

NETWORK SECRETARIAT (NET)

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 Quality Team forms part of the unit and deals with all aspects of quality management and performance monitoring in EU-OSHA including the evaluation work.

NETWORK SECRETARIAT- QUALITY (NET-QT)

Under the supervision of the Executive Director, the Quality Team is responsible for:

- The Agency's programming and planning work, for example liaising with internal stakeholders in the programming procedure, quality assurance of programming information in the Agency's programming application, preparation of programming documents for internal and external audiences;
- The Agency's performance monitoring work in relation to work programme implementation, for example liaising with internal stakeholders, quality assurance of reporting information, reporting to internal and external audiences;
- Development and maintenance of the Agency's ICT information management application;
- Coordination of the Agency's work on internal policies and procedures;
- Management of the Agency's activity based time registration application;
- Secretariat functions in relation to the Management and Executive Boards;
- The Agency's evaluation work, for example evaluation planning, implementation of evaluations etc.

NETWORK SECRETARIAT- BRUSSELS LIAISON OFFICE (NET-BLO)

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.