

1. **Family name:** SITNIKOVA
2. **First name:** Ekaterina
3. **Date of birth:** 15 March 1975
4. **Nationality:** Belgian
5. **Civil status:** Single
6. **Education:**

Institution	Degree(s) or Diploma(s) obtained:
The International School of Protocol and Diplomacy (ISPD), Brussels, Belgium, November 2014	Protocol Applied course diploma
SuperWebDesign, Brussels, Belgium 16-20 July 2012	Adobe Photoshop CS6 Training (3 days)
Moscow State Institute of International Relations (University), MGIMO, Russia September 1992 – June 1997	Honours Masters Degree in International Relations
European University, Brussels, Belgium September 1995 – June 1996	Certificate for Bachelor of Business Administration (BBA) Programme
Nijenrode Universiteit, Breukelen, the Netherlands, 1993	Dutch language courses diploma

7. **Language skills:** Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

Language	Reading	Speaking	Writing
	Mother tongue	Mother tongue	Mother tongue
English	1	1	1
French	1	1	2
Dutch	1	2	3
Italian	3	3	4

8. **Membership of professional bodies:** n/a
9. **Other skills:** International Health Care Business Integrity Course certificate; Full computer literacy, including Photoshop; Strong budget management skills and full driver's license; volunteer experience in Asia
10. **Present position:** Event producer, communications consultant and project manager
11. **Years within the firm:** 23 years
12. **Key qualifications:**
  - **Communications:** 23 years of experience of design & management of top-end pan-European public policy communication campaigns for public administration bodies, coordinating pan European communications, media and social media and editorial activities and supporting teams of international & local experts; Including campaign identification and design, best communications strategy identification and devising a set of measures for achieving best campaign results (i.e. print and production, audio visual material design and production, etc.)
  - **Management & organisation:** Significant experience in building relationships between various partners of pan-European EC-funded communications projects and coordinating teams of international experts and project management. Very strong client liaison & reporting skills. Very strong analytical, strategic planning, management, interpersonal and administrative skills. Native Russian speaker with mother tongue level of English
  - **Events:** 23 years of excellence & significant expertise in 360 degrees A-Z high level events planning, production and management on various levels mainly for public administration. Including: event identification, target audience definition and outreach, hands on 360 degrees event planning, i.e. registration, hotels, transport, meeting AV and other technical requirements, programme, booklets, protocol, promotional items and other event related material production, visual identity design and implementation, stand design and production, media relations, speakers liaison and training, technical team coordination, logistical and promotional activities and event follow up (reporting, participants follow up, event website update, etc.)
13. **Specific experience in the region:**

Country	Date from - Date to
Istanbul, Turkey	May 2019
Hangzhou, China	May 2018
Mexico City, Mexico	May 2016
Sydney, Australia	May 2015
Chisinau, Moldova	September 2013 – October 2014
Belarus, Minsk	February 2012 – April 2014
Baku, Azerbaijan	January 2013 – December 2014
EU	Numerous assignments since 1997
Kiev, Ukraine	November 2009 – August 2012
Berlin, Germany	May 2014
Los Angeles, USA	May 2013
Montreal / Ottawa, Canada	March 2013 / May 2014
Cartagena, Colombia	May 2012
Kuala-Lumpur, Malaysia	May 2010
Santiago, Chile	May 2009
Kosovo / Macedonia	Sept 2006 – May/2009
Kazakhstan	July 1999
Moldova, Ukraine, Romania, Poland	January – March 2003
Russia	Numerous assignments throughout 1997-2002

## 14. Professional experience

Dates	Location	Company	Position	Description
2-12 November 2020	Brussels, Belgium	Ecorys, Belgium	Digital event producer	<p><b>European Cluster Conference 2020</b> - Produced a fully digital event for DG GROW, over 1000 online participants and over 60 speakers presenting from multiple locations around the world. Green key studio with a moderator, TV studio built up from scratch in an event venue, onsite speakers training, slides integration and remote slide control, live streaming, Speakers presenting from multiple locations around the world, Sli.Do integration, etc.</p>
