



**ASSOCIATION EUROPÉENNE DES MÉDECINS DES HÔPITAUX  
EUROPEAN ASSOCIATION OF SENIOR HOSPITAL PHYSICIANS  
EUROPÄISCHE VEREINIGUNG DER LEITENDEN KRANKENHAUSÄRZTE  
EUROPESE VERENIGING VAN STAFARTSEN  
DEN EUROPÆISKE OVERLÆGEFORENING  
ΕΥΡΩΠΑΪΚΟΣ ΣΥΛΛΟΓΟΣ ΝΟΣΟΚΟΜΕΙΑΚΩΝ ΙΑΤΡΩΝ ΔΙΕΥΘΥΝΤΩΝ  
ASSOCIAZIONE EUROPEA DEI MEDICI OSPEDALIERI  
DEN EUROPEISKE OVERLEGEFORENING  
ASSOCIAÇÃO EUROPEIA DOS MÉDICOS HOSPITALARES  
ASOCIACIÓN EUROPEA DE MÉDICOS DE HOSPITALES  
EUROPEISKA ÖVERLÄKARFÖRENINGEN  
EVROPSKO ZDRŽENJE BOLNIŠNIČNIH ZDRAVNIKOV  
EUROPSKA ASOCIACIA NEMOCNICNÝCH LEKAROV  
EUROPSKA UDRUGA BOLNIČKIHI LIJEČNIKA  
ΕΒΡΟΠΕΪΣΚΑ ΑΣΟΪΑΪΑΪΑ ΗΑ ΣΤΑΡΣΗΤΕ ΒΟΛΗΙΧΝΗ ΛΕΚΑΡΗ  
ASOCIATIA EUROPEANA A MEDICILOR DIN SPITALE**

<b>Document :</b>	<b>AEMH 12-082</b>
<b>Title:</b>	<b>Structure and Tasks and Duties of the AEMH European Liaison Office</b>
<b>Author :</b>	<b>Brigitte Jencik</b>
<b>Purpose :</b>	<b>Information</b>
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The AEMH European Liaison Office is currently staffed by one all-round self-employed office manager, who wishes to retire either from all activities or alternatively partly from those activities, which are linked to a presence in Brussels, i.e. the European public affairs.

B. Jencik proposes to continue the administrative part (Executive Secretary) from a virtual office and to entrust the European affairs to a professional self-employed European Policy Adviser.

Advantages: separating the two activities allows to concentrate on each specificity; the hand-over of all activities would be smoother, as implemented in two steps.

No financial consequences as the split of activity simply implies a split of remuneration.

<b>AEMH European Liaison Office</b>	
<b>Executive Secretary</b>	<b>EU Policy Adviser</b>
<b>Profile</b>	<b>Profile</b>
<ul style="list-style-type: none"> <li>• Experienced in office management;</li> <li>• able to work autonomously;</li> <li>• excellent communication and interpersonal skills;</li> <li>• pro-activeness, flexibility and problem-solving approach;</li> <li>• computer skills: office software, spreadsheets, databases, web-mastering</li> </ul>	<ul style="list-style-type: none"> <li>• Experience as public affairs officer / lobbyist;</li> <li>• Profound knowledge of European health policies;</li> <li>• Excellent communication and interpersonal skills;</li> </ul>
<b>Tasks and duties</b>	<b>Tasks and Duties</b>
<ul style="list-style-type: none"> <li>➤ Planning and preparation of AEMH Conferences, plenary and board meetings;</li> <li>➤ Drafting of the agendas and minutes;</li> <li>➤ Follow-up on procedural matters in compliance with the statutes and Belgian legislation;</li> <li>➤ Management of the financial system;</li> <li>➤ Collection and dissemination of information related to AEMH activities and on EU policy affairs;</li> <li>➤ Administration and updating of the website;</li> </ul>	<ul style="list-style-type: none"> <li>➤ Liaison with EU institutions;</li> <li>➤ Liaison with other health related organizations;</li> <li>➤ Representation of AEMH interests in conferences and meetings;</li> <li>➤ Information provision of the European agenda;</li> <li>➤ Awareness raising on AEMH involvement (contribute to consultations, tenders,...)</li> </ul>
<b>Objectives</b>	<b>Objectives</b>
<ul style="list-style-type: none"> <li>○ Be the focal point of the organisation;</li> <li>○ Provide for constancy and continuity;</li> </ul>	<ul style="list-style-type: none"> <li>○ Strengthening EU advocacy;</li> <li>○ Create funding opportunities;</li> </ul>
<ul style="list-style-type: none"> <li>○ Perpetrate AEMH core values, aims and means;</li> <li>○ Propagate the Corporate Image of the AEMH;</li> </ul>	