- **An agreement (under French law)** will be signed between the intern, the teacher in charge at the teaching establishment and the manager at the GECOTTI-PE, on behalf of the Région Hauts-de-France, Entrusted Entity (EE) of the Initiative.
- The corresponding assignment is expected to start **as soon as possible and last 4 to 6 months**. Starting date should be ideally on **22 of May 2023**
- The intern will be a paid based on the actual number of hours actually attended and according to the **amount set by law (i.e. 3.9 Euro per hour on 1st of January 2021)**.
- The internship place is located at the office based in Lille, France

THE INITIATIVE

1. Background

One of the aims for the delivery of the European Structural and Investment Funds (ESI Funds) for the period 2014-2020 is to promote sustainable urban development. In particular, the European Regional Development Fund (ERDF) may support innovative actions in this area. The Urban Innovative Actions Initiative has been set up to identify and test innovative new solutions to the many challenges faced by urban areas in Europe and draw lessons and share the knowledge captured from the experiments with other urban authorities across Europe. For the period 2021-2027, the urban dimension of Cohesion policy has been strengthened. The new Policy Objective 'a Europe closer to Citizens' has been introduced to the main policy framework as an enhanced commitment to integrated territorial development and includes a specific objective to foster sustainable urban development. The Pact of Amsterdam, signed in 2016, launched the Urban Agenda for the EU in the frame of intergovernmental cooperation on urban matters. The New Leipzig Charter adopted in November 2020 puts forward a revised vision for sustainable urban development in Europe. In this context the Cohesion policy legislative package for 2021-2027 includes the establishment of a European Urban Initiative (EUI).

2. The UIA & EUI Initiatives

The Urban Innovative Actions initiative has a budget of € 372 million for the period 2014-2020. Projects were selected through calls for proposals for urban areas representing more than a 50 000 population. The ERDF contribution is up to € 5 million per project and 80% of the project budget. In general, the project duration is 3 years, with call topics defined by the European Commission for each call. Projects were selected against the following criteria: the level of innovativeness, quality, partnership, measurability of results, and transferability at the EU level. A Knowledge Management Strategy is delivering thematic capitalisation, operational knowledge – capacity building and transfer activities.

For the period 2021-2027, a new European Urban Initiative (EUI) is being set-up, to support cities with innovative actions, capacity and knowledge building, policy development and communication on sustainable urban development.

The overall objectives of the EUI are to strengthen integrated and participatory approaches to sustainable urban development, and to provide a stronger link to EU policies, and in particular to Cohesion policy and investments in urban areas as part of the funding earmarked for these areas under Article 11 of the ERDF/CF Regulation and beyond. The initiative aims to offer coherent support to cities to overcome the current landscape of manifold initiatives, programmes and instruments in support of cities under Cohesion policy, and in particular, by maximising synergy and complementarity with the interregional cooperation programme URBACT IV. The EUI will also support the multi-level working of the Urban Agenda for the EU and intergovernmental cooperation on urban matters.

THE ROLE OF THE SECRETARIAT

The Entrusted Entity of the Initiative is the Région Hauts-de-France based in Lille. The Permanent Secretariat assists the Entrusted Entity in the implementation of its tasks and responsibilities and acts as the first entry point for all urban authorities and stakeholders involved in the Initiative activities.