

Dear Applicant

In order to complete your Erasmus + application please use the following information:

**SME EUROPE OF THE EPP**

Rue de Pascale 22, 1040 Etterbeek, Brussels, Belgium

[www.smeeurope.eu](http://www.smeeurope.eu)

Size of Enterprise: small, staff 1-20

Contact Person & Mentor: Lilia Heitz, Head of Office, [office@smeeurope.eu](mailto:office@smeeurope.eu), 0032 25 88 29 75

Number of working h x week: 40

Traineeship title: SME Europe of the EPP, Project Manager

3) Detailed program of traineeship: Responsible for Event Management, Public Affairs and Communication in terms of EU Policy:

4) Monitoring/evaluation plan: Regular meetings with the traineeship supervisor and team feedback sessions/Assessment of the traineeship after completion by a traineeship certificate.

5) expected learning outcomes: working experience within the EU institutions located in Brussels, knowledge about their agendas and routines, improving language skills, acquiring communication skills, ability to work independently being part of the team.

**SME Europe of the European People's Party**

Rue de Pascale 22, 1040 Brussels – Phone: 0032 (0) 25882975  
Web: [www.smeeurope.eu](http://www.smeeurope.eu) email: [office@smeeurope.eu](mailto:office@smeeurope.eu)