



STUDENT DETAILS

University department / faculty: **FWW**
Field of study: **International Management, Marketing, Entrepreneurship**
Home university: **Otto-von-Guericke-Universität Magdeburg**
Nationality: **Bulgarian**
Duration of traineeship (*from ...to...*): **from 16.08.2021 to 17.10.2021**

TRAINEESHIP INSTITUTION

Country: **Bulgaria**
Name of traineeship institution: **Ministry of Environment and Water**
Web page: **<https://www.moew.government.bg/>**
Address: **22, Mariya Luiza Blvd., 1000, Sofia, Bulgaria**
Contact person: **Emiliya Kraeva**
Telephone / E-Mail: **ek@moew.government.bg**

EXPERIENCE REPORT (approx. 3 pages + more photos if applicable)

1) Traineeship institution

Please give a brief description of your host traineeship institution.

The Ministry of Environment and Water is responsible for environmental protection in Bulgaria. The role of the Ministry of Environment is to set national policies, develop strategies, prepare standards and set priorities for environmental protection.

2) Searching for a traineeship

How did you find your traineeship? Are there any recommendable links or other helpful tips you would like to share?

I found the traineeship personally on the website of the students' internship at the public administration of Bulgaria. Here is the website: <http://staj.government.bg/>

3) Preparation

How did you prepare for your traineeship in terms of language, intercultural, professional and organisational aspects? Are there any recommendable links or other helpful tips you would like to share?

As a Bulgarian, I did not need any language courses or intercultural tips. Moreover, I had three years of experience with organisation processes in the public administration in Bulgaria as I did internships in the National Social Security Institute, The Public Financial Inspection Agency and the Invest Bulgaria Agency.

4) Accommodation

How did you find your accommodation? Are there any recommendable links or other helpful tips you would like to share?

I shared an apartment with a friend living in Sofia, Bulgaria. I had a private room and we shared the bathroom, the kitchen and the living room. I paid her rent and I used her furniture as well. It was 20 minutes away from my working place with public transport.

5) Traineeship

Please describe the tasks and / or the projects carried out during your traineeship. In which way were you mentored and integrated? How were the working conditions? Did you have especially positive or negative experiences?

At the beginning of the internship, I also acquired knowledge about the regulations and norms of the institution. I was introduced to my colleagues and the working place. In the office, I share a room with two other colleagues all working at the EU Coordination and International Cooperation department. I was provided with a business computer and other supplies that might be in my need. The atmosphere at the office was very dynamic because we were working with other institutions on different projects. That of course was very interesting for me to be part of the team and be involved deeper in their real work. The colleagues were very kind and friendly, which made me feel very comfortable interacting with them and getting to know the specifics of their work. I received the support of each of them concerning the type of tasks that I had.

During the first weeks, I was assigned to update the publications on the website of the ministry. The articles had to be translated into English. Moreover, I was asked to find current information and to prepare international correspondence and materials on Marine Litter. I also had the opportunity to attend the pre COP26 conference at which countries update their plans for reducing emissions. The conference took place in Glasgow but Bulgaria has attended the meetings online. I participated daily in the drafting of internal and inter-agency correspondence; also, I was assigned to prepare reports, positions and talking points.

6) Acquired qualifications

Which qualifications and skills could you acquire or improve during your traineeship?

During the traineeship, I was acquired to explore the dynamic business environment and the organizational culture in the ministry. During the internship, I acquired and developed skills, knowledge and abilities such as:

- Expanded and adequate use of environmental terminology with an intention for improvement
- Excellent computer skills and use of MS office for document layout and email correspondence
- Problem-solving attitude and finding additional information. I handled available sources and analysed information
- Excellent communication skills, teamwork, organisational skills, customer focus

7) Country-specific features

Are there any specific traineeship regulations in the target country that affected you as an Erasmus trainee (e.g. France: housing allowance, convention de stage)? If yes, which ones? Are there any recommendable links or other helpful tips you would like to share?

No specific features were affecting my traineeship. As a Bulgarian citizen, the institution did not acquire any housing allowances or additional insurance. Also, due to the Corona situation, I got vaccinated therefore I had no restrictions in the ministry.

8) Visa, residence and work permit (only for international students)

Which prearrangements had to be made in terms of visa, residence and work permit? Are there any recommendable links or other helpful tips you would like to share?

As a Bulgarian and European citizen I did not need a visa!

9) Other

Is there anything else you want to let other students know?

I would encourage other students to go to an Erasmus + internship no matter the country. The experience is very beneficial and there is always something new to learn from local people who work on those agencies and companies as well as about the culture. The practical working experience would help youngsters improve their skills and to prepare themselves for their future job!

10) Conclusion

What is the conclusion drawn after your traineeship experience abroad?

Overall, I am satisfied with my traineeship. It was my third with the support of the Erasmus+ mobility program. Starting from the process of applying the documents for the grant, through the internship itself and now writing the final reports was a pleasant journey for me. The process went very smoothly despite the difficulties caused by the Corona situation. I made new friends in the face of my colleagues who are positive and ambitious people. That experience helped me get a closer look into the environmental situation in Bulgaria, as this is the field of my interest and career. Now I feel even more confident with my abilities and I acquired important skills which will help me improve myself to become a competitive young person in Europe.

I attached a photo of my workplace in the office!

Declaration of consent

I hereby agree to the publication of this report on the website of the Leonardo Office Saxony-Anhalt.

I assure that the photos used in this report do not violate the rights of other persons or companies (personal rights, copyrights etc.).

Please send this report by email to angela.wittkamp@ovgu.de!
Acceptable file formats: [.doc], [.docx], [.rtf], [.odt].