

EUROPEAN INSTITUTE FOR ASIAN STUDIES
ANNOUNCES THREE STUDENT INTERNSHIPS
from August 30th, 2004 up to December 17th, 2004

Dear Applicant,

Thank you for your interest in applying for an internship (stage) at the European Institute for Asian Studies a.s.b.l. (EIAS). Please find herewith a brief outline of the

- EIAS Mandate and Activities
- What EIAS expects from Interns
- Academic and Professional Profile
- Administrative Issues: Duration and Student Grant Application
- How to Apply

Please consult the EIAS website (www.eias.org) for further information about our annual work programmes, annual reports, publications and reports on specific activities.

I. EIAS Mandate and Activities

The *European Institute for Asian Studies asbl* (EIAS) is a Brussels-based policy and research think-tank. It aims to promote understanding and cooperation between the European Union and Asia. It does so through working closely together with the European Union institutions in Brussels, as well as with research centres across Asia and within the Europe Union. It undertakes research studies and analysis of developments in Asia, drawing out their implications for the European Union at large and EU policies in particular. It disseminates the findings of this research and analysis through a comprehensive programme of Brussels-based intellectual exchange, including publications, public meetings as well as specialised briefings for EU policy makers or the press.

The EIAS annual work programmes aim to continue providing this support through undertaking, in close collaboration with EU institutions, studies and analysis of the policies of the European Union vis-à-vis Asia, organising round table meetings, specialised briefings, in-depth seminars and international conferences. EIAS publishes its in-house research as well as commissioned research papers through its series of *EIAS Briefing Papers* and offers analyses, insight and viewpoints through its bi-monthly *EurAsia Bulletin*. EIAS supports its own Internet site on EU-Asia (www.eias.org) and contributes to other publications and web-based exchanges. EIAS participates in Europe-Asia networks of research and analysis, most notably as a Member of the *European Alliance for Asian Studies*. (Please consult www.asia-alliance.org).

EIAS has an excellent track record of providing direct support to the EU institutions, in particular the European Parliament and the European Commission, utilising effectively its institutional links and its proximity to these institutions. EIAS has benefited from the financial support from the Budget of the European Communities during a number of years.

The EIAS work programmes include research and dissemination of activities and programmes focusing on each of the major sub-regions in Asia covered by the Asia-Latin America Regulation (ALA-regulation) in a balanced way. The 26 Asian countries covered by ALA Regulation are Afghanistan, Bahrain, Bangladesh, Bhutan, Myanmar, Cambodia, China, East Timor, India, Indonesia, Iran, Iraq, Democratic People's Republic of Korea,

Laos, Malaysia, Maldives, Mongolia, Nepal, Oman, Pakistan, Philippines, Saudi Arabia, Sri Lanka, Thailand, Vietnam and Yemen. This includes the newest UN member state (East Timor), the two most populous countries of the world (China and India), the three 'axis of evil' countries (Iran, Iraq and DPRK), the seven members of SAARC (Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka) and seven of the members of ASEAN (Cambodia, Indonesia, Laos, Malaysia, Philippines, Thailand, Vietnam). Ten out of the twenty six countries are classified by the UN as 'Least Developed'.

EIAS responds to this with a comprehensive, inter-disciplinary and multi-dimensional programme. The work programme identifies three main themes of research and analysis:

- Inter-regionalism and the Dynamics of Asian Regionalism
- Political and security developments in Asia
- EU-Asia International Political Economy.

Within each of these three themes, the work programme foresees to organise a number of Briefing and Seminars, one or more Conferences, publish some *EIAS Briefing Papers* and/or *EIAS Policy Briefs* as well as contribute papers to edited volumes and specialised journals.

The European Commission awarded EIAS a three year **European Commission Partnership Agreement 2004-2006** for its work on relations with Asia. The contract with the European Commission has been signed in April 2004. The three year Partnership Agreement framework contract includes a 2004 work programme. The maximum eligible grant for 2004 will be for an amount up to € 330.600; this will at most cover 70 per cent of the total EIAS expenditures, whereas the remaining 30 per cent must be raised from non-EU budget sources.

II. What EIAS expects from Interns.

Your main responsibilities will include

- to assist in the organisation of conferences, seminars and specialised briefings, including identifying and contacting key-note and specialist speakers. EIAS conferences and briefings target a mixed audience involving officials of the EU institutions, Members of the European Parliament, representatives from Embassies and Missions, representatives of the corporate sector as well as academic specialists;
- the implementation of the above mentioned conferences, seminars and specialised briefings, including liaison with chairs and speakers, helping them with their travel arrangements, etc. You are also expected to contribute to the reporting of the main findings and viewpoints expressed at these events;
- to assist in developing research proposals and projects, in collaboration with the Institute's research staff
- to assist in maintaining the EIAS in-house data-base which forms the basis of our communication with interested parties;

Other duties. You will directly report to a designated EIAS Staff member (your Tutor) through frequent direct contacts and participate in the bi-weekly staff-meetings.

III. Academic and Professional Profile

It is a requirement for the post that the successful candidate holds a BA and/or is enrolled for a Master's in Political Science, Economics or International Relations or another relevant field within the broad domain of Asian Studies. He/she should also have knowledge of Asia as well as an active interest in EU-Asia relations. He/she should have good inter-cultural communication skills.

English is the working language of EIAS and you are expected to be able to speak, read and write English to a high standard. It is expected that you have a good working knowledge of at least one of the other main languages of the EU such as French, German, Italian, etc. while knowledge of any Asian language would also be an asset

IV. Administrative Issues: Duration and Student Grant Application

Duration. Interns at EIAS should be available to stay for at least 3 months. EIAS offers up to three internships to start August 30th, 2004 up to December 17th, 2004. We will require a recommendation from your School or Professor and proof that you are registered as a student during the internship.

Student Grant Application. The EIAS internship does not imply any form of employment and the EIAS does not offer any salary for internships. However, for the selected candidates who do not already receive a scholarship from their home-institution, EIAS will consider offering a student grant of € 750 per calendar month.

Medical Insurance. You will be *not* be eligible for Belgian social security, nor for medical insurance. It is a condition of the internship that you demonstrate that you have full medical insurance cover during the period of your stay in Belgium.

V. How to Apply

EIAS welcomes your letter of application including a CV, preferably sent by ordinary mail. You are also requested to supply one letter of reference from a Professor who has supervised your work. The letter should be addressed as below and reach us by the 23rd of July, 2004.

*Dr Willem van der Geest
Director, European Institute for Asian Studies,
Rue des Deux Eglises 35
B-1000, Brussels
BELGIUM*

EIAS may invite short-listed candidates for interview during the last week of July.

EIAS, June 30th 2004.