

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 (CIFE).

This title has been validated by **France Compétences** and registered in the Répertoire national des certifications professionnelles (RNCP).

Negotiating Public Policies in a European and International Context

- Examining what's at stake in a negotiation based on the political and economic context
- Identifying the national, European and international legal bases (laws, treaties and conventions) to be considered in the negotiation
- Mapping the actors involved
- Writing a summary based on the analysis of the situation, the regulations, the map of actors and the negotiation hypotheses
- Preparing arguments according to the plausible scenarios of the opposing party
- Presenting a position in a convincing and succinct manner to an international audience
- Summarising the results of the negotiation, the commitments made and the implications
- Defining the intervention strategy of a European or international organisation

Managing and Evaluating European and International Projects

- Structuring a project taking into account the funding rules of European and international organisations
- Creating a network of international partners and involving all stakeholders
- Drafting a project proposal by defining a logical framework, objectively verifiable indicators of achievement, sources and means of verification
- Designing the operational structure of a project based on the logical framework
- Monitoring the stages of a project rigorously
- Managing communication, circulation and feedback of information
- Evaluating the impact of an international project and its appropriateness
- Assessing the legality and regularity of project expenditure and income

Drafting European and International Regulations

- Drafting legal proposals anticipating the economic, environmental and social impacts of the proposed legislative initiative
- Supporting one's legislative proposal throughout the legislative process through one's professional network and sources of information
- Drafting fact sheets, summary notes, and progress and political reports
- Advising the relevant bodies on how to apply the regulations
- Monitoring the stages of legal implementation
- Amassing procedural files, taking into account legal provisions

Representing an Institution's Interests in Relation to European and International Organisations

- Building a network of relevant contacts in one's own establishment and in international or European organisations
- Following a political process on a daily basis and in a foresightful manner
- Drafting position papers, summary notes and arguments for decision-makers in order to support and influence the political processes
- Defending the position of the represented organisation in hearings, parliamentary group meetings, press conferences
- Intervening in the institutional process with key individuals by targeting decisive interlocutors
- Advising one's own organisation on the basis of an analysis of the political action and decision-making mechanisms of an international or European organisation
- Seizing upon project, fundraising or financing opportunities created by public policies conducted by international and European organisations

Read the detailed description on the [RNCP40667 file](#).