[40] 10/2012 – present (not full time)	Worldwide	ICF MOSTRA & ICF Next	Independent Business Associate and Senior events consultant	<p>Managing and overseeing a number of high-level pan-European events for <b>DG REGIO, DG AGRI, EEAS, FPI, DG Research</b> and others. Listed below in chronological order:</p> <ul style="list-style-type: none"> <li>• <b>EU Centres World Meeting</b>, a third networking meeting of EU Centres co-organised by EEAS and FPI, bringing together the 37 existing Centres from 11 different countries and territories (October 2012, Brussels, Belgium)</li> <li>• <b>1<sup>st</sup> &amp; 2<sup>nd</sup> Annual Forum of the EU Strategy for the Danube Region</b> (EUSDR) for DG REGIO with participation of German Chancellor <b>Angela Merkel, 2 Commissioners, Prime Minister of Romania, all Foreign Ministers of the Danube region countries</b> (November 2012, Regensburg, Germany and October 2013, Bucharest, Romania)</li> <li>• <b>Institutional HR Strategy Group meetings</b> for DG RESEARCH (Brussels &amp; Leuven, Belgium; Warsaw, Poland; Lisbon, Portugal)</li> <li>• <b>Going Green conference for FPI / EEAS</b> with participation of State ministers and other high level officials (March 2013, Montreal, Canada)</li> <li>• <b>Cross Border Business seminars</b> series organised by DG ENTR in all EU Member States and Croatia within the framework of an EU-wide information campaign regarding credit and claims management. Total of 28 seminars over 2 years, on average every two weeks.</li> <li>• <b>Closing conference &amp; exhibition of the Roma inclusion pilot project "From pilots to outcomes"</b> for DG REGIO (March 2013, Brussels, Belgium)</li> <li>• <b>European Seminar on Sustainable Urban Rural Partnerships</b> for DG REGIO (April 2013, Warsaw, Poland)</li> <li>• <b>High-Level Conference on Education and Development</b> for DG DEVCO (May 2013, Brussels, Belgium)</li> <li>• <b>European Union Sustainable Energy Week (EUSEW)</b> – (Brussels, Belgium, June 2013) for DG ENTR</li> <li>• <b>Conference on Anti-Fraud and Anti-Corruption measures</b> in relation to the use of European Structural and Investment Funds (November 2013, Brussels, Belgium) for DG REGIO</li> <li>• <b>Telling the story 2.0 – Communicating Cohesion policy conference</b> in collaboration with DG REGIO, DG EMPL, DG AGRI and DG MARE with participation of 4 Commissioners (December 2013, Brussels, Belgium)</li> <li>• <b>Adriatic-Ionian Forum 2014</b> (EUSAIR), (February 2014, Athens, Greece) with participation of Prime Minister of Greece, Commissioner and other high level officials of ministerial level. DG REGIO</li> <li>• <b>CITIES. Cities of Tomorrow: Investing in Europe</b> (February 2014, Brussels, Belgium) with participation of Commissioner Hahn, DG REGIO</li> <li>• <b>EU-Canada Cooperation in Common Security and Defence Policy: Current Engagement and Future Prospects</b> for FPI / EEAS with participation of EU High Representative for Foreign Affairs and Security Policy and Vice-President of the European Commission (Catherine Ashton), Maciej Popowski, Deputy Secretary General, European External Action Service and other high level security, defence and military personnel (May 2014, Ottawa, Canada)</li> <li>• <b>European Space Solutions Conference</b> (June 2014, Prague, Czech Republic) with participation Czech Prime Minister, Commissioner and other high level government officials. DG ENTR</li> <li>• <b>Sixth Cohesion Forum "Getting started: Delivery of the new Cohesion Policy by Europe's regions and cities"</b> (September 2014, Brussels, Belgium) with participation of Prime Ministers of Latvia, President of the European Commission Barroso, President of the European Parliament, President of the European Council, number of Commissioners, Directors Generals and other high level government officials, 900 delegates</li> <li>• <b>Third RUP Forum</b> (October 2014, Brussels, Belgium), DG REGIO with participation of the President of the European Commission Barroso, Presidents of all of Europe's Utmost regions and other high level officials, 700 delegates</li> <li>• <b>2<sup>nd</sup> Adriatic-Ionian Forum 2014</b> (EUSAIR), (November 2014, Brussels, Belgium). DG REGIO</li> <li>• <b>Urban Development Network conference</b> (October 2014, Brussels), DG REGIO</li> <li>• <b>EU Strategy for the Alpine Region (EUSALP) conference</b> (December 2014, Milan, Italy) with participation of all Ministers of Foreign Affairs of the region, 1300 delegates, DG REGIO</li> <li>• <b>CAPCA Awards ceremony</b> (February 2015, Brussels, Belgium), 250 delegates, DG