ELEMENTOS RELATIVOS AO MNE NO ERASMUS+ LEARNING AGREEMENT

Com vista a facilitar a preparação da assinatura dos “learning agreements Erasmus+”, apresenta-se uma curta descrição dos elementos relativos ao MNE, que os estagiários deverão preencher antes de submeter à consideração do IDI.

O preenchimento do “Learning Agreement Erasmus+” é da responsabilidade do seu beneficiário, o aluno.

De notar que não serão aceites para assinatura os “Learning Agreements Erasmus+” que não respeitem as indicações aqui inscritas.

The Receiving Organisation/Enterprise

Name: “Ministry of Foreign Affairs of the Portuguese Republic”.
Department: o estagiário deve inserir o nome do posto em que irá estagiar.
Address: o estagiário deve inserir o endereço do posto em que irá estagiar.
Country: o estagiário deve inserir o nome do país onde se encontra o posto.
Size of Enterprise: “More than 1000 employees”.
Mentor/Supervisor: o estagiário deve inserir o nome fornecido pelo IDI.
E-mail/Phone: o estagiário deve inserir os contactos do posto em que irá estagiar.
Responsible person in the receiving organisation/enterprise:
Name: Indicado pelo IDI
Function: Program Manager
Phone number: +351 213 946 400
E-mail: estagios idi@mne.pt

Planned period of the mobility: A preencher pelo próprio após acordo com o responsável de estágio no posto.
Number of working hours per week: A preencher pelo próprio após acordo com o responsável de estágio no posto.
Traineeship title: Internship at the Ministry of Foreign Affairs + (Nome do serviço externo em que irá estagiar em inglês)
Detailed programme of the traineeship period

Para o preenchimento do plano de estágios, devem copiar as nove atribuições abaixo indicadas:

1. Support to diplomats and technical advisors on matters related to the internship;
2. Support to the management of the Embassy/Consulate affairs within its field of expertise;
3. Support to Portuguese entities visiting areas within the reach of the diplomatic post;
4. Elaboration of national and local contact databases related to its field of expertise. Scouting of contacts;
5. Correspondence between local and Portuguese entities within the intern’s field of expertise;
6. Organization of events within the intern’s field of expertise;
7. Participation in briefings and meetings within the intern’s field of expertise;
8. Elaboration of synthesis, reports, studies and information management within the intern’s field of expertise;
9. Elaboration of all sorts of diplomatic correspondence (in English and Portuguese languages) within the intern’s field of expertise;

O Aluno deverá também copiar a descrição de funções da vaga que irá ocupar (que consta da tabela de vagas), traduzida para língua inglesa.

Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship

1. Senior Technical Advisory in International Relations;
2. Ability to work in international environment;
3. Extensive comprehension of Portuguese Foreign Policy;
4. Broad understanding of diplomatic mechanisms;
5. Knowledge of diplomatic practice and communication;
Monitoring plan
Direct and daily work with internship mentor/supervisor.

Evaluation plan
Evaluation at the close of the internship, graded from 0 to 20 points, by the mentor/supervisor (unless otherwise required by the sending institution).

The receiving organisation/enterprise

The trainee will receive a financial support for his/her traineeship: No
The trainee will receive a contribution in kind for his/her traineeship: No
Is the trainee covered by the accident insurance? No

If not, please specify whether the trainee is covered by an accident insurance provided by the sending institution: Yes
The accident insurance covers:
- accidents during travels made for work purposes: Yes
- accidents on the way to work and back from work: Yes

Is the trainee covered by a liability insurance? No
Upon completion of the traineeship, the organisation/enterprise undertakes to issue a Traineeship Certificate by 5 weeks after the traineeship.

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