

## **ECHA/TRN/2021/001 – Registry of the Board of Appeal (RBoA)**

The Registry assists the Board of Appeal (RBoA) in the exercise of the latter's duties. The Registry administratively supports the Board of Appeal, develops implementing rules related to appeal proceedings, advises on the appeal procedure, performs admissibility checks and manages all correspondence related to appeal proceedings and with the public in general. It supports the Board of Appeal in drafting decisions and organising oral hearings in the appeal cases.

### **Trainee Assignment**

Trainee will assist the Registry in the tasks that include:

- Legal research and analysis;
- Support in drafting decisions, in particular summaries of pleas and arguments, drafting summaries of BoA's decisions;
- Drafting rules and templates;
- Participation in development and update of legal databases;
- Performing administrative tasks related to the appeal proceedings.

### **Trainee Profile**

- Law degree;
- Good knowledge of EU law with an interest in administrative and regulatory law;
- Good communication and interpersonal skills;
- Attitude for team work;
- Experience in using MS Office tools;
- Good English skills both written and spoken (as this is the working language of the Agency).

**Starting Date:** 01 March 2021

**Duration:** 6 months

**Deadline for applications:** 08 November 2020 at noon 12:00 Helsinki time  
(11:00 a.m. CET)