AGRI</li> <li>• <b>2<sup>nd</sup> Joint EU Cohesion Policy Conference</b> (February 2015, Riga, Latvia) with participation of academia, over 130 speakers and Advisor to the President of the Republic of Latvia, Former EU Commissioner of the European Commission Andris Piebalgs. DG REGIO</li> <li>• <b>Seminar on Local and Regional Partners Contributing to EUROPE 2020</b> (March 2015, Brussels, Belgium), 150 delegates, DG REGIO</li> <li>• <b>GROW your REGION conference</b> (April 2015, Brussels, Belgium), 400 delegates, DG REGIO &amp; DG GROW</li> <li>• <b>'What's next for EU Arctic policy' conference</b> (June 2015, Brussels, Belgium), 150 delegates, FPI / EEAS</li> <li>• <b>EU-ASEAN Senior Officials' Meeting</b> (July 2015, Brussels, Belgium), 100 delegates, FPI / EEAS</li> <li>• <b>ICAE Preconference event on "Global Food Security Challenges"</b> (August 2015, Milan, Italy), 200 delegates, DG AGRI</li> <li>• <b>Open Days, Urban Day &amp; RegioStars Awards</b> (October 2015, Brussels, Belgium), 8000 delegates, DG REGIO – a week-long of conference and workshops</li> <li>• <b>Exchange of good practices on metal by-products recovery – technology and policy challenges conference</b>, (November 2015, Brussels, Belgium), 250 delegates, FPI / EEAS &amp; DG GROW</li> <li>• <b>EUSALP Forum</b> (January 2016, Brdo, Slovenia) – 800 delegates, DG REGIO</li> <li>• <b>UDN Conference</b> (January 2016, Seville, Spain) – 150 delegates, DG REGIO</li> <li>• <b>High Level Conference On attracting Investment in Tourism</b> (April 2016, Brussels, Belgium) – 450 delegates, EASME &amp; DG GROWTH, conference with participation of several Commissioners.</li> <li>• <b>London School of Economics Conference</b> (April 2016, London, UK) – 150 delegates, DG REGIO</li> </ul>

				<ul style="list-style-type: none"> <li>• <b>1<sup>st</sup> EUSAIR Forum</b> (May 2016, Dubrovnik, Croatia) – 800 delegates, DG REGIO</li> <li>• <b>SMART Regions Conference</b> (June 2016, Brussels, Belgium) – 800 delegates, DG REGIO</li> <li>• <b>European Week of Regions and Cities 2016 (EWRC)</b> (October 2016, Brussels, Belgium), 8000 delegates, DG REGIO – a week-long of conference and workshops</li> <li>• <b>RegioStars Awards Ceremony 2016</b> (October 2016, Brussels, Belgium), 1800 delegates, DG REGIO – an Oscar-style awards ceremony, recognising the best regional EU-funded projects across the EU Member states with participation of several European Commissioners, MEPs and other VIPs</li> <li>• <b>Urban Agenda for the EU High Level political event</b> (October 2016, Brussels, Belgium), 450 delegates, DG REGIO – a high level conference on urban policy with the participation of several Commissioners</li> <li>• <b>“European Summit on Digital Innovation for Active and Healthy Ageing”</b> (December 2016, Brussels, Belgium), 2000 delegates, DG CNECT – a two day long conference and exhibition</li> <li>• <b>Forth RUP Forum</b> (March 2017, Brussels, Belgium) - 800 delegates, DG REGIO</li> <li>• <b>Interreg Annual Meeting 2017</b> (April 2017, Malta) - 300 delegates, DG REGIO</li> <li>• <b>Seventh Cohesion Forum “My Region, My Europe, Our Future”</b> (June 2017, Brussels, Belgium) – 800 delegates, DG REGIO</li> <li>• <b>EU-Western Balkans Investment Climate Forum</b> (June 2017, Belgrade, Serbia) – 250 delegates, DG NEAR</li> <li>• <b>EU- Western Balkans Youth Forum</b> (July 2017, Trieste, Italy) - 250 delegates, DG NEAR</li> <li>• <b>European Week of Regions and Cities 2017</b> (October 2017, Brussels, Belgium) – 6000 delegates, DG REGIO</li> <li>• <b>RegioStars completion and awards ceremony campaign 2017</b> (October 2017, Brussels, Belgium) – 1200 delegates, DG REGIO</li> <li>• <b>Youth Partnership event with the European Parliament</b> (November 2017, Brussels, Belgium) – 100 delegates, DG NEAR</li> <li>• <b>European Week of Sustainable Energy 2018 (EUSEW)</b> (June 2018, Brussels, Belgium) – 3500 delegates, EASME &amp; DG ENER</li> <li>• <b>European Week of Regions and Cities 2018</b> (October 2018, Brussels, Belgium) – 7000 delegates, DG REGIO. Including among other activities the <ul style="list-style-type: none"> <li>• Opening session with the participation of a number of dignitaries such as the <b>President of the European Commission Jean-Claude Juncker</b>, <b>European Commissioner for Regional Policy Corina CREȚU</b>, <b>President of the European Committee of the Regions Karl-Heinz LAMBERTZ</b>, <b>Vice-president of the European Parliament Pavel Telicka</b> and many others</li> <li>• EU &amp; Me campaign screening evening</li> <li>• Youth 