DESCRIPTION OF FUNCTIONS of AECM Team

- March 2018 -

**Katrin Sturm** – Secretary General of AECM

* Representation of AECM vis-à-vis relevant stakeholders like, for instance, the European institutions, the EIB group, etc. concerning lobbying and the promotion of the guarantee instrument
* Coordination of lobbying activities of AECM working groups
* Content preparation of lobbying, including preparation of speakers on behalf of AECM
* Content preparation of the meetings of the Board of Directors
* Content preparation of the meetings of the General Assembly
* Content preparation of annual seminar
* Working groups of the Board of Directors:
	+ Strategic plan and political guideline 2015-2018,
	+ Financial and budget monitoring as well as
	+ Public and private guarantee institutions
* Membership development: Cultivation of contacts with members; identification and outreach to prospective members and partners
* Management of AECM’s Secretariat
* Team development

**Eleonora Censorii** – Office, Event and Communication Manager of AECM

* Events organization:
	+ Event management: Project management to the creation and development of AECM’s numerous events
	+ Event planning including budgeting, scheduling, site selection, invitation of speakers, organizing, etc.
* External communication
* Internal communication including several different types of newsletters
* Website (external and internal area) and ICT
* Cultivation of contacts with members
* Office management
* Bookkeeping and accounting
* Staff support / Internship
* Point of contact for the Global Network of Guarantee Institutions (GNGI)
* Translations EN-IT

**Marc Basel** - Senior Financial Expert of AECM

* Statistics, surveys, studies:
	+ Data collection and analysis
	+ Members’ requests / surveys for members
	+ Communication of outcomes of data collection and members’ requests to members
	+ Drafting of publications, e.g. half-yearly scoreboard, Facts & Figures, guarantee activity survey
	+ Data communication to external parties, esp. EIF and OECD
	+ Jointly with working group chairman of the working groups statistics and studies setting of agenda, organization of meetings, etc.
* Banking supervision and SME policy:
	+ Representation of AECM vis-à-vis relevant stakeholders like, for instance, the European institutions, the EIB group, etc. concerning lobbying and the promotion of the guarantee instrument
	+ Content preparation of lobbying, including preparation of speakers on behalf of AECM
	+ Preparation of meeting documents
	+ Jointly with respective working group chairman setting of agenda, organization of meetings, etc. of the working groups banking supervision and SME policy
* Cultivation of contacts with members
* Translation EN-FR-DE

**Felicia Covalciuc** - Junior Policy Officer of AECM

* Agriculture, structural funds and state aid policy:
	+ Representation of AECM vis-à-vis relevant stakeholders like, for instance, the European institutions, the EIB group, etc. concerning lobbying and the promotion of the guarantee instrument
	+ Content preparation of lobbying, including preparation of speakers on behalf of AECM
	+ Preparation of meeting documents
	+ Jointly with respective working group chairman setting of agenda, organization of meetings, etc. of the working groups agriculture, structural funds and state aid
* Cultivation of contacts with members
* Translation EN-IT

**Interns** of AECM

* Support to the team
* Preparation of tables, documents, briefings and online forms (content and formatting)
* Newsletters and website content management
* Participation in events as AECM’s representative
* Publications (content and setting-up)
* Supporting the organization of events
* Cultivation of contacts with members
* Data collection
* Knowledge transfer to other interns
* Translations