



Objectives of the Application

The IRG/ERG have set up a permanent Chair's Secretariat, based in Brussels, as agreed at the IRG Plenary meeting in Bratislava on December 2006. The Chair's Secretariat will be initially hosted in the premises of DG INFSO (European Commission) and will be composed of one senior member and two junior members.

The senior member will manage the daily activities of the Secretariat, including:

- running the day-to-day operations of the Secretariat and coordinating activities of the Junior members and operational staff, acting as a liaison with the IRG/ERG Chair and with his/her delegate/s,
- acting as contact point to the European Union Institutions, Associations, stakeholders and any third interested third parties,
- assisting the Chair in relation to the IRG/ERG's institutional relations with the European Union Institutions and representing the IRG/ERG position, upon specific request of the Chair,
- organising, preparing, attending, taking minutes at and providing Secretariat support to the IRG/ERG Plenary meetings, including preparing meeting agendas with the Chair,
- monitoring the budget and resources of the Secretariat.

The motivation behind my application to the position of senior member of the IRG/ERG Chair's Permanent Secretariat is to ensure the professional and proficient management of the IRG/ERG Secretariat, following the principles of efficacy, efficiency, impartiality, objectivity, loyalty, transparency, commitment, sense and sensibility .

I firmly believe that I have the required experience, commitment, motivation, ability to work efficiently within a team (please see my application letter and C.V.), under the scrutiny of the IRG/ERG Chair and in close cooperation with the CN, the WG chairpersons, the EC services and the stakeholders.

In this context, the main goal of this *blog* is to provide information about the initiatives taken to listen to everyone who has been active in the IRG/ERG, to collect contributions which might be useful to improve the functioning of the Secretariat and to showcase the personal and professional achievements of those working for the IRG/ERG.

I am looking forward to working with and for You.

A handwritten signature in blue ink that reads "Carlos Costa".