4 Regions competition</li> </ul> </li> <li>• <b>RegioStars completion and awards ceremony campaign 2018</b> (October 2018, Brussels, Belgium) – 1200 delegates, DG REGIO, Including among other activities <ul style="list-style-type: none"> <li>• RegioStars Awards finalists communications training</li> <li>• RegioStars Awards Public Choice competition</li> </ul> </li> <li>• <b>European Week of Sustainable Energy 2019 (EUSEW)</b> (June 2019, Brussels, Belgium) – 3500 delegates, EASME &amp; DG ENER, various high-level EU officials in attendance</li> <li>• <b>RegioStars completion and awards ceremony campaign 2019</b> (October 2019, Brussels, Belgium) – 1200 delegates, DG REGIO</li> <li>• <b>European Week of Sustainable Energy 2020 (EUSEW)</b> (June 2020, Brussels, Belgium) – online event, EASME &amp; DG ENER, various high-level EU officials in attendance</li> </ul>
[39] 06/2002 - present	Belgium	Sitnikova sprl	<b>Managing Director</b>	<ul style="list-style-type: none"> <li>• <b>Event production &amp; protocol management</b> and communications consultant for institutions and corporate clients (European Commission, European Parliament, etc.); Events &amp; conferences: event design and creation (Complete AV design, recruitment and briefing of speakers and other content related activities, logistics management, venue hire, etc.)</li> <li>• <b>Public policy communications consultancy</b> – all aspects of communications mix, strategy drafting, implementation, media relations, decision makers' liaison.</li> <li>• <b>Websites</b> (Internet and intranet) project management</li> </ul>
[38] 11/2006 – present	Belgium	GS1	<b>Speakers coordinator</b>	<b>Speakers support for GS1 Global Forums 2007-2019 – 5 days event, 700+ participants, 90+ speakers – providing communication, planning and coordination</b> for speakers and onsite event production
[37] 01/2009 - present	Worldwide	GS1	<b>Speakers coordinator</b>	<b>Providing speakers support for GS1 General Assembly 2009 - 2019 – 4 days event, 300+ participants, 40+ speakers</b> – planning and coordination of speakers, speakers briefing, session development, management of the organisation of the event, scenography, VIP and protocol management, management of content and organisation of administrative aspects. <b>Locations:</b> Chile, Malaysia, France, Colombia, USA, Germany, Australia, Mexico, China, Turkey
[36] 12/2013 – 12/2014	Belgium	EuroTrends	<b>Quality Controller</b>	Quality Controller of “ <b>Mid-term evaluation of ENPI Regional Communication programme</b> ” project. Main objectives of the assignment <ul style="list-style-type: none"> <li>• Evaluate the appropriateness of the specific Programme's objectives and areas of intervention, taking into account the constantly evolving environment in partner countries especially in the light of the events in the Southern Mediterranean which unfolded after the Arab spring and on-going democratisation process in the Eastern Neighbourhood.</li> <li>• Review the Programme's approach and methodology and assess its appropriateness and relevance for achieving the Programme's objectives;</li> <li>• Review design of the programme, and the logical link and the coherence between its various components in order to achieve the objectives of the programme.</li> </ul>
[35] 01/2013 – 12/2014	Azerbaijan	Particip	<b>Team Leader</b>	<b>TL for FWC "Implementation of large scale visibility activities for the EU Delegation to Azerbaijan"</b> project aimed at organization and implementation of large scale visibility activities for the EU in Azerbaijan, more specifically: <ul style="list-style-type: none"> <li>• Two large-scale, open to the public, two-day, open air events of about 5,000 participants each for the 2013 and 2014 Europe Days (09/05). The events organised as a 'Euro-village' in a prominent public space, with stands for Member States, information booths, games and other events, including a stage for performers and an entertainment programme. The events to serve to highlight EU involvement in Azerbaijan.</li> <li>• Press relations and press trips coordination</li> <li>• Mobile EU Information Centre (e.g. through an itinerating caravan) to bring EU related information to communities around the country</li> <li>• Design and production of information and promotion materials elements to be used by the EU Mobile Information Centre and at the large scale events.</li> <li>• Provide appropriate media outreach to ensure media coverage of the events</li> </ul>

