

DESCRIPTION OF FUNCTIONS OF AECM TEAM

- March 2023 -

Please note that in the following only the major tasks are indicated, meaning that the descriptions below do not constitute a limitative list of competences and activities.

Felicia COVALCIUC - Senior Policy Officer of AECM

Working group responsibilities: Agriculture, State aid, Structural funds, Products and services including non-financial services

- Policy dossiers: Agriculture, State aid, Structural funds, Products and services including non-financial services:
 - Political representation of AECM vis-à-vis relevant decision makers and 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, including board meeting documents and GA documents
 - Jointly with respective working group chairman setting of agenda, organization of meetings, etc. of the aforementioned working groups
 - Analysis, preparation of publications and communication of agriculture data
- Expert on mutual and private guarantee institutions
- Cultivation of contacts with members
- Working languages: EN-IT-FR-RO

Alice AWAD – Office, Event and Communication Manager of AECM

Working group responsibilities: Communication and Marketing, Digitization

- F2F and virtual event planning and oversight (including working group meetings, annual events and OTS): scheduling, invitations, logistics (catering, technic, conference material, etc.)
- Communication:
 - External communication including social media and print media
 - Internal communication including several different types of newsletters
 - Website (external and internal area) and ICT
 - Annual activity report
- Cultivation of contacts with members
- Office management
- Bookkeeping and accounting
- Database and contact management and correspondence management (email, postal, telephone inquiries)

- Data Protection Officer (DPO)
- Staff support / Internship
- Working languages: EN-IT-ES-FR

Simon THIBAUD - Policy Officer

Working group responsibilities: Financial Instruments and Structural Funds (jointly with FC), Law and Regulation, Statistics and Impact, Sustainability

- Policy responsibilities: EU Financial Instruments, Regulatory affairs, SME policies, Sustainability policies:
 - Political representation of AECM vis-à-vis relevant policy makers and stakeholders like, for instance, the European institutions, the EIB group, etc. and promotion of the guarantee instrument
 - Content preparation for lobbying
 - Jointly with respective working group chairs setting of agenda, organisation of meetings, etc.
- Statistics and impact:
 - Data collection and analysis
 - Communication of outcomes of data collection
 - Drafting of publications, e.g. Statistical Yearbook
 - Data communication to external parties, esp. EIF, OECD, and European Commission
 - Coordination of impact studies undertaken by or on AECM members
 - Jointly with chair of the working group statistics and impact setting of agenda, organisation of meetings, etc.
- Content preparation for the President
- Cultivation of contacts with members
- Working languages: EN-FR-DE-IT

Katrin STURM – Secretary General of AECM

Working group responsibilities: Export Credit Guarantees Task Force

- 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
- Managing the planning and delivery of AECM's strategic plan and political guidelines
- 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
- Membership development: Cultivation of contacts with members; identification and outreach to prospective members and partners

- Management of AECM's Secretariat
- Budgetary management of AECM
- Team development and progress review
- Working languages: EN-FR-DE-ES (IT)

Interns of AECM

- Support to the team
- Preparation of tables, documents, briefings and online forms (content and formatting)
- Accounting
- Newsletters and website content
- 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