

## Policy Officer in European and International Organisations

The competences listed below are a non-exhaustive overview of the competences attested by the certification *Chargé de mission en organisations européennes et internationales* (Policy officer in European and international organisations) of the Centre international de formation européenne.

This title has been validated by France Compétences and registered in the Répertoire national des Certifications Professionnelles (RNCP).

### Negotiation around public policies in a European and international context.

- Study the issues of negotiation from the political and economic context.
- Identify the national, European and international legal bases (laws, treaties, and conventions) to be taken into account in the negotiation.
- Map the actors involved.
- Write a summary based on the analysis of the situation, the regulations, the map of actors and the negotiation hypotheses.
- Prepare arguments according to the plausible scenarios of the opposing party.
- Present a position in a convincing and succinct manner to an international audience.
- Summarise the results of the negotiation, the commitments made and the implications.
- Define the intervention strategy of a European or international organisation.

### Manage and evaluate European and international projects.

- Structure a project taking into account the funding rules of European and international organisations.
- Create a network of international partners and involve all stakeholders.
- Draft a project proposal by defining a logical framework, objectively verifiable indicators of achievement, sources and means of verification.
- Design the operational structure of the project based on the logical framework.
- Monitor rigorously the stages of a project.
- Manage communication, circulation and feedback.
- Evaluate the impact of an international project and its appropriateness.
- Assess the legality and regularity of project expenditure and income.

### Draft European or international regulations.

- Draft legal proposals anticipating the economic, environmental and social impact of the proposed legislative initiative.
- Support the legislative proposal throughout the legislative process through the professional network and sources of information.
- Draft fact sheets, briefing notes, progress reports and political reports.
- Advise the relevant enforcement bodies on the application of the regulations.
- Monitor the legal implementation steps.
- Build up procedural files, taking into account legal provisions.

### Representation of interests vis-à-vis European and international organisations.

- Build up a network of relevant contacts in one's own organisation and in international or European organisations.
- Follow a political process on a daily basis and in anticipation.
- Draft position papers, summary notes and arguments for decision-makers in order to support and influence the political processes.
- Defend the position of the represented organisation in hearings, parliamentary group meetings, press conferences.
- Intervene in the institutional process with key people by targeting decisive interlocutors.
- Advise one's own organisation on the basis of an analysis of the political action and decision-making mechanisms of an international or European organisation.
- Seize project opportunities, fundraising or financing from public policies carried out by international and European organisations.