[34] 09/2013 – 12/2014	Moldova	Safege	Team Leader	<p>World Bank project on “Communication consultancy to support the implementation of an awareness raising campaign for the Ajutor Social and heating allowance programs”. Client: Ministry of Labour, Social Protection and Family. Range of provided services per target audience:</p> <ul style="list-style-type: none"> <li>• <b>Political elite:</b> National conferences, TV talk show, Radio talk show, NCC meetings, Heads of rayon meetings</li> <li>• <b>Social Assistants:</b> SA brand establishment, Annual conference, Legislative guide, Training sessions, Communications training</li> <li>• <b>Civil society:</b> Discussion clubs, Workshops about social assistance, Print articles</li> <li>• <b>Media:</b> Training for media, Study tour abroad, Mass media contest, Press conferences, Media monitoring</li> <li>• <b>General population:</b> Radio spots, Video spots, Newspaper articles, Billboards, Posters, Flyers, Info boards</li> </ul>
[33] 03/2013 – 04/2014	Belarus	Particip	Team Leader	<p>TL for FWC “PR support for EU-funded assistance in Belarus”. The objective of this project is to raise awareness of EU-funded assistance to Belarus by communicating positive results of individual EU-funded projects and attracting new applicants and partners.</p> <p><b>Project activities include:</b></p> <ul style="list-style-type: none"> <li>• Organisation of press visits to sites of EU-funded projects - over 10 field visits, at least 10-15 journalists each</li> <li>• Organisation of programme/project information events - over 6 events, min 60 participants each</li> </ul>
[32] 03/2012 – 03/2013	Belarus	JCP srl	Team Leader	<p>TL for FWC “PR support for EU-funded assistance and cooperation programmes in Belarus”. The objective of this project is to raise awareness of EU-funded assistance to Belarus by communicating positive results of individual EU-funded projects and attracting new applicants and partners.</p> <p><b>Project activities included:</b></p> <ul style="list-style-type: none"> <li>• Over 6 press tours to EU-funded project sites</li> <li>• Over 7 info sessions for journalists on obtaining official information on EU, EU-Belarus relations, and EU-funded assistance to Belarus;</li> <li>• Over 4 information day events publicizing EU-funded assistance for the total of over 300 people</li> </ul>
[31] 09/2012	Belgium	VO Communicati ons	Event producer and stage manager	<p>The two-day Forum was held in Sept 2012 in Liege and was aimed at boosting candidacy of Liege to become a host of International Exhibition 2017. Prepared a comprehensive script and running order of the day, providing on site assistance and support to the congress speakers, that included the top level government officials from Belgium and various international organisations (Belgian Prime Minister Elio DI RUPO, President of the Walloon region Rudy DEMOTTE, General Director of UNESCO Irina BOKOVA, etc.)</p>
[30] 08-10/2012	Belgium	Steinbeis GmbH	Short Term Senior PR Expert	<p>Within the framework of Technical Assistance project “The Europe China Research and Advice Network (ECRAN)” carried out complete range of media relations, publicity, PR, communications and media monitoring activities for the 15th EU-China Summit that took place in Brussels in September 2012 - last high-level summit attended by the Chinese Premier Wen Jiabao before an expected major leadership transition in China in October. The EU was represented by European Council President Herman Van Rompuy and EU Commission President Jose-Manuel Barroso.</p>
[29] 01/2012 – 07/2012	Ukraine	JCP srl	Team Leader	<p>TL for FWC “Production and distribution of “Success Stories” in Ukraine. The scope of the project covers the following elements:</p> <ul style="list-style-type: none"> <li>• Production of Success Story Folder with 20 project fiches, each dedicated to some of the top Cooperation projects</li> <li>• Production of seven 3-min long films about the top Cooperation projects.</li> </ul> <p>For each of the above activities, the team, in coordination with the Delegation, carried out the content generation (joint selection of the projects, fact checks, etc.), interviews, design, printing, filming, packing and distribution</p>
[28] 04/2011 – 09/ 2013	EU	Europacolom	Event and Speakers manager	<p>Providing speaker support services (content, logistics, etc) and venue coordination (a/v, transport, etc.) for the First &amp; Second Colorectal Cancer Patient Conference in Barcelona – 2 days event, 200+ participants, 40 speakers – providing communication, planning and coordination for speakers and onsite event production</p>
