

IF YOU ARE INTERESTED, PLEASE FILL THE FOLLOWING ITEMS TO BE SENT TO: [eurobecas@dival.es](mailto:eurobecas@dival.es)

Company data / datos de la empresa/institución

Full legal name/Nombre legal: Climate-KIC Holding B.V.

Full address/ dirección completa: Heidelberglaan 2, 3584CS Utrecht, Registered in the Netherlands

Web site: <http://www.climate-kic.org>

Address where the training will take place (if different)/dirección donde tendrán lugar las prácticas: Rue Guimard 7, 1040 Bruxelles, Belgium

Contact phone (if different from tutor's)/teléfono de contacto:

Contact Person/Persona de contacto: Julia Panny

Email: [julia.panny@climate-kic.org](mailto:julia.panny@climate-kic.org)

Phone number: +32 (0) 493 79 56 96

Tutor's Name: Helen Spence-Jackson

Email: [Helen.Spence-Jackson@climate-kic.org](mailto:Helen.Spence-Jackson@climate-kic.org)

Phone number: +32 2 899 08 85

Office supplies, the intern will have to bring at work-placement his own laptop: Yes  No

Short description of the company/breve descripción de la empresa/institución:

Climate-KIC is the EU's largest public private partnership addressing climate change through innovation to build a zero carbon economy.

We address climate change across four priority themes: urban areas, land use, production systems, climate metrics and finance. Education is at the heart of these themes to inspire and empower the next generation of climate leaders.

We run programmes for students, start-ups and innovators across Europe via centres in major cities, convening a community of the best people and organisations.

Our approach starts with improving the way people live in cities. Our focus on industry creates the products required for a better living environment, and we look to optimise land use to produce the food people need.

Climate-KIC is supported by the European Institute of Innovation and Technology (EIT), a body of the European Union.

Knowledge, skills and competence to be acquired/conocimientos, habilidades y competencias que adquirirá el becario:

- A good understanding of the EU research and innovation landscape as well as funding instruments related to climate action and innovation
- Knowledge of the basic principles of project and event management
- Hands-on experience in helping to develop communications materials and organising events
- Communications skills and the ability to work in intercultural environments
- First-hand insights into the EU's main climate innovation initiative and the opportunity to develop a network in Brussels

Detailed description of the tasks of the trainee (at least 5 tasks)/Descripción detallada de las tareas del becado y tiempo de dedicación a cada una (al menos 5 tareas):

Tasks of the trainee	% dedicate on each task	Tasks of the trainee	% dedícate on each task
Monitor and analyse current EU climate policy and innovation topics and conduct desk research as requested	20%	Manage day-to-day communications and operations with partners as well as other involved entities and Climate-KIC staff across team and offices	20%
Contribute to the drafting of reports, policy papers, memos and briefs on policy-related topics	20%	Follow event alerts and attend relevant events in Brussels as agreed with supervisor, take notes and report back as relevant	10%
Assist with the organisation and logistics of events in Brussels, including the preparation of event and communications materials, reports, ...	20%	Assist with various project management tasks	10%

Detailed description of the training Program (content) /Descripción detallada del programa de practicas:

Purpose of the Role:

The traineeship will provide the trainee with the opportunity to learn fast in an international and fast-paced environment and develop valuable research, event and project management skills via learning-by-doing and qualified feedback. The trainee's skills and interests will be taken into

account to design and mutually agree on the learning outcomes to be achieved. Since the trainee will be part of a very small team, he or she will be integrated quickly and be involved in all aspects of programme management and able to quickly assume interesting tasks.

The trainee will receive dedicated supervision during the entire duration of the traineeship and the learning objectives will be discussed in bimonthly meetings or, upon request, more frequently on an ad-hoc basis.

The trainee will also have the opportunity to attend meetings and events in Brussels, establish valuable contacts and gain a better understanding of European Union programmes and initiatives relating to research and innovation.

Upon completion of the traineeship, the trainee will receive a traineeship certificate, summarising the achieved deliverables and learning outcomes.

#### General responsibilities:

The trainee's will take the role of policy and event assistant. The trainee will be providing support to Climate-KIC's European Affairs team (Director European Affairs, Head of European Affairs, EIT Regional Innovation Scheme team) in a number of areas, included but not limited to: 1) research on policy topics, 2) event support and 3) project management.

#### Specific responsibilities:

The trainee will have the following specific responsibilities:

- 1) Conduct desk research on current developments in the climate, energy and innovation realm, working closely with the European Affairs team. The results of the desk research are to be summarized clearly and succinctly.
- 2) Assist with the preparation, execution and follow-up of events, meetings and workshops.
- 3) Prepare materials and assist with project management tasks. This will require close alignment and collaboration with other Climate-KIC staff members across the organisation.

#### Language/s used during the training/idioma usado durante las prácticas:

Mandatory: English

A plus, but not required: French

Studies/ Degree that the fellow should / en su opinion, qué estudios debería tener el becario para optimizar la práctica ofrecida:

At least a Bachelor's but ideally a Master's Degree in European/international affairs, political science, social sciences, communications, environmental policy or sciences

Complementary knowledge (a plus or mandatory): Innovation management, climate policy

Timeframe, schedule and working hours/tiempo que durarán las practicas, jornada y horas/día:

Full-time: (38 hours/week)

Monday through Friday (working schedule):

Monday through Thursday: 8h30am to 5h30pm (1-hour lunch break)

Friday: 8h30am to 5h00pm (1-hour lunch break)

In order for the fellow to pursue with the training, the signature of an agreement would be a requirement:    Yes   x    No  

Name, firm and function of the company / institution that signed this commitment to training/nombre y función de quien firma el compromise de prácticas:

Firm responsible



Dr Mike Cherrett, Director European Affairs

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