

CEA INTERSHIP PROGRAM



GUIDEBOOK

Center for Economic Analyses (CEA)

**Skopje
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General information about CEA

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About CEA

CEA has been established in 2003 as an independent research think tank - first think tank of that kind in Macedonia and served as role model for others to come as well. Thus, CEA attracted attention and started different type of public debate based on evidence in Macedonia.

CEA was established by younger Macedonian economists who have received their professional education and training through studying at western universities, attending seminars and courses organized by international financial institutions and international organizations, and/or working in an international environment. They share common vision of the Republic of Macedonia as a new emerging economy integrated with regional and world markets. They devote their time, efforts and knowledge to help make this vision become a reality.

CEA is organized on a non-profit base (the legal form is a citizens' associations) and is open for membership to all economists operating in Macedonia and sharing the same vision. The core members and founders of CEA are successful young professionals working in banks, audit firms, international consulting companies, universities and central and local government. Their expertise ranges from econometrics, macroeconomics, microeconomic modeling, and economic policy analyses to financial analyses strategies for local economic and rural development, Public-Private Partnerships and business planning. CEA members are also widely present in Government working groups as experts for preparation of legal framework.

Mission statement of CEA

The Mission of CEA is to continuously research economic development and public policy in the Republic of Macedonia and to offer recommendations, suggestions and measures to the government and non-governmental institutions.

CEA members share a common vision of the Republic of Macedonia as a new emerging economy integrated with regional and world markets. They devote their time, efforts and knowledge to help make this vision become a reality.

The goal is to institute a sustainable think tank that provides outstanding intellectual capacities and resources, and to create a demand for those services that ensures Macedonia has the capability to properly support policy analysis.

The main Goals of the organization:

- 1. To provide quality policy analyses;*
- 2. To support viable economic policy in Macedonia;*
- 3. To help foster an environment that brings about higher investment, accelerated development and growth of the Macedonian economy, and EU accession;*
- 4. To achieve financial sustainability;*
- 5. To encourage regional cooperation and collaboration in the Balkans;*
- 6. To strengthen civil society, social capital and trust.*

CEA INTERSHIP PROGRAM **GUIDEBOOK**

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- ❖ *Introduction*
- ❖ *Internship program in ten steps (step by step)*
- ❖ *Key performance indicators*
- ❖ *Internship program timetable (6 months)*

Introduction

1. Introduction with CEA employees and CEA members closely connected with interns work and mission
2. Selection of mentor and organizing the initial meeting
3. Introducing the CEA infrastructure and capacities (databases, contacts, work practices, publishing program, public relations etc.).
4. Development of a detailed work plan for the intern, as well as benchmarks against which the fulfillment of interns work tasks and objectives will be monitored

Internship program in ten steps (step by step)

*Steps can be changed or modified according the internships tasks and goals
All steps are done in accordance with guidelines from the mentor and are monitored throughout the implementation*

Step 1¹	Literature review, research and searching for good practices in the area of interest
Step 2	Introducing the realized projects and selection of current projects in which the intern will be involved
Step 3	Participation in upgrading and building the CEA database and collecting necessary data through interviews, questioner (field research) etc.
Step 4	Writing policy paper
Step 5	Writing policy brief and presentation for a press-conference
Step 6	Advocacy activities (meetings with stakeholders and media, organizing press-conference)
Step 7	Participation in organization of conference or workshop
Step 8	Working on monthly and quarterly economic report
Step 9	Working on current projects and on project applications for receiving funding.
Step 10	Other activities.

¹ See Annex for details.