[27] 10/2009 – 11/2009	Belgium	Document@W ork	Speakers coordinator	<p>Speakers support for Document@Work annual congress – 1 day event, 200+ participants, 20 speakers – providing communication, planning and coordination for speakers and onsite event production</p>
[26] October 2012	Belgium	Belgian government	Elections observer	<p>Acted as an election observer during Belgian provincial and municipal elections of 2012</p>
[25] 08/2011- 05/2012	Belgium	Abbott Vascular	External Contractor for MarCom	<p>Providing ad-hoc support to EMEA Marketing and Communications team during the transitional phase by supervising production of various print, audio visual and exhibition and trade show material – covering a wide range of medium (product fiches, patient testimonials, booklets, promotional videos, websites, etc.)</p>
[24] 10/2009 – 12/2011	Ukraine	Safege	Long Term Expert events	<p>LTE for an award winning project* “Women and children’s rights in Ukraine - communication component (6 mil euro)” – over a period of 2 years running one of the largest project components – including design and implementation of series of large scale national events for the government of Ukraine: conferences, press launches, viral campaign, direct mailings, industry awards, TV actions, media relations, promotional videos, print and production, etc.</p> <ul style="list-style-type: none"> <li>• Created the concept and implemented &amp; implemented the first ever cross-Ukrainian national competition for Best Employer in the field of Gender Equality reaching out to 10.000 Ukrainian employers throughout all industries. Designed and managed communications campaign, competition implementation, media relations, website, jury activities and high level red carpet award ceremony with government officials participation</li> <li>• Created the concept and implemented the first ever Social advertising Conference in Ukraine attended by over 200 participants from public sector, NGOS and international organisations</li> </ul> <p>*“The best project ‘Ambition 2015’ for the humanitarian challenge and collective commitment”</p>
[23] 10-12/2011	Belgium	European Union Institute for	Logistics coordination	<p>ESPAS Conference on ‘Global Trends 2030’ - Providing assistance with participants travel arrangements (international flights &amp; train bookings and changes), coordination of all local transfers, coordination of the hostesses’ services, participants’ liaison (logistics), on-site support during the conference.</p>



		<b>Security Studies</b>		
[22] 05-07/2011	Belgium	<b>Safege</b>	<b>Event manager for ACP Secretariat</b>	<b>High Level meeting on Enhancing SME financing in ACP countries</b> - high level event, provided hands on 360 degrees event planning, i.e. website design, registration, hotels, transport, meeting AV and other technical requirements, programme, booklets, protocol, promotional items and other event related material production, visual identity design and implementation, logistical and promotional activities and event follow up
[21] 04/2011 – 07/2011	Belgium	<b>UNiBA</b>	<b>Venue coordinator</b>	<u>Identifying and negotiating with the venues worldwide</u> for the upcoming UNiBA congresses in April and October 2012.
[20] 03/2008 – 07/2010	Belgium	<b>Cordis, Johnson Johnson Medical</b> &	<b>CCVI Online EMEA Coordinator &amp; E-marketing EMEA Manager</b>	<ul style="list-style-type: none"> <li>• <u>Administered and managed creation of CCVI online website</u> – including all launch related communications strategy around it</li> <li>• Managed transfer of the site to the new platform (from SharePoint to Drupal) and coordinated international cross continent teams of experts carrying out the task. / Daily site management</li> <li>• <b>Design a e-marketing and e-communications strategy for all EMEA professional education activities</b></li> </ul>
[19] 01 – 05/2009	Strasbourg, France	<b>Smoke Free Partnership</b>	<b>Event coordinator</b>	Led by the Smoke Free Partnership, <b>launched a campaign to maintain the visibility and focus on tobacco control during the European elections 2009 and beyond.</b> To kick start the campaign an event has been organized in the Strasbourg premises of the EP. During this event, an exhibition stand highlighting the deaths from tobacco in Europe has been exhibited and MEP candidates were invited to sign a manifesto pledge. The stand featured an original painting by a Belgian artist, Jurgen Gielen, which was designed to highlight the deadly impact of tobacco in Europe.
