



## NETWORK SECRETARIAT- BRUSSELS LIAISON OFFICE (NET-BLO)

### Description of the Unit

Network Secretariat is in charge of the strategic and operational networking with the agency's stakeholders and with important partners at national, EU and international level. Regular meetings with the Management Board and with national Focal Points are organised in order to plan, implement and evaluate the Multiannual Strategic Programme and the Programming Documents. The Management Board is responsible for all final decisions related to the work programme, finance and budget and implementation of the Staff Regulations. The Brussels Liaison Office takes care of all relations with the European Commission, European Parliament and European social partner committees.

The Brussels Liaison Office deals with the following tasks:

- Day-to-day running of the Brussels Liaison Office. This involves dealing with the public, answering and referring queries, telephone and email response and administrative tasks.
- Attending meetings within the EU institutions.
- Preparation of all Agency events in Brussels such as partner meetings, media events and campaign activities.
- Regular and systematic liaison with the Bilbao headquarters of the Agency.

The team would be delighted to welcome one trainee in its Liaison Office in **Brussels** with a tentative starting date in early 2022.