



Carlo Schmid Programme

for Internships in International Organisations and EU Institutions
Placement Offer 2025/2026

Reference No.: NATO3
Keyword: Policy making, political communication, research, european & transatlantic security policy
Location: Belgium, Brussels

Section A: General Information

Name of host organisation	North Atlantic Treaty Organization
Department	Office of the Secretary General, Policy and Planning Directorate
Organisation's website	https://www.nato.int/
Internship Coordinator and/or Focal Point	Panos Kalavros
Supervisor	Berti-Alberti Benedetta
Second Supervisor	-

Section B: Placement Offer

Dates of the internship	01.03.2026 - 31.08.2026
Detailed description of the internship project(s); tasks assigned	<p>The interns will have the opportunity to assist the work of the Office of the Secretary General in its function of researching and developing inputs to policy, supporting foresight and analysis, supporting strategic projects, stimulating debate in NATO and beyond, and engaging with outside actors on relevant security policy issues.</p> <p>The interns will have the opportunity to assist the work of the Office of the Secretary General through research, policy development and drafting of research and policy products on a variety of issues related to the Alliance's main geopolitical and security challenges. They will be actively involved in horizon scanning and strategic foresight work. They will also be involved in the PPU's broader engagement with think tanks, academia and other relevant interlocutors. Their day to day work may include conducting independent research and literature reviews; assisting in drafting, editing and read proofing relevant policy products; assisting in the preparation and compilation of policy papers for senior staff on strategic foresight; taking minutes during meetings and conferences and write reports; contributing to speechwriting; helping with the administrative and</p>



	substantive preparation of meetings, seminars, events, workshops; monitoring policy deliberations in Allied committees.
Training components and learning elements	<p>The interns attend several trainings and participate in many events which aim to improve their skills, to better understand how international organisations work but also to map the career opportunities after their internship. For that reason, we organise several presentations and round table discussions with NATO staff, we visit international organisations based in Belgium (eg EDA, EC, European Council, SHAPE).</p> <p>At the beginning of their internship the interns together with their line managers need to fill in a form with their objectives. The report is reviewed after 3 months and at the end of the internship. At the end of Internship the interns present in front of HR, colleagues and respective Division the main project on which they worked and explain how the internship helped them to grow both personally and professionally.</p>
Participation in missions or training courses	<p>NATO Interns can go on mission with staff members if this is needed.</p> <p>During the internship the interns will attend several training courses like on clear writing, IKM tools, security awareness etc.</p>

Section C: Required Qualifications

Academic background at least	Bachelor's student
Subjects	International relations, political science, security / strategic studies, public policy, european / transatlantic studies, (international) law, climate policy, political communications.
Language Skills	A basic knowledge of French could be an asset
Computer literacy	Very good use of Microsoft Office and SharePoint.
Internship-related experiences	Previous experience with other international organizations, national administration, research or
Additional skills/requirements	-
Additional comments	<p>As part of the Office of the Secretary General (OSG), the Policy Planning Unit (PPU) offers policy input and advice to the Secretary General and the Private Office, with the principal goals of assisting on strategic projects, contributing to political communications, and developing new policy areas . The Policy Planning Unit is also engaged with policy planners in Allied and partner countries and with outside actors on relevant security policy issues. The team leads, as tasked, on special strategic projects for the Secretary General - such as the 2018 Functional Review, the NATO 2030 agenda and the 2022 Strategic Concept and its, and its operationalization. PPU seeks to provide innovative, forward-looking and in-depth analysis on future trends and major security and policy developments affecting NATO to the Secretary General and the Private Office. The PPU serves also as a "second opinion" on policy matters, and is responsible for reviewing policy, providing feedback and suggesting alternative courses of action. Additionally, the PPU contributes to the OSG's speech writing process and political messaging. The PPU helps incubate and initiate new policy priorities for NATO, with the development of the Climate Change and Security Agenda and Action Plan in 2021 as one example. Finally, the team also fosters wider strategic debate about NATO and its role in European and transatlantic security policy by maintaining a regular</p>



	dialogue with policy planners in national Ministries of Foreign Affairs as well partner countries and other international organizations. It also systematically engages with think tanks, research institutes and thought leaders to gather relevant policy input, including by contributing to their research or conferences or by hosting ad hoc roundtables at NATO.
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