[18] 09/2006 – 05/2009	Kosovo / Macedonia	<b>East West Consulting (EWC)</b>	<b>Project Director</b>	<b>Project Director of the “Technical Assistance to the Kosovo National Development Plan” the two main purposes of which were:</b> <ul style="list-style-type: none"> <li>• To help develop <u>a strategic policy function</u> in the key line Ministries which are responsible for a large share of public spending</li> <li>• Within these key line Ministries, <u>to develop capacity to identify, plan, prioritise and budget</u> for important future projects</li> </ul>
[17] 03/2008 – 08/2009	Belgium	<b>East West Consulting (EWC)</b>	<b>Project Director</b>	Project Director of the <b>“Framework contract concerning the measures recommended for implementing the specific strategies focused on health determinants, SANCO”</b> . The main purposes of which were: <ul style="list-style-type: none"> <li>• <b>Provision of scientific content:</b> high quality summaries and/or scientific analyses of key areas of the strategy with such key themes as “overweight and obesity-related illnesses”, “influence on eating habits”, “consumer information”, “product reformulation”, “advertising”; “infrastructure and healthy lifestyle” or “healthy environment”</li> <li>• <b>Organisation and management of workshops and meetings / Updating of the Internet sites:</b> gathering all of the materials from meetings and background documents and formatting them according to the requirements for the Europa server.</li> </ul>
[16] 09/2006 – 04/2010	Belgium	<b>European Consultants Organisation (ECO)</b>	<b>Project &amp; Expert Relations Manager</b>	Responsible for <b>new business development</b> and tender preparation for Technical Assistance and Framework Contracts in a variety of areas, i.e. <b>institutional development and capacity building, TA to European Integration, Monitoring and evaluation, restructuring, Judicial reform, legal approximation, etc.</b> All aspects of Technical Assistance tenders preparation (e.g. “Raising Awareness about legal reform in Russia”; “Raising awareness about disability in Romania”, “ACP Newsletter”, “Improving information to the Croatian business community”, “Communications multiplier activities in the ENPI Region Training Network Building”, “Media activities - Maximising EU presence in the ENPI regions”
[15] 05 – 10/2008	Belgium	<b>Eucomed</b>	<b>MedTech Forum 2008 coordinator</b>	<b>360 degrees communications &amp; event services:</b> on behalf of <u>Eucomed coordinating all aspects of MedTech Forum 2008 organisation and activities linked to it.</u> 400 attendees, 70 speakers, 40 satellite events
[14] 07 – 09/2008	Belgium	<b>Ceereal</b>	<b>Event coordinator</b>	CEEREAL represents the breakfast cereal and oat milling industries towards the European institutions, industry and consumer associations as well as consumers. <b>Organized fourth annual “Breakfast Week.”</b> - three-day event, sponsored by <b>Avril Doyle MEP</b> , at the <b>European Parliament</b> (17-18 September) and the <b>Residence Palace</b> (19 September). 1400 high-level officials, journalists and analysts from both national and European institutions in the Belgian capital.
[13] 01 – 10/2006	Belgium	<b>Cordis, J&amp;J Medical</b>	<b>Customer Education Programme (CEP) Coordinator</b>	As a <b>CEP coordinator</b> was responsible for needs analysis, planning, design and organisation of bi-weekly training seminars on new technologies and products in cardio-vascular sector (coronary stenting) attended by selected representatives of medical elite from Europe, Asia and Canada and taking place at various European locations.
[12] 11/2008	Belgium	<b>Media Consulta</b>	<b>Logistical support</b>	Provided logistical support and build up during the <u>exhibition organised at the premises of the European Commission</u> (Batiment Charlemagne). Helped liaise with the building security and organise launch cocktail
[11] 06/2008	Belgium	<b>European Public Health Alliance</b>	<b>Event coordinator</b>	Coordination of <u>media relations, press conference and debate</u> linked to the EPHA and Action For Global Health (AFGH) NGOs.
[10] 02/2007	Belgium	<b>Mission of Croatia to the EU</b>	<b>Event coordinator</b>	Provided communications, logistical support and build up during the <u>exhibition organised at the premises of the European Commission</u> (Batiment Charlemagne).
[9] 11/2006	Belgium	<b>TR PLUS</b>	<b>Event coordinator</b>	<u>Centre for Turkey in Europe:</u> Provided communications, logistical support and build up during the exhibition organised at the premises of the European Commission (Batiment Charlemagne).