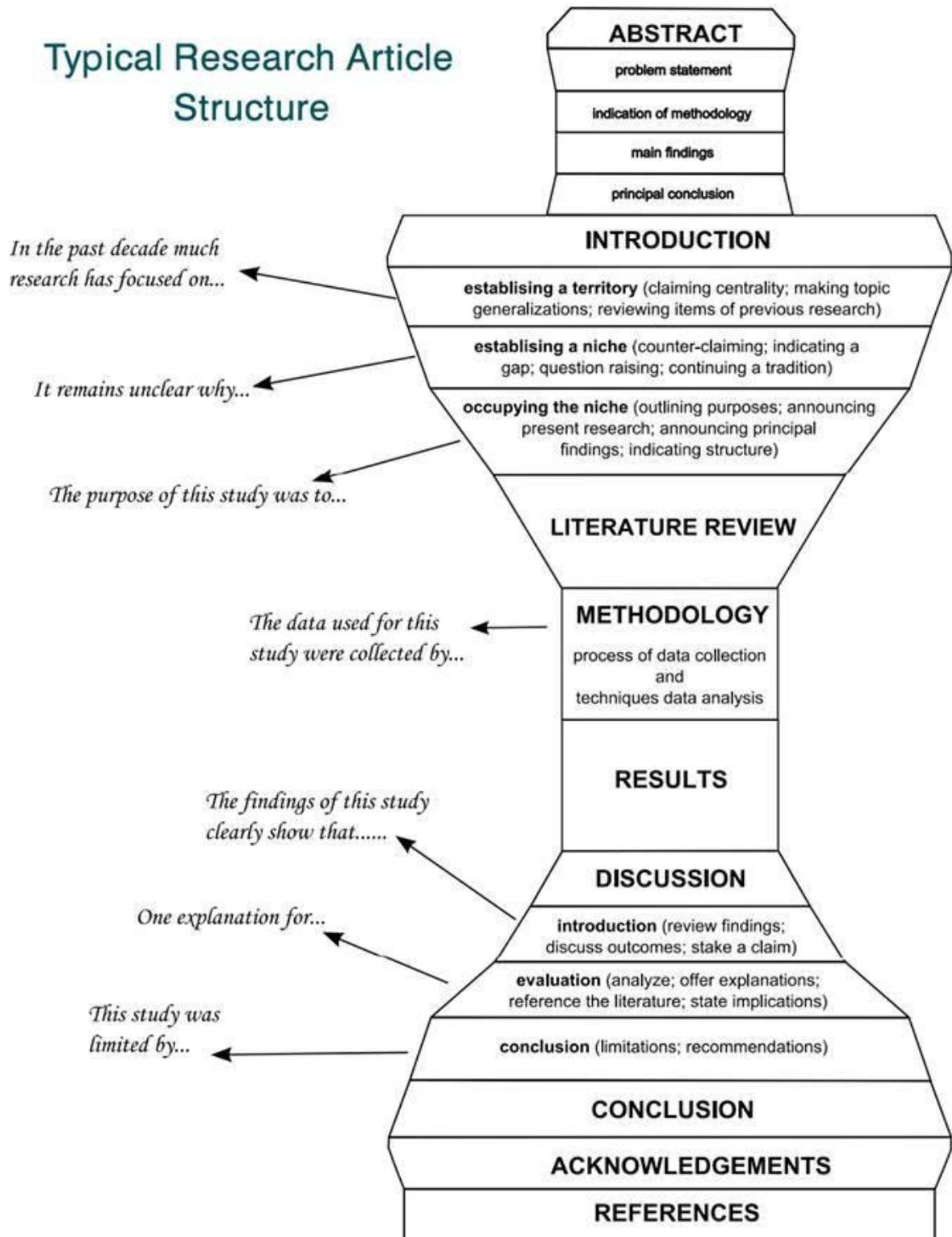
Key Performance Indicators:
1. Developed policy brief on Macedonian language
2. Developed paper according criteria for publishing in CEA Journal of Economics²
3. Organizing press-conference for promoting the findings and recommendations from the policy paper
4. Organizing conference or workshop
5. Number of meetings (for advocacy purposes)
6. Media presence
7. Changes in policies
8. Involvement in CEA's activities and projects.

² Ibid.

<i>Internship program time table(6 months)</i>	Month					
	I	II	III	IV	V	VI
<i>Activities</i>						
Literature review and searching for good practices in the area of interest	■	■				
Introducing the realized projects and selection of current projects in which the intern will be involved		■				
Participation in upgrading and building the CEA database and collecting necessary data through interviews, questioner (field research) etc.		■	■			
Writing policy paper			■	■	■	
Writing policy brief and presentation for a press-conference					■	■
Advocacy activities (meetings with stakeholders and media, organizing press-conference)					■	■
Participation in organization of conference or workshop					■	■
Working on monthly and quarterly economic report	■	■	■	■	■	■
Working on current projects and on project applications for receiving funding.	■	■	■	■	■	■
Other activities.	■	■	■	■	■	■

Annex

Typical Research Article Structure



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