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## **Description of EFTA's Organisational Structure and related trainee posts**

### **The Secretary-General's Office (SGO) – Geneva and Brussels**

The SGO supports the Secretary-General as well as the activities of the EFTA Council and its substructures. Furthermore, it assists the Member States in reviewing and updating the EFTA Convention, provides economic analysis for internal use and services the Member States in various political and administrative processes. The office also coordinates information services to the Member States and the general public. The SGO has staff both in Geneva and Brussels and has one trainee post in each site.

The SGO trainee in Geneva participates in the preparation for and the meetings of the EFTA Council and related bodies and contributes to meeting reports and background notes. S/he works closely with the division's economic officer in preparing statistics and conducting research on free trade agreements.

The SGO trainee in Brussels works with the Information Officer. S/he writes the daily press review and updates the EFTA's website and portal. S/he is also involved in many other information and communication projects.

### **Trade Relations Division (TRD) - Geneva**

The TRD is in charge of the exploration, negotiation and implementation of preferential trade arrangements with non-EU partner countries worldwide (Declarations on Cooperation, Free Trade Agreements). The TRD has one trainee.

The TRD trainee's main tasks relate to trade in goods and customs issues. They entail technical analyses on market access, review and amendments to customs tariff tables, notifications to partner countries etc. The TRD trainee post requires experience and knowledge within the field of customs and origin and candidates are often recruited from EFTA national customs authorities.

### **The EEA Coordination Division (ECD) - Brussels**

The ECD is responsible for the management and coordination of general EEA-related work, which consists of organising the meetings of the EEA Council, the Standing and Joint Committees, and the Parliamentary and Consultative Committees by drafting chairmanship programmes, reports, speaking notes, minutes, etc. Moreover, the ECD is in charge of legal and institutional issues, policy analysis and for the management of official documents. The ECD has two trainees.

The ECD trainees assist in the preparation and follow-up of the meetings of the different committees by drafting reports, speaking notes and minutes, and in the organisation of the biannual EEA seminar. They also assist the legal officers in their work by drafting legal memoranda and carrying out specific research on substantive issues related to the EEA/Internal Market.

### **Goods Division (GDD) - Brussels**

The GDD is in charge of work related to the integration of EU legislative acts within the goods area into the EEA Agreement and technical issues related to the free movement of goods in the Internal Market. Specific areas include competition policy, state aid, standardisation, customs matters, energy, pharmaceuticals and food safety. GDD has one trainee.

The GDD trainee assists the division in preparations of expert meetings and other ongoing tasks. The work of the trainee can be spread over many policy fields or focus on one topic depending on how the work situation is at any given moment of time. The work can consist of drafting notes and reports, preparing tables of information and presentations.

### **Services, Capital, Persons & Programmes Division (SCD) - Brussels**

The SCD is in charge of work related to the integration of EU legislative acts within the services, capital and persons areas of the Internal Market as well as the EFTA countries' participation in flanking and horizontal policies, typically including EU programmes and other activities. Most legislative acts are in the transport and environment fields, whereas other specific work areas include consumer protection, enterprise and internal market affairs, social policies, financial services, media, education and research. SCD has one trainee.

The SCD trainee assists the division in preparation and follow-up of expert meetings and other ongoing tasks. The work of the trainee can be spread over many policy fields or focus on one topic depending how the work situation is at any given moment of time. The work can consist of drafting notes and reports, preparing tables of information and presentations.

### **EFTA Statistical Office (ESO) - Luxemburg**

The ESO is situated in Luxembourg in the premises of the European Commission's Statistical Office (EUROSTAT) and deals with statistical cooperation within and outside the framework of the EEA Agreement. ESO has one trainee.

The ESO trainee participates in the daily work at the office, and some of the main tasks of the trainee are to monitor the inclusion of EFTA data in Eurostat publications and to identify new EEA relevant legal acts in the field of statistics. The trainee also supports the EFTA Secretariat and the EFTA States on various issues concerning

statistics. The ESO trainee is recruited directly from the EFTA national statistical offices through a separate procedure from the one for the other trainees.

### **Financial Mechanism Office (FMO) - Brussels**

The FMO manages the EEA Grants and Norway Grants on behalf of Iceland, Liechtenstein and Norway. The Grants contribute to reducing disparities in the European Economic Area and to strengthening bilateral relations between the three donor states and the 15 beneficiary states in Central and Southern Europe. Key areas of support are environment, climate change, civil society, health, research, scholarships and the justice sector. The FMO handles the day-to-day operations and is in close contact with the donor and beneficiary states. The FMO has 50 staff members and is a separate entity of the EFTA Secretariat in Brussels.

The FMO has from 3-5 trainees who are actively involved in the work of the FMO in areas such as legal services, finance, bilateral cooperation, reporting and communication.