[8]	Belgium	<b>GlaxoSmithKI</b>	<b>Event</b>	Planning and organisation of <b>GSK “Open Doors” communications and positioning events</b> , held at the Rixensaert Headquarters with invitees from the Belgian economic & political elite

01-03/2006 & 08 – 11/2006		ine (GSK) Biological	coordinator	at the ministerial level and key European decision makers and opinion leaders. The event was aimed at <b>boosting the image of GSK Biologicals and their vaccines programme.</b>
[7] 2002 - 2003	Belgium	Belgian Institute of Auditors	Event coordinator	Organisation of a series of events and communications surrounding it (conference, Gala dinner, etc.) linked to the <b>50<sup>th</sup> Anniversary of the Belgian Institute of Auditors (IRE)</b> with the participation of high level ministerial officials. 500 Participants
[6] 05-06/2005	Belgium	European Commission	Photo exhibition coordinator	Organisation of two highly political consecutive <b>photo exhibitions on EU projects in Western Balkans region</b> and all activities linked to event set up, organisation and communication. Exhibition was aimed at demonstrating EU's commitment to further development in the region and was attended by a number of high level officials, representatives of diplomatic corps and media.
[5] 03/2005	Netherlands	European Space Agency	Event manager	Organisation of a <b>new hi-tech Phonak product launch at the premises of the ESA</b> and in close cooperation with them. Close collaboration with ESA security services during the international heightened security alert days.
[4] 09/1997 – 09/2005	EU	Brussels International Banking Club	Event and protocol coordinator, general management	Twice a year hired as a <b>coordinator of high level 2-days long Russia - EU summits "Open Russia"</b> . Meetings are attended by representatives of the Russian Presidential administration, heads of local administration, senior representatives of the CIS and EU banks and financial authorities and European Commission. Meetings are aimed at improving legal, financial and economic cooperation between CIS and EU countries
[3] 11/2002 – 03/2003	Belgium-Moldova-Romania-Ukraine	East West Consulting	Trainer	<b>EU Tacis Cross Border Cooperation Small Project Facility – trainer conducting a series of interactive information seminars and trainings for heads of local administrations in the cross border regions of NIS and CEC.</b> Trainings were aimed at stimulating local cross border cooperation, boosting local capacity to work with the EU institutions, and consecutively acquiring project management skills (including PCM, Logframe, etc.)
[2] 08/2000 – 06/2002	Belgium	EurO&M	Senior Account Executive	<ul style="list-style-type: none"> <li>&gt; <b>European Day of Disabled People 2000 &amp; 2001. Round table and Award Ceremony Gala evening (300 participants)</b> – coordinator of the pan-European project aimed at <b>raising public awareness</b> about the problems and issues disabled people throughout Europe have to face.</li> <li>&gt; <b>'Breaking Barriers Award'</b> – Coordinated pan-European short film competition about professional achievements of disabled people. Inauguration gala evening and awards ceremony supported by the EC and attended by top level EU and disability sector officials.</li> <li>&gt; <b>Pan-European Balloons Launch – within the framework of the European Year of Languages</b>, supported by the EC and aimed stimulating intercultural and linguistic exchanges. Organised and coordinated 18 simultaneous balloons launches in the city centres of 18 capital cities</li> <li>&gt; <b>Out-doors information fair</b> - within the framework of the European Year of Languages</li> <li>≥ On behalf of ESBG organised an <b>exhibition at the EP premises (Brussels)</b> aimed at <b>raising awareness of importance of SCR and ESBG's achievements in the field</b>– 500 participants, stands at the European Parliament, cocktail reception, dinner, etc.</li> </ul>
[1] 1997 – 2000	Belgium	Ogilvy Public Relations Worldwide (OPR)	Account Executive	<ul style="list-style-type: none"> <li>&gt; <b>EU Tacis Information and Communications Programme</b>: was a part of the team designing the communications strategy mix. Organised a number of political consultation meetings in Russia, Kazakhstan, Ukraine and Georgia for DG 1A aimed at finding consensus and establishing the priority areas for <b>new Tacis Regulation</b>. Attended by a number of high level CIS and EU officials. Responsible for all aspects of event preparation and onsite coordination.</li> <li>&gt; <b>Publications management</b>: Supervised the production of more than 50 different publications (production, copy-editing, translation) for EC &amp; NATO</li> <li>&gt; Took part in the set up and inauguration of the <b>European Commission Phare and Tacis Information Centre</b></li> <li>&gt; <b>European Day of Disabled People' 1998-1999</b> (350 participants), organisation of a conference and training session, production of promotional items, logistics, etc.</li> <li>&gt; <b>'Information Society and Technology Day' Paris, '99</b> - Information Fair for DG XIII (5000 participants) – as a part of the team provided 360° events services</li> <li>&gt; <b>'European Initiative for Democracy Conference '97'</b> DG IA (400 participants) – provided 360° events services, conference, exhibition, Gala Dinner</li> </ul>